

**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 *gbr*  
**Naangwa:** Date: November 7, 2016  
**Maanda Nji:** Re: August, 2016 Operations Report

---

We respectfully submit the August, 2016 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  
August, 2016

## TABLE OF CONTENTS

Accounting	Steve Wheeler
Commerce	Vacant
Commodities	Yvonne Theodore
Education	Yvonne Parsons
Enrollment	Diane Lonn
Facilities	Brian Gibson
Family Services	Jason Cross
Grants	Vacant
Health	Donald MacDonald
Housing	Frank Figgels
Human Resources	Amy Sedelmaier
Information Technologies	George LeVasseur
Legal Assistance	Mary Witkop
Members Assistance	Jason Cross (Interim)
Natural Resources	Frank Beaver
Planning	Steve Parsons
Pubic Affairs	Vacant
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam

Accounting  
Steve Wheeler

# Finance Division

## Steven Wheeler, Chief Financial Officer

### August, 2016 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. **2016 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2016 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 2016 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 2015 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 2014. Work is in process on the 2015 Indirect Cost Proposal.

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 2017 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. Finalize all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Implement and 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 2015 audit took place June 20 - 28, 2016. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2015, has been issued to the Tribe with an Audit opinion date of September 16, 2016. The audit presentation took place Monday, September 19, at 2:30pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies on September 28, 2016, before the September 30, 2016, deadline.

### **STAFF ACCOUNTANTS**

#### ***Duties and Accomplishments –***

1. ***Projects; US 31 Sewer Extension, AKI Restroom/Pavilion Shelter and Pharmacy Renovation -***  
*The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of August*
  - i. ***US 31 Sewer Extension Project: No Active***
  - ii. ***2014 Restroom/Pavilion Shelter-***  
***\$57,182.50-RCA payment***
  - iii. ***2016-Pharmacy – \$8,820 – Hallmark & Security Purchase***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of August were, \$517,501.50 the General Fund Operating Account had a total of (203) receipts, the Grant Funded Programs had a total of (19) receipts in the amount of*
3. ***Lead Facilitator – Health and Human Services Division:*** *Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.*
4. ***Judgment Trust Account:*** *Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was scheduled to mature. Final stages of this program information, should be concluding.*
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. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.*

6. *Payroll: The New roll out has been replaced by ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal. No Activity*
7. *1099-MISC. – 2015- continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates.*
8. *Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.*
9. *Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> 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.*

***Construction Task Force –Weekly Meeting - Thursday - review Aki Restroom/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation.***

***Other Meetings***

- *Finance Department Meeting-*
- *Lead Facilitator Meeting – Several throughout the month*
- *Family Service – Director – Budget Meetings*
- *Clinic Meeting – Director – Budget Meetings*
- *Pharmacy Meeting- Conference Call*

***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. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

***Meetings Held / Attended –*** Staff Meeting

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –***

***Upcoming Projects / Tasks –*** Audit

## GRANTS MANAGEMENT ADMINISTRATOR

### ***Duties and Accomplishments***

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of September.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received three modifications on the following grants: 2014 Nutrition Services Incentive grant additional funding for year 3 in the amount of \$6,107, IHS 2016 Self Governance Compact additional funding in the amount \$616 and COPS TR-CTAS grant extension from 9/1/10-8/31/16 to 9/1/10-2/28/17. Modification documents were scanned and placed in electronic folders and originals were placed in the grant program booklets. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
14. *The Tribe received two new grant awards for the following grants: 2016-2017 ITC Honoring Our Children in the amount of \$10,000 and Manistee County Community Foundation-Live Well Manistee in the amount of \$10,000. The documents were scanned and placed in the electronic grant folders that were created for these new awards. The new grants were added to the monthly tracking spreadsheet and the federal programs administered*

*by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*

- 15. Changed the password in the SAM System that needs to be done every 90 days.*
- 16. Changed the password in the TEAMS System that needs to be done every 90 days.*
- 17. Purged my grant files from my office into the basement. Brought up old files from basement to make sure that all documents in each file were scanned in my electronic grant files and then had Robert Battice shred documents.*
- 18. Went through Special Revenue checking account for grant money that should Remain in that account and gave those amounts to Steve Wheeler so he Could transfer remaining amount to general fund.*
- 19. Since Audit has been completed, I went through all my grant files to make sure that grants that had ended were marked inactive in the Accounting System.*
- 20. Prepared a payment request in the amount of \$12,060 on the MEDC Feasibility study grant and submitted to MEDC.*

#### ***Meetings Held/Attended***

- 1. Met with Steve Wheeler on numerous occasions to discuss grant issues.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Attended meeting with the Leads and Ogema on 8/2/16, 8/16/16 and 8/23/16.*
- 4. Attended Accounting Department meetings on 8/23/16.*
- 5. Attended meeting with the Leads on 8/4/16, 8/11/16, 8/25/16 and 8/30/16.*
- 6. Met with Noelle Cross on 8/1/16.*
- 7. Met with the Ogema and Diane Lonn on 8/2/16.*
- 8. Met with Yvonne Theodore on 8/3/16.*
- 9. Met with Yvonne Parsons on 8/15/16.*
- 10. Attended meeting with the Leads and Directors on 8/18/16.*
- 11. Attended Staff luncheon on 8/19/16.*
- 12. Met with the Housing Department of 8/19/16.*
- 13. Met with Krin the auditor on 8/30/16.*

#### ***Trainings Held/Attended***

#### ***Specials Tasks/Activities Performed***

#### ***Upcoming Projects/Task***

## **PAYROLL**

### ***Duties and Accomplishments –***

1. Processed 392 payroll checks through ADP.
2. Verified 30 PAF's this month which included 4 new employee(s), and 9 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 8/5 and 8/19.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

### ***Meetings Held / Attended –***

1. 8/9 & 8/23 – Finance biweekly team meeting.
2. 8/11 – Payroll/HR meeting.
3. 8/5, 8/19 & 8/25 – ADP Status call regarding current/ongoing issues.

### ***Trainings Held / Attended –***

NONE

### ***Other Tasks / Activities Performed –***

1. Stopped payment, voided and reissued per capita checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per capita checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.

### ***Ongoing Projects / Tasks –***

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. ADP training for payroll processing.
4. Creating a quick reference guide for payroll.
5. Mutual of Omaha corrections/changes.

### ***Upcoming Projects / Tasks –***

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with Kathy on reconciling benefits for life, health, dental, and vision.

## **ACCOUNTS PAYABLE**

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

### ***Duties and Accomplishments –***

1. *Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks signed and stuffed into envelopes for distribution. Afterwards, check request are organized with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.*

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

### ***Special Tasks / Activities Performed –***

1. Continued to work with receiving on getting packing slips in order to pay off invoices that were unpaid. E-mailed the departments that have outstanding purchase orders.

### ***Upcoming Projects / Tasks –***

1. Still working on outstanding PO's to get them updated.
2. Keeping withholding from Per cap updated.

## **PURCHASING/ TRAVEL OFFICE**

## **PURCHASING / MAIL ROOM CLERK**

### ***Duties and Accomplishments –***

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

### ***Meetings Held / Attended –***

***Bi-Weekly Department Meetings***  
***Staff Luncheon***

### ***Special Tasks / Activities Performed –***

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
- 13.** Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

***Upcoming Projects / Tasks –***

1. Ongoing merging/renaming of vendors in MIP system

**PURCHASING SUPERVISOR**

***Duties and Accomplishments –***

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Verify funding availability
4. Place orders
5. Process contracts
6. Assist Directors in submission of request to Tribal Council when approval is necessary by resolution
7. Process tax exemption forms
8. Credit applications
9. Process Request for Vendor Identifications request
10. Process W-9 information
11. Process maintenance agreement payments
12. Process subscription and due payments
13. Submit request for liquidation of purchase orders
14. Obtain flight options/quotes.

15. Make travel arrangements; book room reservations and flights, make registration arrangements.
16. Process Travel Advances and Advance Checks.
17. Fill in other duties were necessary
18. Maintain Travel, Purchasing, and Mail SOP's, Regulations, and forms
19. Staff Reports

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. 8/9 Finance Team Meeting.
2. 8/9 cost analysis on Amazon Prime account verses paying for shipping on orders placed with Amazon. Yearly Prime Account membership is \$99.00. Amount paid in shipping in 2016, \$206.73. Joined three month free trial and submitted requisition for yearly plan.
3. 8/16-19 Setup contact with Jay Sam and Pioneer Press and means of transferring ads and art files to Pioneer. Put together requisition covering September design for September edition. Worked with Bill Willis to have budget modified to ensure sufficient funding for formatting paper for the remaining of 2016. Contact the Manistee Post Office. Forwarded information to Jay that there is a balance of \$2369.88 on the Tribe's account for postage at the Post Office. Postage for each mailing estimated to run \$1700.00 per mailing. Requested that Post Office mail instructions on posting the paper.
4. 8/18 emailed signed direct bill applications to Avis and Budget.
5. 8/22 Submitted ads to be placed in the Currents for 2017/18 Muskegon Office Snow Removal and Building Master Agreements.
6. 8/22 Reviewed Master Agreements to see what requires renewal or put out for bids. Cleaned out expired or closed contracts.
7. 8/22 Put together addendum for Master Agreement to Mat/Linen contract. Forwarded to Legal Department for review.
8. 8/23 Finance Team Meeting.
9. 8/23 obtained bids for snow plow for Housing Department.
10. 8/24 converted screening form for clinic to pdf, then made document fillable.
11. 8/24 contacted Enrollment for a sample of request form submitted in the past for the labeling of the Currents. Created template that can be used for future requests. Emailed document to Jay Sam.
12. 8/24 Obtained instructions from Post Office on how to separate and label newspaper. Completed the Postage Statement form and saved template for future use. Emailed document to Jay Sam.
13. 8/25 revised the general maintenance contract rfp and contract that was used in 2014. Emailed to maintenance, housing, and commerce to edit and to request if their departments want to be covered under the agreement.
14. 8/25 Attended Fundamentals of Writing RFP webinar.
15. 8/25 revised RFP template to include recommendations made on "Writing RFP" webinar.
16. 8/30 Assisted Orkin Specialist.
17. 8/30 Finalized direct bill account with Hertz and Avis.

## **PROPERTY/RECEIVING OFFICE**

### ***Duties and Accomplishments –***

1. Received in 246 packages.
2. Issued 120 receiving reports.
3. Returned 4 items for credit
4. Made deliveries

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

### ***Special Tasks / Activities Performed –***

***Shredding***

***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 FY2015 Indirect Cost Proposal
- 4) Worked on preparations for FY2017 Budget Hearing – August 6<sup>th</sup>

### ***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) Working on finalize FY2015 Indirect Cost Proposal.
- 4) Completion/submission of Draft #1 - FY2017 Operating Budget

## **Expenditures Update**

Total year to date expenditures for the Finance Division for August, 2016, are \$731,631, compared to an annual budget of \$1,192,335. Total expenses for the Finance Division for year to date August, 2016, represented 61% of the total annual budget.

Commodities  
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ August 2016

#### 1 Department Overviews:

##### Goals and objectives:

The goal of commodity department is to serve low income Native American households living on and off the reservation.

Providing families with nutritional commodity 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.

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:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore warehouse / rotated stock/ inventory stock

Y. Theodore AIS food orders for clients

Y. Theodore & L Jackson filled food orders

L. Jackson made recipes and handout for clients

Y. Theodore Phone conference MWR

Y. Theodor & L Jackson cleaning warehouse

Y. Theodore & L. Jackson made boxes for packing up food orders

Y. Theodore placed food order for August \$ 8,500.40

Department sent out applications for commodity program

Y. Theodore attend meeting with Tammy Bowen August 10<sup>th</sup>

Yvonne attend council meeting 22<sup>nd</sup> August

Yvonne Theodore attend council August 24<sup>th</sup>

Yvonne Theodore attend meeting with Bill Willis & Chuck fisher on 2016 budget

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **August 2016 Department Report**

#### **I. Department Overview**

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

#### **II. Department reporting section**

- **LRBOI Student Services:** 2 student received LRBOI/JOM activities funding totaling \$200, 1 student received \$250 toward driver's training and 7 school clothing checks were processed and mailed. Each Wednesday at lunch we held the Nokomis Reading Hour where kids eat a healthy lunch, read a book- on one day we had the doctors from the clinic present information on healthy eating and exercise, and on our last meeting Al Patricio told the kids some stories and they received a little back pack with some back to school supplies. 10 kids participated
- **Higher Education Scholarship:** 3 Higher Education Scholarships were processed for August. Total awards were \$7500, providing assistance to 3 community college students all women.
- 
- **College Book Stipend:** 25 book stipends were awarded during the month of August totaling \$10,300.00. 2 for being enrolled in 1-3 credits, 8 for being enrolled in 4-8 credits, and 15 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous Information:** processed many Michigan Indian Tuition Waivers, and took numerous phone calls and emails regarding student school clothing cards, book stipends and scholarships. This time of year also includes much telephone correspondence between various college financial aid offices and this department, and also general information provided to potential students deciding to attend college. Assisted several students with completion of FAFSA. As with each start of a new academic year many calls are received requesting information about how to begin applying for college.
- **August 9-** Met with Colleen Green, Director of Native American Student Services at Central Michigan University
- **August 18-** Team Building Meeting

- **Expense Justification**
  - **Activities performed and services rendered fall within budgeted items for the 2016 fiscal year.**

Enrollment  
Diane Lonn

**ENROLLMENT DEPARTMENT REPORT**  
**August 2016**

**DIANE A. LONN, ENROLLMENT OFFICER**

**Department Goals are:**

To assist all tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal I.D.s, Per Cap Information, Direct Deposits, 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 complete new applications in a timely manner.

To continue to update the Per Cap data base.

Work with Auditors on the Bi Annual Audit.

**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 Per Cap Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings
- To work on completing the Bi Annual Audit

**Duties Performed**

- Mailed out: 12 Applications forms for people seeking membership
- Mailed out: 35 Address change forms
- Created 41 New and Replacement Ids from 08/01/2016 through 08/31/2016
- 246 Addresses changed from 08/01/2016 through 08/31/2016

- Final Rejection Letters: 0
  - Final Acceptance Letters: 0
  - Final Disenrollment Certification: 0
  - Provisional Rejection Letter: 5
  - Provisional Acceptance Letter: 31
  - 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: 1
  - 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
  - 5 Applications received since 08/01/2016
  - List Request of membership: Tax Officer, Legal
  - Label Request of membership:
  - Statistical Request: Commerce, Legal, Members Assistance
- Department Verifications:
    1. Prosecutor 73
    2. Natural Resource 35
    3. Members Assistance 52
    4. Casino-Human Resources 2
    5. Human Resource 14
    6. Contract Health 23
    7. Commodities 0
    8. Family Services 14
- Ordering/ Correspondence
  - Enrollment Verifications to other tribes
  - Certifications of Blood Degrees
  - Certification for Spouses and Descendants for the Casino
  - 4 Members passed away for the Burial Fund Money
  - Sent out 4 Tribal Flags
  - Sent out Per Cap Earnings reports

- Updated Citizen Validation folder
- 7 Tuition Waiver Verifications
- 497 Phone calls logged
- 1 Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

## Meetings

### Enrollment Meeting

\*\*\*\*\*

- Total Membership: 4,246
- Total number of Elders: 1,229
- Total number of Adults (18-54): 2,614
- Total number of Minors (0-17): 403
- Total Tribal Members living in:
  - 9 County Area: 1,800
  - Outside 9 County Area: 2,369
  - Michigan: 2,811
  - Outside Michigan: 1,358
  - Undeliverable Addresses: 77

Facilities  
Brian Gibson

***Facilities Management Department***  
***Brian Gibson, Maintenance Supervisor***  
***August, 2016 Department Report***

**I. Department Overview**

**LITTLE RIVER BAND OF OTTAWA INDIANS  
FACILITIES DEPARTMENT**

**Goals & Objectives**

Training for Facilities personal  
Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices  
Maintain budget within LRBOI guidelines  
Maintain current; future buildings & structures  
Maintain department vehicles  
Keep a clean and sanitary working environment

**Objective;**

To reduce work related injuries  
To maintain the life expectancy of our facilities

**II. Department Reporting Section**

Continued our summer work with grounds keeping, mowing lawns, laying grass seed, weeding etc. at the Government Center, Justice Center, Aki, Natural Resources Big Blue and at the Gathering Grounds. Took in recycling a couple times this month as well.

**Aki**

Changed furnace filter and sprayed bees nest in the dumpster.

**Commerce**

294 River; changed filters.  
395 River; changed furnace filters, contacted Custom Sheet Metal to service the AC unit.  
3335 Orchard; continued remodeling of the house and made some repairs to the exterior wall.  
3642 Orchard; mowed grass.  
133 McKee; changed water and furnace filters.  
House of Flavors; changed furnace filters.

**East Lake**

Continued to organize all the departments items for despoil and the items to be auctioned off.

**Gathering Grounds**

When through the property and picked up all the trash left by campers. Empties and place all trash cans by the pavilion and set up all the picnic tables for the elder's luncheon.

**Government Center**

Continued the Health Clinics office/Pharmacy remodels and installed carpet. Brought over furniture from the Bank Building to be set up in the Health Clinic. Spent a day putting together office furniture for the newly remodeled offices. Addressed wires under the floor, removal and replacement of some, to accommodate new desk stations. Place new vent boxes in floor for employees to have adequate heating and cooling. Cleaned up area so employees could move in. Changed out floor panel in the Health Director office

Toil Soil, peat and cedar mulch brought over from East Lake to continue improvements to landscaping

Hung Clock in Enrollment

Bought hutch over from Public Safety to the HR Admin

**Natural Recourses**

Changed furnace filters

**Other**

CDL Tech helped out Utilities by driving their truck to arcadia to get worked on.

Cleaned out boxes from the Casino/Ogema left over from Bike Time, stored items in the Ogema's storage room.

**Mechanic**

DPS# 10; oil change

DPS # 12; repair to breaks

DPS # 21; repairs to front end

UD F-250; oil change

Sky Track; preventative maintenance

EVS Tahoe; repairs to the breaks

**III. Budget Expense Justification**

Nothing outstanding at the moment.

**IV. Travel and Trainings**

Nothing to report at this time.

*Utilities Department*  
*Gary M. Lewis, Utility Supervisor*  
**August, 2016, Department Report**

**I. Department Overview**  
**LITTLE RIVER BAND OF OTTAWA INDIANS**  
**UTILITIES DEPARTMENT**  
**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.**
- **Routine Maintenance**
- **Work Session with Tribal council to review upgrade to the water meter billing system**

**Billing**

Water	\$16,039.56
Sewer	\$25,319.73
Irrigation	\$6,370.68
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,284.50
Septage	\$6,736.14
Month Total	\$74,094.61
Yr. to Date Water	\$120,846.69
Yr. to Date Sewer	\$171,451.16
Yr. to Date Fire Suppression	\$58,752.00
Yr. to Date Irrigation	\$20,894.48
Yr. to Date Manistee Township	\$32,008.50
Yr. to Date Septage	\$44,339.40
Yr. to Date Total	\$448,292.23

- 1. Well House Pumping in Gallons**
  - 1. Total Flow Gallons 6,457,700**
    - a. Peak Flow 313,200**
    - b. Low Flow Gallons 161,700**
    - c. Ave Daily Flow Gallons 208,312**

**III. 2. Gallons of Treated Waste**

- 1. Influent Gallons 3,761,476**
  - a. Peak Flow Gallons 134,198**
  - b. Low Flow Gallons 116,776**
  - c. Daily Average Gallons 121,338**

- 2. Effluent Gallons 3,468,964**
  - a. Peak Flow 121,342**
  - b. Low Flow Gallons 103,629**
  - c. Daily Average Gallons 111,902**
  - e. Waste Sludge Gallons 311,000**

- 3. Lagoon**
  - a. Influent 1,229,895**
  - b. Peak Flow 155,069**
  - c. Low Flow 0**
  - b. Daily Average Gallons 39,674**

- 3. Septic Sewage**
  - a. Gallons 131,975**
  - b. Average 4,257**

**IV. Travel and Trainings**

N/A

Family Services  
Jason Cross

# **Family Services Department**

## **August 2016 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:**

Muskegon.....6  
Manistee.....5  
Kent.....2  
**Total.....13**

**Open Cases.....60**

Total number of Tribal members served in open cases: 74

Total number of descendants served in open cases: 27

Total number of individuals served in open cases: 156

#### **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.

Jason Cross, MSW – Director   **Total: 17**  
Zoongaadiziwin (SO) 17

Total number living in homes served	45
Total number of Tribal Members living in homes served	21
Total number of descendants living in homes served	19
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	9
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	6
Contacts with LTBOI departments	6
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 15**  
Indian Child Welfare: 14    Juvenile Justice: 1

Total number living in homes served	45
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	3
Home visits this month	14
Case reviews this month	8
Binojeeuk reviews this month	6
Contacts with outside agencies	183
Contacts with LTBOI departments	47
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 10  
Domestic Violence: 10

Total number living in homes served	19
Total number of Tribal Members living in homes served	11
Total number of descendants living in homes served	4
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amber Shepard, BS- Case Manager Total: 12  
Zoongaadiziwin: 5 PaT: 7

Total number living in homes served	23
Total number of Tribal Members living in homes served	7
Total number of descendants living in homes served	0
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	16
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 6**  
I&R 6

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	1	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	126	
<i>Office Visits</i>	49	
<i>Phone Conferences</i>	0	
Meetings		
Training	FVPSA Peer to Peer Mentoring	Denver

**Muskegon Office Services:** This section includes contacts made on behalf of the following departments. This may include assistance with accessing applications online, completing applications and/or making copies, faxing and general program information. This does not include the intake and referral process. This assistance is primarily done by the Family Services Intake worker.

Accounting.....	0
Commerce Department/Workforce Development.....	2
Commodities.....	0
Education.....	0
Election Board .....	0
Muskegon Office.....	4
Enrollment.....	9
Family Services/Bedabin.....	14
Health Services.....	1
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	2
LRCR.....	0
Members Assistance.....	19
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	0
Copies:.....	21
Email .....	43
Mail.....	1
Notary Services .....	9
Assistance with forms.....	34
Warriors Society.....	0
Other .....	20
Total Tribal Citizens Assisted.....	128

## **Departmental Monthly Events & Needs**

### **Meetings:**

HSCB – 8/2/2016

Binojeeuk – 8/4/2016, 8/18/2016

CAC BOD – 8/4/2016

Muskegon Heights project – 8/5/2016

ECE Scholarship meeting – 8/10/2016

DHHS foster home recruiting – 8/12/2016

WKKF grant orientation – 8/18/2016

CIT Meeting – 8/19/2016

Baler College – 8/23/2016

### **Travel and Trainings:**

Improving Child Sexual Abuse Cases – 8/15/2016 – 8/16/2016

### **Court**

2 Court hearings both in Manistee

Identified unmet needs:

1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Child care for clients
4. Sub-standard and unaffordable housing

**Respectfully submitted,**

**Jason Cross, MSW**

**Director of Family Services**

Grants  
Vacant a director

# **Grants Department Monthly Report: August 2016**

## **Charles Fisher, Grant Writer**

### **I. Department Overview**

The goals of the LRBOI Grants Department are to:

1. Secure grant funding that will employ Ogema & Tribal Council approved strategies in order to:
  - ♦ Advance the Tribe's efforts to build community;
  - ♦ Address the socioeconomic needs of Tribal members and families;
  - ♦ Strengthen the Tribe's governmental infrastructure;
  - ♦ Enhance Tribe's capacity to protect/preserve its cultural/natural/financial resources.
2. Promote effective and efficient systems, including staffing and training for the development and administration of grant-funded projects/programs.

### **II. Department Reporting Section**

- Continued to work through a number of issues related to Grant Department staffing – this included meeting with the Tribal Council in August and scheduling another meeting in September to formalize submission of Grant Department's budget by the 15<sup>th</sup> – the overall effort has also involved several additional meetings with the Leads and the HR Dept. in regards to job description and salary representations in the departmental budget. The new Grant Department budget does bring the staffing level to two (2) FTEs. Due to the overall tribal budget projections, it was elected to delay the effort to add a Grants Compliance Manager (and additional grant writer) into the department. It is expected that the senior grant writer (the next hire for the Grants Department) will have the credentials of a Department Director, although it seemed as though there was some reluctance to have the individual hold this title.
- In response to a prior application to the Frey Foundation, the Tribe recently received a request for a conference call with them – our pending application is in the amount of \$55,000 and will be used for general construction costs – we are hopeful that our proposal will receive funding.
- In August, a grant application was made to the State of Michigan, i.e., Michigan Children's Trust Fund – this is a child abuse and neglect prevention grant. This is a 3 ½ year grant that will be used to support the operational costs of the tribal Child and Family Development Center.
- The Grants Department and Family Services had originally anticipated also making a grant submission to the American Indian and Alaska Native Early Head Start Expansion and Early Head Start-Child Care Partnership funding opportunity. The grant deadlines were only one day apart: thus, it was elected to make this grant application later in the year (the next funding cycle's application is expected to come out in the month of December).
- Continued working with Family Services in regard to the tribal Child and Family Development Center throughout the month of August – this represents a major

effort and is expected to continue until the center actually opens (which is expected to be the first week in January 2017).

- Although the FDPIR (Food Distribution Program on Indian Reservations) grant application isn't due until September, much of the preliminary work related to its completion was initiated in August – and it was also presented to the Council for consideration of approval in the month of August.

#### **IV. Other Duties and Activities performed during the month of August 2016:**

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work to the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings or meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attend Warrior's Society meetings regularly scheduled – we will be meeting in Muskegon next month (September).
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.

#### **V. Budget Expense Justification – The Grants Department is well within its budget: there are no budget related expenses that require justification.**

#### **VI. Travel and Training:** Travel & Training has been approved for the month of September (12<sup>th</sup>-15<sup>th</sup>) to attend “Training for Grants Management and Organizational Development” (Sponsored by the Seminole Tribe). Implementation details related to the “super circular” 2CFR Part 200 and new OMB guidance will be a primary focus, i.e., issues that are particularly relevant to tribes. The training also covers a number of topics that are timely for the department, i.e., organizational development best practices (feasibility studies, strategic planning and performance based budgeting) will also be a highlighted topic areas in the overall training scheduled. Please also note that I am still planning to attend the Grant Professional Association's Annual Meeting in November – I have not initiate a travel request for this as it has been unclear as to whether or not I would be able to take the time away from work. Attending the GPA Annual Meeting will go a long way in helping me maintain my certification through that organization (which is due to expire next year). I plan to let my CGW (Certified Grant Writer) Certification through the American Grant Writers' Association expire as it would cost approximately \$1000 to renew (it is only renewable for a 5-year period of time).

Health  
Donald MacDonald



## **Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT**

**To: Larry Romanelli, Ogema**

**From: Don MacDonald, Director of Health Services**  
**Janice Grant, Clinic Supervisor**  
**Gina Dahlke, CHS/EHAP Supervisor**  
**Dottie Batchelder, BEDABIN Substance Abuse Counselor**  
**Raven Lewis, Maajiidaa Fitness Center**

**Date: September 8, 2016**

**Re: August 2016 Report of Activity – Tribal Health Services**

We are pleased to present this report of activity for Tribal Health Services Operations for the month of August 2016. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, CHS/EHAP Supervisor, Janice Grant, Clinic Supervisor, Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor and Raven Lewis, Maajiidaa Fitness Center.

August 10, 2016 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Julie Dixon, D.O., Medical Director participated in the selection process for the open clinic nurse position with Human Resource personnel and an Elder.

August 15, 2016 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Julie Dixon, D.O., Medical Director participated in clinic nurse interviews with Human Resource personnel and an Elder.

August 15, 2016 – Gina Dahlke, CHS/EHAP Supervisor and Don MacDonald, Director of Health Services, attended the Tribal Council work session for the Elders Insurance.

August 15, 2016 – Gina Dahlke, CHS/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Don MacDonald, Director of Health Services attended the Tribal Council work session for the 2017 budgets in the council chambers.

August 15, 2016 – Gina Dahlke, CHS/EHAP Supervisor, travelled to Brimley to attend the Round Table Discussion at Bay Mills Resort hosted by Forest County Potawatomi.

August 16, 2016, the Traditional Healers were here to see individuals at Be Da Bin Behavioral Health.

August 16, 2016 – Leah Peterson, Pharmacist and Amy Doering, MA and Clinical Applications Coordinator traveled to the Saginaw Chippewa Tribe Nimkee Pharmacy to meet with their pharmacist see how they use the RPMS Pharmacy package.

August 17, 2016 – Be Da Bin staff hosted the Manistee County Suicide Prevention and Awareness Coalition Meeting (all staff attended).

August 25, 2016 – Be Da Bin Staff hosted the Annual Wellbriety Recovery Beach Party at 5<sup>th</sup> Ave. Beach house. We had 68 in attendance plus staff. It was a collaboration with the Tribal AA Group as we had 2 speakers in the evening. All staff assisted in this process.

August 31, 2016 – Be Da Bin Staff made an educational display for Overdose Awareness Day. It was able to be placed downtown Manistee at Reush's Jewelers.

August 31, 2016 – Gina Dahlke, CHS/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Don MacDonald, Director of Health Services attended the Tribal Council work session for the 2017 budgets in the council chambers.

August 30, 2016 – September 1, 2016 – Teresa Chasteen, Clinical Applications Coordinator for the Bemidji Area Office of Indian Health Service was onsite for an RPMS EHR onsite visit to provide EHR training to clinic staff, walk through of patient flow through the clinic from registration to check out, as well as other trainings with clinic staff and discussions.

Teresa Johnson, CHR has been assisting with patient care performing vitals on clinic patients to assist the Clinic Nurse when not on transports.

Forest County Potawatomi Insurance Department submitted 128 claims on behalf of Little River Band in the amount of \$26,430.00.

Be Da Bin Staff: Most of the month Julie Wolfe, Youth Prevention Counselor, and Dottie Batchelder, Chemical Dependency Counselor, have been orientating new staff and planning: the Beach Party; the Suicide Prevention and Awareness Walk for September 7, 2016; and developing the N'Digi Dreams Storytelling Workshop. Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences, Centra Wellness, Native American Behavioral Risk Factor Survey, and with the Tribal Council for a donation for the upcoming 5k Recovery Run/Walk in September. Sujean Drake, Mental Health Counselor, is working on her charts and learning the RPMS system. Krystal Davis, Intake Worker, is working on the filing system, charts, and assisting staff as needed. All staff are being included in the planning process for upcoming events for September and October.

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

**CLINIC OPERATIONS:**

204 patients scheduled

34 patients NO-SHOW to scheduled appointments

02 patients provided SAME DAY appointments for emergent matters\*\*

55 cancelled appointments

117 patients attending CLINIC PHYSICIAN appointments\*\*

15 patients PHONE TRIAGE\*\*

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

56 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 259

Diabetic patients: 44

Flu Vaccines: -0-

Immunizations: 03

Nursing Visits: 02 \*\*

On-site Labs: 123

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,704

DIRECT CALLS TO CLINIC OPERATIONS: 296

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 612

**BEDABIN BEHAVIORAL HEALTH:** 54 clients total

CHEMICAL DEPENDANCY COUNSELING:

27 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

175 CLIENT CONTACTS FOR SERVICES

204 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 260

MENTAL HEALTH COUNSELING:

20 INDIVIDUAL CLIENTS

91 CLIENT CONTACTS FOR SERVICES

167 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 93

PREVENTION SERVICES:

93 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

165 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 179

INTAKE WORKER:

62 CLIENT CONTACTS HOURS

164 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 73

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

**COMMUNITY HEALTH SERVICES/CHR'S:**

TRANSPORTS: 13

TRAVEL HOURS: 53

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 13

**CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$243,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2088

TOTAL CHS PAID IN AUGUST: \$204,000

PHARMACY/OTHER: \$75,000

DENTAL: \$17,000

TOTAL PATIENTS: 255 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 579

TOTAL CLAIMS ENTERED: 688

TOTAL CHS PAID 2016: \$973,000

TOTAL EHAP PAID IN AUGUST: \$39,000

TOTAL EHAP PAID 2016: \$281,000

TOTAL ENROLLED EHAP/LRBOI: 1234

**MEDICARE LIKE RATE (MLR) Savings for August 2016**

Claims submitted:	25	\$222,000 (total submitted)
		<u>-\$115,000 (what we paid)</u>
		<b>\$107,000 (total savings)</b>

**MAAJIIDAA FITNESS CENTER: 336 MEMBERS REGISTERED**

**100 MEMBERS ACCESSED SERVICES**

Housing  
Frank Figgels



## **Little River Band of Ottawa Indians**

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

### **HOUSING DEPARTMENT**

#### **Report to the Ogema**

For August 2016

#### **Staff**

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – 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.** The Housing Department met with Tribal Council on the anticipated shortage of funds for the down payment and closing cost assistance program for the remainder of the year. Even though this program is separate from the Departments budget it was decided to look within the Departments budget for additional funding. If the Departments budget eventually falls short the Council would consider supplementing the Departments budget at that time.
- B.** The Housing Department met with Tribal Council on the Departments proposed budget for 2017. During the discussion we requested our Maintenance Technicians be provided on call pay for November 15 through March 15. We have the overtime in our budget however we do not have the added cost for the on call pay in our proposed budget. Our Maintenance Technicians are required to come in after hours in the case of an emergency such as the heat not working and/or for snow plowing during a snowstorm.
- C.** Construction of the Pavilion and Residences started back up during month. The delay was due to the Carpentry Subcontractor and a concern about their payment of wages as it related to the Davis-Bacon wage rate compliance. As a result a new subcontractor has been brought on board and is working on the two residences. RCA has been working on the roof of the pavilion with their own forces. The Task Force approved RCA working 12 hours/day for three weeks so they could catch up on some of the time lost during the delay.

- D. The Housing Department attended the Great Lakes Indian Housing Association (GLIHA) meeting in Mount Pleasant, MI. GLIHA is made up of the Bands from Michigan, Minnesota and Wisconsin. Important topics covered a training by the Department Of Labor on Certified Payroll reporting requirements. Another discussion by Brian Pierson, Godfrey Kahn Attorneys, on renewable energy financing and other discussions with Mark Butterfield, Director EWONAP. The third day just the Michigan Bands met to discuss area of concern in common. During this meeting we gathered information regarding others rental rates. Please see the attached matrix that was developed from that information.
- E. We had one court case during the month that resulted in an eviction order.
- F. During the month the Department performed the following activities.  
 Lease renewals due during the month: 4  
 Leases renewed: 6  
 New leases: 0  
 Annual Inspections: 4  
 Move-out Inspections: 2  
 Move outs: 2  
 Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.  
 Applications received this month: 2  
 Number of Awards made during the month: 2  
 Amount of Awards made for the Month: \$9,033.00  
 Total Number of Awards made during the Year: 12  
 Total Amount of Awards for the Year: \$44,059.

**II. Rental Payment Information for the Month.**

- A. First Notice(s) of Delinquency issued: 4
- B. Second Notice(s) of Delinquency issued: 3
- C. Termination Notice(s) issued: 1
- D. Notice(s) to Vacate or Renew: 2
- E. Court Filing(s): 0

**III. Condition of Properties.**

- A. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to an in depth description of the work performed each day, but instead a snap shot of their daily activities.

**IV. Number of Units and Vacancies.**

- A. LRBOI Housing has 62 rental units in total of which 58 are rented giving us an occupancy rating of 94%. Aki has 55 rental units of which 51 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 11 units are rented.
- C. Aki has 32 low income family rental units and 28 are rented.
- D. Aki also has 12 fair market rentals and 12 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and both are rented.

**V. Significant Problems and Accomplishments.**

**A. Accomplishments:**

1. Tribal Council approval of a revised residential lease for use by the Housing Department. Significant change involved a change in the delinquent payment fee. The new lease will go into effect as tenants renew their leases or when a new tenant enters into a lease. As a result we will have tenants under two different leases at the same time until all leases are renewed. This will result in a different delinquent fee being charged. The Housing Department was advised by Ms. Machen, Unified Legal Department, that the Department could assess the new delinquent fee to the old leases. The new lease agreement has the delinquent fees set at \$25 for the first delinquency, \$50 for the second delinquency and \$75 for subsequent delinquencies. With this in mind we will be assessing the delinquent fee for the former lease at \$5.00 per day not to exceed \$25 for the first delinquency, \$5.00 per day not to exceed \$50 for the second delinquency and \$5.00 per day not to exceed \$75 for subsequent delinquencies. In this way they will receive the benefit of the lesser cost between the two delinquent fees.

**VI. Plans for the Future.**

- A. Developing more rental housing at Aki maadiziwin.

**VII. Other Information**

- A. None.

**End of Report**

**Frank Figgels, Housing Director**

September 6, 2016

Attachment: August 2016 daily maintenance log and rental fee matrix

Cc: file

RENTAL RATE COMPARISONS, MICHIGAN TRIBES August 2016						
	Rental Rate	Min Rent	Max Rent	Rent (Income Exceeds 80%)	Credits	Min Income
<b>Pokagon</b>	30%	\$150	\$450-650/mo + COL	goes to fair market	Low income elders utility adjustment \$150/ mo Elders, child, disabled	\$6,000/yr. (per cap)
<b>Sag Chips</b>	20%	20%	1 bdrm = \$350 2 bdrm = \$400 3 bdrm = \$450 4 bdrm = \$500	1 bdrm = ~\$466 2 bdrm = ~\$562 3 Bdrm = ~\$751 4 bdrm = ~\$818 (~80%*HUD Market)	Elders, child, disabled	\$4,800/yr
<b>GTB</b>	30%	\$50	2 bdrm = \$330 3 bdrm = \$412 4 bdrm = \$424 5 bdrm = \$488	2 bdrm = \$660 3 bdrm = \$824 4 bdrm = \$848 5 bdrm = \$976	Elders, child, disabled	Per Cap
<b>Sault Ste. Marie</b>	25%	No	Yes, based on bdrms	Based on NAHASDA	Elders, child, disabled, travel to/from work, daycare, child support	No
<b>Lac Vieux Desert</b>	20% & 10%	\$50 + \$25/bedrm	\$313	\$313 + \$25/bedrm	Elders, child, disabled, Veterans	\$5,000/yr HUD \$7,500/yr Tribal
<b>LTBB (2014)</b>	30% plus \$125 for utilities/unit	None	older 3 bdrm = \$675 older 4 bdrm = \$725 newer 2 bdrm = \$725 newer 3 bdrm = \$775	Move out	Elders, child, disabled, \$125 Elders credit for utilities	
<b>Pottawatomie (2014)</b>	22%	Varies	2 bdrm = \$680 3 bdrm = \$850		Elders, child, disabled	
<b>LRBOI</b>	15%	\$75	15% 62+ Elders cap at 10%,	15%	Elders, Child, Disabled, Elder drives plowed, Elder Desg lawn care, Elder Desg water Sewer paid, garbage pk up paid	None

Employee: Habing

Date/Location/Description

Print Neatly

2016 HOUSING

Daily Worksheet

Date 8-1 Timesheets, Receipts, Work logs, Got Quote for Windows gave info to Michelle B, Jim weed check, Cleaned out shop vac, Finished up @ 2719 IC, Took Materials / supplies back to shop, Organize shop & materials / supplies, Cleaned Carpet Machine, Cut pieces of Soffit for Capps of old dryer vents in Duplexes.

Date 8-2 Hooked up Plow checked operation, Filled with new fluid tightened head lights & Ground wire, Card board run Picked up smoke / CO Alarms for Elder units, started scheduling with elders for Alarms, ~~Call~~ Jim weed whacked mowed elders,

Date 8-3 Installed all new smoke alarm on CO2 at 2723 W. Maxwell ne quon & scrap of silicon on shower floor front and put down new chalk, Replaced outdated smoke / CO2 detectors @ 2695 OC and adjusted screen Door Capped old dryer vents @ 2721, 2719, 2685, 2683 IC Replaced Smoke / CO2 detectors @ 2690 OC 2711 OC 2724 OC

Date 8-4 Repaired Plumbing leak in supply lines to Kitchen area @ 2724 OC, Changed Smoke / CO2 Detectors @ 2677 OC, Capped old dryer vents @ 2624, 2626, 2646 IC 2644 was already Capped, Installed suction cup style Grab bar in shower and wall mount grab bar in garage @ 2613 OC (Glenn)

Date 8-5 Network Down unable to Punch in Chris from IT was working on it, checked on Microwave @ 2678 IC, sparks need to get replacement, Repaired and reinstalled ceiling fan @ 230 1/2 Wineth St. Replaced smoke alarms and CO2 Detectors @ 2680, 2698 OC Net work Down unable to punch out @ end of Day

Due Every Friday

Thank you for filling out this Daily Worksheet

## Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 8-8 Went with Chad to check work completed by tenant @ 2637 OC  
Inspected toilet Damage @ 2714 OC, Ordered part needed for Grey truck  
Picked up white Elongated Highrise Toilet From HD For replacement  
@ 2714 OC Ace out of stock, Picked up Microwave For 2678 IC

Date 8-9 Installed new toilet, Wall mount grab bar, suction cup grab  
bar in shower @ 2714 OC (SS) Raised garage door release handle  
to clear vehicle @ 2690 OC (LB) Replaced Smoke/Co2 Detectors in  
Basement @ 2687 OC (AP) Replaced Microwave @ 2678 IC (KM)  
Repaired Loose electrical Box in Kitchen Island @ 2709 OC (CW)  
Checked Smoke/Co2 Detectors @ 2726 OC (SS) all good

Date 8-10 ~~Repaired~~ Rekeyed Locksets and tighten Dead bolts  
@ 2727 OC

Date 8-11 Part came in for grey truck, sprayed all down by main offices  
with grass and weed killer spray all sidewalks, parking lots, and dumpster  
area, Went to 2716 checked all smoke & CO2 detectors, made a  
list of all homes that need siding, downspouts, weatherstripping  
repairs or replaced

Date 8-12 Had meeting with Frank, gathered all receipts for Monday, move  
out inspection got canceled till following week, removed old oil tube from  
grey truck (took most of day to get out) Cleaned up shop area of  
debris from working on truck (rust, oil, ect)

Due Every Friday

Thank you for filling out this Daily Worksheet

## Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 8-15 Repaired Faucet leak @ 2690 OC  
Clean Shop area, Replaced Dipstick tube on Grey truck  
~~Bee removal From Elders/Hc units, & Jim Mowed~~

Date 8-16 Bee hive removal From Elders and HC units, Repaired Lockset  
removed old Microwave @ 2708 OC (50)  
Jim Mowed Fields, Clean Shop Bathroom, Trucks  
Repaired Equipment

Date 8-17 Removed Bee hives From Peaks on Elder and HC units  
Washed Trucks, Quoted Salt/Ice Melt, Got info for Fridge Door  
seal for 2708 (50) gave info to Michelle, sent Firm info to HR  
Organize paint/materials in shop, cleaned off work bench, Jim Mowed

Date 8-18 Cleaned Shop, weed whacked, mowed ditches, elders,  
Handi Cap and vacuums

Date 8-19 Cleaned off Toro mower, refueled Toro, Painted wall area  
where Microwave was and repaired screen lock set @ 2708 OC  
Ditches mowed finished

Due Every Friday

Thank you for filling out this Daily Worksheet

## Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 8-22 Started on 2637 <sup>or</sup> Vacuumed Carpets, Shampooed Bedrooms  
created list of Materials - got Quote from Ace, Cleaned Cabinets kitchen  
Called Kerry Blinds for Quote on Blind replacement / Repair  
Ordered Lockset, Rekeyed 2694 IC (AM)

Date 8-23 Continued cleaning Carpets, pulled Light fixtures Elec ~~covers~~  
removed Doors, Bath Hardware + Exhaust Fans Blind veins, Kerry  
to Quote Repair/Replce Broken Head + Veins

Date 8-24 continue wash down at 2637 (laundry room, 2<sup>nd</sup>, 3<sup>rd</sup> Bedrooms,  
bathroom, hallways, stairwell, living room) and finished wash down

Date 8-25 Brought over paint to 2637 and began to cut in (ceiling in master bdr  
bathroom, kitchen baseboard, laundry room, & living room along with doorways)

Date 8-26 Still cutting in at 2637

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: \_\_\_\_\_

Date/Location/Description

Print Neatly

2016 HOUSING  
Daily Worksheet

Date 8-29 Began finish cleaning, cutting in 2637

mowed Jim

Date 8-30 cut in hallway both bedrooms 2 and 3 started 2nd bathroom  
spoke at 2637

mowed Jim

Date 8-31 Finished all cut-ins except ceiling, organized ~~supplies~~  
supplies and work area  
did inspection in town

Nick left early  
mowed Jim

Date 9-1 2695 work order for lock loading out to garage  
began roller at 2637

Nick left early  
mowed Jim

Date 9-2 Finished rolling kitchen, laundry room, living room,  
entryway at 2637 started cut in on master bathroom and bedroom

Nick left ~~early~~ early  
mowed Jim

Due Every Friday

Thank you for filling out this Daily Worksheet

# Human Resources No Director

## HUMAN RESOURCES DEPARTMENT

AUGUST 2016

### Hiring Processes:

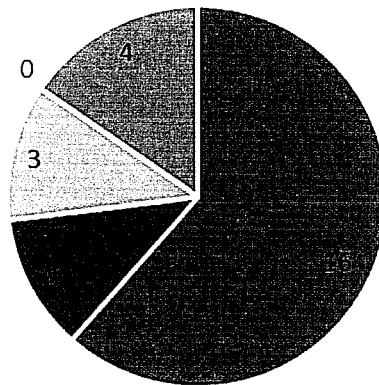
In a recent review of past hiring activity, Human Resources continues to address staffing needs of the Government. During 2015, there were many vacancies in multiple Department Director level positions. Over a period of just over 12 months, Human Resources successfully recruited and placed the following crucial positions in Tribal Government:

Staff Attorneys (3)	Controller	Director of Family Services
Director of Public Safety	Director of Health Services	Chief Pharmacist
Director of Natural Resources		

Through the month of July, the HR department has hired/placed 29 new staff, during 2016. It is noted of the 29 hired, only one employee withdrew prior to the 90 day probationary period, through July. This was a voluntary separation, resulting in a 3.4% 90 day turnover rate. Human Resources remains confident that the results from selection process and recruiting efforts are positively benefiting departments and stabilizing operations.

Applications received in July are as follows:

Number of Applications July 2016



■ Tribal Member ■ Native American □ Descendant ■ Spouse □ Non-Preference

### **Special Projects:      Job Analysis/ Job Description**

The Ogema authorized the Department to move forward with the Job Analysis originally proposed in February 2016. Human Resources will utilize Valliant Consulting, and will move forward with providing survey and intake forms to staff beginning in the first week of October. Once the job analysis is completed, HR will move forward with any revisions/changes as a result to existing positions, to ensure that all employees are working under a correct and relevant position description. This process will also address the pending positions slated to be evaluated under the new FSLA regulations.

The job analysis project will result in updated job descriptions for every position in Tribal Government. Following the job description update, the next step will lead into the final phase of salary administration repair, as HR will then be able to implement an employee review process. Although this process is delayed from HR's original goal of October 1, 2016, the Department expects to be able to implement employee feedback and performance evaluations based on a solid foundation of accurate job descriptions.

### **Benefits Review**

HR has encountered some issues with the transition moving from AFLAC and Wage Works to UNUM and Discovery benefits, regarding employee FSA accounts. The Benefits Administrator expects to have correction not later than the first part of September. We make note in this report, due to the connection to Accounting, and potential adjustments for corrections.

Human Resources was recently able to recover nearly twenty thousand dollars (\$20,000.00) in over charges for healthcare premiums, with a net of thirty thousand dollars (\$30,000.00) recovered overall during the past 18 months.

### **Safety**

HR is moving forward to create the internal tracking mechanisms to update Safety processes. Safety in the work place has not been adequately addressed due to a lack of manpower, but with the added staff in HR this year, the department is moving forward to resolve both tracking and reporting of workplace safety matters. Future reports will include data regarding workplace injuries and safety statistics.

### **Employee Wellness Program**

The pilot project for Employee wellness was extended by the Ogema through the remainder of this year. HR is still compiling analysis of labor impacts, and will release the costs in a future report.

## HR STATISTICAL REPORTS

Jul-16

New Hires		
Employee Name	Position	Hire Date
Joshua Beaulaurier	Aquatic Fisheries Biologist	7/11/2016
Josclyn Cabarrubia	AFWD	7/11/2016
Tony Giltz	AWFD	7/11/2016
Caitlin Rollins	Staff Attorney	7/13/2016
Angela Slimmen	IT Technician	7/18/2016
Teresa Wabsis	Patient Benefit Coordinator	7/18/2016
David Valencia	Surveillance Operator	7/27/2016
Departures		
Employee Name	Position	Departure date
Ariel Lucas	Temp	7/6/2016
James Steele	Surveillance Operator	7/18/2016
Angela Shining Water Eagle	Public Affairs Admin Asst II	7/28/2016

### LRBOI TRIBAL GOVERNMENT

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

CURRENTLY EMPLOYED						
July 2016						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	89	12	7	7	39	154
GAMING*	12	0	1	1	17	31
LEGISLATIVE	10	0	0	0	1	11
JUDICIAL	2	0	0	1	2	5
TOTAL	113	12	8	9	59	201
Prior Month						
EXECUTIVE	86	11	8	7	37	149
GAMING	11	0	1	1	17	30
LEGISLATIVE	10	0	0	0	1	11
JUDICIAL	2	0	0	1	2	5
TOTAL	109	11	9	9	57	195
Prior Year						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	80	8	8	6	41	143
GAMING	9	0	2	2	17	30
LEGISLATIVE	11	0	0	0	4	15
JUDICIAL	6	0	0	1	3	10
TOTAL	106	8	10	9	65	198

\*TM counted in EXEC prior reports-corrected

LITTLE RIVER TRADING POST						
	TM	NA	D	S	NP	TOTAL
Current Month	7	0	1	1	2	11
Prior Month	7	0	1	1	2	11

Tribal Member  
Other Native American  
Tribal Descendant  
Tribal Spouse  
Non-Preference

TM  
NA  
D  
S  
NP

# Information Technology

## George LeVasseur

Information Technology Department  
Monthly Report  
August 2016

<b>IT DIRECTOR – GEORGE D. LE VASSEUR</b>
---

***Duties and Accomplishments –***

1. Migration of all servers to Windows Server 2012 continues. Two are remaining and these two require major application software upgrades from Vendors.
2. Network segmentation project continues and will continue throughout 2016. The Clinic core switch was installed and segmented.
3. 294 new IT work orders were opened in August 2016 and 293 IT work orders were completed in August 2016.
4. Policy and Procedure review began and will continue with some major policy changes continuing throughout 2016.
5. Generation of new security policies and compliance reports began in January and will continue throughout the year.
6. HIPAA and HITECH Manuals in for legal review.
7. Work with legal staff to complete contracts for pharmacy security.

***Meetings Held / Attended –***

1. Held Departmental Staff Meetings.
2. Attended mandatory Directors Meeting.

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –***

1. August 2016 cellular telephone usage reports sent to accounting.
2. Installed wiring for security system in pharmacy.
3. Installed security cameras in pharmacy.

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: September 8, 2016  
Re: August 2016 report of activities

---

Number of tribal members assisted on new issues 95

Number of referrals received 3

Number of continuing cases: 72

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Police
Divorce	Real Estate
Title Insurance	Change of Custody
Debit Cards	Representative Payee
Limited Liability Company	Felony
Wills	Medical Malpractice
Estate Planning	Creditors
Open Adoption File	Guardian – Minor
Power of Attorney	Post Divorce Matters
Custody	Social Security
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Criminal	SSI and Per Capita
Garnishment	Limited Power of Attorney - Minor
Evictions	Debt Collectors
Payment of Debts Upon Death	Distribution of Assets Upon Death
Driver's License – Out of State	Civil Harassment
Fraud	Trespassing
Landlord –Tenant Issues	Name Change - Adult
Name Change – Adult	Employment

Boat Title  
Name Change – Minor  
SSD and Per Cap  
Paternity  
Funeral Designees  
Bankruptcy  
Long Term Disability and SSI  
Purchase of Business  
House Insurance  
Entering Canada with Felony  
Medicaid and Per Cap  
Residential Leases and Military  
Personal Protection Order Violation  
Distribution of Trust Assets

Disability  
Beneficiary  
Personal Protection Order  
Foreclosure  
Abuse Neglect of Minors  
ICWA  
Conservator – Adult  
Parenting Time – Out of State  
Student Loans  
Residential Leases  
Administration of Trust  
Bankruptcy and Per Cap  
Enrollment  
Income Taxes

Attended Domestic Violence Task Force meeting

Attended Strategic Plan quarterly review

Attended LEADS team building meeting

Met with Jason Cross

#### Sample of Work Performed:

Assisted a tribal member obtain a Personal Protection Order against a person who was harassing them

Assisted a tribal member obtain a guardianship over a minor child who was left in their care without the proper ability to care for them or enroll them in school

Assisted a tribal member avoid being evicted by establishing a court ordered conservator so that the landlord would be assured that they would receive timely rental payments

Assisted a tribal member purchase a home to use as a rental unit

Assisted a tribal member sell a home by land contract

Members Assistance  
Jason Cross (Interim)

# **Members Assistance Department**

## **August 2016 Departmental Report**

Jason Cross – Interim Supervisor

Linda Wissner – Members Assistance Program Specialist

Krystyne Medawis – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – 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-11-G62 \$68,000

i. Total expensed \$62,960.98

ii. Budget remaining 7%

iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	1	6	2	0	0	0	2

b. MOA BE-16-J72 \$70,000

i. Total expensed \$15,415.75

ii. Budget remaining 78%

iii. 8 total households served with this program.

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

c. MOA BE-14-J33 \$126,000

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	1	0	7	0	0	1	7	2

### 2. Food Assistance Program

a. Budget \$100,000

b. Carry over \$8,850

c. Total budget \$108,850

d. Total expensed YTD \$33,750

e. 75% Remaining

f. 150 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
46	6	4	1	34	5	1	3	3	47

### 3. Rental and Mortgage Assistance Program

a. Total Budget \$40,000

b. Total expensed YTD \$20,511.94

c. 49% Remaining

d. 53 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
13	0	1	1	17	1	1	2	0	17

**4. Low Income Energy Assistance Program**

- a. Total Budget \$95,000
- b. Total expensed YTD \$27,597.53
- c. 71% Remaining
- d. 127 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
33	4	4	1	30	5	3	7	0	40

**5. LIHEAP – DHHS Grant Funded Program FY 2016**

- a. Total Budget \$20,705.18
- b. Total expensed to date \$18,258.62
- c. 1% Remaining
- d. 67 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
29	4	1	1	22	4	1	2	3

**6. Elder Chore Program**

- a. Total Budget \$20,000
- b. Total expensed YTD \$5,795.75
- c. 71% Remaining
- d. 30 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	1	1	0	4	0	1	0	0	9

**7. Emergency Transportation**

- a. Total Budget \$25,000
- b. Total expensed YTD \$14,587.04
- c. 42% Remaining
- d. 61 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
24	6	2	1	12	0	1	3	0	12

**8. LRBOI Home Repair Program**

- a. Total budget \$150,000
- b. Total expensed YTD \$14,664.25
- c. 90% Remaining
- d. 17 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	1	0	8	0	0	0	0	5

**9. Bereavement Program**

- a. Total Budget \$271,800
- b. Total expensed YTD \$181,200
- c. 33% Remaining
- d. 24 members accessed this program

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

**10. Elders Insurance**

- a. Cost per Elder \$240.00 Medical and \$225.00 benefit per month.

**11. Department Ongoing Activities**

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

**12. Applications**

Mailed	Picked up	Emailed	Faxed
248	17	113	12

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
145	135	23	2	90	97	38	24	6	0

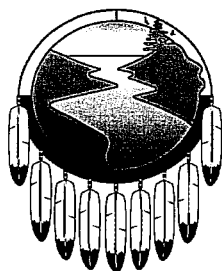
**13. Office Visits**

- a. 31 visits for the month

Respectfully submitted,

Jason Cross, MSW  
Interim MA Supervisor

Natural Resources  
Frank Beaver



**Gaá Čhíng Ziíbi Daáwaá Aníshinaábek  
LITTLE RIVER BAND OF OTTAWA INDIANS  
NATURAL RESOURCES DEPARTMENT  
210 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**August 2016 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**

Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

### **Fisheries and Aquatic Programs**

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

#### 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 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
- Fish distribution to members of LRBOI who call to request it (Ken, Mike)

#### Equipment maintenance/Field Work/Lab Work:

- Streamside Rearing Facility Operation and maintenance
- Manistee Adult Sturgeon Research prep
- Manistee River juvenile sturgeon index survey
- Pre Lamprey treatment, juvenile sturgeon recovery and retention in SRF.
- Post lampricide treatment visual non-target mortality assessment
- Release of juvenile sturgeon, Manistee River
- Net construction and preparation, Great Lakes
- Gear maintenance/breakdown/prep
- Ludington Fishery Independent Whitefish Survey sets/lifts
- Manistee Fishery Independent Whitefish Survey sets/lifts
- Blue clean-up
- Data entry and management
- Beach seine processing
- General equipment maintenance

#### Meetings/Training/Travel/Conference Calls

- Monthly CORA meeting, Gaylord
- Grayling Partners Meeting, Roscommon
- Grayling – Conference Call
- Inland Fisheries Committee Meeting, Charlevoix
- Natural Resources Commission – Inland Fisheries Presentation
- Executive Council meeting
- Meet with MDNR, sport fishing incident with assessment gear

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		

#### **Wildlife Program**

Ari Cornman - Senior Wildlife Biologist

Robert Sanders - Wildlife Researcher

John Grocholski - Wildlife Technician

#### **Tasks and Accomplishments**

- Work on elk reintroduction model
- Reviewing and commenting on USFWS actions
- Work on repository permitting
- Working on proposed FWS eagle rules
- Administration of elk and bear hunts
- Grant preparation

#### **Administration/Budget/Reports/Data Entry**

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management

#### **Equipment Maintenance/Field Work/Lab Work**

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment
- Monitoring of turtle eggs
- Loon island monitoring, deployment, and loon surveys
- Cleanup and management of Highbridge and Oldhouse properties
- Massasauga board deployment and monitoring

#### Meetings/Training/Travel/Conference Calls

- August NRC meeting
- Tribal NRDAR Call
- Planning meetings at GVSU
- LCC Forestry Call
- Wolf Campaign call
- Meeting with NRCS
- CORA/Exec Council meetings

#### **Environmental Program**

*Allison Smart – Environmental Coordinator*

*Tom Shepard – Air Quality Specialist*

*Rochelle Rollenhagen – Brownfield Coordinator*

*Shaughn Barnett- Water Quality Specialist*

*Josh Beaulaurier- Aquatic Biologist*

#### **EPA General Assistance Program (GAP) Grant**

##### Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Submitted Continuing PPG grant to EPA
- Worked with EPA on Budget mods for 106/PPG funding
- Started environmental strategic plan
- Reviewed current work plans
- Climate Change meeting setup and prep
- Worked with EPA to Finalize 319 funding
- Continued communication with partners on invasive species and wild rice

##### Meeting/Training/Travel/Conference Calls

- Attended Climate Change Training July 11-Jul15
- Attended Climate Change Webinars
- Attended Webinar on Lead and Copper Testing

#### **Air Quality Funded by EPA CAA 103 Grant**

##### Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Received a new token from MDEQ – 8/3
- Quarterly Progress Report to USEPA submitted internally – NA
- MOA with MDEQ signed by both parties – 8/30

##### Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 8/17 and 8/29
- Completed PM 2.5, Monthly Maintenance & QC – 8/17 and 8/29
- Completed PM 2.5, Quarterly Maintenance & QC – 8/17
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – NA

- Installed new set of PM 2.5 filters – 8/16
- Sent collected PM 2.5 filter samples to MDEQ – 8/1, 8/15, 8/22 and 8/29
- Completed Ozone Multipoint – 8/16 and 8/31
- Received replacement RM Young pressure sensor – 8/23

#### Meeting/Training/Travel/Conference Calls

- Attended 2016 USEPA National Ambient Air Monitoring Conference – 8/8 thru 8/11
- Participated in Monthly State, Local, and Tribal Conference Call – 8/24
- Participated in Monthly Region 5 Tribal Air Conference Call – 8/25
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 8/25

### **Brownfield Program-Funded by EPA Brownfield Grant**

#### Administration/Budget/Reports/Data Entry

- Budget management/review without R&E's.
- On-going 128a Tribal Response Program & Cleanup grant administration.
- Completed monthly report for LRBOI.

#### Field Work and Equipment Maintenance

- August, 2016 – general field work.

#### Meeting/Training/Travel/Conference Calls

- August 3 & 4, 2016 attended Michigan Tribal Environmental Group (MTEG) meeting at Lac Vieux Desert.
- August 11, 2016 participated in the Natural Resources Damage Assessment (NRDA) teleconference.
- August 15-18, 2016 attended the ITEP Tribal Land and Environment Forum at the Mohegan Sun, CT.
- August 18, 2016 participated in the Northern Area Committee Meeting conference call.

### **Water Quality Program –Funded by EPA 106 CWA Grant**

#### Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- August physical and chemical data processed and added to long-term data set
- Submitted data to the EPA National water quality database (WQX)
- Continuation of training of aquatic biologist to the water quality program (106 & 319)
- Continuation of internal process for contribution of 319 funds for Little Manistee Watershed Plan
- Checked MiWaters database for permits within 1836 ceded territory
- Drafted list of items to spend budget modification on

#### Field Work and Equipment Maintenance

- Delivered zooplankton samples to CMU for identification
- Cleaned EPA Jeep prior to travel
- Completed August WQ sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for August sampling

- Discussion with DJ from GTB/NRCS about grant opportunities

#### Meeting/Training/Travel/Conference Calls

- Aug 2 – 5: Michigan Tribal Environmental Group Meeting @ Watersmeet, MI
- Aug 14 – 19: Tribal Lands Environmental Forum @ Mohegan Sun, CT
- Aug 23: Little Manistee Funds Advisory Meeting
- Aug 30: EPA Water Call
- Aug 30: Portage Lake Watershed Meeting

# Planning

## Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

**Steve Parsons**

**August 2016**

### **Meetings/Conferences/Trainings**

- On August 3, 2016, Chuck Fisher and I participated in a webinar sponsored by the Federal Highway Administration (FHWA) that covered the changes and new requirements in the Tribal Transportation Safety Funding Program. The new changes will prohibit us from applying for additional funding for FY 2016 (Oct 2016 to Sept 2017). More detail is provided in the next section of this report.
- On August 4, 2016, I attended the monthly meeting of the Transportation Technical and Policy Committee (TTCP) held in Muskegon. The TTCP is a subgroup of the West Michigan Shoreline Regional Development Commission (WMSRDC). The TTCP is made up of representatives of local governments in the Muskegon/northern Ottawa County area, and they meet to discuss transportation related issues in the area. They sent a request to the Ogema's Office requesting that a Tribal representative attend their meetings, and that is why I attended this meeting. I plan to attend future meetings as well. More detail on the meeting is provided in the next section of this report.
- On August 11 & 24, 2016, I attended meetings of the Manistee County Community Foundation Board.
- On August 11, 2016, I participated in a telephone conference call conducted by Stu Lindsay, Tribal Governments Liaison with the Michigan Department of Transportation (MDOT). The purpose of the conference call was to discuss agenda topics for the 2016 Michigan Intergovernmental Transportation Meeting to be held in Petoskey, Michigan on September 14 & 15, 2016.
- On August 15, 2016, I met with Ken Ockert of RCA, LLC to discuss the status of our Road Construction projects for 2016.
- On August 18, 2016, I attended a meeting called by Tribal Government Lead Staff. The purpose of the meeting was to discuss strategies for team building exercises/activities to be used with all Tribal Government staff.
- On August 23, 2016, I made a site visit to the road construction work being performed at the Milarch Road site by the Manistee County Road Commission. Mark Sohlden, Road Commission Manager, met me there and reviewed their progress so far, which currently consists of earthwork to rebuild the road bed. Mark estimates that they should be ready to begin laying a gravel bed by early September with asphalt paving to follow shortly thereafter. He projects that the project will be complete by late September/early October of 2016.
- During the month of August 2016, I attended meetings of the Construction Task Force on the following dates: August 4, 11 & 25, 2016.

### **Activities/Accomplishments/Updates**

- At the request of the Shoreline Group, I worked with Donna Halinski (Marketing Resource Group) to develop press releases for the co-operative road construction projects scheduled for this summer with the Manistee County Road Commission and the Mason County Road Commission. The press release for the Manistee County project was authorized on July 28, 2016 and released the following day. The Mason County press release was finalized on August 23, 2016 and was published in the Ludington Daily News on August 25.

- We are continuing to work on finalizing an agreement with the Blacker Airport Authority to allow for the removal of trees on the southwest corner of the casino parcel. Shayne Machen is continuing to work with George Saylor (Blacker Airport Authority attorney) regarding the agreed-upon language for a final draft agreement. At the time of this report, there has been no further communication from Mr. Saylor and the proposed agreement is at a standstill. Since the Airport Authority requested this agreement, we are essentially waiting for them. The draft agreement will be submitted for Tribal Council approval as soon as it is ready.
- On July 18, 2016, I received a request from Tamara Buswinka of the Alliance for Economic Success (AES) for a resolution of support for a proposal to designate a portion of M-22 as a "Pure Michigan Byway." Tribal Council authorized the resolution at its August 10 meeting, and the signed resolution has been forwarded to AES. The application for the Pure Michigan Byway designation will be submitted to MDOT for consideration with the hope that it will be approved.
- As mentioned earlier in this report, we will not be applying for Tribal Transportation Program Safety Funding for FY 2016. There are now only two categories for which funding is available—Safety Planning and Safety Construction Projects—and, because of changes in program eligibility, we do not qualify for either. We will qualify for a construction project again in 2017, and I am tentatively planning to apply for funding that can be used for some type of pedestrian crossing across US-31 as identified in our recent Road Safety Audit. I would be happy to discuss this or answer any questions that you may have.
- As mentioned earlier in this report, I attended a meeting of the Transportation Technical and Policy Committee (TTCP) held in Muskegon on August 4, 2016. During the meeting, they were considering amendments to their FY 2016-2017 Transportation Improvement Plan (TIP). They approved the requested additions by the Tribe to the Harvey Street Reconstruction Project. The amended TIP will be submitted to MDOT and FHWA for their consideration and approval.
- The First Street Project in Custer was completed on August 4, 2016 as confirmed by the Mason County Road Commission. LRBOI contributed \$40,000 of road construction funding to the project.
- The bid package for the Sugar Shack Road Project was issued on August 14, 2016. The deadline for submitting bids was August 30, 2016. Bids were received from Elmer's Crane & Dozer and Hallack Construction Inc. The estimated cost of the project is \$76,566.00. RCA, LLC (Ken Ockert), the firm managing the project, is recommending that the project be awarded to Elmer's Crane and Dozer. It is our intention to have a contract for construction submitted to Tribal Council for approval at the September 21, 2016 meeting. This project was delayed as we were awaiting environmental clearance and BIA sign off on the plan design documents. Even though we are getting a late start, we fully anticipate that this project will be completed by mid-October 2016.

Public Information  
Vacant  
No report submitted

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**August**

**General Patrol**

Assist Citizen	1
Assist Motorist	
Assist Other Agency	11
City Assist	9
County Assist	25
Medical Assist	
MSP Assist	
Other Calls for Service	4
Property Checks	1037
Suspicious Person	
Suspicious Situation	14
Well-Being Check	

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	2
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	1
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

**Processes**

Bench Warrant Entered	1
Civil Process (Paper Service)	10
PPO Served	2
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect

Arrest

2

Assault

B&amp;E

Bond Revocation

Child Abuse

Child Custody

Child Neglect

Contempt of Court

Counterfeiting/Forgery

CSC

Death

Disorderly

1

Domestic Disturbance

3

Drive-Off

Drug Violation/VCSA

2

Elder Abuse

Embezzlement

Extortion/Conspiracy

False ID

Family Problems

Felony with a Gun

Fight in Progress

Fraud

1

Furnishing Alcohol to Minor

Harassment

Health &amp; Safety

Intimidation

Intoxicated Person

Juvenile Runaway

Larceny

3

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

1

Property Damage/PIA

Public Peace

Resisting

Robbery

Sex Offense

**Criminal Offenses Continued**

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

**Miscellaneous**

Administrative Hours	519.75
Alarm	2
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	264.75
Civil Standby	1
Community Policing	8
Court Hours	9
Death Notification	
Drug Disposal	1
Follow-Up Investigations	95
Found Property	3
Lost Property	3
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	43
Total Reports	59
Training Hours	2
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4062.9
Voluntary Missing Adult	

**Training/Travel**

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
August**

Administrative Hours		125.75
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)		7
Assist Hours		4.75
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		7
Contacts		6
Court		4
Court Hours		2
Follow-up(s)		1
Follow-up Hours		0.25
Federal Citation(s)		
Hours Worked		174
Joint Patrol(s)		
Marine Time		
Meeting(s)		5
Meeting Hours		8.25
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks		112
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage		85
Vehicle Stops		
Verbal Warning(s)		1
Written Warning(s)		
<b>Training/Travel</b>		

**Little River Band of Ottawa Indians**  
**Great Lakes Conservation Enforcement Activities**  
**August**

Administrative Hours	122.25
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	7
Court	
Court Hours	
Dock Checks	7
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	400
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1471.4
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

Sgt. Robles and Officer Johnson-Cook participated in a Joint Patrol in Mackinaw City MI  
Officer Howe attended SLEC training in Marshall MI  
Sgt. Robles attended CORA board meeting and CORA Executive Council Meeting TC MI

Tax Office  
Valerie Chandler

**Name:** Valerie Chandler

**Month:** August 2016

**Title:** Staff Accountant / Tax Officer

**Department Goals:**

- Administer the collection of tribal taxes on all business activity occurring within Tribal and trust lands.
- Assist Tribal members in obtaining exemption from state taxes as negotiated in the Tax Agreement between the Little River Band of Ottawa Indians and the State of Michigan.
- Protect the Tribe from liability for non-compliance with state and federal tax laws while maximizing tax benefits available for the Tribe and its members.

**Duties and accomplishments performed this month:**

During the month of August, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 3 Certificates of Exemption to Resident Tribal Members and Entities (2 Vehicle, 1 Equipment)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 8 Tribal members for tax-exempt motor fuel program including 2 disabled registrations, and sent 15 letters to disabled tribal members requesting them to update their authorized purchaser registrations
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proof of Residency, property taxes, tobacco purchases, State Income Tax exemption, Tax Agreement provisions, the Tax Agreement boundary lines, and the Certificate of Exemption process for vehicles
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Copied and notified the Trading Post Manager of errors on receipts involving entries not logged, missing receipts, ID errors, and erroneous discounts
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled July Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 3 Tribal Concessionaire's Tax Licenses; 2 for entertainers at the Little River Casino Resort and 1 for a fundraiser on Tribal property
13. Monitored outstanding tax assessments; issued 1 Retail Sales and Tribal Tax assessment. Also issued a letter for non-compliance of tribal tax filing and failure to comply with the Tax Ordinance
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office

16. Prepared July 2016 monthly department report
17. Processed 5 Tribal Michigan W-4 Withholding Exemption forms for employees
18. Processed 73 address changes/reviews from Enrollment for RTM status updates
19. Processed 9 RTM status and/or address changes
20. Processed and updated 5 RTM statuses and Proofs of Residency that were received
21. Prepared and mailed 9 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Corresponded with Little River Casino Resort staff regarding monthly tax return and an error found in the return
24. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
25. Prepared and submitted *Currents* newspaper articles regarding "How to Become a Resident Tribal Member" and "Certificates of Exemption"
26. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
27. Prepared month-end tax reports for July 2016
28. Processed 6 Venue Reports to the State of Michigan
29. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
30. Updated motor fuel discount schedule for September 2016 and provided it to the Trading Post
31. Conducted an internal audit of BP monthly fuel statements. Discovered a loophole for possible fraud and forwarded results to Lead staff for review and discussion so that a policy and procedure can be implemented and enforced
32. Completed BLR Sexual Harassment Prevention online trainings and tests for employees and for supervisors

**Meetings attended this month:**

1. Attended Strategic Planning meeting held on August 16, 2016
2. Attended staff luncheon held on August 19, 2016

Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***August 2016 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 staffing, 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 65 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.
2. Met with Natural Resources staff to assist in Sturgeon Release planning.
3. Provided specific questions for interview team for HP Coordinator's position.
4. Held meeting with Directors with the other Leads to seek teambuilding ideas.
5. Assisted with the Staff meeting and luncheon.
6. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
7. Attended meetings of Lead Positions.

8. As requested by the Ogema took over and began work on restarting the Rapid River News and Currents.
9. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
10. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
11. Administered, directed and supervised all departmental activities.

**Tribal Historic Preservation Coordinator** accomplished the following  
Position still vacant during report month.

**The Language Coordinator** accomplished the following during this month:

- 1) Took care of minor business after camp, like donated bread & roll's resource centers, food pantries and to employees.
- 2) Cleaned out cooler and make arrangements for LRRCR to pick up.
- 3) Researched arrangements for recycling for next year's camp.
- 4) Contacted web designer about a missing page on website.
- 5) Working with clinic on language for new Pharmacy.
- 6) Researched on how to produce colored visual aids with IT department.
- 7) Researched on producing a weekly language project on LRB Face book.
- 8) Classes with Gekaajik on Monday's at Aki Maadiziwin.
- 9) Classes with Enkiitaagejik on Friday's at Ogema gamigong.
- 10) Updated and produced lessons for all classes.
- 11) Responded to Emails, calls about camp, language, CD Rom's, culture, website.
- 12) Went on vacation for two weeks.
- 13) Took care of minor business after camp, like donated bread & roll's resource centers, food pantries and to employees.
- 14) Cleaned out cooler and make arrangements for LRRCR to pick up.
- 15) Researched arrangements for recycling for next year's camp.
- 16) Contacted web designer about a missing page on website.
- 17) Working with clinic on language for new Pharmacy.
- 18) Researched on how to produce colored visual aids with IT department.
- 19) Researched on producing a weekly language project on LRB Face book.
- 20) Classes with Gekaajik on Monday's at Aki Maadiziwin.
- 21) Classes with Enkiitaagejik on Friday's at Ogema gamigong.
- 22) Updated and produced lessons for all classes.
- 23) Responded to Emails, calls about camp, language, CD Rom's, culture, website.
- 24) Went on vacation for two weeks.

**The Historic Preservation Administrative Assistant** accomplished the following during the month:

1. Sorted newspaper articles for relevant history files (this is on-going)
2. Answered several phone calls in regard to the pow wow, camping, vending, rules, etc.
3. Continuing work on the Native American Heritage Month at MCC
4. Working with Jackpine to get access to be able to order online
5. Worked with Republic Services after the pow wow. I had to contact them almost a week later because they forgot to pick the bins up.
6. Working with Dan Ninham (Northern Indigenous Games)

7. Scheduled the high school practice field for Lacrosse training on August 18<sup>th</sup>
8. Called to reserve a room for Dan for the 17<sup>th</sup> of August will get purchase order for this on August 1<sup>st</sup>
9. Got jingle dress dancers for Coast Guard Festival Parade for August 6<sup>th</sup> in Grand Haven
10. Proposed activities for Elders and others for the department.
11. Provide information to Jay in regard to how many CD's we have sold for the quarterly report

**The Audio-Videographer** accomplished the following during the month:

1. Sorted and stored picture of Jiingtamok and other events.
2. Attended staff meeting.
3. Continued accessing of materials for archiving.
4. Read work related emails and answered phones as needed.

### **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.