


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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: May 26, 2021
Maanda Nji: Re: April 2021 Operations Report

We respectfully submit the April 2021 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
April, 2021

TABLE OF CONTENTS

Accounting	Steve Wheeler
Commerce	Vacant
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Facilities	Rusty Smith (Interim)
Family Services	Jason Cross
Food Distribution	Ken LaHaye
Grants	Lyle Dorr
Health	Daryl Weaver
Housing	Tara Bailey
Human Resources	Jeff Simpkins
Information Technologies	George LeVasseur
Legal Assistance	Mary Witkop
Members Assistance	Jason Cross (Interim)
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Affairs	Vacant a director
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

April, 2021 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. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 will revolve around continuing to improve accounting systems and processes.

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 2021 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2020 audit and filing with the appropriate agencies.
2. Increase 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.
3. 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.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. 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 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

Goal: Complete the establishment of the Property Management function for the organization.

Objectives:

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, create departmental asset books and distribute, and completing training for the organization.
2. Complete the set-up of a warehouse storage facility.
3. Create a catalog for internal use in property distribution of excess inventory.
4. Improve tracking and handling of property tax issues for all tribal owned properties.
5. Improve tracking and management of all tribally owned vehicles.
6. Implement a Construction in Progress system for all tribal and grant funded projects related to fixed assets.
7. Complete regular inventories of Program and Grant assets, including completing the inventory for the Public Safety department.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2022 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expand 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

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. *Projects: AKI 4 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of April.***
 - i. *AKI 4 – 2021 Homes – RW Mercer. - No Activity***
 - ii. *Muskegon Health Center – Concept Design- \$33,150***
 - iii. *Commodities Building Project- N/A***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of April, were, \$992,782.25 the General & Special Revenue Account had a total of (246) receipts.***
- 3. *NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
- 4. *Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,***
- 5. *Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.***
- 6. *Audit work for 2020-2021 – Ongoing- Fixed Asset control.***
- 7. *1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.***
- 8. *Sending out 1099NEC/MISC, Member and Vendor.***
- 9. *WEX Card- new fleet card, rollout to all departments, Reconciliation.***
- 10. *Tribal Financial Statement Requirements: Due by the 8th of the month.***
 - 1. *Cash Deposits***
 - 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***

3. *Utilities report – current payments – monthly report of payments.*

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Construction Task Force –Weekly Meeting - Thursday – review - AKI 4 – 2021 homes, Commodities and Muskegon Health Center.

Other Meetings

April – Meeting CFO office, Hazard Pay.

April – Meeting CFO- Audit Review- Trial Balance

April – Meeting CFO – Review – Muskegon Casino Project

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – Directors meeting, White House Update, Homeland Security Region 7, COVID Vaccine Planning, Leads, Health Department, CERT, TERT, FEMA Region 5, Dept of Homeland Security, Health Commission, Audit, Insurance Renewal

Trainings Held / Attended –

Special Tasks / Activities Performed – Vaccination Clinics-Muskegon, LRCR

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out May report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received seven modifications in April for the following grant:*
 1. *State of Emergency Rental Assistance Program added funding \$16,938.62.*
 2. *2021 BIA Self Governance Compact added funding \$329,150.*
 3. *2021 IHS Self Governance Compact added funding \$116,023.*
 4. *2020 BIA Self Governance Compact for Public Safety COVID added funding \$11,886.*
 5. *2021 Title IV-B subpart #1 added funding \$1,087.*
 6. *2021 USDA Food Distribution Nutrition Education added funding \$1,000.*
 7. *2020-2021 ICDBG CARES grant extension from 7/17/20-11/19/21 to 7/17/20-12/30/21.*

- For the grant modification, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.
- If the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
- The Tribe received six new grant in April for the following:
 1. OAA title VI- A&B for \$26,830 for 12/27/20-9/30/22.
 2. 2021-2022 Elders Meals program yr. 2 for \$124,400 for 4/1/21-3/31/22.
 3. 2021-2022 Nutrition Services yr. 2 for \$10,355 for 4/1/21-3/31/22.
 4. 2021 Title IV-B subpart #1 for \$2,175 for 10/1/20-9/30/22.
 5. 2021-2023 EPA Air Quality project #TX00E98706 for \$89,000 for 4/1/21-3/31/23.
 6. 2021 IHBG for \$291,767 for 2/25/21-9/30/30.
- I set up a new Grant Program Booklet and created electronic folders. I scanned the documents and placed those documents in the scanned electronic folders. I placed the original documents in the Grant Program Booklets. I entered the new grant awards on the Monthly Tracking Spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set the program up in the Accounting System. I forwarded copies of the new award documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once Tribal Council accepted the grants into the operating budget and signed the resolutions of support, the Budget Coordinator forwarded me copies of the resolutions passed and the new budgets entered into our Accounting system. I scanned all documents and resolutions into the electronic folders and placed originals in the Grant Program Booklets. I sent a notice of the new grants awarded to the following departments: Purchasing, Ogema office, Controller, Payroll and Accounts Payable letting them know the new grant Information. I created Grant Program Booklets for the person administering the grant. On the reporting calendar, I entered all the program federal & narrative reports due for the life of the grant.
- I Submitted four billing invoices on the following grants:
 1. 2020-2021 GSRP grant for \$5,796.83.
 2. 2020-2021 ITC Home Visiting Expansion grant for \$4,899.12.
 3. 2020-2021 ITC Native Connections yr. 1 for \$1,895.69.
 4. 2020-2021 ITC Head Start & Early Head Start for \$29,939.64.
- I created cover letters for each of the billing invoices that went to ITC and GSRP and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the April cash receipt journal and April grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
- I prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.

- *I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of April.*
- *Since the Director of Family Services is leaving, I sent him his Department program revenue and expenditure reports so that he could review them with Staff who will be handling those programs. There were 36 revenue and expenditure reports electronically sent to him.*
- *On the 2020 SEFA schedule, I entered all the Tribal Support and total grant expenses so the Auditors would have when they arrive the first week in May.*
- *I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.*

Meetings Held/Attended

- *I participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards, modifications and any questions that they may have.*

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

- *Continue working on Audit information for 2020.*

PAYROLL

Duties and Accomplishments –

- 1. Processed 384 payroll vouchers/checks.*
- 2. Verified 22 PAF's this month which included new 5 employee(s), and 5 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 4/9 and 4/23.*
- 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 –

4/8 – Leadership Roundtable
4/15 & 4/29 – Employee Recognition Group
4/20 – Lead Meeting/Employee Recognition Project
4/29 – Payroll/HR Coordination

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 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in April 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 April as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of April to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Training of Payroll/Finance Clerk.
10. Scanning of per capita payment documents for prior years.
11. First quarter reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Keeping MIP payroll procedures updated to include processing payroll using the HR and EWS modules.
6. Working through processes with MIP Cloud transition.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Continued training of Payroll/Finance Clerk.
3. Annual Audit.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information in to 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. *After checks are printed put them with the right documentation and have them signed by Council.*
6. *Check stubs are attached to check request and PO's 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 ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

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 report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

1. *Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

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 –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an 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. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.

30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 4/8 Leadership meeting.
2. 4/15 Employee recognition meeting.
3. 4/20 Lead meeting.
4. 4/21-22. HUD Virtual Training, Procurement and Contract Administration.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 249 packages.
2. Issued 102 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2020 Indirect Cost Proposal.
- 4) Submitted FY2021 Tribal Government Budget Reforecast for Submission.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Completion of FY2021 Tribal Government Budget Reforecast – Draft #2.

Expenditures Update

Total year to date expenditures for the Finance Division for April, 2021, are \$406,682, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date April, 2021, represent 28% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

April 2021 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 12 students requested and received school clothing/activities funding in the month of April totaling \$6000. Two students have requested senior expenses, totaling \$450.62, one student requested reimbursement for driver's training totaling \$250, and one 12th grade computer application was received and funded totaling \$1000
- College Book Stipend: 5 book stipends were awarded during the month of April totaling \$1800, 1 for 1-3 credits, 2 for 4-8 credits, 2 for 9+credits.
- Higher Education Scholarship- 1 award for a female community college student totaling \$2500
- Educational Advancement Fund, one student received funding to assist with a college bridge program through Crazy Horse Memorial Foundation for graduation high school seniors transitioning to college. Total \$300

We are continuing to work remotely two days per week, which is working out fairly well. We are working on plans for future Indian Village Camp, which, if held, will be a single day camp with social distancing, masking etc. We are waiting for our Zoom equipment to be set up so we can start having remote activities with students, but the IT Department has been unable to complete the set up because of staffing issues and lack of time.

Meetings Attended:

4-8 Leadership Roundtable

4-14 Tribal Development Team Mtg

4-15 Zoom presentation to Indiana University Perdue University Indiana museum studies program on Education activities such as Monarch project, community garden, Indian Village Camp.

4-20 & 4-21 Zoom meeting, Michigan Tribal Education Departments Confederation spring quarterly meeting

4-28 Tribal Development Team Mtg

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

April Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, Bereavement Benefit, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, PerCap information, direct deposits, check cancellations and performing any other duties that make the department run smoothly.

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 departments have.

To continue to update the PerCap database.

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
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Sent out: 35 Address change forms
- Created 50 New and Replacement Tribal ID's from 04/01/2021 through 04/30/2021
- 86 Addresses changed from 04/01/2021 through 04/30/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 3
- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0

- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 04/01/2021
- List request of Membership: Public Affairs, Tax Office, Election Board-2
- Label request of Membership: 0
- Tribal Members Label/List request:
- Statistical request: Ogema, TERT, Tribal Council
- Department Verifications:

1. Prosecutor 84
2. Member's Assistance 22
3. Family Services 7
4. Casino 4
5. PRC/EHAP 40
6. Clinic 2

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 4 Members passed away for the Bereavement Benefit
- Sent out 5 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 476 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Leadership Roundtable – April 8th
- Enrollment Commission Meeting – April 14th
- Director's Meeting – April 5th

Enrollment Statistics

- Total Membership: 4,085
- Total number of Elders: 1,427

- Total number of Adults (18-54): 2,343
- Total number of Minors (0-17): 315
- Total Tribal Members living in:
 - 9 County Area: 1,684
 - Outside 9 County Area: 2,348
 - Michigan: 2,670
 - Outside Michigan: 1,362
 - Undeliverable Addresses: 53

Facilities
Rusty Smith

Department of Facilities Management

Monthly Report: April 2021

De-Ahna Underwood, Administrative Assistant

I. Department Overview

Locations: Government Center, Facilities Barn, East Lake, and Area 51.

Anderson, S. **EVS Technician**

Gibson, R. **EVS Technician**

Grey, M. **EVS Technician**

Melendez, I. **Maintenance Technician**

Shalifoe, R. **Automotive Mechanic**

Shaw, C. **Maintenance Technician**

Smith, R. **Maintenance Technician**

Underwood, D. **Administrative Assistant III**

EVS Supervisor: NA

Building Supervisor: NA

Director: NA

Goals & Objectives

Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices.

Maintain the department's budget within LRBOI guidelines.

Maintain buildings and structures.

To provide and maintain a safe and clean work environment.

Objective

Under the Guidance of the Ogema and Operational Lead our mission is to provide superior service to all employees and visitors, by maintaining building infrastructure and facilities in a safe and reliable manner. Since our efforts affect the comfort and wellbeing of LRBOI employees every day, we shall strive to give prompt attention to the needs of our co-workers and visitors.

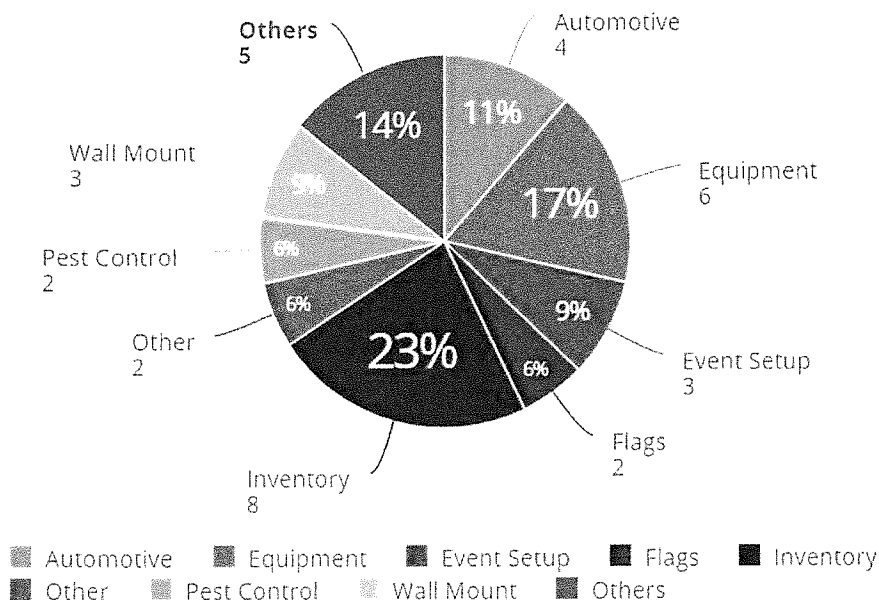
II. Department Reporting Section

This report is a summary of information the Administrative Assistant records for the Facilities Management Department (FMD). This report includes statistical data, narrative description of actives, events, and issues that FMD sees are important to record and document.

Our EVS and Maintenance staff are working diligently to ensure a safe/clean environment for staff.

After hours on Tuesdays and Thursdays we continue the electrostatic fogger to disseminate Performex RTU disinfectant cleaner, an Environmental Protection Agency's registered antimicrobial product for use against COVID-19. NGLC, Gaming Commission, and Utilities were locations sprayed once by Facilities this month.

36 GENERATED WORK ORDERS FOR APRIL



There is over 250,000 square feet of building space and 100,000 square feet of common area space such as lobbies, bathrooms, hallways, conference rooms, closets, furnace rooms, etc. that need to be serviced. 37 bathrooms and 8 showers that need to be cleaned daily. There are approximately 42 acres of lawn to care for.

Buildings served including but not limited to:

- 11 Buildings in Manistee
- 3 Buildings in Muskegon
- 2 Pole Barns
- 5 Outbuildings and sheds
- 1 Pow Wow Grounds
- 1 Ceremonial Lodge
- 45 Camping spaces

III. Budget Expense Justification

Standing purchase orders open until 12-31-2021.

IV. Travel and Trainings

Budget N/A: Since 2008/2009

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Jason Cross

Family Services Department

April 2021 Departmental Report

I. Department Overview:

To provide an accessible, effective, and diversified Social Services Program that will enhance and maximize individual tribal member's capabilities for greater self-sufficiency and wellbeing. In addition, it is our focus to maintain the preservation and reunification of Indian families by providing direct service, referral and case management of services for Indian children and families in compliance with the Indian Child Welfare Act.

II. Department reporting section:

Information and Referral Contacts:

Intakes:

These contacts represent that a formal initial intake was completed, and the case was processed as information and/or a referral. It was determined during the case review the information and referral process met the stated needs of the client.

Intakes:

Manistee	2
Muskegon	2
Mason	0
Lake	0
Wexford	1
Kent	0
Ottawa	0
Oceana	0
Newaygo	1
Out Of Area	0
Total	6

Open Cases.....27

Cases Management:

These cases represent all open cases within the Family Services Department including Indian Child Welfare Cases, Child Protective Services, Elders Services, Adult Services including, Domestic Violence and/or Juvenile Justice. These cases are maintained by a required monthly face to face contact, contact and coordination with service providers and/or agency advocacy within the nine county service areas.



Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (4); New Intake(s) (0); Cases closed (1); Transfer Case (1)
 - Provided: advocacy, legal assistance, housing, and judicial advocacy.
- Had (2) face2face/zoom meetings; (26) client phone/text/email contacts; (0) transports; (0) court hearing(s)

Virtual Collaboration Meetings

- 4/1 – UTFAV MI Tribal Advocate meeting
- 4/8 – LRBOI Leadership Roundtable meeting
- 4/12 – Manistee DVSART meeting
- 4/17 – UTFAV quarterly Board meeting

Travel & Training/Webinars

- 4/1 – COVID Eviction Protections & Related Housing Relief Funding (SCESA)
- 4/2 – Doing Advocacy Remotely (MiVAN)
- 4/2 – Trauma Across The Lifespan (MiVAN)
- 4/7 – Pt 1: Sheltering Animals & Families Together (FVSPA)
- 4/13 – Context is Key Recognizing & Responding to Stalking (SPARK)
- 4/14 – How to Maximize Employee Potential Using Feedback (TEA)
- 4/19 – Federal Firearms Prohibitions in DVSA Violence Cases (NTTC)
- 4/20 – ALC Michigan Intro
- 4/22 – Remote Supervision During COVID (MCEDSV)
- 4/26 – Executive Director Bootcamp Learning Cohort 2 (MCEDSV)
- 4/27 – 4/29 – ALC MI Immersion 3-day training

Grants

- 4/16 – Submitted VOCA quarterly report

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- (2) Current; New Intake(s) (0); Cases closed (0)
- Had (4) home visits.
- Had (61) telephone/email contacts.

Supervision/Case Reviews

- 4/19 – Supervision
- 4/21 – Case Reviews

Virtual Collaboration Efforts/Meetings

- 4/6 – HSCB Meeting
- 4/7 – TGP Supervised Visitation Strategy Drop-In Call
- 4/7 – Client Collaboration Meeting - #21
- 4/8 – UTFAV Meeting
- 4/12 – MDVSART Meeting
- 4/20 – MI ALC Orientation Meeting
- 4/22 – Muskegon Case Managers Meeting

Training/Webinars/Pod Casts

- 4/5 – Kent County PPO Process Video
- 4/14 – Creating a Circle of Safety
- 4/27 – 4/29 – MI ALC Virtual Immersion Training

Outreach/Education

- Made several social media posts for SA awareness month.
- Monitored social media for any incoming communication (0).
- Created an SA awareness frame for Facebook.
- Created SA awareness Facebook cover photos for both the VSP and the MDVSART Facebook pages.
- Submitted an article about SA awareness and the #StartByBelievingEvent to Jeff/HR for the employee newsletter.
- Shared Facebook posts with Rebecca to have her put on LRBOI's Government page.
- Planned, coordinated, and executed all aspects of the #StartByBelieving Sexual Assault Awareness & Prevention Community Event including putting together gift bags, creating and distributing flyers, teal ribbons, creating images for social media, certificates of appreciation for the officers, etc.
- Put together 100 baggies of SA info, teal ribbons, and #StartByBelieving pledge forms for Government Center employees as well as related information/ribbons for community members on the table in the clinic.
- Delivered teal ribbons, SA info, and pledge sheets to various organizations and LRBOI departments.

Other

- Completed much follow up on the #StartByBelieving Event including submitting our campaign details to the national campaign website.
- Various other activities including updating the program website with event information, organizing and moving paper files, PPE stock, etc.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (0), New Intake(s) (0); Cases closed (1); Transferred Case (1)
- Had (0) face to face meeting
- Had (0) telephone contacts

Supervision/Case Reviews

- 4/8 – Case Reviews

Virtual Collaboration Meetings

- 4/6 - HSCB meeting (Manistee)
- 4/8 - UTFAV Advocate meeting
- 4/12 - Manistee DV&SA Response Team
- 4/13 - Oceana IST (Oceana County)

Training/Webinars

- 4/1 – NSVRC: "What SA Advocates Need to Know about COVID Eviction Protections and Related Housing Relief Funding"
- 4/1 - NIWRC : "Traumatic Brain Injury and Domestic Violence: What are the Connections?"
- 4/2 - NIWRC webinar: Protecting our Women
- 4/5 – GCADV: Engaging the Faith Community in Your Coordinated Comm. Response To DV
- 4/5 - GCADV: Best Practices in Documentation Part 1 – Getting to the Bare Essentials

Other

- 4/5 - Submitted letter of Resignation and last day was 4/16

Next Generation Learning Center-April 2021

Times of Care: Monday-Friday 5:30a-9:00p

13 Staff members currently on the payroll

Enrollment Statistics:

Due to Child Care Licensing, CDC, American Academy of Pediatrics, and state of Michigan COVID guidelines for Child Care, NGLC is only enrolling at 50% capacity to maintain safety for children and staff.

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	3	3	0	0	1	0
Toddler Classroom 2-3 years old	8	8	0	3	4	1
Preschool Poplar-Three Years Old	10	10	0	5	0	3
Preschool Cedar-Four Years Old	10	10	0	3	2	2
Preschool Maple-Three/Four Years Old	10	10	0	0	1	0
Preschool Oak-Four Year Old GSRP	6	6	0	1	0	1
School Age 5-12 years	13	0 *school in session	13	1	2	0
Totals	59	48	13	13	10	7
Percentages		78%	22%	22%	18%	12%

***Children that have affiliation with LRBOI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time**

Current Wait List

- 119 children between the ages of 0-12

LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

Center Happenings:

- Preschool Recruitment and Enrollment has begun for the 2020-2021 year

- Summer Enrollment will begin in June for school aged children
- Last day of preschool for Head Start is June 10, GSRP June 30

COVID closures:

- April 23-May 5

NGLC Closure:

- n/a

LRBOI Be Da Bin Behavioral Health Program April 2021 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Kimberly Hinmon, Native Connections Coordinator; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed. Dottie has been updating/adding to the RPMS system for Indian Health Services for staff. Angela has 51 clients at this time (and is discharging some). Angela had 67 sessions this month, 59 Follow ups, and 6 hours of telepsychiatry. Dottie currently has 29 clients and 8 Recovery Support), some discharges pending. Dottie had 59 sessions, 2 crisis calls (referral for treatment), 5 referrals for other services and 74 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars for continuing education. Both are working with Jason Cross, Director, on current grants.

Kimberly (Kim) Hinmon started her position as the Native Connections Coordinator (grant) on March 22, 2021. This is a prevention position for substance use/overdose prevention, and suicide prevention awareness. She is getting oriented through webinars and calls with ITC and SAMHSA. Kim attended the Muskegon Suicide Awareness & Prevention Coalition (SAPC) on April 14; Native Connections-Great Lakes and Northern Plains Regional Learning Community on April 22.

Angela, Kim, and Dottie attended the Manistee County Suicide Prevention Coalition on April 21, all online. Dottie co-chairs the Suicide Prevention Coalition meeting, attended the (BHCN) Tribal Behavioral Health Communication Network (4/14); SEA coalition Meeting (4/22), IHS call (4/22), . This month 16 naloxone kits given out. Dottie and Kim worked on a Mental Health Awareness Calendar for May 2021 with prevention partners in community. Staff continued to keep updated on the developments for the virus and working on continued educational credits for certification needs with other numerous webinars.

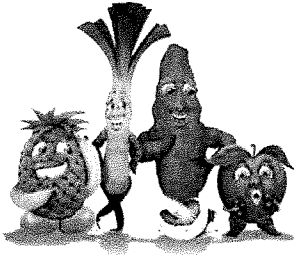
Stephanie Persenaire - Case Management

Total number living in homes served	17	0	2	0	4	0	1	0	0	3
Total number of Tribal Citizens living in homes served	9	0	1	0	1	0	0	0	0	0
Total number of descendants living in homes served	17	0	3	0	2	0	0	0	0	2
Total number of children living in homes served	0	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	1
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	1	0	0	0	0	0	0	1
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	1	0	0	0	0	1
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	1	0	0	0	0	0	0	0
Alternative placement	1	0	0	0	0	0	0	0	0	0
Court appearances	19	0	3	0	2	0	0	0	0	2
Home Visits	4	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeeuk	17	0	3	0	10	0	0	0	0	9
Contacts with outside agencies	0	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	86	0	14	0	20	0	1	0	0	19

Amanda McQueen - Case Management

Total number living in homes served	0	4	0	0	10	0	0	0	0	14
Total number of Tribal Citizens living in homes served	0	3	0	0	3	0	0	0	0	7
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	2	0	0	5	0	0	0	0	6
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	2
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	1	0	0	0	0	2
Home Visits	0	0	0	0	6	0	0	0	0	3
Case Reviews	0	4	0	0	12	0	0	0	0	24
Binojeeuk	0	0	0	0	1	0	0	0	0	2
Contacts with outside agencies	0	5	0	0	9	0	0	0	0	23
Contacts with LRBOI departments	0	0	0	0	4	0	0	0	0	3
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	1	0	0
Monthly Totals	0	18	0	0	52	0	0	1	0	90

Food Distribution
Ken LaHaye



Food Distribution Program

April 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Chad Gehrke

1 Department Overviews:

Goals and objectives:

The goal of 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 the 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:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

Ken and Melanie accepted in, verified, and stored incoming inventory.

Ken and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

Ken LaHaye and Melanie waited on clients & loaded food in their vehicles.

Ken LaHaye ordered food for warehouse for May.

Ken, Chad, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 4/6, 4/7, 4/8, and 4/9.

We conducted 33 deliveries.

We received deliveries on 4/1 and 4/12.

Chad Gehrke started in the department on 4/20/2021.

Chad had orientation on 4/19/2021.

Chad was working on his Certification Training.

Food Distribution Office is open to the public by appointment only.

Ken and Melanie mailed numerous applications out to potential clients.

Continuing additional bonus packages to participants.

Ken, Melanie, and Chad handed out Farm to Families food boxes 4/29/2021.

Ken ordered office equipment for Chad.

Ken and Chad made a delivery to Grand Rapids on 4/21

3 Meetings

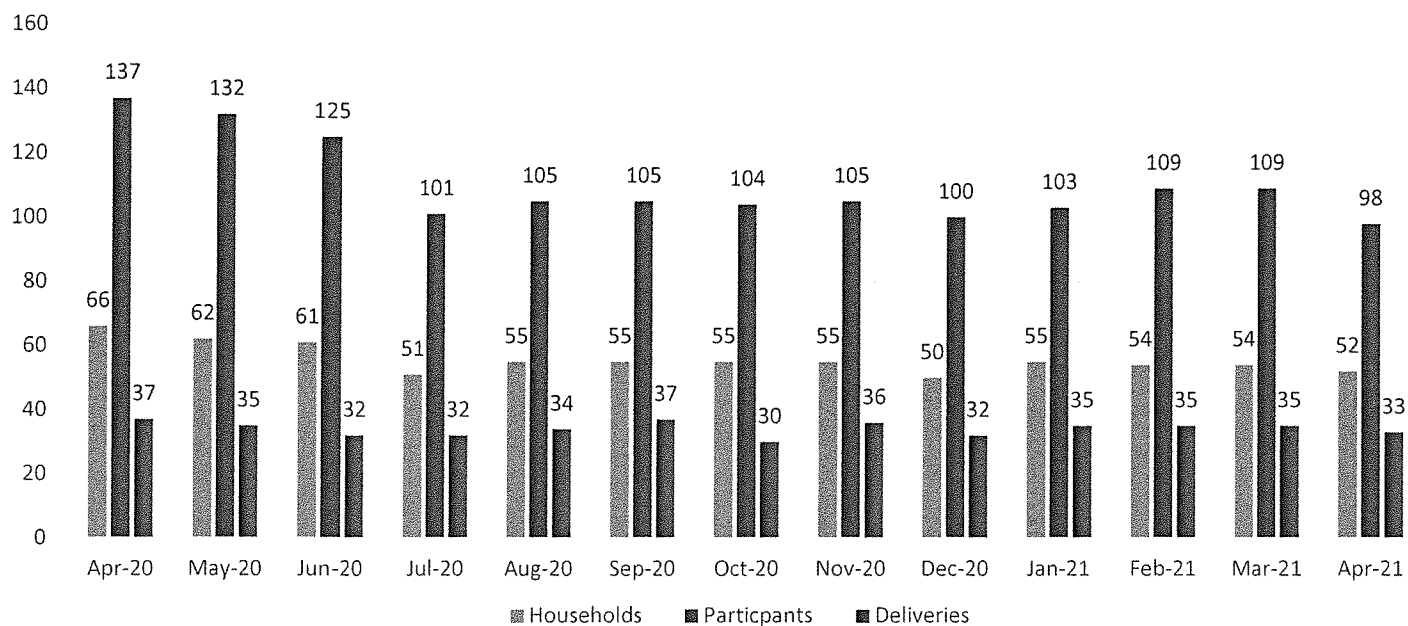
Ken attended directors meeting 4/5.

Ken attended Round table meeting 4/8.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

April 2021

Lyle Dorr, Grant Writer

Key:

- New report Item
- ∞ Updated item status from previous report(s)
- ∅ No projects or no updates - a continuation from previous report(s) with no change

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∅ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.

Aki Maadiziwin

- ∞ **ICDBG COVID19 Supplemental Funding – Modular Home Project - Update 4/30/21:** I assisted Tara with submitting the Agenda request and resolution for the contract with GTEC. Council approved the contract on 4/19/21, it will be held until HUD/ONAP provides approval of the scope & timeline change request. Everything was expedited due to rising costs of materials for construction. Since initially proposed last year, the cost have risen over 20%.
- ∞ **Notified Tara of IHBG-ARP formula funds coming \$201,721** - these funds might be able to be used for the addition of one more modular home at Aki. This would bring the total homes up to five again. Tara will apply for these funds in May.

Clinic:

- ∞ Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.

Court:

- **Assisting the Justice Center Departments with coordination of the employee parking lot, remaining undone from last year:** Steve Parsons says the funding is still assigned to it. It will provide a little more security for Justice Center staff by allowing them to enter the building through a different entrance than the public.

Family Services/ Be-Da-Bin:

- **Low-Income Household Water Assistance Program (LIHWAP):** Assisted in the application for supplemental funding through the Administration for Children & Families (ACF), Office of Community Services (OCS).
- **Assisting Jason and Sandra employ someone to assist Linda W.** with Member Assistance related to increased volume of applications for COVID19 related initiatives funded with CARES Act and American Rescue Plan (ARP) funding.

Food Distribution:

- ∞ **Update 4/30/21:** Food Distribution Construction Project – a preconstruction meeting will occur on Monday May 17th with Mercer and Schultz (roads contractor).
- **Note:** It was just discovered in April that Shakopee (SMSC) overpaid in error on their project commitment by \$32,500. We are approaching them to either allow us to utilize those funds to put the van carport/garage back into the scope of the project or arrange to have the funds returned to them. Without their \$130,000 donation supporting the project, we would not have been able to make the dream a reality.

Historic Preservation & Language:

- ∅ **No current projects.**

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∅ **No current projects.** NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

- **Assisted with attaining COVID19 CPR masks for all building, which Public Safety will locate in respective Government buildings.**

Water/Waste/Renewable Energy:

- **Attended (along with Gary L. and Diane) an online MTRA annual conference regarding Tribal Energy projects.** We are preparing for completion of an energy audit through grant funding, which will allow LRBOI to submit for funding of solar/renewable energy projects.
- ∞ **Update 4/30/21: Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300: (We did not receive the TEDC grant. We were told that the project was worthy, but the competition was significant with only 1 in 3 projects being funded.)** With the help of Woven Energy Consultants, LRBOI led by Gary Lewis, Utilities Director, will 1) Establish a comprehensive baseline of LRBOI's current energy usage; 2) Define LRBOI's energy vision and roadmap to prioritize our energy investments; 3) Build LRBOI's energy development capacity by drafting a business plan with organizational formational documents and applicable policies. We continue to seek funding for this phase of the energy development.
- ∞ **Note Update 4/30/21 second grant is still being evaluated:** Gary and I looked into applying for a similar grant in January hearing the news that the TEDC grant would not likely be funded. It was a Rural Energy for America Program. We will continue to explore funding options for a feasibility study.
- **Attended Broadband Consultation:** Evaluated opportunities to improve broadband service within our tribal reservation boundaries. Information can be found at:
<https://broadbandusa.ntia.doc.gov/>

Special Projects:

- ∞ **Update 4/30/21: COVID19 Expenditure Plan:** Updated a department-by-department COVID19 spending plan for leadership to review and advance. It should be noted that along with the release of CARES Act and 2021 American Rescue Plan (ARP) funding, Tribal members nationwide have increased food, rental, and water-waste support available to them.
- ∞ **Update 4/30/21: We are currently waiting on the Treasury to determine how the American Rescue Plan funds will be allocated to Tribes.** This CARES/ARP Fund Coordinator will provide a new spending plan (Recommendations) to Leadership. We are currently waiting for the Treasury to post Tribal allocations as soon as May 10, 2021. At that point we will be better able to evaluate a spending plan. This Coordinator has been talking to the various Departments to determine their COVID19 related needs that would be eligible for funding.
- **Assisted with the Muskegon vaccination clinic held 5/12/21 as a part of the TERT Team**
- **Assisted with the Large vaccination clinic held at the Little River Casino & Resort on 5/19/21 as a part of the TERT Team**

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: May, 2021

Re: APRIL 2021 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of April 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Pottawatomi Insurance Department filed 157 claims on behalf of Little River in the amount of \$30,322.61 for third party revenue generation.

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

CLINIC OPERATIONS:

805 patients scheduled

22 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

207 cancelled appointments

580 patients attending CLINIC PHYSICIAN appointments**

- 220 – Physician Appointments
- 360 Vaccination Appointments

32 patients PHONE TRIAGE**

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

66 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 1,349

Diabetic patients:	110
Flu Vaccines:	1
Injections:	8
Moderna Vaccines:	360
Pfizer Vaccines:	0
Nursing Visits:	259 **
On-site Labs:	228
COVID-19 Tests:	42

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,244

DIRECT CALLS TO CLINIC OPERATIONS: 564

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:**APRIL 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 15

TRAVEL HOURS: 27

SERVICE HOURS: 17

NUMBER SERVED: 15

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 186 hours

COMMUNITY VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

HOME VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

PHONE CALLS: 0
CALLS – UNABLE TO CONTACT: 0
HOME VISITS SCHEDULED: 0
HOME VISITS REFUSED: 0
HOME VISITS CANCELLED BY PATIENT: 0
HOME VISITS RESCHEDULED: 0
HOME VISITS CANCELLED BY CHR: 0
DUE TO TRANSPORT: 0
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 3 (included in number served & clients served)
TRAVEL HOURS: 1
SERVICE HOURS: 1/2
NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 28

TOTAL SERVICE HOURS: 17 1/2

TOTAL CLIENTS SERVED: 18

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$92,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1890

TOTAL PRC PAID IN APRIL: \$51,987.49

PHARMACY/OTHER: \$37,119.51

DENTAL: \$14,080.36

TOTAL PATIENTS: 198 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 456

TOTAL CLAIMS ENTERED: 429

TOTAL PRC PAID 2021: \$291,139.28

TOTAL EHAP PAID IN APRIL: \$40,066.77

TOTAL EHAP PAID 2021: \$145,843.13

TOTAL ENROLLED EHAP/LRBOI: 1357

NEW APPLICATIONS MAILED OR GIVEN: 19

REASSESSMENTS MAILED OR GIVEN: 77

MEDICARE LIKE RATE (MLR) Savings for APRIL 2021

Claims submitted: 27 \$40,140.73 (total submitted)

-\$11,922.55 (what we paid)

\$28,218.18 (total savings)

PHARMACY:**APRIL 2021**

Active patients: 370
Prescriptions filled: 1427

Insurance charges: \$97,601.90
Insurance payments received: \$96,785.15
Non-member cash/copays received: \$482.15

PRC-equivalent write offs:

LRBOI: \$57,755.64
Other Tribes: \$1,831.84
TOTAL: \$59,587.48

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 April 2021

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – 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: 1
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 1
- B.** Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 5
 - Total Amount of Awards for the Year: \$25,000
 - The Housing Department has assisted with \$1,535,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!
- C.** The Emergency Rental Assistance Program for LRBOI tribal membership is now open and the Housing Department is accepting applications. 1 application has been received to date.
- D.** The RFP for the 5 new homes in Aki from the ICDBG grant has been completed and a contractor has been selected on 3/31/21. The contract for the new homes is now complete and approved by TC and the homes will be ordered in May and expected to be installed beginning in September.
- E.** Chapters 2/4/6/7 are currently out for public comment and the 30-day comment period will end on 3/10. Once complete, can then go back to TC for final approval. **UPDATE:** will be on TC agenda week of 5/5/21.
- F.** Housing Department posted and did interviews for the position of Housing Services and the candidate will begin on 5/3/21. The vacant maintenance position has been posted and interviews will take place in the first part of May.
- G.** Housing worked with Consumers Energy to come in and do energy audits to the homes on April 13 and 14th; which allowed residents to get free LED lightbulbs and night lights. This allowed housing

to see if anything further could be completed in each of the 18 residents who took part in the energy audits to see if there was any other area within the home to save energy costs for the resident.

- H. LRBOI Housing has an additional sum available of \$201,721 through an updated IHBG IHP that will need to be completed letting HUD know how we plan on using the additional CARES Act Funding. It is our intention to use for the additional house that we could not get done through the ICDBG due to the increase cost of construction.
- I. On April 24th the Natural Resource Department along with volunteers planted almost 500 trees within the AKI community.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 0
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0
- E. We currently have \$32,331 in arrearages from 16 residents. Housing will be sending out updated account balance letters along with a copy of the new Emergency rental assistance program that may be available for them for rental assistance and also the new executive order regarding the need to provide documentation on housing instability due to the pandemic.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Maintenance has begun finishing the drywall at the elders complex to get the laundry area completed.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 76 were rented giving us an occupancy rating of 94%.

- A. Aki has 55 income based rental units of which 51 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 28 low-income family rental units and 27 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 7 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

Will start working with Housing Commission on Chapters 1/5/8 of Housing Regulations to update as needed.

VII. Other Information.

The Housing Department was able to get an updated Executive Order done through the Office of the Ogema regarding the stay on evictions. Requires residents to submit a form requesting they need leniency in regard to rental payments due to hardship resulting from the COVID-19 pandemic. But allows Housing to terminate leases for any other reason besides non-payment of rent.

End of Report
Tara Bailey, Housing Director
May 5, 2021

Spring Clean Up Notice

Curb Side Service

Please set your items to the road by June 7, 2021, and the Maintenance Tech's will come around and pick up your items, once they pick up at your home they will not be coming back, so make sure everything is out the first time. Items that are not allowed are tires, yard waste, liquid flammables and Freon appliances's.

Please refrain from putting your own items in the dumpster's

Any questions please call the Housing Office @ 231-398-6875.

Michigan's Marijuana Law Update

With recent marijuana law changes Housing Tenants have been asking what does that mean for LRBOI Housing Tenants?

Marijuana is still illegal under federal law and LRBOI is a drug-free community, that includes medicinal or recreational.

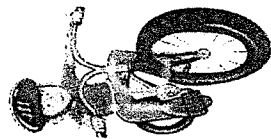
Just a Friendly Reminder

The sidewalks are intended for walking and riding your bike.

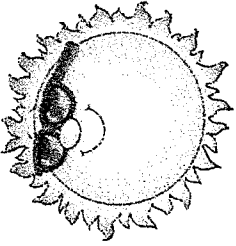
PLEASE do not park your vehicles on the sidewalks.

We thank you & your neighbors

Thank you! :)



**Please remember
there is No Smoking
in LRBOI rental units**

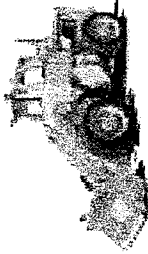


The Pavilion will be
opening for the
Summer Season on
May 7, 2021

and with warmer weather comes outdoor fun

With that in mind we would like to ask every one to be respectful of your neighbor's right to the peaceful enjoyment of their residences and yards. When your children are using the playground please be sure they are being monitored so as to avoid misbehaving. We have had some instances of this which only adds to the importance of the parent's responsibility for their children. **Reminder:** CDC guidelines should still be observed

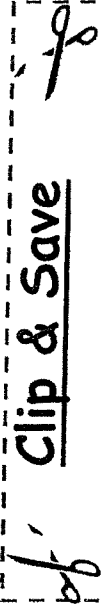
Aki maadiziwin CONSTRUCTION NOTICE



We will begin the construction of more housing at Aki maadiziwin. This construction project is for the construction of 4 Income based single family homes.

With the start of construction comes safety concerns. The higher traffic volume and the construction site with sand piles and open excavations are a natural draw for everyone and especially our children. The contractor will put up barricades which is a warning tape around the open excavations to warn of danger. However, we need you to help us keep our community and the job sites safe by talking to your children and letting them know of the dangers. Please ask the children not to go past the warning tape and to stay off the sand piles. The Public Safety Department will keep an eye on the construction sites while they are patrolling however, they cannot be there all the time and that's where we all can help keep each other safe. If you see something that concerns you please contact the Housing Department or Public Safety if it's after hours.

Clip & Save



Please regularly check the calendar for any updates to the Tribal Government Center Schedule

⇒ **PLANT A TREE - EARTH DAY**

April 24, 2021, 9 am-12 pm

Sponsored by Natural Resource Department

More information within this flyer

⇒ **Memorial Day May 31, 2021**

Government Office's Closed

⇒ **Independence Day July 4, 2021**

Government Office's Closed on July 5, 2021

⇒ **Labor Day - September 6, 2021**

Government Office's Closed

⇒ **Reaffirmation Day - September 21, 2021**

Government Office's Closed

⇒ **Fall Membership Meeting**

October 9, 2021 - Location TBD

⇒ **Veterans Day - November 11, 2021**

Government Office's Closed

⇒ **Thanksgiving - November 25, 2021**

November 25 & 26 Government Office's will be closed in observance of Thanksgiving Day

⇒ **December 24, 2021 Offices Closing at noon**

December 25, 2021 Government Office's Closed

If you'd like your exterior of your home treated for spiders, ants, wasps, hornets and bees, please stop by the Housing Department to sign a Release form by May 14, 2021, the Material Safety Data Sheet will also be available for your review. The sprays will take place in June, July and August 2021.

NO LATE SUMMISSION

CAN BE ACCEPTED, SORRY!

Little River Band of Ottawa Indians
Emergency Rental Assistance Program (ERAP)

Has the COVID-19 pandemic significantly impacted your ability to pay your rent or utilities? If so, we may be able to help!

Little River Band Housing Department

Email: lrboihousing@lrboi-nsn.gov or call 231-398-6875 for more information

The application and ERAP Policy is on the LRBOI website: lrboi-nsn.gov

Human Resources
Jeff Simpkins



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) 398-9101

To: Ogema Romanelli

From: J. Simpkins

Subject: April 2021 HR Department Report

Date: 5/7/21

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 2020 Operational Plan

- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 70 in April.
- b) YTD completed 14 projects/major tasks. YTD Project/Major Task Completion Rate: 20%

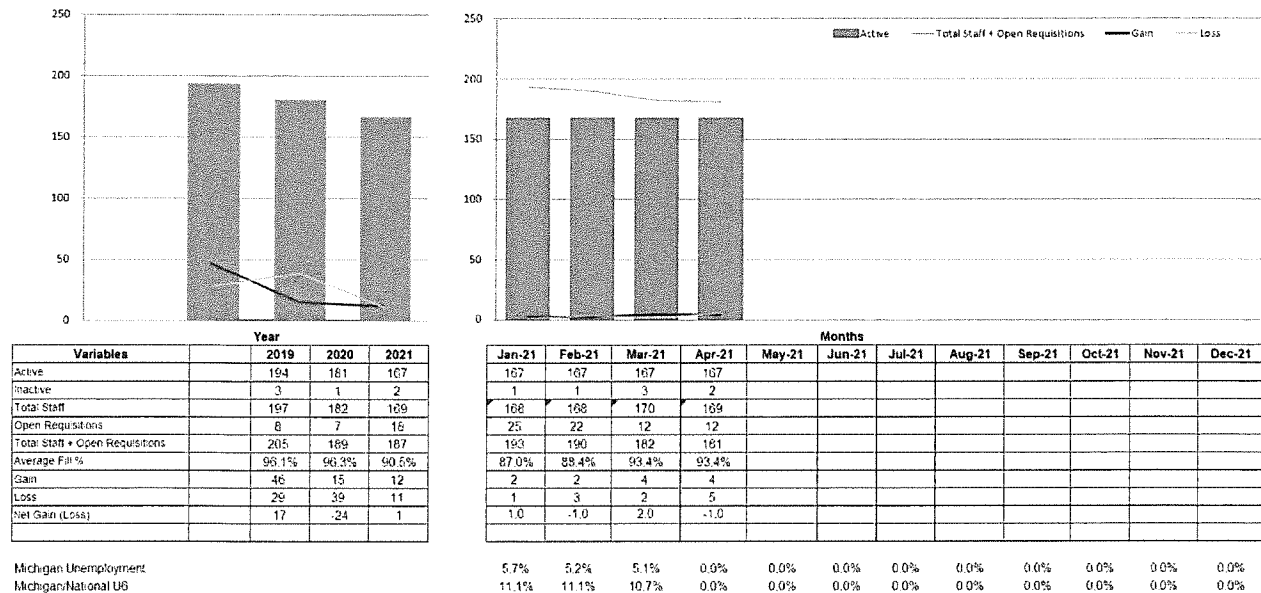
2) Talent Acquisition

a) Talent Acquisition

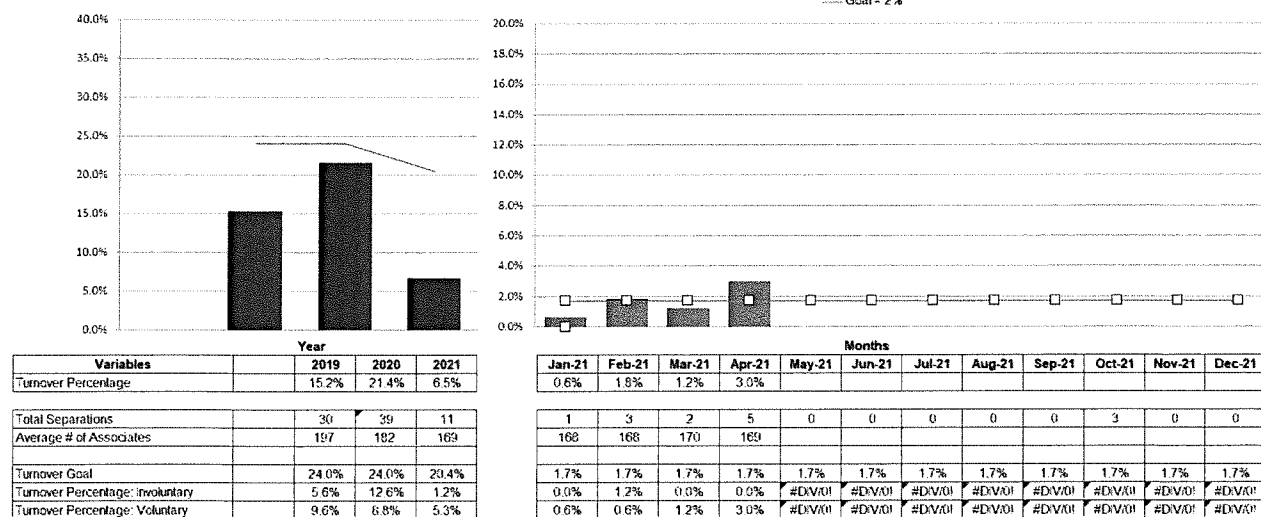
- i) Month Number of Hires: 4
- ii) Month Number of Tribal Preference Hires: 1
- iii) Number of Hires Year to Date: 12
- iv) Number of Applicants Year to Date: 138
- v) Number of Open Positions: 13
- vi) Updated Recruiting Work Priority: 1-Health Clinic, 2-NRD, 3-IT, 4-Family Services, 5-Maintenance, 6-All Others
- vii) Turnover Year to Date: 11
- viii) April included continued stabilization of the talent acquisition process. At month's end there were 13 open full-time job requisitions. The focus in April again included candidates rotating from the selection process to on-boarding and orientation. At month end 7 candidates were awaiting their start date, most in May. Congratulations hiring managers and Alicia Knapp!
- ix) Improved the on-boarding process and initiated a tracking document.
- x) Successfully assisted two departments in making a complex employee transfer to a new job. Thanks to Shanaviah Canales, Bill Willis, Tara Bailey and Alicia Knapp for their help!

- xi) Successful hired a Nurse Practitioner for the Health Clinic. Thanks to Dr. Wever for his work on the project.
- xii) Assisted NRD with the promotion of a Tribal Citizen within the department. Great job NRD!

Staffing



Turnover



3) Talent Development and Relations

a) Leadership and Team Member Development.

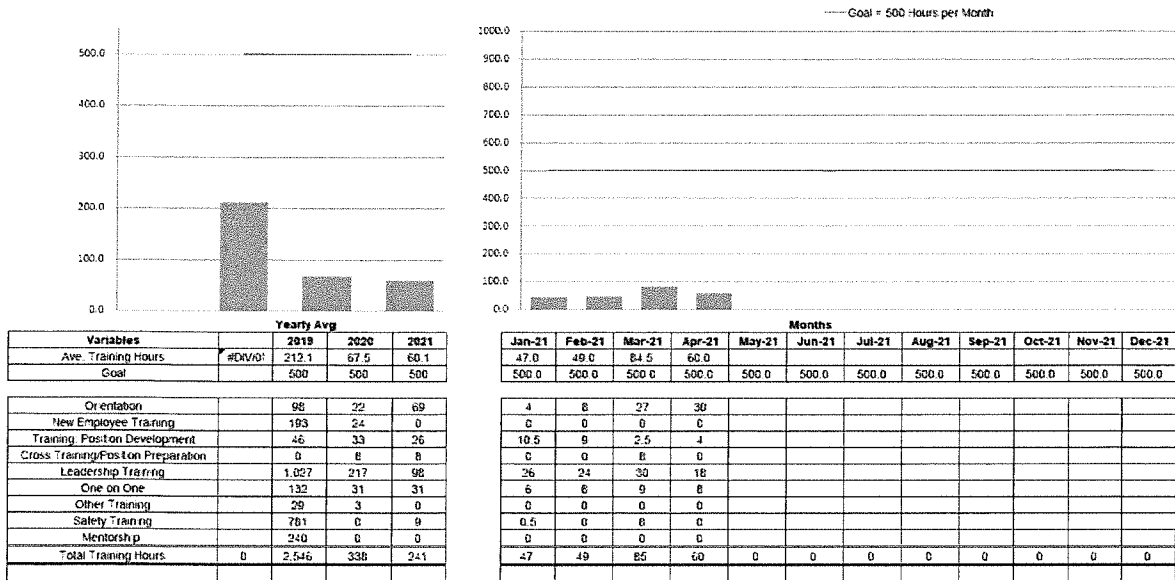
- i) HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 12 leaders in attendance.
- ii) Provided additional HR support to the leadership of various departments. This included continued job description update support, team member relations events and One-on-One process coaching.

- iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- iv) Continued working the 2020 HR Department review cycle in the SABA system.
- v) Continued "The River Resource" publication to help team members stay informed and connected. Began including new hire photos/bios in the newsletter.
- vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
- vii) Assisted Leadership Roundtable participants in launching an Employee Recognition & Morale Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference!
- viii) Completed the 2021 Employee Engagement Survey. LRBOI ended with a response rate of 75%, which is good news. Thanks to everyone who responded!

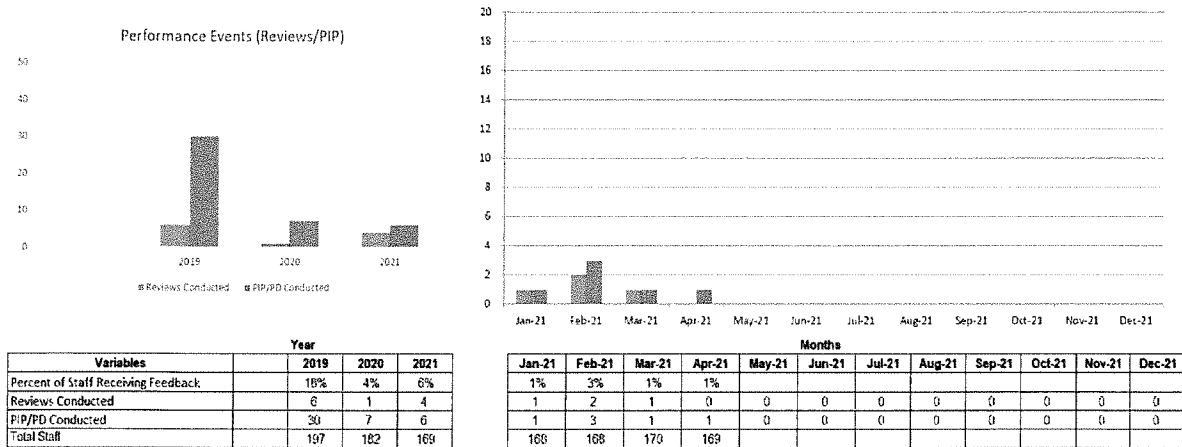
b) HR Department Development Initiatives:

- i) HR Development Events: 2 (Root Cause Analysis & Process Improvement)
- ii) Continued file migration to O365 storage solutions.
- iii) Completed one 2020 performance review in SABA. One remains in-progress.
- iv) Continued project to improve HR use of MIP data.
- v) Conducted five exit interviews during the month. Shared the data with leaders for potential improvement opportunities.
- vi) Updated the employee badge process to remove expiration dates.
- vii) Continued work on 2021 MVR processing.
- viii) Adjusted the department remote work schedule to better accommodate new hire orientation.
- ix) Changed the focus of our weekly checklist meeting from upcoming employee life-cycle events to HR process improvement. We identified gaps in the on-boarding process and worked together to update the process. This included a new tracking method for on-boarding status.
- x) The team completed 27% of second quarter goals in April. The team remains slightly ahead of pace for all scheduled work in 2021 at 40%. Nice job Alicia and Mindi!

Training and Development Hours



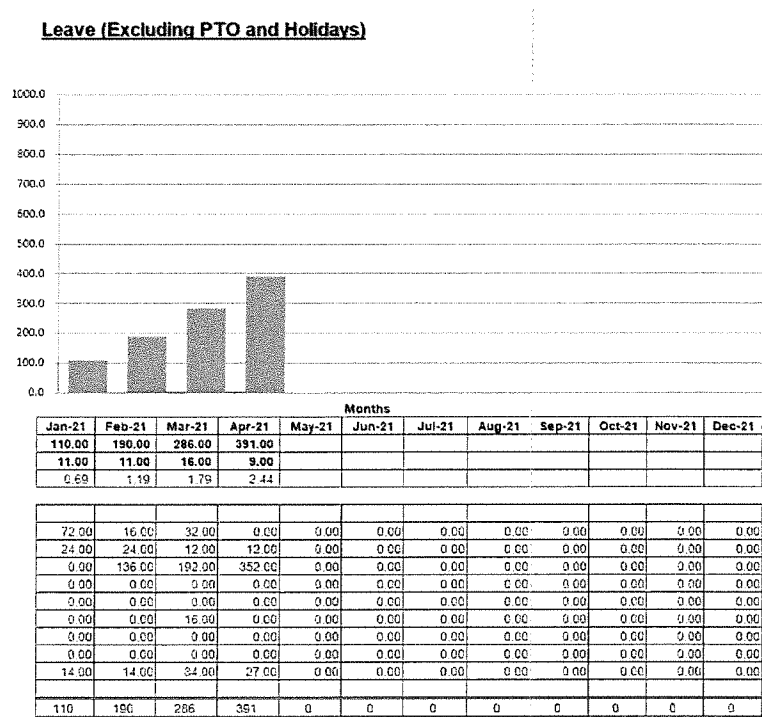
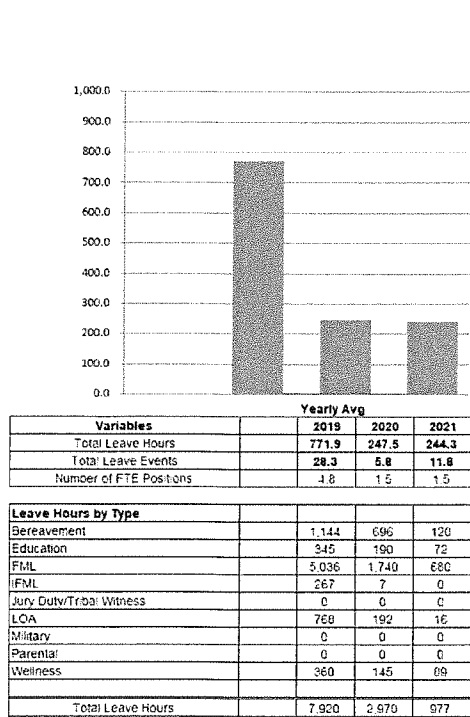
Performance Events (Reviews/PIP)



4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – Updating Benefit Portal Information, 2 – Benefit Reconciliation Process, 3 – Insurance Quoting Process, 4 – 401k Audit Preparation, 4 - Assisting Team Members with Benefit Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Completed the 2021/2022 health insurance quoting process and reviewed with the Lead Group.
- Continued the 2021 life/disability insurance quoting process.
- Completed the 401k auditor agreement approval process. Appreciate the help from our teammates in Unified Legal!
- Determined ARPA subsidized COBRA impact in conjunction with OPM/FEHB.
- Processed an unusually high number of employment verifications and FML requests.
- Continued the monthly Payroll/HR coordination meetings.

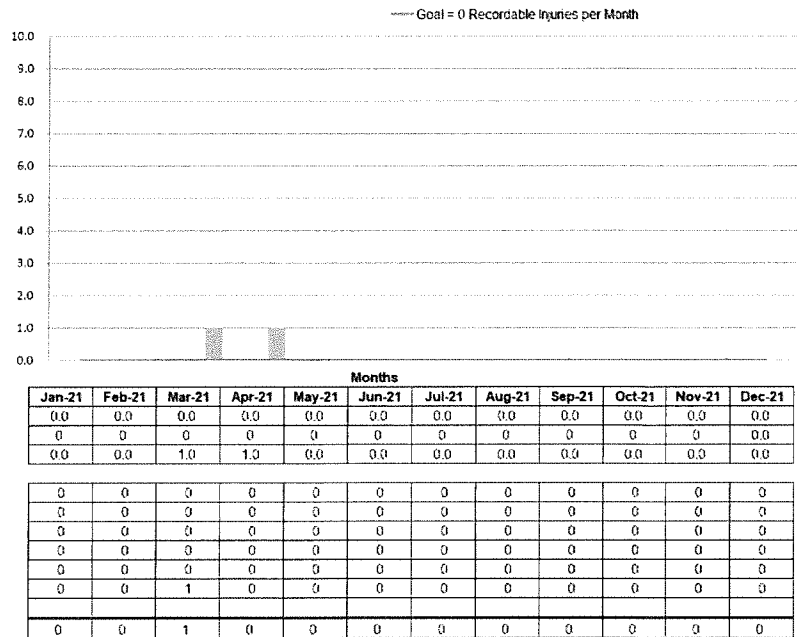
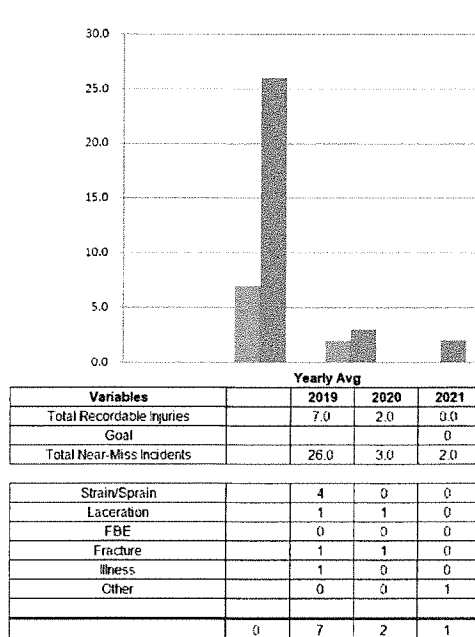
- i) Leave hours increased in April for a third consecutive month, again driven by traditional FML events.



5) Safety

- i) Continued COVID-19 support and tracking.
- ii) Provided support to the NGLC COVID-19 event.
- iii) Updated COVID Absence & Return to Work SOP.
- iv) Recordable Injuries: 0
- v) Near Miss/1st Aid: 1

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

	CURRENTLY EMPLOYED						
	April 2021						
	TM	NA	D	S	NP	TOTAL	
	EXECUTIVE	61	9	12	7	54	143
	GAMING	9	0	1	3	15	28
	LEGISLATIVE	11	2	0	0	1	14
	JUDICIAL	4	2	0	1	1	8
TOTAL	85	13	13	11	71	193	
	Prior Month						
	EXECUTIVE	61	9	12	7	54	143
	GAMING	9	0	1	3	16	29
	LEGISLATIVE	11	2	0	0	1	14
	JUDICIAL	4	2	0	1	1	8
	TOTAL	85	13	13	11	72	194

Notes on Tribal Preference:

1. April Tribal Preference Employment was 63.2% of total employment, a slight increase from last month due to new hires and turnover.
2. Data since April 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - i. 2021 Tribal Preference Applications: 20.3%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference hires compared to all hires.
 - i. 2021 Tribal Preference Hires: 58.3% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

- i) The Tribal Development Team continued operations in April. We worked on the team's plan to promote opportunities for Tribal Citizens and followed up on 2 Tribal student contacts. Great job team!
- ii) Continued teaming with MichiganWorks on the development of non-traditional apprenticeships. During April we reviewed the apprenticeship program with Natural Resources. Thanks to the leaders at NRD, Frank Beaver, Allison Smart, Archie Martell and Bob Sanders.

- iii) Continued the development of a General Motors/LRBOI Workforce Development and professional partnership. We developed our draft plan for the rest of 2021 during April's team meeting.
- iv) Continued development of a DTE/LRBOI Workforce Development partnership.
- v) One of the Work Experience program participants completed the available program hours.
- vi) April New Requests for WFD Service: 0
- vii) 2021 Total Requests: 12
- viii) 2021 Total Number in Adult Work Experience: 1

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
April 2021

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The new primary router and firewall configuration and installation continues. Contractor has begun the configuration of the firewall and the router.
2. Virtual system errors have been corrected and server updates continue as needed every other weekend.
3. Replacement Router/Firewalls for all remote sites have been ordered. Expected ship date is 02 May 2021.
4. Quotes for switch replacements have been received and the expense and configuration contract submitted for approval on 12 May 2021.

5. Mandatory IT Projects by order of priority:

- a. April 2021
 - i. Government remains open by appointment only due to pandemic.
 - ii. New laptops with mobile access for all critical employees are deployed.
 - iii. Many departments still replacing equipment and deployment of the new equipment is overwhelming the IT Staff.
 - iv. Training users of how to use the remote work devices has proven to be a challenge for the IT Staff due to time constraints.
 - v. Support All Operations
6. 228 new IT work orders were opened in April 2020 and 229 IT work orders completed in April 2021.
7. IT Remains severely understaffed and is working diligently to keep up with daily operational demands.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors upgrading network.

Trainings Held / Attended –

Special Tasks / Activities Performed –Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

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: May 7, 2021
Re: April 2021 report of activities

Number of tribal members assisted on new issues	69
Number of referrals received	3
Number of continuing cases:	82

Types of legal issues:

Child support	Land Contract - Forfeiture
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Child Support Arrearages	Conservator - Adult
Trusts	Parenting Time
Driver's License Restoration	Insurance Claim
Custody	Mortgage
Name Change – Adult	H. R.
Confidentiality Agreement	Real Estate Closing
Medical Power of Attorney	Civil Infraction
Alternate Service of Civil Documents	LLC
Divorce – Out of State	Collections
Amend Trust	Limited Power of Attorney - Minor
Power of Attorney	Certificate of Trust
Probate Estate – Out of State	Severance Package
DNA	Child Protective Services
Estate Planning – Amendments	Supervised Parenting Time
Stocks	Sale of Business

Trust Administration	Landlord Tenant Issues
Unemployment	Evictions
Small Claims	Paternity
Move out of State with Minor Children	Driver's License
Post Divorce	Personal Injury
Resignation in Lieu of Termination	DHHS
Cease and Desist	Remove Name From Mortgage
Estate Distribution	Real Estate – Out of State
Driver's License and Ticket	Insurance
Minor Limited Power of Attorney- Amend	EIN
Insurance Claim	Funeral Representative
Conservator – Adult – Modify	Medicaid
Dismissal of Civil Lawsuit	Harassment
Guardian – Developmentally Disabled	Subpoena
Psychiatric Hospital	Inventory
Lady Bird Deed	City Utilities
Sale of Home	

Sample of Work Performed:

Assisted a tribal member obtain a court order that they were the father of a child when the mother of the child was married at the time of birth

Assisted a tribal member obtain supervised parenting time with the other parent because of substance abuse issues

Assisted a tribal member obtain a court order to allow them to move out of state with their minor children

Assisted a tribal member sell their business

Assisted a tribal member obtain a new conservator when they did not like their current conservator

Members Assistance
Jason Cross (Interim)

Members Assistance Department

April 2021 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

Meet the needs of the individual and/or family by providing programs for health and safety, continued utility service, and other services requested by tribal members that are identified as a need or crisis. Maintain a quality relationship with the members of the Tribal community. Utilize a centralized intake process for the Tribal community to contact for program information and to receive prompt services and/or referrals.

Objectives

- Promote health, safety, self-sufficiency, and personal growth in individuals and family members by providing confidential, consistent, effective, and timely services.
- Respond to all requests for family support and referral services to ensure the most assistance is provided to the eligible member and/or family.
- Advocate and/or provide funding for Indian specific programs to fill the needs of the local and at-large communities based on membership requests.
- Inform membership of existing local and Tribal resources and coordinate service assistance.
- Network with Tribal service departments and/or agencies to maximize utilization of services and information available to the members of the Tribal community.

Current Assistance Programs

- Food Assistance Program – Available throughout continental U.S.
- Low Income Energy Assistance Program - Available throughout continental U.S.
- Rental and Mortgage Assistance Program - Available throughout continental U.S.
- Elder Chore Assistance Program - Available throughout continental U.S.
- LIHEAP Assistance Program – Available to nine county service area.
- I.H.S. Well and Septic Program - Available to nine county service area.
- Title IV Elder Meal Program – Available to Elders age 55 and older.

Department Reporting Section

1. I.H.S. Well and Septic Program

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$336,889.48
 - ii. Budget remaining 7%
 - iii. 14 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	2	2	0	4	0	0	0	0	0

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$14,500.00
- d. 69% Remaining
- e. 44 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	0	0	0	7	3	1	4	1	14

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$15,496.89
- h. 69% Remaining
- i. 12 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	0	0	1	0	0	0	0	8

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$7,602.85
- l. 81% Remaining
- m. 34 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	1	0	0	3	4	2	3	0	9

5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$9,435
- c. 6 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
2	0	0	0	0	3	0	1	0

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$1,480.00
- f. 85% Remaining
- g. 14 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	0	0	0	1	0	1	2	0	5

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$3,180.88
- j. 86% Remaining
- k. 14 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	0	0	0	2	0	0	0	1	3

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$8,422.50
- n. 92% Remaining
- o. 1 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	0	0	0	1	0	0	0	0	0

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$135,900
- r. 70% Remaining
- s. 18 members accessed this program
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	0	0	1	3	0	1	2	0	11

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 303 Elders enrolled in program.
- w. April invoice \$69,624.59

11. Department Ongoing Activities

- x. Mailing, receipt, follow up, and processing of program applications.
- y. Staff assisting with case management in collaboration with other departments.
- z. Maintaining program logs and expenditures.
- aa. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
133	19	64	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
83	65	40	0	37	41	23	21	9	0

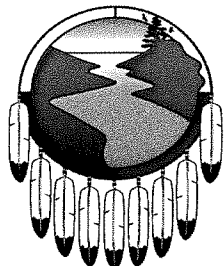
13. Office Visits

bb. 0 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Director

Natural Resources
Frank Beaver



**Gaá Čhíng Zíibi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**April 2021 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;
 - Participate 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 National Dunes park, 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

Vacant

- Assisted with biologist's paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF 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 - Senior Fisheries Biologist, Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Vacant – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - 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
- Division work plans
- Grant Management
- Review State Collector permits/Fisheries Orders.
- Commercial and Subsistence fishing licenses and catch reporting
- LRBOI Spring Membership Presentation
- Walleye and steelhead restricted harvest permitting
- Wild rice fish community fish aging
- Great Lakes Assessment field gear preparation, maintenance and construction
- Great Lakes data management
- Great Lakes Neuston tow larval fishery survey
- Adult Lake sturgeon assessment, Manistee Lake
- MDOT M-55 construction communications and coordination

- Black Lake sturgeon harvest permitting
- Sturgeon database discussions with USFWS
- Sturgeon PIT tag antenna coordination
- NGLC sturgeon aquarium maintenance and fish swap due to health issues
- SRF prep for spring sturgeon rearing
- Sturgeon rearing and field work coordination
- Coordination with USFWS Green Bay for field work assistance
- 2020 fishery assessments data management
- Preparing for upcoming field season and work plan implementation

Equipment maintenance/Field Work/Lab Work:

- NGLC sturgeon aquarium maintenance
- Fish aging and structure imaging.
- Vehicle maintenance GSA trucks repair maintenance
- Organized and compiled 2020 scale data
- Reimaged and aged 2018-19 Imaging Scales for age data
- Great Lakes, processing structures for fish aging
- 2021 field season and streamside rearing facility reconfigure preparation for field season
- Assisted Water Quality operations (February 15th)
- Field gear inventory and preparation for upcoming Walleye survey
- Great Lakes Program, yellow perch scale image preparation, processing, and aging
- Great Lakes fish stomach content processing
- Assisted Water Quality sampling Feb 16

Meetings/Training/Travel/Conference Calls

- Fisheries biologist Dana Castle, Exit 1:1 meeting (4/2)
- Accounting meeting with NRD (4/5)
- Consent Decree negotiations external meeting (4/5)
- NRD Leads Huddle (4/6)
- Consent Decree negotiations external meeting (4/7)
- Consent Decree negotiations external meeting (4/8)
- SRF discussion meeting with Saginaw Chippewa Indian Tribe (4/8)
- Michigan Culvert and Road Data Sharing Partnership Project meeting (4/7)
- Upper Manistee River coordination meeting with Trout Unlimited (4/13)
- Great Lakes Fish Trust Scientific Advisory Team meeting (4/13)
- Atlantic whitefish group meeting (4/13)
- Habitat Coordination meeting, Conservation Resource Alliance (CRA) (4/14)
- Consent Decree negotiations external meeting (4/14)
- NRD Leads Huddle (4/15)
- Consent Decree negotiations internal meeting (4/19)
- HR apprenticeship meeting (4/19)
- NRD, CRA partnership/ collaboration meeting (4/19)
- NRD Leads Huddle (4/22)
- CORA meeting (4/22)
- NRD Job descriptions review with HR (4/22)
- Artic Grayling interview, TV13 Grand Rapids (4/23)
- Consent Decree negotiations internal meeting (4/26)

- Technical Fisheries Committee meeting (4/27)
- Tribal Great Lakes Biologists meeting (4/27)
- Understanding the People Part of Fisheries: An Introduction to Conservation social science webinar (4/28)
- Streamside Rearing Facility discussion with Wisconsin group for sturgeon restoration (4/29)

Grant Support

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

Bob Sanders – Wildlife Division Manager
 Angela Kujawa – Wildlife Biologist
 John Grocholski – Wildlife Technician

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
- Completed monthly report – April
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations
- 2021 hunting permits planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going

- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Develop Newsletter articles for March and May currents
- Develop article/content for new NRD web page – Ongoing project
- Resource selection function manuscript - Monthly occurrence until submitted
- GLRI grant reporting
- Submitted Native people working group article
- Marten project data entry
- Graduate Assistance application review and selection
- SABA reporting

Equipment Maintenance/Field Work/Lab Work

- Equipment maintenance (Tractor, Skid-steer)
- Cleaned and service wildlife vehicles - monthly occurrence
- Camera deployment for American marten detection project
- Camera deployment for American marten exploratory project
- NLP marten survey picture ID
- MN marten resting site collaboration (snow cores, pulled weather stations)
- Cleaned and organized equipment at Big Blue
- Planting Traditional plants
- Tree planting at AKI
- Snowmobile maintenance
- Custer property maintenance (tree tube pick up)
- Updated invasive species treatment maps
- Turtle nest enclosures project
- Food plot preparation of Tribal properties

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 4/5, 4/12, 4/19, 4/26
- Accounting monthly meeting – 4/5
- NRD Leads meeting – 4/6, 4/15, 4/22, 4/26
- Conference call Soo tribe & UofM – 4/8
- NRD & HR meeting Exit interview & Job description meeting – 4/19, 4/22
- Spring membership presentation meeting – 4/8
- Planning meeting with GVSU – 4/23
- ULD turtle conference call – 4/9
- USFS turtle marking training – 4/29
- Natural Resources Commission meeting – 4/12
- Council agenda, work session, and meeting – 4/12, 4/26, 4/28
- Site visit with Housing Director – 4/14
- GVSU committee meeting –
- Vehicle discussion – 4/5
- 1:1 meeting's – 4/1, 4/2, 4/12, 4/13, 4/14, 4/27, 4/28, 4/29
- Communication training TEA, Grand Rapids MI – 4/20
- Nordhouse Dunes stakeholders meeting – 4/21

Environmental Division

Allison Smart –Environmental Division Manager

Vacant – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Aquatic Biologist – Water Quality

Alexis DeGabriele– Aquatic Biologist – Wetlands

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- AQ Bio Wetlands Selection
- Budget review for PPG and CAA 103 Grants
- Review of Air TAS for 105 and 505
- Program work plan reviews
- Compiled Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Position Plan – Wetlands and Air Quality
- Reviewed Air Quality Program; developed plan for new staff hire
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 4/12,4/16, 4/19, 4/22,4/26,4/30
- NRD Lead Huddle: 4/6, 4/15, 4/22, 4/26
- 1:1 Meetings w/staff: 4/5, 4/9, 4/19 (x2), 4/28
- 1:1 w/Supervisor: 4/2, 4/13
- Agenda Review Tribal Council: 4/26
- Tribal Council Meeting: 4/28
- NRD Leadership Meetings: 4/22
- Project Meeting w/ Staff: 4/15, 4/28
- QAPP Meeting (Fish Tissue) w/ USEPA 4/1
- ATTAINs 4/5
- NRD/Accounting Meeting 4/5
- HR Meeting on Hiring Process 4/5
- NOAA Meeting on working with Tribal Governments 4/6\
- QAPP Meeting (Soil Sampling) w USEPA 4/7
- CORA/GLIFWC Line 5 Call 4/7
- CORA Line 5 Call 4/12
- Northern Lower Michigan EJ Round Table 4/8
- RTOC/NTOC Call 4/9, 4/30
- RRT 4/14, 4/15
- CRA LMRWCC – LRBOI Meeting 4/14
- LMAC – 4/14
- MSOCC Consultation – Line 5 4/15
- NRD/HR Meeting 4/19
- RTOC Caucus Calls 4/20

- Lake MI Manoomin 4/26
- BIA Regional Wild Rice Meeting 4/26
- Call with EPA Tribal Liaison 4/29
- NTAA Call 4/29
- Region 5 Air Call 4/29

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Completed semi-annual EPA PPG report Brownfields sections
- Completed SABA self-appraisal for 2020
- Provided electronic folder link of all 2020 Open Dump Forms to supervisor
- Drafted Soil Sampling paradigm lit reviews & recommendation for LRBOI
- Updated LRBOI Brownfields Program Public Record
- Posted updated Public Record to LRBOI Brownfields website
- Submitted notice of updated Public Record to Currents
- Completed 2020 LRBOI Brownfields Program Annual Report for Membership
- Completed first draft of Brownfields Prevention Ordinance
- Updated list of Soil Contractors/Labs
- Sent out nine requests for lead arsenate sampling quotes from updated List of Soil Contractors/Labs

Field Work and Equipment Maintenance

- Custer 80 Open Dump Assessment
- Devoe Open Dump Assessment

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

- Environmental staff weekly huddles (April 12, 16, 19, 22, 26, 30)
- 1:1 meetings with supervisor (April 9, 19)
- Met with supervisor and EPA staff re: QAPP (April 7)
- Met with supervisor re: QAPP (April 15)
- Sat on monthly Tribal NRDAR Call (April 6)
- Met with supervisor re: interest in Air Quality Specialist position (April 28)
- Attended virtual EPA QA webinar program (April 27-29)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Edits to Fish Tissue QAPP.
- SABA self-evaluation.
- Semi-Annual PPG report.
- EQIP application for Custer logged and marked eligible.

Field Work and Equipment Maintenance

- Completed water quality sampling.

- Calibrated sondes.
- Delivered samples to GLEC.

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

- 4/1- Meeting with EPA on fish tissue QAPP.
- 4/5- ATTAINS Training.
- 4/14- CRA/LMRWCC meeting.
- 4/15- R5 Monitoring Webinar-PFAS fish tissue.
- 4/19- ATTAINS Training.
- 4/21- Manistee Quarterly watershed partnership meeting.
- 4/23,4/27,4/29- Tribal-EGLE water monitoring collaboration session.
- 4/27- EPA Water division tribal call.
- 4/28- RMN Lakes -Region 5 call.
- 4/29- MiCorps Cooperative Lakes monitoring program training.

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- All non-field work deliverables are listed in the GAP section.

Field Work and Equipment Maintenance

- Completed a Weekly Ozone Multipoint – 4/12, 4/20. 4/27
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 4/12, 4/20
- Completed PM 2.5, Monthly Maintenance & QC – 4/20

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

-

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

- New Aquatic Biologist started April 28th 2021, until the 28th deliverables are listed under the Environmental Division Section (GAP)
- Generating list of Tribal parcels with likely wetlands in GIS

Field Work and Equipment Maintenance

- Submitted requisition orders for summer field gear
- Researching field equipment for Wetland sampling
- Reviewing Wild Rice files on S Drive.

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

- 4/29 Tribal-EGLE Water Monitoring Collaboration Session: Wetlands (MS Teams).
- 4/30 Undergraduate Thesis Presentation on Wild Rice Habitat Suitability (Zoom).

Great Lakes Policy Program

Administration//Reports/Data Entry

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT
April 2021
Steve Parsons

Meetings/Conferences/Trainings

- On April 12, 2021, I participated in the Tribal Council Agenda Review session to represent an item I had on the April 14, 2021 agenda.
- On April 13, 2021, I participated in a webinar sponsored by the U.S. Census Bureau regarding the census bureau data available for American Indian and Alaskan Native populations.
- On April 14, 2021, I participated in the Tribal Council meeting to represent an item regarding the authorization of a contract with Schultz Excavating to construct the road for the new Food Distribution (Commodities) Center.
- On April 20, 2021, I participated in the virtual Executive Committee meeting of the Manistee County Community Foundation.
- On April 21, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Little Traverse Bay Band, the Hannahville Indian Community, the Sault Ste. Marie Tribe of Chippewa Indians, the Nottawaseppi Huron Potawatomi Band, and Keweenaw Bay Indian Community also participated in the meeting.
- On April 21, 2021, I viewed virtually the U.S. House Natural Resource Subcommittee hearing regarding Infrastructure in Indigenous Communities—Priorities for American Jobs Plan. The hearing was designed to gather input from Native communities and Tribes regarding the current state of infrastructure in their respective communities to determine how those infrastructure needs can be addressed in the proposed American Jobs Plan legislation. Native Hawaiian and Native Alaskan Communities along with other U.S.-based Tribal communities were present to provide testimony.
- On April 27, I participated in the virtual Board meeting of the Manistee County Community Foundation.

Activities/Accomplishments/Updates

- On March 17, 2021, I issued a building permit to the Little River Casino Resort for the construction project to convert the Great Lakes Buffet into a food court. The project was completed on April 23, 2021 and a Certificate of Compliance was issued by the Planning Department on April 26, 2021.
- BIA Roads – 2021 Projects: In the next few months, some of our 2021 road projects will be moving forward. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: On March 19, 2021, we finally received our environmental clearance for this project. With the environmental clearance documentation having been received, we applied to the BIA Michigan Agency for Rights-of-Way for the four roads involved in this project. (Tribal Council already passed a resolution in February 2019 requesting a ROW from the BIA.) We received confirmation from the BIA on April 30, that our ROW was approved on April 8, 2021. On March 31, 2021, the Cemetery Road project was put out to bid by Grand Traverse Engineering &

Construction (GTEC), with a deadline for proposals of April 15, 2021. Our plan is to have a construction contract submitted to Tribal Council for their approval at the May 12, 2021 meeting.

- Commodities Drive Road Project: The invitation to bid on this project was sent out by Grand Traverse Engineering & Construction (GTEC) in November 2020, with bids being received in December 2020. The low-bid proposal was submitted by Shultz Excavating & Asphalt of Ludington. The bid was reviewed by GTEC and deemed qualified. The Tribal Council approved the construction contract with Shultz Excavating & Asphalt at their April 14, 2021 meeting. We anticipate this project to begin in mid-May 2021, and for the project to take 3 to 4 weeks to complete.
- Sugar Shack Road repair (replacing failed culvert) was waiting on a necessary EPA wetlands permit, which was needed before construction could begin. That permit was received on March 11, 2021. However, activity at the sugar shack during the month of April 2021 necessitated that we postpone any repair work until May 2021.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
April-21

General Patrol

Assist Citizen	
Assist Motorist	1
Assist Other Agency	10
City Assist	7
County Assist	25
Medical Assist	1
MSP Assist	4
Other Calls for Service	3
Property Checks	554
Suspicious Person	2
Suspicious Situation	7
Well-Being Check	5

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	1
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	3
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	20
Unsecured Vehicle	
Verbal Warning	6
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect

Arrest 9

Assault 3

B&E

Bond Revocation

Child Abuse

Child Custody

Child Neglect

Contempt of Court

Counterfeiting/Forgery 1

CSC

Death 1

Disorderly 1

Domestic Disturbance 6

Drive-Off 1

Drug Violation/VCSA 5

Elder Abuse

Embezzlement

Extortion/Conspiracy

False ID

Family Problems 3

Felony with a Gun

Fight in Progress

Fraud 1

Furnishing Alcohol to Minor

Harassment

Health & Safety

Intimidation

Intoxicated Person 3

Juvenile Runaway

Larceny 1

Liquor Violation

Minor in Possession

Missing Person 1

Money Laundering

Motor Vehicle Theft

Murder

Neighbor Dispute

Noise Complaint

Obstructing Justice

Possession Stolen Property

PPO Violation

Probation Violation 2

Property Damage/PIA 5

Public Peace

Resisting

Robbery

Sex Offense

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	1
Unwanted Subject	2

Miscellaneous

Administrative Hours	336.5
Alarm	4
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	127.5
Civil Standby	
Community Policing	4
Court Hours	
Death Notification	
Drug Disposal	1
Follow-Up Investigations	16
Found Property	
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	70
Total Reports	70
Training Hours	13
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	4114
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
April-21

Administrative Hours	77.25
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	260
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	2
Paper Service	
PR Activities	1
PR Activities Hours	4.25
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	3.75
Vehicle Mileage	1969
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
April-21

Administrative Hours	287.75	
Arrest(s)		
Male		
Female		
ATV Patrol Hours	3.5	
Assist(s)	3	
Assist Hours	7.25	
Citation(s)	3	
Civil	3	
Misdemeanor		
City Assist	4	
City Assist Hours	2.5	
City Original		
City Original Hours		
Complaints	12	
Contacts	118	
Court		
Court Hours		
Follow-up(s)	3	
Follow-up Hours	3.25	
Federal Citation(s)		
Hours Worked	442.75	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	3	
PR Activities Hours	7	
Property Checks	205	
Snowmobile Patrol Hours		
Training(s)	2	
Training Hours	3	
Vehicle Mileage	3079	
Vehicle Stops	22	
Verbal Warning(s)	20	
Written Warning(s)		
Training/Travel		

April 14, 2021 Officer Bruce attended CPR/AED training at department.

Tax Office
Valerie Chandler

Tax Department April 2021 Monthly Report

Staff: Valerie Chandler, Tax Officer
Arianne Gray, Tax Department Administrative Assistant

During the month of April 2021, 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
 - Copies of tax forms and RTM verification letters
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
 - 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, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for March 2021.
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 versus tax-exempt inventories.
7. Issued 10 Certificates of Exemption:
 - Purchaser: 9 RTMs 1 Tribe/Entity
 - Purchase Type: 7 Vehicles 1 Construction 2 Recreational Vehicles
8. Reviewed 30 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
9. Mailed 13 Proof of Residency request letters; processed 1 Proof of Residency that was received.
10. Processed 1 Motor Fuel Registration.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs

- Address changes of 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 in to 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 at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for May 2021 and provided it to the Trading Post.
8. Reviewed and processed 2,025 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for March, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed March 2021 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
 - Food & Beverage Tax
 - Lodging & Occupancy Tax

Variable Duties and Accomplishments:

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Corresponded with Blarney Castle Oil regarding invoices not received so that appropriate tax-exempt fuel tracking could be recorded.
4. Volunteered to join a newly established Employee Recognition Team. Hopes are to create activities and teamwork events to boost employee morale. We also are going to recognize employees that are going above and beyond and/or achieving noteworthy accomplishments in their job positions.
5. Worked on Employee Recognition Team items such as an employee nomination form, team email set up, Teams group set up, event flyer, sent emails requesting

- donations to reward employees, and submitted a purchase requisition for safety vests for our first event to clean up trash on tribal grounds.
6. Reviewed potential applicants' resumes and applications for an open job position to provide feedback on interview selections and to be part of the interviewing panel when scheduled.
 7. Prepared the Tribe's 1st quarter 2021 tax sharing return for the State of Michigan.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding States sales tax being charged to an RTM's utility account.
2. Corresponded with Treasury regarding amendments to RTM tax returns due to adjustments to Form 4013, which are a result of qualifying members' tax exemptions on unemployment wages from 2020.
3. Inquired about sales tax exemption on recreational fuel in regards to the Tribal/State Tax Agreement if the Trading Post was to install an above ground tank and begin sales.

Little River Trading Post Interactions:

1. Corresponded with Trading Post Manager and Supervisor regarding the possibility of selling recreational fuel.
2. Corresponded with appropriate staff regarding status update for using cloud-based app for tribal member tax exempt sales.

Little River Casino Resort Interactions:

1. Corresponded with Surveillance Director regarding video review of two sales transactions at the Trading Post due to questionable receipts on tax exempt sales.
2. Corresponded with Finance staff member regarding an oversight on the previous month's Food and Beverage tax return.
3. Corresponded with a staff member regarding the taxation of certain food and beverage products at the Resort. Provided the Michigan General Sales Tax Act MCL section that explains the differences.

Meetings / Trainings Attended During the Month:

1. Directors meeting conference call on April 5, 2021.
2. Leadership Roundtable meeting on April 8, 2021.
3. Tribal Council meetings via Zoom on April 7, 14, and 28, 2021.
4. Meeting with staff attorney regarding Tribal Certificates of Exemption on April 14, 2021.
5. Employee Recognition Team meeting on April 15, 2021.
6. Attended Leads meeting on April 20, 2021 to present Employee Recognition plans.

Statistics:

Total Registered Resident Tribal Members (RTMs): 261

- Manistee County: 250

- Mason County: 11

Monthly Tax Revenue*:

*March 2021 amounts received in April 2021

- Retail Sales Tax (Little River Trading Post) \$4,836.93
- Retail Sales Tax (Gift Shop) \$1,438.18
- Lodging & Occupancy Tax \$5,896.18
- Food & Beverage Tax \$22,224.65

Tax Exempt Savings to Tribal Members (unless noted otherwise):

- Gasoline (includes eligible Government & Resort vehicles): \$5,131.55
- Diesel (includes eligible Government & Resort vehicles): \$259.83
- Cigarettes: \$10,308.56
- Employee (Government & Resort) Discount on Fuel: \$411.95

Tribal Member Tax Exemption Rates ("Discounts") for May 2021*:

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

- Gasoline: \$0.404/gallon
- Diesel: \$0.420/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 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, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 2021 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section

- Departmental staff completed the following tasks during the report month:

The Director accomplished the following during the month:

1. Responded 77 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Participated in Tribal Council meetings via teleconference.
4. Communicated with staff from departments about various items.
5. Continued the meetings via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.
6. Met with people from the Ramsdell Theater about a Native American artists exhibit in November.

7. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
8. Administered, directed, and supervised all departmental activities.
9. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
11. Answered questions for Interlochen Radio about new Secretary of interior.

The Language Coordinator accomplished the following during this month

1. Produced advanced language lessons and sent them to the students.
2. Teach the advanced lessons on Friday mornings.
3. Developed face book lessons, edit the lessons and schedule a shoot.
4. Edit the videos, schedule a post, then share for two weeks on certain days.
5. Working with Delta Dental & Interlochen Public Radio on culture & language.
6. Contacted Wiikwemikoong 1st nation again about Earth Day.
7. Did my ¼ report.
8. Attempting to coordinate a pipe teaching ceremony at Jiingtamok grounds.
9. Contacted our grand writer about another grant application.
10. Researching to develop some on line games using language.
11. Continued to recycle for LRB Pharmacy.
12. Answered Emails & calls about language, culture, CD ROMs, Camp.

Travel, training and budget expenses

Departmental staff note training and travel in their individual reports, there were no departmental level travel during this report period nor department level training.

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
March 2021, 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.
- Approved to Purchase crane truck
- Approval for well house panel upgrade with VFD's added

Billing

Water	\$11,898.32
Sewer	\$16,104.43
Irrigation	\$1,811.33
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,109.64
Septage	\$8,190.84
Other	\$0.00
Month Total	\$61,183.89
Yr. to Date Water	\$33,665.81
Yr. to Date Sewer	\$37,814.23
Yr. to Date Irrigation	\$7,244.12
Yr. to Date Fire Suppression	\$32,277.32
Yr. to Date Manistee Township	\$59,728.88
Yr. to Date Septage	\$23,061.18
Other Revenue	\$754.49
Credit	\$0.00
Yr. to Date Total	\$194,546.03

1. Well House Pumping in Gallons

Total Flow Gallons

a. 3,134,166

b. Ave Daily Flow Gallons 104,472

- 2. Gallons of Treated Wastewater SBR**
Influent Gallons
a. 2,793,449
b. Daily Average Gallons 93,115

- Effluent Gallons**
a. 2,531,426
b. Daily Average Gallons 84,381
c. Waste Sludge Gallons 51,000

- Lagoon**
a. Influent 161,699
b. Daily Average Gallons 5,390

- 3. Septic Sewage**
a. Gallons 136,514

III. Travel and Trainings

What: MTERA Annual Conference (virtual)
Who: Diane Kerr, Gregory Walters, Jonathon Robertson, Thomas Sutton, Gary Lewis
Where: Zoom
Sponsored by: MTERA

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

What: Basic Chemistry Part 2
Who: Clatus Clyne, Gregory Walters, Thomas Sutton, Gary Lewis
Where: Webinar
Sponsored by: EGLE

What: Nitrification/Denitrification
Who: Clatus Clyne, Gregory Walters, Thomas Sutton, Diane Kerr, Gary Lewis
Where: Webinar
Sponsored by: NAWA

What: Water Math 1, 2, 3, and 4
Who: Clatus Clyne, Gregory Walters, Thomas Sutton, Diane Kerr, Gary Lewis
Where: Webinar
Sponsored by: EGLE

What: CCR Rules
Who: Diane Kerr, Gary Lewis
Where: Webinar
Sponsored by: EGLE

What: Lead and Copper Rules

Who: Jonathon Robertson, Diane Kerr, Gary Lewis

Where: Webinar

Sponsored by: EGLE

What: Lagoon Operations

Who: Clatus Clyne

Where: Webinar

Sponsored by: EGLE