


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

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



We respectfully submit the October, 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
October, 2016

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

October, 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 October.
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 Restroom/Pavilion Shelter-\$111,558.80-RCA***
 - iii. ***2016-Pharmacy – \$18,866.65 – Hallmark***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of October, were, \$495,209.86 the General Fund Operating Account had a total of (178) receipts, the Grant Funded Programs had a total of (41) 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: 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-***
- ***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, Employee Matters***
- ***2017 Budget Meetings***
- ***Child & Family Development Center – Bid Opening, Contractor Interviews***
- ***Team Building Event***

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, Mandatory Staff Meeting

Trainings Held / Attended –

Special Tasks / Activities Performed – Enterprise investigation, job description update

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. Sent out one notices to Program Administrators to let them know of reports due to me for the month of November.
2. Sent out notices to Program Administrators to let them know of grants that will be ending.
3. Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.
4. Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.
5. Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.
6. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
7. Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.
8. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
9. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.
10. Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.
11. The Tribe received seven modification on the grants: BIA IRR Roads Maintenance grant extension from 9/27/10-12/31/15 to 9/27/10-12/31/16, 2015-2017 EPA Water Quality grant extension from 4/1/15-9/30/16 to 4/1/15-3/31/17, 2016 BIA GLRI Self Governance additional funding in the amount of \$185,000, 2016 BIA Self Governance additional funding in the amount of \$13,570, 2016 BIA Self Governance additional funding in the amount of \$198,570, 2015 BIA Self Governance additional funding in the amount of \$17,758 and DOJ OVW modification to move budgeted items around within the approved budget. Modification documents were scanned to the electronic folders and originals were placed in the grant program books. 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 no new grant awards this month.

15. Prepared a payment request for the MEDC Feasibility Study grant in the amount of \$5,926.11.

16. Prepared a payment request for the ITC Honoring Our Children grant in the amount of \$176.80.

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Attended meeting with the Leads and Ogema on 10/4/16, 10/11/16 and 10/18/16.*
- 4. Attended Accounting Department meeting on 10/4/16.*
- 5. Attended meeting with the Leads on 10/6/16, 10/13/16, 10/20/16 and 10/27/16.*
- 6. Attended meeting with Dale, Jason, Bill and Shanaviah on 10/10/16.*
- 7. Attended separate interviews with Housing Staff on 10/11/16 and 10/12/16.*
- 8. Attended Staff Team building and activities and luncheon on 10/21/16.*
- 9. Attended meeting with Leads, Steve and Mary on 10/25/16.*
- 6. Met with Dale on different occasions to work on grievance interviews.*

Trainings Held/Attended

- 1. Went to Gaylord to attend a State of Michigan training on the Crime Victim Assistance grant (VOCA) and they had cancelled the training due to not enough interest and never notified me of cancelation.*

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

- 1. Processed 382 payroll checks through ADP.*
- 2. Verified 24 PAF's this month which included 3 new employee(s), and 8 termed employee(s).*
- 3. Completed payroll and payroll backup cover sheet for pay dates 10/14 and 10/28.*

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. 10/18 Canceled & 10/4 – Finance biweekly team meeting.
2. 10/14 Canceled– Payroll/HR meeting.
3. 10/7, 10/14 and 10/31 – ADP Status call regarding current/ongoing issues.
4. 10/10 – Conference call with JMT Consulting to discuss MIP HR module.
5. 10/27 – Meeting with Steve, Lani and Bill to discuss issues with timing of payroll items being received from HR.

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.

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.
3. Prepare per cap eligibility and provide to Steve for December payment calculation.

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
Mandatory Staff Meeting

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail

7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
- 13.** Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.

14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 10/2 emailed all staff changes to per diem rates.
2. 10/6 created rfp and scope of work for snow removal.
3. 10/10 meeting with staff from Ogema's Office to ensure purchase of gifts for Kids Christmas Party goes smoothly. Recommended purchasing online to avoid tax. Also more time effective.
4. 10/10 processed request to find office supplies new home with other departments where needed.
5. 10/11 requested PNC to send check for credit that is on credit card that is no longer being used.
6. 10/11 Obtained bids on wig wam cover proto-type. Estimated savings for total purchase of 20 tents was \$20,805.00. Two tents purchased in 2016. Remaining will be purchased in 2017.
7. 10/11 Obtained quotes from lead base certified painter to paint rental unit's front porch.
8. 10/11 researched insurance broker information for Unified Legal Department.
9. 10/13 Daycare bid opening.
10. 10/19 MiDeal Webinar on Vehicles.
11. 10/19 Assisted with responses needed for Housing audit.
12. 10/21 Mandatory Staff Meeting.
13. 10/24 Day Care Buildout bid selection.
14. 10/24 Provided pest control contract documents for Housing audit.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 248 packages.
2. Issued 103 receiving reports.
3. Returned 4 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 October, 2016, are \$929,399, compared to an annual budget of \$1,192,335. Total expenses for the Finance Division for year to date October, 2016, represented 78% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/October 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 order

Department sent out applications for commodity program

Y. Theodor and L. Jackson attend membership meeting

There is no food order for October

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

October 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:** 8 students received LRBOI/JOM activities funding totaling \$577.69 1 student received driver's education assistance totaling \$220. 1 student requested senior expenses totaling \$100
- **Higher Education Scholarship:** 9 Higher Education Scholarships were processed for October. Total awards were \$17712.00 providing assistance to 4 university students and 5 community college students. Awards went to 6 women and 3 men.
- **College Book Stipend:** 10 book stipends were awarded during the month of October totaling \$4100. 1 for being enrolled in 1-3 credits, 3 for being enrolled in 4-8 credits, 6 in 9+ credits.
- **Educational Advancement Fund:** 1 student totaling \$300
- **Miscellaneous Information:** processed many Michigan Indian Tuition Waivers, and took numerous phone calls and emails. This time of year includes much telephone correspondence between various college financial aid offices and this department, and also general information provided to potential students. This month I began working with the Confederation of Michigan Tribal Education Directors (CMTED) on two important projects: Tribal Consultation with the Michigan Department of Education (MDE) specifically on new state plans for the Every Student Succeeds Act (ESSA), which replaces No Child Left Behind. MDE began working on the process in May 2016 but did not notify tribes until September 24, 2016. CMTED met with MDE to begin discussions about what consultation should include, wrote a letter to MDE and submitted with a supporting resolution from United Tribes. A second meeting with MDE is tentatively scheduled for November 17th. Second project is EduPaths Teacher Education and Badging modules. Project is developed by the MDE and Michigan Department of Civil Rights whose goals include improving the failing grade the Southern Poverty Law Center gave to MDE on Civil Rights education. The modules are

focused on civil rights education as it pertains to specific groups. Native groups, Arab-American, Latino, Asian/Pacific Islanders, African-American, Disabled and LBGTQ. Working on three modules, Pokagon Band Ed Director is working on a one hour module on Tribal Sovereignty and LRBOI is working with LTBB and Gun Lake on History of Indian Education in Michigan, which will be two one hour modules. Final module is due January 13, but entails a great deal of work which will be happening in November and December. All public school teachers will have access to free training modules.

During the month of October the following meetings were attended:

**October 8- Membership Meeting, LRCR
October 12- CMTED meeting with MDE, Lansing, MI
October 21- Mandatory Staff Meeting, Govt Center and Aki Community Center
October 25- Virtual Conference with CMTED regarding ESSA and EduPaths
October 25- Meeting with Jasmin Gurneau from Northwestern University in Chicago regarding financial assistance available to Native students
October 27- Phone meeting with Ogema Romanelli regarding MDE and tribal consultation
October 27- Entrepreneur Club information session with Commerce Department and Work Force Development**

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

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

October Monthly report - 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: 3 Applications forms for people seeking membership
- Mailed out: 77 Address change forms
- Created 72 New and Replacement Ids from 10/01/2016 through 10/31/2016
- 254 Addresses changed from 10/01/2016 through 10/31/2016
- Final Rejection Letters: 0
- Final Acceptance Letters: 13

- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 5
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 2
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 4 Applications received since 10/01/2016
- List Request of membership: Tax Officer, Elders, Election Board
- Label Request of membership: Ogema
- Statistical Request: 0

- Department Verifications:
 1. Prosecutor 49
 2. Natural Resource 85
 3. Members Assistance 27
 4. Casino-Human Resources 0
 5. Human Resource 11
 6. Contract Health 12
 7. Commodities 3
 8. Family Services 8

- 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 4 Tribal Flags
- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder
- 6 Tuition Waiver Verifications

- 476 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,261
- Total number of Elders: 1,240
- Total number of Adults (18-54): 2,622
- Total number of Minors (0-17): 399
- Total Tribal Members living in:
 - 9 County Area: 1,791
 - Outside 9 County Area: 2,352
 - Michigan: 2,790
 - Outside Michigan: 1,353
 - Undeliverable Addresses: 118

Facilities
Brian Gibson

***Facilities Management Department
Brian Gibson, Maintenance Supervisor
October, 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. Changed out furnace filters at the Tribal building; Commerce's commercial and rental properties. Winterized irrigation lines at Gathering Grounds, Trading Post and Government Center.

Commerce

3335 *Orchard*; continued to repair the damage to the house made by the neglect of the previous tenant
3642 *Orchard*; insulated and installed interior walls and installed a door in the garage. Stained closet doors and hung them.
375 *River St*; cleared and cleaned out offices and brought office furniture and items to Blue for the auction.

East Lake

Hauled yard sale items to Blue and continued organizing and getting items ready for the auction.

Government Center

Installed two flag poles in front of the building. Moved cabinets out of Clinic office. Started on the clinic bathrooms.
Winterized and shut down the bathhouse at the Gathering Grounds.

Natural Recourses

Removed dry wall sheets being stored in the building to the Facilities cage located at Big Blue.

Other

Helped upload Christmas present for the children's Christmas party. Moved truck for Utilities to the lift station at the Casino.

Mechanic

DPS #1; full service oil change
DPS #10; replace headlight bulb
DPS #25; repair to tire sensor

Technicians cleaned out the departments trucks.

III. Budget Expense Justification

Building and Facilities standing purchase orders term ends in December.

IV. Travel and Trainings

Nothing to report at this time.

Utilities Department
Gary M. Lewis, Utility Supervisor
October, 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	\$11,251.48
Sewer	\$28,335.35
Irrigation	\$2,110.97
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,392.00
Septage	\$5,739.94
Month Total	\$68,173.74
Yr. to Date Water	\$148,676.10
Yr. to Date Sewer	\$227,633.33
Yr. to Date Fire Suppression	\$80,784.84
Yr. to Date Irrigation	\$26,106.15
Yr. to Date Manistee Township	\$62,829.00
Yr. to Date Septage	\$55,746.00
Credit	\$36,648.84
Yr. to Date Total	\$565,126.58

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 3,283,934**
 - a. Peak Flow 138100,100**
 - b. Low Flow Gallons 30,100**
 - c. Ave Daily Flow Gallons 109,464**

III. 2. Gallons of Treated Waste

- 1. Influent Gallons 3,641,755**
 - a. Peak Flow Gallons 136,121**
 - b. Low Flow Gallons 88,416**
 - c. Daily Average Gallons 117,476**
- 2. Effluent Gallons 3,472,077**
 - a. Peak Flow 128,893**
 - b. Low Flow Gallons 77,570**
 - c. Daily Average Gallons 112,002**
 - e. Waste Sludge Gallons 212,000**
- 3. Lagoon**
 - a. Influent 120,732**
 - b. Peak Flow 43,113**
 - c. Low Flow 0**
 - b. Daily Average Gallons 6,888**
- 3. Septic Sewage**
 - a. Gallons 137,858**
 - b. Average 4,595**

IV. Travel and Trainings

Clatus Clyne
Petoskey Michigan
Asset Management Seminar
I.H.S.
October 4th

Clatus Clyne
East Lansing Michigan
Collections Seminar
MWEA
October 20th

Family Services
Jason Cross

Family Services Department

October 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.....3
Manistee.....5
Mason.....2
Kent.....1
Out of area.....1
Out of State.....1
Total.....13

Open Cases.....44

Total number of Tribal members served in open cases: 76

Total number of descendants served in open cases: 18

Total number of individuals served in open cases: 125

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: 10
Zoongaadiziwin (SO) 10

Total number living in homes served	25
Total number of Tribal Members living in homes served	12
Total number of descendants living in homes served	10
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	5
Binojeeuk reviews this month	0
Contacts with outside agencies	4
Contacts with LTBOI departments	4
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	9
Home visits this month	36
Case reviews this month	9
Binojeeuk reviews this month	9
Contacts with outside agencies	102
Contacts with LTBOI departments	24
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	8
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: 8
Zoongaadiziwin: 4 PaT: 4

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	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	0
Home visits this month	7
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	1
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	3

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 3**
I&R 3

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	1	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	109	
<i>Office Visits</i>	40	
<i>Phone Conferences</i>	0	
Meetings	All staff meeting	Manistee
	Muskegon county case managers meeting	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.....	2
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	17
Enrollment.....	8
Family Services/Bedabin.....	4
Health Services.....	2
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	0
LRCR.....	0
Members Assistance.....	7
MRS.....	0
Natural Resources.....	1
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	2
Copies:.....	12
Email	26
Mail.....	0
Notary Services	9
Assistance with forms.....	26
Warriors Society.....	0
Other	22
Total Tribal Citizens Assisted.....	97

Departmental Monthly Events & Needs

Meetings:

Fall membership – 10/8/2016
HSCB – 10/4/2016
Health & Wellness fair – 10/17/2016
All staff meeting – 10/21/2016
Baker College – 10/19/2016
Budget meeting – 10/31/2016

Travel and Trainings:

Early childhood education for Tribes – Minneapolis 10/4/2016 – 10/6/2016
Tribal State Partnership – New Buffalo – 10/26/2016 – 10/27/2016
Empowering Families Conference – Traverse City – 10/28/2016 – 10/29/2016

Court

5 Hearings – 5 Tribal 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: October 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 issues related to increasing Grant Department staffing. Finalizing departmental budget (submitted for approval) includes the addition of a Grants Director (although the job title may be subject to change but this is the title recommendation per Valiant). Also met w/HR and the leads re: job descriptions and salary representations in the departmental budget. Department's 2017 budget brings department staffing level to x2 FTEs and also anticipates the retirement of current grant writer and the subsequent hire of replacement grant writer once the retirement takes place. The Grants Department has a goal of posting the job for the Grants Director before the end of the year (2016) – however, its original goal was to have someone in place by the end of the year – this is a department priority.
- Additionally, the Grants Department had originally planned to also request another position in the 2017 budget. However, because of 2017 tribe's budget projections, the position of Grants Compliance Manager (w/additional grant writing duties) was postponed until the 2018 budget cycle (or perhaps beyond) – this might be a matter for consideration when the next grant writer comes on-board.
- The grant request to the Frey Foundation appears to be moving forward favorably – a site visit was scheduled/conducted in the month of October (which we believe went well). There were several series of follow-up questions from the foundation (which we also believe went well). We are expecting a favorable response from the Frey Foundation in the month of November. Our 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.
- It was anticipated that the Grants Department and Family Services Department would be working on a grant submission to the American Indian and Alaska Native Early Head Start Expansion and Early Head Start-Child Care Partnership Program.

Preliminary work along these lines was initiated in October because there was a forecast in grants.gov that the NOFA, Notice of Funding Opportunity, was expected to be out October 10th; however, the funding opportunity was not opened in the month of October. A call to the funding agency did not provide any further information as to when the NOFA would be published (we are on a list to be notified of any new developments).

- Continued working with Family Services in regard to the tribal Child and Family Development Center throughout the month of October – the architectural work has been completed and the bid documents prepared – bids were received and reviewed in the latter part of October – there were a few “adjustments” associated with the bid documents, and consequently with the bids themselves. These matters were still in the process of resolution at the end of October. Related delays will push the completion date to (at least) the end of January 2017.
- Received notice late in the month of October that LRBOI will need to submit an application for continuation funding of the Tribal Elders Meals Program through the Administration on Aging under Title VI of the Older American Act: the submission deadline is in early December.

IV. Other Duties and Activities performed during the month of October 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 – the Fall Membership Meeting was held October 8th – represented the Warriors during the entire event.
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.

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

VI. Travel and Training: I will be attending Grant Professional Association's Annual Meeting in Atlanta beginning Nov 9th and ending Nov 12th. Attendance will help me maintain my certification through that organization (which is due to expire next year). I did 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: November 8, 2016

Re: October 2016 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of October 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.

October 4, 2016, Donna Kosiboski, RN joined the department as a Clinic Nurse.

October 7, 2016, Sujean Drake, Mental Health Counselor, and Dottie Batchelder, Chemical Dependency Counselor, attended the Historical Resiliency and Trauma presentation that was included in the Fall Ceremonies.

October 8, 2016, Don MacDonald, Director of Health Services, Gina Dahlke, CHS/EHAP, Teresa Wabsis, Benefits Coordinator, Roberta Davis, Benefits Coordinator and Dottie Batchelder attended the Fall Membership Meeting.

October 13, 2016, Gina Dahlke, CHS/EHAP Supervisor and Don MacDonald, Director of Health Services, met with Tribal attorneys and the attorneys from Varnum, LLC in the law library regarding Blue Cross Blue Shield and the upcoming deposition.

October 11-13, 2016, Sujean Drake, Mental Health Counselor, and Dottie Batchelder, Chemical Dependency Counselor, attended the quarterly Tribal Behavioral Health Communication Network Meeting in Mt. Pleasant, MI.

October 14, 2016, Julie Wolfe, Youth Prevention Counselor, attended the Heroin Summit: the Next Steps Training.

October 14, 2016, Donna Kosiboski, RN, left the department as Clinic Nurse.

October 17, 2016, Traditional Healers were here to see individuals at Be Da Bin Behavioral Health .

October 18, 2016, staff participated in the LRCR Health Fair.

October 18-21, 2016, Dottie Batchelder, Chemical Dependency Counselor, and the Be Da Bin staff hosted the Digital Storytelling Workshop sponsored through the Access To Recovery Grant and nDigi Dreams. Five Recovery Stories were developed. A very healing event.

October 21, 2016, Staff attended the Mandatory Staff meeting (team building).

October 24, 2016, Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor attended the required meeting with Tribal Attorneys and deposition in the law library in regards to the Blue Cross Blue Shield litigation.

October 25, 2016, Don MacDonald, Tribal Health Director, and Dottie Batchelder, Chemical Dependency Counselor, attended a stakeholder meeting between Tribal Behavioral Health Programs, Tribal Health Clinic Programs, and the State of Michigan Division of Program Development, Consultation, and Contracts, Medicaid individuals to get feedback on how to enhance service needs between the State of Michigan and the 12 federally recognized tribes..

October 26, 2016, Gina Dahlke, CHS/EHAP Supervisor, attended the required deposition in the law library for most of the day in regards to Blue Cross Blue Shield.

October 26, 2016, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition (all staff involved).

October 26, 2016, Don MacDonald, Tribal Health Director, Gina Dahlke, CHS/EHAP Supervisor, and Janice Grant, Clinic Supervisor participated in a phone conference with Forest County Potawatomi Insurance Department regarding Third Party Billing and Medicare Like Rate Recovery.

October 28, 2016, Be Da Bin hosted the annual Trunk and Treat event, planned by Julie Wolfe, Youth Prevention Counselor.

Be Da Bin Staff (other meetings/events): Dottie Batchelder, Chemical Dependency Counselor, attended meetings for the Northern Michigan Recovery Residences, and the Manistee County Substance Education and Awareness (SEA). All staff continue to work on their own continuing educational needs.

Forest County Potawatomi Insurance Department submitted 44 claims on behalf of Little River Band in the amount of \$9,425.00. Forest County had issues with the RPMS system for several weeks and were unable to access the system which was out of their control.

Teresa Johnson, CHR assisted the clinic with direct patient care the month of October 2016.

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

CLINIC OPERATIONS:

232 patients scheduled
28 patients NO-SHOW to scheduled appointments
-0- patients provided SAME DAY appointments for emergent matters**
43 cancelled appointments
161 patients attending CLINIC PHYSICIAN appointments**
9 patients PHONE TRIAGE**
109 Chart Reviews – notifications to providers requiring action by providers and staff**
52 Clinic Referrals – requiring action by providers and staff
TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 287

Diabetic patients:	60
Flu Vaccines:	64
Immunizations/Injections:	5
Nursing Visits:	8 **
On-site Lab draws:	126

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,545
DIRECT CALLS TO CLINIC OPERATIONS: 186
FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 594

BEDABIN BEHAVIORAL HEALTH:

CLINICAL DEPENDANCY COUNSELING: 45 INDIVIDUAL CLIENTS
26 (19) INDIVIDUAL/RECOVERY (7)
130 CLIENTS CONTACTS FOR SERVICES
193 COUNSELING/ADMINISTRATIVE HOURS DELIVERED
TOTAL CLIENT SERVICE DELIVERY: 237
MENTAL HEALTH COUNSELING:
18 INDIVIDUAL CLIENTS

59 CLIENTS CONTACTS FOR SERVICES

148 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 59

PREVENTION SERVICES:

66 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

149 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 160

INTAKE WORKER:

40 CLIENT CONTACT HOURS

151 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 40

TRADITIONAL HEALING: 8 INDIVIDUAL CLIENT CONTACTS

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 16

TRAVEL HOURS: 66

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 18

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$127,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2291

TOTAL CHS PAID IN OCTOBER: \$92,000

PHARMACY/OTHER: \$43,000

DENTAL: \$18,000

TOTAL PATIENTS: 261 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 542

TOTAL CLAIMS ENTERED: 385

TOTAL CHS PAID 2016: \$1,300,000

TOTAL EHAP PAID IN OCTOBER: \$35,000

TOTAL EHAP PAID 2016: \$139,000

TOTAL ENROLLED EHAP/LRBOI: 1242

MEDICARE LIKE RATE (MLR) Savings for OCTOBER 2016

Claims submitted:	46	\$138,000 (total submitted)
		<u>-\$51,000 (what we paid)</u>
		\$87,000 (total savings)

MAAJIIDAA FITNESS CENTER: 336 MEMBERS REGISTERED

90 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 October 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 well. The exteriors are almost complete on both units. Drywall is complete on one unit and painting is well underway. The other unit has the drywall hung and finishing to be started. The contractor expects the units to be complete in December. The Construction Task Force is allowing the contractor to work seven days a week to catch up on their schedule.
- B.** The Pavilion roofing is complete the bathrooms have been sided and they are hanging drywall in them as well. Siding is yet to be started on the bathrooms.
- C.** The Housing Department received a notice from EWONAP that they would be conducting a Remote Audit for our IHBG grant. As I reported last month the request for documents was quite extensive. I obtained the help of IT and we were able to put the documents in a file for HUD to retrieve. Unfortunately they were not able to obtain the encrypted documents and on October 13, 2016 we saved the documents to a memory stick and sent them to EWONAP. On October 18, 2016 we received another request for information and are currently collecting that information to be sent to them.
- D.** The Housing Department submitted our 2017 Indian Housing Plan (IHP) to EWONAP on October 13, 2016 which was due no later than October 18, 2016. We received correspondence, dated 25, 2016, from EWONAP that our 2017 IHP had been found to be in compliance with the requirements of the NAHASDA Act of 1996 as amended.

- E. The Housing Department provided two dumpsters at Aki for the residents to dispose of large items that is not picked up in the weekly trash pick up. We do this each Spring and Fall.
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 4
 - New leases: 2
 - Annual Inspections: 3
 - Move-out Inspections: 23
 - Move outs: 3
 - 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: 0
 - Amount of Awards made for the Month: \$0.00
 - 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: 0
- B. Second Notice(s) of Delinquency issued: 5
- C. Termination Notice(s) issued: 2
- D. Notice(s) to Vacate or Renew: 0
- E. Court Filing(s): 1

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 62 rental units in total of which 56 are rented giving us an occupancy rating of 90%. Aki has 55 rental units of which 50 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 11 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 one is rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. Submission of the 2017 Indian Housing Plan.
- 2. Submission of documents requested by EWONAP for their Remote Monitoring.

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
November 2, 2016

Attachment: October 2016 daily maintenance log

Cc: file

Housing 2016
Daily Worksheet FOR OCTOBER

Date 10-3 Worked on Move out ~~and~~ Templates
Did Reciepts, compiled Book of Materials, Emailed mileage,
Compiled hrs and cost for Move out (PD) Mowed Alleys
scheduled sump pump exchange for Tues

Date 10-4 Picked up and installed three Privacy Locksets @
2637 OC Re greased seals / orings in shower / tub faucet @ 2637
Mowed Ditches

Date 10-5 Worked on Move out Templates and compiling
Data for Chnd,
Mowed ~~the~~ Yards

Date 10-6 Worked on Move IN, Out Inspection Templates
Move out 2644 IC

Date 10-7 CUT GRASS, CLEANED ZERO TURN 3 MOWER
DECK REPAIR (TWO) SUMP PUMPS AND REINSTALLED
FINISH SPREAD SHEET - INSPECTION

Due Every Friday
Thank you for filling out this Daily Worksheet

Housing 2016
Daily Worksheet

Date 10-10 Made room For Salt

Started on 2644 IC

2 annual Inspection 2594 IC - 2631 OC

Replaced Light / Fan switch @ 909 Davis

Date 10-11 Continued working on 2644 IC

Finished Wiping Walls / spackle, touch up paint walls, cleaned Floor
Kitchen Cabinets, painted Floor under Bathroom Vanity

Prepped Van for Vanity Base Bottom, Packed up material no
longer needed, Vacuumed Floors

Date 10-12 Re installed Siding @ 2645 IC and 2637 OC

Painted Van for sink Base bottom, Painted concrete under

Sink Base @ 2644 IC, cleared shop area, checked

Fluids in Grey truck, tranny fluid low added one quart
Left message with Roger to call me about truck

Dropped off truck for Roger to repair leak / breaks
2690 o.c. took slider blinds & head to shop for repair went to get back up tennant gone

Date 10-13 Completed and TURNED IN KEYS FOR 2644 moved summer gear

to top in shop and brought down winter equipt. solter ect. 2594 Replaced Kitchen
sprayer / light globe and looked at garage door (need to look at manual)

Date 10-14 ~~Picked up Anders / got down~~ Winterized shop area

Organized shop area, Checked Annual inspection Item for

2594 IC Dotners replaced Faucet sprayer reinstalled Light Globe

checked eyes for garage, Installed two new window Paines

@ 2723 OC Martin, Reinstalled Blind head & Blinds @ 2690 OC

Rittenhouse, Re Keyed Lock sets @ 230 9th St. Lower unit

Due Every Friday

Thank you for filling out this Daily Worksheet

**Housing 2016
Daily Worksheet**

Date 10-17 Haglunds came to 2719 to pull up carpet & pad we looked floor does not need to be painted just needs new pad. Meet with painter for Ford Street to get lead paint taken care of and took him paint to paint with. Got dumpster signs ready to go out

Date 10-18 - put out dumpster signs/fixed Facia at 2724 on side of house / unlocked bike door at 2591 Mangaw ne quong / restocked supplies for next vacants coming up. Organized/scheduled calendar

Cleaned drive, cleaned & greased Mower deck, greased sifter checked snowflakes replaced bulbs as needed, Drained Air Compressor

Date 10-19 took cleaning supplies & materials to 9th Street in town to get that started and finished / got two bedrooms done and shower chaulked floors in bedroom 1 done.

At end of day Frank informed us starting Monday we have one week to complete walk thru re-inspection, actual cost and any repairs so work on anything else has stopped Al Metzgers

Date 10-20 Went to 9th Street gather all supplies to take to 2694 Al M. so 9th is not finished. Got supplies to shop reorganized & stocked. Did walk thru for new tenant to move in duplex 2683 Removed couch at 2602. Took down canopies at playground for the season

Date 10-21 Staff Meeting

No Work Done

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2016
Daily Worksheet

Date 10-24 Receipts, Dropped off Red truck @ Brians For plow
Install, Repaired Garage Door @ Shop, Blue Ice melt Delivered
Dropped Paint off @ B's, Picked up Materials for 2694 IC
Started on list of Deficiencies for 2694 IC
Went to 2624 Tara to look @ Garage Door No answer called
and left message.

Date 10-25 Work on 2694 just deficiencies, dumpster came got a
lot of things left behind

Repaired garage door at 2624

Date 10-26 Continued working deficiencies at 2694 (spackle, carpet, crayon
on walls)

~~Repaired garage door~~

Went to 2615 to check electrical issue need to replace GFI in bedroom, tenant
is move so wait till they move

Worked on move out inspection for 2654 with Chad

Date 10-27 RINSE CARPETS WASH DOWN HOUSE
2694

Date 10-28 Picked up dumpster signs, cleaned and tightened out lets
and switches, cleaned Kitchen Cabinets and under stove @ 2694 IC
REKAYED 2654

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
October 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. 273 new IT work orders were opened in October 2016 and 299 IT work orders were completed in October 2016.
3. Policy and Procedure review began and will continue with some major policy changes continuing throughout 2016.
4. Generation of new security policies and compliance reports began in January and will continue throughout the year.
5. Muskegon Office Security Project started, new cameras and door access control system ordered. Installation scheduled for November 21st thru the 23rd.

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: November 14, 2016
Re: October 2016 report of activities

Number of tribal members assisted on new issues	81
Number of referrals received	6
Number of continuing cases:	84

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Guardian - Minor
Divorce	Real Estate
Contracts	Change of Custody
Conservator - Adult	Land Contract
Social Security Overpayment	Nonprofit Corporation
Wills	Easements
Estate Planning	Creditors
Boat Title	Amend Power of Attorney
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
Certificate of Trust Existence and Authority	Debt Collectors
Constitutionality of Laws	Amend Medical Power of Attorney
Abuse/Neglect of Minors – Out of State	Contract Dispute
Garnishment of Bank Accounts	Land Division
Landlord –Tenant Issues	SSD
Employment	Bankruptcy and Per Capita

Department of Human Services
Supervised Parenting Time
Ex Parte Order for Custody
Paternity
Abuse Neglect of Minors
Residential Leases
Personal Protection Order Violation
Expungement of Criminal Record
Direct Deposits
Foster Care
Eviction
Sex Offender Reporting
Step-parent Adoption
Annuities
Food Assistance
Deviation from Child Support Guidelines
Defamation of Character
IRS

Disability
Child Protective Services
Personal Protection Order
Funeral Designees
Bankruptcy
Mental Health Issues
Amendment to Trust
Absentee Voting
Agreements
Claim and Delivery
Food Stamps
Direct Deposit and Per Capita
Felonies and Gun Ownership
Unpaid Bill for Work Performed
Criminal Warrant
Make-up Parenting Time
Custody – Out of State

Attended Membership Meeting

Attended Self Defense Class

Allowed a student who wanted to be a lawyer shadow me for one day (with permission)

Sample of Work Performed:

Assisted a tribal member obtain a divorce

Assisted a tribal member amend their Power of Attorneys to change the persons who were their agents

Assisted a tribal member execute a funeral designee document so that persons other than their relatives could make funeral arrangements for them

Assisted a tribal member evict a person who was staying with them and refused to pay money or leave

Assisted a tribal member file to request a court order that her child's father who she was not married to is the legal father and order that child support be paid to her

Assisted a tribal member expunge their criminal record

Members Assistance
Jason Cross (Interim)

Members Assistance Department October 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 \$39,150

e. 70% Remaining

f. 173 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
49	6	4	1	38	6	3	5	4	57

3. Rental and Mortgage Assistance Program

a. Total Budget \$40,000

b. Total expensed YTD \$25,252.33

c. 37% Remaining

d. 62 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	0	1	1	22	1	1	2	0	18

4. Low Income Energy Assistance Program

- a. Total Budget \$95,000
- b. Total expensed YTD \$29,111.66
- c. 69% Remaining
- d. 142 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
36	4	4	1	34	5	3	7	1	47

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 \$8,113.25
- c. 59% Remaining
- d. 38 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	1	1	1	9	0	1	0	0	10

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$16,055.05
- c. 36% Remaining
- d. 70 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
25	6	2	1	14	0	1	4	0	17

8. LRBOI Home Repair Program

- a. Total budget \$150,000
- b. Total expensed YTD \$35,011.95
- c. 77% Remaining
- d. 23 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	0	2	0	10	0	0	0	0	7

9. Bereavement Program

- a. Total Budget \$271,800
- b. Total expensed YTD \$234,050
- c. 14% Remaining
- d. 31 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	0	4	0	0	5	0	17

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
310	19	131	13

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
170	157	23	2	112	115	47	34	10	0

13. Office Visits

- a. 29 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**

**November 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
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Fish distribution to members of LRBOI (Ken, Mike)
- Great Lakes fish data entry and aging assignments
- GL Fish Data entry (Barry)
- GL Database prep for winter activities (Barry)
- GL Database prep for agency data sharing (Barry)
- Inland fish data entry / management, Inland Consent Decree

Equipment maintenance/Field Work/Lab Work:

- GL Gear prep/build/breakdown/maintenance
- Grayling Reintroduction – Project Research
- Sturgeon Genetic analysis report
- Work towards implementing Adult LAS weir project
- 2016 Lake Sturgeon report drafting
- Lake Sturgeon genetic manuscript writing/ editing
- GL Gear construction/Cisco net prep/tying
- Burbot – Publication drafting

- Grayling – Grant proposal review
- Inland Consent Decree – Walleye assessment protocol
- Sturgeon Index netting Manistee Port
- GL Fall Lake Trout spawning assessments / Biodata Collection

Meetings/Training/Travel/Conference Calls

- Grayling Partnership, Consumers Foundation Grant Application, Conference Call
- Grayling Partnership, Internal Staff Meeting
- Grayling Partnership, Coordination Call with GVSU
- Great Lakes Fishery Trust SAT meeting, Lansing
- Technical Fisheries Committee meeting
- Modeling Sub-Committee conference call (Barry)
- USFS meeting for Adult LAS weir project
- Burbot – Call with MSU (11-2-16)
- Grayling – Conference call with MDNR (11-3-16)
- Grayling – Conference call with MDNR (11-9-16)
- Grayling – Call with GVSU (11-30-16) Tribal council for budget modifications and grant purchases

<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
- Completed PPG Final Report and other documents
- Budget modifications and extension on 106 Budgets
- Reviewed current work plans
- Extension of CWA 106 Stand alone grant
- New PGG Grant Enabled
- Climate Change meeting setup and prep
- Continued communication with partners on invasive species and wild rice
- Worked on Comments for NPDES Manistee WWTP permit, and Martin Marietta Pipeline installation
- Worked on TEPA and Solid Waste Ordinance
- Letter of support for Fond Du Lac's Regional Monitoring Network with EPA

Meeting/Training/Travel/Conference Calls

- Attended NACD at GRPM for outreach and education on the Tribal NRD
- Attended Council Meeting Sat Nov 5
- Environmental Staff Meeting on November 9
- Meeting on Wild Rice Project with CMU on November 9
- Baseline WQS Webinar on Nov 16 with USEPA
- Webinar on USEPA Final Rule for 303d Nov 11
- Streams – USEPA Climate Change Monitoring Nov 28
- Internal Meetings on Wild Rice Project

Air Quality Funded by EPA CAA 103 Grant

*Little River Band of Ottawa Indians – Natural Resource Department November
Monthly Report 2016*

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 – 10/7
- Submitted 2017 – 2019 CAA Section 103 Grant Proposal – 10/31

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 10/14 and 10/28
- Completed PM 2.5, Monthly Maintenance & QC – 10/14 and 10/28
- Completed PM 2.5, Quarterly Maintenance & QC – 10/28
- 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 – 10/14
- Sent collected PM 2.5 filter samples to MDEQ – 10/3, 10/10 and 10/24
- Completed Season Ending Ozone Multipoint – 10/6

Meeting/Training/Travel/Conference Calls

- ITEP Asthma Webinar – 10/4
- FY 2017 Tribal Air Funding Announcement call – 10/11
- Received ITEP's IAQ in Tribal Communities - Promoting Healthy Homes Training – 10/18 thru 10/20
- Participated in AMS Tour as part of RTOC Meeting – 10/25
- Monthly State, Local, and Tribal Conference Call – 10/26
- Participated in Monthly Region 5 Tribal Air Conference Call – 10/27
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 10/27

Brownfield Program-Funded by EPA Brownfield Grant

Brownfield Specialist position is currently vacant. It will be refilled as soon as possible.

Administration/Budget/Reports/Data Entry

-

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls

-

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

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- October physical and chemical data processed and added to long-term data set

- Continuation of training of aquatic biologist to the water quality program (106 & 319)
- Presented LRBOI's fish contaminant monitoring dataset at Tribal Water Workshop
- Completed EPA 106 semi-annual report
- Began EPA 106 Final Technical Report
- Completed Smith-Root electrofishing training and certification
- Submission of October nutrient samples to GLEC (Traverse City, MI)
- Submission of wetland article #1 and #2 to Rapid River News
- Completion of wetland article #3 to be submitted to Rapid River News

Field Work and Equipment Maintenance

- Completed October WQ sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for October sampling
- Completed stream monitoring event and training with the Manistee Conservation District

Meeting/Training/Travel/Conference Calls

- Oct. 4-7: Tribal Water Workshop at Firekeeper's Casino (Battle Creek, MI)
- Oct. 8: Manistee Conservation District Stream Monitoring Training (Kaleva, MI)
- Oct. 18-19: Smith-Root Electrofishing Workshop in Gaylord, MI
- Oct. 21: LRBOI Mandatory Meeting/Team Building Exercise
- Oct. 22: Manistee Conservation District Stream Monitoring Event
- Oct. 31: National Nonpoint Source Pollution Training Workshop in Boston, MA

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
- Counted seeds to figure out composition of ghost hull to hull rice
- Looked at the Arcadia marsh wild rice to see the production this year
- Membership survey about future wild Ricing projects
- Research on future projects dealing with wild rice

Meeting/Training/Travel/Conference Calls

None specific to the program

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

October 2016

Meetings/Conferences/Trainings

- On October 3, 2016, I attended a pre-construction meeting for the Sugar Shack Road Project. Others participating in the meeting included: Ken Ockert and Andy Veine of RCA, LLC; Eric Sandborn of Elmer's Crane & Dozer; and Melzar Coulter of Otwell Mawby P.C. (Consulting Engineers). Items discussed included: Project Description, Project Schedule and Safety & Site Security Measures. The project commenced the following day on October 4.
- On October 5, 2016, I attended the M-22 Byway Ribbon Cutting Ceremony at Camp Arcadia on behalf of LRBOI.
- On October 7, 2015, I attended a meeting regarding the US-31 & M-22 Intersection Improvements that are scheduled for 2017. Also attending the meeting were Rick Liptac from the Traverse City MDOT Office and Ken Ockert of RCA, LLC. It was decided that the major construction would involve the south-bound lanes on M-22 with pre-construction design taking place during the winter of 2016-2017. In addition additional signage will be strategically placed along south-bound M-22 and the Northeast quadrant of the intersection will be cleared of obstructions to create a 285-foot sight triangle. Construction will begin as soon as possible in the spring of 2017 and MDOT has agreed that the Tribe (through RCA) will manage the project.
- On October 18, 2016, Ken Ockert (RCA) and I participated in a work session with Tribal Council to discuss the proposed Tribal Transportation Improvement Plan submittal to the BIA; and provide an update on the Gathering Grounds Improvement Project.
- On October 18, 2016, Tom St. Dennis and I met with Tamara Buswinka of AES to discuss the Manistee County-Wide Multi-Use Trail Projects for 2016-2017. A proposed trail (Zimmerman Trail Extension) would require access to Tribal land near Aki Maadiziwin and along Dontz Road. The Tribe will need to determine an appropriate route for the trail, and Frank Beaver (NRD Director) and I will have further discussions with the County-Wide trail group regarding access to Tribal property. Any proposed Right-of-Way or Easement for trail development would need to be approved by Tribal Council. It is anticipated that those discussions would begin sometime in early 2017.
- On October 20, 2016, I accompanied Virgil Johnson, Tribal Council Speaker to attend the Manistee County Intergovernmental Meeting. I provided an update regarding cooperative road construction projects—in particular, the current Milarch Road Project and the upcoming Suda/Kott Road Project scheduled for 2017.
- On October 20, 2016, I meet with Steve Wheeler (Tribal CFO) to discuss the formulation of a budget for components of the Gathering Grounds Improvement Project that will not be covered by BIA Roads funding. Steve is hopeful this can be incorporated into the overall Tribal budget for 2017.
- On October 21, 2016, I participated in a day-long Tribal staff meeting. I served as one of several event facilitators during the day.
- On October 24, I met with Frank Beaver, NRD Director, to discuss the Zimmerman Trail Extension proposed by Manistee County. Both Frank and I will be attending a meeting with Rob Carson, County Planner, on November 2 to discuss this matter further.
- On October 27, I met with Mark Sohlden, Manistee County Road Commission Manager, at the Milarch Road construction site to check on the progress of the project. Mark is hoping that the

road will be paved and the project concluded by the end of the following week—November 8, 2016.

- During the month of October 2016, I attended meetings of the Construction Task Force on the following dates: October 6, 13 & 27, 2016.

Activities/Accomplishments/Updates

- At their October 26, 2016 meeting, Tribal Council approved our Tribal Transportation Improvement Plan (TTIP) for FY 2017-2020. The TTIP was submitted to the BIA on October 31, 2016.
- On October 4, 2016, Elmer's Crane & Dozer began work on the Sugar Shack Road Project. The project was completed on October 18. We will schedule a final walk-through of the project with Bryan Hewitt of the BIA Roads office during the first week of November 2016.
- On October 20, 2016, the Planning Department issued a Certificate of Occupancy to the new LRBOI Pharmacy located on the first floor of the Government Center.

Public Safety
Robert Medacco

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

October

General Patrol

Assist Citizen	3
Assist Motorist	
Assist Other Agency	11
City Assist	6
County Assist	11
Medical Assist	4
MSP Assist	
Other Calls for Service	4
Property Checks	1418
Suspicious Person	1
Suspicious Situation	9
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses

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

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

Miscellaneous

Administrative Hours

376.5

Alarm

Attempt to Locate

Boat Dock Checks

Casino Hours

280.75

Civil Standby

Community Policing

19

Court Hours

11

Death Notification

Drug Disposal

1

Follow-Up Investigations

99

Found Property

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

Total Complaints

48

Total Reports

75

Training Hours

7

Transport

Trespassing

1

Tribal Council Meetings

Vehicle Mileage

5065

Voluntary Missing Adult

Training/Travel

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

	53.5
Administrative Hours	
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	6
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	279
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	3
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	40
Vehicle Mileage	3352
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

October 2-7 2016 Officer Brown attended Field Training Officer Seminar "Basic" in Washtenaw County MI
 October 11-13 2016 Sgt. Robles participated in a joint CORA patrol in Escanaba MI
 October 25, 2016 Sgt. Robles attended CORA meeting Sault Ste. Marie

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

Administrative Hours		134
Arrest(s)		1
Male		1
Female		
ATV Patrol Hours		
Assist(s)		3
Assist Hours		3.5
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		2
Contacts		33
Court		
Court Hours		
Follow-up(s)		1
Follow-up Hours		
Federal Citation(s)		
Hours Worked		144
Joint Patrol(s)		
Marine Time		
Meeting(s)		3
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks		41
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: October 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 October, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 5 Certificates of Exemption to Resident Tribal Members and Entities (4 Vehicle, 1 Construction)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 16 Tribal members for tax-exempt motor fuel program
5. Sent 7 letters to Tribal members requesting they register for the tax-exempt motor fuel program due to a recent purchase at the Trading Post
6. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proof of Residency, the Tax Agreement boundary lines, tax preparation services, tax-exempt denial from the Department of Treasury, Concessionaire's licenses, and the Certificate of Exemption process for vehicles
7. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
8. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
9. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, etc. for a total of 598 corrections completed by the Tax Office in October
10. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
11. Received and reconciled OTP (other tobacco products) logs from the Trading Post
12. Received and reconciled September Tribal tax returns from the Trading Post and Little River Casino Resort
13. Issued 9 Tribal Concessionaire's Tax Licenses; 2 for entertainers at the Little River Casino Resort, 6 vendors, and 1 for a fundraiser on Tribal property
14. Monitored outstanding tax assessments; issued 3 Tobacco Tax warnings
15. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
16. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
17. Prepared September 2016 monthly department report

18. Processed 1 Tribal Michigan W-4 Withholding Exemption forms for employees; requested from Human Resources a 3rd quarter review of employees claiming state tax exemption for verification of RTM status
19. Processed 85 address changes/reviews from Enrollment for RTM status updates
20. Processed 12 RTM status and/or address changes
21. Processed and updated 2 RTM statuses and Proofs of Residency that were received
22. Prepared and mailed 18 Proof of Residency letters to members
23. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
24. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Prepared month-end tax reports for September 2016
27. Processed 4 Venue Reports to the State of Michigan
28. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
29. Updated motor fuel discount schedule for November 2016 and provided it to the Trading Post
30. Corresponded with casino staff regarding tax exemption qualifying purchases, Certificates of Exemption for contractors and sub-contractors
31. Followed up with Lead positions regarding a draft copy of a BP Business card policy and procedure
32. Submitted an article for the next issue of *Currents*
33. Prepared and set up booth with information for the Fall Membership meeting; answered questions and provided information to the members
34. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
35. Worked with the Commerce department and auction company regarding the auction at "Big Blue"; assisted with issuing bidder numbers, cashiering, tax license filing, and closeout.

Meetings attended this month:

1. Attended Fall Membership meeting on October 8, 2016
2. Attended Mandatory Staff meeting on October 21, 2016

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
October 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 34 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. Attended meeting with the Ogema and Leads on the Budget for 2017.
3. Introduced an All Nations Veteran representative to Council Speaker and Ogema.
4. Began work on a revision of the Employee Manual (Reg. 600).
5. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
6. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.

7. Continued work on the Rapid River News and Currents as the Public Affairs\Information person.
8. Began process to interview and possibly hire replacement for Public Affairs AA2.
9. Generally oversaw the Fall Fire and Teachings.
10. Attend meeting on security for both Buildings and Network.
11. Helped hold the Staff Meeting with other Leads and volunteers which included team building exercises.
12. Provided invocation and opening for the Region 5 EPA meeting held at LRBOI as hosted by LRBOI.
13. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
14. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
15. 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 every Wednesday & Thursday 11a-12p, 2p-3p
- 6) Started organizing and adding to the departments newspaper archive
- 7) Assisted with mailing of newsletter.

The Language Coordinator accomplished the following during this month:

- 1) Developed a new Face Book page called Anishinaabemdaa.
- 2) Worked with the Commerce dept. on language about new business and subdivision.
- 3) Worked with the Clinic on language.
- 4) Updated the new website on Jiingtamok
- 5) Facilitated meeting for a new Eagle staff for Little River Band.
- 6) Attended Suicide prevention meeting.
- 7) Researched immersion program on Manitoulin Island.
- 8) Assisted a Little River Band citizen to receive a LRB flag as a gift.
- 9) Attended mandatory meeting at LRB
- 10) Classes at Kennedy school with 5th graders on Wednesdays and Thursdays.
- 11) Classes with Gekaajik on Mondays.
- 12) Classes with "Enkiitaagejik on Tuesdays and Fridays.
- 13) Updated and produced lessons for all classes.
- 14) Responded to Emails and calls about language, CD ROM's, website, Face book, culture.

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

1. Assisted with the Fall Fire and Teachings.

2. Position vacant.

The Audio-Videographer accomplished the following during the month:

1. Produced a remote broadcast of the 2016 Fall Membership meeting called by the Ogema on recent changes in the government structure.
2. Researched changes to Ustream and how old Endaaying online video language lessons can be integrated with the redesigned language website Anishinaabemdaa.com.
3. Followed up on Bedabin's use of studio for recording biographical videos. There were confidentiality concerns and they did not use our studio.
4. Photographed a meeting for the enrollment department.
5. Photographed a meeting of the United Tribes which we hosted at the event center.
6. Photographed Bedabin's annual Trick or Treat event at Aki the community center.
7. Troubleshoot a Blackmagic Intensity HDMI input video card which is either DOA or incompatible with my configuration.
8. Submitted work order to Maintenance about an audible alarm on HVAC equipment in the archive room.
9. Assisted our department with the newsletter mailing.
10. Prepared the 2016 Fall Membership meeting recordings for IT to upload to the website.

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.