


**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 *LBR*
Naangwa: Date: April 15, 2025
Maanda Nji: Re: March Operations Report



We respectfully submit the March 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
March 2025

TABLE OF CONTENTS

Accounting	Angela Rabb
Education	Yvonne Parsons
Elders Meal Program	Victoria Wells
Enrollment	Diane Lonn
Facilities	Rusty Smith
Family Services	Janeen Codden
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	Janeen Codden
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

March 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 provided 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. Verified 17 PAF's this month which included 6 new employee(s), 1 Job Change/Transfer employee(s), and 1 termed employee(s).
2. Verified 16 Holiday Variance forms for the Treaty Recognition Day holiday.
3. Processed payroll and completed payroll backup cover sheet for pay dates 3/7 and 3/21.
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 –

- 3/13 – Payroll/HR bi-weekly meeting
- 3/20 – March Staff meeting

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 March 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 March as well as the check request for payment of those taxes.
7. Prepared form DR 1094 Colorado W-2 Wage Withholding Tax Return for Colorado state withholding tax withheld January through March as well as the check request for payment of those taxes.
8. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of March and provided to HR.
9. Addressing payroll concerns and/or corrections, as necessary.
10. Prepared bi-annual certification of personnel costs.
11. Processed April 1st per capita distribution and necessary compliance reporting.

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. Quarterly reporting for first quarter of 2025.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,380 GWE checks from 7/18-3/31/2025.

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. 3/6 Evaluation and grading of responses to purchasing regulation RFP.
2. 3/10 Evaluation and grading of responses to travel agency RFP.
3. 3/11 GL definition review meeting. Revised draft.
4. 3/12 Meeting with Wipfli to review scope of purchasing regulation RFP.
5. 3/13 Meeting with ByzTrav to review scope and contract for travel agency services.
6. 3/13 Assisted and solicited Enrollment File Review RFP.
7. 3/20 Worksession on contract with Pitney Bowes.
8. 3/24 Agenda review on contract with Pitney Bowes.
9. 3/25 Represented contract with Pitney Bowes to Tribal Council

Receiving

Duties and Accomplishments –

1. Received in 341 packages.
2. Issued 162 receiving reports.
3. Returned 3 item for credit.
4. Made deliveries.
5. 21 FedEx for mail clerk

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed – Help

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) Completed 6 Budget modifications
- 5) Completed 1 Supplemental Appropriation
- 6) Prepared and submitted 19 draw downs
- 7) Prepared and submitted 7 financial status reports to agencies
- 8) Participated in ZOOM meeting with VAWA on March 3, 2025
- 9) Participated in ZOOM meeting with HHS – Child Care Grants on March 4, 2025
- 10) Participated in ZOOM training for NAHASDA on March 5 and 6, 2025
- 11) Participated in ZOOM meeting with HHS – Child Care Grants on March 17, 2025
- 12) Participated in ZOOM training for NAHASDA on March 18 and 19, 2025
- 13) Participated in ZOOM meeting with Amplifund on March 25, 2025
- 14) Participated in ZOOM meeting with HHS – Child Care Grants on March 25, 2025

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 through March 2025 are \$227,920.81 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date March 2025, represent 14.5% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

March 2025 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** During the month of March 2025, 5 students received school clothing assistance totaling \$2500. 4 students received 12th grade computer funds totaling \$4000, and one student received senior expenses totaling \$70.82
- **Higher Education Scholarship:** 7 Higher Education Scholarships were processed for March. Total awards were \$120,850, providing assistance to 1 female university students and 6 community college students, 1 male, the rest female.
- **College Book Stipend:** 9 book stipends were processed for March totaling \$4600 5 students attending 9+ credit hours for the winter/spring term, and 4 with 4-8 credits.
- **Educational Advancement Fund:** 2 students with \$300 each
- **Vocational Assistance:** 1 student totaling \$3999
- **On March 26 we had our first arts and crafts activity of 2025 at the community center at Aki Maadiziwin with 15 participants**

Expense Justification

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

Elders Meal Program
Victoria Wells

Elder Meals March Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
157	570
Hackley Congregate Meals	Take out
14	11

Bingo At Aki	Bingo At Hackley
16	14
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
250241	4558	5202	\$687	\$203
250649	1010	5204	\$4000	\$3719
250644	1010	5204	\$5000	\$4022
250447*	1010	5204	\$400	\$15
250490**	1010	5204	\$5000	\$3684
250533**	1010	5204	\$3600	\$2933

The accounts with 1010 are from the supplemental appropriations from the tribe.

* This one was a mistake in purchasing as it was meant to be \$4000 but came out at \$400. ** Are ones where there was something with the resolution, so I had to close out all open PO's and reopen them after it was fixed.

Our numbers are on a steady upwards trend. We hope they continue to go on. As of 3/27 HHS announced its restructuring plan which included the ACL (Agency on Community Living). We are unsure of what this means for our grant or for Title VI. We do know that we will continue to provide healthy, nutritious meals.

We plan on bringing back activities in April or May!

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

March 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.
- Working with Artic to set up new Program

Duties Performed

- Created 42 New or replaced Tribal I.D.s from 02/01/2025 through 02/29/2025.
- 130 Address changes from 02/01/2025 through 02/29/2025.
- Final rejection letters 3
- Final acceptance letters 2
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional Post phoned 3
- Provisional acceptance letters 3
- 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
- 3 Applications received as of 02/29/2025.
- List request of Membership 0
- Label request of Membership 1
- Statistical request – Tax Department

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office - 325
- PRC/EHAP -7
- Members Assistance 5
- Utilities 0
- Food Distribution 0
- Casino 2
- Family Services 5
- Tribal Council 0
- Natural Resources 0
- Education -9
- Gaming 0
- Work Force Development 6

Ordering/Correspondence

Enrollment verifications to other tribes 4

Sent out Per Cap Earnings information 15

3 Tuition Waiver Verifications

525 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,578

Outside 9 county 2,191

Inside Michigan 2,544

Outside Michigan 1,315

Undeliverable Addresses 15

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

Facilities
Rusty Smith

2025 March 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

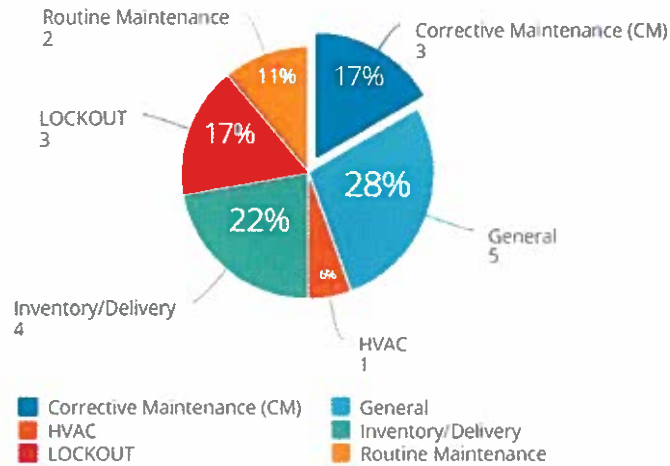
For the month of March there were five snow events, and the department spend 8 hours snow plowing. This does not include shoving entrances, sidewalks, and ice treatments.

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

Thirty-four 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.

PM and Work Requests By Type



On-Site Vendors

- Monthly pest control pm.
- Fire safety pm.

III. Budget Expense Justification

- | | |
|-------------------|----------|
| • Phones | \$288.00 |
| • Small Equip. | \$558.00 |
| • Supplies | \$442.00 |
| • Vehicles & Fuel | \$640.00 |

IV. Travel and Training

Not applicable

End of Report

Family Services
Janeen Codden

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

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes										
I&Rs										
Open Cases	11	1		1	1					1
Monthly Totals	11	1	0	1	1	0	0	0	0	1

Case Management

Total number living in home	34	7		3	3					4
Citizens living in homes	16	1		2	2					1
descendants living in homes	10	1		1						
living in homes served	9	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										
Case Pending with DHS		1		1	1					
Relative placement										
Tribal Foster Home										
Non-Tribal Foster		1								1
Home					1					
Alternative placement										
Court appearances		1								
Home Visits	21	1		1						
Case Reviews	1									
Binojeeuk	3									
Contacts with outside agenci	9	21		3	1					
Contacts with LRBOI depart	19	4			1					
Tribal Elders	5									
Other referrals										
Monthly Totals	124	46		14	13					8

Department Report : Family Services

Case Worker : Rachel Kops

Month : March 2025

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana
I & R's					1	
Intakes					1	
Open Cases					8	
Monthly Totals					10	

Case Management

Total number living in homes served					20	
Total number of Tribal Citizens living in homes served					14	
Total number of descendants living in homes served					3	
Total number of children living in homes served					9	
Total ICWA or ICWP where substance abuse is involved					2	
Child Abuse/Neglect					2	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					2	
Substantiated or Unsubstantiated by DHS					2	
Case Pending with DHS					1	
Relative placement					3	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					1	
Home Visits					16	
Case Reviews					1	
Binojeeuk					3	
Contacts with outside agencies					107	
Contacts with LRBOI departments					51	
Tribal Elders					0	
Other referrals					1	
Monthly Totals					235	

Other _____

[illegible][illegible]



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

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	6
New Cases	4
Closed Cases	0
Referrals and Contacts Received	6
Client Face to Face Contacts	15
Client-related Phone, Email, and Text Contacts	175
Client-related Direct Service Units Provided by Advocates	495
Client-related Accompaniment Provided by Advocates	9

MEETINGS

Staff Meeting(s)	5
Program Case Reviews	0
Community Collaboration Meetings	10
Other Meetings	8

STAFF DEVELOPMENT/TRAINING

Virtual Training	18
In Person Training and Conferences	12
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	3
Event and Training Planning and Preparation	2
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	496
VSP Presentations	0
Networking Activities	1
VSP Website Updates	2
Other Efforts	1

LRBOI Be Da Bin Behavioral Health Program March 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 8 clients.

Angela Schwandt has 45 clients (5 are new) and had 74 individual sessions, 26 follow up calls, and 2 hours telepsychiatry. She attended the Manistee County Suicide Awareness & Prevention coalition meeting/ does the minutes- (12). Attended trainings on the Role of law Enforcement withing the Team Response to Crimes Against Children and Working with First Responders Tips and Tricks.

Dottie Batchelder-Streeter currently has (37) 30 clients (3 new) and 7 Recovery Support clients. She had 2 referrals to other outpatient services/other services, and 1 inpatient referral (not paid by us). Dottie had 34 individual sessions, and 56 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on March 12, 2025; attended Tribal VA Summit Planning committee (10), and numerous meetings on the Native Connections grant and the State Opioid Settlement Tribal "Grant". Planned suicide prevention trainings for this April and May 2025. Attended the Tribal consult meeting with MDHHS in Lansing, MI on March 19, 2025. Attended Beyond Oversight: Unleashing the Potential of Prevention professionals through Effective Supervision and the NACCO suicide prevention training with Dept of Health #10.

She has been working on budget/plan for the State Opioid Settlement monies (putting into egrams) and taken to Tribal Council on March 27, 2025 for approval. She is working on the Native Connections requirements for year 5. Native Connections Grant revision was also taken to Tribal Council for an Amendment to Budget. Working on Native Connections projects: GONA for May 2025 and LAMAR Billboards contract.

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. We both met with our new Family Services Director, Janeen Cadden.

Respectfully submitted,



Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

March 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.

April 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 and Nicole conducted 34 Deliveries.

We received 3 produce and trucks and 1 USDA food truck.

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

The Food Distribution office is closed on the last day of the month for inventory purposes.

Melanie sent 10 recertifications out.

We Added 2 new Households.

We have a total of 71 households with 113 total participants.

Melanie sent out 4 applications.

MEETINGS:

- Monthly Update Call with USDA/FNS
- Midwest Regional Conference call
- Midwest Regional and National Planning call

Our plan for the Tailgating has been delayed because of the bad weather. Our plan is we will be in Muskegon on April 9th, 10th, 23rd and the 24th to sign up new clients. We will be at the Ellis building from 10 am to 6 pm. This will give members time to get off work and come and sign-up. I will have all the equipment that will be needed for to certify them at that time. Our Application is currently on the LRBOI website under the Food Distribution tab with the option to fill it out and it will be sent right to our program.

Supervisor
Food and Nutrition Center

Jamie Friedel

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – March 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.

Grant applications and grant funded purposes should also align with the adopted LRBOI strategic plan, a document that should reflect Tribal priorities that best serve our members and reinforce the sovereign dominion of the Tribe's lands and governance.

Projects, Tasks and Activities

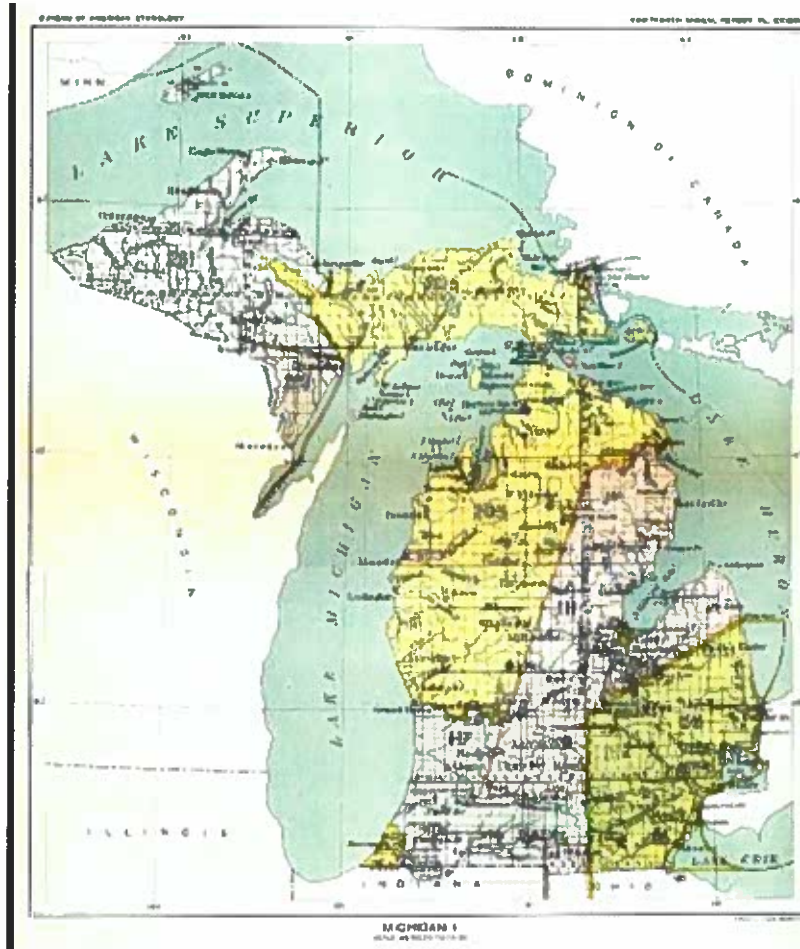
Assigned tasks current funding opportunities: progress continues.

- State of Michigan Opioid Settlement Funding Use Plan: Approved 03/27/2025.
 - The plan was adopted by Tribal Council during open session on 3/27/2025.
 - The plan incorporates payment for the costs of medically assisted treatment (MAT) for opioid use disorder (OUD), substance use disorder (SUD) and mental health related conditions to OUD. There are also funding set asides for peer recovery coach training. Other approved activities: Speaking/community training, sobriety celebration, overdose awareness and suicide prevention events, "Tall Cop" drug awareness training to be held at LRBOI including a report (community scan) on compounds in the community hiding in "plain sight."
 - Ms. Batchelder represented this item before Tribal Council, the grant writer was on pre-approved leave.
- Child Care Development Fund (CCDF):
 - The plan document draft is completed to transition the program from a brick-and-mortar child care center to a child care voucher program, allowing families to choose the provider type they prefer. This will be accomplished through a request for change in provider type to the FY 2023-2025 (FY 2021 funding), and all the amendments will require Tribal Council approval. The plan is to seek approval in April 2025 and implement as soon as possible.
 - Draft budget is completed; the Grant Writer is working with the Budget Manager/Grant Manager and the agency to ensure the funding is utilized according to the program requirements.

- Draft of FY 2026-2028 Model Plan is completed. The budget will support continuation of a voucher service program. The Model Plan is due July 1, 2025.
- Monthly meetings with Agency Tribal Technical Assistance Specialist scheduled.
- A presentation for the members is finished and will be shared out as soon as the Model plan amendments are approved and completed.

Review of PL 93-638 Tribal Self-Governance Model plans for Department of Interior/Bureau of Indian Affairs and Department of Health and Human Services/Indian Health Service is complete. Two items of note:

- BIA SG annual funding agreements must not reflect the latest legislation, the Progress Act. The funding agreement will need to be modified for FY 2026, requiring that LRBOI open negotiations with the Office of Self-Governance, BIA.
- IHS SG annual funding agreement will need to be opened for negotiation for FY 2026, and calculations to maximize contract support costs, and the indirect cost rate will influence these negotiations. Presently, LRBOI leaves shares in a 'package' to support the electronic health record (Resource Patient Management System), making the IHS supported electronic health record available to our clinic operations. It is important for LRBOI to report our clinic(s), pharmacy and Purchased and Referred Care (PRC) users under this program, as the user population dictates the annual base funding amounts to support that operation.
 - The Grant Writer will schedule a meeting with the department directors impacted by these agreements to review existing programs, function, services and activities LRBOI currently performs, discuss any new or expanded service delivery to request tribal priority allocations (BIA/TPA) or tribal shares (IHS/tribal shares) that should be added to the funding agreements to support those programs.
- Research; registration for notifications from the Federal Register and relevant federal department updates. There continues to be changes to existing grant announcements and funding amounts daily. The primary changes are impacting diversity, equity, and inclusion (DEI) programs and language. Tribes are NOT DEI 'program' recipients, our relationship is political due to the US Constitution, Article I, Section 8 (grants congress the power to regulate commerce with the Indian Tribes), our treaties, and Reaffirmation Law (PL 103-324) which established the ongoing relationship between our government's governance of our people and the federal government based in the 1821 Treaty of Chicago, 1836 Treaty of Washington, and the 1855 Treaty of Detroit. Assertions of these authorities must be consistent and persistent to protect funding resources to provide services to our people.
- The Grant Writer presented to the local chamber of commerce leadership group, Thursday, March 20, 2025. The presentation discussed the history of LRBOI, our governance structure and included questions from the audience. Questions from the group ranged from culturally specific items to understanding jurisdictional boundaries.
- LRBOI Government Offices were closed on Friday, March 28, 2025, in recognition of the 1836 Treaty of Washington, ratified on March 28, 1836. This treaty ceded 13,837,207 acres of land, now known as the "Ceded Territory." It also established territory 207, along the Manistee River, now referred to as the Manistee Reservation (Royce No. 205, map of ceded lands, 1836 Treaty of Washington).



The map is included here, in humble homage to the relationship our people established for us on paper, a testimony to our sovereignty, resilience and continued existence on the lands set aside for the people.

“It is a heart-rending thought to our simple feelings to think of leaving our native country forever, and *which has been bought with the price of, their native blood*, and which has been thus safely transmitted to us. It is, we say, a heart-rending thought to us to think so; there are many local endearments which make the soul shrink with horror at the idea of rejecting our country forever—*the mortal remains of our deceased parents, relations and friends, cry out to us as it were, for our compassion, our sympathy and our love.*” Augustin Hamlin, December 5, 1835, Odawa head man in a letter to Lewis Cass, Secretary of War.

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
Kate Gilbert, Chief Pharmacist

Date: April 11th, 2025

Re: MARCH 2025 Report of Activity – Tribal Health Services

Forrest County Pottawatomie Insurance Department filed 59 claims on behalf of Little River in the amount of \$11,394.57.

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

CLINIC OPERATIONS: MANISTEE LOCATION

253 patients scheduled

31 patients NO-SHOW to scheduled appointments

5 patients provided SAME DAY appointments for emergent matters**

81 cancelled appointments

146 patients attending CLINIC PHYSICIAN appointments**

41 patients PHONE TRIAGE**

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

78 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 742

Diabetic patients: 53

Flu Vaccines: 4

Injections: 15

Nursing Visits: 3 **

On-site Labs: 126

COVID-19 Tests: 3

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & Phone Triage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 953

DIRECT CALLS TO CLINIC OPERATIONS: 662

SENT FAXES: 163

RECEIVED FAXES: 361

TRANSPORTS - MANISTEE 9

MARCH 2025

TRAVEL HOURS: 21

SERVICE HOURS: 14

NUMBER SERVED: 9

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 1 $\frac{1}{4}$

SERVICE HOURS: $\frac{3}{4}$

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 22 $\frac{1}{4}$

TOTAL SERVICE HOURS: 14 $\frac{3}{4}$

TOTAL NUMBER SERVED: 13

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

CLINIC OPERATIONS: MUSKEGON LOCATION

133 patients scheduled

4 patients NO-SHOW to scheduled appointment

7 patients provided SAME DAY appointments for emergent matters**

45 cancelled appointments

78 clinic referrals – requiring action by Providers and Staff

91 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 23

Flu Vaccines: 0

Injections: 3

Nursing Visits: 0

On-site Labs: 42

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 240

TRANSPORTS - MUSKEGON: 6 MARCH 2025

TRAVEL HOURS: 8 ¼

SERVICE HOURS: 9 ¼

NUMBER SERVED: 6

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 1 ¼

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 9 ½

TOTAL SERVICE HOURS: 9 ¾

TOTAL NUMBER SERVED: 10

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$74,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1261

TOTAL PRC PAID IN MARCH: \$42,997.87

PHARMACY/OTHER: \$29,541.41

DENTAL: \$7,449.50

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

TOTAL CLAIMS RECEIVED: 491

TOTAL CLAIMS ENTERED: 340

TOTAL PRC PAID 2025: \$143,552.24

TOTAL EHAP PAID IN MARCH: \$30,722.49

TOTAL EHAP PAID 2025: \$98,486.56

TOTAL ENROLLED EHAP/LRBOI: 1287

NEW APPLICATIONS MAILED OR GIVEN: 23

REASSESSMENTS MAILED OR GIVEN: 17

MEDICARE LIKE RATE (MLR) Savings for March 2025

Claims submitted:	0	\$0 (total submitted)
		<u>-\$0 (what we paid)</u>
		\$0 (total savings)

PHARMACY, MANISTEE:**MARCH 2025**

Active patients:	348
Prescriptions filled:	1433
Receipts:	
Insurance payments received:	\$232,472.04
Non-member cash/copays received:	\$735.03
Less acquisition cost of medications:	\$59,556.31
Net profit:	\$173,650.76
PRC-equivalent write offs:	
LRBOI:	\$15,519.69
Other Tribes:	\$960.02
TOTAL:	\$16,479.71

PHARMACY, NORTON SHORES:**MARCH 2025**

Active patients:	168
Prescriptions filled:	755
Receipts:	
Insurance payments received:	\$121,293.20
Non-member cash/copays received:	\$112.30
Less acquisition cost of medications:	\$32,034.55
Net profit:	\$89,370.95
PRC-equivalent write offs:	
LRBOI:	\$10,468.98
Other Tribes:	\$1,362.66
Total:	\$11,831.64

Clinic Operations

•• Denotes total included in Total Patient Volume

** Denotes total included in Total Patient Volume

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Vists**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	261	25	67	3	172	29	579	376	88	71	9	16	2	151	7	962	333	-	164	399
February	253	31	81	5	146	41	742	552	78	53	4	15	3	126	9	953	662	3	163	361
March																				
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	514	56	148	8	318	70	1,321	928	166	124	13	31	5	277	16	1,915	995	3	327	760

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Manistee & Harvey Locations.

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 March 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: 11

Leases renewed: 11

New leases: 0

Annual Inspections: 0

Move-out Inspections: 0

Move outs: 0

Transfers: 1

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

Applications received this month: 0

Total Number of Awards made during the Year: 3

Total Amount of Awards for the Year: 8233

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 \$5857.13.

D. Krystal Davis, Housing Specialist has provided 4 different elders with a ride to Meijer for the month of March in 2 separate trips. She provides this service 1 time a week. One week was canceled due to weather conditions and the last week was canceled due to family emergency.

E. The Housing Director along with several accounting staff members attended a two-day virtual training regarding Financial Accounting for IHBG on March 5-6th, 2025 sponsored through HUD.

F. Housing Director met with TC in a work session on March 25th regarding the Annual Performance Report and received approval to submit to HUD on March 26th. This annual report was due by March 31st and was submitted to HUD on March 27th.

G. 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. **UDPATE: Housing Director, Tara**

Bailey was appointed to the Statewide Housing Partnership to represent a tribal government on March 20, 2025 to serve a 2.5 year term.

- H. 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: The meeting was well attended and at least three tribal council were able to attend on the first day. LRBOI received lots of approval in regard to the facility itself, staff, food and swag provided at the meeting. Lots of good information was provided during the meeting.
- I. 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. UPDATE: We have not received the official fire inspector report at this time, the claim adjuster was on property on March 27th and that report has not been received yet either. We were able to move the resident into a temporary unit until another income-based unit could become available; therefore, the resident is not homeless at this time.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 2
- 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. UPDATE: The resident complied with all items and the case was officially closed with the resident still able to reside in AKI and the Housing Department receiving full back payment and a signed payroll deduction form for future rent payments.

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 84 (we have 86 but 2 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 98%.

- A. Aki has 58 income based rental units of which 56 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 31 low-income family rental units and 29 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 26 are rented.

V. Plans for the Future.

- A. Do a RFP for the rebuild of the lost home in AKI.
- B. Complete and put out for bid RFP for Housing Needs Assessment.

End of Report
Tara Bailey, Housing Director
April 3, 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: March 2025 HR Department Report

Date: 4/11/2025

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)** What is in store for 2025. HR is currently preparing and finalizing for at least the first two quarters of 2025 Department Operational Plan. Starting to look ahead to the rest of 2025 – benefits, training development, process improvement and start thinking about 2026.
- 2) Month Summary:** 401k Audit has started on the 2024 audit process HR gathering of employee information is going forward despite still looking for an Auditor which is in process of completing. HR is still updating Job Descriptions on L: drive. Trainings are in the works for the HR Team and employee SOPs are still in the process of being reviewed/updated. We had an introduction meeting for all employees to the updated employee manual questions and answers were given in the hope of providing a better understanding of its' contents. Still waiting to finalize use of BambooHR for all employees.

3) Talent Acquisition

a) Talent Acquisition for March:

- (1) Number of Hires During the Month: 8.
- (2) Number of Open Positions: 12 some long standing postings and a few new ones. A number of new employees should be onboarded by the end of April and May 2025 most of which should include 10+ seasonals for NRD.
- (3) Posting Seasonal position for NRD has one position up and Family Services has hired a Director who started at the beginning of March along with 2 for Health Services – Chief Pharmacist and Nurse Practitioner – Muskegon. Family services has 3 openings. Commerce department still has 2 positions posted, Ogema's Office has 1 position still open, Food Distribution will be interviewing a candidate for Nutrition Program Coordinator in April, still 2 openings remain in IT, but did welcome a new System Security Administrator in mid-March. 1 court opening and 3 openings remain in Finance
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR through the use of BambooHR.
- (5) Thank you, Hiring Managers, for your continued help.
- (6) No terms They will be missed, 1 NA – TC Contracted and 1 NP – NRD by resignation.

(7) Updated Recruiting Work Priority: Finance, IT, Clinic, Food Distribution, Public Safety, Ogema's Office and Commerce.

(7) Applications have increased by a few, but on-line usage of application has been consistent – averaging now around 12 per month, mainly because of the seasonal positions. Still experiencing problems with online submissions but process of updating. Postings going through our website are experiencing a couple problems but in the works.

(8) Department employee outlook – changes slow but set for more in 2025!

- i) Approximately 8 (4 seasonal/temps, 4 - Reg FT positions have started this month, and other positions are now in the selection/interview/offer steps of the process. We expect to see more new hires into April/May. Screenings are picking up due to the influx of Seasonals.
- ii) Applications are coming in and are picking up, averaging 5 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIET and other sites.
- iii) HR conducted 6 orientation/paperwork sessions for new employees.

4) 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 in 2 departments are still to be scheduled and will continue. PIP's complaints and grievances have picked a bit.
- ii) Provided additional HR support to the leadership of various departments when asked.
- iii) Continued assisting leadership with sensitive employee relations issues when asked.
- iv) Assisted departments with job description update – Moving forward to review job duties and further update of wages for new postings.
- v) HR Answers... More instore for 2025.

B)HR Department Development Initiatives:

- vi) HR Development Events: 5+ – communication, conflict resolution, investigation, employee relations, MIP, THRP Certification – March = 30 hours all in HR, none received from other departments.
- vii) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away. Arctic is working on continued issues with server and process issues.

Training and Development hours totaled: 30 hours reported hours in March.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 3 IFML still active, 2 FML returned due back in March 1 is pending for April.

- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has increased minimally – loan requests and payouts were processed.
- d) Continued processing new hire insurance enrollments and some COBRA inquiries.
- e) 401k financial adviser visit was scheduled for late March. HR has the 2025 calendar from the advisors.
- f) Processed insurance benefit plan check requests.

6) Safety

- i) Continued COVID-19 support and tracking. 0 reported. This policy has been sun setted.
- ii) Recordable Injuries: 0
- iii) Near Miss/1st Aid: 1 near misses.

7) Tribal Preference Report

Preference Report for March 2025–

Employee Count by Preference for March

119 Tribal Members	+2	54% (53.8%) of Tribal Government Workforce
07 Native American		3% (3.1%) of Tribal Government Workforce
12 Tribal Descendants – no change		5% (5.4%) of Tribal Government Workforce
13 Tribal Spouses	+1	6% (5.8%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Government Workforce
Gain in preference for March 2025 - +3		
Total preference = 151		68% (68.3%)

70 non-preference doe March 2025		
+5 change		32% (31.7%)

Total of all employees 221 – 8 Overall gain to workforce in March 2025.

Regards,
Alicia Goff
HR Manager

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: April 2, 2025
Re: March 2025 report of activities

Number of tribal members assisted on new issues	59
Number of referrals received	2
Number of continuing cases:	64

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Land Contract
Wills	Legal Separation
Trusts	Eviction – Out of State
Estate Planning	Incorporation
Medical Power of Attorney	Income Tax Garnishment
IRA Division	Home Service Agreement
Power of Attorney	Certificate of Trust Existence
Amend Estate Planning Documents	Trust Administration
Guardian – Adult - Terminate	Real Estate Closing
Separate Maintenance	Custody
Amendment of Trust	Medicaid
Civil	Contracts
Discrimination	Probate Estate
Divorce – Out of State	Small Claims
Criminal	Civil Infraction

Parenting Time and PPO
Name Change – Adult
Adult Guardian Accounting
Non-Profit Corporation
Post Divorce Matters
Conservator Adult – Accounting
Limited Guardian – Minor
Statute of Limitations
Collections
Civil Payment Plan
Repossession of Automobile
Debt Consolidation
Ex Parte Custody
Mobile Home Purchase

Guardian - Minor
Will Codicil - Out of State
QDRO
Adoption- Adult
Parenting Time
Real Estate
Injunction
Dog Bite
EDRO
PPO Objection
Expungement
PPO
Civil Appeal
Creditors

Sample of Work Performed:

Assisted a tribal member terminate a guardianship over an adult

Assisted a tribal member prepare and Account for an adult guardian

Assisted a tribal member file for an Ex-Parte Order of custody when the child's other parent was being investigated by CPS

Assisted a tribal member obtain an EDRO to access their ex-spouse's pension

Members Assistance
Janeen Codden

No report submitted

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.
- 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 interviews.

Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- Lake Michigan Technical Committee Sturgeon Working Group co-chair tasks
- 2025 field season sampling preparations and planning
- Sturgeon presentations communication/scheduling

- Monitoring Manistee River PIT tag antenna array
- Muskegon River sea lamprey control/sturgeon coordination for August
- SRF sturgeon food quote
- Freezer monitoring/alarm system upgrades
- Manistee Lake adult sturgeon assessment
- Boat trailer maintenance
- Inland Fisheries:
- Prepared and delivered presentation at 2025 Tribal Day event
- Prepared for and began issuing specially regulated permits for Walleye Lake Systems and Steelhead Protected Streams
- Finalized construction of remote-site incubators, began staging items in Blue for 2025 Arctic Grayling reintroduction
- Development of Arctic Grayling presentation for outreach event sponsored by the Iron Fish Distillery.
- Great Lakes Fisheries Assessment Program:
- Assessment net tying and gear preparations.
- Commercial fisheries data entry and QA/QC.
- GL truck and equipment maintenance
- Larval whitefish beach neuston sampling

Meetings/Training/Travel/Conference Calls

- 35th Annual Great Lakes Day (East Lansing, MI) (3/3)
- Seasonal Fisheries Tech interviews (3/4)
- Seasonal Fisheries Tech interviews (3/6)
- CSMI Mapping meeting (Virtual) (3/6)
- Coregonine Science Webinar (Virtual) (3/7)
- Tributary whitefish check-in meeting, 2025 Lake Michigan larval coregonine beach sampling meeting (Virtual) (3/10)
- Attended Michigan Arctic Grayling Initiative steering committee meeting (3/17)
- Camera trap survey meeting with GTB (Manistee) (3/18)
- Inland Fisheries Committee (IFC) meeting, virtual (3/19)
- March LRBOI Staff Meeting (Virtual) (3/20)
- Tribal Day presentation, LRBPI Gov Center (3/20)
- Lake Sturgeon Working Group meeting, virtual (3/20)
- GLFT Thiamine Meeting (Virtual), Linking Land and Lakes Documentary (3/21)
- Lake sturgeon/Arctic Grayling presentation at Great Lakes Environmental Festival (3/22)
- Presented LRBOI data on Arctic Grayling reintroduction at Iron Fish Distillery fundraising/outreach event (3/22)
- 2025 Lake Michigan larval coregonine beach sampling meeting (Virtual) (3/24)
- Great Lakes Fishery Commission, Upper Lakes Committee Meeting (GLFC, Sault Ste Marie, Ontario, CA) (3/24-3/27)
- LEADS Meeting, NRD Department Nmé Policy (3/25)
- US Fish & Wildlife Quarterly Call, virtual Meeting (3/25)
- Permitting meeting with NRD Director and Fisheries staff (3/25)
- Arctic Grayling Reintroduction Interview (3/26)

- Sturgeon habitat/visual survey grant collaborative conference call/planning meeting (3/27)
- Creel Harvest Reporting Workgroup meeting (Virtual) (3/27)
- Michigan Arctic Grayling Initiative monitoring/logistics meeting (3/31)

<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

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.
- Posted seasonal position openings.
- Reviewed and provided comment to Fish and Wildlife Service on the gray wolf Species Status Assessment.
- Reached out to partners on turtle research.
- Wildland firefighter registration.

- 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
- Marten track survey.
- Built artificial basking logs for turtle surveys.

Meetings/Training/Travel/Conference Calls

-

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

- Completed items for Accounts Payable to complete payment of 9 Phase I assessments on tribal properties
- Edited HHW brochures for program this coming August and sent items to Jackpine for processing.
- 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.
- Checked county assessor records for a current list of tribal properties in Manistee County
- Gathered information for Brownfield application for possible joint venture with Economic Development

Field Work and Equipment Maintenance

- Informal survey at Bull Corner
- Went to Blue to inventory and check response trailer for maintenance and functionality.
- Policed 9th Street parking lot for solid waste.
- Documented boat sinking on Lake Street

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

- Informal NRD huddles.
- Teams meeting, numerous emails, and several phone calls with EPA project officer regarding BIL projects between March 11-14
- Gateway project meeting at Economic Development office on March 26.
- Staff meeting on March 20.
- Solar on Brownfields webinar on March 19.
- EGLE webinar Building Capacity for Rural Solutions on March 20.
- EPA webinar Competitive Grants on March 11.

Water Program (106 and 319)

Administration Reports/Data Entry

- Worked on updating 319 Management Plan
- Worked on presentation for tribal day.
- Worked on poster for Great Lakes Environmental Festival
- Worked on creating an eat safe fish guide for tribal members based on 2024 data.

Field Work and Equipment Maintenance

-

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

- 3/4/2025: Work session prep meeting
- 3/4/2025: Work session at tribal council
- 3/7/2025: MTEG Meeting
- 3/10/2025: Tribal Technical Exchange Meeting
- 3/9/2025 – 3/13/2025: National Monitoring Conference in Green Bay
- 3/17/2025: Discussion with Wildlife for 319 management plan goals
- 3/18/2025: Region 5 Tribal Water Division Call
- 3/19/2025: PPG Budget Review
- 3/20/2025: Tribal Day presentation
- 3/21/2025: Great Lakes Environmental Festival
- 3/24/2025: Tribal Council Agenda Review
- 3/27/2025: Tribal Council 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

- 03/07/25: Measured AMS deck
- 03/19/25: T640 monthly multipoint check
- 03/19/25: Meteorology monthly multipoint check
- 03/27/25: Pre-season ozone multipoint check
- 03/31/25: Shelter temperature check at AMS

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

- 03/04/25: Traveled to EGLE AQD office in Lansing to drop off ozone analyzers for annual certification
- 03/07/25: Q1 MTEG Meeting (virtual)
- 03/14/25: Traveled to EGLE AQD office in Lansing to pick up certified ozone analyzers
- 03/17/25: Agenda Review meeting for Budget Modification on Air Quality Grant
- 03/19/25: Tribal Council Meeting for Budget Modification on Air Quality Grant
- 03/19/25: PPG Budget Review meeting with Frank

- 03/20/25: MSU presentation at Government Center with NRD
- 03/20/25: Work Session meeting for Budget Modification on Air Quality Grant
- 03/22/25: GLEF 2025 with NRD

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- MRSGA project tasks: finalized and submitted MSA contract packet and TC documents, sent MSA to ISN for signature, got ISN W9.
- Sent "We all live together in a good way with Manoomin: Stewardship Guide" to Tribal Leadership.
- Reviewed parcel ownership LIAA records, compared to old shapefiles, created spreadsheet highlighting changes since 2016, and sent to tax office.
- Reviewed wetlands seed mix for Griffith restoration seeding and sent recommendations to Wildlife Division Manager, got 2 more quotes for requisition.
- Set up vernal pool monitoring pdfs on field tablet.
- Created powerpoint for MSU Tribal Day.
- Worked with other NRD staff to create and print poster for GLEF and Spring Membership Meeting.
- Created list of priority reseeding plant species for NCCISMA.

Field Work and Equipment Maintenance

- 3/10/25: HWA surveys of Griffith and Old House parcels with partners.
- 3/11/25: Griffith parcel: visited wetland restoration sites, assisted installing trail cameras.
- 3/21/25: High Bridge parcel: vernal pool monitoring.

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

- 3/4/25: Line 5 staff level meeting.
- 3/6/25: DNR partner meeting in Big Rapids regarding Martiny/Pentwater SGAs.
- 3/6/25: TWWG Finance & Training committee meeting.
- 3/7/25: LRBOI-DNR-MNFI meeting to discuss Maple River Manoomin.
- 3/7/25: NOAA Manoomin workshop planning meeting.
- 3/7/25: MTEG.
- 3/11/25: NOAA Manoomin Geospatial work group meeting.
- 3/13/25: LRBOI-MRWA-USACE Maple River planning meeting.
- 3/17/25: meeting with Water Quality Specialist & Wildlife Division Manager to discuss forestry & wetland goals for the 319 Management Plan.
- 3/17/25: Wildlife Division meeting.
- 3/19/25: meeting with MWRI co-chairs to discuss Scott Herron issue.
- 3/20/25: MSU Tribal Day presentation on wildlife division (outreach to ~20 local community members).
- 3/21/25: call with BMIC Great Lakes Policy Specialist re Line 5 updates.
- 3/22/25: ran NRD booth at Great Lakes Environmental Festival (outreach to ~100 public attendees regarding Wild Rice stewardship plan and NRD work).
- 3/24/25: TC agenda review for ISN MSA.
- 3/25/25: TC work session for ISN MSA.
- 3/26/25: TC meeting- got approval for ISN MSA.

- 3/25/25: MWRI education and outreach meeting.
- 3/27/25: LRBOI-MRWA-USACE Maple River planning meeting.
- 3/27/25: MRWA-LRBOI meeting to discuss NOAA transformation habitat grant application planning.

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)

- 3/25/25: PLWf board meeting.
- 3/17/25: Onekama Township Invasive Species Committee meeting
- 3/19/25: PPG budget review meeting.

Great Lakes Policy Program

Administration//Reports/Data Entry

- 2022-2026 LH LAMP Implementation Tracking (mid-cycle) file
- Non- Native/ Invasive Spp. Identification Guide

Field Work and Equipment Maintenance

- HWA Surveys with MLCD

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

- Muskegon Lake Watershed Partnership Meeting (3/4/25)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination Meeting (3/4/25)
- Tribal-EPA Mining Call (3/6/25)

- Q1 MTEG meeting (3/7/25)
- Region 5 Tribal Water division call (3/18/25)
- MCD Board Meeting (3/18/25)
- Lake Michigan Partnership WG monthly call (3/19/25)
- LRBOI March staff meeting (3/20/25)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (3/20/25)
- Tribal mining call (3/20/25)
- Great Lakes Environmental Festival (3/22/25)
- Enbridge Line 5 Tunnel- Section 106 meeting (3/26/25)
- Lake Huron Partnership Meeting (3/27/25)
- Lake Huron Habitat/ Species sub com. Meeting (3/27/25)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

March 2025

Steve Parsons

Meetings/Conferences/Trainings

- On March 3, 2025, I participated in a virtual meeting with members of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and other participants of the newly-formed Tribal Advisory Group to provide assistance to EGLE as they pursue their renewable energy program with Michigan tribes. Frank Beaver and Gary Lewis also participated in the meeting.
- On March 11, 2025, I had a virtual (Zoom) meeting with Ken Ockert of GTEC to discuss getting the Cemetery Project back on track, with the focus being identifying those remaining elements that BIA Roads funding will pay for, primarily landscaping and irrigation. Other features, such as electrical power and a fresh water supply will likely need to be financed by other sources.
- On March 20, I attended the virtual monthly tribal government staff meeting for March.
- On March 21, I met virtually with Ken Ockert of GTEC to discuss our BIA Roads construction projects for 2025. These projects are addressed in more detail in the next section of this report.

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
March-25

General Patrol	
Assist Citizen	1
Assist Motorist	
Assist Other Agency	6
City Assist	3
County Assist	3
Medical Assist	
MSP Assist	5
Other Calls for Service	1
Property Checks	572
Suspicious Person	
Suspicious Situation	4
Well-Being Check	5
Traffic/Vehicle	
Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	3
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	16
Unsecured Vehicle	
Verbal Warning	11
Warning Ticket	
Processes	
Bench Warrant Entered	
Civil Process (Paper Service)	6
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect

Arrest 5

Assault 3

B&E

Bond Revocation

Child Abuse

Child Custody

Child Neglect

Contempt of Court

Counterfeiting/Forgery 1

CSC

Death

Disorderly

Domestic Disturbance 2

Drive-Off

Drug Violation/VCSA 2

Elder Abuse

Embezzlement

Extortion/Conspiracy

False ID

Family Problems

Felony with a Gun

Fight in Progress

Fraud 1

Furnishing Alcohol to Minor

Harassment 1

Health & Safety 3

Intimidation

Intoxicated Person

Juvenile Runaway

Larceny 1

Liquor Violation

Minor in Possession 1

Missing Person

Money Laundering

Motor Vehicle Theft

Murder

Neighbor Dispute

Noise Complaint

Obstructing Justice

Possession Stolen Property

PPO Violation

Probation Violation

Property Damage/PIA 7

Public Peace

Resisting 1

Robbery

Sex Offense

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

Miscellaneous

Administrative Hours

316

Alarm

3

Attempt to Locate

Boat Dock Checks

Casino Hours

180.5

Civil Standby

Community Policing

8

Court Hours

8.25

Death Notification

Drug Disposal

Follow-Up Investigations

11

Found Property

1

Lost Property

1

Meetings Attended

Open Door

1

Open Window

PBT

Special Detail

1

Suicidal Subject

1

Total Complaints

46

Total Reports

35

Training Hours

92.5

Transport

2

Trespassing

Tribal Council Meetings

Vehicle Mileage

4362

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	40
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	4
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	93
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	10
Vehicle Mileage	917
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

March 11-12, 2025 Officers completed Active Shooter Training at Next Gen Center.

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

Administrative Hours		184.5
Arrest(s)		2
Male		
Female		
ATV Patrol Hours		
Assist(s)		15
Assist Hours		12.5
Citation(s)		3
Civil		3
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		36
Contacts		530
Court		2
Court Hours		1.75
Follow-up(s)		4
Follow-up Hours		1
Federal Citation(s)		
Hours Worked		345
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		3
Possible Trespass		
PR Activities		2
PR Activities Hours		2.25
Property Checks		124
Snowmobile Patrol Hours		
Training(s)		3
Training Hours		12
Vehicle Mileage		1641
Vehicle Stops		8
Verbal Warning(s)		4
Written Warning(s)		

Training/Travel

March 11-12, 2025 Officers completed Active Shooter Training at the Next Gen Center.

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

Administrative/Reports		2
Hours		2.25
Assist Other		
Hours		
Court Cases		8
Hours		3.75
Property Checks		11
Hours		3.25
Screenings		72
Hours		13
Contraband		
Weapons		
Denials		
Surveillance		97
Hours		101.75
Training		
Hours		
Transports		
Hours		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department March 2025 Monthly Report

Staff: Valerie Chandler, Tax Officer

Deborah Miller, Tax Department Administrative Assistant

During the month of March 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 February 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 3 Certificates of Exemption:
 - Purchaser: 3 RTM 0 Tribe/Entity
 - Purchase Type: 2 Vehicle 0 Construction 1 Recreational Vehicle
9. Reviewed 36 Tribal Member address and/or name changes; 1 required updating of the RTM list and database.
10. Processed 1 Proof of Residency.
11. Processed 21 Motor Fuel Registrations.
12. Processed 7 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 April 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,558 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 February 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. Continued to review and identify tribal properties with the goal of establishing a complete file for each property in regards to property number, acreage, property status, location, address, etc.

4. Worked with the Gaming Commission Internal Auditor in answering questions pertaining to the Tribal Tax and Revenue Administration Ordinance and the Tax Agreement.
5. Corresponded with LRBOI's other appointed interim NAGPRA representative in regards to emails we've received. Provided responses to University of Michigan, MACPRA and NAGPRA representatives, MDNR archaeologists, and the Michigan History Center curator in regards to ancestral remains, moving and storage of remains yet to be repatriated.
6. Corresponded with Grand Rapids Public Museum Anishinaabe curator and was asked to join their Eshtoojik Advisory Council to help advise on the design, artifacts, displays, and other exhibits during the remodeling of the Anishinaabek: People of This Place exhibit that is scheduled to be completed sometime in the fall of 2026.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Clear process for venue reports to be submitted to the Treasury. It was discovered that tribal venue reports were being passed around because Treasury staff didn't know what to do with them. Once a staff member was assigned and explained that it was a requirement of the Tax Agreement, only a handful of reports could be located from 2023 to present, so we resubmitted all 98 venue reports for the time period.
 - Worked with Treasury staff in obtaining a required document to process a Form 5633 refund request for an RTM when they were not able to get a copy of the document in the normal process. Once a copy was obtained, worked with Treasury to expedite the request.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices continue to fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, logging of purchases, set up of new employees in the cigarette computer database, policies and procedures and answering any questions for new employee onboarding.
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.
4. Prepared a draft letter to be mailed with the new swipe cards. The letter explains the new cards and the process for using them at 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. Facilitated monthly virtual staff meeting on March 20, 2024.

Statistics:

Total Registered Resident Tribal Members (RTMs): 257

- Manistee County: 246
- Mason County: 11

Monthly Tax Revenue*:

*February 2025 amounts received in March 2025

- Retail Sales Tax (Gift Shop) \$902.03
- Retail Sales Tax (Nectar Spa) \$165.14
- Retail Sales Tax (Trading Post) \$3,449.48
- Service Tax \$1,058.07
- Admissions Tax \$506.98
- Lodging & Occupancy Tax \$5,296.60
- Food & Beverage Tax \$27,178.12

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

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

- Gasoline: \$0.466/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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
March 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	\$11,884.01
Sewer	\$21,822.81
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$13,173.31
Septage	\$4,623.84
Other	\$55.00
Month Total	\$61,439.23
Yr. to Date Water	\$34,620.21
Yr. to Date Sewer	\$60,063.53
Yr. to Date Irrigation	\$5,432.79
Yr. to Date Fire Suppression	\$24,207.99
Yr. to Date Manistee Township	\$42,730.78
Yr. to Date Septage	\$10,319.22
Other Revenue	\$3,261.29
Credit	
Yr. to Date Total	\$180,635.81

1. Well House Pumping in Gallons

Total Flow Gallons
a. 2,613,687
b. Ave Daily Flow Gallons 84,312

2. Gallons of Treated Wastewater SBR
Influent Gallons
a. 3,211,218 Gallons
b. Daily Average Gallons 103,588

Effluent Gallons
a. 3,452,632
b. Daily Average Gallons 111,375

Lagoon
a. Influent 220,778
b. Daily Average Gallons 7,122

3. Septic Sewage
a. 77,064 Gallons

III. Travel/Trainings/Meetings

What: Cross Connection Training
Who: Greg Walters, Chuck Gardner, Clatus Clyne
Where: LRBOI Lodge
Sponsored by: MRWA

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: Wastewater Operations review class
Who: Thomas Sutton
Where: Zoom
Sponsored by: MRWA