


**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: November, 2016 Operations Report

We respectfully submit the November, 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
November, 2016

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

November, 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 November.
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 Restroom/Pavilion Shelter-\$70,444-RCA***
 - iii. ***2016-Pharmacy – \$21,110.65 – Hallmark***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of November, were, \$589,396.38 the General Fund Operating Account had a total of (271) receipts, the Grant Funded Programs had a total of (39) 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.**

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- Director**
- **HR – Employee Manual - Meetings, Review and Make Changes, Employee Matters, Interview's Child Development**
- **2017 Budget Meetings**
- **Verizon Network Meeting**
- **Purchasing Procurement Training**
- **Strategic Plan Meeting**

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, Quickbooks

Trainings Held / Attended – Procurement, Defensive Driving, Blood Born Pathogens and Slip, Trip, Fall

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of December.*
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 two modification on the grants: BIA Government to Government additional funding in the amount of \$6,020 and 2016 BIA Self Governance additional funding in the amount of \$152,473. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
14. *The Tribe received one new grant for the 2017 USDA Food Commodities program in the amount of \$92,092 federal funds and \$47,735 tribal funds total*

of \$139,827. The documents were scanned and placed in the electronic grant folders that were created for this new award. The new grant was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

15. Changed the password in the SAM System that needs to be done every 90 days and calendared the next time that it needs to be changed.
16. Worked on the my Grants Management Administrator job description Questionnaire that needed to be completed and sent that to HR and Steve.
17. Prepared a payment request for the MEDC Feasibility Study grant in the amount of \$10,752.60.

18. Read over the documents for the State of Michigan Egrams system to become familiar with filing financial reports for the Crime Victim Assistance Grant (VOCA) that need to be done electronically. Worked with the agency to set up my profile to receive my User ID and password.

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 11/1/16, 11/15/16, 11/22/16 and 11/29/16.
4. Attended Accounting Department meeting on 11/1/16 and 11/29/16.
5. Attended meeting with the Leads on 11/3/16 and 11/17/16.
6. Attended meeting with Yvonne Parsons on 11/4/16.
7. Attended budget planning discussion with Steve, Larry, Mary, Dale, Jay and Bill on 11/8/16.
8. Had various Department Directors and Staff stopping by my office to discuss issues.

Trainings Held/Attended

1. Attended slip-trip-fall and driving training on 11/15/16.
2. Attended Purchasing training on 11/29/16.

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 368 payroll checks through ADP.
2. Verified 18 PAF's this month which included 5 new employee(s), and 2 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 11/10 and 11/25.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 11/15 Canceled, 11/1 and 11/29 – Finance biweekly team meeting.
2. 11/11 Canceled– Payroll/HR meeting.
3. 11/11 Canceled, 11/4, and 11/30 – ADP Status call regarding current/ongoing issues.
4. 11/3 – Call with Christina from ADP regarding year end life insurance entries.
5. 11/3, 11/4 and 11/10 – Benefit review/corrections and review of benefit reconciliation process with Kathy.

Trainings Held / Attended –

1. 11/14 – Mandatory Slip/Trip/Fall training
2. 11/15 - Driving

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/updating 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. Processing of December 15th per capita distribution.
4. Preparing and processing of 2016 life insurance adjustments.
5. Preparing upload file for 2017 insurance rates and code changes.

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 Slip, Trip & Fall Class
Defensive Driver's Training***

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 11/7-11/9 obtained bids to have tires removed from East Lake.

2. 11/8 Bid opening for Muskegon Office. Put together contact and forwarded to legal for review.
3. 11/8 processed request to find office supplies new home with other departments where needed.
4. 11/14 Slip, Trip, and Fall Training.
5. 11/15 Defensive Driving Training.
6. 11/18 Emailed end of the year encumbrance reports to individual programs.
7. 11/28 Agenda review
8. 11/28 Held Purchasing and Procurement Training.
9. 11/29 Finance Meeting.
10. 11/29 Held Purchasing and Procurement Training.
11. 11/30 Follow-up on order received with Tribe's order number, but not a part of the order placed by the Tribe. Case of jackets were not charged to Tribal credit card. Walmart sending shipping label to return jackets.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 224 packages.
2. Issued 114 receiving reports.
3. Returned 2 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 November, 2016, are \$1,010,088, compared to an annual budget of \$1,192,335. Total expenses for the Finance Division for year to date November, 2016, represented 85% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/November 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 placed food order for warehouse

Y. Theodore warehouse / rotated stock/ inventory stock

Y. Theodore AIS food orders for clients

Y. Theodore filled food orders

Y. Theodore bagged up item we got from USDA handout for clients 4 items in all

Y. Theodor cleaning warehouse

Y. Theodore made boxes for packing up food order

Y. Theodore attended mandatory training HR

Department sent out applications for commodity program

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

November 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: 4 student received LRBOI/JOM activities funding totaling \$386. 2 students received assistance for Senior Expenses totaling \$325. 1 students received 12th Grade Computer grants totaling \$1000**
- **College Book Stipend: 1 award for 1-3 credits, 4 awards for 4-8 credits, 1 award for 9+credits, total \$1900.**
- **Higher Education Scholarships: 8 unmet need awards were made during November totaling \$16,779.50. 5 awards went to women, 3 to men, 5 community college students and 3 university student.**
- **Miscellaneous- Continued working on MDE teacher education modules with Confederacy of Michigan Tribal Education Directors and EduPaths**

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During the month of November one meeting was attended:

November 10, Interviews, Yvonne Parsons attended sitting in for Gary Lewis

November 10, Directors' Meeting, Yvonne Parsons attended

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

Enrollment

Diane Lonn

ENROLLMENT DEPARTMENT REPORT

November 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: 12 Applications forms for people seeking membership
- Mailed out: 30 Address change forms
- Created 50 New and Replacement Ids from 11/01/2016 through 11/30/2016
- 203 Addresses changed from 11/01/2016 through 11/30/2016
- Final Rejection Letters: 5
- Final Acceptance Letters: 8

- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 12
- Provisional Acceptance Letter: 8
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 11/01/2016
- List Request of membership: Tax Officer, Clinic, Tribal Court, Public Information 2; Elders – 2; Members Assistance 2
- Label Request of membership: Election Board – 2
- Tribal Members Label/List - 0
- Statistical Request: Grants, Family Services
- Department Verifications:
 1. Prosecutor 51
 2. Natural Resource 58
 3. Members Assistance 39
 4. Casino-Human Resources 2
 5. Human Resource 7
 6. Contract Health 16
 7. Commodities 3
 8. Family Services 13
 9. Commerce 2
 10. Election Board 32
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 4 Members passed away for the Burial Fund Money
- Sent out 4 Tribal Flags

- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 443 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: 4,265
- Total number of Elders: 1,244
- Total number of Adults (18-54): 2,621
- Total number of Minors (0-17): 400
- Total Tribal Members living in:
 - 9 County Area: 1,800
 - Outside 9 County Area: 2,357
 - Michigan: 2,801
 - Outside Michigan: 1,356
 - Undeliverable Addresses: 108

Facilities
Brian Gibson

***Facilities Management Department Report
De-Ahna K. Underwood, Administrative Assistant
November 2016***

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 buildings, Commerce's commercial and rental properties. Winterized irrigation lines at Gathering Grounds, Trading Post and Government Center. The department also prepared for the winter season by purchasing road salt, preventative maintenance on the departments work trucks, snow plows, salters & snow blowers. The Maintenance Technicians delivered salt bins to the entrances to the Tribal Buildings that we will fill with salt throughout the winter season. We also placed snow plow markers in the parking lot to help guide the Techs as they clear snow from the parking lots.

Aki

Reported toilet leak, we addressed the issued by fixing the broken seal.
Public Safety reported a light was out at Aki. A replacement light was ordered; once it was in the JCB was brought up to Aki to replace street light. The old light was then left with Receiving so it could be returned back to the company for recycling.

Commerce

294 River; installed new batteries in the smoke detector.
290 4th Ave; changed Filters worked on furnace, installed new water pump.
1311 McKee; fixed tub drain and changed out door angles and locks. Installed new window latches on the living & bedroom windows. Inspected the smoke alarms and replaced batteries.
Picked up de-humidifier from bank building and brought it to the tenant.

Facilities Management Department Report

3335 Orchard continued repairs to the property, dry walling, painting walls & ceiling. Currently waiting on flooring, counters, and cupboards. We are expected to finish this project in February.

604 Fairview, rotor roter the basement drain due to back up. Technicians cleared drain and cleaned up area when finished.

1311 Vine, Service call to address the furnace not automatically turning on. No answer from tenants when a Technician stopped by, tenant didn't answer the Technicians phone calls. We are now waiting for the tenant to make contact.

3149 Orchard, installed new lock one 1 door, installed new door handles on interior doors and inspected the furnace and is turned on and in working order.

East Lake

Hauled yard sale items to Blue and continued organizing and getting items ready for the auction. Straightening and cleaning of blue inside and out.

Opened gates so boats could be removed that were purchased at the Auction.

Put salt into holding bin for on hand supply during the winter season and can now be stored throughout the year.

Government Center

Installed two flag poles in front of the building.

Moved cabinets out of Clinic office and changed light switches.

Started the Clinic's new restroom renovation. Removed old flooring to install new flooring.

Pipped for plumbing of toilets and sink, installed new toilet, sink and other bathroom fixtures

Unlocked desk for Public Information

Rest breaker in Clinic area

Clinic hallway, checked leaky toilet installed a new wax ring.

Talked with Continental about adding more mats to the main lobby, new mats were delivered 12-7-16.

Mulch spread behind building

Removed floor electrical outlet (floor spider) Enrollment Office #111

Installed towel dispenser in Restroom #131B

Justice Center

New door handle for mechanic room, key left with Mrs. Willis.

Winterized window and door with plastic.

Installed new toilet, flooring, trim the in women's restroom.

Report of parking lot light out. Inspected to find out the timer was off. Turned on and adjusted.

Natural Recourses

It was reported to Facilities that the parking lot lights were out. Placed an order with Medler Electric 11-23-16 for a new light with housing unit, delivered on 12-8-16 and will be install the week of 12-12-16.

A complaint about the lack of heat was reported upon inspection it was noticed batteries were needed for the thermostat and not all the furnaces were running. A Tech purchased batteries and replaced batteries, not all furnaces are up and running, but there is adequate heat in the building.

Fixed flood lights in Entry and replaced burnt bulbs in the basement.

Hung two blinds in one of the offices

Motion sensor light not picking up employees when in meetings. In order to address the situation, Facilities will need to remove drywall and rewire the light to a manual on and off switch. At this time the funds are not available in the buildings budget. NRD was asked to move

Facilities Management Department Report

the conference table, so the motion sensor would pick up the employee movements until a permanent solution can be made.

Other

A Technician with a CDL endorsement drove the Utilities truck down to Northville for service, this task took him a little over the entire work day.

The East lake pump house has been without power, ran an electric line to pump house for a temporary fix, until the electric was hooked back up by Top Line on 12-7-16.

Started contacting companies to get quotes for the Justice Center. Facilities is looking to get the main lobby new carpet. Departments within the building are looking to purchase and get carpet installed into their areas as well.

JCB (Lift) hooked up power to JCB block warmer, inspection and preventative maintenance

Dropped off items to Good Will

Technicians cleaned out the departments trucks.

Loaded computers for IT onto pallets and into the driver's truck for them to be recycled

Mechanic

DPS #1; full service oil change

DPS #10; replace headlight bulb

DPS #12 changed oil, replaced brake pads, bled brakes and shined rims

DPS #25; repair to tire sensor

DPS #27; inspection of vibration, brakes replaced

Housing #206; full service oil change, transmission service, repairs to the Trans cooler lines transfer case, engine cooler, front and rear differentials & seals

NRD #516; oil change

NRD 07 Durango; oil change

Facilities

Facilities #631 Red Ford; switch to winter tires, rotors brake pads, bled front two, disassembled rear pads and rotors, cleaned then reassembled.

Facilities Grey plow truck; rotors breaks, power steering pump, bled break

III. Budget Expense Justification

Building and Facilities standing purchase orders term ends in December.

IV. Travel and Trainings

11/14 & 11/15 All Facilities Staff attended the Defensive Drivers, Blood Borne Pathogens and Slip Trip Fall trainings provided by LRBOI, located in The Lodge.

Utilities Department
Gary M. Lewis, Utility Supervisor
November, 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	\$13,927.37
Sewer	\$21,456.56
Irrigation	\$1,578.61
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,918.50
Septage	\$4,425.94
Month Total	\$62,650.98
Yr. to Date Water	\$162,603.47
Yr. to Date Sewer	\$249,089.89
Yr. to Date Fire Suppression	\$88,128.84
Yr. to Date Irrigation	\$27,684.76
Yr. to Date Manistee Township	\$73,804.50
Yr. to Date Septage	\$55,746.00
Credit	\$36,648.84
Yr. to Date Total	\$620,408.62

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,380,900**
 - a. Peak Flow 221,700**
 - b. Low Flow Gallons 85,240**
 - c. Ave Daily Flow Gallons 79,363**

III. 2. Gallons of Treated Waste

- 1. Influent Gallons 2,981,475**
 - a. Peak Flow Gallons 128,186**
 - b. Low Flow Gallons 86,705**
 - c. Daily Average Gallons 99,383**
- 2. Effluent Gallons 2,981,377**
 - a. Peak Flow 112,485**
 - b. Low Flow Gallons 84,962**
 - c. Daily Average Gallons 99,379**
 - e. Waste Sludge Gallons 95,000**
- 3. Lagoon**
 - a. Influent 97,717**
 - b. Peak Flow 31,344**
 - c. Low Flow 0**
 - b. Daily Average Gallons 3,257**
- 3. Septic Sewage**
 - a. Gallons 105,999**
 - b. Average 3,533**

IV. Travel and Trainings

Gary Lewis, Donna Kosiboski
EPA Small Systems (free webinar)
Nov 29th 2 – 3 pm
Capacity Development and Asset Management

Family Services
Jason Cross

Family Services Department

November 2016 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Muskegon.....4

Manistee.....6

Total.....10

Open Cases.....49

Total number of Tribal members served in open cases: 60

Total number of descendants served in open cases: 18

Total number of individuals served in open cases: 128

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.

Zoongaadiziwin (SO) 11

Total number living in homes served	28
Total number of Tribal Members living in homes served	13
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	2
Home visits this month	4
Case reviews this month	3
Binojeeuk reviews this month	0
Contacts with outside agencies	4
Contacts with LTBOI departments	5
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: 14 Juvenile Justice: 0

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	4
Home visits this month	16
Case reviews this month	3
Binojeeuk reviews this month	1
Contacts with outside agencies	120
Contacts with LTBOI departments	0
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	19
Total number of Tribal Members living in homes served	8
Total number of descendants living in homes served	6
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: 11
Zoongaadiziwin: 4 PaT: 7

Total number living in homes served	32
Total number of Tribal Members living in homes served	6
Total number of descendants living in homes served	2
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	4
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	7
Contacts with LTBOI departments	4
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

<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>	70	
<i>Office Visits</i>	32	
<i>Phone Conferences</i>	0	
Meetings		
Training	Slip & fall	Manistee

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.....	1
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	7
Enrollment.....	5
Family Services/Bedabin.....	1
Health Services.....	2
Historic Preservation.....	0
Housing.....	1
Human Resources.....	0
Legal Assistance.....	0
LRCR.....	0
Members Assistance.....	11
MRS.....	0
Natural Resources.....	1
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	0
Copies:.....	14
Email	26
Mail.....	0
Notary Services	3
Assistance with forms.....	14
Warriors Society.....	0
Other	11
Total Tribal Citizens Assisted.....	68

Departmental Monthly Events & Needs

Meetings:

HSCB – 11/1/2016

Directors meeting – 11/10/2016

Pre-construction – 11/22/2016

Travel and Trainings:

Safety training – 11/15/2016

Court

1 Hearings – 1 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: November 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

- Grants Department Budget anticipates several changes for 2017. There is a Grant Department Director scheduled to be hired. This is expected to be a priority for the department as it now stands. Job descriptions are back from Valiant and the hiring process is ready to move forward. The lack of an approved budget has been a factor in the matter not coming forward before this point in time. In summary, 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)
- In the last monthly report, it was not known whether or not LRBOI would receive a grant award from the Frey Foundation. I am pleased to report that our request in the amount of \$55,000 (for general construction costs) was approved by their Board of Directors.
- Although it was anticipated that the Grants Department and Family Services Department would be working together to submit an submission to the American Indian and Alaska Native Early Head Start Expansion and Early Head Start-Child Care Partnership Program, the funding opportunity has not yet officially opened up (even though it was forecast to do so last month). There are plans are to move when the opportunity actually presents itself.
- Otherwise worked with Family Services in the interest of moving tribe's Child and Family Development Center forward.
- In last month's report, it was noted that the Elders Meals Program (Title VI) was due to be renewed. The application has a deadline date of 12/5/16. As this report is being written after the previously noted deadline date, it can be stated in this month's report that a completed submission was made in response to this funding opportunity. This funding, "Grants for Native Americans and Native American Caregiver Support Program, through the U.S. Administration for Community Living, has a 3-year funding cycle, will begin in April, assuming its award. Two

additional grant submissions were also made in the month of December. Both had deadline dates of December 1, 2016. These submission will be briefly introduced in this report and further elaborated in next month's Grant Department Report.

- One of these submission also went through the Family Services Department: it was to the Michigan Department of Health and Human Services (MDHHS) for funding through the Community Services Block Grant. The application represents 3-years of continuation funding for our "Zoongaadiziwin" related efforts, as modeled after the "Transitions to Success" model. Current funding ends March 31, 2017.
- The other application also had a deadline date of December 1, 2016 and it was also sent to the Michigan Department of Health and Human Services. This application was to respond to the funding opportunity through the "2017 Adult Mental Health Block Grant. It should be noted that the Inter-Tribal Council of Michigan will act as the fiduciary for any/all Michigan tribes awarded funding. Out funding request involved planning, implementing, establishing and integrating a new telemedicine, "Tele-Psychiatry, addition to our existing healthcare delivery system. The Health Department is scheduled to administer this program.

IV. Other Duties and Activities performed during the month of November 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.
- Attended Warrior's Society meetings regularly scheduled.
- 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 did attend the 2016 Grant Professional Association's Annual Meeting in Atlanta between Nov 9th and Nov 12th. I do not anticipate any travel during the month of December; however, I do have more than 50 hours of combined Vacation/PTO time that I will lose if it is not taken in December. At this time, this time-off is tentatively scheduled so as to not lose any of the time-off that has been accumulated up to this point. This is to say, I am currently/tentatively planning on taking my earned time-off as scheduled.

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: December 9, 2016

Re: November 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 November, 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.

November 1, 2016, Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, and Gina Dahlke, CHS/EHAP Supervisor participated in Chief Pharmacist Selection process with Human Resources Personnel and an Elder.

November 3, 2016, Don MacDonald, Health Services Director, and Gina Dahlke, CHS/EHAP Supervisor participated in CHS Support Staff interviews with Human Resources Personnel and an Elder.

November 4, 2016, Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, and Gina Dahlke, CHS/EHAP Supervisor participated in Chief Pharmacist Interviews with Human Resources Personnel and an Elder.

November 7, 2016, Don MacDonald, Health Services Director, Julie Dixon, D.O., and Janice Grant, Clinic Supervisor participated in Clinic Nurse Selection process with Human Resources Personnel and an Elder.

November 7, 2016, Be Da Bin Staff and the Manistee Co. Suicide Prevention and Awareness Coalition attended the Suicide Prevention Summit Training.

November 14/15, 2016, all staff attended the Blood Borne Pathogens and Slip, trip, & fall trainings. (A few staff attended the Defensive Driving training also).

November 16, 2016, Don MacDonald, Health Services Director, Julie Dixon, D.O., and Janice Grant, Clinic Supervisor participated in Nurse interviews with Human Resources Personnel and an Elder.

November 16, 2016, Be Da Bin hosted the Suicide Prevention and Awareness Coalition Meeting.

November 30, 2016, Don MacDonald, Health Services Director, and Janice Grant, Clinic Supervisor held a meeting with the Be-Da-Bin Behavioral Health Services Staff.

Be Da Bin Staff (other meetings/events): Dottie Batchelder, Chemical Dependency Counselor, attended meetings for the Northern Michigan Recovery Residences and the Centra Wellness Needs Assessment meeting (Sujean Drake, Mental Health Counselor) also attended this meeting. Julie Wolfe, Youth Prevention Counselor, attended/lead the Full Moon Ceremony.

Teresa Johnson, CHR, assisted with direct patient care in clinic operations due to Nursing shortage.

Forest County Potawatomi Insurance Department filed 150 claims on behalf of Little River in the amount of \$32,155.16 for Third Party Revenue generation.

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

CLINIC OPERATIONS:

205 patients scheduled

22 patients NO-SHOW to scheduled appointments

-0- patients provided SAME DAY appointments for emergent matters**

51 cancelled appointments

132 patients attending CLINIC PHYSICIAN appointments**

11 patients PHONE TRIAGE**

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

38 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 263

Diabetic patients: 49

Flu Vaccines: 37

Injections: 13
Nursing Visits: 6 **
On-site Labs: 108

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,481

DIRECT CALLS TO CLINIC OPERATIONS: 256

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 665

BEDABIN BEHAVIORAL HEALTH: 36 INDIVIDUAL CLIENTS

CHEMICAL DEPENDANCY COUNSELING:

23 (11) INDIVIDUAL/RECOVERY SUPPORT (12)

126 CLIENT CONTACTS FOR SERVICES

147 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 200

MENTAL HEALTH COUNSELING:

12 INDIVIDUAL CLIENTS

47 CLIENTS CONTACTS FOR SERVICES

111 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 47

PREVENTION SERVICES:

58 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

106 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 58

INTAKE WORKER:

20 CLIENT CONTACT HOURS

137 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 20

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

TOTAL FOR ALL STAFF: 15 NO SHOWS

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 10

TRAVEL HOURS: 53

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 14

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 130,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2192

TOTAL CHS PAID IN NOVEMBER: \$ 100,000

PHARMACY/OTHER: \$ 42,000

DENTAL: \$ 19,000

TOTAL PATIENTS: 250 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 522

TOTAL CLAIMS ENTERED: 479

TOTAL CHS PAID 2016: \$ 1,400,000

TOTAL EHAP PAID IN NOVEMBER: \$ 30,000

TOTAL EHAP PAID 2016: \$ 169,000

TOTAL ENROLLED EHAP/LRBOI: 1247

MEDICARE LIKE RATE (MLR) Savings for November 2016

Claims submitted: 36 \$97,094.01 (total submitted)

-\$23,101.61 (what we paid)

\$73,992.40 (total savings)

MAAJIIDAA FITNESS CENTER: 337 MEMBERS REGISTERED

117 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 November 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 almost complete with a projected substantial completion scheduled for the beginning of December 2016.
- B. The Pavilion is almost complete and scheduled for completion the beginning of December 2016.
- C. The Housing Department received a notice from EWONAP that they would be conducting a Remote Audit for our IHBG grant. We have made two submittals to them and they have now asked for our personnel policy which I have submitted to them.
- D. Michelle Pepera and I attended the Great Lakes Indian Housing Association meeting the end of November. This organization is made up of Tribal Housing entities in the Great Lakes Region. I have found the meetings to be very helpful and informative on housing issues we have in common and the different methods of problem solving.
- E. On October 27, 2016 I met with Tribal Council in a work session to discuss the development of more Fair Market Housing at Aki. It was decided that I would pursue a Section 184 loan for the development of 10 more Fair Market Rental Units that would be available for purchase by Citizens. The 10 units are to be three bedroom single family homes with basements and garages. Council directed they wanted these units to have better finishes and amenities so as to provide more incentive in the transition from income based housing to fair market housing and eventually for home ownership.

Since then I have been in contact with Tribal First Lending and had discussions on the Section 184 loan process and application requirements.

On November 10, 2016 during our Construction Task Force meeting I advised I had learned from Tribal First that floor plans and bid pricing was necessary for the loan application. Mr. Riley advised we should use the floor plans being developed for the Fruit Port Housing Development as they were already owned by the Tribe and they would be different plans than the existing floor plans already used by Housing. I was advised to contact Tom St Dennis.

I spoke with Tom and he advised the floor plans were being developed and when they were complete he would share them with us.

I attended the Great Lakes Indian Housing Association meeting the week of 11-30-16 and one of the presenters was the Woodlands National Bank on the Section 184 loan. I found their presentation very well done and learned they service Michigan. I will be in contact with them as another source for the Section 184 loan.

- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 9
 - Leases renewed: 6
 - New leases: 0
 - Annual Inspections: 9
 - Move-out Inspections: 0
 - Move outs: 1
 - 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. We have also added another \$10,000 to this budget by a budget modification from our Department Budget for a total of \$60,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$4,333.
 - Total Number of Awards made during the Year: 19
 - Total Amount of Awards for the Year: \$69,551.06. (Note we have met with Tribal Council and will be transferring another \$9,551.06 to this program. We are also requesting a supplemental appropriation for \$5,000 as we expect one more award in December.)

II. Rental Payment Information for the Month.

- A. First Notice(s) of Delinquency issued: 0
- B. Second Notice(s) of Delinquency issued: 1
- C. Third Notice of Delinquency issued: 6
- D. Termination Notice(s) issued: 4
- E. Notice(s) to Vacate or Renew: 0
- F. Court Filing(s): 2

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 documents requested by EWONAP for their Remote Monitoring.

VI. Plans for the Future.

- A. Developing 10 more Fair Market Rental units for Home Ownership at Aki maadiziwin.

VII. Other Information

- A. None.

End of Report
Frank Figgels, Housing Director
December 5, 2016

Attachment: November 2016 daily maintenance log

Cc: file

Employee: _____

2016 HOUSING

Date/Location/Description

Print Neatly

Daily Worksheet

Date 11-28 Cleaned organized shop area, cleaned out trucks
Unlocked Bilco Door for tenant @ 2591

Date 11-29 Re keyed 2665 IC, Installed new
Door opener, Keyed @ shop, Replaced Batteries in
hand towel dispenser in kitchen, Installed new lock sets
@ 2724 OC

Date 11-30 Started @ 2615 OC, Annual Inspection @ 2714 OC

Date 12-1 Continued Working on 2615 OC

Date 12-2 Mileage, Continued @ 2615 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

**Housing 2016
Daily Worksheet**

Date 11-21 Worked on 2626 IC
Cleaning / Prepping for new tenants

Date 11-22 Finished 2626 IC
Organized Shop area, Cleaned and made Room for
Appliance Storage, Receipts

Date 11-23 Prepped trucks, plow and salter for winter
Salted lots, moved washers to warm area to avoid freezing
checked vacant properties for heat on and lights off
updated map for snow removal properties

Date 11-24 Closed

Date 11-25 Closed

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2016
Daily Worksheet

Date 11-14 Continued working on 9th St. upper unit
Organize shop area in Afternoon

Date 11-15 Continued working on 9th St. upper unit
Repaired Door, towel Bars, reset breaker, reinstalled cabinet Door
@ 2603 OC, Dropped 2 gals of paint for 148 Ford (B's)

Date 11-16 Checked fluids in trucks, Prepped Sutter and
checked working condition, Finished 9th upper unit

Date 11-17 Installed new Kitchen Faucet, repaired Bifold
Door, @ 2724 OC, Put trailer away, Installed undercarriage
and Blower on tractor, Checked Carpet @ 2626 IC

Date 11-18 Put up snowflakes, installed new shower head @ 2683 IC
Took Ice melt to CC 2 buckets and 2 Bags, Picked up materials /
Supplies took to 2626 IC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2016
Daily Worksheet

Date 11-7 Time change start winter hrs leave - 2³⁰ pm

Finished up @ 2694 IC, Took materials to shop
Replaced Broken Light bulbs and dropped off 2 gallons Drylock
@ 148 Ford Turned in Receipts and time log for 2694 IC
Installed Facia @ 2694, *

Date 11-8 Reinstalled Ceiling Fan @ 230 Ninth St.

Installed Blinds and Finished Touch up @ 2694 IC
Annual inspection @ 2677 OC, Took materials back to shop

Date 11-9 Took materials & supplies to 230 1/2 9th St. Continued cleaning
and prepping unit for rental, checked appliances hook up @
two new units, changed lock set @ 2694 IC

Date 11-10 Continued working on 9th street upper unit

Date 11-11 Closed

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2016
Daily Worksheet

Date 10-31 Daily logs, Mileage, Washed Walls, Prep for paint
@ 2694 IC

Date 11-1 Installed new Medicine Cabinet with Light, Mirrors, blind,
hood @ 2694 IC
Repaired Mailbox @ 2640 OC
~~Move out inspection~~ assisted Chad with move out inspection and
re-keyed 2615 OC

Date 11-2 Installed Grab bars wall mount and suction style in
Bath tub area @ 2683 IC, Picked up Grey truck, Dropped
off receipts to Michele

Date 11-3 Installed Grab bar wall mount and suction cup style
in Shower area adjusted water heater temp @ 2644 IC
Continued Prep and cleaning, touch up paint @ 2694

Date 11-4 Cleaned up shop area, Bathroom, Exhaust Fan, Dropped
off Red truck at Manistee fire
Annual Inspection assisted Chad @ 2720 IC

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director

HUMAN RESOURCES DEPARTMENT

NOV 2016

Hiring Process

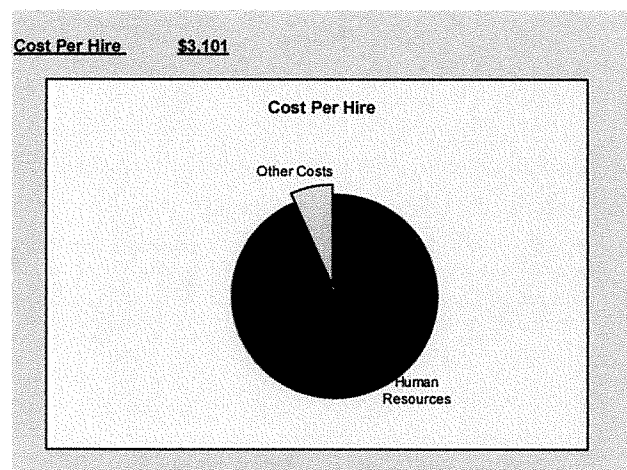
Human Resources conducted an analysis recently of hiring processes, in light of hearing that it is taking too long to fill positions. First, we reviewed the industry standards. For example, in 2011, the Washington Post reported that it was taking on average 105 days for the Federal Government to fill vacant positions. According to the Society for Human Resources Management (SHRM), it takes an average of **51 days** to fill a government position, compared to 45 days in other industries, and 29 days in a retail operation.

HR has filled 19 positions to date in 2016. We focused on the 9 positions filled since June, and found that we are averaging **59 days***, from post to first day. To fully understand this measure, we included the time from posting a position to the first day on the job. According to the SHRM data, that time period of 51 days is measured from posting the position to an offer letter being issued. Our HR data includes the time taken to process pre-employment review, and is not just measured from the day an offer letter is finalized. So our days would be considered inflated.

*Note: one position is considered an outlier, as the supervisor was on leave and not available to complete the hiring process until they returned, extending the hiring process. The days were included in the calculation reaching the 59 day average, but did negatively impact the days calculated.

59 days is also inclusive of a period of nearly one month, when there was only 1 person in HR.

HR also measured the cost per hire average. There is varying data available for this comparison, but from the SHRM website, the average is **\$3,838.35** per new hire. This data is calculated including staff salary, benefits, and any outside costs, such as recruiting contracts, advertising, job board subscriptions and other outside costs. Little River Band's HR department does not have an advertising budget, nor do we pay outside job board service costs. In fact, many of the resources that are typically available to Human Resources are simply not available to the Band's department.



Examples of typical costs are:

- Search Firm Fees
- Travel Expenses (Candidate Travel)
- Entertainment Expenses
- Advertisements
- Job Fairs
- College Recruitment
- Employee Referral Awards Paid

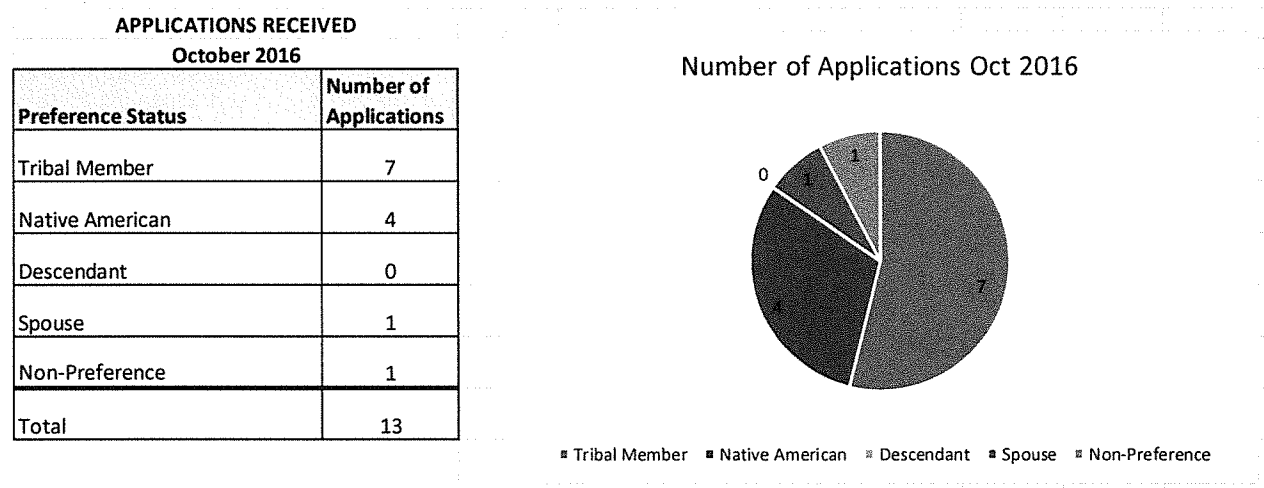
The HR department does not have any of the expenses associated.

The cost per hire was calculated based on existing employee wages, existing benefit costs, and the pre-employment processing costs for drug screen and background processing. The pre-employment costs for LRBOI are slightly higher, as we process backgrounds differently than most employers. (The Other Costs represented by the graph preceding page.) The department currently believes that its determination of **\$3,101** is a solid number based on to date hiring numbers for 2016.

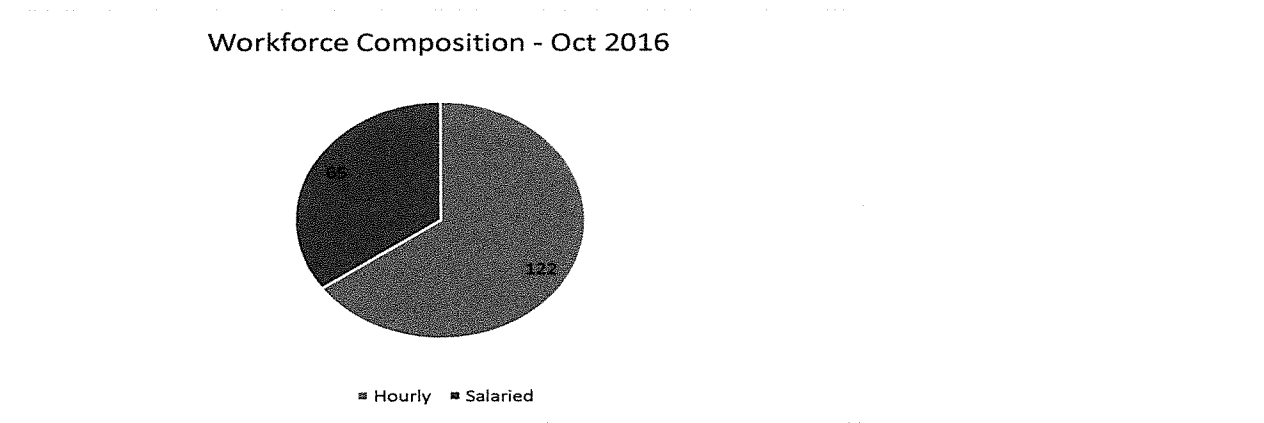
HR will continue to track the number of actual days from job posting to first day on the job, but the conclusion of this recent review demonstrates that the existing HR processes are not creating delayed hiring or placement, when compared to other industry (HR practices) data.

Employment Statistics:

Applications were filed as shown in the graph/chart below. Tribal member applicants account for just over half of the applications received during the month.

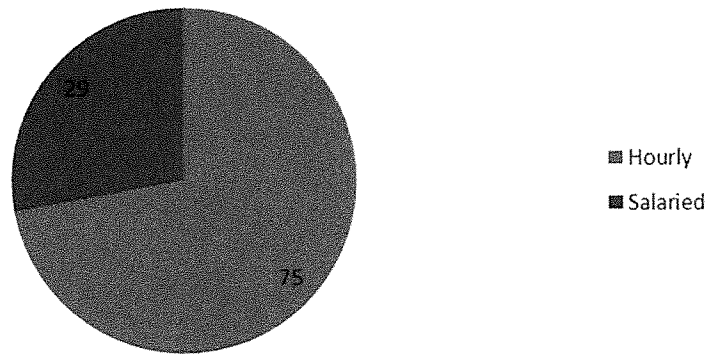


Workforce composition is shown below. Of 187 total employees in Tribal government, there are 122 hourly workers and 65 salaried employees. *(Please be aware that elected officials are counted in these numbers.)*



Of the workforce composition, the breakdown of Little River Band member employment is as follows:

Tribal Member Workforce - Oct 2016



Of the 65 salaried employees of Little River Band, 29 are Tribal Members. Compared to the hourly workforce where 75 of 122 employees are tribal members. The majority of Tribal member employment at Little River Band is in the hourly job classes. Tribal Members make up approximately 44% of all salaried positions, but account for 62% of all hourly positions.

**Tribal Council, the Ogema, and one Judge are included in the 29 Tribal Members who are salaried employees. Factoring only employees without elected officials, Tribal Members make up 33% of the salaried job classes.*

There were no new hires processed during the month of October.

Employment Statistics:

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

October 2016

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

TM	NA	D	S	NP	TOTAL
80	13	5	7	35	140
11	0	1	1	17	30
10	0	0	0	1	11
3	0	0	1	2	6
104	13	6	9	55	187

EXECUTIVE GAMING LEGISLATIVE JUDICIAL TOTAL	Prior Month					
	83	13	7	7	36	146
	12	0	1	1	17	31
	10	0	0	0	1	11
	2	0	0	1	2	5
	107	13	8	9	56	193
EXECUTIVE GAMING LEGISLATIVE JUDICIAL TOTAL	Prior Year					
	TM	NA	D	S	NP	TOTAL
	75	8	8	7	34	132
	10	0	2	2	17	31
	11	0	0	0	1	12
	5	1	0	1	2	9
101	9	10	10	54	184	

PREFERENCE EMPLOYEE NUMBERS IN KEY POSITIONS				
October 2016				
Preference Status	Directors	Mgr/Supv	Salaried	Hourly
Tribal Member	3	9	29	75
Native American	2	1	4	9
Descendant	0	2	2	2
Spouse	0	0	1	8
Non-Preference	8	12	29	26
VACANT*	2	1	0	0
Total	16	25	65	122
Total Preference	5	12	36	
% TM	18.75%	36.00%	44.62%	
% Preference	31.25%	48.00%	55.38%	
*Commerce is considered filled at this time by contract employee				

401K Audit Completed

The 401K Audit was completed and the form 5500 was filed by Ogema Romanelli during the month of October.

There were no significant findings in this year's audit. Despite being delayed due to auditing engagement, the audit process concluded quicker than the previous year, due to a change internally within HR, and an improved filing process.

Respectfully,

Janine M. Sam
HR Generalist

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
November 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. 263 new IT work orders were opened in November 2016 and 235 IT work orders were completed in November 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 continues.
5. Muskegon Office Security Project started, new cameras and door access control system. Installation scheduled for December 5th and 6th.

Meetings Held / Attended –

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

Developed and submitted a current active project list
Email reports sent to legal department.

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: December 9, 2016
Re: November 2016 report of activities

Number of tribal members assisted on new issues 70

Number of referrals received 4

Number of continuing cases: 56

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Guardian - Adult
Divorce	Real Estate
Contracts	Separate Maintenance
Parenting Time – Out of State	Liens
Mortgage	Abandoned Vehicles
Wills	Beneficiaries
Estate Planning	Creditors
Personal Injury	Amend Power of Attorney
Power of Attorney	Post Divorce Matters
Custody	Health Insurance on Minor Children
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Criminal	Per Capita
Incorrigibility Petition	Security Deposits for Rentals
Grandparent Visitation – Out of State	Debt Collectors
Real Estate Taxes	Amend Medical Power of Attorney
Annuities	Objection to Probate Accounting
Drug Testing	Land Division
Landlord –Tenant Issues	Medical Marijuana
Employment	Name Change

Department of Human Services
Sex Offender Registration
Objection to Referee Recommendation
Objection to Adult Guardian Accounting

Residential Leases
Medical Malpractice
Driver's License

Attended Health Fair at Elder's Convention

Attended mandatory director's meeting

Attended strategic planning quarterly review

Attended domestic violence taskforce meeting

Sample of Work Performed:

Assisted a tribal member enter into a payment plan with a creditor rather than having their wages garnished

Assisted a tribal member get an order for child support

Assisted a tribal member object to a referee's recommended order for make-up parenting time and get an ex parte order that stops that order from being effective until a new hearing could be held

Assisted a tribal member with an Incurability Petition for their child who would not obey their rules

Assisted a tribal member get released early from their residential lease

Assisted a tribal member with an issue regarding medical marijuana

Members Assistance
Jason Cross (Interim)

Members Assistance Department

November 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 \$43,050
- e. 66% Remaining
- f. 190 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
51	7	5	1	42	7	3	9	4	61

3. Rental and Mortgage Assistance Program

- a. Total Budget \$40,000
- b. Total expensed YTD \$26,442.33
- c. 34% Remaining
- d. 70 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
17	0	1	1	25	1	1	2	0	22

4. Low Income Energy Assistance Program

- a. Total Budget \$95,000
- b. Total expensed YTD \$30,449.75
- c. 53% Remaining
- d. 151 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
38	4	5	1	35	5	4	7	1	51

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 \$9,383.25
- c. 53% Remaining
- d. 41 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	1	1	2	11	0	1	0	0	10

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$17,959.82
- c. 28% Remaining
- d. 76 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
27	8	3	1	15	0	1	4	0	17

8. LRBOI Home Repair Program

- a. Total budget \$150,000
- b. Total expensed YTD \$37,238.67
- c. 75% Remaining
- d. 24 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	0	2	0	11	0	0	0	0	7

9. Bereavement Program

- a. Total Budget \$302,000
- b. Total expensed YTD \$271,000
- c. 10% Remaining
- d. 36 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	0	0	0	4	0	0	6	0	21

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
330	23	143	15

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
184	171	25	2	119	131	48	38	11	0

13. Office Visits

- a. 32 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

November 2016

Meetings/Conferences/Trainings

- On November 2, 2016, I attended a meeting regarding the establishment of a Zimmerman Trail in Manistee County. The meeting was called by Rob Carson, Manistee County Planner. Individuals representing the City of Manistee and Manistee Township were also in attendance. Frank Beaver (LRBOI Natural Resources Department) also attended. The Tribe was requested to participate because a portion of the proposed trail would cut across Tribal property near Aki Maadiziwin. There will be a general meeting to further discuss the proposed trail with property owners and to allow for other citizen input on December 5, 2016 at Manistee Township Hall.
- On November 9, 2016, I met with Steve Wheeler (LRBOI CFO) and Bill Willis (LRBOI Budget Coordinator) to discuss various alternatives for constructing a budget for expenses related to the Gathering Grounds Project that will not be covered by BIA Roads funding. The recommended course of action will be to create a budget to cover these costs and request an appropriation of funds from Tribal Council to provide adequate funding.
- On November 10, 2016, I attended a LRBOI Tribal Government Director's Meeting at the Little River Casino Resort.
- On November 14, 2016, I attended the Agenda Review for the November 16, 2016 meeting. I was there to represent the agenda item concerning the Sixth Addendum for the current contract between the Tribe and RCA, LLC.
- On November 15, 2016, I attended a meeting with attorneys from the Varnum legal firm to prepare me for a deposition I was to give on November 17, 2016.
- On November 16, 2016, Bryan Hewitt from the Great Lakes Regional BIA Office was here for a site visit. We had a brief informal discussion/conference before Bryan conducted a walk-thru of both the Sugar Shack Road Project and the Milarch Road Construction Project.
- On November 17, 2016, I attended a deposition concerning a current Tribal litigation matter. I was deposed concerning a matter that occurred during my time as the former Tribal Council Speaker. The litigation and the deposition itself are both confidential.
- On November 22, I attended a pre-construction meeting for the Child Development/Day Care Center. I was there to provide information and answer any questions regarding the building permit process. The Tribe will need to issue a building permit before construction can begin. Others in attendance included: Jason Cross, LRBOI Family Services Director; Dennis Fedorinchik, Hallmark Construction (Contractor); Steve Feringa, Stoney Pointe Studios (Architect); and representatives from several of the sub-contractors on the project.
- On November 23, I attended a meeting that was held on the property of Mr. Joe Meduna. This meeting was necessary because of issues with our MDOT ROW permit for the Sewer Installation Project along US-31. Also in attendance at the meeting were: Joe Meduna (property owner along US-31), Gary Lewis (LRBOI Utilities Director), Al MacDonald (Elmer's Construction), and Dennis Bjorkquist (Manistee County Supervisor). The issue that necessitated this meeting and the final outcome is contained in the second part of this report.
- On November 29, 2016, I attended a "Lakes-to-Land" meeting at the Blaine Township Hall north of Arcadia. The meeting was to discuss the M-22 "Pure Michigan Byway" plan which needs to be submitted to the State of Michigan by September 30, 2017. Attending the meeting were representatives from: Manistee Township, City of Frankfort, Village of Onekama, Village of

Elberta, Arcadia Township and Platte Township. The group plans to meet again on January 26, 2017.

- On November 30, I attended a General Information Meeting regarding the Harvey Street Reconstruction Project at the Norton Shores City Hall. The purpose of the meeting was an MDOT review of the plans and specifications for the project. In attendance, there were representatives from: the City of Norton Shores, Prein & Newhof Engineering Firm, MDOT, Consumers Energy, Frontier Cable, and DTE. They are still planning for construction to begin by May 1, 2017.
- During the month of November 2016, I attended meetings of the Construction Task Force on the following dates: November 3 & 10, 2016.

Activities/Accomplishments/Updates

- We received an extension of our Right-of-Way permit with MDOT for the portion of US-31 in Manistee Township where the new sewer line is located. There were several outstanding issues involving a dissatisfied property owner (grade and slope of his property) and various road signs that were not properly restored or replaced by Elmer's. Eventually an understanding was reached that satisfied MDOT's concerns and work was allowed to continue in the ROW until December 31, 2016.
- On November 30, 2016, the Planning Department issued a Building Permit to Hallmark Construction for the proposed LRBOI Child Development/Day Care Center to be located in the former Interim Casino building.
- The Manistee County Road Commission finally completed work on the Milarch Road Project on November 15, 2016. The road is now open to traffic. Unfortunately there were a few small areas where there were issues with the new pavement due to a wet gravel base just prior to paving. The Road Commission will monitor the areas and see how they perform at the end of the winter. If corrective action is needed to cut and remove and re-pave the isolated areas, the Road Commission will pick up the entire extra cost, with no additional charge to the Tribe or the other participating townships. Bryan Hewitt from the BIA Great Lakes Regional Office did a walkthrough of the area on November 16, and noted the defects in the pavement that will need to be addressed in the spring of 2017. We will have another walkthrough at that time before the project will be closed out.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	14
City Assist	8
County Assist	6
Medical Assist	5
MSP Assist	1
Other Calls for Service	12
Property Checks	1138
Suspicious Person	
Suspicious Situation	7
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
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)	13
PPO Served	
Federal Docket Ticket	

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

Criminal Offenses Continued	
Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	1
Unwanted Subject	
Miscellaneous	
Administrative Hours	418.5
Alarm	1
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	237.25
Civil Standby	
Community Policing	12
Court Hours	17
Death Notification	
Drug Disposal	1
Follow-Up Investigations	85
Found Property	
Lost Property	
Meetings Attended	
Open Door	2
Open Window	
PBT	1
Special Detail	
Suicidal Subject	
Total Complaints	36
Total Reports	31
Training Hours	59.25
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	4034
Voluntary Missing Adult	
Training/Travel	

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

Administrative Hours	150.75
Arrest(s)	2
Male	2
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	1
Citation(s)	
Civil	
Misdemeanor	1
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	6
Contacts	62
Court	
Court Hours	
Follow-up(s)	2
Follow-up Hours	3.75
Federal Citation(s)	
Hours Worked	156.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	2
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	41
Snowmobile Patrol Hours	
Training(s)	16
Training Hours	36.5
Vehicle Mileage	
Vehicle Stops	1
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Officer Howe attended training in Wellston Mi for L.E. Active Shooter Emergency Response on November 1-2, 2016

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

Administrative Hours	62.75
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	357
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	8
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	46
Vehicle Mileage	1984
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Sgt. Robles and Officer Brown attended L.E. Active Shooter Emergency Response, Train the Trainer in Wellston Mi on November 1-3, 2016

Sgt. Robles attended a CORA/LEC/TFC meeting in St. Ignace on November 22, 2016

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: November 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 November, 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 10 Certificates of Exemption to Resident Tribal Members and Entities (6 Vehicle, 2 Construction, 2 Recreational Vehicle)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 3 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proof of Residency, 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, Medicare deductions, and Certificate of Exemption expiration dates
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, etc. for a total of 539 corrections completed by the Tax Office in November
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled October Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 4 Tribal Concessionaire's Tax Licenses; 3 for entertainers at the Little River Casino Resort and 1 for a fundraiser on Tribal property
13. Monitored outstanding tax assessments; issued 2 Tobacco Tax warnings
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared October 2016 monthly department report

17. 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
18. Processed 84 address changes/reviews from Enrollment for RTM status updates
19. Processed 13 RTM status and/or address changes
20. Processed and updated 4 RTM statuses and Proofs of Residency that were received
21. Prepared and mailed 15 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
25. Prepared month-end tax reports for October 2016
26. Processed 5 Venue Reports to the State of Michigan
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for December 2016 and provided it to the Trading Post
29. Corresponded with casino staff regarding tax exemption qualifying purchases, Certificates of Exemption for contractors and sub-contractors
30. Followed up with Lead positions regarding a draft copy of a BP Business card policy and procedure
31. Worked with Government and Casino Resort staff regarding DTE Energy bills and error on the company's end regarding the FEINs, billing addresses, and tax exemption statuses
32. Reviewed and corrected motor fuel quota reconciliation due to error discovered
33. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current

Meetings attended this month:

1. Attended Mandatory Directors meeting on November 10, 2016
2. Attended Safe Defensive Driving training on November 13, 2016
3. Attended Blood Borne Pathogens training on November 13, 2016
4. Attended Slip, Trip and Fall training on November 14, 2016
5. Attended Strategic Planning meeting on November 22, 2016

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
November 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 17 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 Leads and others on the Budget for 2017.
3. Attended slip and prevention training.
4. Continued to care for remains of ancestors until reburial can be scheduled.
5. Continued work on revision of the Employee Manual (Reg. 600).
6. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.

7. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
8. Continued work on the Rapid River News and Currents as the Public Affairs\Information person.
9. Assisted with the Directors' regular meeting as SovServ Lead.
10. Attend meeting on security for both Buildings and Network.
11. Met with PA AA2 and Election Board to discuss the Currents and Elections.
12. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
13. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
14. Administered, directed and supervised all departmental activities.

Tribal Historic Preservation Coordinator accomplished the following

- 1) Created and sent ghost supper flyer for distribution
- 2) Held the ghost supper at Aki
- 3) Assisted Kenny Pheasant in teaching Anishinaabe
- 4) Reorganized Princess pictures for display
- 5) Rewrote the enrolled senate bill No.588 for the display picture and pen
- 6) Archived news articles
- 7) Began working with MCC for the oral history project
- 8) Supplied Tribal members with language CD's and Our People Our Journey

The Language Coordinator accomplished the following during this month:

- 1) Began coordinating a public meeting in Manistee about oil pipe line issues and concerns here in Michigan.
- 2) Worked with workforce development on a name for a group "Gdebwetaadizimi".
- 3) Worked with Commerce department on names for "Odeno" project.
- 4) Researched on funding to finish the Bilingual Stop Sign project, no answer yet.
- 5) Researched on an emersion language program that was sent to me.
- 6) Produced weekly teachings and lessons on the Face Book page Anishinaabemdaa.
- 7) Attended the mandatory meeting on benefits by HR department.
- 8) Classes with "Gekaajik" on Mondays.
- 9) Classes with LRB students "Enkiitaagejik", 1st year students on Tuesdays.
- 10) Classes at Kennedy school with 5th graders on Wednesdays and Thursdays.
- 11) Classes with LRB students "Enkiitaagejik", 4th year students on Fridays.
- 12) Produced and updated lessons for all classes.
- 13) Responded to Emails and calls about language, website, CD ROM's, camp and culture.

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

1. Position vacant.

The Audio-Videographer accomplished the following during the month:

1. Transferred from archival tapes and hard drives for posterity and convenience of accessing footage should it be needed in the future.
2. Researched changes to Ustream and how old Endaaying online video language lessons can be integrated with the redesigned language website Anishinaabemdaa.com.
3. Managed storage space on video work station in order to accommodate new footage and photographs
4. Researched a Sony RAW file (digital equivalent of a film photograph) because my current software does not support the format on any platform. A free OS upgrade could work yet that may break other software.
5. Edited and uploaded photographs from the United Tribes of Michigan meeting we hosted at the event center to be published in the Currents.
6. Edited and uploaded photographs from Bedabin's annual Trick or Treat event at Aki the community center to be published in the Currents.
7. Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
8. Worked on a new tapeless workflow implementing a DSLR camera that has video capabilities that does not rely on cloud storage
9. Submitted work order to Maintenance about an audible alarm on HVAC equipment in the archive room.
10. Continued to practice shooting with the mirrorless still DSLR camera and familiarize myself with the controls and different modes in different lighting situations
11. Assisted our department with the newsletter mailing.

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.