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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: June 15, 2022
Maanda Nji: Re: May 2022 Operations Report

LBR

We respectfully submit the May 2022 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
May, 2022

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

May, 2022 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. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. Also, continued transition planning and training for Controller related to upcoming CFO planned departure.

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 2022 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 2021 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our

Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

Property Management:

Goal: Improvement 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 2023 budget. This process will begin and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2020 audit took place May 4 through May 7, 2021. 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, and continued to provide information for the auditors to complete the audit. The final audit report was issued March 18, 2022, and submitted to the Federal Clearinghouse on March 28, 2022. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. *Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of May*
 - i. *AKI 5 – 2021 Homes – N/A*
 - ii. *Muskegon Health Center – N/A*
 - iii. *Commodities Building Project – \$128,051.72*
2. *Cash Receipts: Daily cash receipts totaled for the month of May, were, \$1,072,454.93 the General & Special Revenue Account had a total of (221) receipts.*
3. *NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement, ongoing working through the closeout as the business has been closed, still ongoing, accounts receivable balance.*
4. *Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,*
5. *Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.*
6. *1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.*
7. *WEX Card- Monthly Report, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.*
8. *Tribal Financial Statement Requirements: Due by the 8th of the month.*
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*

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

–

Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities and Muskegon Health Center.

Other Meetings:

Accounting Meeting- Audit Preparation - Weekly

Survey Group – Weekly Meeting

Progress Meeting – Food Distribution-Biweekly

Duties and Accomplishments –

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, LEPTA, Survey Work Group, Manistee Co. Haz Mit, Fraud checks, Audit, Healthcare coalition, Council Work Session, Public Safety, Tribal Resilliance .

Trainings Held / Attended –

Special Tasks / Activities Performed – Audit Prelim

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out June report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that have ended.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared the final indirect cost calculations for 2021 on grants allowed to charge indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants. This task was completed in preparation of the 2021 auditors coming.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signed the cover letter and financial (if required), scanned the grant reports documentation to the electronic grant report folders and placed a hard copy in the Grant Program Booklet. Forwarded the original reports to the federal funding agencies electronically (if required) or sent through the mail.*
- *Once the Food Distribution Center forwards a copy of the monthly food invoices showing the cost of the food purchase. I scan to the electronic grant folder and place the original in the Grant Program Booklet.*
- *There were five grant modifications received in May for the following grants:*
 1. *2022 BIA Self Governance added funding for \$417,513.20.*
 2. *2022 IHS Self Governance Compact added funding for \$3,703.*
 3. *2022 BIA Self Governance Compact added funding for \$4,901.*
 4. *EPA Air Quality added funding for \$43,000.*
 5. *USDA FDPIR CARES Act added funding for \$114,525.*
- *There can be different types of modifications. The above modifications are for additional funding to existing grants. I pull the Grant Program Booklet that pertains to the modification. I scan the modification to the electronic modification folder that was set up when the grant was awarded. I prepare a Grant Program Information Sheet that I enter all the information as it relates to the modification. I create one of these for each modification. I contact the Program Administrator to ask where the funds should be placed in the budget and ask that this be submitted to me or the Budget Coordinator. Once the budget is received, I forward all the documentation to the Budget Coordinator so that he can take to*

Tribal Council to have accepted into the operating budget by resolution. I file the original document in the Grant Program Booklet and write on a tab that is attached to the modification that it's a federal modification and the number of it and the amount of added funding. Once the grant funding amount has been accepted into the operating budget, the Budget Coordinator enters the budget modification funding amount into the Accounting System. A copy of the revised budget entered and executed resolution is given to me. I rescan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet.

- There were no new grants awarded in May. If there had been new grants received, the process for these new grants would be followed as such. I assign an available fund number to the grant awarded. Grant Program Booklets and electronic folders are set up. I scan the grant documents to the electronic folders and place the original documents in the grant files. I enter the new grant awards on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. Send the new grant information to the Staff Accountant so that she can set these programs up in the Accounting System. Forwarded to the Budget Coordinator copies of the new award documents so that he can take to Tribal Council to have accepted into the operating budget by resolution. Once the grant has been accepted into the operating budget, the Budget Coordinator enters the budget into the Accounting System. A copy of the budget entered and executed resolution is given to me. I scan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet. Notice of these grant awards are sent to the Purchasing dept., Ogema office, Accounts Payable and Controller letting them know the new grant information. I create a Grant Program Booklet for the person administering the grant and forward to them. I schedule all program federal & narrative reports due for the life of the grant on the reporting calendar. The Grant Program Booklet is filed with all the other grants.
- There were four billing invoices submitted for May and they are for the following:
 1. 2021-2022 ITC Native Connections grant request for \$7,531.29.
 2. 2021-2022 ITC Home Visiting Expansion grant request for \$5,637.36.
 3. 2021-2022 ITC Behavioral Health Implementation grant request for \$7,129.29.
 4. 2021-2022 ITC Mental Health Delivery System grant request for \$1,700.00.
- I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.
- Submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of May.
- I met regularly with the Grant Writer to go over projects/grants he is working on.
- Inquired by email to a few Federal agencies on questions that I had.
- Did a thorough review of all the grants by checking the expenses and draw made. There were numerous corrections that needed to be made.
- Worked on the 2021 SEFA schedule to make sure the funds received on each grant balanced with the cash receipt journal. There was a total of \$49,165,247 federal funds received in 2021. There was a total of \$38,078 federal funds returned due to overpayments by the agencies.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 341 payroll vouchers/checks.
2. Verified 35 PAF's this month which included 10 new employee(s), and 10 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 5/6 and 5/20.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

5/2 – Meeting with CFO and Controller regarding IRS communication/forms.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in May as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in May as well as the check request for payment of those taxes.

7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of May to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared member eligibility for July per capita payment calculation.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through processes with MIP Cloud transition.
6. Training of Payroll/Finance Clerk with per cap payment processing and reissuing of per capita checks.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Audit for 2021.

ACCOUNTS PAYABLE

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

17. *Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.

15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 5/1-5/5 research on missing order from Yubico.
2. 5/5/22 Employee Recognition Meeting.
3. 5/31 work session with Tribal Council.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 240 packages.
2. Issued 116 receiving reports.
3. Returned 0 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Worked on completing Final Draft of the FY2022 Operations Budget to Tribal Council
- 5) Began work on FY2023 Budget

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Continue work on FY2021 Indirect Cost Proposal
- 5) Continue work on FY2023 Budget

Expenditures Update

Total year to date expenditures for the Finance Division for May, 2022, are \$464,606, compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year to date May, 2022, represent 32% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

May 2022 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 1 student received \$1000 for 12th grade computer program. 1 student received \$250 for driver's training. 3 students requested school clothing/activities funds in May, totaling \$2750.
- College Book Stipend: 4 book stipends were processed in May, totaling \$ 1800 providing assistance to 1 student attending 1-3 credits, and 3 attending 9+ credits.
- Educational Advancement Fund: 1 student requested funds for \$175

During May the Education Department began planning for our first spring activity which happened on the 21st of this month. Mark Saugie provided instruction for students on Disc Golf. Debra Davis attended the event with Mark as instructor. During the last two weeks of the month, the Education Department was not entirely staffed, as the Education Programs Coordinator was on vacation, and unavailable, and for much of the two weeks, the Office Assistant was out of the office because of serious medical issues, which was still the case at the close of the month.

Meetings Attended:
May 5 Staff Meeting

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2022 fiscal year.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

May Monthly Report - 2022

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Sent out: 12 Address change forms
- Created 33 New and Replacement Tribal ID's from 05/01/2022 through 05/31/2022
- 38 Addresses changed from 05/01/2022 through 05/31/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 05/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax
- Label request of Membership: 0
- Tribal Members Label/List request: 0
- Statistical request: 0

Department Verifications

1. Prosecutor 42
2. Clinic 0
3. Human Resources 1
4. PRC/EHAP 9
5. Member's Assistance 26
6. Housing 1
7. Food Distribution 0
8. Casino 2
9. Family Services 2
10. Tribal Council 0
11. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 6 Members passed away for the Bereavement Benefit
- Sent out 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 148 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – May 5th
- Enrollment Commission Meeting – May 31st

Enrollment Statistics

- Total Membership: 4,025
- Total number of Elders: 1,477
- Total number of Adults (18-54): 2,261
- Total number of Minors (0-17): 287
- Total Tribal Members living in:
 - 9 County Area: 1,661
 - Outside 9 County Area: 2,334
 - Michigan: 2,638
 - Outside Michigan: 1,358
 - Undeliverable Addresses: 29

Facilities
Rusty Smith

Facilities Management Department Report

May 2022

Submitted by De-Ahna Underwood, Administrative Assistant

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

I. Department Overview

Technician Hours of Service: Monday-Friday 6am-2:30pm
Office Hours: Monday-Friday 8am-4:30pm (no remote work)

Locations: Office and EVS Room, Government Center
Storage Locations: Facilities Barn, East Lake, and Area 51.
Auto Mechanic Location: East Lake

Current employees

- 3. EVS Technicians
- 1. Automotive Mechanic
- 1. Maintenance Technician
- 1. Maintenance Technician- Lead
- 1. Administrative Assistant

Vacant positions

- 3. Vacant. Maintenance Technician
- 2. Vacant. EVS Technician

Not budgeted/written out

- EVS Supervisor (vacant 12+ years)*
- Maintenance Building Supervisor (vacant 6+ years)*
- Director (vacant 17+ years)*

Goals & Objectives

The Facilities Management Department strives to provide quality services to ensure an attractive, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

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

II. Department Reporting Section

Facilities has hired a 3rd EVS Technicians to assist with the cleaning, disinfecting, and sterilizing the Health Clinic Monday through Friday. These 2 EVS technicians provide janitorial services to over 100,000 square feet of office spaces and common area spaces such as lobbies, hallways, conference rooms, cafeterias, a dining room, 37 bathrooms, and 8 showers.

For the last year the 2 Maintenance Technicians work efficiently as possible on addressing urgent issues and closing out work orders in a timely manner. The technicians also respond to special requests from the Leads, Ogema, and Department of Public Safety.

Automotive mechanic completed assigned work orders. Obtained quotes, scheduled repairs, completed and submitted mechanic repair forms.

Work Orders

- 31 Submitted
- 29 Completed

Currently working on AC issues at Natural Resources and renovations have not been started at the Justice Center.

Vendors

- Pest control (2 visits, 5 locations)
- Mat services (1 visits, 5 locations)
- Overhead door, East Lake
- Elevators, Government Center & Natural Resources

II. Travel and Trainings

N/A: Written out of budget 2008/2009.

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Kimberly Crampton

Relative placed	2				2			
Tribal Foster Home								
Non-Tribal Foster Home	3							
Alternative placement								
Court appearances	1				2			
Home Visits	13				11			
Case Reviews	2							
Binojeeuk	2							
Contacts with Tribal Elders	33				51			
Contacts with Other referrals	27							
Monthly Total	118	0	0	0	105	0	0	0



Newygo
Other

	2
0	2

	9
	7
	2
	62
	1
	1

	1
	3
	13
0	90



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
MAY - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	8
Partial Intakes	2
New Cases	2
Closed Cases	0
Client Face to Face Meetings in Office	1
Client Home or Out of Office Visits	11
Client-related Telephone and Email Contacts	196
Client-related Resource Research and Referrals	7
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	0

MEETINGS

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	1
Family Services Department Meetings	4
Community Collaboration Meetings	6
Other Meetings	18

STAFF DEVELOPMENT/TRAINING

Virtual Training	16
In Person Training and Conferences	2
Self-Paced Training Modules	0
Other Training	0

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	1
Community Table Events	2
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	0
Networking Activities	6
VSP Presentations	1

Other Activities	0
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RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	1
VSP Resource File Efforts	8

LRBOI Be Da Bin Behavioral Health Program MAY 2022 Report

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

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

Angela Schwandt currently has 38 clients. Angela had 48 individual sessions, 26 follow up calls, 9 hours of telepsychiatry and 3 hours of trainings. Angela attended the Suicide Awareness & Prevention Coalition Meeting on May 11, 2022; 2 TF-CBT consultation calls; and Social Media & Mental Health-Improving Our Relationship with Social Media Training Webinar.

Kimberly (Kim) Hinmon has been planning for the Michigan Indian Family Olympics. Kim attended 4 cultural teaching webinars; 3 day Harm Reduction Summit (virtually); 1 Coalition meeting; 1 MI Tribal Prevention Coalition meeting, 1 Native Connections meeting, and attended Understanding and addressing Opioid & Substance Use among American Indians Webinar.

Dottie Batchelder currently has 24 clients and 9 Recovery Support clients. Dottie had 39 individual sessions, 2 referrals for other outpatient services & 2 to inpatient services; and 54 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the Tribal Council work session on May 10, 2022; the Suicide Awareness & Prevention Coalition meeting on May 11, 2022; Zoom meeting on May 16, 2022 with community report from 1016 Treatment Network on recovery needs in current area; the MDHHS/Tribal Health & Behavioral Health Centers virtual meeting on May 23, 2022; Tribal Prevention Coalition meeting on May 26, and the planning meetings for the next "Opioid Symposium". Dottie attended 4 hours of webinars this month.

Staff continues working on continued educational credits for certification needs with webinars, as able. Staff attended all staff meeting on May 5, 2022, and Family Services meetings on May 9 & 24, 2022. Be Da Bin Staff is planning the Wellness Walk for July.

Respectfully submitted,



Dottie Batchelder

[H[]

***** CONFIDENTIAL PATIENT INFORMATION *****

DB

JUN 02, 2022 Page 1

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: MAY 01, 2022 TO MAY 31, 2022

PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER,DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	1	1.0	1	1
13-INDIVIDUAL TREATMENT/COUNS	32	26.0	14	32
22-CASE MANAGEMENT-PATIENT PR	1	5.0	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	50	20.0	19	50
31-CASE MANAGEMENT-PATIENT NO	4	3.8	3	4
34-OTHER SUPPORT SERVICES-PAT	4	5.3		6
36-COMMUNITY DEVELOPMENT	3	5.0		10
42-EDUCATION/TRAINING RECEIVE	2	4.0		2
53-PROGRAM MANAGEMENT	11	25.0		41
56-RECORDS/DOCUMENTATION	9	12.8		9
58-SPECIAL PROJECTS	1	2.0		3
59-OTHER ADMINISTRATIVE	18	39.9		18
63-PROGRAM CONSULTATION	3	3.0		21
64-STAFF CONSULTATION	11	14.8		47
	=====	=====	=====	=====
PROVIDER TOTAL:	150	167.5	38	245
PROVIDER: GIBSON,JAMES D JR (TRADITIONAL MEDICINE PRACT)				
83-TRIBAL FUNCTIONS	8	6.8	6	8
	=====	=====	=====	=====
PROVIDER TOTAL:	8	6.8	6	8
PROVIDER: SCHWANDT,ANGELA (MENTAL HEALTH (MASTER ONLY))				
13-INDIVIDUAL TREATMENT/COUNS	44	43.5	16	44
30-FOLLOWUP/FOLLOWTHROUGH-PAT	20	5.3	17	20
34-OTHER SUPPORT SERVICES-PAT	10	9.5		15
36-COMMUNITY DEVELOPMENT	1	1.0		1
42-EDUCATION/TRAINING RECEIVE	3	3.0		3
53-PROGRAM MANAGEMENT	10	11.5		10
56-RECORDS/DOCUMENTATION	12	18.8		12
59-OTHER ADMINISTRATIVE	16	36.9		16
64-STAFF CONSULTATION	6	8.0		35
	=====	=====	=====	=====
PROVIDER TOTAL:	122	137.4	33	156
	=====	=====	=====	=====
FACILITY TOTAL:	280	311.7	77	409
	=====	=====	=====	=====
SU TOTAL:	280	311.7	77	409
	=====	=====	=====	=====
AREA TOTAL:	280	311.7	77	409

RUN TIME (H.M.S): 0.0.0[H[]

Monthly Site Dashboard Report

Date Range of Report: May 01, 2022 - May 31, 2022

Date Report Generated: Jun 07, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	13	4	27

Total Unique Clients who received at least 1 visit between May 01, 2022 - May 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	9	0	11

Total New Clients enrolled between May 01, 2022 - May 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	1	0	1

Total Visits between May 01, 2022 - May 31, 2022 by staff person

Name	Total Visits	Form Type
	1	Prenatal Visit/Encounter Form
	12	Postpartum Visit/Encounter Form
	11	Infant Visit/Encounter Form
	2	Fathers and Others Visit/Encounter
Total	26	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date
 No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Infant/Child	LR22-0028-01	Feb 07, 2022	Dentist
	Infant/Child	LR21-0024-01	Mar 04, 2022	family doctor
	Infant/Child	LR21-0019-01	May 06, 2022	doctor

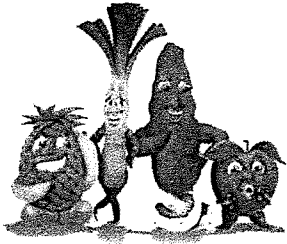
Forms "in progress"

Client	Client Type	Form Type
	Infant/Child	Infant - Visit/Encounter

SCRIPT tab modified between May 01, 2022 - May 31, 2022

Client	Client Type	HSID
--------	-------------	------

Food Distribution
Vacant Director



Food Distribution Program

May 2022 Monthly Report

Monthly Report – May 2022

Jamie and I unloaded semi-truck and entered into inventory the monthly food order. Received in two orders of produce, also entered into inventory.

Filled orders for 55 households/95 people, Jamie made 40 deliveries and we sent out 48 extra Bonus Food Boxes.

Jamie had Roger look at the refrigeration/air condition on the van. Was then taken to ThermoKing dealer in Grand Rapids for refrigeration maintenance. Air conditioning is scheduled for June 28th.

Stocked, rotated and removed close to expiration food. That food was donated to Echo.

Weekly Cleaning – vacuum, sweep, mop, dust shelves, clean coolers, freezer, bathroom, lobby & office, sweep sidewalks. We are wiping down high touch areas, like door handles and carts daily.

Sent out 3 applications and called to take orders for anyone who didn't contact us.

Jamie and I had several meetings:

Lyle Dorr & Steve Parsons about progress of the building.

Lyle about forklift vs pallet jacks.

Steve & Gary Lewis for water extension riser issue.

Drew Jeurink for security options and cameras in the building.

Steve about washouts and the greenspace.

Bill Willis informational meeting on what Jamie and I have been doing.

Walk through with Sean, sight foreman. Discussed electrical outlet placement, counters & cabinets, dehumidifier for building, asphalt completion etc.

Meeting with Mike Bullinger and all contractors on where we stand, completion goals etc.

Meeting with Isaac at USDA about inventory levels.

Monthly Operational Meeting with the USDA Midwest Region.

Monthly Director meeting with the USDA.

Grants
Lyle Dorr

Grants Department Monthly Report

May 2022

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- **Viewed Webinar (5.18.22): State of Michigan Broadband Status – Connected Nation Michigan (Eric Frederick – VP, Broadband Planning)** Explained current Broad Band status and funding available now and in the new future.
- **Attended TribalHub Regional Conference 5/2-3/22 covering IT issues facing Tribes:** The information will help with grant application wording in the future.
- ∞ **Standing Note (12/23/21) until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

Aki Maadiziwin

- ∅ **No current projects.** I do communicate with Tara Bailey monthly to see how the housing projects are going and if there is anything we should be working on.

Clinic:

- ∅ **No current projects.** Dr. Wever was involved in supporting the Treasury CAP that will allow his staff to securely use WIFI in all clinic buildings to move from room to room with a device versus rely solely on work stations in each room.

Court:

- ∅ **No current projects.**

Family Services/ Be-Da-Bin:

- **Assisted Shanaviah with submission of intent to apply for a Tribal Victims of Crime formula grant \$663,204 for three years (due June 23):** Will continue to assist her with the application itself.

Food Distribution Center

- ∞ **Work with Dale of the Construction Task Force regarding which fund numbers to draw down from:** We have all the funding needed to complete the project. The Task Force is pressing forward to complete the project.
- **Managing the USDA supplemental grants as Ken L. is no longer with the program:** As there isn't anyone with the familiarity of the grants and the project is coming to an end, I am providing support to spend down the funding as identified in the grants.
- ∞ **Assisting Bill Willis, Steve Parsons and Food Distribution staff with grant expenditures related to the grants supporting the Food Distribution Center.**

Historic Preservation & Language:

- ∅ **No current projects.**
- ∞ **Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. Update 5/31/22: The project is on schedule and will be completed and operational in September 2022.**

IT Department

- **Conducted a review of the state of Michigan EGLE, 2022 Rural Electronics Recycling Grant Program.** Drew was interested in an electronic waste shredder. The grant is capped at \$20,000 and requires that the Tribe open a permanent recycling site, open to the general public, not just members. Electronic waste shredders cost \$80,000 and up.
- **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work

Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea.

Maintenance:

- ∞ Have spoke with maintenance staff to review with Jay the changing out of florescent light bulbs to LED through out the Government Center. The savings is anticipated to be 70% on lighting. Update 5/31/22: Due to a lack of staff (there are only two maintenance staff to cover all of the LRBOI government), the project is on the back burner, but in June or July, we may look into starting on at least one building.

Natural Resources:

- ∞ Coordinated with NR staff to assist with a Coast Guard run boom exercise scheduled for early May. Allison Smart will be the liaison between LRBOI and the other parties involved. Update 5/31/22: This exercise took place the week of May 2, 2022, here on the Manistee River and went very well.
- ∅ NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

- ∅ No current projects.

Water/Waste/Renewable Energy:

- ∞ Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation. Update 5/31/22: The application was submitted; we have not heard anything yet.
- ∞ Continuing Projects Update 5/31/22 – Two different energy audits are all but completed, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. The TEDC grant analysis will be done by the end of June 2022. Information from this analysis will help when applying for project grants in the next couple of years.

Special Projects:

- ∞ Update 5/31/22 - CARES/ARP Expenditure Plan: I assist all departments with CARES/ARP resolution language for audit purposes. Update 5/31/22: It now appears that all CARES funding is expensed, we will reconcile the account by the end of June to see if there was anything outstanding. If there is anything remaining, it will be a small amount.

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Health Services Lead

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

Date: June 9th, 2022

Re: MAY 2022 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of May 2022. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

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

CLINIC OPERATIONS:

373 patients scheduled

29 patients NO-SHOW to scheduled appointments

16 patients provided SAME DAY appointments for emergent matters**

86 cancelled appointments

274 patients attending CLINIC PHYSICIAN appointments**

271 - Clinic Physician Appointments

3 - FNP Home Visit

43 patients PHONE TRIAGE**

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

60 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 659

Diabetic patients: 92

Flu Vaccines: 0

Injections: 26

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 2 **

On-site Labs: 213

COVID-19 Tests: 25

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,216

DIRECT CALLS TO CLINIC OPERATIONS: 617

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

MAY 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 7

TRAVEL HOURS: 16

SERVICE HOURS: 9

NUMBER SERVED: 7

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 160 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 6 (included in number served & clients served)

TRAVEL HOURS: 1 1/2

SERVICE HOURS: 1 1/2

NUMBER SERVED: 6

TOTAL TRAVEL HOURS: 13

TOTAL SERVICE HOURS: 10 1/2

TOTAL CLIENTS SERVED: 13

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$70,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1,465

TOTAL PRC PAID IN MAY: \$50,128.30

PHARMACY/OTHER: \$29,077.63

DENTAL: \$16,366.65

TOTAL PATIENTS: 201 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 495

TOTAL CLAIMS ENTERED: 361

TOTAL PRC PAID 2022: \$261,983.95

TOTAL EHAP PAID IN MAY: \$19,846.16

TOTAL EHAP PAID 2022: \$154,053.82

TOTAL ENROLLED EHAP/LRBOI: 1,351

NEW APPLICATIONS MAILED OR GIVEN: 28

REASSESSMENTS MAILED OR GIVEN: 29

MEDICARE LIKE RATE (MLR) Savings for May 2022

Claims submitted: 24	\$34,711.31 (total submitted)
	<u>-\$9,838.70 (what we paid)</u>
	\$24,872.61 (total savings)

PHARMACY: MAY 2022

Active patients: 404
Prescriptions filled: 1821

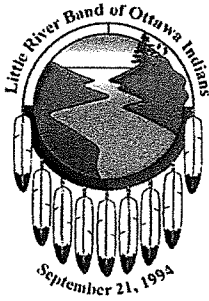
Receipts
 Insurance payments received: \$273,391.32
 Non-member cash/copays received: \$975.18

Less acquisition cost of medications: \$40,916.41

Net profit: \$233,450.09

PRC-equivalent write offs:
 LRBOI: \$32,158.90
 Other Tribes: \$2,350.30
 TOTAL: \$34,509.20

Housing
Tara Bailey



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to the Ogema
For May 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
Jim Stuck – Housing Maintenance Technician
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 5
 - New leases: 0
 - Annual Inspections: 4
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 1
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 6
 - Total Amount of Awards for the Year: \$24862
- C. The vacant maintenance position has not been filled; the position has been reposted.
- D. Housing Director and Housing Specialist attended NAIHC Annual Convention and Conference on May 15-20th. This annual convention provides updates on housing issues in Indian Country and training opportunities on new grants or opportunities for housing.
- E. The Emergency Rental Assistance program has received two new applications in the month of May and has assisted with \$18,063 in assistance in May.
- F. The Housing Specialist and rest of Housing Staff will be attending a training on May 31 and June 1 on Admissions and Occupancy Training. In June, a self-monitoring training will take place to assist to ensure we are in compliance with our Indian Housing Block Grant.
- G. Two of the new homes in the new 5 home project have been delivered. We have been notified that the other three are on hold from the factory due to no furnaces being available to install. We are working on a plan to get them here by the end of June. We will be requesting another extension from HUD for the grant due to this new issue causing another delay.

- H. We received our award letter for our 2022 IHBG in the amount of \$401,582. Which is approx. \$132,000 over what we were expecting for the grant.
- I. Housing Director has completed the policies and procedures for a Homeownership Improvement Program (HIP) as we received \$180,914 in HIP funds from the BIA in last years ARP funding.
- J. The Housing Department has received the award notice and funds in the amount of \$227,320 for Homeownership Assistance Fund Program from the Treasury department. This is to assist families with their mortgages who have been impacted by COVID so that they do not have their homes go into foreclosure. All of these budgets and programs will be presented to TC in June.
- K. On May 17th a new vehicle was purchased for the department for use by the office staff. Funds from the claim on the old Toyota truck and from IHBG were used to purchase the 2019 Ford Escape. This vehicle will serve the department well for many years to come.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 5 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and so far the units have been in good condition.

IV. Number of Units and Vacancies.

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

- A. Aki has 55 income based rental units of which 50 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 6 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. The date of June 6-9th has been set up for Spring Clean up in the AKI community.

VII. Other Information.

- A. On May 23rd, a photographer from Travois was on property to take pictures of the elders complex to use for their marketing pieces. They also spoke with an elder living in the complex and was able to take inside shots of their unit.

End of Report
Tara Bailey, Housing Director
June 2, 2022

Human Resources
Vacant Director



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

To: Ogema Romanelli
From: Alicia Knapp
Subject: May 2022 HR Department Report
Date: 06/15/22

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

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

1) HR 2022 Operational Plan

1) The 2022 Operational Plan is currently on hold to be revised.

2) Talent Acquisition

a) Talent Acquisition

- i) Monthly Number of Gains: 10
- ii) Month Number of Tribal Preference Hires: 1
- iii) Number of Requisitions Filled Year to Date: 9 (16 employees)
- iv) Turnover Year to Date: 6
- v) Number of Open Positions: 26
- vi) April included continued prioritization of the talent acquisition process. At the month's end there were 26 open full-time job requisitions.
- vii) Continued the adjusted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. Thank you hiring managers!
- viii) May positions yielded 7 employees for NRD – seasonals 6 position and 1 – FT Technician. Clinic added 2 (TM, TD) to their full-time staff and EVS added 1 (TD). HR Talent Acquisition was busy with interviews/setting up, selections/setting up, new hires, and new postings. Completed 18 backgrounds, drug screenings some for future starts. Completed 4 Orientation days and other on-boarding tasks, scheduled many interviews, starting dates as well for June/July. 3 commissioners paperwork was processed.
- ix) Approximately 12 positions are now in either the selection or interview step of the process. We expect to see more new hires beginning in 6/2022 - 3 NRD Biologists have been interviewed offered and accepted, with start dates in June and July. At present 2 new Surveillance team members are scheduled to start on 06/22.
- x) Conducted 4 orientation sessions for 10 new employees in May.
- xi) Turnover – 3 left employment at the mid to end of May 2 – NP – 1 TM. 1 exit interview completed.

3) Talent Development and Relations

- a) Leadership and Team Member Development.
 - i) HR assisted the organization and leaders through key issues, including employee relations events and communication are still to be scheduled and to continue.
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
 - iv) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Angie Stone, and Bob Sanders for volunteering to help make a difference! This was Bob's last meeting with the team.
 - v) Continued assisting leadership with sensitive employee relations issues, one court case verdict returned.
 - vi) Assisted departments with job description update and wage analysis support for future postings.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 4
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) The team printed its first new badge during the month following last month's training. We appreciate IT's help with the badge printing process! Training is still needed for HR Generalist and as of now it is still needed
 - v) Marcella continued assisting callers.

Training and Development hours totaled: Less than 16 hours reported hours in May.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 4 ongoing, 3 New, 7 – Assisting Team Members with Benefit and Leave Requests. \$ issues have been addressed and completed
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP. Loan activity has been ramping up – 5 loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) 401k financial adviser visit was scheduled for the last week of June.
- f) Met with Beene Garter to prepare for 401K audit – Scheduled for last week of June and first week in July.
- g) 2 meetings with BCBS team for addressing employee questions and concerns.
- h) Processed insurance benefit plan check requests.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 2 events during the month.
- ii) Continued supporting preparation for the OSHA Vaccination and Testing Emergency Temporary Standard. This included a weekly review of process status.

- iii) Recordable Injuries: 1
- iv) Near Miss/1st Aid: 1

6) Tribal Preference Report

Notes on Tribal Preference: No new stats are available, old numbers provided for reference. May report follows.

1. May had provided our organization with a chance to bump up the preference hires. Three position interviews had had a total of preference candidates 1 TM and 2 TD applied, all selected for interview. All offered and accepted.
2. Data from December 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below is the percentage of tribal preference applicants compared to all applicants for the past few years.
 - i. 2021 Tribal Preference Applications: 26.4%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections for the past few years.
 - i. 2021 Tribal Preference Hires: 53.5% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%
 - c. Bottom line, when preference applications increase, preference selection increases. Seems there may be a change in numbers 3 Preference interview and 3 offers made to them and accepted for May 2022.

Preference Report for May 2022 – Preference Hires in May 2022 - 3

Employee Count by Preference for April 2022

81 Tribal Members	-1, +1 in May 2022	48% of Tribal Government Workforce
10 Native American		6%+ of Tribal Government Workforce
11 Tribal Descendants	+2 in May 2022	7%+ of Tribal Government Workforce
9 Tribal Spouses		5%+ of Tribal Government Workforce

No data on Tribal Parent – found

Total preference = 111 **56%**

57 non-preference **Loss of 2 in May 2022**
Gain of 7 (6 seasonals, 1 Reg FT)
Overall gain of 5 due to Seasonals **34%**

Total of all employees 168

7) Workforce Development

- i) New Requests for WFD Service: 4 to be processed for May distribution.
- ii) Inquiries for WFD programming 5 for Career Voucher and 1 for Development and Training programming.
- iii) 2022 Total Number in Adult Work Experience: 0. 2 are in the works for summer 2022.
- iv) The Tribal Development team has not met in a few months, outside members are not interested in attending meetings. The Education and HR are meeting to discuss issues and work on new plans.

Regards,
Alicia Knapp
HR Generalist

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
May 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Created scope of work for the Muskegon Clinic and overseeing work with Elevate. Switches are on back order. Spares are being sent out to keep clinic on track.
2. Elevate updated our recovery backup and we are now backing up successfully every four hours compared to once daily.
3. IT has purchased security block hours from Elevate to address security concerns noted in last month.
4. IT has identified a new website contractor that will create a more fluid setup that will meet organizational needs.
5. **Mandatory IT Projects by order of priority:**
 1. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
6. 240 new IT work orders were opened in May 2022 and 243 IT work orders completed in May 2022. Our current outstanding tickets are at 54.
7. We saw an increase of 100 tickets this month.
8. We only had 12 voicemails with only six during our office hours 8am-5pm.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings
3. Held meeting with Elevate to discuss missing

Trainings Held / Attended –

Special Tasks / Activities Performed

- Explore options to automate duties with limited staff.
- Alex and Drew finished PeaceKeeping training.

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: June 6, 2022
Re: May 2022 report of activities

Number of tribal members assisted on new issues	80
Number of referrals received	3
Number of continuing cases:	68

Types of legal issues:

Child support	Small Claims
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Social Security Overpayment	Financing
Trusts	Property Transfer Affidavit
Title Insurance	Release of Mortgage
Ex-Parte Order	Time Shares
Telemarketers	Funeral Representative
Evictions	Expungement of Criminal Record
Medical Power of Attorney	Family Trust
Post-Divorce Matters	Abuse/Neglect Minor
Custody	Divorce – Out of State
Foreclosure	Sale of Home
Power of Attorney	Guardian - Adult
Taxes	Criminal - Juvenile
Prescriptions	Employment
Estate Planning – Amendments	Guardian - Minor

Landlord – Tenant Matters
Limited Power of Attorney - Minor
Minor Guardian – Parenting Time
Guardian – Adult - Terminate
Name Change - Minor
Medicaid
Burial
Employer Identification Number
Conservator – Adult – Terminate
Death Certificate
Child Support Arrearages
Prisoner Mail
No Fault Auto Insurance
Guardian – Minor – Modify
Real Estate Description

Personal Protection Order
Parenting Time
Name Change - Adult
Land Division
Contracts
Escrow Agreement
Lady Bird Deed
Class Action Lawsuits
Gift Tax
Insurance
Purchase Agreement – Amend
Codicil to Will
Personal Injury
Purchase Real Estate

Sample of Work Performed:

Assisted a tribal member terminate an adult guardianship

Assisted a tribal member transfer time shares

Assisted a tribal member change a minor's name

Assisted a tribal member with a lady bird deed

Assisted a tribal member correct an incorrect real estate description

Members Assistance
Kimberly Crampton

Members Assistance Department May 2022 Departmental Report

William Willis - Lead

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

a. MOA BE-18-K28, BE 20 K75 (Ongoing programs)

i. Total expensed \$421,039.48

ii. Budget remaining 7%

iii. 22 total households accessing this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	2	2	0	6	3	0	0	0	0

2. Food Assistance Program

b. Budget \$45000

c. Total expensed YTD \$17,750

d. 61% Remaining

e. 48 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	3	2	0	8	1	2	1	0	16

3. Rental and Mortgage Assistance Program

f. Total Budget \$50,000

g. Total expensed YTD \$3725.56

h. 93% Remaining

i. 16 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	2	1	0	3	0	0	1	0	4

4. Low Income Energy Assistance Program

j. Total Budget \$40,000

k. Total expensed YTD \$7109.64

l. 82% Remaining

m. 35 total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

5. LIHEAP – DHHS Grant Funded Program FY 2021-2022

a. Total Budget \$257,505

b. Total expensed to date \$44,475.88

c. 26 total households accessing this program to date.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
Heat	5	0	1	0	4	0	0	0	0
Cooling	7	0	0	0	3	0	0	1	0
Weatherization	1	0	0	1	2	0	0	1	0

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$3690.00
- f. 63% Remaining
- g. 17 Elders accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	0	0	2	0	1	1	0	5

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$3222.95
- j. 85% Remaining
- k. 18 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	0	1	3	0	0	0	0	4

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$20,778.00
- n. 79% Remaining
- o. 6 members are in process with this program to date. (Rolled over from 2021)

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$105338.30
- r. 77% Remaining (0 COVID Expensed)
- s. 15 members accessing this program to present (several pending).
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	0	0	0	1	0	0	0	0	10

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 309 Elders enrolled in program.
- w. May invoice \$71,632.80 YTD \$355,129.93

11. Department Ongoing Activities

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

12. Applications to date

Mailed	Picked up	Emailed	Faxed
200	36	126	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
77	54	50	19	58	44	30	24	7	1

13. Office Visits

bb. 5 visits for the month

Natural Resources
Frank Beaver



Gaá Čhíng Ziíbi
Daáwaá
Aníshinaábek

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

May 2022 Monthly Report
Frank Beaver, Director

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

Department Objectives:

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

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear 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

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Fisheries Biologist, Great Lakes
- Vacant – Fisheries Biologist, Inland
- Vacant – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Conner Johnson - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree information reporting
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Data entry/ management, Great Lakes fisheries
- Catch Report data entry
- Grant Management, Resolution and contract development.
- Fisheries Division Position postings/ interviews

Equipment maintenance/Field Work/Lab Work:

- Juvenal Lake Sturgeon assessment collection, Manistee River

- Sturgeon Rearing Facility maintenance/ repair for operation

Meetings/Training/Travel/Conference Calls

- CORA Electronic Reporting Meeting, 5/2, 5/9, 5/16, 5/23, 5/31.
- US Forest Service, Conservation Watersheds, 5/2.
- NRD, CRA work plan discussion, 5/3.
- LRBOI 2020 Negotiation meeting, 5/3.
- Seasonal Fisheries Technician interviews, 5/10, 5/11.
- Fisheries Biologist Interviews, 5/12, 5/13.
- Running Wild PBS LRBOI sturgeon, 5/16.

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

Wildlife Program

Vacant – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Anthony Raona, Tristan Whiting, and Morgan Pettit– Seasonal Wildlife Technicians

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report – May
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS stickers, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence

- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- Grand Valley State University and University of Minnesota Duluth collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Eagle repository reporting, citizen requests and pickup
- Data entry and management

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Grey wolf health assessment field data collection
- Planted native tree species at Custer parcel
- Live trapped turtles to fit with radio transmitters to gather habitat and movement data. Track turtles previously fitted with transmitters.

Meetings/Training/Travel/Conference Calls

- LRBOI Staff Meeting – 5/5
- Grey Wolf Health Assessment meeting – 5/4
- GVSU/University of Minnesota Duluth marten diet project updates – 5/3
- GVSU turtle project updates call – 5/25
- USFS Call – 5/25
- Elk Management Meeting – 5/24
- MITWS Meeting – 5/6, 5/10
- Meetings with Director – 5/11, 5/18
- Native American Fish and Wildlife Annual Conference – 5/9 to 5/12
- Kent Co Health Dept – 5/18, 5/25

Environmental Division

Allison Smart –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
David Karst – Brownfield Specialist
Vacant – Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Worked on ISWMP with Contractor
- Complete EPA PPG Workplan and Budget for grant renewal
- EPA PPG Budget Modification submitted to USEPA
- Division SOPs
- 90 Day Review Prep; and completion
- Line 5 review in collaboration with CORA Tribes
- Line 5 EIS Evaluations and readings
- RTOC Deliverables
- Review Staff Documents
- Complete Staff Reviews
- Started collecting information for the ISWMP
- AIS Comment Letters for Herbicide Treatments on 1836 Ceded Territory Lakes

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 5/2, 5/6, 5/9, 5/13, 5/23, 5/27, 5/31
- 1:1 with Staff: 5/2 (x3) 5/3(x1), 5/23(x3)
- Conservation Watershed Discussion USFS: 5/2
- CRA Work Plan Discussion: 5/3
- Enbridge Line 5 Tribal Consultation: 5/3
- GAP Guidance Workgroup: 5/3
- NTC Call and Presentation: 5/4
- USCG Prep call for exercise: 5/4
- EPA Mining Discussion: 5/5
- Scoping Meeting with OES: 5/5
- PPG Prep Meetings: 5/6, 5/12
- Maple River Watershed Meeting: 5/6
- GRS Validation Exercise w/ USCG 5/10
- All Regions Inter RTC Meetings: 5/11, 5/25
- GAP Guidance Meeting 5/11, 5/17, 5/26, 5/31
- Biologist Interviews: 5/12, 5/13
- NRD Pancake Breakfast: 5/14
- Joint Aquatic Sciences Meeting: 5/16-5/20
- WS Tribal Council: 5/17
- RTC / TMPO Call: 5/17

- ACOE Enbridge Line 5 EIS Cooperating Agency: 5/19
- Tribal Mining Call: 5/19
- Tribal Council: 5/23, 5/25
- Water Division Call: 5/25
- Lake Huron LAMP: 5/26
- R5 Tribes GAP Guidance Meeting: 5/27

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Acquired and began organizing NAICS codes to identify Brownfield locations and developments in and around the city of Manistee
- Secured Geoplatform credentials to store and organize data using public and department data
- Started an open dump excel spreadsheet and map to identify concentrations of solid waste, possible soil contaminations, and cleanups
- Organized office paperwork and disposed of duplicate or obsolete documents
- Verified accuracy of shapefiles on Garmin GPS units, for parcels over 5 acres
- Planned to travel to Lansing and Milwaukee for upcoming events
- Created layers of data for points for each individual parcel that has been visited in 2022 for future use
- FY 23-24 budget and workplan review and revision
- Reviewed CERCA training and Powerpoints for 4 Brownfield elements

Field Work and Equipment Maintenance

- RR Grades I and II, Oldhouse Road, the Sugar Shack, and Devoe properties to access these parcels.
- Picked up several bags of roadside trash
- Verified accuracy of shapefiles on Garmin GPS units, for parcels over 5 acres and worked on other ongoing software issues
- Scouted the campground/government center parcels and Area 51 on the way through and viewed the periphery of the Devoe/Government Center parcels while on foot
- Acquired a phone for field work and communication

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

- 5/5 90-day review
- 5/11 Bi-monthly Region 5 call
- 5/14 NRD/Sugar Bush Pancake Breakfast
- 5/25 Solid Waste Infrastructure and Recycling Feedback session with EPA
- 5/10 GRS Validation Exercise
- 5/2; 5/23 1:1s
- Attended twice weekly division meetings to coordinate fieldwork and provide updates

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed WQAR report and sent to EPA.
- Entered April Nutrient data from GLEC
- Entered physical data to database and AWQMS/WQX
- Sent data to Brown Township on master plan
- Received quotes for macro sample work up
- Received quotes for zooplankton sample work up
- Completed JASM travel closeout
- Scheduled Sickie Creek E fishing
- Update FY23/34 Water Workplan & Budget spreadsheet.
- Submitted application for Onekama Township Invasive Committee.
- Reviewed Portage Lake Management Plan final draft by PLM.

Field Work and Equipment Maintenance

- Calibrated Hydrolabs and eureka
- Completed May WQ sampling
- Received Hydrolab 4a in from service pH probe
- Received and set up new desktop computer
- Deployed new phone
- LRBOI-USCG GRS Validation exercise/spill response training.

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

- 5/2-Conservation Watershed Discussion (LRBOI & HMNF)
- 5/3-PLWF WQ committee meeting
- 5/4- Recreational water quality call
- 5/5- LRBOI staff meeting
- 5/6-PPG water work plan and budget discussion
- 5/10- GRS validation exercise
- 5/16-5/20- Joint Aquatic Sciences Meeting x 2 staff
- 5/24- Tribal region 5 water call
- 5/25- ATTAINS 101 Webinar
- 5/26- Monitoring freshwater snails webinar
- 5/31-PLWF monthly meeting
- 5/2/22: organized and led PLWf CLMP planning meeting.
- 5/3/22: PLWf WQ & Environmental Monitoring Committee meeting.
- 5/4/22: met with Armin and Mike to discuss/evaluate wetland parcels being considered for protection by PLWf.
- 5/5/22: EPA Grants webinar.
- 5/6/22: met with Allison and Zach to discuss FY 23/24 Water Workplan & Budget.
- 5/15/22: Joint Aquatic Sciences Meeting (JASM) Hydric Soils Workshop.
- 5/31/22: PLWf Board Meeting.

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Indoor Air Quality QAPP Revision 2.0 Updated
- Emissions Inventory Narrative updated.

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2

- AMS Site Checks x4
- Changed PM2.5 Filters x3
- Sent PM2.5 Filters to EGEL for analysis x3
- EGLE Ozone Annual Audit conducted and passed
- EGLE PM2.5 Semi-Annual Audit conducted and passed
- Ozone Audits X4

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

- SLT March Meeting, 5-25-22
- Region 5 Monthly Tribal Air Call, 5-26-22
- National Tribal Air Forum (virtual) 5/2/22-5/6/22
- Joint Aquatic Science Meeting, Grand Rapids MI, 5/16/22-5/20/22
- Tribal Food Sovereignty Symposium Marquette MI, 5/20/22-5/22/22
- NRD/Sugar Bush Breakfast Meeting Aki Community Center 5/14/22
- GRS Validation Exercise and Training LRBOI 5/10/22
- Sugar Bush After Action Meeting, Zoom 5/17/22

Additional Notes:

No Issues with Ozone or PM2.5, both passed their weekly (by-weekly) audits. MDEGEL conducted their Annual and Semi-Annual audits of the PM2.5 and Ozone, both passed their audits. One minor note is the PM2.5 is losing time due to an electronic/circuit issue. May was filled with meetings, travel, and training. All the travel and trainings were both informative and necessary. After two years or more of only online training it was very nice to be hands on again, as nice as online training is for information, you only really learn by being hands on and gaining real world experience.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Finalized and sent memo to Frank re private club planting wild rice near Houghton Lake.
- Reviewed R5 TWWG working group structure document language.
- Responded to Tribal Citizen's inquiries regarding plant IDs.
- Drafted map of phragmites at Sugar Shack parcel for ISN treatment workplan.

Field Work and Equipment Maintenance

- Worked with IT to install HoboWarePro on PC.
- Troubleshoot issues getting HoboLoggers to connect and be recognized by computer.
- Launched Hobo Logger with delayed start prior to deployment at Hamlin Lake.

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

- 5/2/22: NWQMC JEDI webinar on sediment monitoring.
- 5/3/22: MWRI Team meeting.
- 5/4/22: met with Audrey and Murielle from ISN to evaluate invasives on Devoe parcel.
- 5/23/22-5/27/22: MWA Wetland Delineation Training.
- 5/31/22: R5TWWG Program Summaries meeting/training with Jeanne, Rebecca, and Nicki.

Great Lakes Policy Program

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

May 2022
Steve Parsons

Meetings/Conferences/Trainings

- On May 3, 2022, I attended the quarterly board meeting of the Manistee County Community Foundation.
- On May 6, 2022, I met with Ken Ockert of GTEC, Inc. to discuss the status of our 2022 Road Construction Projects.
- On May 19, 2022, I participated in the Tribal Council work session regarding the proposed Biimadiiziwin Cemetery Ordinance, which is currently in draft form.
- On May 19, 2022, I attended a meeting via Zoom to discuss the hazard mitigation efforts of LRBOI and Manistee County. The focus of the meeting involved the areas of Hazard Identification and Mapping. The meeting was facilitated by staff members from Networks Northwest.
- On May 20, 2022, I attended the conference-call meeting of the Construction Task Force.
- On May 24, 2022, I attended the Executive Committee meeting of the Manistee County Community Foundation.
- On May 25, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, and the Hannahville Indian Community also participated in the meeting.
- On May 27, 2022, I attended the on-site progress meeting for the Food Distribution Center construction project.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and have been extended into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road began in early May 2022, and is expected to be completed by June 10, 2021. Once the road system has been completed, we will work on the remaining landscaping and other infrastructure (water, power) features during the early summer of 2022. An addendum to the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022.
 - Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established and has completed initial grading, installing the gravel base, and some paving. (The road project is on the same timeline as the Food Distribution Center building project. A second addendum of the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project

through June 30, 2022. The remaining work to pave the road will be completed by June 10, 2022.

- Roundabout Project: The preconstruction meeting for the Roundabout Project was held virtually on April 7, 2022. It was affirmed that the start date for the project will remain on July 12, 2022. The contractor was made aware that the dates of the LRBOI Pow Wow were moved to the weekend of July 16 & 17, 2022. The contractor committed to having staff available to direct traffic through the intersection on that weekend, particularly those people who are entering and exiting the pow wow grounds.

We are planning to have a meeting with LRCR management staff on June 16, 2022 to discuss various aspects of the roundabout project, including: timeline/schedule, traffic control and accessibility to LRCR, and coordination of necessary communication with LRCR's customers and the general public.

In addition, we are creating an information piece, including maps and directions for Tribal Government staff to use while the roundabout project is in progress. We plan to have this piece available and distributed by July 1, 2022.

- Additional 2022 Road Projects
 - Aki Maadiziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiiziwin housing project.
 - Public Safety Parking Lot: This project will involve the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced with standard concrete.
- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director, the Ogema assigned to me the responsibility of being the Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility. Due to continuing delays in the delivery of materials and equipment, the soonest the project will be completed is late September 2022.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
May-22

General Patrol	
Assist Citizen	2
Assist Motorist	
Assist Other Agency	7
City Assist	10
County Assist	21
Medical Assist	4
MSP Assist	3
Other Calls for Service	4
Property Checks	631
Suspicious Person	3
Suspicious Situation	2
Well-Being Check	5

Traffic/Vehicle	
Abandoned Vehicle	
Accidents	16
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	1
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	2
Suspicious Vehicle	3
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	2

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

Criminal Offenses

Animal Neglect	
Arrest	1
Assault	1
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	1
Death	
Disorderly	2
Domestic Disturbance	3
Drive-Off	2
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	3
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	1
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	16
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	3

Miscellaneous

Administrative Hours	266.25
Alarm	2
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	187.25
Civil Standby	1
Community Policing	4
Court Hours	2.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	10
Found Property	1
Lost Property	1
Meetings Attended	
Open Door	3
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	85
Total Reports	85
Training Hours	1.75
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4169
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
May-22

Administrative Hours	59.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	2
Contacts	2
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	282.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	7
Paper Service	
PR Activities	2
PR Activities Hours	4.5
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1424
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

May 8-13, 2022 Sgt Robles attended Annual National Conference NAFWS in Miami, FL.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
May-22**

Administrative Hours	201.75
Arrest(s)	1
Male	1
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	0.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	15
Contacts	198
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	1
Federal Citation(s)	
Hours Worked	417
Joint Patrol(s)	1
Marine Time	7
Meeting(s)	2
Meeting Hours	2.25
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	79
Snowmobile Patrol Hours	
Training(s)	12
Training Hours	60
Vehicle Mileage	1631
Vehicle Stops	
Verbal Warning(s)	1
Written Warning(s)	1

Training/Travel

May8-13, 2022 Officer Bruce and Gunderson attended Annual National Conference NAFWS in Miami, FL.

Tax Office
Valerie Chandler

Tax Department May 2022 Monthly Report

Staff: Valerie Chandler, Tax Officer
Tax Department Administrative Assistant - Vacant

During the month of May 2022, the Tax Department performed the following:

*Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
 - Michigan Department of Treasury letters to Tribal Members stating they are not qualified to claim Resident Tribal Member status
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for April 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 7 Certificates of Exemption:
 - Purchaser: 5 RTMs 2 Tribe/Entity
 - Purchase Type: 5 Vehicle 1 Recreational Vehicle 1 Burial Program
9. Reviewed 35 Tribal Member address and/or name changes; 14 required updating of the RTM list and database.
10. Processed 4 Proofs of Residency.
11. Processed 4 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs
 - Address changes of RTMs
 - RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for June 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,369 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for April, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed April 2022 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, Da J Wok, and Taqueria Diablos)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

*Variable Duties and Accomplishments:

1. Corresponded with and spoke with vehicle dealerships regarding Certificates of Exemption for Resident Tribal Members.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.

3. Prepared the announcement of the April Employees of the Month which included printing and displaying the certificates in the lobby.
4. Issued one Temporary Tribal Business Tax License to a performer who will be selling merchandise on Tribal property.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Tribal Members that received letters stating they were not qualified to claim Resident Tribal Member status.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager in updating OTP (other tobacco products) tribal member pricing.

Little River Casino Resort Interactions:

1. Corresponded with Resort staff regarding venue reporting.

Meetings / Trainings Attended During the Month:

1. Employee Staff meeting via Teams on May 5, 2022.
2. Employee Recognition Team meeting via Teams on May 5, 2022.
3. Tribal Council meeting via Zoom on May 18, 2022.
4. Participated in an interview for another department on May 17, 2022.
5. Met with the Chief of Staff as part of the Survey Work Group on May 24, 2022.
6. Attended a work session with Tribal Council on May 31, 2022 reviewing the results of the TEA employee survey conducted last year.
7. Attended a meeting via Zoom on May 31, 2022 with the owner of Taqueria Diablos regarding questions about the Tribal Tax and Revenue Administration Ordinance.

Statistics:

Total Registered Resident Tribal Members (RTMs): 258

- Manistee County: 247
- Mason County: 11

Monthly Tax Revenue*:

*April 2022 amounts received in May 2022

- Retail Sales Tax (Gift Shop) \$2,139.36
- Retail Sales Tax (Nectar Spa) \$22.89
- Retail Sales Tax (Trading Post) \$5,902.39
- Service Tax \$752.30
- Admissions Tax \$2,167.20
- Lodging & Occupancy Tax \$8,714.73
- Food & Beverage Tax (Little River Casino Resort) \$22,014.49
- Food & Beverage Tax (Sparks BBQ) \$1,299.95
- Food & Beverage Tax (Da J Wok) \$2,967.54

- Food & Beverage Tax (Taqueria Diablos) \$1,891.78

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

- Gasoline (includes eligible Government & Resort vehicles): \$7,139.68
- Diesel (includes eligible Government & Resort vehicles): \$147.34
- Cigarettes: \$8,805.28
- Employee (Government & Resort) Discount on Fuel: \$710.60

Tribal Member Tax Exemption Rates ("Discounts") for June 2022*:

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

- Gasoline: \$0.481/gallon
- Diesel: \$0.535/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

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

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
May 2022 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.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 77 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other Leads.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Responded to, read, and forwarded emails with information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
7. Assisted with a personnel issue with other Lead and HR.

8. Attended the regular monthly staff meeting.
9. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Coordinating a memorial service for our Elder Terri'ba for July 30.
2. Working with accounting/grants dept. on a numbers issue of the web/app grant. It was showing activity when I did not authorize it.
3. Visual aid editing on the new web/app from the two audio CD's.
4. Still working on recycling paper/cardboard for LRB.
5. Working with Marty Holdgren on Grand Rapids project.
6. Video shoot for our show Endaaying.
7. Produced lessons, recorded them and then posted them on face book.
8. Produced lessons, taught them and teaching about spelling and writing.
9. Teaching how to use a native language dictionary to the students.
10. Consultant to Interlochen Public Radio, Delta Dental, Mi. Nature Association, Grand Rapids public museum, Sleeping Bear Tours.
11. Answered Email & calls about language camp, language, culture.
12. Recycled for LRB Pharmacy.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
May 2022, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$13,044.53
Sewer	\$22,126.57
Irrigation	\$3,149.19
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,150.36
Septage	\$9,121.62
Other	\$35.25
Month Total	\$72,696.85
Yr. to Date Water	\$60,602.67
Yr. to Date Sewer	\$86,474.34
Yr. to Date Irrigation	\$10,392.91
Yr. to Date Fire Suppression	\$40,346.65
Yr. to Date Manistee Township	\$88,545.63
Yr. to Date Septage	\$33,233.76
Other Revenue	\$1,061.09
Credit	\$0.00
Yr. to Date Total	\$320,657.05

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 4,114,642
 - b. Ave Daily Flow Gallons 132,730

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,023,452
 - b. Daily Average Gallons 97,530

 - Effluent Gallons**
 - a. 3,381,864
 - b. Daily Average Gallons 109,092

 - Lagoon**
 - a. Influent 357,649
 - b. Daily Average Gallons 11,537

- 3. Septic Sewage**
 - a. Gallons 1,109,168

III. Travel and Trainings

What: MTERA Board Meeting
Who: Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: Hazard mitigation Planning
Who: Gary Lewis
Where: Online
Sponsored by: Mike Machen Manistee County

What: SDS Meeting I.H.S.
Who: Diane Kerr, Gary Lewis
Where: Gov Center
Sponsored by: I.H.S., Family Services