

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: January 16, 2017
Maanda Nji: Re: September, 2016 Operations Report

We respectfully submit the September, 2016 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
September, 2016

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

September, 2016 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2016 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2016 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2016 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2017 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI Restroom/Pavilion Shelter and Pharmacy Renovation -***
The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of September.
 - i. ***US 31 Sewer Extension Project: Kerr Pump-\$24,750***
 - ii. ***2014 Restroom/Pavilion Shelter-***
No Payments
 - iii. ***2016-Pharmacy – \$2,636.63 – Stony Point, Mark Niesen***
2. ***Cash Receipts; Daily cash receipts totaled for the month of September, were, \$554,798.65 the General Fund Operating Account had a total of (222) receipts, the Grant Funded Programs had a total of (17) receipts in the amount of***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Final stages of this program information, should be concluding.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***

6. **Payroll:** The New roll out has been replaced by ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal. No Activity
 7. **1099-MISC. – 2015-** continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates.
 8. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.**
 9. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.
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Construction Task Force –Weekly Meeting - Thursday - review Aki Restroom/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation.

Other Meetings

- **Finance Department Meeting- None**
- **Lead Facilitator Meeting – Several throughout the month**
- **Family Service – Director – Meetings**
- **Clinic Meeting – Director – Meetings**
- **Pharmacy Meeting- Contractor, Director**
- **HR – Employee Manual - Meetings, Review and Make Changes**

Duties and Accomplishments –

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

Meetings Held / Attended – Staff Meeting

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of October.*
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 on the following grants: EPA PPG no cost modification budget approval from EPA to move budget around to cover GSA vehicle shortage, 2016 BIA Self Governance Compact additional funding in the amount of \$323,761, 2016 IHS Self Governance additional funding in the amount of \$1,814 and 2016 LIHEAP additional funding in the amount of \$99. Modification documents were scanned and placed in electronic folders and originals were placed in the grant program booklets. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
14. *The Tribe received four new grant awards for the following grants: 2016-2018 EPA PPG in the amount of \$342,279 for the time period of 10/1/16-9/30/18, EPA Lake Sturgeon within the Manistee River in the amount of \$100,000 for time period of 8/1/16-8/1/18, 2016 Family Violence Prevention & Services in the amount of \$17,692 for the time period of 10/1/15-9/30/17 and the Crime*

Victim Assistance VOCA grant in the amount of \$149,418 for the time period 10/1/16-9/30/17. The documents were scanned and placed in the electronic grant folders that were created for these new awards. The new grants were added to the monthly tracking spreadsheet and the federal programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues once he returned to work.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Attended meeting with the Leads and Ogema on 9/6/16 and 9/13/16.*
- 4. Attended Accounting Department meeting on 9/6/16.*
- 5. Attended meeting with the Leads on 9/1/16, 9/6/16, 9/15/16 and 9/29/16.*
- 6. Attended numerous meeting with Dale to work on a grievance filed.*
- 7. Attended Self-Governance meeting with Jay and Rebecca on 9/8/16.*
- 8. Attended Directors meeting on 9/8/16.*
- 9. Attended meeting with Bill, Frank Beaver, Archie and Corey on 9/13/16.*
- 10. Attended meeting with Jason Cross on 9/15/16.*
- 11. Attended meeting with Yvonne Theodore and Dale on 9/16/16.*
- 11. Attended meeting with Leads and Mary Thomas on 9/27/16.*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

- 1. Processed 576 payroll checks through ADP.*
- 2. Verified 18 PAF's this month which included 3 new employee(s), and 2 termed employee(s).*
- 3. Completed payroll and payroll backup cover sheet for pay dates 9/2, 9/16 and 9/30.*
- 4. Verified 401k contribution file totals, uploaded to John Hancock online.*

5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following months invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 9/6 Canceled & 9/20 – Finance biweekly team meeting.
2. 9/9 Canceled– Payroll/HR meeting.
3. 9/2, 9/9 & 9/30 – ADP Status call regarding current/ongoing issues.

Trainings Held / Attended –

NONE

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Gathering/supplying requested documentation/information for 401k audit.
6. Processed October 1st per capita payment.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

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

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Bi-Weekly Department Meetings

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. 9/1 Attended Purchasing Contract Administration RFP webinar.
2. 9/1 Revised Purchasing and Procurement Training Presentation for 2016 Annual Training. Scheduled for November.
3. Shared the Tribe's shredding and hazardous waste removal prices and contact information with the Resort.
4. 9/6 Finance Bi-weekly Team Meeting.
5. 9/7 PNC card declined while making an order with Amazon.com. Ran report on current transactions through 9/7. No activity on card since 8/31. Contacted PNC and compared transactions made in September. Purchase made on 9/1 while offices were closed with Society6.com for \$180.00. In addition a charge was made by a hotel for an amount under \$2.00, then credited. Card was also declined when an attempt to made to make a purchase with Apple. Canceled card. Ordered new card. Sent out email to all lead staff with some ideas on how to safe guard the Tribe's credit card.
6. 9/13 EWONAP/HUD Remote Monitoring Review of Housing Grant meeting.
7. 9/13 Sent out RFP for the Child & Family Development Center.
8. 9/13 Worked on Orkin account. Invoice not matching up with purchase orders. Contract prepaid to take advantage of discount opportunity as was service for Muskegon Office. Emailed vendor additional copies of purchase orders, amounts paid, and purchase orders for upcoming jobs. Determined amount on invoice was doubled, in addition treatment for one address not charged. Corrected invoice forwarded to AP.
9. 9/13 Contacted Orkin for rodent services at Government Center.
10. 9/14 Email notices to all LRBOI on property available for transfer from one office to another for the use in their work area.
11. 9/15 Meeting with Family Services Director and Lead over Family Services. Reviewed agenda packet process for contracts. Reviewed status of incomplete contract files.
12. 9/15 Review and advisory to Gaming on future amendment to the contract with the Law Office of Richard McGee and the requirements according to the contract and the Purchasing Regulation.
13. 9/20 Meeting on responsibilities for EWONAP Remote Monitoring Documents Request.

14. 9/20 revised travel forms to reflect 2017 per diem rates, which are effective 10/1/2016. Minor changes have been made. No new locations were added. Three locations were moved into the standard conus rate category.
15. 9/22 Issued vehicle tax exemption certificate for residential tribal member.
16. 9/22 On PNC Commercial account, mapped accounts payable to new PNC purchasing card.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 197 packages.
2. Issued 101 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 –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Working on finalize FY2015 Indirect Cost Proposal.
- 4) Completion/submission of Draft #1 - FY2017 Operating Budget

Expenditures Update

Total year to date expenditures for the Finance Division for September, 2016, are \$843,517, compared to an annual budget of \$1,192,335. Total expenses for the Finance Division for year to date September, 2016, represented 71% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ September 2016

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & Laurie Jackson warehouse / rotated stock/ inventory stock

Y. Theodore AIS food orders for clients

Y. Theodore & L Jackson filled food orders

L. Jackson made recipes and handout for clients

Y. Theodor & L Jackson cleaning warehouse

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

Y. Theodore placed food order for September \$ 4,133.24

Department sent out applications for commodity program

Y. Theodore attend meeting with Tammy Bowen August 10th

Yvonne attend council meeting 22nd August

Yvonne Theodore attend council August 24th

Yvonne Theodore attend meeting with Bill Willis & Chuck fisher on 2017 budget

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

September 2016 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 10 student received LRBOI/JOM activities funding totaling \$795. 110 students were in second run of the school clothing program (received registration after original due date but before final due date) totaling \$44,000
- **Higher Education Scholarship:** 30 Higher Education Scholarships were processed for September. Total awards were \$62,313.04 providing assistance to 19 university students and 11 community college students. Awards went to 21 women and 9 men.
- **College Book Stipend:** 39 book stipends were awarded during the month of September totaling \$17,700. 2 for being enrolled in 1-3 credits, 6 for being enrolled in 4-8 credits, and 31 students received stipends for being enrolled in 9 or more credits. One student received \$200 as an adjustment to previous award.

During the month of September the following meetings were attended:

September 2- Budget Worksession with Tribal Council

Budget Expense Justification

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

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT
September 2016

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

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

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

To complete new applications in a timely manner.

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 5 Applications forms for people seeking membership
- Mailed out: 33 Address change forms
- Created 82 New and Replacement Ids from 09/01/2016 through 09/31/2016
- 246 Addresses changed from 08/01/2016 through 08/30/2016
- Final Rejection Letters: 5
- Final Acceptance Letters: 32
- Final Disenrollment Certification: 0

- Provisional Rejection Letter: 5
- Provisional Acceptance Letter: 16
- 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
- 8 Applications received since 09/01/2016
- List Request of membership: Tax Officer, Elders - 2
- Label Request of membership: Elders
- Statistical Request: 0
- Department Verifications:
 1. Prosecutor 23
 2. Natural Resource 105
 3. Members Assistance 31
 4. Casino-Human Resources 1
 5. Human Resource 7
 6. Contract Health 2
 7. Commodities 2
 8. Family Services 0
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 3 Members passed away for the Burial Fund Money
- Sent out 3 Tribal Flags
- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder
- 7 Tuition Waiver Verifications
- 563 Phone calls logged

- 1 Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,259
- Total number of Elders: 1,235
- Total number of Adults (18-54): 2,621
- Total number of Minors (0-17): 403
- Total Tribal Members living in:
 - 9 County Area: 1,797
 - Outside 9 County Area: 2,375
 - Michigan: 2,810
 - Outside Michigan: 1,362
 - Undeliverable Addresses: 87

Facilities
Brian Gibson

Facilities Management Department
Brian Gibson, Maintenance Supervisor
September, 2016 Department Report

I. Department Overview

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

Goals & Objectives

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

Objective;

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

II. Department Reporting Section

Continued with grounds keeping at the Government Center, Justice Center, Aki, Natural Resources, Big Blue and at the Gathering Grounds. Took cardboard recycling to Catholic Central High School.

Commerce

3335 *Orchard*; took Styrofoam insulation off the bottom of the house, it was causing an infestation and didn't serve a purpose on the house. Trimmed branches hanging over and around the house. Cleaned all around the house and the garage. Replaced sections of the roof.
3642 *Orchard*; changed out bathroom faucet, brought appliance in from the garage, painted stair rail, finished trim in kitchen, finished up general work, removed tools and cleaned up inside the house and mowed the lawn
133 *McKee*; worked on corner section on roof, replaced missing shingles and replaced ridge cap over bedroom installed new kitchen sink sprayer

East Lake

Continued to prep for the auction being held in early October

Government Center

Moved 3 of the clinic workers into the newly remodeled area in the Heath Clinic. Moved the Health Clinic Director into his office.
Picked up panels from the bank to have them installed on the 2nd floor in front of the Ogema's office. Moved the Ogema's receptionist in front of the panels so now there is no direct access to the four offices at the end of the wing (Ogema's Office & Commerce)
Moved cabinet and book shelf into the Election Office

Natural Recourses

Changed furnace filters

Other

Took down banner at the trading post.

Technicians started and will continue to clean the department trucks inside and out on a bi-weekly schedule. They will also do weekly general cleaning the inside the vehicles.

III. Budget Expense Justification

Nothing outstanding at the moment.

IV. Travel and Trainings

Brian Gibson attended a Management and Leadership Skills for First-Time Supervisors and Managers seminar in Troy MI September 21, 2016- September 22, 2016.

Brian Gibson attended a 30-Hour OSHA Compliance Course- Safety Training in Farmington Hills, Michigan September 25, 2016- September 30, 2016.

Utilities Department
Gary M. Lewis, Utility Supervisor
September, 2016, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

UTILITIES DEPARTMENT

MISSION STATEMENT

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

II. Department reporting section

- **Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.**
- **Routine Maintenance**

Billing

Water	\$16,577.93
Sewer	\$27,846.82
Irrigation	\$3,060.70
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,392.00
Septage	\$5,666.66
Month Total	\$73,888.11
Yr. to Date Water	\$137,424.62
Yr. to Date Sewer	\$199,297.98
Yr. to Date Fire Suppression	\$73,440.00
Yr. to Date Irrigation	\$23,955.18
Yr. to Date Manistee Township	\$49,437.00
Yr. to Date Septage	\$50,006.06
Yr. to Date Total	\$533,560.84

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 5,436,800**
 - a. Peak Flow 236,100**
 - b. Low Flow Gallons 132,900**
 - c. Ave Daily Flow Gallons 175,380**

- III. 2. Gallons of Treated Waste**
 - 1. Influent Gallons 3,340,398**
 - a. Peak Flow Gallons 132,996**
 - b. Low Flow Gallons 103,387**
 - c. Daily Average Gallons 111,347**
 - 2. Effluent Gallons 3,218,534**
 - a. Peak Flow 131,318**
 - b. Low Flow Gallons 88,722**
 - c. Daily Average Gallons 107,284**
 - e. Waste Sludge Gallons 282,000**
 - 3. Lagoon**
 - a. Influent 278,345**
 - b. Peak Flow 45,823**
 - c. Low Flow 0**
 - b. Daily Average Gallons 9,278**
 - 3. Septic Sewage**
 - a. Gallons 125,041**
 - b. Average 4,168**

IV. Travel and Trainings
N/A

Family Services
Jason Cross

Family Services Department

September 2016 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Muskegon.....4

Manistee.....2

Kent.....1

Out of area.....1

Total.....8

Open Cases.....51

Total number of Tribal members served in open cases: 82

Total number of descendants served in open cases: 21

Total number of individuals served in open cases: 133

Cases Management:

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

Jason Cross, MSW – Director **Total: 12**

Zoongaadiziwin (SO) 12

Total number living in homes served	29
Total number of Tribal Members living in homes served	14
Total number of descendants living in homes served	12
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	8
Case reviews this month	6
Binojeeuk reviews this month	0
Contacts with outside agencies	5
Contacts with LTBOI departments	7
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 14**
Indian Child Welfare: 13 Juvenile Justice: 1

Total number living in homes served	45
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	5
Home visits this month	21
Case reviews this month	10
Binojeeuk reviews this month	10
Contacts with outside agencies	149
Contacts with LTBOI departments	40
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 9
Domestic Violence: 9

Total number living in homes served	25
Total number of Tribal Members living in homes served	9
Total number of descendants living in homes served	9
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amber Shepard, BS- Case Manager Total: 9
Zoongaadiziwin: 4 PaT: 5

Total number living in homes served	27
Total number of Tribal Members living in homes served	23
Total number of descendants living in homes served	0
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	8
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 7**
I&R 7

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	3	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	104	
<i>Office Visits</i>	32	
<i>Phone Conferences</i>	0	
Meetings	Muskegon County Case Managers	Muskegon
Training		

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

Accounting.....	0
Commerce Department/Workforce Development.....	0
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	6
Enrollment.....	8
Family Services/Bedabin.....	8
Health Services.....	1
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	1
LRCR.....	0
Members Assistance.....	6
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	1
Faxing.....	0
Copies:.....	24
Email	25
Mail.....	1
Notary Services	5
Assistance with forms.....	18
Warriors Society.....	0
Other	12

Departmental Monthly Events & Needs

Meetings:

AES meeting – 9/1/2016

HSCB – 9/6/2016

Directors meeting – 9/8/2016

Child care center WS – 9/12/2016

Michigan Township meeting – 9/28/2016

Travel and Trainings:

TELI conference – 9/12/16 – 9/13/2016

Fighting poverty in Indian country – 9/22/2016

Court

4 Court hearings - 1 Washtenaw County & 3 LRBOI court

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: September 2016

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

- Continued to work through a number of issues related to Grant Department staffing – this included meeting with the Tribal Council to formalize submission of final Grant Department for FY2017 – budget to include additional departmental staffing in the form of a Grant Director (title of Grant Director encouraged by Valiant – it seems there is some tribal reluctance to grant this title – also met with the leads and HR regarding job description and salary representations in the departmental budget in the approval package that will be going to the Tribal Council for review and eventual approval. The new budget brings department staffing level to x2 FTEs.
- Due to the overall tribal budget projections, it was elected to delay the effort to add a Grants Compliance Manager (with additional grant writing duties) into the budget for the upcoming year.
- The grant approval from the Frey Foundation appears to be moving forward – a conference call was held in September that went well. A site visit has since been requested and scheduled – this will occur in the month of October. We are hopeful that our proposal will be funded – request was in the amount of \$55,000 and will be used for general construction costs.
- No word as yet from our application to the Michigan Children's Trust Fund from the State of Michigan. This is a child abuse and neglect prevention grant over a 3½ years that will be used to support the operational costs of the tribal Child and Family Development Center.
- The Grants Department and Family Services Department will be working on a grant submission to the American Indian and Alaska Native Early Head Start Expansion and Early Head Start-Child Care Partnership funding opportunity. This work was initiated this month, although the NOFA, Notice of Funding Opportunity is not expected to be out until October and will be due in December, 2016.
- Continued working with Family Services in regard to the tribal Child and Family Development Center throughout the month of September – the architectural work has been completed and the bid documents prepared – bids are expected to be

reviewed in October with a contract award decision will be made in a timely manner – still trying to achieve an opening day in the first week of January, 2017.

- The FDPIR (Food Distribution Program on Indian Reservations) grant application for continuation funding was submitted in early September.
- Late in the month, we were informed that our application to HUD for the ICDBG was not funded. Additionally and unfortunately, the tribe was also notified that the application we had pending with the USDA (Value Added Agricultural Grant) was not funded for technical reasons.

IV. Other Duties and Activities performed during the month of September 2016:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work to the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings or meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attend Warrior's Society meetings regularly scheduled – this month's meeting was held in Muskegon. Also attended the Eagle Staff Gathering as a Warrior Society member: this meeting was held at Gun Lake the weekend of Sept. the 24th and 25th (although I only stayed for Saturday).
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.
- There were 2 tribal holidays in September – Labor Day and Reaffirmation Day.

V. Budget Expense Justification: N/A, Grants Department is within its 2016 budget.

VI. Travel and Training: Did attend the “Training for Grants Management and Organizational Development” (Sponsored by the Seminole Tribe). Implementation details related to the “super circular” 2CFR Part 200 and new OMB guidance a focus, i.e., issues particularly relevant to tribes. The other training, organizational development best practices (feasibility studies, strategic planning and performance based budgeting) may also be a highlighted topic areas in the overall training scheduled. Am also scheduled to attend the Grant Professional Association's Annual Meeting in November. Attending the GPA Annual Meeting will help me maintain my certification through that organization (which is due to expire next year). Plan to let my CGW (Certified Grant Writer) Certification through the American Grant Writers' Association expire as it would cost approximately \$1000 to renew (it is only renewable for a 5-year period of time).

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: October, 2016

Re: September Report of Activity – Tribal Health Services

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

September 5 and 21, 2016 were Holidays.

September 7, 2016, Be Da Bin Staff with the Manistee County Suicide Prevention Coalition hosted the Annual Suicide Prevention and Awareness Walk downtown Manistee with 34 in attendance.

September 8, 2016, Gina Dahlke, CHS/EHAP Supervisor, attended a Benefit Coordinator training in house with the Patient Benefit staff.

September 8, 2016 Don MacDonald, Director of Health Services, attended the Government Center Directors Meeting.

September 9, 2016, Sujean Drake, Mental Health Counselor, and Dottie Batchelder, Chemical Dependency Counselor, attended the training "Trauma, Mental Health, and Addiction" hosted by Centra Wellness.

September 9, 2016, Gina Dahlke, CHS/EHAP Supervisor and Don MacDonald, Director of Health Services, attended the selection of CHS/EHAP Support potential employees in HR conference room.

September 13, 2016, The Traditional Healers were here to see individuals at Be Da Bin Behavioral Health.

September 14, 2016, Gina Dahlke, CHS/EHAP Supervisor, participated in a call/webinar with Josie Begay from the BAO in regards to completing CHEF for one of the CHS members.

September 15, 2016, Gina Dahlke, CHS/EHAP Supervisor, and Don MacDonald, Director of Health Services, participated in the CHS/EHAP Support interviews in the HR conference room.

September 15, 2016, Dottie Batchelder, Chemical Dependency Counselor, and Mark Plouhar, Contract Health Services, went to the Muskegon Tribal Office with other departments to inform Tribal Citizens on services.

September 16, 2016, Julie Wolfe, Youth Prevention Counselor, attended/held the Dbekgises Ceremony.

September 19, 2016, Don MacDonald, Director of Health Services attended the Health Commission Meeting.

September 20, 2016, Be Da Bin staff hosted the Manistee County Suicide Prevention and Awareness Coalition Meeting.

September 28, 2016, Be Da Bin Staff hosted the movie "Grace" Workshop in honor of September being National Recovery Month.

September 28, 2016 Don MacDonald, Director of Health Services, met with Controller Lani Rozga to complete Medicare Cost Reports due since 2012.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences and was in charge of a 5K Recovery Run/Walk that happened on September 24, 2016. Dottie also completed the billing and closeout for the ATR IV second year of the Access To Recovery Grant. All staff is helping to prepare for the upcoming event of N'Digi Dreams Digital Storytelling Workshop October 18-21, 2016. Most staff took some time off in September also. Krystal Davis, Intake Worker, attended a webinar for RPMS.

Please present client/patient activity in aggregate numbers here. You may report numbers that you believe are relevant and accurate; try to keep them to the same basic information as has been provided-but in a format similar if you would like to add/modify previous reports.

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

CLINIC OPERATIONS:

122 patients scheduled

25 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters**

56 cancelled appointments

N/A patients attending CLINIC PHYSICIAN appointments**

N/A patients PHONE TRIAGE**

N/A Chart Reviews – notifications to providers requiring action by providers and staff**

TOTAL PATIENTS SEEN IN SEPTEMBER: 122

Diabetic patients: 50

Flu Vaccines: 0

Immunizations: 2

Nursing Visits: 2 **

On-site Lab draws: 143

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1623

DIRECT CALLS TO CLINIC OPERATIONS: N/A

FAXES SENT BY CLINIC OPERATIONS: 615

BEDABIN BEHAVIORAL HEALTH:

53 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

CLINICAL DEPENDANCY COUNSELING:

145 CLIENT CONTACTS FOR SERVICES

171 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 245

MENTAL HEALTH COUNSELING:

51 CLIENT CONTACTS FOR SERVICES

117 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 54

PREVENTION SERVICES:

66 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

140 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 130

INTAKE WORKER:

53 CLIENT CONTACT HOURS

164 ADMINSTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 54

TRADITIONAL HEALING: 6 INDIVIDUAL CLIENT CONTACTS

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 11

TRAVEL HOURS: N/A

HOME VISITS: 0

TOTAL CLIENTS SERVED: N/A

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$123,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2157

TOTAL CHS PAID IN SEPTEMBER: \$90,000

PHARMACY/OTHER: \$40,000

DENTAL: \$14,000

TOTAL PATIENTS: 229 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 524

TOTAL CLAIMS ENTERED: 395

TOTAL CHS PAID 2016: \$1,090,000

TOTAL EHAP PAID IN APRIL: \$33,000

TOTAL EHAP PAID 2016: \$314,000

TOTAL ENROLLED EHAP/LRBOI: 1238

MEDICARE LIKE RATE (MLR) Savings for September 2016

Claims submitted:	12	\$44,000.00 (total submitted)
		<u>-\$9,700.00 (what we paid)</u>
		\$34,300.00 (total savings)

MAAJIIDAA FITNESS CENTER: 336 MEMBERS REGISTERED

115 MEMBERS ACCESSED SERVICES

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For September 2016

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A. Construction on two new low income rental residences is moving along and significant progress is being made on the two new income based residences which are enclosed and rough in work is being performed on the interiors.
- B. The Pavilion has had the shingles installed along with the concrete floor and sidewalk to the street. Contractor is currently working on the bathroom framing.
- C. The Housing Department received a notice from EWONAP that they would be conducting a Remote Audit for our IHBG grant. The notice included a list of documents they wanted prior to performing the audit scheduled for October 16-21, 2016. The document list is quite extensive and involves information from the Housing, Accounting and Procurement Departments. I conducted two meetings with these departments to coordinate the collection of the documentation they have requested.
- D. The Housing Department reviewed the Indian Housing Plan (IHP) for 2017 with the Housing Commission. The 2017 IHBG is estimated to be \$332,103.
- E. The Housing Department also completed and submitted the Semi-annual Labor Standards Report to the Department of Labor which was due September 30, 2016.

- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 6
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 2
 - Move outs: 2
 - Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$5,000
 - Total Number of Awards made during the Year: 13
 - Total Amount of Awards for the Year: \$49,059.

II. Rental Payment Information for the Month.

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

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

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

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. Completion of the 2017 Indian Housing Plan.
- 2. Completion and submission of the Semi-annual Labor Standards report to the Department of Labor.

VI. Plans for the Future.

- A. Developing another NAHASDA funded low-income rental unit at Aki maadiziwin.

VII. Other Information

A. None.

End of Report
Frank Figgels, Housing Director
October 4, 2016

Attachment: August 2016 daily maintenance log

Cc: file

Employee: Housing
Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 9-5 Holiday

Date 9-6 Got Mileage info. For Robert, handed in Daily log sheets
Spoke to Bob @ Ace about Materials for 2637, called Custom
For water heater @ 2724 OC (SW) continued cutt in / Paint @ 2637 OC
Repaired Door Jambs preped hand Rail for Repair, Rekeyed 2683 IC
Per Franks Request, Handed in + mailed Receipts

Date 9-7 Repaired one side of hand rail, started painting Ceiling, continued
Painting trim, walls and cutt in, @ 2637 OC
looked @ leak under bath vanity @ 2727 OC appears to be
Coming from original shut off valves, will need to be replaced, regreased
O Ring in shower head, tightened shower control handle

Date 9-8 Continued cutt in and Ceiling painting, reinstalled
Fixtures, covers, @ 2637 OC

Date 9-9 Continued reinstalling Fixtures, Bulbs, ect. started
painting hand Rail / Spindles, removed hardware and preped Doors
for repair / painting @ 2637 OC — started painting Doors

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing
Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 9-12 Continued Painting + Repairing Doors, clean up, paint walls
Vacuum Carpet, organizing Materials/supplies @ 2637 OC
Turned in Receipts Cleaned windows

Date 9-13 Continued Painting Doors, and second coat on handrails
started installing Doors, cleaned Floor Vinyl, repaired and cleaned
Dishwasher @ 2637 OC

Date 9-14 Clean up Garage, Finished painting Doors Installed Doors
and steps, hardware, removed Vanity top and vanity from Bathroom
@ 2637 repaired corner in Garage, kitchen faucet, primed patch
area in Garage, Clean up

Start installing Bilco latches with locks

Date 9-15 Pulled any usable Parts from Vanity Disposed of Vanity
and top, damaged Door, cleaned prep area for new Vanity
Milled and started painting Door Slabs to replace missing & Damaged
Doors, Repaired Crotter Down sports, second coat of mud on Corner
Beard in Garage, Clean up @ 2637 OC
Installed Bilco latches + moved Vacant lot 2685 IC

Date 9-16 Cleared out Back of Red Truck, Picked up Cabinets
for MB

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing
Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 9-19 WORK ON 2683

Date 9-20 WORK ON 2683

CUT GRASS

Date 9-21 Holiday

Date 9-22

GET THE LAST LOAD OF MAT. FOR TIPER'S

GET MATTRAIL FOR RAMP (JOBES)

STARTED TO BUILD RAMP FOR (JOBES)

Date 9-23

BUILT AND ALMOST FINISH RAMP (JOBES)

INSTALLED (TWO) - GRAB BARS IN BATHROOM (JOBES)

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 9-26 Went to 2637 O.C. installed door knobs, door stops, put in new CO2 alarm, hung new door on Mechanical Room, put together vanity for bathroom, measured for dirt work for under vanity, cleaned up trash, took broken screens for windows and slider back to shop - Fixed garage door at 2711 O.C. - Scheduled for garage door to be fixed for 9-27 for 2687

Date 9-27 Went to 2687 and fixed garage door - Finished sweeping, moping, blinds, installed new batteries in smoke and CO2 alarms, cleaned sinks, bathtub, swept garage floor, took out all trash, and turned in keys for duplex 2683 DONE! Finished fixing all broken screens and Kerys Blinds came to install new heads and blinds, made box for dirt work for under vanity for 2637 O.C. - Got pricing for trim and find an end piece for ramp installed at 2714

Date 9-28 finished installing vanity and new bathroom sink, swept, moped, down checked everything, showed down, turned in keys for 2637 O.C. just will have to go back to install 3 door handles when they come in.

Date 9-29 work on piers for jobs ramp/installed one other piece wasn't dry, found out GilRay will carry our trim, worked on move out inspection paperwork and did a move out at 2626 I.C. Jim began to mow grass per Frank's request

Date 9-30 Annual insp 2663 I.C. Autumn M

Went to office worked on getting a system in place and new process for Move Out inspections so that Jim, Jake, Chad, and Nickie will all know and be able to do them problem free. Also started putting together a pricing book to help speed the process for Move Outs

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director
No report submitted

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
September 2016

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Migration of all servers to Windows Server 2012 continues. One server remains and requires major application software upgrades from Vendors.
2. Family Services and Clinic office areas are now within an independent network segment. This project will continue throughout 2016.
3. 213 new IT work orders were opened in September 2016 and 213 IT work orders were completed in September 2016.
4. Policy and Procedure review began and will continue with some major policy changes continuing throughout 2016.
5. Generation of new security policies and compliance reports began in January and will continue throughout the year.
6. HIPAA and HITECH Manuals in for legal review.

Meetings Held / Attended –

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

Email reports sent to legal department. Building security reports sent to Office of the Ogema.

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: October 7, 2016
Re: September 2016 report of activities

Number of tribal members assisted on new issues 83

Number of referrals received 2

Number of continuing cases: 69

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Guardian - Minor
Divorce	Real Estate
Accounting by Guardian	Change of Custody
School	Land Contract
Social Security Overpayment	Legal Separation
Wills	Medical Malpractice
Estate Planning	Creditors
Open Adoption File	Terminate Guardian – Minor
Power of Attorney	Post Divorce Matters
Custody	Social Security
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Criminal	SSI and Per Capita
Garnishment	Limited Power of Attorney - Minor
Medical Marijuana	Debt Collectors
Payment of Debts Upon Death	Distribution of Estate Assets
Power of Attorney – Out of State	Land Trust Funds and SSI
Garnishment of Taxes	SSI
Landlord –Tenant Issues	SSD
Name Change – Adult	HIPAA Violation

Immigration
Supervised Parenting Time
Elder Abuse
Paternity
Abuse Neglect of Minors
ICWA
Residential Leases
Administration of Trust
Scams
Unpaid Debt
Driver's License
Separate Maintenance
Child Support by Underage Parent
Amend Power of Attorney

Disability
Beneficiary
Personal Protection Order
Funeral Designees
Bankruptcy
Long Term Disability
Per Cap
Amendment to Trust
Service of Civil Documents
Real Estate Liens
City Ordinances
Expungement of Criminal Record
DNA

Attended budget meeting with Tribal Council

Attended Domestic Violence Task Force meeting

Attended mandatory director's meeting

Attended Michigan Indian Law Section Program - Fighting Poverty in Indian Country:
Alternative Programs Under the Tribal General Welfare Exclusion Act of 2014

Sample of Work Performed:

Assisted a tribal member establish paternity for their child

Assisted a tribal member with an immigration issue

Assisted a tribal member terminate a guardianship for a minor

Assisted a tribal member obtain an order for supervised parenting time

Assisted a tribal member to provide for proper and legal care of their minor child when they were going to be in jail shortly

Assisted a tribal member prepare final documents when land contract was paid in full

Assisted a tribal member to have only half of their per cap garnished rather than all of it

Members Assistance
Jason Cross (Interim)

Members Assistance Department

September 2016 Departmental Report

Jason Cross – Interim Supervisor
Linda Wissner – Members Assistance Program Specialist
Krystyne Medawis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

a. MOA BE-11-G62 \$68,000

i. Total expensed \$62,960.98

ii. Budget remaining 7%

iii. 16 total households served with this program.

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

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

i. Total expensed \$15,415.75

ii. Budget remaining 78%

iii. 8 total households served with this program.

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

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$100,000

b. Carry over \$8,850

c. Total budget \$108,850

d. Total expensed YTD \$37,050

e. 71% Remaining

f. 163 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
48	6	4	1	37	5	2	4	4	52

3. Rental and Mortgage Assistance Program

a. Total Budget \$40,000

b. Total expensed YTD \$23,535.39

c. 41% Remaining

d. 57 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	0	1	1	19	1	1	2	0	17

4. Low Income Energy Assistance Program

- a. Total Budget \$95,000
- b. Total expensed YTD \$28,555.96
- c. 70% Remaining
- d. 138 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
36	4	4	1	33	5	3	7	1	44

5. LIHEAP – DHHS Grant Funded Program FY 2016

- a. Total Budget \$20,705.18
- b. Total expensed to date \$20,705.18
- c. 0% Remaining
- d. 69 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
29	4	1	0	25	4	1	2	3

6. Elder Chore Program

- a. Total Budget \$20,000
- b. Total expensed YTD \$6,426.63
- c. 68% Remaining
- d. 34 Elders accessing this program to date

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

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$16,055.05
- c. 36% Remaining
- d. 65 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
25	6	2	1	13	0	1	4	0	13

8. LRBOI Home Repair Program

- a. Total budget \$150,000
- b. Total expensed YTD \$18,630
- c. 88% Remaining
- d. 18 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
2	0	2	0	9	0	0	0	0	5

9. Bereavement Program

- a. Total Budget \$271,800
- b. Total expensed YTD \$203,850
- c. 25% Remaining
- d. 27 members accessed this program

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

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
279	18	122	12

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
156	147	23	2	98	108	40	29	6	0

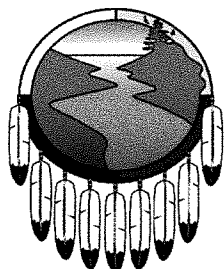
13. Office Visits

- a. 40 visits for the month

Respectfully submitted,

Jason Cross, MSW
Interim MA Supervisor

Natural Resources
Frank Beaver



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

**September 2016 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
- Fish distribution to members of LRBOI who call to request it (Ken, Mike)

Equipment maintenance/Field Work/Lab Work:

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

Meetings/Training/Travel/Conference Calls

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

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

Wildlife Program

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

Tasks and Accomplishments

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

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management
- 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
- Monitoring of turtle eggs
- Loon island monitoring, deployment, and loon surveys
- Cleanup and management of Highbridge and Oldhouse properties
- Massasauga board deployment and monitoring
- Planning and implementation of habitat management on the Custer property

Meetings/Training/Travel/Conference Calls

- September NRC meeting
- Tribal NRDAR calls
- Planning meetings/calls with GVSU
- LCC Forestry Call
- CORA meetings
- Forestry workshop

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Rochelle Rollenhagen – Brownfield Coordinator

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA General Assistance Program (EPA PPG Funded)

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Submitted Continuing PPG grant to EPA
- Budget modifications and extension on 106 Budgets
- Reviewed current work plans
- Climate Change meeting setup and prep
- Continued communication with partners on invasive species and wild rice
- Planned R5TOC that will be hosted in October

Meeting/Training/Travel/Conference Calls

- Attended Call with USEPA CWA staff on 106 Stand alone no cost extension September 7
- TC Work Session TEPA
- Arcadia marsh meeting September 9
- Attended meeting with Tribal Liaison from USEPA Region 5 on R5TOC. September 8
- Attended USEPA Air Divisions Site visit with Air Quality Specialist September 19
- Attended Climate Change Webinars
- Attended Webinar on Lead and Copper Testing

Air Quality Funded by EPA CAA 103 Grant

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Quarterly Progress Report to USEPA submitted internally – NA

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 9/14 and 9/28
- Completed PM 2.5, Monthly Maintenance & QC – 9/14 and 9/28
- Completed PM 2.5, Quarterly Maintenance & QC – 9/28
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA

- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – NA
- Installed new set of PM 2.5 filters – 9/8 and 9/28
- Sent collected PM 2.5 filter samples to MDEQ – 9/12 and 9/20
- Completed Ozone Multipoint – 9/15 and 9/27

Meeting/Training/Travel/Conference Calls

- Potluck BBQ @ Ari's – 9/18
- Scheduled site visit by USEPA – 9/19
- Participated in Monthly State, Local, and Tribal Conference Call – 9/28
- Participated in Monthly Region 5 Tribal Air Conference Call – 9/29
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 9/29

Brownfield Program-Funded by EPA PPG Grant

Administration/Budget/Reports/Data Entry

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

Field Work and Equipment Maintenance

- August, 2016 – general field work.

Meeting/Training/Travel/Conference Calls

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

Water Program –Funded by EPA 106 CWA Grant and EPA PPG

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- September physical and chemical data processed and added to long-term data set
- Submitted data to the EPA National water quality database (WQX)
- Continuation of training of aquatic biologist to the water quality program (106 & 319)
- Agenda review for donation of 319 funds for Little Manistee Watershed Plan
- Resolution approval of donation of 319 funds for Little Manistee Watershed Plan
- Drawdown funds for 106 and PPG budget
- Completed fish contaminant presentation for Tribal Water Workshop
- Submission of fish contaminant guidelines to Tribal newspaper
- Submission of wetland article #1 to Rapid River News
- Completion of 3 wetland articles to be submitted to Rapid River News

Field Work and Equipment Maintenance

- Completed September WQ sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for September sampling

Meeting/Training/Travel/Conference Calls

- Sep 7: EPA 106 Grant Meeting @ NRD
- Sep 9: Performance Partnership Grant Closeout Meeting @ NRD
- Sep 20: EPA Webinar: Region 5 Inland Lake Bioassessment Tool Development
- Sep 21: Bear Creek Watershed Meeting @ Kaleva

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Completed database entry for 2016 field data

Field Work and Equipment Maintenance

- Completed 2016 density and bed area sampling for Manistee area
- started researching toxicology labs for seed study
- collected seeds to send for toxicity testing
-

Meeting/Training/Travel/Conference Calls

None specific to the program

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons
September 2016

Meetings/Conferences/Trainings

- On September 7, 2016, I participated in a telephone conference call conducted by Stu Lindsay, Tribal Governments Liaison with the Michigan Department of Transportation (MDOT). The purpose of the conference call was to discuss agenda topics for the 2016 Michigan Intergovernmental Transportation Meeting to be held in Petoskey, Michigan on September 14 & 15, 2016.
- On September 8, 2016, I attended a meeting of LRBOI directors and department heads at the Little River Casino Resort.
- On September 9, 2016, I attended a meeting to discuss the status of the proposed child care/child development facility that is scheduled to open in January 2017. I attended the meeting to get more information on the entrance drive to the facility, as we are planning to use BIA Roads funding to pay for the design and construction of the drive. Jason Cross (Family Services Director), Chuck Fisher (Grants Coordinator) and Lisa Morley (WSCC Consultant) also attended the meeting.
- On September 14 & 15, 2016, I attended the Michigan Intergovernmental Transportation Meeting in Petoskey, Michigan. The meeting is sponsored by the Michigan Department of Transportation (MDOT) and is attended by Tribal Transportation staff, MDOT staff, Regional BIA Roads staff, and Federal Highway Administration (FHWA) staff. The meeting provides an opportunity to share information and network with various individuals who are involved in transportation/roads programs.
- On September 29, 2016, I met with Ken Ockert of RCA, LLC to discuss the status of our Road Construction projects for 2016 and the development of our 2017-19 Tribal Transportation Improvement Plan (TTIP) which is due to the BIA by October 31, 2016
- During the month of September 2016, I attended meetings of the Construction Task Force on the following dates: September 16, 22 & 29, 2016.

Activities/Accomplishments/Updates

- At their September 28, 2016 meeting, Tribal Council approved an agreement with the Blacker Airport Authority to allow for the removal of trees on the southwest corner of the casino parcel. Barry Lind, Manistee Blacker Airport Manager, has been notified and he will be presenting the agreement to the Airport Authority for their consideration and approval. Once approved by both the Tribe and the Airport, I will be working with Airport staff and our NRD staff to coordinate the tree removal and the planting of replacement trees. We hope to accomplish this yet this fall if possible.
- At their September 28, 2016 meeting, Tribal Council approved a contract with Elmer's Crane & Dozer to construct the Sugar Shack Road on the north side of the Tribal Parcel on Schoedel Road. We plan to have a pre-construction meeting on October 3, and begin the project on October 4, 2016. It is expected that the project will be finished by mid-October 2016.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	2
City Assist	11
County Assist	18
Medical Assist	
MSP Assist	1
Other Calls for Service	18
Property Checks	448
Suspicious Person	
Suspicious Situation	8
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	8
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	6
Assault	1
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	1
Domestic Disturbance	2
Drive-Off	
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	5
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	3
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	465.5
Alarm	3
Attempt to Locate	4
Boat Dock Checks	
Casino Hours	253.75
Civil Standby	
Community Policing	9
Court Hours	7.5
Death Notification	
Drug Disposal	1
Follow-Up Investigations	105
Found Property	2
Lost Property	
Meetings Attended	1
Open Door	2
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	48
Total Reports	67
Training Hours	9.25
Transport	
Trespassing	1
Tribal Council Meetings	2
Vehicle Mileage	5,406
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	95
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	375
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	4.75
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2,809.80
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

Sgt. Robles and Officer Howe traveled to Lac de Flambeau, WI for Chief Conservation Officer Meeting and Competition Shoot Sept. 13-15, 2016

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

Administrative Hours	201
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	5
Assist Hours	7
Citation(s)	1
Civil	1
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	9
Contacts	20
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	1
Federal Citation(s)	
Hours Worked	146
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	3.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	42
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	17
Vehicle Mileage	
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Sgt. Robles traveled to Gaylord, MI for Elk Patrol Sept. 29-Oct. 3, 2016

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: September 2016

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of September, 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 8 Certificates of Exemption to Resident Tribal Members and Entities (4 Vehicle, 1 Supply, 3 Construction)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 3 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, Proof of Residency, State Income Tax exemption, Tax Agreement provisions, the Tax Agreement boundary lines, property taxes, and the Certificate of Exemption process for vehicles
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Copied and notified the Trading Post Manager of errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, etc. Tallied daily errors for a total of 535 corrections in September
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 August Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 8 Tribal Concessionaire's Tax Licenses; 5 for entertainers at the Little River Casino Resort, 2 vendors, and 1 for a fundraiser on Tribal property
13. Monitored outstanding tax assessments; issued 1 Tobacco Tax assessment.
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 August 2016 monthly department report
17. Processed 0 Tribal Michigan W-4 Withholding Exemption forms for employees
18. Processed 78 address changes/reviews from Enrollment for RTM status updates

19. Processed 16 RTM status and/or address changes
20. Processed and updated 3 RTM statuses and Proofs of Residency that were received
21. Prepared and mailed 9 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. 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. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
25. Prepared month-end tax reports for August 2016
26. Processed 2 Venue Reports to the State of Michigan
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for October 2016 and provided it to the Trading Post
29. Corresponded with casino staff regarding tax exemption qualifying purchases. Contacted other Tribes to find out how they process particular purchases and continue to research for a solution
30. Completed a draft copy of a BP Business card policy and procedure; forwarded it to Lead staff for review and discussion so it can be implemented and enforced
31. Began to prepare materials for upcoming Membership meeting
32. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current

Meetings attended this month:

1. Attended Tax Department budget review for 2017 with Tribal Council members on September 2, 2016
2. Attended Directors meeting on September 8, 2016

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
September 2016 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 47 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. Provided orientation and direction to the new HP Coordinator.
3. Assisted in facilitating the Director's meeting.
4. Attended work session on the HP Budget for 2017 with Council.
5. Gave presentation on Treaties, Removal, and Michigan Tribes at the Newaygo Museum's Native American Days.
6. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
7. Attended meetings of Lead Positions.

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

Tribal Historic Preservation Coordinator accomplished the following

- 1) Created a new Sacred Fall Fire flyer and updated the original one
- 2) Helped create a daily schedule for the Sacred Fall Fire
- 3) Cleaned up the fire lodge
- 4) Organized an all clans feast for the Fall Fire
- 5) Began assisting Kenny Pheasant with teaching Anishinaabe at Kennedy
- 6) Began working with Byrne Electrical to share our culture
- 7) Started organizing and adding to the departments newspaper archive

The Language Coordinator accomplished the following during this month:

- 1) Coordinated a beginning class for LRB employees.
- 2) Presentation at Manistee Senior center about Suicide prevention to the public for LRB.
- 3) Meeting at Kennedy school with teachers on a schedule for the fall.
- 4) Working on another update for the language website.
- 5) Working with the Commerce department on a project for a new business.
- 6) Working on a new Language Face Book page called anishinaabemdaa.
- 7) Read and researched about CRF scholarship.
- 8) Presentations at Kennedy school on Wednesdays and Thursdays.
- 9) Classes with Gekaaajik on Mondays.
- 10) Classes with Enkiitaagejik on Fridays.
- 11) Updated and produced lessons for all Classes.
- 12) Responded to Emails and calls about website, CD ROMs, language, culture.

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

1. Received check donation from LRRCR, did resolution and budget modification
2. Continued work with Muskegon Community College in regard to Native American Heritage Month Activities, getting hotels and travel set for speakers, promotional material, reserve venue locations
3. Collaborating with Muskegon Community College and Grand Valley to coordinate ideas and efforts for harvesting future oral histories
4. Work with Chris Eyre's assistant to obtain materials needed for his presentation at MCC
5. Went shopping at JoAnn Fabrics for shawl material and at a sewing machine store in TC, these supplies will be used to teach classes
6. Reviewed newspaper articles for relevant history files
7. Writing a letter to the local elementary schools for Muskegon County to encourage them to attend NA Heritage Month Exhibition Pow Wow
8. Discussion with an elder about bringing someone in to teach herbal medicine making
9. Prepare Honorarium checks for fall ceremony presenters
10. Still can't access Jackpine to get access to be able to order online

11. Went to Standing Rock, North Dakota to bring donations, take photos and write a historic report for the tribal paper.

The Audio-Videographer accomplished the following during the month:

1. Prepared the 2016 Spring Membership meeting recordings for unified council and made them available on the network.
2. Produced remote broadcast of Special Emergency Meeting called by the Ogema on recent changes in the government structure.
3. Researched changes to Ustream and how old Endaaying online video language lessons can be integrated with the redesigned language website Anishinaabemdaa.com
4. Coordinated Bedabin's use of studio for recording biographical videos.
5. Organized Studio and put everything away from all the summer events. Cleaned Office in preparation of Indian Health Services inspection
6. Prepared a vector file artwork of the Tribal Seal needed for signage in the new pharmacy
7. Retrieved equipment from the trailer (which was scheduled to be demolished) at the Gathering Grounds
8. Troubleshoot a Blackmagic Intensity HDMI input video card which is either DOA or incompatible with my configuration.
9. Submitted work order to IT to embed older Membership Meetings from Ustream where they reside in the cloud. Unified council requested copies for them.
 - a. Edited photos I taken at the Employee Appreciation event this past summer and submitted them to Tammy Bowen.

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.