

**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 *ybr*  
**Naangwa:** Date: February 19, 2020  
**Maanda Nji:** Re: January 2020, Operations Report

---

We respectfully submit the January 2020 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  
January 2020

## TABLE OF CONTENTS

Accounting	Steve Wheeler
Commerce	Vacant
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Family Services	Jason Cross
Food Distribution	Ken LaHaye
Grants	Lyle Dorr
Health	Daryl Weaver
Housing	Vacant a director
Human Resources	Jeff Simpkins
Information Technologies	George LeVasseur
Legal Assistance	Mary Witkop
Maintenance	Rusty Smith (Interim)
Members Assistance	Jason Cross (Interim)
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Affairs	Vacant a director
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting  
Steve Wheeler

**Finance Division**  
**Steven Wheeler, Chief Financial Officer**  
**January, 2020 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. **2020 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2020 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 2020 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 2019 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. Work on the 2019 proposal is underway.

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 2021 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 2018 audit took place May 13 - 22, 2019. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued September 30, 2019, and submitted to the Federal Clearinghouse that same date. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

### **STAFF ACCOUNTANTS**

#### ***Duties and Accomplishments –***

- 1. *Projects; Elders (10) Complex, AKI 2 -2019 homes, Gaming Commission Entryway, Public Safety Building.*** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of January.*
  - i. *Elders (10) Complex – Misc. Purchases – N/A***
  - ii. *AKI 2 – 2019 Homes – Little Valley Home – \$99,251.00***
  - iii. *Gaming Commission Entryway – N/A***
  - iv. *Public Safety Building – Grand Traverse EC, Misc. Subs- \$99,751.31***
- 2. *Cash Receipts;*** *Daily cash receipts totaled for the month of January, were, \$740,884.08 the General & Special Revenue Account had a total of (308) receipts.*
- 3. *NGLC;*** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
- 4. *Pharmacy;*** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
- 5. *Fixed Assets Account Group;*** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
- 6. *Audit work for 2019-2020 –*** *Ongoing working on updating current year purchases, Fixed Asset control.*
- 7. *1099MISC. –*** *2019 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2019, Sent the 1099MISC for the Per Capita Company and the Vendors. Sent the vendor file to the IRS Fire web site.*
- 8. *Sending out some of the returned 1099MISC as corrected addresses come in.***
- 9. *BP Card – gas card access –*** *Continued updates and changes as it relates to new hires and departures.*
- 10. *Tribal Financial Statement Requirements;*** *Due by the 8<sup>th</sup> 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 - Elders Complex and AKI 2 – 2019 homes, Gaming Commission Entryway, Public Safety Building.***

***Other Meetings***

***January 22<sup>nd</sup> – Department Staff Meeting***

***January 27<sup>th</sup> – Review Vendor File with Purchasing***

***January 30<sup>th</sup> – Tribal Prevailing Wage Review***

***Duties and Accomplishments –***

1. Reconcile 14 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

***Meetings Held / Attended – Staff Meeting***

***Trainings Held / Attended – ICS-300, Human Trafficking Webinar***

***Special Tasks / Activities Performed –***

***Upcoming Projects / Tasks – Audit Prep***



## GRANTS MANAGEMENT ADMINISTRATOR

### ***Duties and Accomplishments***

1. Sent out February report notices to Program Administrators to let them know when they need to submit their grant report(s) to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.
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. Reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses that was paid on the grants.
5. Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.
6. Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those fund numbers assigned and grant name so the revenue can be recorded for that grant.
7. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
8. 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.
9. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
10. Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.
11. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders and a copy placed in the grant program file.
12. Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.
13. The Tribe received three modifications for the following grant: 2019-2021 EPA Air Quality additional funding in the amount of \$25,178; 2020 USDA Food Distribution additional funding in the amount of \$430; 2020 BIA Self Governance Compact additional funding in the amount of \$343,911. Documents were scanned and placed in the electronic grant folders and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of 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 this month: 2020 IHS Self Governance Compact in the amount of \$852,881 for the time period 1/1/20-12/31/20. Grant Program Booklet was created and

electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The funding amount 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 new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolution was received, it was scanned and placed in the electronic folder and original was placed in the Grant Program Booklet. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant information. A Grant Program Booklets was created for the person who will be administering the grant and all program federal & narrative reports that are due for the life of the grant were scheduled on the calendar for completion by the Program Administrator and myself.

15. Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of January.

16. Worked with the Grant Program Administrators on any questions they have related to the grant they are overseeing.

17. Prepared monthly billing statements for December to ITC for the following grants: 2019-2020 ITC Head Start/Early Head Start in the amount of \$16,489.33; 2019-2020 ITC Tribal Behavioral Health Implementation in the amount of \$10,260.86; 2019-2020 ITC 13 Moons Pilot Project in the amount of \$1,397.92; 2019-2020 GSRP (Oct-Dec) in the amount of \$43,656.02; 2018-2019 GSRP carryover budget (Dec) in the amount of \$2,404.26 and 2019-2020 ITC Home Visiting Expansion in the amount of \$4,402.95.

18. Received BIA closeout Release of Claims letter for the 2012 BIA AFA funding agreement and the 2012 BIA AFA Law Enforcement agreement that I had the Ogema sign and then mailed back to the Department of Interior. This officially closeout those contracts.

### **Meetings Held/Attended**

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Correspond with Daryl Wever by email on many occasions.
8. Worked with Holly and Jason on grants that fund NGLC.

### **Trainings Held/Attendance**

### **Specials Tasks/Activities Performed**

### **Upcoming Projects/Task**

\*Will be setting up the 2019 SEFA schedule for the May audit.

## **PAYROLL**

### ***Duties and Accomplishments –***

1. Processed 658 payroll vouchers/checks.
2. Verified 18 PAF's this month which included new 4 employee(s), and 6 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 1/3, 1/17 and 1/31.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

### ***Meetings Held / Attended –***

- 1/22 – Accounting Staff Meeting.
- 1/23 – Payroll/HR coordination

### ***Trainings Held / Attended –***

- 1/7 – MIP Fund Accounting W-2 processing; Live Webcast
- 1/8 – MIP Fund Accounting Year-End Tax Reporting Overview; Webinar

### ***Other Tasks / Activities Performed –***

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in January as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in January as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of January.
8. Addressing payroll concerns and/or corrections as necessary.
9. Processing of Year-end PTO adjustments for employees over the carryover limit.
10. Processing of Short Term Disability payments made into payroll system and processing associated tax payment.
11. Quarterly reporting for 4<sup>th</sup> quarter 2019.
12. Processing of 2019 W-2's and necessary Fed/State reporting requirements.
13. All necessary annual reporting for payroll and per cap.

### ***Ongoing Projects / Tasks –***

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating quick reference guide for payroll processing as necessary.
3. Updating/reviewing employer paid life insurance premiums in ADP as necessary.
4. Ongoing training of payroll Clerk for MIP payroll processing.

5. Working through system/setup issues with MIP payroll, HR and EWS all working together.
6. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

#### ***Upcoming Projects / Tasks –***

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
4. Determine April 1<sup>st</sup> per capita distribution eligibility.
5. Bi-Annual Certifications of Personnel Costs.

## **ACCOUNTS PAYABLE**

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

## **Meetings Held / Attended –** Περφορμανχε Μαναγεμεντ Προγραμμα

## **Special Tasks / Activities Performed –**

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give report to Brandy.*
- 4. Contact vendors/departments with discrepancies on invoices.*
- 5. Continue to do voids, liquidations and address changes.*
- 6. Processed 874 checks for a total of \$1,010,726.29.*
- 7. Checks processed for Education 65, Members 119, Travel/Advance & Closeout 67, Child Support 37 and Payroll 19.*
- 8. Logged in 79 Rent, 35 Water, 7 Travel Closeouts, 37 Child Support, 7 Court Filling Fees, 35 CPL/ Fingerprints, 4 Gaming License, 51 Tribal Id's, 7 Daycare payments.*
- 9. Processed 257 checks for Contract Health for a total of \$66,001.74.*
- 10. Entered in 150 per cap withholdings for October payment.*

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

## **PURCHASING / MAIL ROOM CLERK**

### ***Duties and Accomplishments –***

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

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

***Meetings Held / Attended –***

***Special Tasks / Activities Performed –***

1. Backup for the Tax Officer

***Upcoming Projects / Tasks –***

**PURCHASING SUPERVISOR**

***Duties and Accomplishments –***

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

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

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. 1/8 updated travel forms to reflect 2020 POV rates. Updated staff of revision.
2. 1/9 Neopost Presentation on proposed mail machine.
3. 1/9 Meeting on Food Distribution Center.
4. Sent sample reams of paper for trial use to several different programs.
5. 1/21 Accounting Staff Meeting.
6. 1/21 Phone conference meeting with Solid Circle.
7. 1/23 changed paper over to a new stock. Current paper is \$38.47 a ream. New brand is \$34.10 a ream.
8. 1/28 successfully completed GSA SmartPay Travel Card Holder/AO Training course.

## **PROPERTY/RECEIVING OFFICE**

### ***Duties and Accomplishments –***

1. Received in 266 packages.
2. Issued 138 receiving reports.
3. Returned 3 items for credit
4. Made deliveries
5. ***Shred project 70 bags***

### ***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 FY2019 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) Completion/Submission of FY2019 Indirect Cost Proposal.

## **Expenditures Update**

Total year to date expenditures for the Finance Division for January, 2020, are \$87,200, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date January, 2020, represent 6% of the total annual budget.



Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **January 2020 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**

- **Higher Education Scholarship:** 30 Higher Education Scholarships were processed for January, 2020. Total awards were \$68352.50 providing assistance to 15 university students and 15 community college students. 19 students are women and 11 are men.
- **College Book Stipend:** 65 book stipends were awarded during the month of January totaling \$178200. 11 for being enrolled in 1-3 credits, 20 for being enrolled in 4-8 credits, and 34 students received stipends for being enrolled in 9 or more credits.
- **LRBOI Student Services-** 5 student services activities awards were processed in January totaling \$1250. 5 2019 school clothing adjustments were processed totaling \$1500 (one was for \$500, 4 were for \$250) 5 students received funding for 12<sup>th</sup> Grade Computer totaling \$5000. This year student services registration process is being changed to an application program, with parents/students completing an application at need, with ability to request funds from Jan. 1 – Dec 1 of any given year, with receipts attached for previous year school clothing. Changing process of data collection to include information on all schools in MI where LRBOI has students, and whether those schools have Title VI programs and what tribe service area is relevant.
- **Vocational Award:** 1 award totaling \$3743 for an occupational welding program

**Miscellaneous:** In addition to changes in student services program applications, the Education Department also, after meeting with Frank Beaver from NDR, reworked the BIA budgets for Indian Village Camp and Community Workshops, including beginning plans for quarterly community workshops, beginning with a dance fan

**workshop and atlatl workshop, followed by two others, held quarterly. Considering an adult hand drum workshop and community hominy making workshop for third and fourth quarters. Began working on Indian Village Camp plans**

**Meetings Attended:**

**Jan 13-15 Confederation of Michigan Tribal Education Directors (CMTED) winter quarter meeting in New Buffalo, MI, directors from most Michigan Tribes, representatives of Michigan Department of Education, Civil Rights Department, MSU, U of M, attended**  
**Jan 22 LRBOI Development Team Meeting**  
**Jan 24 Mtg with NDR regarding IVYC budget arrangement**  
**Jan 31 Special Mtg Development Team**

**Budget Expense Justification**

- **Activities performed and services rendered fall within budgeted items for the 2020 Education Department budget**

Enrollment  
Jessica Wissner

# **ENROLLMENT DEPARTMENT REPORT**

**January Monthly Report - 2020**

**JESSICA WISSNER, ENROLLMENT COORDINATOR**

## **Department Goals**

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

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

To continue to update the PerCap database.

## **Department Objectives are:**

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

## **Duties Performed**

- Mailed out: 3 Applications forms for people seeking membership
- Mailed out: 18 Address change forms
- Created 31 New and Replacement ID's from 01/01/2020 through 01/31/2020
- 133 Addresses changed from 01/01/2020 through 01/31/2020
- Final Rejection Letters: 1
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 1
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0

- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 01/01/2020
- List request of Membership: Tax Office, Member's Assistance, and Public Information-2
- Label request of Membership: 0
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Election Board, Grants, and Ogema
- Department Verifications:
  1. Prosecutor 112
  2. Members Assistance 51
  3. Purchased and Referred Care/EHAP 110
  4. Family Services 7
  5. Casino 3
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 3 Members passed away for the Bereavement Benefit
- Sent out 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 439 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

### **Meetings**

- Enrollment Commission meeting – January 7<sup>th</sup>
- Leadership Roundtable meeting – January 21<sup>st</sup>
- Tribal Council Work Session for Enrollment Ordinance – January 30<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 4,162
- Total number of Elders: 1,402
- Total number of Adults (18-54): 2,408
- Total number of Minors (0-17): 352
- Total Tribal Members living in:
  - 9 County Area: 1,717
  - Outside 9 County Area: 2,383
  - Michigan: 2,716
  - Outside Michigan: 1,384
  - Undeliverable Addresses: 62

Family Services  
Jason Cross

# Family Services Department

## January 2020 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:

<b>Manistee</b>	<b>1</b>
<b>Muskegon</b>	<b>0</b>
<b>Mason</b>	<b>0</b>
<b>Lake</b>	<b>0</b>
<b>Wexford</b>	<b>0</b>
<b>Kent</b>	<b>0</b>
<b>Ottawa</b>	<b>0</b>
<b>Oceana</b>	<b>0</b>
<b>Newaygo</b>	<b>0</b>
<b>Out Of Area</b>	<b>1</b>
<b>Total</b>	<b>0</b>

#### **Open Cases.....57**

Total number of Tribal members served in open cases: 64

Total number of descendants served in open cases: 18

Total number of individuals served in open cases: 107

#### Cases Management:

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



	Manistee	Nason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	3	0	0	0	1	0	0	0	0	0
Stephanie Persenaire I & R's	5	0	0	0	0	0	0	0	0	2
Stephanie Persenaire Intakes	0	1	0	0	0	0	0	0	0	2
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	1	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	0	8	0	1	1	0	3
<b>Worker Monthly Totals</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>7</b>

#### Cecilia Lester - ROSS Service Coordinator

Total number living in homes served	9	0	0	0	2	0	0	0	0	0
Total number of Tribal Citizens living in homes served	3	0	0	0	1	0	0	0	0	0
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	5	0	0	0	1	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Home	5	0	0	0	1	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	0	0	0	0	2	0	0	0	0	0
Case Reviews	1	0	0	0	1	0	0	0	0	0
Binojocuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	2	0	0	0	3	0	0	0	0	0
Contacts with LRBOI departments	2	0	0	0	1	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
<b>Monthly Totals</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Stephanie Persenaire - Case Management

Total number living in homes served	19	0	3	0	0	0	0	0	0	10
Total number of Tribal Citizens living in homes served	8	0	2	0	0	0	0	0	0	7
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	8	0	2	0	0	0	0	0	0	8
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	1	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	1	0	0	0	0	0	0	1
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Home	0	0	2	0	0	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	1	0	0	0	0	0	0	0	0	0
Home Visits	3	0	3	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojocuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	32	0	4	0	0	0	0	0	0	14
Contacts with LRBOI departments	3	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
<b>Monthly Totals</b>	<b>78</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>

#### Amanda McQueen - Case Management

Total number living in homes served	0	0	0	0	18	0	5	5	0	16
Total number of Tribal Citizens living in homes served	0	0	0	0	10	0	1	2	0	6
Total number of descendants living in homes served	0	0	0	0	2	0	2	0	0	0
Total number of children living in homes served	0	0	0	0	3	0	0	0	0	6
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	2
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	1	0	0	0	0	0
Case Pending with DHS	0	0	0	0	1	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	1	0	0	1
Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	1
Court appearances	0	0	0	0	0	0	0	0	0	2
Home Visits	0	0	0	0	2	0	0	0	0	3
Case Reviews	0	0	0	0	8	0	1	0	0	3
Binojocuk	0	0	0	0	0	0	1	0	0	0
Contacts with outside agencies	0	0	0	0	36	0	4	2	0	21
Contacts with LRBOI departments	0	0	0	0	6	0	0	0	0	5
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
<b>Monthly Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89</b>	<b>0</b>	<b>15</b>	<b>9</b>	<b>0</b>	<b>67</b>



### **Shanaviah Canales (Muskegon & Manistee)**

#### **Advocacy/Case Management**

- Current: Open Cases (1); New Intake(s) (0); Cases closed (0)
  - Provided: advocacy, legal assistance, utilities, transitional housing, and judicial advocacy.
- Attended (0) Court
- Had (1) client face to face meetings; (0) transports

#### **Collaboration/Program Meetings**

- 1/8 – Casino Banquet sales meeting for LGBTQ training
- 1/9 – Staff meeting
- 1/20 – RCP Marketing phone meeting to finalize web design contract
- 1/22 – LRBOI Ed. Dept. met w/Deb D. for LGBTQ event

#### **Travel & Training**

- 1/27 – 1/30 – Strengthening Response to Sex Trafficking in Indian Country training in AZ

#### **Outreach/Education**

- N/A

#### **Grants**

- 1/21 – Participated in OVW PA5 TGP grant solicitation webinar
- 1/25 – Completed & submitted VOCA quarterly report
- 1/27 – Completed & submitted OVW semi-annual report

### **Brandy Jacobs (Muskegon Victim Advocate)**

#### **Advocacy/Case Management**

- Current: Open Cases: (1); New Intake(s) (0); Cases closed (1)
- Provided: ed. material, transportation, & legal assistance
- Attended (0) court hearing
- Face to face meetings w/clients (2)

#### **Collaboration Efforts**

- 1/8 – Muskegon Co. Homeless COC Network meeting
- 1/10 – Tri-Co. Protection Team meeting
- 1/14 – LRBOI VS Task Force meeting/by phone
- 1/21 – Ottawa Co. LAADSV meeting
- 1/22 – Muskegon Human Trafficking meeting
- 1/22 – Muskegon DV/SA Task Force meeting
- 1/23 – Muskegon Co. Case Managers meeting
- 1/23 – Kent Co. DVCCRT meeting
- 1/29 – White Cloud/Katie Cox; WISE meeting

#### **Training/Webinars**

- 1/10 – Victims & Mental Health (PAAM) (webinar)
- 1/13 – Dealing w/reluctant Disclosure of Sexual Exploitation (webinar)

- 1/14 – Working at the Intersections of DV, SA, & Mental Health (webinar)
- 1/15 – Feeling Invisible/Native LGBTQ Communities (webinar)
- 1/15 – Transgender 101 (webinar)
- 1/15 – Strengthening Tribal Response to End Violence Against Native Women (webinar)

### **Outreach/Education**

- 1/28 – Provided brochures to Grand Haven/Clinical Therapist
- 1/30 – Muskegon Human Trafficking Comm. Forum Resource Table

### **Michol Tanner (Manistee Outreach Specialist)**

#### **Advocacy/Case Management**

- Current case(s) (1); New Intake(s) (2); Cases closed (2)
- Had (5) client face to face meetings
- Had (7) home visits
- Had (44) telephone contacts
- Had (5) rides provided
- Attended (2) court hearings

#### **Collaboration Efforts**

- 1/7 – HSCB meeting
- 1/9 – VSP staff meeting
- 1/13 – Meeting with Susan M. of CHOICES to discuss collaboration efforts
- 1/13 – MDVSART meeting
- 1/14 – LRBOI DV Task Force meeting
- 1/23 – Meeting with Susan M. of CHOICES to plan for HSCB presentation (TDV)
- 1/28 – Meeting with Susan M. of CHOICES to finalize HSCB presentation (TDV)

#### **Training/Webinars**

- 1/15 – Webinar - Fundamentals in Advocacy for Tribal Communities

#### **Outreach/Education**

- Several awareness posts on social media for National Human Trafficking Prevention and Stalking Awareness Month
- Article for the February Currents on Teen Dating Violence

#### **Other**

- 1/20 – Phone consultation with RCP regarding website sign-off
- Updates to website and began work on April LGBTQ+/Two-Spirit event flyer and brochure
- Worked on PowerPoint presentation for HSCB TDV

### **Amber Shepard (Manistee Victim Advocate)**

#### **Advocacy/Case Management**

- Current (4), New Intake(s) (1); Cases closed (0)
- Had (8) client face to face meetings
- Had (29) telephone contacts
- Had (2) rides provided

#### **Collaboration Efforts**

- 1/7- HSCB Meeting
- 1/13- MDVSART Meeting
- 1/14- LRBOI Victim Service Task Force Meeting

**Training/Webinars**

- 1/31 - Stalking and Older Adults

**Outreach/Education**

- 1/17 - Mason and Manistee counties to replenish brochures and tab flyers.
- 1/27 - Collaborating with Education for the LGBTQ event in April
- 1/29 - Collaborating with the Cultural Preservation Dept. for the performing smudging ceremony and prayer for upcoming events

**Other**

- 1/9 - Attended MILS information session
- 1/10 - Attended Tribal Court to learn procedures
- 1/20 – Began weekly supervision w/Supervisor
- 1/21 - Registered for the two events next month to provide outreach
- 1/21 - Began weekly supervision with Supervisor

# Next Generation Learning Center-January 2020

## Times of Care: Monday-Friday 5:30a-9:00p

### Enrollment Statistics:

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
<b>Infant Classroom</b> 0-2 years old	7	5	2	3	3	2
<b>Toddler Classroom</b> 2-3 years old	14	8	6	6	3	3
<b>Preschool</b> Poplar-Head Start	17	17	0	8	2	8
<b>Preschool</b> Cedar-Tuition and Head Start	24	12	12	4	6	6
<b>Preschool</b> Maple-GSRP	14	14	0	1	0	3
<b>School Age</b> 5-12 years	43	0 School in session	43	7	6	3
Totals	119	56	63	29	20	25
Percentages		47%	53%	24%	17%	21%

Age of Child/Classroom	No. of Children	Tribal Affiliation	LBROI Gov or Casino Employee
Pregnancy	9	1	2
Infant	19	0	5
Toddler	14	0	2
Preschool (3 yrs)	7	0	1
Preschool (4yrs)	5	0	0
School Age	0	1	5
<b>Total:</b>	<b>54</b>	<b>2</b>	<b>15</b>

**\*Children that have affiliation with LRBOI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time.**

### Current NA/NI, Local, and State Collaborations:

- NGLC was chosen out of 124 applications to be part of a 24 person committee group to reorganize and edit the state wide system that determines quality for early childhood care and learning. This is run by the Michigan Dept. of Education.
- Update:** NGLC received the grant award. NGLC successfully submitted the Child Care Development and Care grant for the 2020-2023 cycle years. This was done through Region V Child and Families DHHS and National Center for Tribal Childhood Development. Our submission was credited as the application with the

least amount of corrections; the agency asked permission to use our grant submission application as a model for other agencies.

- Lisa Brewer-Walraven, Director of Child Development and Care from the Office of Great Start and Michigan Department of Education has included NGLC in their Tribal Coordination, Child Care Business, and Infant/Toddler Care stakeholder groups. This work will continue into the year 2020.
- NGLC continues to work with the Inter-Tribal Council of Michigan on a consistent basis to implement the Head Start Preschool program, and the 13 Moons Indigenous food curriculum.
- NGLC collaborates with the Wexford/Missaukee/Manistee ISD to implement the Great Start Readiness Program for 16 children that will enter kindergarten in the fall of 2020.
- NGLC was chosen by the Manistee ISD to attend a statewide training held once a month in Grayling that focuses on children with Autism. The training "Statewide Autism Research and Training" is accredited by Grand Valley State University and once we complete the training we will be accredited as a highly qualified environment to work with children that have behavior and autism needs-which is a trend that is increasing by the year. At this time our Lead Infant teacher, Lead Preschool teacher, and Administrator attend.
- Manistee MiWorks is within the building twice per week, and seeing an average of 3-5 clients per day; however they've had up to 7 at the NGLC location.
- Frey Foundation and Manistee Community Foundation have funded NGLC Administrator to attend the Leadership Learning Labs that occur once a month until January 2020.
- West Shore Community College-a National Accredited Early Childhood Program for students continues to send students to NGLC for observations and student teaching.
- Early ON of Manistee County will begin their playgroups at the center on a monthly basis for children with disabilities.
- NGLC will be seeking information to apply to a grant that focuses on Farm to Table food in the state of Michigan. This will offset our large monthly food cost if awarded the grant.

#### **LRBOI Collaborations (Sub Committees)**

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

#### **Center Happenings:**

- Holly, Jason and Tammy continue to work on the Delinquent Payment Process for NGLC-there is a process in place. The notifications were sent out in November. Second notices were sent in December if no response happened after first notification. A meeting with unified legal is scheduled in January for next steps.
- Kenny Pheasant will continue language/culture lessons with preschool aged children on a weekly basis after the holiday break.
- Adriana Persenaire contracted through Family Services continues to meet with NGLC staff for reflective supervision on a monthly basis.
- Angela Schwandt, LRBOI Be Da Bin Behavioral Health Mental Health Counselor will begin her monthly observations within classrooms to assess the overall mental health of the children that attend NGLC and consult with teachers on techniques to meet the needs of the children that attend. These are done at least monthly and more if needed.

#### **Closures:**

- January 1-Holiday

#### **Upcoming Events:**

February	Parent Teacher Conferences
Feb 1-Feb 14	NGLC PAC Baby Drive

# LRBOI Be Da Bin Behavioral Health January 2020 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor/Tele-psych; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, Case manager/Intake; Julie Ramsey, Prevention worker, and James Gibson, Traditional Healer, contractual.

January 10, 2020, all staff attended the meeting for the Michigan Indian Legal Services.

January 14, 2020, Be Da Bin staff hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

January 15 & 16, 2020, Dottie Batchelder attended the MI Tribal Behavioral Health Communication Network Meeting in Mt. Pleasant, MI.

January 21, 2020, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

January 27, 2020, Be Da Bin had the Tribal Action Plan (TAP) meeting (all staff attended).

Be Da Bin Staff: Dottie Batchelder is working on the planning for the upcoming Regional Opioid Symposium in April 2020, Manufacturers Dinner on January 23, and planning for peer recovery trainings. This month she has attended the planning meetings for the events with opioid epidemic community partners, SEA, working on STR/TOTR grant (ITC) and seeing clients.

Sujean Drake has been working with the Mental Health Block Grant (tele-psych), and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also works with the Next Generation Child care center.

Julie and Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. Julie Ramsey is assisting with the Regional Opioid Symposium, plans for the Tribal Action Plan meetings, researching community Needs Assessments/ Community Readiness Models, and accreditation. Charlotte and Julie are working on training needs for certification. Julie has also started the Wellbriety Talking Circle on Tuesday nights.

All staff continue to do webinars as able to continue their credits and certifications/licensures. All staff have home study materials also for continuing education. IT is working to get our computer system working with RPMS (IHS) for rest of staff. This is just the highlight for the staff.

## BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

17 /6 Individual/Recovery Clients (and 4 in treatment/trans. Housing)

149 Client Contacts for Services (20 sessions/follow-ups/contacts)

184 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 316

Mental Health Counselor/Tele-psychiatry: Sujean is on medical leave most of month.

Individual Clients

Individual sessions

3 hr. Tele psych

Mental Health Counselor:

26 Individual Clients

61 Individual sessions

2 Supervision hours

6 hrs. Tele psych  
4 hrs. NGLC Involvement  
To get on the RPMS system soon.

Case Manager/Intake:

1 Intakes and to get on RPMS soon

Traditional Healing: 7 Individual Client Contacts



## **Departmental Monthly Events & Needs**

### **Meetings:**

1/7/20 – HSCB meeting

1/14/20 – HSCB Executive Committee meeting

1/27/20 – TAP Committee meeting

### **Travel and Trainings:**

1/15/20 – 1/16/20 – Behavioral Health quarterly meeting

1/22/20 – 1/23/20 – Quarterly Tribal State Partnership meeting

### **Court**

Manistee -1

LRBOI – 1

Isabella - 2

Identified unmet needs:

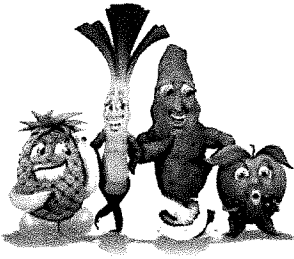
1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Sub-standard and unaffordable housing

**Respectfully submitted,**

**Jason Cross, MSW**

**Director of Family Services**

Food Distribution  
Ken LaHaye



# Food Distribution Program

## January 2020 Monthly Report

Ken LaHaye and Meanie Ceplina

### 1 Department Overviews:

#### Goals and objectives:

The goal of Food Distribution Department is to serve income based Tribal households living on and off the reservation. Providing families with nutritional 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.

Delivering nutritional foods to clients who qualify for delivery.

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:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

Ken and Melanie conducted inventory.

Ken and Melanie accepted in, verified, and stored incoming inventory.

Ken and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

Ken LaHaye and Melanie waited on clients & loaded food in their vehicles.

Ken LaHaye ordered food for warehouse for February.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 1/16/2020, 1/17/2020, and 1/20/2020.

We conducted 30 deliveries.

We received deliveries on 1/9/2020, 1/13/2020, and 1/16/2020.

Ken and Melanie kept the office open until 6:00pm on 1/20/2020 for clients who work.

Ken attended ICDBG Training in Chicago 1/13/2020 thru 1/15/2020.

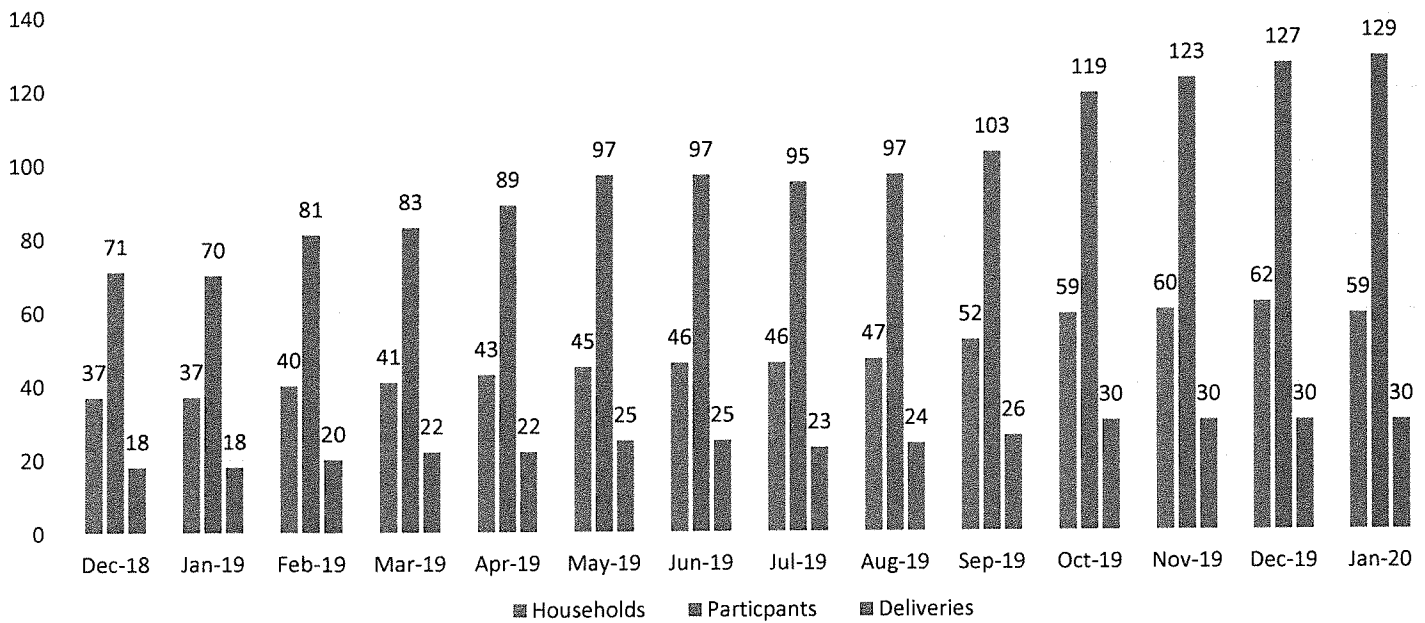
3 Meetings

- Ken attended meeting with Ken Ockert on 1/9/2020.
- Ken attended meeting with Lyle Dorr 1/11/2020.
- Ken attended the Leadership meeting 1/21/2020.
- Ken attended the USDA quarterly conference call on 1/21/2020.
- Ken attended meeting with HR about job posting 1/23/2020.
- Ken attended council work session 1/27/2020.
- Ken attended Council Meeting 1/29/2020.
- Ken attended wage study meeting 1/30/2020.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants  
Lyle Dorr

# Grants Department Monthly Report

January 2020

Lyle Dorr, Grant Writer

---

## Key:

- New report Item
  - ∞ Updated item status from previous report(s)
  - ∅ No update, but a continuation from previous report(s)
- 

## Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

## Aki Maadiziwin

- ∞ **Working with Tara Bailey:** To plan out submission for the 2021-2022 ICDBG grant to repair roofs on the 12 elder homes at Aki in 2021.

## Clinic:

- ∞ **Submitted a 105 L application/proposal to IHS Bemidji valued at \$500,000 in overhead cost recovery annually.** They immediately responded and said that they received it and are in the process of reconciling the calculations (a 60-day process) so that there is no overlap of funding from the Federal Government. Hopefully, we are not disqualified for this funding based on the above description. **Update 1/30/20:** We submitted additional material that they requested to complete their analysis, which IHS notified us that they are processing.

- ∞ **IHS Joint Venture Construction Project (JVCP):** If we build or renovate medical facilities, IHS will enter into a 20 agreement to pay for the overhead and staffing. Depending on the scope of the project to do things in Manistee and Muskegon ranging in cost from (\$4 - \$10 million), the return over the 20 years will be (\$40 - \$60 million).

**Update 1/30/20:** We were not selected for the JVCP program. I will be getting the notice from Dr. Wever and trying to make a determination as to why for future opportunities

## Court:

- ∅ No Active applications or projects

## Family Services/ Be-Da-Bin:

- **Approved - Assisted Jason with submission of an ITC Mental Health Block Grant Letter of Interest.** If the Tele-psych continuation funding is approved a formal application will need to be submitted requiring Council approval.
- **Approved - GLITEC data quality improvement project grant \$25,000.** In 2018 the Great Lakes Inter-Tribal Epidemiology Center (GLITEC) was awarded a Tribal Public Health Capacity Building & Quality

Improvement Umbrella Cooperative Agreement from the Centers for Disease Control and Prevention (CDC). **Update 1/30/20:** We were selected for the program and asked to submit for more funding, if we had any other data collection needs.

**Update 1/30/20** - We will use our existing SolidCircle Doct Mgt system to create electronic assessments. The assessments will be used to direct treatment.

- **Save Lives Grant:** Submitted the 1<sup>st</sup> week of December: Helping Family Services on a Suicide Prevention grant through ITC for \$70,000/yr. over 5 years. **Update 1/30/20:** We are still waiting to hear on this grant.

#### **Food Distribution:**

- ∞ Food Distribution Center Construction Project Work Grp selected GTEC to design and manage the project. Steve Wheeler, Steve Parsons and Dale Magoon all assisted in some aspect of the selection process whether it was the Qualification Packet Review or actual lead candidate interviews. GTEC they will oversee the subcontracting process to get bids and to assure that Davis-Bacon wages are followed. We will have someone selected by the end of October.

**Update 1/30/19:** The Contract was ratified and we will begin design meetings in February with GETC.

#### **Historic Preservation:**

- ∅ No Active applications or projects

#### **Maintenance:**

- ∅ No Active applications or projects

#### **Natural Resources:**

- ∅ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The Brown trailer is removed from the Justice Center with 75% of the building material salvaged for repurposing. Tom will be in his new office by April when the garage is completed.

#### **Public Safety:**

- ∞ **New Car Garage for 2020:** **Update 1/30/20:** By the end of January, the ceiling, most of the electrical wiring, and heaters were installed. In February they anticipate pouring the cement and insulating and installing the interior walls.

#### **Water/Waste/Renewable Energy:**

- ∅ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**  
**Update 1/30/20:** In February, Gary, Diane and I will be going to the 3<sup>rd</sup> Annual Energy Summit at the Seminole Tribes, Native Learning Center next February. We will establish contacts and gain insight into proceeding with alternative energy strategies starting in 2020. We will focus on finding funding to support our efforts.

### Special Projects:

∞ **Document Management System:** The initial install of the system has occurred. Solidcircle will be working with IT, Legal, Council Admin Assistants and Rebecca Gohl (re: website application) over the coming month.  
**Update 1/30/20:** Solidcircle is working on the data conversion/transfer to make all of LRBOI pdfs searchable. This will be completed in February.

∅ **Continue** on the TERT committee:

**Update 1/30/20:** Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT. Things have settled down some, so I am exploring funding opportunities for the Tribe based on reaching certain ERT milestones required by the Feds. Key training milestones of team members are being met including a required IC-300 course that was held at the Casino in January.



Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** Tammy Burmeister, Health Services Lead

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

**Date:** \_\_\_\_\_, 2020

**Re:** January 2020 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of January 2020. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Potawatomi Insurance Department filed 104 claims on behalf of LRBOI in the amount of \$19,366.34 for third party revenue generation.

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

**CLINIC OPERATIONS:**

335 patients scheduled

13 patients NO-SHOW to scheduled appointments

14 patients provided SAME DAY appointments for emergent matters\*\*

88 cancelled appointments

248 patients attending CLINIC PHYSICIAN appointments\*\*

31 patients PHONE TRIAGE\*\*

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

63 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 712

Diabetic patients: 108

Flu Vaccines: 13

Injections: 25

Nursing Visits: 5 \*\*

On-site Labs: 161

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,298

DIRECT CALLS TO CLINIC OPERATIONS: 541

**COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:****JANUARY 2020**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 46

TRAVEL HOURS: 158 ½

SERVICE HOURS: 56

NUMBER SERVED: 53

**CHR ACTIVITY****LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 219 hours

COMMUNITY VISITS: 9  
TRAVEL HOURS: 8  
SERVICE HOURS: 13  
NUMBER SERVED: 13

HOME VISITS: 7  
TRAVEL HOURS: 3  
SERVICE HOURS: 7  
NUMBER SERVED: 7

GOV'T BUILDING VISITS: 0  
SERVICE HOURS: 0  
NUMBER SERVED: 0

PHONE CALLS: 79  
CALLS – UNABLE TO CONTACT: 66  
HOME VISITS SCHEDULED: 9  
HOME VISITS REFUSED: 4  
HOME VISITS CANCELLED BY PATIENT: 1  
HOME VISITS RESCHEDULED: 1  
HOME VISITS CANCELLED BY CHR: 1  
DUE TO TRANSPORT: 0  
DUE TO ILLNESS: 1  
HOME VISITS RESCHEDULED: 1

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)  
TRAVEL HOURS: 1 ½  
SERVICE HOURS: 1  
NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 171

TOTAL SERVICE HOURS: 77

TOTAL CLIENTS SERVED: 77

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 128,300.00**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2417

TOTAL PRC PAID IN JANUARY: \$ 83,520.00

PHARMACY/OTHER: \$ 59,405.58

DENTAL: \$ 24,114.42

TOTAL PATIENTS: 256 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 641

TOTAL CLAIMS ENTERED: 631

TOTAL PRC PAID 2020: \$ 83,520.00

TOTAL EHAP PAID IN JANUARY: \$ 44,775.37

TOTAL EHAP PAID 2020: \$ 44,775.37

TOTAL ENROLLED EHAP/LRBOI: 1346

NEW APPLICATIONS MAILED OR GIVEN: 92

REASSESSMENTS MAILED OR GIVEN: 207

**MEDICARE LIKE RATE (MLR) Savings for JANUARY 2020**

Claims submitted: 27 \$ 48,328.80 (total submitted)

-\$ 13,154.14 (what we paid)

**\$ 35,174.66 (total savings)**

**PATIENT BENEFIT COORDINATORS:      JANUARY 2020**

Assisted with on-line applications:      1

Webinars/Trainings:      0

Phone calls:      225

New Patient Registration:      7

Established Patient Registration:      174

Referrals to Other Departments:      0

**\*\*Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties  
For the clinic patients.**

**PHARMACY:                      JANUARY 2020**

Active patients:      379

Prescriptions filled:      1527

Insurance charges:      \$105,459.36

Insurance payments received:      \$113,727.33

Non-member cash/copays received:      \$537.79

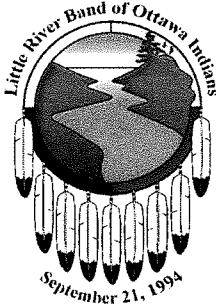
PRC-equivalent write offs:

LRBOI:      \$34,174.84

Other Tribes:      \$1410.19

TOTAL:      \$35,585.03

Housing  
Vacant a director



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

**HOUSING DEPARTMENT**  
**Report to the Ogema**  
**For January 2020**

**Staff**

Tara Bailey – Housing Director  
Michelle Pepera – Administrative Assistant  
Chad Gehrke – Grants Clerk  
Jim Stuck – Housing Maintenance Technician  
Stephen (Jake) Shepard - Housing Maintenance Technician  
Matthew Alexander – Housing Maintenance Technician  
Scott Chamberlin – 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. I have been looking for new housing software to automate many processes done in the housing department. Looking for other vendors at this time to get 3 quote process.
- B. The department met two times this month with Elise McGowan-Cuellan, Staff Attorney and updated her on items needing legal review regarding housing related issues.
- C. Received approval from Housing Commission on 12/19 for updated resident Lease that will go into effect 2020. This has been approved by TC and is now in use.
- D. Met with elders at elders complex to go over and provide training on the Washer and Dryer combo, so that they feel more comfortable using them and answer questions.
- E. Met with 4 residents and worked out payment agreements with them that did not necessarily include just using percap as an option.
- F. Housing Director went to Chicago HUD office for 1-day training on ICDBG NOFA for 2019-20. This will help in planning of next year activities on applying for the ICDBG.
- G. Continued meetings with Chad Gehrke regarding updating letters, applications and processs for the DDA and CCA program to begin using in 2020 for any applicants.
- H. Started with SABA training with all housing staff and providing weekly/monthly/annual goals and objectives for everyone, will assist on staying on track with projects and providing a means of communication between staff members and director on a regular basis. Also, started weekly 1:1 meetings.
- I. Met with TC to review Chapters 2, 4, 6 and 7 of Housing Regulations. Update: All items now out for 30-day review.
- J. During the month, the Department performed the following activities.
  - Lease renewals due during the month: 6
  - Leases renewed: 5
  - New leases: 1
  - Annual Inspections: 6



Move-out Inspections:0

Move outs: 1

Transfers: 0

**K. Down Payment and Closing Cost assistance grant (HI 100).**

Applications received this month: 0

Total Number of Awards made during the Year: 0

Total Amount of Awards for the Year: 0

**II. Rental Payment Information for the Month.**

A. Notice of Delinquency issued: 5

B. Termination Notice(s) issued: 2

C. Notice(s) to Vacate or Renew: 0

D. Court Filing(s): 1

**III. Condition of Properties.**

A. As the Housing Director, I have the maintenance techs keeping track each day of their individual activities. Also, keeping track of work orders now in an excel spreadsheet and keeping everyone on task with the SABA software.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 79 rental units in total of which 75 were rented giving us an occupancy rating of 95%.

A. Aki has 55 income based rental units of which 52 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 9 units are rented.

2. Aki has 2 low income elder ADA designated rental units and 2 are rented.

3. Aki has 28 low-income family rental units and 27 are rented.

4. Aki has 6 low income family ADA rental units and 6 are rented.

5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.

B. Aki has 24 Fair Market rentals and 23 are rented.

**V. Significant Problems and Accomplishments.**

A. Working on replacement of the 12 Elder's back decking Four units have been completed. Worked has stalled due to weather. Completion date of 5/31/20

B. Installed during the month of December a treadmill and elliptical at the elders complex.

**VI. Plans for the Future.**

A. Construction of the 2019 2-Fair market homes- both units are up and in the process of being completed.

B. New housing software for the department

C. Gathering information pertaining to training/certification programs that may be available for maintenance to attend and become more well-rounded.

**VII. Other Information**

A. Gathering quotes to see if it is feasible to turn one of the bathrooms at the elders complex into a laundry room so that there is larger capacity washers/dryers available to them.

**End of Report**

**Tara Bailey, Housing Director**

February 3, 2020

Cc: File

Human Resources  
Jeff Simpkins

**To:** Ogema Romanelli  
**From:** J. Simpkins  
**Subject:** January 2020 HR Department Report  
**Date:** 2/6/20

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

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

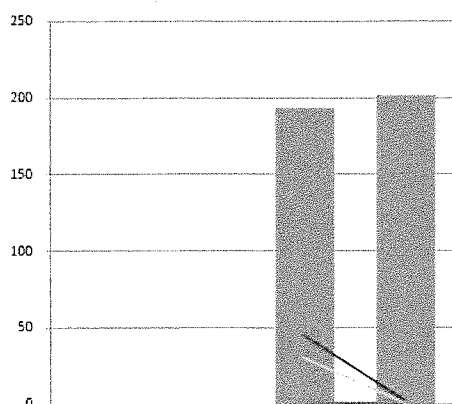
## **1) HR 2020 Operational Plan**

- a) The 2020 Operational Plan currently includes 30 projects and major tasks. It originally started with 27, and 3 were added during January.
- b) January Summary: January continued with a high HR operational tempo. The HR team completed approximately 43 projects, major tasks or learns. We launched work on the 2020 HR Operational Plan. The Compensation and Tribal Member Development Teams continued their work, with Tribal Development completing its first Tribal student career information communication piece. Thanks to Yvonne Parsons who did the creative work! The team received and initiated the talent acquisition process on a number of new Staff Requisitions, including those in preparation for summer seasonal and interns. We planned our first TEA leadership training for the spring, and are tentatively looking at the March through May period. Open Enrollment tasks were completed, and we certainly appreciate everyone's help and cooperation that led to one of the smoothest processes for the organization. We continued the review process for our 2020 handbook and policy update suggestions by seeking leader input. HR thanks all of its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

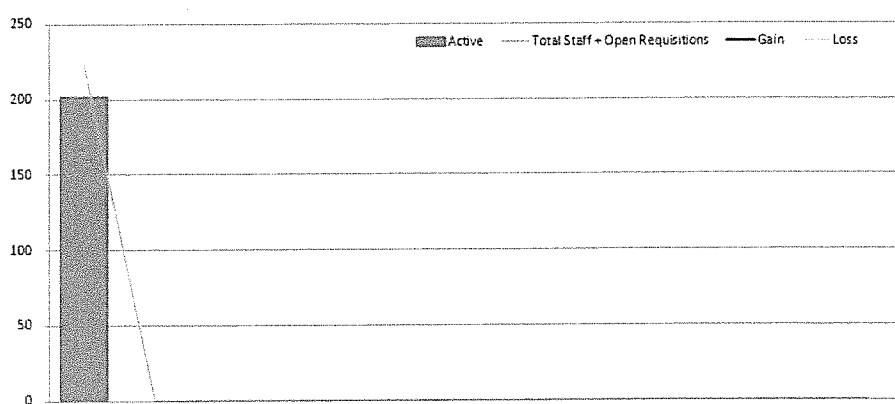
## **2) Talent Acquisition**

- a) Talent Acquisition
  - i) Number of Hires During the Month: 0
  - ii) Number of Hires Year to Date: 0
  - iii) Number of Applicants Year to Date: 34
  - iv) Number of Open Positions: 20
  - v) HR continued to assist the clinic with Staff Physician recruiting. Initial offers were presented to 2 candidates, with results pending.
  - vi) HR continued to receive new Staff Requisitions during January. These were primarily in preparation for summer, internship and seasonal positions with expected start dates in May.
  - vii) Updated Recruiting Work Priority: 1 – Clinic Physician, 2 – Maintenance, 3 – Public Safety.
  - viii) Turnover decreased from 2 in December to 0 in January. This is the second month with a reduction, and a great start to the year. We appreciate the work done at all levels to help reduce turnover during 2019, and it's beginning to pay dividends. Thanks to all!

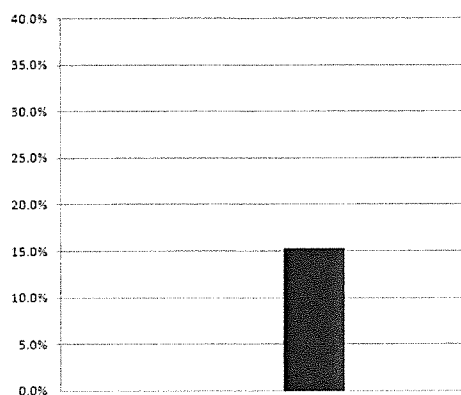
## Staffing



Variables	Year		2019	2020
			194	202
Active			3	1
Inactive			197	203
Total Staff			8	20
Open Requisitions			205	223
Total Staff - Open Requisitions			96.0%	91.0%
Average Fill %			45	2
Gain			30	0
Loss			15	2
Net Gain (Loss)	0	0		

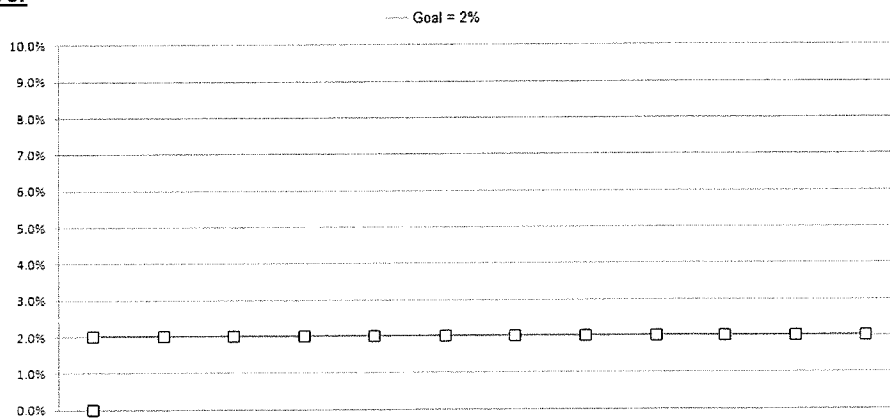
Michigan Unemployment  
Michigan/National U6[illegible][illegible]

### Turnover



Variables	Year			
			2019	2020
Turnover Percentage	#REF!	#REF!	15.2%	0.0%

Total Separations	0	0	30	0
Average # of Associates			197	203
Turnover Percentage Last FY/Month				
Turnover Goal per Month				2.0%
Turnover Percentage: Involuntary	#DIV/0!	#DIV/0!	5.6%	0.0%
Turnover Percentage: Voluntary	#DIV/0!	#DIV/0!	9.6%	0.0%

[illegible][illegible]

### 3) Talent Development and Relations

a) Continued leadership development.

i) Result: HR began the process to continue leadership training in 2020 by scheduling the Spring Introduction to Leadership and Core Leadership sessions with TEA. Those dates are Intro to Leadership March 26, and Core Leadership April 9, April 23, May 7 and May 21. We also continued the monthly leadership roundtable, and the 15 January participants had a spirited discussion about handbook or policy update suggestions. We appreciate the leaders who participate in the Roundtable each month. That's a key element to improving the operation!

b) Overall there were approximately 58 hours of training in January.

c) HR Department Development Initiatives:

- i) Provided additional HR support to the leadership of various departments.

ii) Mindi Smith continued the TEA HR Certification program and attended 1 course in January. She has one more to complete in February prior to earning her HR certification.

d) Continued work on Performance Management and Compensation Plan issues, including:

i) Compensation Triage Project for Immediate Correction:

(1) Balance of Organization Range Low – Pending Action

ii) **Create a Performance Management Update Project:**

(1) NRD leaders worked through the end of year performance appraisal process in the system, and continued hosting the first performance appraisal meetings with team members. Initial feedback was positive, and we look forward to other departments beginning to help their team members with performance feedback and development options! Thanks again NRD!

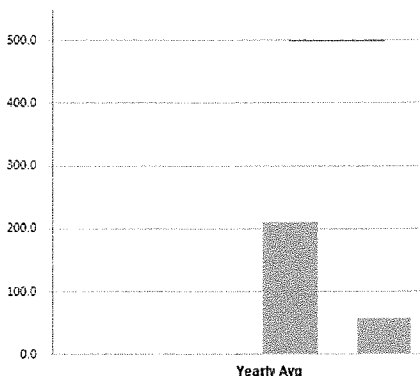
(2) HR also continued assisting the leaders in launching SABA.

iii) Continued Compensation Plan Team worked to fine-tune plan options and provide additional feedback to executives. We look forward to additional guidance by 3/1/20. Thanks to Lani Rozga, Robert Medacco, Robert Sanders and Gary Lewis for their time and work during the month!

e) Completed Performance Reviews Returned to HR: 1

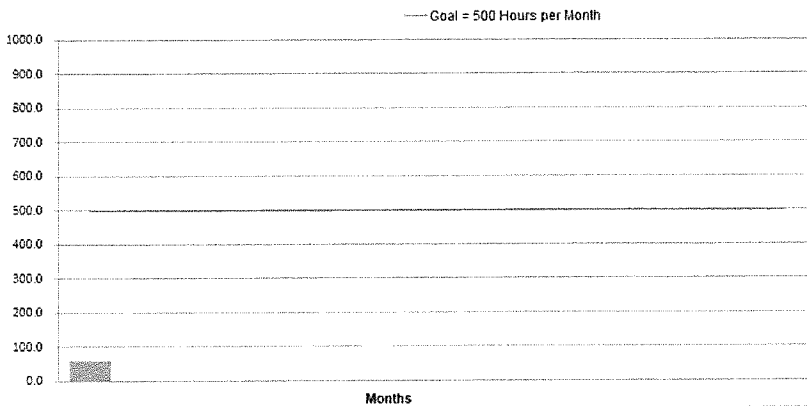
f) Completed PIPs Returned to HR: 3

### **Training and Development Hours**



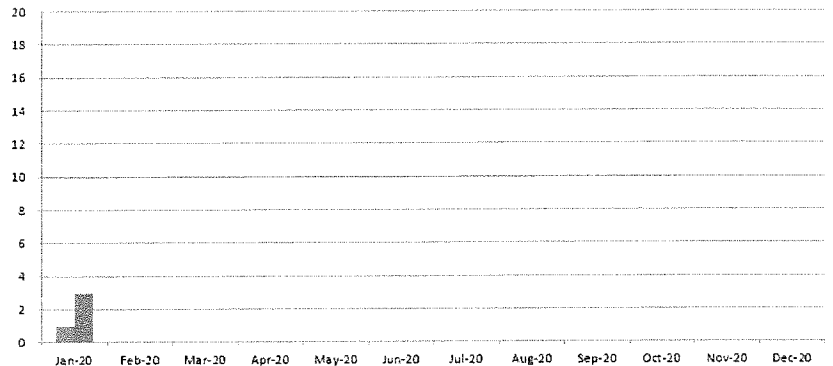
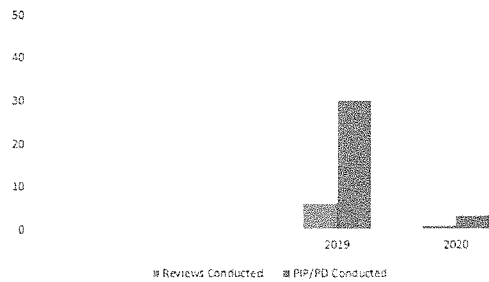
Variables			2019	2020
Total Training Hours	#DIV/0!	#DIV/0!	212.1	58.5
Goal			500	500

Orientation			98	0
New Employee Training			193	0
Training, Position Development			46	10
Cross Training/Position Preparation			0	8
Leadership Training			1,027	30
One on One			132	8
Other Training			29	3
Safety Training			781	0
Mentorship			240	0
Total Training Hours	0	0	2,546	59

[illegible][illegible]

#### Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



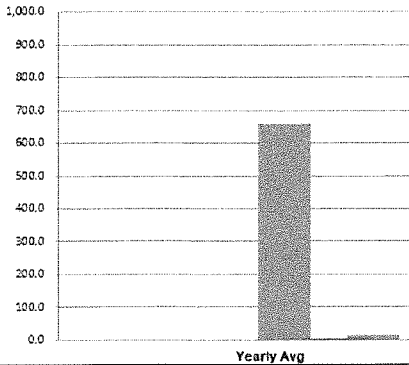
Variables	Year	
	2019	2020
Percent of Staff Receiving Feedback	18%	2%
Reviews Conducted	6	1
PIP/PD Conducted	30	3
Total Staff	197	203

Months											
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
1	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0
203	0	0	0	0	0	0	0	0	0	0	0

#### 4) Benefits and HR Administration

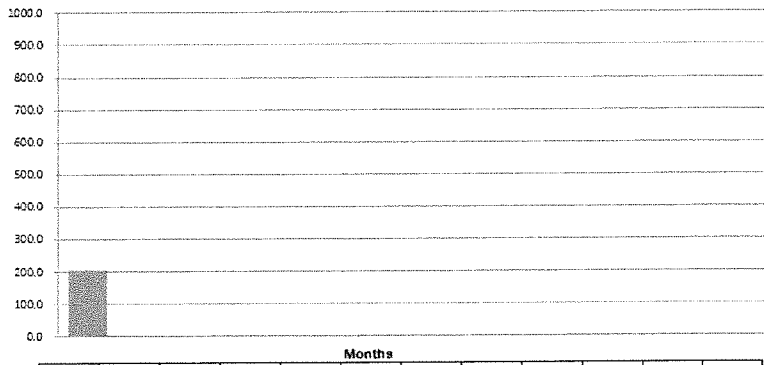
- a) January included a wrap-up of our annual Open Enrollment tasks. We began updates on our internal HR SOP system for benefits, including FML and Short-Term Disability Claim processing.
- b) Continued working to improve the previously identified benefit process issues and concerns.
  - i) Actions Taken:
    - (1) Continued previous Benefits Work Priority: 1 – Full System Audit, 2 – Process Improvement
- c) Continue understanding the Abila HRIS capability with additional data and documents.
- d) Continually adjusting tracking documents to simplify the data collection process for metrics.
- e) Leave Cases
  - i) FML: 1
  - ii) IFML: 1
  - iii) Bereavement: 4
  - iv) LOA: 0
  - v) Education: 5
  - vi) Wellness: 7
  - vii) Leave Hours decreased for a fourth consecutive month. January had the lowest number of leave hours out since tracking began in 2019, with 207.

**Leave (Excluding PTO and Holidays)**



Variables			2019	2020
Average Leave Hours per Month	#DV/0!	#DV/0!	660.0	17.3
Average Leave Events per Month	#DV/0!	#DV/0!	26.3	1.5
Number of FTE Positions			4.1%	0.1

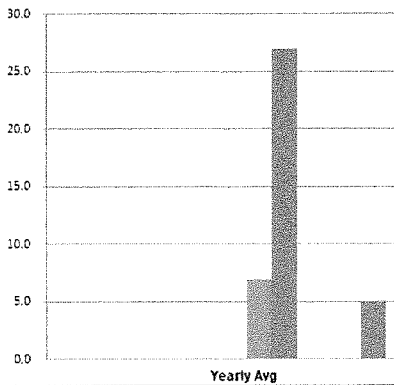
Leave Hours by Type					
Bereavement			1,144	32	
Education			345	84	
FML			5,036	72	
IFML			267	7	
Jury Duty/Trial Witness			0	0	
LOA			788	0	
Military			0	0	
Parental			0	0	
Wellness			360	32	
Total Leave Hours		0	0	7,920	207

[illegible][illegible]

## 5) Safety

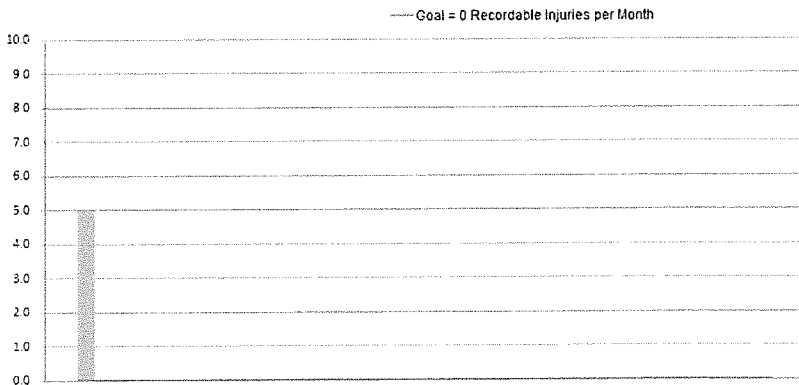
- i) Recordable Injuries: 0
- ii) Near Miss/1<sup>st</sup> Aid: 5
- iii) LRBOI began the new year with 5 near-miss incidents in January.
- iv) HR produced updated SOP and Work Instruction information for Injury Reaction and Post-Accident Drug and Alcohol Testing. Thanks to the leaders who provided great input to the process!
- v) As a reminder, during the winter months remember to walk like a penguin when there's ice and snow!

**Safety (Recordable Injuries and Near-Miss Incidents)**



Variables	2019	2020
Total Recordable Injuries	7.0	0.0
Goal	0	
Total Near-Miss Incidents	27.0	5.0

Strain/Sprain			4	0
Laceration			1	0
FBE			0	0
Fracture			1	0
Illness			1	0
Other			0	3
	0	0	7	3

[illegible][illegible]

## 6) Tribal Preference Report

### LRBOI TRIBAL GOVERNMENT

#### EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

	CURRENTLY EMPLOYED						
	January 2020						
	TM	NA	D	S	NP	TOTAL	
	EXECUTIVE	73	9	10	8	65	165
	GAMING	10	1	1	3	15	30
	LEGISLATIVE	11	2	0	0	1	14
	JUDICIAL	5	2	0	1	1	9
TOTAL	99	14	11	12	82	218	
Prior Month							
EXECUTIVE	73	9	10	8	64	164	
GAMING	10	1	1	3	15	30	
LEGISLATIVE	11	2	0	0	1	14	
JUDICIAL	5	2	0	1	1	9	
TOTAL	99	14	11	12	81	217	

#### Notes on Tribal Preference:

1. January Tribal Preference was 62.4% of total employment, a slight decrease from last month. The month included 0 Tribal Preference hires and 0 Tribal Preference losses.
2. Data since January 2019 shows the following:
  - a. The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
    - i. 2020 Tribal Preference applications are 11.8% of all applications received.
    - ii. 2019 Tribal Preference applications were 14.1% of all applications received.
  - b. Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
    - i. 2020 Tribal Preference hires are 0% of all hires (0 out of 1).
    - ii. 2019 Tribal Preference hires were 26.7% of all hires (12 out of 45). Great job Hiring Managers!
3. Tribal Development Team: The team continues working on methods to connect students with hiring managers for both full-time and internship opportunities. We're scheduled at 5 college spring career fairs where we hope to connect with Tribal Preference candidates. Yvonne Parsons completed the first communication piece for Tribal students, scheduled for mailing in early February. We also plan to promote Tribal student employment in Currents and at the Tribal website.
4. We need your help! Let your Tribal student know about the career opportunities with LRBOI and LRCR!



Information Technology  
George LeVasseur

Maintenance  
Rusty Smith

## ***Facilities Management Department***

2020 January Monthly Report

*De-Ahna K. Underwood, Administrative Assistant*

### **I. Department Overview**

#### **Goals & Objectives**

- 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 as well as maintain the life expectancy of our facilities.

### **II. Department Reporting Section**

This month 43 work orders submitted and completed by the two Maintenance Technicians in the department. Facilities work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, repainting hallways/offices, moving employees to new offices, assembling office furniture at Aki, Natural Resources, Justice Center, Food Distribution, and the Government Building.

Facilities is still understaffed and would greatly benefit having additional EVS and tech positions. In order to have quality knowledgeable and skilled people in this department, we need to raise the pay in order to hire the quality technician we desire. Providing various training/certification would also improve skills. In order for the Facilities Management Department to be more efficient, we need employees additional employees with proficient skills and knowledge of construction, HVAC, electrical and experience with snow plowing.

The EVS Techs stay very active in their daily routine of keeping Aki, Government Center, Justice Center, and the Natural Resource buildings clean and sanitized. Extra time is spent in the lobbies this time of year, due to salt and water being tracked into the buildings. EVS also delivers various supplies to departments and tribal buildings.

### **III. Budget Expense Justification**

Open standing purchase orders will close December 31, 2020

### **IV. Travel and Trainings**

Nothing to report at this time.

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: February 7, 2020  
Re: January 2020 report of activities

---

Number of tribal members assisted on new issues 79

Number of referrals received 3

Number of continuing cases: 45

Types of legal issues:

Child support	Driver's License
Probate Estate	Small Claims
Divorce	Real Estate
Subpoena	Vehicle Title
Social Security Disability	Estate Planning
Post Divorce Matters	Estate Distribution
Trusts	Emancipation
General Civil	Child Support Arrearages
Funeral Representative Designee	Adoption
Divorce – Foreign Country	Will
Medical Insurance	Power of Attorney
Residential Lease	Lady Bird Deed
Real Estate Liens	Personal Injury
Guardian – Adult - Terminate	Step-Parent Adoption
Paternity	Restraining Order
Parenting Time	Eviction
Guardian – Minor	Medical Power of Attorney
Criminal	Landlord – Tenant issues
Amend Power of Attorney	Small Probate Estate
Annulment	Discrimination
Estate Planning – Amend	Theft
Limited Power of Attorney – Minor	Change of Custody

Codicil  
Trust Administration  
Contracts  
Per Capita  
Abuse/Neglect Minors  
Amend Medical Power of Attorney  
Estate Contest

Name Change – Adult  
Trust – Amendment  
Income Taxes  
Medical Malpractice  
Foster Care License  
Do Not Resuscitate  
Expungement of Criminal Record

Attended Victim Services Program Task Force meeting

Sample of Work Performed:

Assisted a tribal member amend their estate planning documents

Assisted a tribal member with Emancipation

Assisted a tribal member establish paternity over their biological child

Assisted a tribal member terminate an adult guardianship over themselves when it was no longer necessary

Assisted a tribal member obtain child support when their ex refused to provide any funds to help care for their minor child

Members Assistance  
Jason Cross (Interim)

# **Members Assistance Department**

## **January 2020 Departmental Report**

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

### **Department Overview:**

#### **Goals**

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

#### **Objectives**

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

### **Current Assistance Programs**

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



## Department Reporting Section

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

- a. MOA BE-18-K28 \$364,000
  - i. Total expensed \$244,212.98
  - ii. Budget remaining 33%
  - iii. 10 total households served with this program.

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

### 2. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$5,250
- d. 88% Remaining
- e. 25 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	3	1	1	2	1	1	2	0	8

### 3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$3,420
- h. 93% Remaining
- i. 7 Total households accessing this program to date

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

### 4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$3,733.16
- l. 91% Remaining
- m. 15 total households accessing this program to date.

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

### 5. LIHEAP – DHHS Grant Funded Program FY 2020

- a. Total Budget \$158,083
- b. Total expensed to date \$79,876.44
- c. 94 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
34	8	4	2	35	3	1	4	3

**6. Elder Chore Program**

- d. Total Budget \$10,000
- e. Total expensed YTD \$500.00
- f. 95% Remaining
- g. 8 Elders accessing this program to date

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

**7. Emergency Transportation**

- h. Total Budget \$22,000
- i. Total expensed YTD \$621.94
- j. 97% Remaining
- k. 5 Members accessing this program to date.

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

**8. LRBOI Home Repair Program 2019**

- l. Total budget \$100,000
- m. Total expensed YTD \$25,828.49
- n. 100% Remaining
- o. 2 members accessed this program

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

**9. Bereavement Program**

- p. Total Budget \$453,000
- q. Total expensed YTD \$15,100
- r. 97% Remaining
- s. 2 members accessed this program

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

**10. Elders Insurance**

- t. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- u. 313 Elders enrolled in program.
- v. February invoice \$89,986.66

**11. Department Ongoing Activities**

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

**12. Applications**

Mailed	Picked up	Emailed	Faxed
48	15	37	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
37	25	12	0	16	21	10	3	2	0

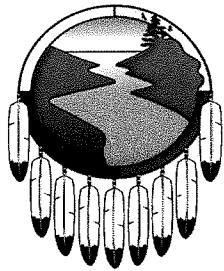
**13. Office Visits**

aa. 61 visits for the month

Respectfully submitted,

Jason Cross, MSW  
MA Supervisor

Natural Resources  
Frank Beaver



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

**January 2020 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
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

### **Fisheries Division:**

Archie Martell - Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Dana Castle – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician, Inland

### **Administrative/Budget/Reports/Data Entry:**

- **Managed budgets**
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4223 EPA LAMP grant
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust (GLFT) grant, Lake Sturgeon monitoring
- Staff Management EWS
- SABA Performance Pilot
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Development of GLRI Grant Proposals for Arctic Grayling and Lake Sturgeon
- Great Lakes Fishery Trust, GLFT, grant reporting
- Annual Sturgeon report for 2019 writing
- 2020 Sturgeon work plan writing
- Lake Sturgeon data entry and analysis
- Lake Michigan Technical Committee Coordination

- Grayling Reintroduction Initiative Data Management
- Development of the LRBOI Arctic Grayling Stewardship Plan
- Arctic Grayling literature review
- Arctic Grayling NEI stream sampling Methodology
- Arctic Grayling, alternative incubation techniques, Scotty-Jordin egg tray literature
- Submitted abstract to Michigan Chapter of the American Fisheries Society (accepted).
- Continued work on Awards Committee of the Michigan Chapter of the American Fisheries Society
- Inland Fisheries Harvest Permitting
- Submitted Inland Harvest reports to comply with 2007 Inland Consent Decree to tribes and state.
- Development of Inland, Great Lakes and Sturgeon Fisheries 2020 work plans
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management
- Equipment and supplies procurement
- 2020 Great Lakes Fishing Negotiations
- Data entry and analysis for the wild Rice fish community project
- Solar Project contract development
- Fish Distribution to membership

#### Equipment maintenance/Field Work/Lab Work:

- Lake trout maxilla prep and aging
- Lake trout maxilla aging
- Lake whitefish otolith processing
- Burbot otolith processing
- Otolith preparation
- Technology maintenance
- Gear construction
- Lake whitefish otolith aging
- Burbot otolith aging
- Fish diet processing
- GL Gear/Equipment maintenance and net tying
- Wild Rice Fish Community scale imaging and aging
- Inland Fisheries scale imaging and aging
- Blue Cleanup and organization

#### Meetings/Training/Travel/Conference Calls

- Fisheries Division staff meeting (1/2)
- Lake Sturgeon, GLFT grant conference call (1/6)
- Lake Superior Technical Committee meeting (1/6-8)
- Lake trout maxilla aging workshop (1/7)
- NRCS workgroup meeting, Scottville (1/9)
- 2020 Biologists committee meeting (1/9-10)
- Lake Huron Technical Committee meeting (1/13-15)
- CMU Clarke Library to examine artifacts relating to Grayling/Tribal Fishing (1/17)
- Lake Michigan Technical Committee meeting (1/20-23)
- Leadership Roundtable meeting (1/21)
- NRD Staff Lunch meeting (1/22)

- NRD Teambuilding Exercise (1/22)
- Midwest Fish and Wildlife Conference (1/25-29)
- Tribal Council Agenda Review (1/27)
- 2020 LRBOI Meeting (1/28)
- 2020 Tribal Biologist Conference Call (1/28)
- Tribal Council, CORA Contract (1/29)
- 2020 Conference Call (1/29)
- Jay Sam, Lake Sturgeon Funding Meeting (1/31)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 GLFT, Lake Sturgeon		

### **Wildlife Program**

Bob Sanders – Senior Wildlife Biologist  
 Angela Kujawa – Wildlife Biologist  
 John Grocholski – Wildlife Technician

### **Administration/Budget/Reports/Data Entry**

- Managed Budgets
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – January
- EWS - Staff management
- SABA – One on One meetings with Staff –Bi-Weekly
- Manage budget and review R&E's
- Scheduling employees
- Membership assistance/front counter coverage
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys and research projects
- Collaboratively worked on Compensation plan creation -ongoing
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going



- Northern Lower Peninsula camera survey data entry/analysis – On going
- Resource Selection Function manuscript preparation and development; organize data into usable format and work on home-range estimates. Looking into resolving issue with home-range estimates – ongoing until published or submitted
- Wildlife Division website update. Organize abstracts for recent projects; compile project overviews, look into proper forms to get successful hunter pictures posted
- GVSU collaboration: provide support to GVSU grad students, including data manipulation, telemetry, and looking into GPS collar issues
- Gathered bids for track loader, trailer, forestry mulching head, and storage containers
- NCTC Access course; completed pre-course paperwork
- NRD licensing and permits – Data entry (2015-2019)
- Deer Check station data entry (2019)

#### Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
  - Telemetry – Ongoing
  - Northern Lower Peninsula marten distribution camera survey – Ongoing
- General maintenance on wildlife machinery – on going
- Deer Check station. Check harvested deer and send in deer heads to be tested for TB and CWD. Closed deer check station January 3<sup>rd</sup>
- Big Blue cleaning and organizing – on going\
- Replaced bearings and brakes on wildlife equipment trailer
- Serviced snowmobiles and trailer
- American marten trapping session (January 10<sup>th</sup>-24<sup>th</sup>)

#### Meetings/Training/Travel/Conference Calls

- MI TWS conference calls – (01/06, 01/20)
- Wildlife Technical Committee Bear conference call – (01/07)
- Mason Lake Conservation district meeting – (01/09)
- NRD leads meeting (01/13)
- Performance appraisal – (01/13)
- 1 on 1 meetings – (01/14)
- GVSU Collaboration meeting – (01/16)
- Emerging Leadership meeting – (01/17)
- Counsel work session & meeting – (01/20, 01/22)
- Leadership round table meeting – (01/21)
- HR comp plan meetings – (01/8, 01/22)
- Midwest Fish & Wildlife meeting – (01/25-01/30)
- NCTC training center, Assess – (01/26-01/31)

#### Environmental Program

Allison Smart – Environmental Coordinator, Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist, Aquatic Biologist

**EPA Programs under Performance Partnership Grant Funding**

**GAP Program**

**Administration/Budget/Reports/Data Entry**

- EWS Staff Management
- SABA Performance Pilot Project
- SABA staff annual reviews
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked on GIS Maps for reservation lands
- Communicated with USEPA on various environmental issues
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Wrote LAMP Grant for Capacity Building
- Air monitoring station move
- Worked on USEPA Brownfield assessment review of programmatic issues

**Meeting/Training/Travel/Conference Call**

- Environmental Staff Huddle: 1/6, 1/13, 1/20
- One on One's with Staff: 1/7, 1/7, 1/10, 1/14, 1/20, 1/21
- Appraisal Meeting with Tom Shepard 1/23
- Call with MEGLE Tribal Liaison: 1/8
- Call with USEPA Tribal Liaison: 1/7
- GLRI Capacity Call BMIC – 1/14
- ICS 300 – 1/15-1/17
- GLIFWC/CORA Meeting 1/27-1/30
- TEPM Planning Call: 1/14
- USEPA Water Division Call 1/21
- One on One with Frank: 1/14
- NRD Leadership Huddle: 1/10
- RTOC Call 1/21, 1/31
- Women's Wild Rice Call: 1/21
- Project Meeting with Staff: 1/2

**Budgets Managed:**

- 4291- EPA PPG
- 4148 – EPA Air Quality

**Brownfield Program**

**Administration /Reports/Data Entry**

- Submitted three potential HMRP Education & Outreach Materials/publications to supervisor
- Submitted HMRO revisions to supervisor
- Submitted UST/AST and Brownfields GIS Attribute Tables drafts, with accompanying Metadata document draft, to supervisor
- Created & distributed agenda for N.MITBF Working Group bi-monthly meeting

**Field Work and Equipment Maintenance**

- Assisted Air Quality Specialist with PM2.5 data collection/log

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

- Environmental Staff Weekly Huddle (Jan 6, 13, 20)
- Met with supervisor re: PPG (Jan 2)
- Met with supervisor re: SABA appraisal review (Jan 14)
- Sat on 2020 TEPM General Planning Call (Jan 14)
- Attended EPA EnviroAtlas webinar (Jan 15)
- 1-on-1 meetings with supervisor (Jan 7, 21)
- Attended Staff Meeting & Team Building (Jan 22)
- Sat on 2020 TEPM Land Track Planning Call (Jan 22)
- Attended bi-monthly N.MI Tribal Brownfield Working Group meeting (Jan 28)
- Attended quarterly N.MI Area Committee meeting (Jan 28)
- Attended 2020 No-Spills Conference in Traverse City, MI (Jan 29-31)

#### **Water Program (106 and 319)**

##### Administration/Reports/Data Entry

- Presented Pine River project application of funds to council.
- Set up River Clean Up Day with MUCC
- Received quote for nutrient sample work up from GLEC
- Completed sole source memo for nutrient bottles
- Ordered nutrient bottles from GLEC
- Put in partial data to update WQ report card

##### Field Work and Equipment Maintenance

- Calibrated hydrolabs
- Added trickle chargers to ATVs
- Sent in HL4
- Snowmobile test run with Wildlife

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

- 1-21 - Tribal water call
- 1-22 – Manistee watershed partnership meeting

#### **Air Quality Program (Funded by EPA CAA 103)**

##### Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted Quarterly USEPA Report – 1/15
- Submitted a requisition for one T703 Ozone Calibrator – 1/10
- Submitted pre-course self-assessment and waiver release form to ITEP – 1/16
- 

##### Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 1/10 and 1/23
- Completed PM 2.5, Monthly Maintenance & QC – 1/10 and 1/23
- Installed new set of PM 2.5 filters – 1/9 and 1/23
- Sent collected PM 2.5 filter samples to MDEQ – 1/9 and 1/20

#### Meeting/Training/Travel/Conference Calls

- Attended weekly Environmental Division huddle – 1/6, 1/13 and 1/20
- Attended 1 on 1 meeting with supervisor – 1/10
- Attended TEPM tribal air track planning call – 1/16
- Completed ITEP's Building Performance: Improving IAQ in Cold Climates course online – 1/17
- Attended NC Radon Webinar – 1/21
- Attended Monthly State, Local, and Tribal Air Monitoring Conference Call – 1/22
- Attended NRD Staff meeting – 1/22
- Attended performance appraisal meeting – 1/23
- Completed ITEP's Residential Building Science Review course online – 1/23
- Attended ITEP Training/IAQ Diagnostic Tools (Level 2) in Las Vegas – 1/28 – 1/31

### **Wetlands (Wild Rice) Program**

#### **Administration//Reports/Data Entry**

- Set up Dates for Wild Rice Research Symposium
- Reviewed previous year work
- Worked on field work plan for 2020 sampling season
- 

#### **Field Work and Equipment Maintenance**

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

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

January 2020

### Meetings/Conferences/Trainings

- On January 6, 2020, I attended the Tribal Council's Agenda Review meeting in order to represent an item I had placed on the January 8, 2020 agenda. The item was for Tribal Council to approve a resolution authorizing the Ogema to sign a Performance Resolution with the Michigan Department of Transportation (MDOT). The resolution is an informal agreement between MDOT and LRBOI regarding any work the Tribe will perform within the MDOT Right-of-Way for the next four years (2020-2024).
- On January 7, 2020, I attended the quarterly meeting regarding the Tribal Council's Strategic Plan.
- On January 7, 2020, I attended a work session with Tribal Council regarding the possibility of MDOT installing a traffic signal at the US-31 & M-22 intersection. More information is provided on this issue later in this report.
- On January 8, 2020, I attended the Tribal Council meeting to represent the approval of a Performance Resolution between the Tribe and MDOT.
- On January 9, 2020, I attended a meeting regarding the upcoming construction of the new Food Distribution (Commodities) Building. Others who attended the meeting were: Michelle Lucas, Steve Wheeler, Bill Willis and Ken Ockert of GTEC.
- On December 14, 2020, I attended the Housing North Board meeting in Traverse City.
- On December 30, 2020, I attended a meeting regarding the use of a Tribal Prevailing Wage for work performed to construct the Food Commodities Building later this year. Also attending the meeting were: Ken LaHaye, Lyle Door, Bill Willis, Michelle Lucas, Tara Bailey, Jeff Simpkins, Dale Magoon and Rebecca Liebing.
- On January 9, 16 & 30, 2020, I attended the weekly meeting of the Construction Task Force.
- On January 16, 23 & 30, 2020, I participated in a weekly webinar conducted by the Chicago Area Office of the US Census Bureau. New information and updates are provided during the webinars in preparation for the upcoming 2020 Census.

### Activities/Accomplishments/Updates

- Gaming Commission Entryway: At the January 30, 2020 meeting of the Construction Task Force, we reviewed the bid proposals that were received by Machin Engineering for the work needed to repair the entryway of the Gaming Commission building. The Construction Task Force selected a contractor to perform the work. I will draw up an agreement with the contractor and have it ready for Tribal Council approval as soon as possible. According to the bid documents, work isn't scheduled to begin until April 2020.
- US Census: Beginning in February 2020, I plan to send out an informational flyer to our tribal members, explaining the census and encouraging them and their households to participate. I also plan to put an article/advertisement in the Currents in February and March 2020 that also explains the census and encourages member participation.
- Traffic Signal at US-31/M-22 intersection: In December 2019, I was contacted by Rick Liptak of the MDOT office in Traverse City informing me that, based on MDOT information, the intersection is very close to meeting the requirements necessary for the installation of a traffic signal. (Since the intersection has already met the MDOT requirements for installation of a

roundabout, the Tribe submitted an application for a Tribal Transportation Safety Grant in May 2019. Under the grant proposal the Tribe and MDOT would share costs for the construction of a roundabout. At the time this report was compiled, we still have received no notification on the status of our Tribal Transportation Safety Grant.)

As indicated previously in this report, I met with Tribal Council on January 7, 2020 to discuss the possibility of a traffic signal. Tribal Council was in agreement that they preferred a traffic signal over a roundabout, and I communicated their preference to Rick Liptak. Rick then indicated to me that there were a number of steps and approvals that needed to happen before the traffic signal would be approved for installation. His guestimate as to the soonest a traffic signal could be installed was the fall of 2021. In the meantime, he said that we could see if we would receive a Tribal Transportation Safety Grant for the roundabout, and that may prove to be a viable alternative in the event a traffic signal was not realized.

I will continue to stay on top of this situation and relay information to both the Ogema and Tribal Council as I receive it.

Public Safety  
Robert Medacco



**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**January-20**

**General Patrol**

Assist Citizen	2
Assist Motorist	
Assist Other Agency	7
City Assist	4
County Assist	5
Medical Assist	2
MSP Assist	1
Other Calls for Service	4
Property Checks	781
Suspicious Person	3
Suspicious Situation	3
Well-Being Check	2

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	8
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	2
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	1
Suspicious Vehicle	3
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect	
Arrest	8
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	1
Domestic Disturbance	4
Drive-Off	1
Drug Violation/VCSA	6
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	2
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	8
Public Peace	
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

1

**Miscellaneous**

Administrative Hours

299.75

Alarm

2

Attempt to Locate

3

Boat Dock Checks

Casino Hours

249.75

Civil Standby

Community Policing

4

Court Hours

6.25

Death Notification

Drug Disposal

Follow-Up Investigations

19

Found Property

4

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

1

Total Complaints

78

Total Reports

65

Training Hours

14

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

4277

Voluntary Missing Adult

**Training/Travel**

**Little River Band of Ottawa Indians**  
**Inland Conservation Enforcement Activities**  
**January-20**

Administrative Hours	276.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	5
Assist Hours	4.25
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Orgininal Hours	
Complaints	4
Contacts	58
Court	1
Court Hours	0.75
Follow-up(s)	1
Follow-up Hours	1
Federal Citation(s)	
Hours Worked	275.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	3
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	67
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	7
Vehicle Mileage	497
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

January 26-30, 2020 Officer Gunderson attended Basic Tactical Medical Instructor Training program in Harrisburg, IL.

**Little River Band of Ottawa Indians**  
**Great Lakes Conservation Enforcement Activities**  
**January-20**

Administrative Hours	61
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	3
Contacts	1
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	262.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	25
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	8
Vehicle Mileage	1263
Verbal Warning(s)	
Written Warning(s)	

<b>Training/Travel</b>
January 27-28, 2020 Sgt Robles attended CORA LEC Meeting in Escanaba, MI.

**Name:** Valerie Chandler

**Month:** January 2020

**Title:** Tax Officer

**Department Goals:**

- Administer the collection of Tribal taxes on all business activity occurring within Tribal and Trust lands.
- Assist Tribal citizens 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 citizens.

**Duties and accomplishments performed this month:**

During the month of January, the Tax Department performed the following:

- Certificates of Exemption Issued: 2 (RTM) 2 (Tribe/Entity)  
Type: 2 Vehicles  
0 Recreational vehicle / watercraft  
2 Construction  
0 Mobile / Modular Home  
0 Treaty Fishing  
0 Bereavement / Burial Program
  - Address / Status Changes Reviewed: 60
  - Address / Status Changes Processed in RTM database: 2
  - Proofs of Residency Processed: 1
  - Proof of Residency Letters Mailed: 7
  - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCCR)
  - Motor Fuel Registrations Processed: 5
  - Temporary Tribal Business Tax Licenses Issued: 2  
1 (Entertainers) 0 (Vendors) 1 (Qualified Fundraisers)
  - Aki Maadiziwin Community Center Reservations Received and Processed: 17  
(involving reservations of 78 dates total)
  - Little River Casino Resort Venue Reports Processed: 0
  - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
  - Tax Assessments Issued: 0 (Fuel) 1 (Tobacco) 0 (Sales Tax) 0 (Other)
  - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,455
  - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 255
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
  2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
    - RTM statuses
    - Tax-exempt utilities

- Motor fuel registration
  - Certificate of Exemption process
  - Per cap issues/questions (which were referred to the proper staff)
  - Proofs of Residency
  - Tax benefits available to Tribal members
  - Tax Agreement Area boundaries
  - Reservations for Aki Maadiziwin Community Center
3. Collected, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
  4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
  5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
  6. Reviewed, recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
  7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
  8. Received, reconciled, recorded, and filed December 2019 Tribal tax returns from the Little River Casino Resort which included:
    - Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
    - Food & Beverage Tax
    - Admissions Tax
    - Lodging & Occupancy Tax
    - Service Tax
  9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
  10. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
  11. Completed and submitted the Tax Department monthly department report for December 2019.
  12. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
  13. Calculated data, processed, and filed month-end tax reports for December, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
  14. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
  15. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Temporary Tribal Business Tax Licenses are issued to entertainers selling merchandise.
  16. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax exemptions on utilities.

17. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
18. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
19. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for February 2020 and provided it to the Trading Post.
20. Processed and issued 1 Tribal Business Tax License renewals for the year 2020.
21. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
22. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
23. Worked with various Tribal Government and Casino Resort staff regarding multiple questions involving the Tribe/State Tax Agreement, Tax and Revenue Administration Ordinance, Tax Regulations, tax exemptions, and wholesaler tobacco products.
24. Prepared and submitted comments as requested by Human Resources regarding changes and suggestions for the Employee Personnel Manual.
25. Prepared, reviewed, and submitted 90-day probationary review of department employee.
26. Worked with the Leads and I.T. staff in approval and purchase requisition of a key card reader and installation at the Community Center to be utilized by members with event reservations.
27. Followed up with Public Safety regarding the investigation of a complaint at the Community Center. No evidence was found and case was closed.
28. Corresponded with the Resort's Surveillance Manager regarding a video review of a questionable purchase at the Trading Post.
29. Prepared and submitted articles to Public Affairs regarding tax exemption benefits and income tax preparation to be published in the Currents.
30. Reviewed and responded to a second State-Tribal consultation and draft implementation policy issued by Governor Whitmer pertaining to State departments that work with Tribal departments.
31. Prepared and mailed 265 Resident Tribal Member Annual Sales Tax Credit 4013 Forms and Letters of Verification.
32. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

**Meetings attended this month:**

1. Met with Staff Attorney on January 23, 2020 regarding draft amendments to the Tax and Revenue Administration Ordinance and the scheduling of a work session with Tribal Council for March.



Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***January 2020 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 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 23 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Met with staff from departments about various items.
4. Met with new HR Director and Leads to coordinate and share issues.
5. Met at Ziibiwing Center for the quarterly MACPRA meeting.

6. Met with School Supervisor for Ludington Schools about construction project and possible cultural site at the location.
7. Provided a presentation to the LRBOI EDC and others about Tribal history and culture.
8. Administered, directed and supervised all departmental activities.
9. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
10. Continued limited work on Indiana FBI issue involving seized materials.

**The Language Coordinator** accomplished the following during this month

- 1) Ordered rooms at LRCR for language camp.
- 2) Ordered tents, tables, chairs, stage, lights for language camp.
- 3) Scheduled new class on Saturday mornings at Justice Center.
- 4) Cancelled new class on Saturday mornings at Justice Center.
- 5) Worked with Rebecca on Currents language and working on a power point presentation.
- 6) Submitted article to HR for Public Information, scheduled video shoot and did the shoot.
- 7) Did interview with reporter Scott Fraley for Manistee News.
- 8) Worked with EDC on language for a project.
- 9) Meeting with Family Services on upcoming conference at LRCR.
- 10) Meeting with Jessica Rickert in Traverse City about language with Dental association.
- 11) Processed CD ROM orders, recycled plastic from LRB pharmacy.
- 12) Produced lessons for all classes and video's.
- 13) Classes at NGLC, Elders, LRB employees and citizens.
- 14) Responded to Emails and calls about Camp, Language, CD ROM's.

### **Travel, training and budget expenses**

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

WWTP  
Gary Lewis

***Utilities Department***  
***Gary M. Lewis, Utility Director***  
**January 2020, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

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

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Other Routine Maintenance
- Elmer's construction replaced pump base sheriff lift station, mounting bracket was broken and pump would not seat.

**Billing**

Water	\$12,046.02
Sewer	\$17,275.31
Irrigation	\$1,810.93
Fire Suppression	\$8,069.93
Manistee Township Sewer	\$18,429.20
Septage	\$3,500.10
Other	\$7,631.02
Month Total	\$68,762.51
Yr. to Date Water	\$12,046.02
Yr. to Date Sewer	\$17,275.31
Yr. to Date Irrigation	\$1,810.93
Yr. to Date Fire Suppression	\$8,069.93
Yr. to Date Manistee Township	\$18,429.20
Yr. to Date Septage	\$3,500.10
Other Revenue	\$7,631.02
Credit	\$0.00
Yr. to Date Total	\$68,762.51

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 2,169,030**
    - b. Ave Daily Flow Gallons 69,969**

- 2. Gallons of Treated Waste Water SBR**
  - Influent Gallons**
    - a. 2,790,940**
    - b. Daily Average Gallons 90,030**

- Effluent Gallons**
  - a. 2,821,301**
  - b. Daily Average Gallons 91,010**
  - c. Waste Sludge Gallons 46,000**

- Lagoon**
  - a. Influent 116,726**
  - b. Daily Average Gallons 3,765**

- 3. Septic Sewage**
  - a. Gallons 80,274**

### **III. Travel and Trainings**

**What: MTERA Board Meeting**  
**Who: Diane Kerr, Gary Lewis**  
**Where: Phone Conference**  
**Sponsored by: MTERA**

**What: Traffic Control Safety**  
**Who: Gary Lewis**  
**Where: Whitehall**  
**Sponsored by: MRWA**