

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: December 8, 2017
Maanda Nji: Re: October, 2017 Operations Report

LBK

We respectfully submit the October, 2017 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

Accounting
Steve Wheeler

Little River Band of Ottawa Indians
Departmental Monthly Reports
October, 2017

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Finance Division

Steven Wheeler, Chief Financial Officer

October, 2017 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. **2017 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2017 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2017 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 2016 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2014. Work is in process on the 2015 Indirect Cost Proposal.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2018 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2016 audit took place May 15 - 23, 2017. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2016, has been issued to the Tribe with an Audit opinion date of August 18, 2017. The audit presentation took place Tuesday, August 29, at 1:00pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2017, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Pharmacy Renovation, Child & Family Development Center, Odeno-Fruitport Housing Project and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of October.***
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***Child & Family Development – \$3,125.63***
 - iii. ***Pharmacy Renovation - None***
 - iv. ***Odeno-Fruitport Housing- \$469,104.84***
 - v. ***2017- AKI 10 - \$216,500***
 - vi. ***Gathering Grounds -***
2. ***Cash Receipts; Daily cash receipts totaled for the month of October, were, \$557,188.69 the General Fund Operating Account had a total of (280) receipts.***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding. No Change.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***
6. ***Payroll: ADP system, currently review and approve at director level ongoing.***

7. **1099MISC.** – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.
8. **Trading Post - Monthly reconciliation** – Bank statement, on a monthly basis reconcile payroll and A/P checks.
9. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.

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Construction Task Force –Weekly Meeting - Thursday - review, US 31 Sewer Extension, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- **Lead Facilitator Meeting** – Several throughout the month
- **HR- Accounting Department / Staffing Review/Employee**
- **Family Service – Director Meeting**
- **Clinic / Budget Meeting – Director / Clinic Staff– Meetings**
- **Pharmacy Meeting- Director, Pharmacist**
- **HR – Applicant Reviews / Interviews, Employee Matters**
- **Finance – NGLC – Budget Review**
- **Department Revision – Organizational Assessment -Ogema**
- **Next Generation – Meeting – Accounting**
- **Odeno Budget – Commerce / Accounting**
- **Accounting – Staff Accountant – Job Description**
- **Accounting- A/R Module review, Justice Center**

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – A/R Module, Casino-Trading Post, Job Description

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of November.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received four modifications for the following grants: 2017 IHS Self Governance additional funding in the amount of \$2,245; MDHHS Child Abuse & Neglect yr. 2 funding in the amount of \$50,000; 2016 BIA Self Governance additional funding in the amount of \$35 and 2017 BIA Self Governance additional funding in the amount of \$8,509. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received six new grant: 2018 VOCA Crime Victim Assistance in the amount of \$153,900 for the time period of 10/1/17-9/30/18; Great Start Readiness Program in the amount of \$110,112 for the time period of 10/1/17-9/30/18; ITC Tribal Opioid Use Disorder Prevention in the amount of \$43,709 for the time period of 10/1/17-9/30/18; Dept. Justice OVW Discretionary grant in the amount of \$450,000 for the time period of 10/1/17-9/30/20; 2017 Family Violence Prevention in the amount of \$17,454 for the time period of 10/1/16-9/30/18; ITC Adult Mental Health Block grant in the amount of \$143,900 for the time period of 10/1/17-9/30/18.*

Grant Program booklets were created and electronic folders were set up. Documents were scanned to the electronic folders and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe.

The Budget Coordinator was given copies of these new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

13. Had Larry sign the award documents for the ITC Adult Mental Health Block Grant and mailed them to ITC.
14. The new Food Commodities Supervisor was hired so I've been working with him to get him up to speed on the grant and go over any questions he may have.
15. Met with Don MacDonald to go over the expenses for the ITC Tribal Health Behavioral Implementation Tele-Psychiatry grant to see if any of the expenses were coded incorrectly to any other program.
16. Prepared the refund paperwork for the ITC Honoring Our Children grant in the amount of \$14.58.
17. Prepared the refund paperwork for the 2015 Family Violence Prevention grant in the amount of \$331.86.
18. Updated the Tribes information in the SAM System that needs to be done Annually.
19. Updated the password in the SAM system that needs to be done every 90 Days.
20. Updated the password in the Dept. of HHS PMS that needs to be done every 90 days for the "B", "P", and "G" accounts.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with the Ogema and Leads on 10/2/17, 10/17/17, 10/31/17.
3. Met with TC and Enrollment on 10/3/17.
4. Met with the Grant Writer and HR on 10/3/17.
5. Met with Steve, Bill, Lani and Dale on 10/4/17.
6. Met with Don MacDonald on 10/4/17.
7. Met with Frank Figgels on 10/10/17.
8. Met with the Housing Department and HR on 10/11/17.
9. Attended the Directors meeting on 10/12/17.
10. Met with Jessica Wissner and Nancy on 10/17/17.
11. Met with Frank Beaver on 10/18/17,.
12. Met with Unified Legal on 10/18/17.
13. Met with Bill and Yvonne Theodore on 10/18/17.
14. Met with Ken LaHaye on 10/19/17.
15. Met with Michelle Pepera and Frank Figgels on 10/19/17.
16. Met with Chuck Fisher and HR on 10/20/17.
17. Met with HR on 10/25/17.
18. Met with Larry on 10/25/17,.
19. Met with Ken LaHaye on 10/27/17.
20. Met with Jessica Wissner on 10/27/17.
21. Met with Larry, Mary, Leads, Don MacDonald and Keith on 10/31/17.
21. Met with the Leads on 10/31/17.

Trainings Held/Attended

Specials Tasks/Activities Performed

1. Sat in on the Food Commodities interviews on 10/10/17.

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 621 payroll checks through ADP.
2. Verified 34 PAF's this month which included 10 new employee(s), and 9 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 9/1, 9/15 and 9/29.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Unum deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following months invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 9/1, 9/14, & 9/15 – Benefit reconciliation with Kathy.
2. 8/31 – Overview call with ADP.

Trainings Held / Attended –

1. 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 the ADP system.
5. Processed the October 1st per capita payment on September 29th, printed necessary reports for the payment and made the tax deposit for the voluntary federal withholding.
6. Created import file for health insurance rate changes due to administration fee suspension and imported the file into ADP to update health benefit accruals.
7. Provided all requested information to Unified Legal for a pending lawsuit.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating a quick reference guide for payroll as necessary.

4. Training payroll backup for ADP payroll processing.
5. Working with Kathy on reconciling benefits for life, health, dental, and vision.
6. Completed bi-annual certifications of personnel costs and provided to program supervisors/directors for review and approval.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
3. Reconciliation of benefits for the month of October with Mutual of Omaha.
4. Determine member eligibility for the December 15th per capita payment.

ACCOUNTS PAYABLE

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

10/30/17 –General Safety Training

10/31/17 –Fire Hydrants Training

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. 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. 10/2 sent out RFP's for plumbing, electric, hvac, and mat services.
2. 10/2 revised travel forms to reflect revised 2018 per diem rates.
3. 10/04 shared building expense meeting with CFO and Budget Coordinator.
4. 10/4 revised janitorial RFP and sent out.
5. 10/9 Attended EDC, renewable energy meeting with TC.
6. 10/10 sent out RFP for pest control.
7. 10/11 changed dumpster at WWTP from 4 yard to 2 yard. Canceled 30 yard.
8. 10/12 put together 2018 requisitions.
9. 10/12-10/18 put together folders for 2018.
10. 10/12-10/18 obtained 2018 maintenance agreements for Government and Aki Building. Forwarded agreements to legal for review, and put together agenda packets.
11. 10/12 edited and sent out General Maintenance Contractor RFP.
12. 10/17 Presenter at Principles of Entrepreneurship Class on Indian Preference.
13. 10/18 drafted material for upcoming 2017 Purchasing and Procurement training for staff.
14. 10/18 meeting with sales rep from Republic Services. Negotiating contract pricing for dumpsters and environmental pricing for short term requests.
15. 10/25 meeting with Rose Pest Control.
16. 10/25 meeting with Nicolas Rep. Retiring, introduces new representative. Reviewed RFP requirements.
17. 10/25 Financial Audit RFP evaluation.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 406 packages.
2. Issued 182 receiving reports.
3. Returned 3 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Working on finalize FY2015 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for October, 2017, are \$1,011,864, compared to an annual budget of \$1,241,213. Total expenses for the Finance Division for year to date October, 2017, represented 82% of the total annual budget.

Commodities
Ken LaHaye

Department: Food Distribution Program

Yvonne Theodore and Ken LaHaye/October 2017

1 Department Overviews:

Goals and objectives:

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

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

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

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

Provide notifications of bonus items for our clients from the USDA.

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

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

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

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

2 Department Report Section:

Y. Theodore and Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Y. Theodore and Ken LaHaye submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore, Ken LaHaye & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore rotated frozen food in freezer

Y. Theodore, Ken LaHaye & L. Jackson filled food orders

Y. Theodore & L. Jackson waited on clients & loaded food in their vehicles

Y. Theodore resubmitted 2018 budget in August do to retirement

Y. Theodore order food for warehouse for October

Y. Theodore placed an order for shed to hold snow blower

Y. Theodore showing Ken L job on commodity department

Joseph VanAlstine Midwest Region President came to meet Ken LaHaye at our department

Y. Theodore and Ken LaHaye ordered fresh produce for warehouse for November

K. LaHaye worked on getting registered with USDA

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

October 2017 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 4 students received LRBOI/JOM activities funding totaling \$400 4 students received school clothing checks late, totaling \$1200. 1 student requested 12th grade computer totaling \$1000
- Higher Education Scholarship: 10 Higher Education Scholarships were processed for October. Total awards were \$21385.00 providing assistance to 2 university students and 8 community college students. Awards went to 7 women and 3 men.
- College Book Stipend: 9 book stipends were awarded during the month of October totaling \$3900. 3 for being enrolled in 4-8 credits, 6 in 9+ credits.
- Vocational Assistance Award: 1 student totaling \$4000
- Miscellaneous Information: processed many Michigan Indian Tuition Waivers, and took numerous phone calls and emails. This time of year includes much telephone correspondence between various college financial aid offices and this department, and also general information provided to potential students. This month we began preparing for a snowshoe class which will be held sometime in late winter or early spring. This month the second of two moccasin making classes were held, with 14 people attending. Education also worked with Bedabin Behavioral Health on the Halloween party held at Aki Maadiziwin. A third moccasin making class has been planned for November 18th to be held in the Muskegon offices.

During the month of October the following meetings were attended:

October 3- Budget Review, Tribal Council, Yvonne Parsons attended

October 8- Membership Meeting, LRCCR, Yvonne Parsons and Debra Davis attended

October 10- Meeting with Kenny Pheasant Regarding Orange Shirt/Boarding School, Yvonne Parsons and Debra Davis attended

October 12- Directors Meeting, Tribal Council Lodge, Yvonne Parsons attended
October 25- Confederation of Michigan Tribes Education Directors Meeting,
Lansing, MI, Yvonne Parsons attended
October 27- Trunk or Treat, Aki Maadiziwin, Yvonne Parsons, Debra Davis
attended

Budget Expense Justification Activities performed and services rendered fall
within budgeted items for the 2017 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

October Monthly Report - 2017

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

To assist all tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal I.D.s, Per Cap Information, Direct Deposits, Cancellations and performing any other duties that make the department run smoothly.

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

To continue to update the Per Cap data base.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses.
- Enter new individuals in the Per Cap Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings

Duties Performed

- Mailed out: 5 Applications forms for people seeking membership
- Mailed out: 28 Address change forms
- Created 50 New and Replacement Ids from 10/01/2017 through 10/31/2017
- 184 Addresses changed from 10/01/2017 through 10/31/2017
- Final Rejection Letters: 3
- Final Acceptance Letters: 3
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 5
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 4 Applications received since 09/01/2017
- List Request of membership: Tax Officer, Public Information, Tribal Court, Election Board-2, Elders Committee-2, Family Services
- Label Request of membership: Public Information, Election Board, Ogema, Elders Committee
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Members Assistance
- Department Verifications:
 1. Prosecutor 50
 2. Members Assistance 39
 3. Purchased and Referred Care 156
 4. Family Services 2
 5. Casino 1
 6. Election Board 2
 7. Human Resources 2
 8. Natural Resources 2
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 5 Members passed away for the Burial Fund Money
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 490 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Budget Meeting with Tribal Council October 3rd
- Membership Meeting October 7th
- Went to Tribal Council Meeting-Regulations on Agenda October 11th
- Director's Meeting October 12th

- Met with HR October 17th
- Commission Meeting October 30th

- Total Membership: 4,242
- Total number of Elders: 1,300
- Total number of Adults (18-54): 2,542
- Total number of Minors (0-17): 400
- Total Tribal Members living in:
 - 9 County Area: 1,783
 - Outside 9 County Area: 2,388
 - Michigan: 2,799
 - Outside Michigan: 1,372
 - Undeliverable Addresses: 71

Family Services
Jason Cross

Family Services Department

October 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	3
Muskegon	1
Mason	1
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	3
Total	8

Open Cases.....25

Total number of Tribal members served in open cases: 21

Total number of descendants served in open cases: 6

Total number of individuals served in open cases: 36

Cases Management:

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	1				1					3
Sandra DeVerney Intakes	1				1					3
Sandra DeVerney Open Cases	1									
Stephanie Persenaire I & R's	1	1								2
Stephanie Persenaire Intakes		1								
Stephanie Persenaire Open Cases		1								
Amanda McQueen I & R's										
Amanda McQueen Intakes	2									
Amanda McQueen Open Cases	1			1	1					3
Worker Monthly Totals	7	3	0	1	3	0	0	0	0	11

**LRBOI Victim Services Program Oct. 2017
Monthly Summary**

➤ **Advocacy/Case Management**

- Current Open Cases: (1) New Intake(s), (3) Cases closed, (9) Current Open Cases
 - Provided: utilities, ed. material, transportation, daycare, legal assistance, judicial advocacy, referrals to community resources, and rental assistance.
- Attended 2 court hearing
- Had 9 client face to face meetings

➤ **Collaboration Efforts**

- LRBOI's task force 10/10
- Kent Co. task force 10/26
- Renewed COVE MOU 10/31
- Renewed Center for Women in Transition MOU 10/27
- Renewed Legal Aid of Western MI MOU 10/27

➤ **Travel & Training**

- 12th Annual Gov-to-Gov OVW Consultation 10/2-10/4
- #Stop This Traffic Conference (Human Trafficking) 10/6
- Teen Dating Violence Seminar 10/22
- VOCA FY2018 Administration Training 10/30

➤ **Outreach/Education**

- DV Clothesline Project
 - Radio interview on 10/11
 - Paper interview on 10/10
 - Television interview on 10/16

➤ **Grants**

- Completed budget modification for the new OVW 2017 grant, grant manager submitted it into GAN on 10/25
- OVW FY2014-17 budget modification was approved on 10/2
- Accepted VOCA award \$153,900 FY2017-18
- Accepted OVW award \$450,000 FY2017-20
- Accepted FVSPA award \$17,454 FY2017-18
- Completed VOCA FY16-17 quarterly report 10/24

Next Generation Learning Center October 2017

Enrollment Statistics:

Children are currently enrolled and “active” within NGLC at either a full time or part time capacity.

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	16	6	11	1	5	3
Toddler Classroom (2-3 years old)	18	3	14	3	3	5
3-Year-Old Preschool	16	8	9	1	0	1
4-Year-Old Preschool	20	13	4	4	2	2
School Age (5-12 years)	17	0	17	6	1	3
Totals	85	33	52	16	11	14
Percentages		39%	61%	19%	13%	16%

5 Families have received full time employment since the opening of NGLC	20 Children are supported by CDC funding.
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Current Center Happenings:

- Kenny Pheasant continues language curriculum with our 3 and 4-year-old preschool classrooms each Monday
- NGLC will work with LRBOI Workforce Development
- An Environmental Inspection was completed and passed on 11/8/17
- We continue to work with Michigan Department of Education and CDC for payment.
- Great Start Collaborative has implemented their Friday playgroup at NGLC for Onekama, Bear Lake, and Brethren/Kaleva which are held at NGLC on the second Friday of the month.
- Manistee ISD continues to see children with developmental delays and do therapy within classrooms.
- NGLC received the star rating of 4 stars out of 5 through the Great Start to Quality; Michigan’s rating system for quality childcare.
- NGLC held its first Parent Advisory meeting on Thursday November 3rd. Eleven Parents participated
- NGLC Preschool Classes will collaborate with Ramsdell Theatre on November 14 for a field trip to hear a quartet instrument concert
- Manistee Leadership Class will tour NGLC on Wednesday November 15 for part of education day-we will represent Early Childhood Education.

October 2017

Highest volume days/hours (morning or afternoon): Monday; afternoons

Comments: Records beginning on October 26, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
10/2	10/3	10/4	10/5	10/6
10/9	10/10	10/11	10/12	10/13
10/16	10/17	10/18	10/19	10/20
10/23	10/24	10/25	10/26 1 member N, R	10/27 1 member S
10/30 4 members A, G, C, S	10/31 2 members S, R			

Departmental Monthly Events & Needs

Meetings:

HSCB – 10/3/2017

Rotary tour – 10/5/17

Membership meeting – 10/7/17

Frey Foundation photo shoot – 10/16/17

Travel and Trainings:

OVW Consultation (Arizona) – 10/2/17 – 10/4/17

Tribal State Partnership (Sault Ste. Marie) – 10/18/17 – 10/19/17

Annual Child Abuse Conference (Plymouth) – 10/22/17 – 10/24/17

Court

LRBOI – 3

Mason County - 1

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: October 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

1. I will soon be retiring – my last day of work is expected to be January 5, 2018; however, that is not yet official. Aside from addressing everything that arises day-to-day, between now and then, I will be working on cleaning up paper and computer files: hope to be comfortable with the outcome of the process before my departure.
2. The Grant Writers position has been posted. The position will be managed through the Accounting Department. Tammy will become the department's director (although perhaps not under this specific job title).
3. Throughout the month of October, I have been working with Steve Parsons on the 2017-18 Tribal Transportation funding opportunity that will be written to create a pedestrian underpass (under US31). This will virtually assure pedestrian safety at the US31 and M22 intersection and will serve the community well into the future. The deadline for the grant application is December 11, 2017. Preliminarily, the grant request is expected to be more than \$600,000.00. No match is required but "matching" is recommended as this assures more points (the formula for this point award was not shared with the tribes expected to respond to the RFP. At this time, it appears that the proposal development is on schedule to meet this deadline.

IV. Other duties and activities performed during the month of October 2017:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared approval package for that Warriors Society designed to facilitate the donation of \$4,000 to the VFW.
- Facilitated the purchase of a "Warriors" ring through the Historic Preservation Department for future display.

- Worked variably with different tribal departments/representatives to entertain and/or develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any/all mandatory meetings/other meetings that I was invited to attend.
- As possible, attended Anishinaabemowin Classes on the regular Friday schedule.
- Attended the Membership Meeting representing the Warrior's Society – this was in place of the regular monthly meeting. Donation was made to the Elders Meals Program on behalf of the Warrior Society.
- As a Commission member, I attended October's Enrollment Commission meeting (which may be the last meeting of the year).
- Continued to pursue self-education efforts related to grants development and/or personal/professional development: this includes participation in the tribally sponsored entrepreneurial class.
- I also took a little more time off than usual in a personal effort to make sure that my healthcare is up to date as much as possible before retiring - expect this to continue through the end of the year. Have been managing my time off so as to reasonably comfortably with converting health care insurance coverage through Medicare versus the BCBS program sponsored by the tribe.

V. Budget Expense Justification, FY2017 Budget & FY2018 Budget Introduction:

There are no 2017 grant department budget matters/issues/justifications to report. The department is well under the annual budget. The Department has submitted the 2018 departmental budget which has been substantially reduced even further as compared to the 2017 budget. I expect that this will be further adjusted once the changes in the Grants Department occur.

VI. Travel and Training: No travel/training to report for the month of October. As the end of the year approaches, it can be further reported that no travel/training was accessed by the Grants Department over the entire course of 2017. However, I have been attending the entrepreneurial class sponsored by the Little River Band of Ottawa Indians. Classes have been ongoing for some time now and meet regularly for about 2.0 hours on Tuesdays and Thursdays. The overall course is scheduled to end before Thanksgiving. I have been using PTO time in order to accommodate these classes.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Don MacDonald, Director of Health Services
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor

Date: November 7, 2017

Re: OCTOBER 2017 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of October 2017. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

October 4th, 18th, and 25th, 2017 – Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor participated in our biweekly call with personnel from Forest County Potawatomie Insurance Department to discuss third party billing, Medicare Like Rates, and 506 Recovery.

October 2017 – Don MacDonald, Director of Health Services continues to meet on a weekly basis with Chief Pharmacist, Keith Jacques, and Health and Family Services Lead, Dale Magoon to discuss ongoing pharmacy development needs.

October 4, 2017 – Don MacDonald, Director of Health Services, met with Grant Administrator, Tammy Bowen, to provide closeout information on phase I of the Tele-Psychiatry Grant.

October 7, 2017 – Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, Teresa Koone and Roberta Davis, Patient Benefit Coordinators, and Krystal Davis, Intake for Be-Da-Bin represented the Health Services Department at the Membership Meeting informational table.

October 7, 2017 – Don MacDonald, Director of Health Services, attended the Fall Membership Meeting, provided a brief update on the Tribal Pharmacy and responded to questions from the membership.

October 10-12, 2017 – Don MacDonald, Director of Health Services, attended the Fall Tribal Health Directors Meeting in Petoskey.

October 12, 2017 – Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor attended a work session with Tribal Council, Jason Cross, Family Services Director, and Linda from 44 North to discuss the Elders Insurance.

October 17, 2017 - Traditional Healer seen clients/patients through Be Da Bin Behavioral Health.

October 19, 2017 – Gina Dahlke, PRC/EHAP Supervisor and Don MacDonald, Director of Health Services had a phone conference with Rosalind Johnston, the Director of Health Services at Nottawasepi Huron Band of Potawatomi regarding referrals.

October 23, 2017 – Don MacDonald, Director of Health Services, met for the monthly meeting of the LRBOI Health Commission.

October 27, 2017 –Krystal Davis, Be Da Bin Intake Worker, hosted the Annual Halloween Trunk and Treat Event. There were 161 participants at this event.

October 30, 2017 – Julie Dixon, D.O., Medical Director, Maxine Lipon, D.O., Clinic Physician, Deb Najdowski, R.N., Clinic Nurse, Joan Schmidt, R.N., Clinic Nurse, Amy Doering, Medical Assistant, and Juanita Antoine, Receptionist attended the General Safety Training in the Lodge.

October 30, 2017 – Health Services Staff and Pharmacy Staff attending a meeting to discuss Pharmacy related matters in transitioning patients to our Pharmacy.

Forest County Potawatomi Insurance Department filed 112 claims on behalf of Little River in the amount of \$22,586.27.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, was out of the office for at least 2 weeks due to being ill. The Tribal Opioid Treatment and Recovery Grant with ATR IV extension; the Tribal Opioid Prevention Grant; and the Mental Health tele-psychiatry Grant all started on October 1, 2017. Dottie was able to attend meetings for Northern Michigan Recovery Residences (NMRR) and the Manistee County Substance Abuse Education & Awareness (SEA) Committee. Sujean Drake, Mental Health Counselor, began the tele-psychiatry appointments with Dr. Hawley, through Pine Rest. This has kept her very busy with evaluations and starting the clientele with the process. Krystal Davis, Intake Worker, works with the Traditional Healer and is also doing patient registration as needed in the Health Clinic. She is also taking college courses.

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

CLINIC OPERATIONS:

271 patients scheduled

32 patients NO-SHOW to scheduled appointments

07 patients provided SAME DAY appointments for emergent matters**

54 cancelled appointments

192 patients attending CLINIC PHYSICIAN appointments**

23 patients PHONE TRIAGE**

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

69 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 617

Diabetic patients: 59

Flu Vaccines: 05

Injections: 05

Nursing Visits: 02 **

On-site Labs: 126

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,936

DIRECT CALLS TO CLINIC OPERATIONS: 584

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 795

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELING:

16/10 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

116 CLIENT CONTACTS FOR SERVICES

109 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 141

MENTAL HEALTH COUNSELOR:

34 INDIVIDUAL CLIENTS

78 CLIENT CONTACTS FOR SERVICES

162 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 79

INTAKE WORKER:

30 CLIENT CONTACTS FOR SERVICES

139 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 30

TRADITIONAL HEALING: 8 INDIVIDUAL CLIENT CONTACTS (6 no shows)

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 09

TRAVEL HOURS: 41

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 10

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$181,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2531

TOTAL PRC PAID IN OCTOBER: \$ 120,998.32

PHARMACY/OTHER: \$ 36,029.40

DENTAL: \$ 13,045.29

TOTAL PATIENTS: 257 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 470

TOTAL CLAIMS ENTERED: 529

TOTAL PRC PAID 2017: \$ 959,920.44

TOTAL EHAP PAID IN OCTOBER: \$ 60,218.54

TOTAL EHAP PAID 2017: \$ 381,944.53

TOTAL ENROLLED EHAP/LRBOI: 1278

MEDICARE LIKE RATE (MLR) Savings for OCTOBER 2017

Claims submitted: 26 \$ 34,512.00 (total submitted)

-\$ 6,991.75 (what we paid)

\$ 27,520.25 (total savings)

PATIENT BENEFIT COORDINATORS: OCTOBER 2017

New Applications mailed or given: 7

Reassessments mailed or given: 247

Follow up mailings: 72

Certified mailings: 71

Enrollment Verifications: 141

Assisted with on-line applications: 2

Webinars/Trainings: 0

Patient Registration: Roberta and Teresa each perform this function 2 days a week.

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For October 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nicholas Berentsen – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A. The Housing Department had an Occupancy Rating of 100% for October.**
- B.** The development of 10 more Fair Market housing units at Aki continues to move forward. The Housing Department performed a walk thru with the contractor on October 26, 2017. We were pleased with the quality of the construction and the contractor was very cooperative regarding our questions and concerns. On Friday October 27, 2017 the keys were turned over to the Housing Department in preparation for rental. The Housing Department is now making arrangements for the purchase and installation of window treatments, appliances and the mail boxes.
- C.** Council developed the criteria for another waiting list specifically for the 10 new fair market rentals at Aki. This waiting list is to give priority to current Income based households whose rent will be equal to or greater than the new Fair Market rental rates they established this month.
- D.** Council approved changes to the rental rates for our current Fair Market and Income based rentals at Aki and in Manistee. The rent increases will become effective February 1, 2018. The Income based rent will become 20% of the Household Income less deductions and the Fair Market units will be increased by \$75 each.
- E.** Council also set the new Aki 10 fair market rental rates at \$625 for a two bedroom and \$675 for a three bedroom effective immediately.

- F. The Housing Department attended the Fall 2017 Membership meeting where we answered membership questions and provided information on our Housing.
- G. Tribal Council also approved changes to Chapter 1 of our Housing Regulations and the Department sent out a notice of the changes along with the revised Chapter One regulation to our Tenants.
- H. The Housing Department submitted to the HUD our 2018 Indian Housing Plan on October 16, 2017 which was due by October 18, 2017
- I. During the month the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 7
 - New leases: 0
 - Annual Inspections: 5
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 0
- J. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 2
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$4,833.00
 - Total Number of Awards made during the Year: 16
 - Total Amount of Awards for the Year: \$66,546.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 6
- C. Notice(s) to Vacate or Renew: 1
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 64 rental units in total of which all 64 are rented giving us an occupancy rating of 100%.

- A. Aki has 57 income based rental units of which 57 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki also has 12 fair market rentals and 12 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

1. Construction completion of three of the new fair market rentals at Aki.

VI. Plans for the Future.

- A. Complete construction of the remaining 7 Fair Market Rental units at Aki maadiziwin in December 2017.
- B. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC). Our consultant, Travois, informed us they were submitting our application on September 29, 2017.

VII. Other Information

- A. None**

End of Report
Frank Figgels, Housing Director
November 2, 2017

Attachment: October 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 10-2 Receipts, Daily logs, End of month paperwork
Ordered Ignitor for ~~elover~~ @ 148 Ford
Organize shop area for Salt and Ice melt stored Salt & ice melter
Filled rutts along Road on hillside, installed infrared
sensors on garage Door @ 2594 IC

Date 10-3 Replaced Toilet Fill Valve @ 230 9th Turned in
Salt receipt + work order
Filled + Leveled Rutts

Date 10-4 CLEAN- KUBOTA WARE AREA CLEANED- WOOD SHOP
Created Material list for Deck @ 148 Ford
Filled along Drives + lots
got Quote for Compressor to Do water lines @ Paulhorn
Dropped off Toyota @ Rogers shop

Date 10-5 Replaced Sprayer handle base Kitchen, Replaced
Toilet seat bolts @ 2690 OC, Trimmed Brush line
along Ditches, Removed Invasive tree/shrubs
Staked lots for Plowing

Date 10-6 Took Down and stored Canopy for Playground
Reprogrammed thermostat and turned on Fireplace @ 2723 OC
Continued trimming bushes along Drive, Drained oil from
Toro, Picked up oil/Filters for Toro, clean shop area
Repaired heater control Knob + switch in Bathroom shop

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 10-9 Receipts, Completed w/o's Filled crankcase Toro new oil filter, Picked up compressor Closed Pavilion for season, Repaired Blinds @ 2690 OC

Date 10-10 Put out Dumpster sign signs, disposed of waste oil, cleaned shop Bathroom, updated maps
Took care of trash @ Pavilion, check mailboxes for #'s corrected ones missing, Measured blind head and found replacement for 2690 OC gave info to MP

Date 10-11 Mandatory PTO meeting, Checked Furnace @ 2714 OC Pressure Limit switch Code, contacted Custom, Cleaned and organized Cree truck scheduled Microwave install for 10-13 @ 2pm @ 2640 OC
Threw items from trailer into Dumpster

Date 10-12 REPAIR KUBOTA L5740 DOOR LOCK - SCRAPE RUST
PRIMER L5740 FLOOR Replaced 90° Elbow in Furnace exhaust @ 2721 IC, Picked up Toyota from Roger
Cleaned tools, organize, clean shop area

Date 10-13 Checked exhaust repair for leaks, no leaks reinstalled insulation and excess panel @ 2721 IC, cleaned gutter + Lot @ Shop check sumpump operation @ 2678 IC Working Fine
Installed new blind on slider @ 2690 OC, Got Quote for New wiper blades for Both trucks + Tractor

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 10-16 greased & packed bearings on utility trailer
took tree down @ PAINT FLOOR OF TRACKER & CLEANED
CLEAN & PAINTED RECEIVER FOR BOSS SALTER STARTED REMOVING
BRUSH & TRKS TO CLOSE TO HOUSES

Date 10-17 Found info for Limit switch gave info to MP to order
Part needed for wall heater in Bathroom @ shop, found info
for logic board gave info to MP to order for garage door opener @ shop
Removed old Flags, Replaced Broken wiring and lights on
utility trailer, Measured opening for fridge gave info to MP to order
@ 2591 OC

Date 10-18 CLEAN 6" JOINTER, WAXED BRGS ALSO TURNED BRGS
CLEAN CIRCULAR SAW WAXED BRGS. & CLEANED BLADES
Replaced toilet Flapper / seal @ 2698 OC
Picked up receipts from Sears and gave to MP
Turned in Quote for Wiper Blades Both trucks & Tracker

Date 10-19 Cleaned gutters @ shop, cleaned & checked
power equipment in wood shop, Removed trash and cardboard
from shop, checked with Carter for House # plaques
put up 2 new Flags

Date 10-20 Clean & organize shop area
Move out Inspection w/ Chad @ 2644 OC
Clean & organize tool Bag
Repaired heater (bathroom) in shop

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 10-23 Picked up new wipers for trucks + tractor installed
wipers, submitted receipt to MP, Receipts completed work orders
Repair leak in tub drain @ 2615 OC Ordered Bifold track for
Laundry Area for 2690 OC Repaired shelf bracket @ 2678 IC
Ordered ADA shower threshold, ordered # sets for Houses

Date 10-24 Replaced GFCI outlet for water heater @ 2589 OC
Sign Prototype, Clean + organize shop area, tools

Date 10-25 Reinstalled siding @ 2645 IC
started making signs for Houses
Clean / organize screws, nails, Hardware, shop area
Cleaned up wood shop

Date 10-26 Repaired Exhaust Fan in bathroom Downstairs, tightened
ceiling fan Mount, changed lock set plunger @ 2631 IC
Did punch list walk through @ 3 new units OC
Painted signage for House #'s
Adjusted Garage Door track and weather strip, replaced
Access panel to Attic @ 2605 OC

Date 10-27
Replaced Microwave, worked on plagers
Cleaned out Drain @ 2685 IC

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources

Nancy Malory

HUMAN RESOURCES DEPARTMENT

October 2017 MONTHLY REPORT

Hiring/Recruiting October 2017:

Displayed on Tribal Recruiting Spread Sheet.

In October the Tribe had fourteen (14) open positions, two employees resigned from service and eleven (11) offers were made. All recruiting is in accordance with Ordinance #11-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works, Handshake (college sites that include the states of MI, IN, IL, OH, NB, WI) and organizations specific to the position. The tribe has utilized Craigslist, Linked IN, National Grant Writers Association, Manistee Chamber of Commerce and others coordinated with the Department Leaders. Currently only the Comptroller General position is open more than 90 days. The Tribal Council will be interviewing three (3) candidates on Thursday, November 9th.

Human Resources Statistical Reporting:

Excel Spread Sheet provided.

The tribal demographics is 50% Tribal Members and 63% inclusive of Tribal Descendent and Native Americans. Tribal Leadership is 59% Tribal Members. The highest percentage (21%) of employees are under one year of service, with 14% in the 16 to 17 years of service.

Special Projects: Job Analysis/ Job Description

Human Resources is finalizing with Department Directors:

1. Update Job Descriptions to include wages, Reports to (Add Leaders), Organizational Charts (Add Leaders) and job responsibilities.
2. Review Wage Structure Chart

HR has met with department directors to determine any additional responsibilities by job and revisions to the Department Org Charts. Some job descriptions have been sent to Valiant for review. The response has been noted in the updates. The job analysis project will result in updated job descriptions (if needed) for every position in Tribal Government.

Following the job description update, the next step will lead into the final phase of the HR staff meeting with the department leaders and the Ogema to review the job descriptions and discuss compensation.

Benefits

After an employee survey it was determined AFLAC will be the Tribes Supplemental Insurance Provider. If an employee had to assume the individual responsibility of payment for AFLAC they can revert the payment through payroll deductions effective the first payroll for 2018.

Tribal Benefits Representatives will be on site from 10AM to 2PM November 8th and 9th for Supplemental, Health, Dental, Vision, Flexible Spending Accounts Information, and 401 (K) with information. The Open Enrollment has been coordinated so as to not disrupt the tribal services. Benefits information for the 2018 Program year is available on the L Drive with hard copies in the HR

Department. Open Enrollment period will close December 11th. Any changes must be received by the Benefits Administrator at that time for it to be effective for the 2018 Program year.

Training

Tribal First was on site October 30th and 31st to provide Safety Training to Tribal staff. HR, along with TPD Chief met with Tribal First to discuss the tribes Emergency Action Plan. Information shared:

1. The tribe has assigned Natural Resource Leaders to implement the Emergency Action Plan.
2. Tribal First has provided the CFO with information about the Emergency Action Plan.

HR has coordinated with the Casino HR “101 Things Managers & Supervisors Need to Know About Tribal Employment” facilitated by Attorney Rick McGee for December 14th and 15th in the Three Fires Conference Center. The Tribal HR will coordinate costs with the Casino HR for finger food in the morning and afternoon. The agreement document has been reviewed by Unified Legal and determined to set it up as an expense item.

The Ogema is reviewing the list of exempt positions to determine who will attend. The Food & Beverage Department is requesting a head count.

HR met with Israel, Austin and Lee Iverson from the casino to discuss the opportunity to build a database of information that will be utilized for Department Leaders, HR Staff, and the Ogema. Information, once entered in the set up phase, will include

- Employees job title, performance, and development
- Reports utilizing the information entered to review staffing, development, and preference.
- Training for jobs and enhancement in leadership skills, CEU's for professionals, safety, etc.
- Discipline actions (Electronically coordinated to each respective person involved in the action)
- Employee Evaluations- The database provides tools to develop evaluations based on performance, 90 day evaluations, 360 from surrounding peers, team projects, and leadership.
- The Casino is offering the database with training to both employees and leaders, assistance to IT in set up, and ongoing help as needed.
- All this at no cost to the Tribe.

Time & Attendance HRIS

The Tribe utilizes ADP for time and attendance, payroll and limited Human Resources information. With the new Benefit year HR is coordinating with Payroll for proper set up of benefits.

New Hire Orientation

Effective Monday, November 6th, the New Hire Orientation is set up to provide the new employees with the tools needed to understand their role with the Tribal Government. The orientation will begin at 8AM and end after a pizza lunch at 1PM. The general set up is:

1. An opening prayer
2. Employee Handbook policy and procedures
3. Department Structure and contact information for their reports to.
4. Job Description and performance expectations.
5. Complete their benefits documentation
6. Tribal History

7. IT set up to begin their services
8. Set up time keeping access and review attendance policy.

We look forward to providing the right information for the new hire to succeed.

Background Policy

Unified Legal, Tribal Police Department and HR continue to update the Background Policy. It is scheduled for Ogema approval by the end of November.

Salary.com

The Wage Structure is the current tool the tribe utilizes to gage compensation for positions. The ranking method of evaluating are arranged from highest to lowest in order of their value or merit to the tribe is based on judgement of skills, effort (physical and mental), responsibility (supervisory and fiscal), and working conditions. The most recent salary update is 2015.

Salary.com is a software system that evaluates the market compensation that can be tailored to specific geographic regions, attributes per position and size of an organization. The information would be utilized to compare the tribes current wage structure and provide factual comparison for salary negotiations based on applicant's skills.

Unified Legal has reviewed the documentation and the contract is ready for Tribal Council's approval. It will be sent to be placed on the agenda when I return from the seminar.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
October 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Domain level system rebuilds project continues. VMSphere software upgrades installed.
2. 288 new IT work orders were opened in October 2017 and 279 IT work orders were completed in October 2017.
3. Disk space project continues with vendor conference calls to discuss the upgrade or replacement of the SAN.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with remodeling in the downtown building for lease preparation.

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: November 7, 2017
Re: October 2017 report of activities

Number of tribal members assisted on new issues 78

Number of referrals received 6

Number of continuing cases: 51

Types of legal issues:

Child support	Change of Custody
Probate Estate	Disability
Divorce	Real Estate
Beneficiaries	401 K
Amend Power of Attorneys	Driver Responsibility Fees
Wills	Mortgage Foreclosure
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Land Contract Forfeiture	Parenting Time
Trusts	General Civil
Trespass	SSA Survivor Benefits
Termination of Personal Protection Order	SSD Appeal
Employment	Child Protective Services
Landlord – Tenant Issues	Boat Title
Personal Protection Orders	Property Settlement in Divorce
Contracts	Collections
DHS	Guardian - Minor
SSI	Food Stamps
Child Support Forgiveness	Expunge Criminal Record
Schools	Dental Insurance

Garnishment
Adoption
Garnishment of SSA and Per Cap
Driver License
Financial Responsibility Car Insurance
Employer Identification Number
State Emergency Relief
Disability Insurance
E-Bay Purchase
Paternity
Mineral Rights
Certificate of Trust Existence and Authority
Interlocutory Devise

Criminal
Medicaid Recovery
Scams
Collections by VA
IRS Taxes
Surety Bond
Annulment
Eviction
Small Claims – Out of State
Credit Report Error
Per Cap
Property Taxes
Auctions

Attended Elder Law Conference

Attended Membership Meeting

Watched Webinar on Domestic Violence screening

Sample of Work Performed:

Assisted a tribal member obtain a PPO when their neighbor threatened them and their dog

Assisted a tribal member forfeit a land contract when the land contract purchaser was not making payments

Assisted a tribal member prepare for a hearing on termination of PPO

Assisted a tribal member fight against a petition for another person to be their minor child's guardian

Assisted a tribal member make payment arrangements for their driver responsibility fees

Assisted a tribal member obtain their SSI award in a lump sum rather than in 3 payments

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant II

October 2017

I. Department Overview

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

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

This month 48 work orders were submitted and only 1 currently open. We are looking into why the light outside the kitchen door keeps going out. If we cannot diagnose the issue and make repairs. I will contact the master electrician we have on contract.

Facilities has a couple minor touch up to complete at the Justice Center.

We are still continuing renovations and repairs at the Bank Building for Commerce. The scope of the job keeps changing and getting more extensive. We are now looking to be out of the building by the end of November.

Facilities is also prepping for the upcoming winter season. The mechanic is working on various vehicles and preventative maintenance on the plows for the Facilities Department.

Automotive

The mechanic worked on various vehicles for Public Safety, Natural Resources, Utilities and Facilities.

Facilities Management Department Report

III. Budget Expense Justification

Open standing purchase orders until December 31st.

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

October 2017 Departmental Report

Jason Cross – Supervisor
Linda Wissner – Members Assistance Program Specialist
Raven Lewis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-11-G62 \$68,000
 - i. Total expensed \$63,522.58
 - ii. Budget remaining 7%
 - iii. 18 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	1	0	10	0	0	0	0	2

- b. MOA BE-16-J72 \$261,000
 - i. Total expensed \$105,582.89
 - ii. Budget remaining 60%
 - iii. 16 total households served with this program.

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

- c. MOA BE-14-J33 \$126,000
 - i. Total expensed \$130,496.93
 - ii. Budget remaining -4%
 - iii. 23 total households served with this program.

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

2. Food Assistance Program

- a. Budget \$45,000
- b. Carry over \$16,650
- c. Total budget \$61,650
- d. Total expensed YTD \$39,150
- e. 50% Remaining
- f. 180 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
46	7	5	3	41	6	3	16	3	50

3. Rental and Mortgage Assistance Program

- a. Total Budget \$30,000
- b. Total expensed YTD \$28,610.62
- c. 5% Remaining
- d. 78 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	2	0	1	14	1	2	7	1	36

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$26,447.33
- c. 41% Remaining
- d. 127 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
30	3	5	1	24	5	3	9	1	46

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$33,249.57
- c. 109 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
40	9	9	4	33	5	2	6	1

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$10,030
- c. 33% Remaining
- d. 42 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	2	2	0	9	1	1	2	0	11

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$20,165.78
- c. 19% Remaining
- d. 80 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
26	3	1	3	13	2	1	6	0	25

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$98,499.15
- c. 10% Remaining
- d. 29 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	2	0	14	0	1	0	0	9

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$294,450
- c. 35% Remaining
- d. 39 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	3	0	0	7	0	1	0	1	20

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
310	23	150	9

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
183	133	46	37	107	119	48	36	8	0

13. Office Visits

- a. 29 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**October 2017 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

Monthly, the department prepares newsletter articles, staff reports, participates in Staff, Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Joshua Beaulaurier – Fisheries/ Aquatic Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 Monthly Staff Reporting
- Inland and Great Lakes Fisheries Data entry and processing
- Inland Consent Decree – Inland fisheries permitting
- Inland / Great Lakes Consent Decree - fisheries harvest reporting
- Grayling – Preparations for Partnership Meeting / Presentation
- BIA GLRI Reports Completed/Submitted
- BIA GLRI EAGL Report Completed/Submitted
- EPA LaMP GLRI Report Completed/Submitted
- Developing Electrofishing Protocols
- Departure of employee (Ken LaHaye—last day 10/20/17)
- Lake Sturgeon Data management
- LRBOI/MSU Burbot publication review
- Inland fisheries data entry

Equipment maintenance/Field Work/Lab Work:

- Gear prep, maintenance, break down (Ken, Mike)

- Boat prep, cleanup and maintenance (Ken, Mike)
- Net repair and replacement (Ken, Mike)
- Sturgeon Streamside Rearing Facility maintenance Prep for removal
- Cleaned and organized work area in Big-Blue.
- Grayling – Remote site incubator construction/modification
- Walleye – Planning and preparation for Fall recruitment surveys
- Electrofishing equipment maintenance
- Hamlin Lake wild rice fish community electrofishing - Oct. 10.
- Cisco assessments in Muskegon (10/3-10/5/17, Ken, Mike, Corey J., Barry)
- Participation on Wild Rice fish community survey (10/10/17, Barry)
- Lake sturgeon index surveys (Ken, Mike, Corey J., Barry)
- Cisco assessment in Manistee (Ken, Mike, Corey J., Barry)
- Gear prep and clean up (Ken, Mike, Corey J., Barry)
- Gear maintenance (Ken, Mike)
- Arctic Grayling – Incubator construction/modification, collection buckets, Stock tank RSI.
- RSI Modifications to Drain Tubs
- Walleye – Walloon Lake (LTBB, GTB collaborative survey) Oct. 12-13
- Equipment maintenance/winterization
- Sturgeon Trailer (SRF) Teardown/Storage/Winterized
- Muskegon Lake Sturgeon Index sets, Lk. Michigan
- Manistee Lake Sturgeon index set, Lk. Michigan

Meetings/Training/Travel/Conference Calls

- TFC call (10/3/17, Barry)
- Arctic Grayling – Meeting with GVSU Grayling Project (Oct. 4)
- Fall Membership Meeting – Oct. 7
- SAT meeting (10/10/17, Barry)
- TFC meeting (10/19/17, Barry)
- Arctic Grayling – Annual Partners Meeting (Oct. 23)
- Trainings – Lock-out / tag-out, Fire types and extinguishers, Fork lift (Oct. 30-31)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
 Robert Sanders - Wildlife Biologist
 John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations

- Editing and commenting on Line 5 NRDA plan
- Elk hunt
- Bear and CITES sealing
- Coordinating wolf research and issues

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment
- Setting camera traps for marten and hare
- Airport tree cutting coordination

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRDA conference call
- Membership meeting
- ISN meeting

Environmental Program

Allison Smart – Environmental Coordinator
 Tom Shepard – Air Quality Specialist
 Breanna Knudsen – Brownfield Specialist
 Shaughn Barnett- Water Quality Specialist
 Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Worked on TAS application for CAA 105, 505 – Submitted for Legal Review
- Land Cover Land Use Map Updates on Map Updates
- Reviewed Nestle Documents
- Prepared Comments for the USEPA 4 year strategic Plan
- Completed work to be on the Region 5 Tribal Operations Committee
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Climate Change Meeting October 8-9 BMIC
- R5TOC Conference Call Oct-4
- Internal Pay Structure NRD Lead Meeting Oct-2
- County Meeting Oct-13 – on Wild Rice
- MTEG Oct 16-18
- Council Work Session Maps for ORV Oct – 24
- EPA Strategic Plan Conference Call Oct-24
- R5TOC Conference Call Oct-25
- Internal Pay Structure NRD Lead Meeting Oct-27
- Fire Extinguisher Training, Slip Trip Fall etc Oct 30-31

Brownfield Program

Administration /Reports/Data Entry

- First draft of Program Activity Levels (PALS) Reporting for EPA
- Continue items on Task List created by Supervisor to meet PPG Workplan Components
- Completed searching for MBE/WBE & other companies for quotes for Water Testing in East Lake
- Compiled potential documents for Spring 2018 Site Visits
- Completed Brownfields/128a portion of FY2017 PPG Workplan
- Continue to compile information into Property Database

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Completed two LRBOI Trainings: Slips, Trips, Falls, Tag/Lockout (October 30) and Fire Extinguishers (October 31)
- Attended Fall meeting of Michigan Tribal Environmental Group (MTEG) in Peshawbestown – Oct. 17&18
- Attended monthly N.MI Tribal Brownfield Meeting – Oct. 18
- Attended EPA Revolving Loan Fund (RLF) Grant Webinar – Oct. 5
- Attended NRD Environmental Group PPG Meeting – Oct. 5
- Sat on monthly Tribal 128(a) Region 5 EPA Call – Oct. 3
- Represented NRD and met with members at Fall Membership Meeting – Oct. 7
- Arranged travels for National Brownfield Conference in Pittsburgh, Dec. 5-8, 2017

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed monthly report for LRBOI.
- Continued editing Fish Contaminant Monitoring QAPP
- Reviewed MDEQ MiWaters for upcoming permits
- Updated chemical and physical WQ graphs for FY 17-18
- Uploaded HOBO temperature data and Flowtracker data to database
- Uploaded physical/chemical parameters to WQX

- Updated stream discharge rating curves
- Reviewed USFS SOPA Report

Field Work and Equipment Maintenance

- Completed October water quality sampling
- Calibration of Hydrolab sondes

Meeting/Training/Travel/Conference Calls

- 10/3/17-Portage Lake Steering Committee Meeting(Onekama)
- 10/14/17-MCD Stream Leaders Event
- 10/16/17 – Michigan Tribal Environmental Meeting (Peshawbestown)
- 10/17/17-10/19/17-Tribal Story Map Workshop

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted 2nd Qtr Report for USEPA – 10/13
- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions

Field Work and Equipment Maintenance

- MDEQ's Mark Lotoszinski on site to install Envidas Ultimate Logger – 10/12
- AMS HVAC system not functioning – 10/25
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 10/11 and 10/25
- Completed PM 2.5, Monthly Maintenance & QC – 10/11 and 10/25
- Completed PM 2.5, Quarterly Maintenance & QC – 9/27
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC – NA
- Installed new set of PM 2.5 filters – 10/13
- Sent collected PM 2.5 filter samples to MDEQ – 10/5, 10/18, and 10/26
- Completed O3 Multipoint – 10/11 and 10/25

Meeting/Training/Travel/Conference Calls

- Attended GoToWebinar - DEQ Sustainability Series: Can the Green Chemistry Enterprise Connect with Social and Environmental Justice? – 10/19
- Participated in Monthly State, Local, and Tribal Conference Call – 10/25
- Participated in Monthly Region 5 Tribal Air Conference Call – 10/26
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 10/26

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017 and creating work plan for 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data entry on potential wild rice sites
- Development of Wild rice signs for the harbors
- Data entry of all Wild rice surveys in 2017

Field Work and Equipment Maintenance

- Ordered supplies for those Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice
- Field gear prep for 2017
- Conducted wild rice densities on River Rice
- Collected wild rice seed from Manistee Lake, Hamlin, and River rice for heavy metals containment testing again.

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Doodle poll for Wild Rice Steering Committee
- Great Lakes Restoration conference 10/16-10/19

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

October 2017

Meetings/Conferences/Trainings

- On October 2, 2017, I met with members of Tribal Council to review my budget submission for FY 2018. The Planning Department budget will remain the same as originally submitted
- On October 3, 2017, I participated in a final inspection of the Kott/Suida Road construction project. Others that attended the inspection included Mark Sohlden (Manistee County Road Commission Manager), Carlo D'Alessandro (MDOT Representative), Ken Ockert (RCA, LLC), and Katherine Monroe, (design engineer from Prein & Newhof). It was determined that the project was completed successfully with no major items that needed to be corrected.
- On October 4, 2017, I attended a Preproduction Meeting (for the M-22 Intersection Safety Realignment Project) at Elmer's Crane & Dozer in Traverse City. At the meeting, the road paving schedule was established for the project. It was determined that paving would begin the following week beginning October 9, 2017.
- On October 5, 2017, I attended a work session with Tribal Council to review the Tribal Transportation Improvement Plan (TTIP) submittal to the BIA. The TTIP was formally approved by Tribal Council at their meeting on October 11, 2017.
- On October 7, 2017, I attended the LRBOI Fall Membership Meeting at the LRRCR Events Center.
- On October 9, 2017, I attended the agenda review meeting with Tribal Council to go over the agenda item concerning the approval of a BIA Right-of-Way for Consumers Energy for the Gathering Grounds project.
- On October 10, 2017, I attended the board meeting of the Manistee County Community Foundation.
- On October 12, 2017, I attended the LRBOI Tribal Government Director's Meeting.
- On October 17, 2017, I participated in a webinar regarding the Tribal Transportation Safety Grant Program. Chuck Fisher of the Grants Department also participated in the webinar. It is our intention to apply for a Tribal Transportation Safety Grant to construct a pedestrian walkway under US-31 between the Little River Trading Post and the Little River Casino Resort.
- I attended meetings of the Construction Task Force on the following dates: October 5, 12, 19, & 26, 2017.

Activities/Accomplishments/Updates

- Here are updates on the 2017 road construction projects:
 - Gathering Grounds Improvements-Phase 1: This project concluded on June 23, 2017. The only outstanding item that remains for the project is the BIA Easement for Consumers Energy. Tribal Council approved a resolution authorizing the BIA to grant the easement on October 18, 2017. Unfortunately, the BIA is holding off on the easement due to their concerns with an attachment to the resolution that outlines Consumers Energy's Terms and Conditions for easements. The BIA does not want the attachment included and Consumers is checking to see if this is possible on their end. If Consumers insists on the attachment being included, the BIA has notified us that the easement request will need to be approved by the BIA Solicitor's Office. We are hoping for a simple resolution to this recent impasse. Either way, it is extremely doubtful that

the primary service line can still be installed in 2017. It is more likely that installation will take place in the spring of 2018.

- US-31 & M-22 Intersection Safety Realignment Project: This project was completed on October 27, 2017. The only remaining items are signage along M-22 just prior to the intersection and a realignment of the heads on the caution light facing southbound M-22. MDOT has agreed to take care of these items at their expense.
 - Suida-Kott Road Project: This project concluded on August 23, 2017. A final project inspection was completed on October 3, 2017. Please see the previous section of this report for more information on the final inspection.
 - Harvey Street Reconstruction Project: The project concluded on August 8, 2017. Harvey Street is now open to normal traffic.
 - Service Drive for the Next Generations Learning Center: Unfortunately, the drive was not added to our BIA Road Inventory until September 2017, which did not allow enough time to schedule the project for this year. This project has been included on our 2018 TTIP and should be schedule for the late spring/early summer of next year.
- Construction on three residences at Aki Maadiziwin has been completed and all inspections have been performed. These are Lots #36, #54, and #58. Certificates of Occupancy were issued by the Planning Department for the three residences on October 30, 2017.

Public Information
Vacant

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
October

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	13
City Assist	3
County Assist	12
Medical Assist	1
MSP Assist	1
Other Calls for Service	7
Property Checks	1065
Suspicious Person	
Suspicious Situation	3
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	1
Other Traffic Citation	
OID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	2
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	3
Domestic Disturbance	3
Drive-Off	1
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours 403
Alarm 1
Attempt to Locate 1
Boat Dock Checks
Casino Hours 250.5
Civil Standby
Community Policing 6
Court Hours 13.5
Death Notification
Drug Disposal
Follow-Up Investigations 69
Found Property 2
Lost Property
Meetings Attended
Open Door 1
Open Window
PBT
Special Detail
Suicidal Subject 2
Total Complaints 54
Total Reports 54
Training Hours 13.75
Transport
Trespassing
Tribal Council Meetings
Vehicle Mileage 4762
Voluntary Missing Adult

Training/Travel

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

Administrative Hours	40
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	1
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	340.5
Joint Patrol(s)	2
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	4
Vehicle Mileage	2375
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours		181.75
Arrest(s)		1
Male		1
Female		
ATV Patrol Hours		
Assist(s)		2
Assist Hours		1.25
Citation(s)		1
Civil		
Misdemeanor		1
City Assist		1
City Assist Hours		2
City Original		
City Original Hours		
Complaints		11
Contacts		87
Court		
Court Hours		
Follow-up(s)		3
Follow-up Hours		2
Federal Citation(s)		
Hours Worked		146.5
Joint Patrol(s)		
Marine Time		
Meeting(s)		1
Meeting Hours		7
Paper Service		
Possible Trespass		
PR Activities		1
PR Activities Hours		1
Property Checks		69
Snowmobile Patrol Hours		
Training(s)		2
Training Hours		6
Vehicle Mileage		
Vehicle Stops		1
Verbal Warning(s)		
Written Warning(s)		

Training/Travel

On October 26, 2017 Cadets Johnson and Gunderson attended Basic LEIN training in Roscommon, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: October 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 2 Certificates of Exemption for Resident Tribal Members purchasing vehicles
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 4 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, Concessionaire's licenses, exemptions for construction materials and building within the Agreement Area
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, etc. for a total of 595 errors. A total of 2,762 receipts were processed and completed by the Tax Office in October
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled September Tribal tax returns from the Little River Casino Resort
12. Issued 1 Tribal Concessionaire's Tax License and Qualified Fundraising Event for a vendor on tribal property
13. Monitored outstanding tax assessments; 2 motor fuel assessments were issued in October
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared September 2017 monthly department report
17. Processed 2 Tribal Michigan W-4 Withholding Exemption forms for employees

18. Processed 70 address changes/reviews from Enrollment for RTM status updates
19. Processed 7 RTM status and/or address changes
20. Processed 4 RTM statuses and Proofs of Residency were received in the month of October
21. Prepared and mailed 7 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Processed 0 Venue Reports for the month of October
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for November 2017 and provided it to the Trading Post
29. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
30. Tracked and submitted weekly totals to the Ogema's office for the Two for the Road coupons that are being given to Resort hotel guests in hopes of increasing sales at the Trading Post
31. Worked with the Benefits Coordinator to ensure that all Michigan income tax exempt employees are correct and if any changes are required
32. Continued to work with the Commerce Department on sorting out and attempting to fix Trading Post contracts, payments, profitability, and reports
33. Researched, retrieved, and submitted reports and information necessary for the Trading Post's tobacco audit
34. Due to a continuation of bad checks at the Trading Post, and at the direction of Tom St. Dennis, printed and laminated signs to indicate the Trading Post is no longer accepting checks; posted the signs at the pumps, doors, and registers
35. Continued to periodically meet with and update Tom St. Dennis regarding the Trading Post profitability, continued financial questions for Accounting, contracts, staffing, rep contacts, waste reports, prepaid sales tax, potential operations transfer, and audit progress

Meetings attended this month:

1. Met with the Commerce department on October 3, 2017 to review property descriptions that are requiring clarification with the State of Michigan, which are properties listed in the Tribe's Tax Agreement
2. Met with Enrollment on October 4, 2017 to try to come up with a better and easier system of updating the Trading Post member database for tobacco purchases
3. Met with Tribal Council members on October 5, 2017 regarding the Tax Department 2018 budget

4. Attended the Fall Membership meeting on October 7, 2012 including an informational booth
5. Attended Director's Meeting on October 12, 2017
6. Attended meeting with Casino Resort staff, Commerce, and Accounting on October 23, 2017 regarding the Trading Post potential transfer

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
October 2017 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 24 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Met with the Directors at regular meeting as Lead.
3. Attended quarterly MACPRA meeting in Lac Vieux Desert.
4. Attended meetings with Ogema and others for continued organizational assessment.
5. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
6. Took part in interviews to hire Prosecuting Attorney at request of HR.

7. Attended the Fall Meeting of LRBOI members.
8. Continued work as the Public Affairs\Information person with T Tyler.
9. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
10. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
11. Administered, directed and supervised all departmental activities.

The Language Coordinator accomplished the following during this month:

- 1) Set up meeting with GTB Chairperson, Tribal Council, and Citizens about radio show.
- 2) Developed a contract with Brickhouse Interactive to produce another website/video for Face book show "Endaaying"
- 3) Meeting with Jack O'Malley about the new radio show.
- 4) Meeting with education department about Residential Schools.
- 5) Recorded opening for Ogema for a conference.
- 6) Sent out CD ROM orders.
- 7) Did tax returns for 3rd quarter 2017.
- 8) Coordinated more details about tree planting for the spring of 2018.
- 9) Opened in prayer for MIGCN Conference at LRRCR.
- 10) Worked on Library Grant.
- 11) Reposted lessons on Face Book show "Endaaying".
- 12) Classes at Next Generation on Monday mornings.
- 13) Classes at Kennedy School on Wednesdays and Thursdays.
- 14) Classes with LRB employees and community members on Friday mornings.
- 15) Produced lessons for all classes.

Responded to Emails and calls about language, culture, CD ROM's

The Audio-Videographer accomplished the following during the month:

Position vacant after 7/12/2017, may be filled in 2018.

Tribal Historic Preservation Coordinator accomplished the following

Position vacant, not scheduled to be refilled.

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

Position vacant, not scheduled for refilling.

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 Supervisor
October 2017, Department Report

I. Department Overview
LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Magnetic flow meters installed lift station 1, Pucks changed on lift station 2
- Routine Maintenance

Billing

Water	\$12,954.25
Sewer	\$23,772.26
Irrigation	\$5,584.45
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$15,267.40
Septage	\$6,610.30
Month Total	\$71,532.66
Yr. to Date Water	\$125,935.24
Yr. to Date Sewer	\$202,261.18
Yr. to Date Fire Suppression	\$80,784.00
Yr. to Date Irrigation	\$33,766.89
Yr. to Date Manistee Township	\$155,616.18
Yr. to Date Septage	\$62,529.02
Credit	
Yr. to Date Total	\$660,892.51

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 4,172,764**
 - a. Peak Flow 200,096**
 - b. Low Flow Gallons 91,278**
 - c. Ave Daily Flow Gallons 134,605**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 312,113**
 - a. Peak Flow Gallons 26,945**
 - b. Low Flow Gallons 0**
 - c. Daily Average Gallons 10,068**
 - 2. Effluent Gallons 311,511**
 - a. Peak Flow 28,246**
 - b. Low Flow Gallons 0**
 - c. Daily Average Gallons 10,048**
 - e. Waste Sludge Gallons 156,000**
 - 3. Lagoon**
 - a. Influent 3,656,924**
 - b. Peak Flow 176,784**
 - c. Low Flow 103,986**
 - b. Daily Average Gallons 117,965**
- 3. Septic Sewage**
 - a. Gallons 152,699**

III. Travel and Trainings

When: 10-18 & 10-19-17

Who: Jonathon Robertson, Gary Lewis

Where: Grand Rapids

What: S-1, S-2 Water Review

When: 10-30-17

Who: Gregory Walters, Gary Lewis

Where: Boyne City

What: Waste Water Mathematics 1 Review