

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: June 17, 2020
Maanda Nji: Re: April 2020 Operations Report



We respectfully submit the April 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
April, 2020

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

April, 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. The 2019 proposal has been completed and work on the 2020 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 2019 audit will take place May 11&12, and May18 - 22, 2020. The firm Rehmann will be performing the audit. The Accounting staff will work with the Auditors to provide them with all information that they request during their visit, and will continue to provide information for the auditors to complete the audit. The final audit report will be issued sometime in August and submitted to the Federal Clearinghouse before the due date of September 30.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. *Projects; AKI 2 -2019-2020 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 April.***
 - i. *AKI 2 – 2019-20 Homes – Little Valley Home – No Payments***
 - ii. *Gaming Commission Entryway – \$No Payments***
 - iii. *Public Safety Building – Grand Traverse EC- \$19,662.50-C/O#2***
- 2. *Cash Receipts; Daily cash receipts totaled for the month of April, were, \$362,056.74 the General & Special Revenue Account had a total of (172) 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 2019. Ongoing working with- FAS Gov. Software to update the assets for 2019.***
- 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.***
- 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 8th of the month.***
 - 1. *Cash Deposits***
 - 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***

3. *Utilities report – current payments – monthly report of payments.*

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Construction Task Force –Weekly Meeting - Thursday – review - AKI 2 – 2019-20 homes, Gaming Commission Entryway, Public Safety Building.

Other Meetings

April 22 – Audit Review Accounting Dept.

April 29 – Audit Review update.

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – Lead meetings, Director meetings, CISA, Whitehouse Teleconference, Homeland Security Region 7 Teleconference, State Emergency Operations Center Teleconference, TERT, Council, FEMA Asst Teleconference, Reimbursement Task force, Health Department, CISA, Reopening Plan, Audit

Trainings Held / Attended – Procurement Webinar, Preparedness Tech Asst

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit Prep

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out May 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: 2020 LIHEAP additional funding in the amount of \$2,211; 2020 BIA Self Governance additional funding in the amount of \$1,160,423 and 2020 IHS Self Governance Compact additional funding in the amount of \$31,811. Documents were scanned and placed in the electronic grant folder 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 three new grant this month: 2020 CWSS Title IV-B subpart #1 in the amount of \$2,108 for the time period of 10/1/19-9/30/21; OAA Title VI-Native American Nutrition in the amount of \$37,020 for the time period of 3/20/20-9/30/21 and 2020-2023 Elders Meals program yr. 1 funding in the amount of \$122,900 for the time period of 4/1/20-3/31/21. Grant Program Booklets were 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 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 new grant information was given to the Staff Accountant so that she could set these programs 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. Grant Program Booklets were 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 April.

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

17.Had the Ogema sign the new award documents on the 2020 IHBG grant and sent them to Department of Housing & Urban Development in Chicago.

Meetings Held/Attended

Participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards through email. Reviewed a lot of correspondences that were received on possible new grant awards for the COVID-19.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

Complete the 2019 SEFA schedule by entering the expenses and other revenue for the upcoming audit.

PAYROLL

Duties and Accomplishments –

1. Processed 435 payroll vouchers/checks.
2. Verified no PAF's this month.
3. Processed payroll and completed payroll backup cover sheet for pay dates 4/10 and 4/24.
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 –

None

Trainings Held / Attended –

4/30 – Families First Coronavirus Response Act 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 April 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 April 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 April.
8. Addressing payroll concerns and/or corrections as necessary.
9. Processed April per capita payment and associated compliance reporting.
10. Processed April Relief payment to the membership.
11. Quarterly reporting for 1st quarter 2020.

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. Working through system/setup issues with MIP payroll, HR and EWS all working together.
5. 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.

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 -

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.*

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 of 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

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

On Temporary Leave

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) Completed work on FY2019 Indirect Cost Proposal.
- 4) Began work on FY2020 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) Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's
- 5) Completion of FY2020 Indirect Cost Proposal

Expenditures Update

Total year to date expenditures for the Finance Division for April, 2020, are \$438,078, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date April, 2020, represent 32% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

April 2020 Department Report

I. Department Overview

- Yvonne Parsons, Education Programs Coordinator
- Santana Acre, Education Youth Assistant – temporary leave
- Debra Davis, Education Department Office Assistant- temporary leave

II. Department reporting section

- LRBOI Student Services: 1 student received funding for driver's training this month, totaling \$250. 1 student received \$100 for class ring, and 2 students received \$1000 each for 12th grade computer. This month, with the March computer data loss, and the change that had been put in place for student services school clothing and activities funds, I began the process of completing check requests for all students to receive \$500 for the program. Letters were mailed that informed parents and students of the problems with them getting access to the new applications, and I began preparing for completing the check requests during the month, and making that work happen mostly from home, though I did have to come into the office at least once per week.
- College Book Stipend: 2 book stipends were awarded during the month of April totaling \$600, both for 4-8 credits.
- Vocational Assistance Award: 1 student received funding of \$1655.95 for a phlebotomy certificate program

Beginning the real process of working from home was a bit confused at first. With the closure and the loss of data from the computer issues, I was still working with some problems of access to forms, etc. While part of the issue was made workable, I was unable to access some forms from my work computer, and created a new temporary approval and citizen validation form to use, and had to come in periodically for citizen validation access and to get mail. I was able to arrange printing documents from home, and had access to my documents, but not to shared tribal documents, but was able to adjust so that things worked fairly consistently.

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2020 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

April 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: 0 Applications forms for people seeking membership
- Mailed out: 7 Address change forms
- Created 8 New and Replacement ID's from 04/01/2020 through 04/30/2020
- 154 Addresses changed from 04/01/2020 through 04/30/2020
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- 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
- 1 Applications received since 04/01/2020
- List request of Membership: Tax & Education
- Label request of Membership: Education
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Ogema, Accounting
- Department Verifications:
 1. Prosecutor 76
 2. Food Distribution 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 Members passed away for the Bereavement Benefit
- Sent out 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 228 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's meeting (phone conference) – April 7th, 13th, 20th & 27th

Enrollment Statistics

- Total Membership: 4,150
- Total number of Elders: 1,408
- Total number of Adults (18-54): 2,395
- Total number of Minors (0-17): 347
- Total Tribal Members living in:
 - 9 County Area: 1,712
 - Outside 9 County Area: 2,360
 - Michigan: 2,704
 - Outside Michigan: 1,368
 - Undeliverable Addresses: 78

Family Services
Jason Cross

Family Services Department

April 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:

Manistee	0
Muskegon	5
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	0

Open Cases.....43

Total number of Tribal members served in open cases: 46

Total number of descendants served in open cases: 11

Total number of individuals served in open cases: 87

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.

Stephanie Persenaire - Case Management

Total number living in homes served	16	0	4	0	3	0	0	8	0	7
Total number of Tribal Citizens living in homes served	13	0	2	0	1	0	0	7	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	5	0	2	0	0	0	0	6	0	2
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	1	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	1	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
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	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	31	0	0	0	0	0	0	0	0	10
Contacts with LRBOI departments	8	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
Monthly Totals	82	0	13	0	4	0	0	21	0	29

Amanda McQueen - Case Management

Total number living in homes served	1	0	0	0	7	0	5	5	0	13
Total number of Tribal Citizens living in homes served	1	0	0	0	3	0	1	3	0	8
Total number of descendants living in homes served	0	0	0	0	0	0	0	1	0	0
Total number of children living in homes served	0	0	0	0	3	0	3	2	0	5
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	1	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	1	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	2	0	0
Case Pending with DHS	0	0	0	0	0	0	0	2	0	0
Relative placement	0	0	0	0	0	0	0	0	0	2
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster Home	0	0	0	0	1	0	1	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	1
Home Visits	0	0	0	0	2	0	1	1	0	3
Case Reviews	2	0	0	0	2	0	1	2	0	0
Binojeeuk	0	0	0	0	1	0	1	0	0	16
Contacts with outside agencies	2	0	0	0	17	0	4	6	0	8
Contacts with LRBOI departments	1	0	0	0	4	0	0	4	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
Monthly Totals	7	0	0	0	43	0	17	30	0	60



Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (2); New Intake(s) (1); Cases closed (0)
 - Provided: advocacy, legal assistance, transitional housing, counseling referral, and judicial advocacy.
- Attended (1) FTM meeting by Zoom
- Had (15) client phone meetings; (0) transports
- US Attorney conference call on a case (1)

Collaboration/Program Meetings

- 4/16 – UTFAV MI Tribal Advocate weekly meeting (Zoom)
- 4/23 – UTFAV MI Tribal Advocate weekly meeting (Zoom)
- 4/23 – DocuSign Pricing, Meet w/Jennifer (Zoom)
- 4/25 – UTFAV Board meeting (Zoom)
- 4/27 – RCP Marketing 90 Day Audit of Program Website (Zoom)
- 4/29 – Muskegon Child Abuse Council board meeting (Zoom)
- 4/30 – UTFAV MI Tribal Advocate weekly meeting (Zoom)

Travel & Training

- 4/15 – Disaster Planning for Tribal DV Programs (webinar)
- 4/28 – Protection for Children & Families When Social Distancing (webinar)
- 4/29 – DV Survivors & the Impact of COVID-19 (webinar)

Outreach/Education

- 4/27 – MMIW Planning Committee meeting (Zoom)
- 4/28 – MMIW Planning Committee meeting (Zoom)
- 4/30 – MMIW Planning Committee meeting (Zoom)

Grants

- 4/28 – Submitted VOCA Quarterly Report

Staff Meetings

- 4/9 – Supervision w/Amber (Team video)
- 4/13 – Staff meeting (Zoom)
- 4/14 – Supervision w/Michol (Team video)
- 4/20 – Staff meeting (Zoom)
- 4/21 – Case Reviews w/each staff individually (Team video)
- 4/23 – Supervision w/Brandy (Team video)
- 4/27 – Staff meeting (Zoom)

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (0); New Intake(s) (0); Cases closed (4)
- Provided: advocacy, referrals, food assistance
- Attended (0) court hearing
- Face to face meetings w/clients (0)

Collaboration Efforts

- 4/13 – Newaygo WISE/Katie Cox – resources for client
- 4/21 – Muskegon Co. Youth Human Trafficking committee
- 4/22 – Muskegon Human Trafficking meeting
- 4/23 – DVCCRT Kent County meeting
- 4/27 – True North Housing IST meeting
- 4/30 – UTFAV Tribal Advocate weekly meeting

Training/Webinars

- 4/15 - A program summary & report out on CAC's responses to COVID-19 (CAC of MI)
- 4/15 - Disaster planning for Tribal Domestic Violence programs and shelters (NIWRC)
- 4/17 - Website Design be your own expert (PACC PAAM)
- 4/21 - State Wide Webinar COVID-19 programing and services response (MCEDSV)
- 4/21 - Enhancing existing partnerships to implement firearm surrender (BWJ Project)
- 4/22 - Remote Home Visits: Supporting Clients Experiencing IPV during COVID (NIWRC)
- 4/23 - Prosecuting CA cases: Common Issues and how to deal with them (PACC PAAM)
- 4/28 - Tools for Advocates Responding to COVID-19 and DV (BWJ Project)
- 4/28 - CATS Lounge & Learn Secondary Trauma (PACC PAAM)
- 4/29 - Report from the Field: DV Survivors & the Impact of COVID-19 (ABA)
- 4/29 - Self Care during a Pandemic (PACC PAAM)
- 4/30 - Integrated Tribal Domestic Violence Court (OVC)
- 4/30 - Victim, Addict, and Mother: Involvement of CPS w/Each Role (NCJTC)

VSP Virtual Staff Meetings

- 4/13
- 4/20
- 4/21 – Case Reviews
- 4/27

Outreach/Education

- Provided information for 30day challenge SA awareness, provided community partners with education on MMIW May 5th 2020

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current Case(s) (1); New Intake(s) (1); Cases closed (0)
- Had (0) client face to face meetings
- Had (3) home visits (to remotely drop off client resources- no face to face)
- Had (44) telephone contacts
- Had (0) rides provided
- Attended (0) court hearings

VSP Virtual Staff Meetings

- 4/13
- 4/14
- 4/20
- 4/21 – Case Reviews
- 4/27

Virtual Collaboration Efforts / Meetings

- 4/27 - Meeting with RCP Marketing for 90-day website audit review
- 4/27 - MMIW Planning Meeting with UTFAV
- 4/28 - MMIW Planning Follow-up with UTFAV

- 4/30 - UTFAV Advocate Meeting

Training/Webinars

- 4/28 - Webinar – Online Protections for Children & Families when Social Distancing
- Throughout April – Viewed a variety of training videos on Photo Shop, Adobe Illustrator, Adobe Premier Rush, and Microsoft Outlook 365 for the Cloud.
- Read misc. articles from NNEDV and other sites on working remotely during the COVID-19 Shelter at Home order.

Outreach/Education

- All month – Facebook and Instagram awareness on Sexual Assault Awareness Month. Participated in the Instagram #30DaysofSAAM Challenge.

Other

- Made updates to website and social media regarding our operations during COVID-19.
- Monitored social media for any incoming communication (1).
- Started creating images for use in May for MMIW awareness.
- Assisted with MMIW video project with UTFAV.
- Misc. file and client case updates and monthly reports.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current: (3), New Intake(s) (1); Cases closed (1)
- Had (1) client face to face meetings
- Had (17) telephone contacts
- Had (0) rides provided

Collaboration Efforts

- 4/13 - All staff zoom meeting
- 4/20 - All staff zoom meeting
- 4/23 -UTFAV zoom meeting
- 4/27 - All staff zoom meeting
- 4/30 -UTFAV zoom meeting

Training/Webinars

- 4/1 - Privacy Matters: Working Remotely During the COVID Pandemic/NNEDV (webinar)
- 4/5 - Identity Theft Victim Assist.: Supp. Victims' Financial and Emotionally (webinar)
- 4/8 - Role of the CAC and Services to help CW Wrks and Prosecutors (PAAM) (webinar)
- 4/16 - Supporting Advocate Wellbeing (webinar)
- 4/28 - CATS Lounge & Learn Secondary Trauma, PAAM (webinar)
- 4/29 - CATS Lounge & Learn - Self Care during a Pandemic, PAAM (webinar)

Outreach/Education

- N/A

Other

- N/A

Next Generation Learning Center-April 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
Infant Classroom 0-2 years old	7	5	2	3	3	2
Toddler Classroom 2-3 years old	14	8	6	6	3	3
Preschool Poplar-Head Start	17	17	0	8	2	8
Preschool Cedar-Tuition and Head Start	24	12	12	4	6	6
Preschool Maple-GSRP	14	14	0	1	0	3
School Age 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
Total:	54	2	15

***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.

- **Update:** 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. *Holly will be helping to facilitate the group questionnaires within Mason county and Tribal communities during the months of April 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, on Mondays and Fridays.
- **Update:** *Class has been completed.* 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. At this time we purchase more than 50% of our produce/food from the state of Michigan.
- NGLC will be collaborating with Great Start to Quality to offer a summer playgroup on a weekly basis to children within the county.
- NGLC will have a table at the Manistee County Health Fair at MCC High School to offer information about our preschool program and philosophy.

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. The first court summons for delinquent accounts have been sent out via unified legal.
- Ashley and Holly are working on new processes and procedures for the family handbook for the center. There will be changes in payment process, due dates, ratio, and pandemic procedures.
- Holly continues to work with community agencies to solidify an opening plan for NGLC

Closures:

- COVID closure March 16, 2020 and remains in effect until further notice.

Upcoming Events:

- n/a

Due to the COVID closure, all NGLC teachers are participating in virtual learning. A private facebook page has been established (only for NGLC families) to join with activities and resources for families during the closure. The teachers submit weekly lesson plans for children to complete at home.

LRBOI Be Da Bin Behavioral Health April 2020 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, Intake/Case Manager; Julie Ramsey, Prevention Worker; and James Gibson "JD", contractual Traditional Healer.

The month of April started with LRBOI shut down because of the COVID 19 virus and Michigan was also on stay at home orders. This Continued through April and towards the end of this month Charlotte and Julie were laid off/furloughed. The Traditional Healer did not have sessions this month.

Angela is doing the telepsy services with Dr. Hawley and Dottie will be assisting with some clients as needed and are using the bluejean application from Dr. Hawley. With the working from home this month no RPMS system numbers are available. As of the shutdown, Dottie had 31 clients (includes 3 Recovery Support) and 1 other in inpatient treatment (not in count). Angela has 30 clients at this time. Angela had 31 sessions this month and 4 hours of telepsy as Dr. Hawley had time off this month. Dottie had 33 sessions and 27 follow up calls (many STR). Since the shutdown that started on March 17, 2020, Angela and Dottie are continuing to talk with clients by phone or texting, along with continuing webinars for continuing education. Dottie continues to work with the clients that are part of the ATR/STR grant through ITC of Michigan which ended as of April 2020. Dottie got approval to continue billing as case management and completed billing. Dottie completed all reports needed for the end of the grant. Dottie was also on conference calls with Indian Health Services Bemidji Behavioral Health and the Behavioral Health Communication Network/Inter-Tribal Council of Michigan. All staff continued to keep updated on the developments for the virus.

Respectfully submitted,

**Jason Cross, MSW
Director of Family Services**

Departmental Monthly Events & Needs

Court

Muskegon County – 1
LRBOI - 1

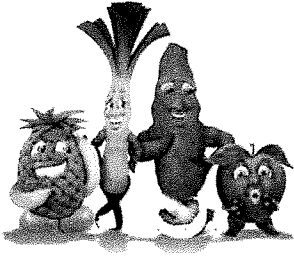
Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Food Distribution
Ken LaHaye



Food Distribution Program

April 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 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 January.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 4/14, 4/15, 4/16, 4/17 and 4/23.

We conducted 37 deliveries.

We received deliveries on 4/9, 4/13, and 4/16.

Food distribution office was on reduced hours 4/28, 4/29, 4/30.

.

3 Meetings

Ken had meetings with USDA 4/2, 4/13 and 4/27.

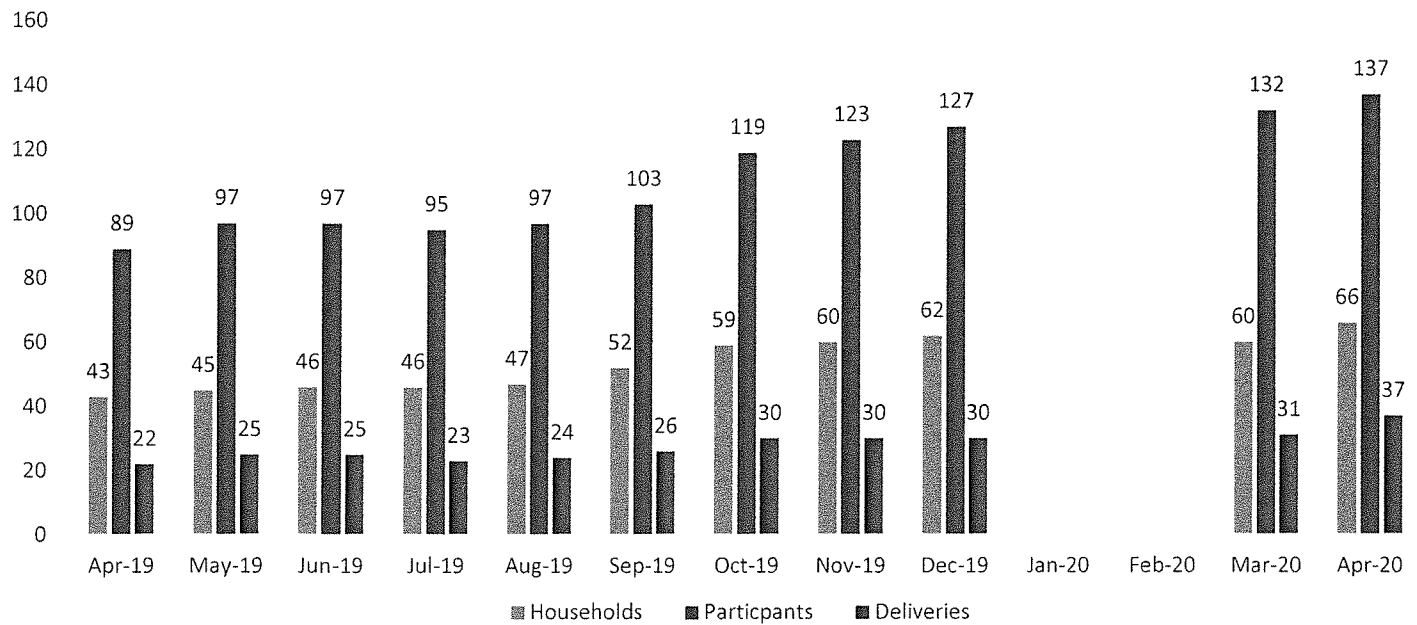
Ken had directors meeting 4/6, and 4/20.

Ken had building design meeting 4/1.

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

March - May 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)
-

COVID19 Focused Report

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

- May – On May 15, HUD announced supplemental ICDBG-CARES funding. The application was due in two weeks. Working with Bill and Tara, I compiled and submitted an application on Monday June 1, to construct (4) 2-bedroom and (1) 3-bedroom homes at Aki Maadiziwin. The Covid19 link was to get members out of crowded housing and get them closer to Tribal resources such as the Clinic, Food Distribution and Elders' meals.

The request was for \$898,560. We will know by the end of June whether we will receive the funding.

Clinic:

- ∞ **Submitted a 105 L application/proposal to IHS Bemidji valued at \$528,000 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 5/29/20: We submitted additional material and are still awaiting a final figure, we may hear back in June. We began this process in November of 2019. COVID19 stay at home orders has affected the processing of this request on the part of IHS.
- ∞ **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 5/29/20: We heard back in February that this project was denied as LRBOI had an outstanding, Indirect Cost, overpayment from IHS on our self-governance funding. This was being reconciled just prior to COVID19 crisis, but final notice from IHS on our revised calculation over a 3 year period has not been responded too by them. This can be followed up with by Accounting in June 2020.

- **Both March & April:** Dr. Wever has submitted a couple formula ITC of Michigan and Great Lakes Inter-Tribal Epidemiology (subaward grant work plans) to receive COVID19 Response funding of which he has accessed. We are expecting additional funds from these two sources as remaining funds will be dispersed in a formula fashion.
- **We are working with Steve Wheeler and Accounting staff to determine if there are formula funds of the \$4.8M** received so far that will be remaining that can be used for Clinic/Pharmacy purposes. If so, a plan will be put forth in June to expense some funding to Clinic use.

Court:

∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- ∞ **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 5/29/20: Though We were awarded \$21,000 for our project and asked to submit for more funding, which came out to \$36,000 total for related conversion projects. The COVID19 crisis has disrupted the start date of the project which was to begin by the end of March and finish by August 2020. We will use our existing SolidCircle Doc Mgt system to create electronic assessments. The assessments will be used to direct treatment. Hopefully the contract will be ratified in June for Solidcircle to begin work.

Food Distribution:

- ∞ Food Dist 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 5/29/20: We held the initial design meeting, which will lead to initial drawing by mid-March.

- **COVID19 FSNP facilities application:** We had two weeks to respond in early May to an opportunity to expand the Food Distribution Center from 100' to 120' in length. This would allow the Tribe to adequately store extra food for distribution in times like this crisis. We will hear if we received funding in June. Our application was for \$248,000 and covered the cooler/freezers, fiber optic cable installation, the building extension and other items. **Note:** Four foundations that I applied to for funding of the extension (total \$100,000), declined to support the project, so this opportunity was very timely.
- **COVID19 funding for the Nutrition Demo Kitchen:** We applied for \$15,000 in kitchen equipment in April to the UDA supplemental COVID19 funding. We will hear back in June on this as well.

Historic Preservation:

∅ No Active applications or projects

Maintenance:

∅ No Active applications or projects, though COVID19 funds could be used to help build part of a new

Maintenance building (Loading dock and emergency storage area about \$150,000 value).

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The new monitoring room on the southwest corner of the Public Safety Garage is framed in. NR should have been able to be up and running by early April 2020, but the COVID19 crisis has delayed the opening of the facility.

Update 5/29/20: The facility is nearly complete, and should be up and running by July 2020. Natural Resources has been on temporary layoff until June, so the opening of this new facility and the return of staff should coincide well.

Public Safety:

- ∞ **Update 5/29/20: New Car Garage for 2020:** The garage is nearly complete despite the slowdown in construction due to COVID19. It appears that it will be ready for use by July, but the parking lot and paved entrance to the garage is be delayed at least until late August due to COVID19 interfering with contactors' schedules.

Water/Waste/Renewable Energy:

- ∅ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**

Update 5/29/20: There are COVID19 funds available to Utilities to evaluate and purchase remote pump station monitoring equipment. If LRBOI formula funds are available, we will use them, so as not to return funds to the Feds. If not, other COVID19 related grant funds are available.

Special Projects:

- ∞ **Continue** on the Brandy & TERT committee:

Update 5/29/20: This year's Annual Tribal Training week at the CDP was canceled due to CoVid 19 by both the CDP and LRBOI's own travel ban initiated 3/12/20.

Work with Brandy on the Incident Action Plan for the COVID19 response in early April.

Help with receiving and distribution of COVID19 supplies from IHS i.e., masks, hand sanitizer, cleaning supplies.

- **Grant/COVID related webinars and meetings:** like everyone else who has remained on staff during the COVID19 crisis, I have been on dozens of calls and webinars trying to learn about, and sort out funding streams in response to the crisis. The sum total of funding submissions is between \$2-3M.

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: 5/8/2020

Re: April 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 April 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.

Continual COVID19 Grant Funding applications: 2020

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

CLINIC OPERATIONS:

269 patients scheduled

3 patients NO-SHOW to scheduled appointments

0 patients provided SAME DAY appointments for emergent matters**

203 cancelled appointments

63 patients attending CLINIC PHYSICIAN appointments**

9 patients PHONE TRIAGE**

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

11 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 273

Diabetic patients: 26

Flu Vaccines: 0

Injections: 2

Nursing Visits: 1 **

On-site Labs: 16

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,040

DIRECT CALLS TO CLINIC OPERATIONS: 352

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 5

TRAVEL HOURS: 27

SERVICE HOURS: 5

NUMBER SERVED: 5

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 64 hours

COMMUNITY VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

HOME VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

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

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

MEDICATION PICK-UP/DELIVERIES: 0 (included in number served & clients served)

TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 27

TOTAL SERVICE HOURS: 5

TOTAL CLIENTS SERVED: 5

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$37,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 744

TOTAL PRC PAID IN APRIL: \$11,757.21

PHARMACY/OTHER: \$7,716.03

DENTAL: \$906.00

TOTAL PATIENTS: 59 (THIS IS NON-DUPPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 341

TOTAL CLAIMS ENTERED: 225

TOTAL PRC PAID 2020: \$294,517.82

TOTAL EHAP PAID IN APRIL: \$25,376.34

TOTAL EHAP PAID 2020: \$117,643.18

TOTAL ENROLLED EHAP/LRBOI: 1347

NEW APPLICATIONS MAILED OR GIVEN: 1

REASSESSMENTS MAILED OR GIVEN: 0

MEDICARE LIKE RATE (MLR) Savings for APRIL 2020

Claims submitted: 0 \$ (total submitted)

-\$ (what we paid)

\$ (total savings)

PATIENT BENEFIT COORDINATORS: APRIL 2020

Assisted with on-line applications: 0

Webinars/Trainings: 0

Phone calls: 0

New Patient Registration: 0

Established Patient Registration: 0

Referrals to Other Departments: 0

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

THERE IS NO INFORMATION FOR THESE DUE TO THE CLOSURE AND NO STAFF.

PHARMACY: APRIL 2020

Active patients: 329

Prescriptions filled: 1250

Insurance charges: \$72,030.08

Insurance payments received: \$72,388.66

Non-member cash/copays received: \$360.90

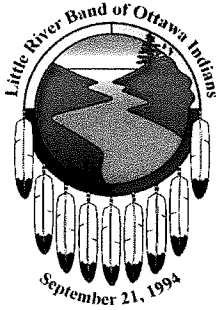
PRC-equivalent write offs:

LRBOI: \$19,797.13

Other Tribes: \$534.95

TOTAL: \$20,332.08

Housing
Tara Bailey



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 April 2020

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

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. During the month, the Department performed the following activities.

Lease renewals due during the month: 1

Leases renewed: 0

New leases: 0

Annual Inspections: 0

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 2

Total Number of Awards made during the Year: 4

Total Amount of Awards for the Year: \$20,000

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 0

B. Termination Notice(s) issued: 0

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

D. Court Filing(s): 0

III. Condition of Properties.

A. Nothing major has occurred this month regarding our units.

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.

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes- final items needed for completion but put on hold due to COVID-19 closures.
- B. Replacement of the 12 Elder's back decking- 8 Units Remaining to be done

VII. Other Information

- A. Housing Department was closed due to COVID-19 on March 13th. No staff in office to do office work but maintenance is available for on-call emergencies.

End of Report
Tara Bailey, Housing Director
May 6, 2020

Cc: File

Human Resources

Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: April 2020 HR Department Report
Date: 5/15/20

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.

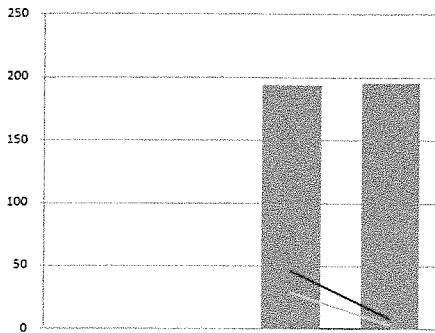
1) HR 2020 Operational Plan

- a) The 2020 Operational Plan currently includes 45 projects and major tasks. It originally started with 27 on 1/1/20, and 12 were added during March.
- b) April Summary: The theme for April was “adapt to change”! HR continued recovering from the technology event and continued to use the new tools to establish department remote capability. We continued our daily Huddles, weekly one-on-ones and other process work remotely. The team also focused on assisting the organization with reaction to the ongoing COVID-19 event. This included significant research, SOP development and the design and implementation of temporary leave of absence (TLA) plan. One specific victory of note in was the smooth implementation of the TLA plan by leaders. Thank you to everyone in a supervisory position for your work during this difficult time. HR thanks all its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

2) Talent Acquisition

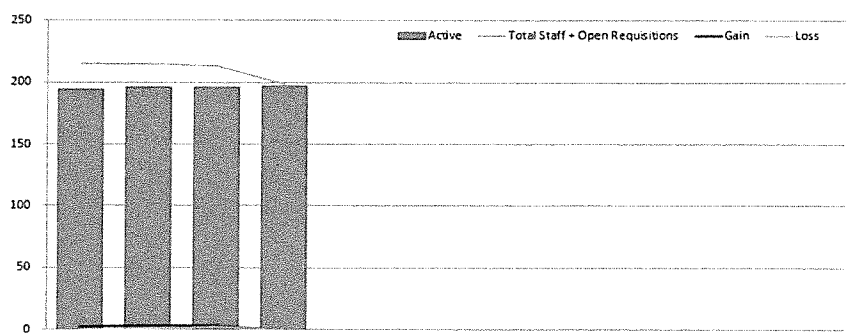
- a) Talent Acquisition
 - i) Number of Hires During the Month: 0
 - ii) Number of Hires Year to Date: 7
 - iii) Number of Applicants Year to Date: Unavailable due to March 4 data loss.
 - iv) Number of Open Positions: 0
 - v) Continued assisting the clinic to successfully conclude the Staff Physician recruiting process. Our new physician is now scheduled to start work in May. For those who are not close to this process, recruiting a physician is quite a process. Congratulations to Dr. Wever, Alicia Knapp and everyone else involved for bringing is to a successful conclusion!
 - vi) LRBOI implement a hiring freeze in April.
 - vii) Assisted NRD in cancelling the summer seasonal program. Notified all participants of the decision.
 - viii) Updated Recruiting Work Priority: Hiring Freeze in effect.
 - ix) Turnover decreased from 2 in March to 0 in April. The turnover trend continues lower in 2020 compared to 2019. Thanks to all!

Staffing



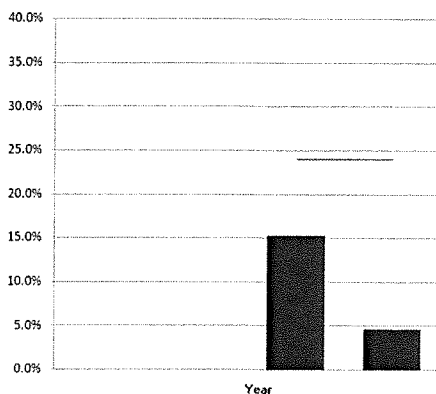
Variables	2019	2020
Active	194	196
Inactive	3	1
Total Staff	197	197
Open Requisitions	8	13
Total Staff + Open Requisitions	205	210
Average Fill %	96.1%	93.7%
Gain	46	8
Loss	29	3
Net Gain (Loss)	17	5

Michigan Unemployment
Michigan/National US



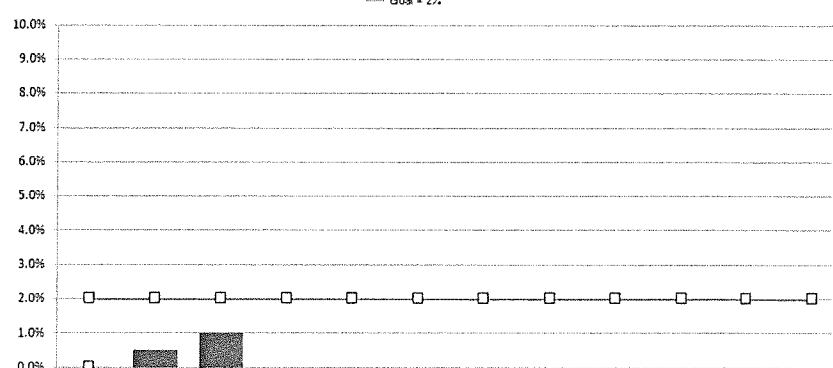
Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Active	194	196	196	197								
Inactive	1	1	2	1								
Total Staff	195	197	198	198								
Open Requisitions	20	18	15	0								
Total Staff + Open Requisitions	215	215	213	198								
Average Fill %	90.7%	91.6%	93.0%	100.0%								
Gain	2	3	3	0								
Loss	0	1	2	0								
Net Gain (Loss)	2.0	2.0	1.0	0.0								
Michigan Unemployment	3.8%	3.6%	4.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Michigan/National US	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Turnover



Variables	2019	2020
Turnover Percentage	15.2%	4.6%

Total Separations	30	3
Average # of Associates	197	66
Turnover Percentage Last FY/Month		
Turnover Goal	24.0%	24.0%
Turnover Percentage: Involuntary	5.6%	1.5%
Turnover Percentage: Voluntary	9.6%	3.0%



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
Turnover Percentage	0.0%	0.5%	1.0%	0.0%								
Turnover Percentage: Involuntary	0.0%	0.0%	0.5%	0.0%								
Turnover Percentage: Voluntary	0.0%	0.5%	0.5%	0.0%								

3) Talent Development and Relations

a) Continued leadership development.

- Result: HR assisted leaders with employee communication coaching through the TLA event. The Leadership Roundtable was not conducted in April due to the organizations focus on the two emergency situations.

b) HR Department Development Initiatives:

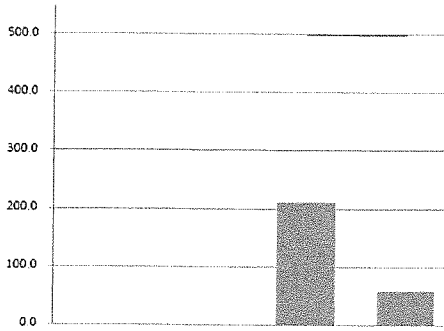
- Provided additional HR support to the leadership of various departments.
- Continued daily HR Newsletter publication to help team members stay connected during the closure.
- Developed and drafted the following temporary HR SOP for use during the COVID-19 event:
 - COVID-19 Absence and Return to Work SOP

(2) Temporary Remote Work SOP

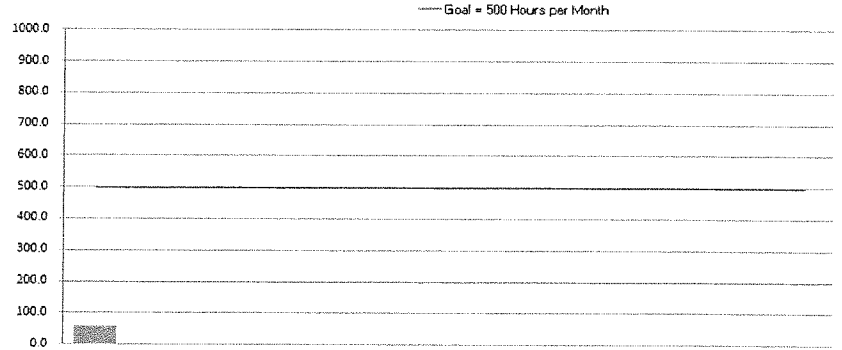
(3) Temporary COVID-19 Emergency Sick Leave SOP

c) Training and Development hours are unavailable due to the March 4 data loss.

Training and Development Hours

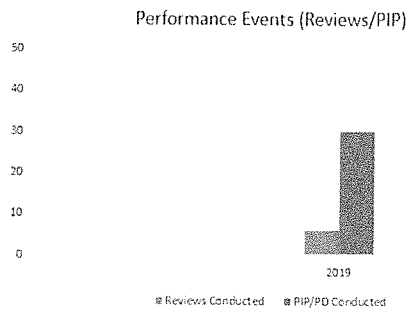


Variables	#DIV/0!	#DIV/0!	2019	2020
Total Training Hours	#DIV/0!	#DIV/0!	212.1	58.5
Goal			500	500
Orientation			98	0
New Employee Training			193	0
Training Position Development			46	10
Cross Training/Position Preparation			0	8
Leadership Training			1,027	30
One on One			132	8
Other Training			29	3
Safety Training			781	0
Mentorship			240	0
Total Training Hours	0	0	2,546	59

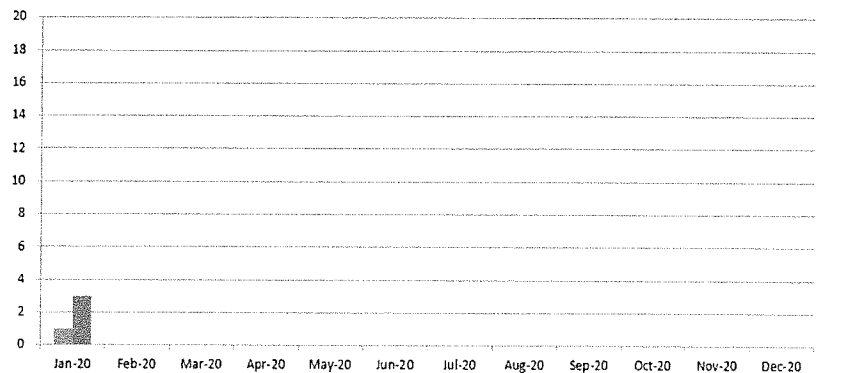


Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Hours	58.5	0	0	0	0	0	0	0	0	0	0	0
Goal	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0

Performance Events (Reviews/PIP)



Variables	2019	2020
Percent of Staff Receiving Feedback	97%	100%
Reviews Conducted	6	1
PIF/PO Conducted	30	3
Total Staff	197	788



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
Reviews Conducted	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
PIP/PO Conducted	1	0	0	0	0	0	0	0	0	0	0	0
Total Staff	195	197	198	198	0	0	0	0	0	0	0	0

4) Benefits and HR Administration

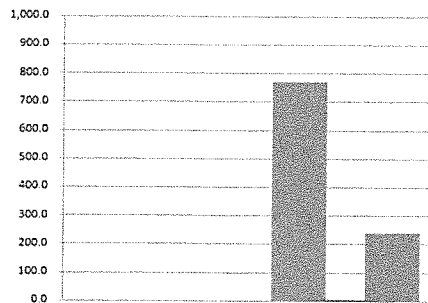
a) Continued working to improve the previously identified benefit process issues and concerns.

i) Actions Taken:

(1) Benefits Work Priority: 1 – Establish Remote Benefits Administration Capability, 2 – Understand Unemployment Benefits in the Michigan COVID-19 Environment, 3 – Assist the Leaders with Temporary Leave Planning and Implementation, 4 – Assist Team Members on TLA with Unemployment Issues

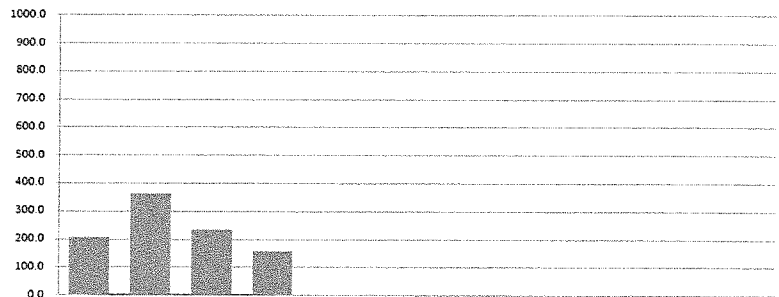
- b) Established remote benefits administration capability and continued to provide services in the new environment.
- c) Assisted the organization in developing and implementing a temporary leave of absence event. This included planning and contingency options, final preparations, communication plan development and employee notification.
- d) Helped over 30 team members through the unemployment claim process.
- e) Reviewed CARES Act 401(k) options with our third-party administrator, KDP.
- f) Learned the FEHB continuing coverage process.
- g) Leave Notes
 - i) Leave Hours continued at record low levels during April, due primarily to the closure and TLA.

Leave (Excluding PTO and Holidays)



Variables	#DIV/0!	#DIV/0!	2019	2020
Total Leave Hours	#DIV/0!	#DIV/0!	771.9	241.5
Total Leave Events	#DIV/0!	#DIV/0!	28.3	1.5
Number of FTE Positions			4.8	15

Leave Hours by Type				
Bereavement			1.144	208
Education			345	112
FML			5,036	552
IFML			267	7
Jury Duty/Tribal Witness			0	0
LDA			769	0
Military			0	0
Parental			0	0
Wellness			360	67
Total Leave Hours	0	0	7,920	966

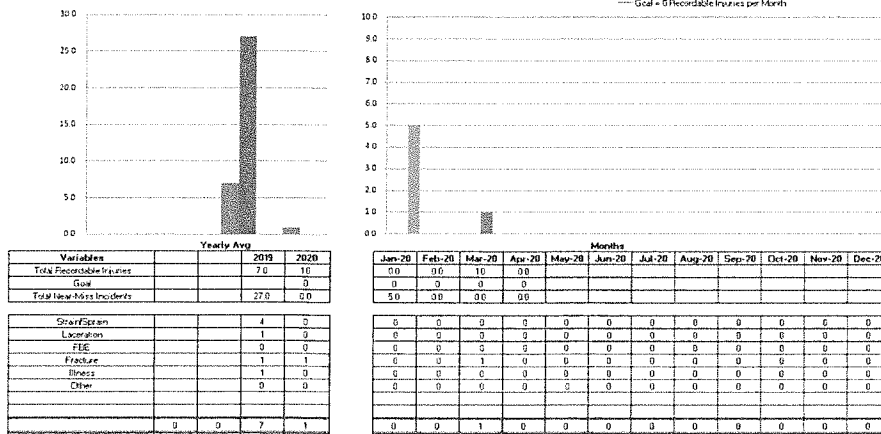


Month	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Total Leave Hours	207.13	364.50	234.50	160.00								
Number of FTE Positions	1.29	2.28	1.47	1.00								
Bereavement	32.00	144.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Education	64.00	24.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FML	72.00	160.00	160.00	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IFML	7.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jury Duty/Tribal Witness	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Military	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wellness	32.00	36.50	18.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Leave Hours	207	365	235	160	0	0	0	0	0	0	0	0

5) Safety

- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 0
- iii) LRBOI experienced 0 injuries and 0 near-miss incidents in April.
- iv) One team member is on leave due to a work-related injury.

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

April 2020

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

TM	NA	D	S	NP	TOTAL
74	9	10	8	66	167
10	1	1	3	16	31
11	2	0	0	1	14
5	2	0	1	1	9
100	14	11	12	84	221

Prior Month

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

TM	NA	D	S	NP	TOTAL
74	9	10	8	66	167
10	1	1	3	16	31
11	2	0	0	1	14
5	2	0	1	1	9
100	14	11	12	84	221

Notes on Tribal Preference:

1. April Tribal Preference was 62.0% of total employment, unchanged from last month. There was no employment activity during the month.
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 28.0% of all hires (2 out of 7).

- ii. 2019 Tribal Preference hires were 26.7% of all hires (12 out of 45). Great job Hiring Managers!

3. Tribal Development Team: Due to the current closure and hiring freeze, no team activity occurred in April.

7) Workforce Development

- i) Prior to the temporary leave, the Workforce Development team continued work on three key projects:
 - (1) Support of current WFD programs.
 - (2) Development of a WFD Strategic Plan and Annual program objectives.
 - (3) Tribal Development Team support.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
April 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department has reduced staff by 3 on March 17th 2020 due to pandemic closure.
2. **Mandatory IT Projects by order of priority:**
 - a. April 2020
 - i. Government remains closed due to pandemic.
 - ii. Continue recovery of servers destroyed March 3rd
 - iii. Support Essential Operations
3. 81 new IT work orders opened in April 2020 and 155 IT work orders completed in April 2020.

Meetings Held / Attended –

1. Held Departmental Staff Meetings (Via ZOOM).
2. Held Planning sessions for 2020 IT Projects (VIA ZOOM)

Trainings Held / Attended –

Special Tasks / Activities Performed –

Set up Live Stream and interactive open session of Spring Member Meeting.

Maintenance
Rusty Smith

No Report Submitted

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: May 9, 2020
Re: April 2020 report of activities
***** not a complete report because of computer issues

Number of tribal members assisted on new issues	36
Number of referrals received	3
Number of continuing cases:	22

Types of legal issues:

Child support	Termination of Residential Lease
Probate Estate	Driver's License Appeal
Divorce	Real Estate
Hand Written Will	Estate Planning
Post Divorce Matters	Power of Attorney
Trusts	Parenting Time
SSI and Per Cap	Municipal Ordinances
Custody	Termination of Adult Guardian
Unemployment	Employment and COVID-19
Mental Health Treatment	Personal Protection Order
Health Insurance and Limited Guardian	

Completed Elder Law Certificate Program

Sample of work performed:

Assisted a tribal member with issues related to employment and COVID-19

Assisted a tribal member with unemployment issues

Assisted a tribal member file for divorce

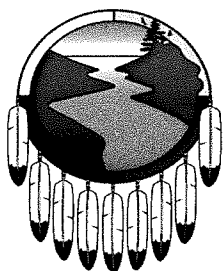
Assisted a tribal member with a handwritten will

Assisted a tribal member obtain insurance for a minor child over whom they were court appointed guardian

Members Assistance
Jason Cross (Interim)

No Report Submitted

Natural Resources
Frank Beaver



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

**April 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 - Senior Fisheries Biologist, 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
- Staff Management EWS
- Inland Fisheries Harvest Permitting

Equipment maintenance/Field Work/Lab Work:

- N/A

Meetings/Training/Travel/Conference Calls

- 2020 Great Lakes Fishing Negotiations
- Lake Michigan Technical Committee

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
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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
4223 EPA Great Lakes Restoration Initiative, Native Species

Wildlife Program

Bob Sanders – Wildlife Division Manager
Angela Kujawa – Wildlife Biologist – off on TLA
John Grocholski – Wildlife Technician – off on TLA

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
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations, to members during office closure.
- Coordination on Deer issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership – through email and phone calls
- Research wildlife equipment needed for 2020 surveys and research projects
- 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 and 2020 survey logistics
- GVSU collaboration and communication: lots of phone calls and emails figuring out how to conduct fieldwork during COVID-19 pandemic
- Worked American marten detection probability manuscript

Equipment Maintenance/Field Work/Lab Work

- Logistical planning for American marten fieldwork; how to adjust due to the pandemic
- Logistical planning for Turtle Fieldwork logistical -how to adjust due to the pandemic

Meetings/Training/Travel/Conference Calls

- WTC conference call – (04/22)
- GVSU conference call – (04/02, 04/08, 04/15, 04/20)
- Multiple calls with NRD staff – (April)

Environmental Program

Allison Smart –Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Aquatic Biologist – Water Quality

Vacant – Aquatic Biologist - Wetlands

EPA Programs under Performance Partnership Grant Funding

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- Communication with USEPA and EGLE on closure
- Reviewed Budgets for environmental programs
- Communicated with USEPA on various environmental issues
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Air Monitoring Move Correspondence
- Michigan Class II primacy review
- Enbridge Line 5 permit Review
- GLRI Semi-Annual Report Completed
- PPG Semi-Annual Report
- Air Quality Program Quarterly Report
- PPG Allocation for FY21/22 and started planning for FY21/22

Meeting/Training/Travel/Conference Call

- Directors Call - Apr 7
- RTOC Call - Apr 8, Apr 21
- Consultation Call with USEPA on MI UIC Class II Primacy - Apr 14
- Wild Rice Steering Committee Call – Apr 16
- Teams Test with EPA Staff – Apr 17
- Water Call USEPA -Apr 21, Apr 28
- CORA / GLIFWC Enbridge Technical Call -Apr 21
- Conference Call with Leech Lake Environmental Deputy Director - Apr23
- Line 5 Conference Call with ULD and Director Beaver – Apr 27

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI

Brownfield Program

Administration /Reports/Data Entry

- Completed Semi-Annual PPG Report & submitted to supervisor
- Drafted 128(a) FY21-22 budget

Field Work and Equipment Maintenance

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

Water Program (106 and 319)

Administration/Reports/Data Entry

- Office closure due to Covid-19
- 106 Semi Annual report

Field Work and Equipment Maintenance

- Office closure due to Covid-19
- Water Quality sampling canceled

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

- 4/14- Tribal water utilities webinar
- 4/21- Tribal 106 water call
- 4/23- Portage Lake watershed meeting
- 4/23- Lake Conservation water quality webinar
- 4/23- Southern Lake Michigan fisheries workshop
- 4/28- Tribal 106/319 water call

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 Qtrly USEPA Report – 4/28

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 4/16 and 4/29
- Completed PM 2.5, Monthly Maintenance & QC – 4/16 and 4/29
- Installed a new set of PM 2.5 filters – 4/9 and 4/23
- Sent collected PM 2.5 filter samples to MDEGLE – 4/9, 4/16, 4/23 and 4/30
- MDEGLE's Eric Gafner on site to repair PM 2.5 sample pump – 4/16

Meeting/Training/Travel/Conference Calls

- Communicated w/supervisor – 4/20 and 4/27
- Attended EPA Region 5 Tribal Webinar: Clean Air Act Tribal Minor Source/New Source Review – 4/29

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

- No activity due to closure

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

April 2020

Please note that the Tribal Government offices were closed during the Month of April 2020 due to the Covid-19 Pandemic. I was working primarily from home during that time period.

Meetings/Conferences/Trainings

- On April 6, 7, 13, 20 & 27, 2020, I participated in conference calls with LRBOI Tribal Government Directors for status updates and information sharing.
- On April 8 & 24, 2020, I participated in conference calls held by the Chicago Area Office of the US Census Bureau for all Tribal Liaisons in the Chicago-area region. These calls were for general information sharing. They also provided updates and timeline/schedule changes necessitated by the Covid-19 Pandemic.
- On April 10, 2020, I attended (by phone conference) the Executive Committee meeting for the Housing North Board of Directors. I currently serve as a board member for the Housing North organization.
- On April 14, 2020, I attended (by virtual teleconferencing) the meeting of the Housing North Board of Directors.
- On April 28, 2020, I attended (by virtual teleconferencing) the meeting of the Manistee County Community Foundation Board of Directors.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: I was able to place the contract (for the repair of the Gaming Commission entryway) on the Tribal Council agenda for April 22, 2020. The contract was approved at that meeting and was signed by the Ogema. The contract has been forwarded by the Purchasing Department to Constructors, Inc. (the contractor) for their signature. At this time, no start date for the repair work has been determined as the contractor is not allowed to perform any field work given the Governor's current State of Emergency which has been extended until May 28, 2020. Most likely repair work will not commence until sometime in June 2020, at the earliest.
- US Census: I am still receiving occasional telephone calls from Tribal Members regarding the 2020 Census during the month of April. In light of the Covid-19 Pandemic, the Census Bureau has made the following adjustments to their operations and schedule:
 - The deadline for self-response (online, phone, written questionnaire) to the 2020 Census has been extended until October 31, 2020.
 - Census enumerators (who perform in-person data collection) are not scheduled to commence their work until June 13, 2020.

In an effort to provide the most current Census 2020 information to our membership, this updated information was posted to the LRBOI website on April 30, 2020.

- Roundabout at US-31/M-22 Intersection: On April 22, 2020, Tribal Council approved a Memorandum of Agreement (MOA) with MDOT for the US-31/M-22 Roundabout Project. The MOA has since been executed by the Ogema and forwarded to MDOT for their approval. I continue to remain in contact with the MDOT Traverse City Office regarding the project as they move forward with the engineering, design and planning work on the project.

- BIA Roads—2020 Projects: I remained in weekly contact with Ken Ockert (GTEC) during the month of April to discuss the status of our BIA Roads projects that were scheduled for construction in 2020. The focus remains on the two projects that still need Environmental Clearance and Rights-of-Way from the BIA—Cemetery Road and Commodities Road. The remaining two projects—Public Safety Parking Lot and Tribal Government Parking Lot Porous Concrete Replacement/Repair—are very close to being ready to bid out. We hope to bid these projects out sometime in May 2020.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	
City Assist	2
County Assist	2
Medical Assist	1
MSP Assist	
Other Calls for Service	1
Property Checks	816
Suspicious Person	
Suspicious Situation	
Well-Being Check	

Traffic/Vehicle

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

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	1
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	
Domestic Disturbance	4
Drive-Off	
Drug Violation/VCSA	
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
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	2
Property Damage/PIA	
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	1
Unwanted Subject	

Miscellaneous

Administrative Hours	209.25
Alarm	1
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	209.5
Civil Standby	1
Community Policing	19
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	3
Found Property	
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	18
Total Reports	18
Training Hours	
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3307
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	213	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	3	
Assist Hours	3.5	
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist	1	
City Assist Hours	0.75	
City Original		
City Orgininal Hours		
Complaints	7	
Contacts	16	
Court		
Court Hours		
Follow-up(s)	1	
Follow-up Hours		
Federal Citation(s)		
Hours Worked	228	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	16	
PR Activities Hours	9	
Property Checks	227	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	827	
Vehicle Stops	7	
Verbal Warning(s)	4	
Written Warning(s)		
Training/Travel		

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

Administrative Hours	82	
Arrest(s)		
Male		
Female		
Assist(s)		
Boardings		
Catch Inspections		
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Original		
Complaints	2	
Contacts		
Court		
Court Hours		
Dock Checks		
Follow-up(s)		
Follow-up Hours		
G/L Marine Patrol(s)		
Hours Worked	304	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	2	
Paper Service		
PR Activities		
PR Activities Hours		
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	1698	
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Name: Valerie Chandler

Month: April 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 April, the Tax Department performed the following:

- Certificates of Exemption Issued: 2 (RTM) 1 (Tribe/Entity)
Type: 1 Vehicles
1 Recreational vehicle / watercraft
1 Construction
0 Mobile / Modular Home
0 Treaty Fishing
0 Bereavement / Burial Program
 - Address / Status Changes Reviewed: 57
 - Address / Status Changes Processed in RTM database: 3
 - Proofs of Residency Processed: 0
 - Proof of Residency Letters Mailed: 0
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCR)
 - Motor Fuel Registrations Processed: 1
 - Temporary Tribal Business Tax Licenses Issued: 0
0 (Entertainers) 0 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 2
(also 2 cancellations due to COVID-19)
 - 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) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed:
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 241
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
 - Motor fuel registration

- Certificate of Exemption process
 - Per cap issues/questions (which were referred to the proper staff)
 - 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, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
 9. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary.
 10. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates.
 11. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
 12. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for May 2020 and provided it to the Trading Post.

Meetings attended this month:

1. Directors' conference calls on April 6, 13, 20, and 27, 2020.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 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 22 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 phone conference meetings of Directors for updates.
3. Communicated with staff from departments about various items.
4. Tele-meetings re: finance and Covid-19 impacts.
5. Participated in conference calls about closure, reopening and staff during Covid-19 emergency.
6. Administered, directed and supervised all departmental activities.

7. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
8. Continued limited work on NAGPRA related files.

The Language Coordinator accomplished the following during this month

- 1) Website Anishinaabemdaa is up and operating.
- 2) Cancelled Language Camp for 2020.
- 3) Created a video about the cancellation.
- 4) Posting weekly language lessons on face book.
- 5) Researching about an on line language camp.
- 6) Edited more videos for face book show "Endaaying".
- 7) Still working on Power Point lessons for all employees.
- 8) Researching on line class using Zoom.
- 9) Created language lessons and games.
- 10) Recycled plastic from Pharmacy.
- 11) Responded to Emails, notifications, messages about language, camp.

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
April 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.
- Alternating working days and times due to COVID 19.
- 2 Staff members laid off due to COVID 19, staff is still on call 24/7
- Estimated 65% revenue loss due to COVID 19 closures.

Billing

Water	\$9,163.59
Sewer	\$2,801.17
Irrigation	\$1,810.93
Fire Suppression	\$8,069.93
Manistee Township Sewer	\$14,809.07
Septage	\$6,607.98
Other	\$0.00
Month Total	\$43,262.67
Yr. to Date Water	\$43,788.83
Yr. to Date Sewer	\$29,615.45
Yr. to Date Irrigation	\$7,243.72
Yr. to Date Fire Suppression	\$32,279.72
Yr. to Date Manistee Township	\$60,897.80
Yr. to Date Septage	\$17,979.84
Other Revenue	\$7,920.86
Credit	\$0.00
Yr. to Date Total	\$199,726.22

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 852,748**
- b. Ave Daily Flow Gallons 28,425**

2. Gallons of Treated Wastewater SBR

Influent Gallons

- a. 1,170,506**
- b. Daily Average Gallons 39,016**

Effluent Gallons

- a. 1,532,705**
- b. Daily Average Gallons 51,090**
- c. Waste Sludge Gallons 11,000**

Lagoon

- a. Influent 147,195**
- b. Daily Average Gallons 4,907**

3. Septic Sewage

- a. Gallons 110,133**

III. Travel and Trainings

What: MTERA Board Meeting

Who: Diane Kerr, Gary Lewis

Where: Phone Conference

Sponsored by: MTERA

What: Director Phone Conference

Who: Gary Lewis

Sponsored by: Ogema / TERT