

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: June 9, 2020
Maanda Nji: Re: March 2020 Operations Report

We respectfully submit the March 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
March, 2020

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Accounting
Steve Wheeler

No report Submitted

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

March 2020 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** During the month of February and the beginning of March, LRBOI Student Services school clothing program application process was changing. The Education Department had updated the Education webpage on the tribal website with new applications and new directions, and mailed information to all potentially eligible students. With the computer issues in early March, all of those documents were removed with the website being offline, and then reloaded, but from a date prior to the Education Department updates.
- **Higher Education Scholarship:** 6 Higher Education Scholarships were processed for March. Total awards were \$13954.50, providing assistance to 4 university students and 2 community college students. 4 students were women, 2 student were male.
- **College Book Stipend:** 2 book stipends were processed for March totaling \$1000, both students attending 9+ credit hours for the winter/spring term
- In March we lost much of our data and spent the first part of the month trying to work without the data and access to files, and then closure. Scholarships and book stipends were processed during the month, working from the tribal offices as I did not have access to online files at that time. During the month as well, I began hearing from parents via email regarding confusion over the changes to student services school clothing activities program. The program was changed to allow parents/students to apply for the program by printing off an application on the tribal website. New applications and new instructions were developed and placed on the tribal website, and a mailing to all eligible students/parents, with instructions to get the application from the website. By the time we realized the information on the website had been lost, the offices were closing for Covid 19. I was on my way to the Muskegon offices to get printed copies Debra Davis had made of two of the new applications so that Santana Aker would be able to put them back on the website. I was turned around half way there for the meeting

about Covid 19 closure. To address the confusion and problem, and considering changes that were made, authorization was provided for the department to issue checks to all eligible students, without the application, with parents/students to receive funding for the school clothing/activities funds of \$500. Letters were mailed to all students/parents explaining this change. Since I was the only person in the department working, it was a long process, with help from Jessica Wisner in Enrollment, and Laura Waagosh-Seivert in Accounting, and my lead, Bill Willis, which was greatly appreciated. Subsequent to the letter mailing, I began completing check requests for all eligible students for the student services school clothing/activities funds.

- **March 16- Director Meeting addressing Covid 19 Closure.**
Expense Justification
 - **Activities performed and services rendered fall within budgeted items for the 2020 fiscal year.**

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

March 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: 1 Applications forms for people seeking membership
- Mailed out: 7 Address change forms
- Created 16 New and Replacement ID's from 03/01/2020 through 03/31/2020
- 111 Addresses changed from 03/01/2020 through 03/31/2020
- 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
- 0 Applications received since 03/01/2020
- List request of Membership: 0
- Label request of Membership: 0
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Grants & TERT
- Department Verifications:
 1. Prosecutor 38
 2. Members Assistance 22
 3. Purchased and Referred Care/EHAP 60
 4. Family Services 5
 5. Casino 1
 6. Commerce 2
 7. 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 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 0 Tuition Waiver Verifications
- 268 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's meeting (phone conference) – March 23rd & 30th

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

March 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	0
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	0

Open Cases.....47

Total number of Tribal members served in open cases: 50

Total number of descendants served in open cases: 12

Total number of individuals served in open cases: 91

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	2	0	0
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 (1); New Intake(s) (1); Cases closed (0)
 - Provided: advocacy, legal assistance, transitional housing, counseling referral, and judicial advocacy.
- Attended (1) FTM meeting by phone
- Had (1) client face to face meetings; (0) transports

Collaboration/Program Meetings

- 3/9 - MDVSART Meeting
- 3/10 - LRBOI Victim Service Task Force Meeting

Travel & Training

- 3/4 – MCOLES PPO, Bond, and Stalking training
- 3/24 – Using Technology During the COVID-19 Pandemic (webinar)
- 3/25 – Privacy Matters: Working Remotely During COVID-19 Pandemic (webinar)

Outreach/Education

- 3/12 – Manistee Business & Career Expo, resource table

Grants

- 3/6 – submitted the FVSPA FY2020-2021 grant solicitation

Other

- N/A

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (4); New Intake(s) (2); Cases closed (0)
- Provided: ed. material, transportation, & legal assistance
- Attended (0) court hearing
- Face to face meetings w/clients (0)

Collaboration Efforts

- 3/10 – LRBOI VS Task Force meeting/by phone
- 3/11 – meet w/Eric Surge @ Baker College to plan MMIW event
- 3/13 – Tri-County Muskegon Meeting

Training/Webinars

- N/A

Outreach/Education

- 3/11 – meet w/Myra Dutton, provided Program Ed. to her human service bachelor's class and passed out outreach materials.

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: Current case(s) (1); New Intake(s) (0); Cases closed (0)
- Had (1) client face to face meeting
- Had (11) telephone contacts
- Had (0) rides provided
- Attended (0) court hearings

Collaboration Efforts

- 3/3 – HSCB meeting
- 3/9 - MDVSART Meeting
- 3/10 - LRBOI Victim Service Task Force Meeting

Training/Webinars

- 3/1-3/6 – PAAM Victim Service Training in Traverse City
- 3/24 – Using Technology During the COVID-19 Pandemic (webinar)
- 3/25 – Privacy Matters: Working Remotely During COVID-19 Pandemic (webinar)
- 3/27 – For IT Staff: Privacy Matters: Working Remotely During COVID-19 (webinar)
- 3/27 – Using Technology to Communicate w/Survivors (webinar)

Outreach/Education

- 3/12 – Manistee Business & Career Expo, resource table

Other

- Made updates to website and social media regarding our operations during COVID-19
- Made various posts on social media and monitored the same for any incoming communication.

Amber Shepard (Manistee Victim Advocate)**Advocacy/Case Management**

- Current (4), New Intake(s) (0); Cases closed (1)
- Had (3) client face to face meetings
- Had (7) telephone contacts
- Had (0) rides provided

Collaboration Efforts

- 3/3 – HSCB meeting
- 3/9 - MDVSART Meeting
- 3/10 - LRBOI Victim Service Task Force Meeting

Training/Webinars

- 3/4 – MCOLES PPO, Bond, and Stalking training

Outreach/Education

- 3/12 – Manistee Business & Career Expo, resource table

Other

- N/A

Next Generation Learning Center-March 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 LBROI 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.
- Kenny Pheasant will continue language/culture lessons with preschool aged children on a weekly basis after the holiday break.
- Adriana Persenaire contracted through Family Services continues to meet with NGLC staff for reflective supervision on a monthly basis.
- Angela Schwandt, LRBOI Be Da Bin Behavioral Health Mental Health Counselor will begin her monthly observations within classrooms to assess the overall mental health of the children that attend NGLC and consult with teachers on techniques to meet the needs of the children that attend. These are done at least monthly and more if needed.

- March is reading month, the center is participating in a local Book It program and there is a center wide tree painted for children to place leaves once they've read a book with their family.
- During the month of March, a guest reader will come daily to read to the children. These readers include members of the tribe, staff, and family members of NGLC children.
- Jason and Holly held a tour with Peterson Farms to go over the logistics and philosophy of NGLC
- NGLC staff attended the Cadillac Early Childhood Education Summit-a day training on Conscious Discipline for children and families.

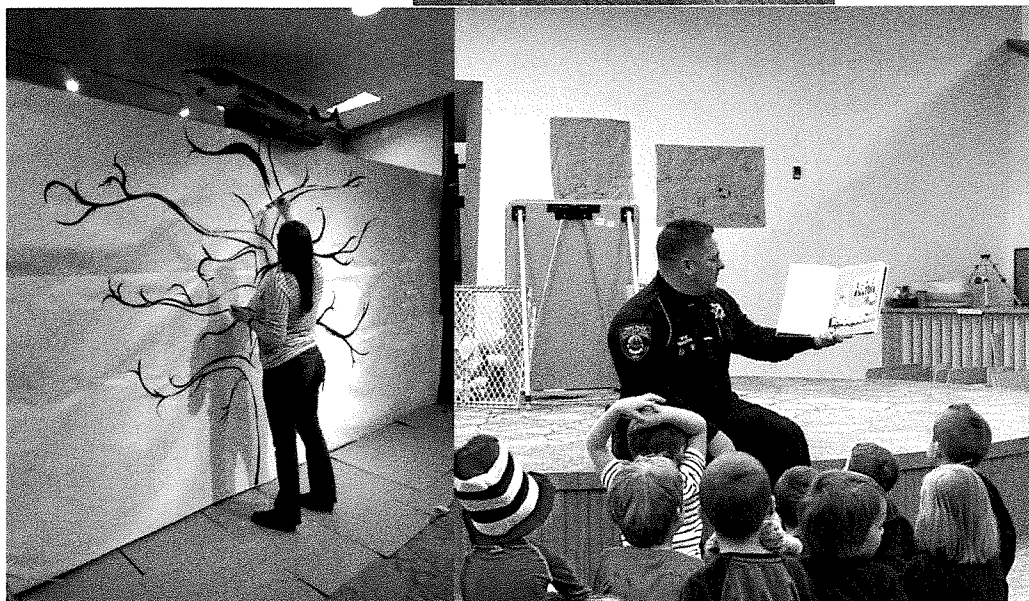
Closures:

- COVID closure March 16, 2020

Upcoming Events:

March	Reading Month at NGLC-Mystery Readers, Special Activities, and a reading tree
March 4	Peterson Farms Tour
March 13-14	Cadillac Early Childhood Summit
March 18	Kellogg Foundation Tour
March 28-April 5	Spring Break for Preschool Programs/NGLC still open regular hours

- 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 March 2020 Report

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

The month of March started out a bit hectic and continued to be that way all month through April 2020 too. Sujean came back from her medical leave and put in her retirement plans for the end of the month. She was not able to complete the time and left the first week. Angela and Dottie ended up splitting up the clients that she had that needed to continue with services. The clients that didn't were discharged.

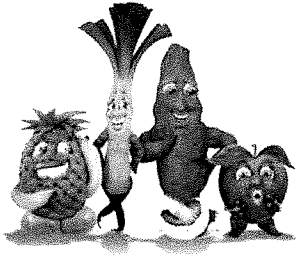
Angela will be in charge of the telepsy services with Dr. Hawley and Dottie will be assisting with some clients as needed. With the changes in staff and clients and the issues with computer services, the RPMS system Dottie was not able to get on to put the numbers in for March before the shutdown. As of the shutdown, Dottie had 31 clients (includes 3 Recovery Support) and 3 other in inpatient treatment (not in count). Angela has 30 clients at this time. During 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 will end in April 2020. Dottie got approval to continue billing as case management and completed billing. All staff continued to keep updated on the developments for the virus.

Julie Ramsey attended the CARF accreditation conference in Florida March 10-13, 2020. The Regional Opioid Symposium was postponed indefinite due to the Coronavirus 19 and the sessions with the Traditional Healer were cancelled as we shut down. This is something new for us all just trying to cope with this new norm.

Respectfully submitted,

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

Food Distribution
Ken LaHaye



Food Distribution Program

March 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.

Delivery van broke down 3/10/2020 in Grand Rapids.

Ken conducted deliveries on 3/10, 3/14, 3/17, 3/18, and 3/19.

We conducted 31 deliveries.

We received deliveries on 03/05/2020, 03/09/2020 and 03/09/2020.

Ken kept the office open late on 3/16/2020 for clients who work.

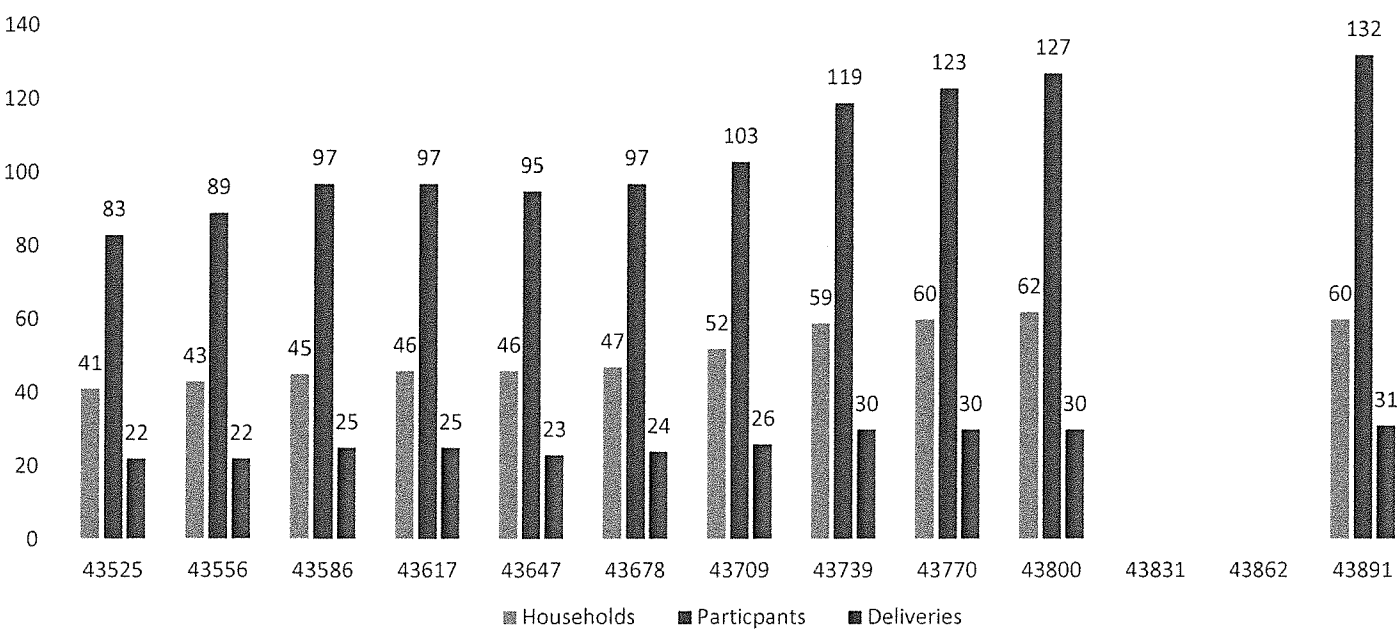
Gov. offices closed 03/17/2020.

Food distribution office was on reduced hours.

Melanie worked 4hrs on 3/17, 3/24, and 3/25.

3 Meetings
Ken had meetings with USDA 03/19, 03/23, 03/26, and 3/30/2020.
Ken had directors meeting 03/16/2020 and 03/30/ 2020
4 Department Participation and Delivery Chart
This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report
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 using 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: 4/10/2020

Re: March 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 March 2020. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Pottawatomi Insurance Department filed 83 claims on behalf of Little River in the amount of \$28,337.38 for third party revenue generation.

COVID19 Grant Funding applications: 2020

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

CLINIC OPERATIONS:

326 patients scheduled

8 patients NO-SHOW to scheduled appointments

9 patients provided SAME DAY appointments for emergent matters**

178 cancelled appointments

149 patients attending CLINIC PHYSICIAN appointments**

7 patients PHONE TRIAGE**

28986 Chart Reviews – notifications to providers requiring action by providers and staff**

26 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 448

Diabetic patients: 67

Flu Vaccines: 0

Injections: 15

Nursing Visits: 3 **

On-site Labs: 81

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,223

DIRECT CALLS TO CLINIC OPERATIONS: 372

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 18

TRAVEL HOURS: 78

SERVICE HOURS: 29

NUMBER SERVED: 18

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 86 hours

COMMUNITY VISITS: 1
TRAVEL HOURS: 1/2
SERVICE HOURS: 2
NUMBER SERVED: 3

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: 78 ½

TOTAL SERVICE HOURS: 31

TOTAL CLIENTS SERVED: 21

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$42,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 674

TOTAL PRC PAID IN MARCH: \$35,263.39

PHARMACY/OTHER: \$18,349.26

DENTAL: \$5,249.20

TOTAL PATIENTS: 148 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 586

TOTAL CLAIMS ENTERED: 133

TOTAL PRC PAID 2020: \$284,958.64

TOTAL EHAP PAID IN MARCH: \$6,956.05

TOTAL EHAP PAID 2020: \$92,266.84

TOTAL ENROLLED EHAP/LRBOI: 1347

NEW APPLICATIONS MAILED OR GIVEN: 2

REASSESSMENTS MAILED OR GIVEN: 0

MEDICARE LIKE RATE (MLR) Savings for MARCH 2020

Claims submitted: 0 \$ (total submitted)

-\$ (what we paid)

\$ (total savings)

PATIENT BENEFIT COORDINATORS: MARCH 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 WAS NO INFORMATION TO REPORT DUE TO CLOSURE FOR MARCH
2020.**

PHARMACY: MARCH 2020

Active patients: 352

Prescriptions filled: 1296

Insurance charges: \$85,478.47

Insurance payments received: \$82,200.04

Non-member cash/copays received: \$456.68

PRC-equivalent write offs:

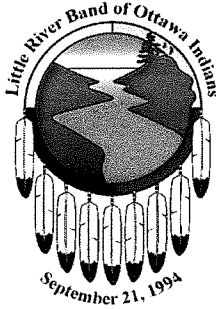
LRBOI: \$21,808.68

Other Tribes: \$355.31

TOTAL: \$22,163.99

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 March 2020

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Scott Chamberlin – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A. The Housing Maintenance techs continue working on replacing the back designated elder housing decks. This has been on hold due to the weather
- B. I have been looking for new housing software to automate many processes done in the housing department. Did a budget modification for the housing budget to put in for the new software called Doorways. Program will perform lots of functions for the housing department
- C. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 11
 - Leases renewed: 0
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- D. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 2
 - Total Number of Awards made during the Year: 2
 - Total Amount of Awards for the Year: \$10,000

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
- C. Gathering information so that we can get the 4 elders roofs completed this year

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
- B. At the beginning of the month, the housing department had to dismiss their Grants Clerk; therefore, this position will need to be filled once we reopen.

End of Report
Tara Bailey, Housing Director
April 3, 2020

Cc: File

Human Resources
Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: March 2020 HR Department Report
Date: 5/8/20

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) March Summary: The theme for March in HR quickly changed from 2020 plan accomplishment to recovery and change. We were impacted along with the rest of the organization by two significant events, first the major data loss on March 4, then the COVID-19 closure beginning March 17. As a stand-alone event, either are a major undertaking. Combined, the two events shifted our focus and work significantly during the month and for the foreseeable future. The HR team 2020 project and task list increased again, to a total of 45. The added tasks relate solely to the two unplanned events. HR was one of the departments that experienced a complete loss of data from 1/10 to 3/4. On a positive note, both events led the organization to implement Microsoft 365. This provides remote-work capability and major collaboration benefits for the organization, once team members understand its use. HR immediately began to use the tools in an effort to continue seamless HR service to our customers, ensuring continued operation of our systems and benefit plans. One specific victory of note in March was the conversion of a Workforce Development Work Experience Program participant to a regular full-time employee in Maintenance. HR would like to congratulate Harry Scriptor on his new position, and thank the work done by Alicia Knapp and David Hawley to make this happen! HR thanks all of its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

2) Talent Acquisition

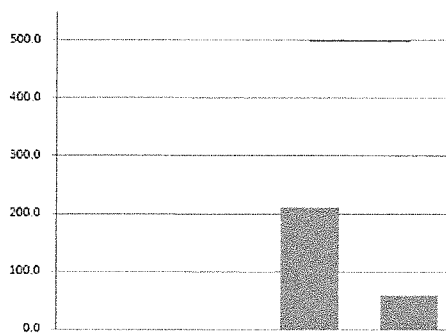
- a) Talent Acquisition
 - i) Number of Hires During the Month: 3
 - ii) Number of Hires Year to Date: 7
 - iii) Number of Applicants Year to Date: Unavailable due to March 4 data loss.
 - iv) Number of Open Positions: 15
 - v) Attended the final Spring 2020 career fair at Michigan State University. Thanks Alicia!
 - vi) Continued to assist the clinic with Staff Physician recruiting. Alicia Knapp helped Clinic conclude employment offer negotiations with the selected physician candidate and begin the contract development process.
 - vii) Continued to prepare for summer, internship and seasonal positions with expected start dates in May. During March, the team hired the necessary seasonal workforce, and began the on-boarding process to ensure the new team members were ready prior to their late April-early May start dates.
 - viii) Converted a Workforce Development Work Experience Program participant to a full-time LRBOI employee. Congratulations Harry Scriptor, Alicia Knapp, and David Hawley!

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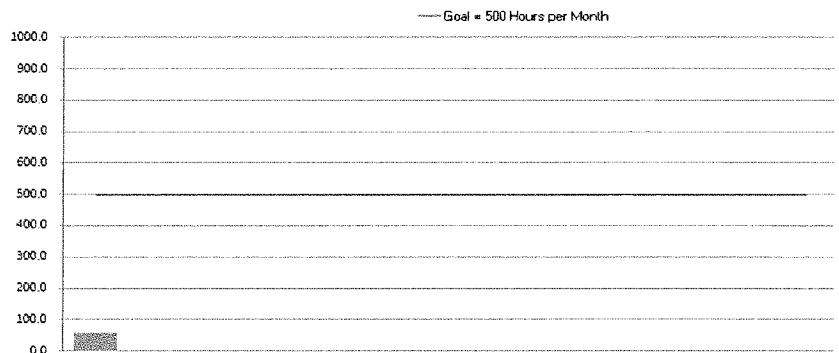
3) Talent Development and Relations

- a) Continued leadership development.
- b) Result: HR cancelled the planned TEA leadership training courses due to the government closure. Due to the data loss event on March 4, we are unable to report training hours for the month. The Leadership Roundtable was not conducted during March due to the organizations focus on the two emergency situations.
- c) HR Department Development Initiatives:
 - i) Provided additional HR support to the leadership of various departments.
 - ii) Developed the first draft of an employee communication plan. Submitted to leaders for review.
 - iii) Continued the Leader Handbook team and completed the HR markup of the current GOPM.
 - iv) Launched a daily HR Newsletter to help team members stay connected during the closure.
- d) Training and Development hours are unavailable due to the March 4 data loss.

Training and Development Hours



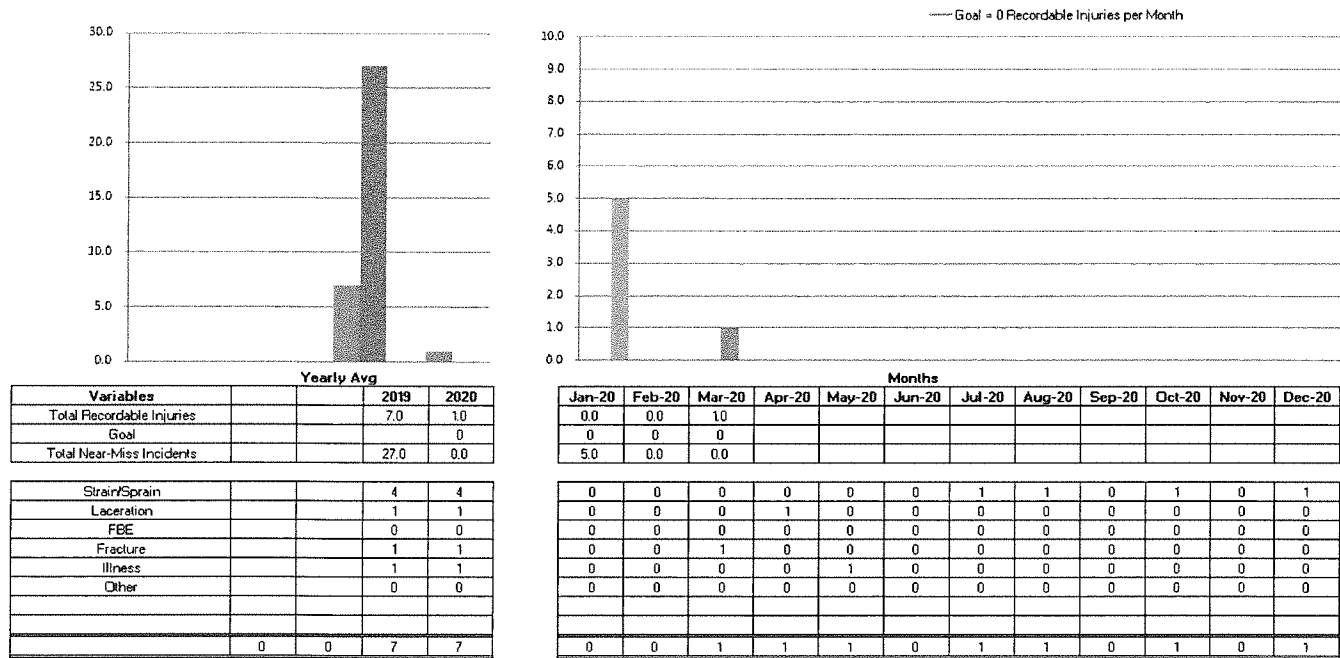
		Yearly Avg	
Variables		2019	2020
Total Training Hours	#DIV0!	212.1	58.5
Goal		500	500
Orientation		98	0
New Employee Training		193	0
Training: Position Development		46	10
Cross Training/Position Preparation		0	8
Leadership Training		1,027	30
One on One		132	8
Other Training		29	3
Safety Training		781	0
Mentorship		240	0
Total Training Hours	0	0	59

[illegible]

5) Safety

- i) Recordable Injuries: 1
- ii) Near Miss/1st Aid: 0
- iii) LRBOI experienced 1 injuries and 0 near-miss incidents in March.

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

March 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	65	166
10	1	1	3	16	31
11	2	0	0	1	14
5	2	0	1	1	9
100	14	11	12	83	220

Notes on Tribal Preference:

1. March Tribal Preference was 62.0% of total employment, unchanged from last month. The month included 1 Tribal Preference hire and 1 Tribal Preference loss.
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: The team continues working on methods to connect students with hiring managers for both full-time and internship opportunities. We completed 4 out of 5 college spring career fairs.
4. We need your help! Let your Tribal student know about the career opportunities with LRBOI and LRCR!

7) Workforce Development

- i) Through the government closure, Workforce Development continued the Mentorship Program in conjunction with LRCR. Through this effort, WFD began interviewing department Directors to learn what WFD could do to serve them more effectively. WFD also began help select departments prepare marketing pieces for the new Tribal Development web page at the Tribal website. Thanks Brittney and David!

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
March 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department has reduced staff by 3 on March 17th 2020 due to closure.
2. **Mandatory IT Projects by order of priority:**
 - a. March 3rd 2020
 - i. Firmware upgrade to SAN destroyed defined drive space deleting primary domain. Deleted all USERID and EMAIL.
 - ii. Recovery required four days and OFFICE 365 was the solution used.
 - iii. EMAIL was moved to Office 365 all old EMAILS restored PST file.
 - b. March 16th Government Shut Down.
3. 48 new IT work orders opened in March 2020 and 57 IT work orders completed in March 2020.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2020 IT Projects

Trainings Held / Attended –

1. Attended Lead's meeting to provide project update.

Special Tasks / Activities Performed –

Set up Live Stream and interactive open session of Tribal Council.

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

Number of tribal members assisted on new issues	31
Number of referrals received	2
Number of continuing cases:	16

Types of legal issues:

Child support	Paternity
Probate Estate	Driver's License Appeal
Divorce	Real Estate
Surety Bond Lien	Estate Planning
Post Divorce Matters	Partial Estate Distribution
Trusts	QDRO
Residential Lease Termination	Lady Bird Deed
Parenting Time	SSI and Per Cap
Criminal	Power of Attorney
Breach of Contract	Interlock Device Violation
Checking Self Out of Hospital	Driver's License
Contracts	Selling of Real Estate
Probate Estate – Out of State	Interlock Device Removal

Assisted a tribal member with the documentation necessary to obtain a hearing to have their vehicle interlock device removed

Assisted a tribal member make a partial distribution from a probate estate

Assisted a tribal member obtain a PPO against a former spouse

Assisted a tribal member prepare estate planning documents when they were terminally ill

Members Assistance
Jason Cross (Interim)

No report Submitted

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**March 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
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Lake Sturgeon data management
- Sturgeon data entry
- Grayling Reintroduction Initiative Data Management
- Inland Fisheries Harvest Permitting
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management
- Equipment and supplies procurement
- Data entry and analysis for the wild Rice fish community project

- Fish Distribution to membership
- Biologist Interviews
- Seasonal Staff Interviews

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- GL image & age fish structures
- GL Gear/Equipment maintenance and construction
- Blue Cleanup and organization
- GL Gear maintenance, net tying
- GL Gear prep and Gear maintenance
- Fish scale imaging and aging.

Meetings/Training/Travel/Conference Calls

- 2020 Great Lakes Fishing Negotiations
- GLFT grant conference call (04/02)
- Biologist Interviews (04/12)
- Seasonal Interviews (04/13)

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

Wildlife Program

Bob Sanders – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report
- EWS - Staff management
- SABA – One on One meetings and annual performance reviews – Monthly
- Manage budget and review R&E's
- Employee Scheduling

- Membership assistance/front counter coverage
- Coordination Deer regulation changes with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys and research projects
- Collaboratively worked on Compensation plan creation
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- Northern Lower Peninsula camera survey data entry/analysis – On going
- Resource Selection Function manuscript preparation and development – ongoing until published or submitted
- Worked on updating Wildlife Division website. Organize abstracts for recent projects, compile project overviews
- GVSU collaboration: provide support to GVSU students, including data manipulation, telemetry, and looking into GPS collar issues

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Northern Lower Peninsula marten distribution camera survey – Ongoing
- Serviced Kubota tractors and farming implements
- General maintenance on wildlife machinery – on going
- Big Blue cleaning and organizing

Meetings/Training/Travel/Conference Calls

- WTC Conference call – (03/02)
- Staff meeting – (03/02)
- Tribal council work session – (03/03)
- Tribal council meeting – (03/04)
- HR Handbook meeting – (03/05, 03/12)
- NRC meeting – (03/09)
- USFS site visit/meeting – (03/11)
- 1 on 1 meetings – (03/11)

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
- SABA work for 1:1s
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs'
- Communicated with USEPA and EGLE about Technology issues
- Communicated with USEPA and EGLE on government closure
- Communicated with USEPA on various environmental issues
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Air monitoring station move
- Worked on USEPA Brownfield assessment review of programmatic issues
- Worked with the Aquatic Biologist on EPA ATTAINs program application

Meeting/Training/Travel/Conference Call

- Call with Fond Du Lac Tribe Water Program on ATTAINs 3/2
- Women's Mannomin Collective Call 3/2
- NRD Staff meeting 3/2
- Health Insurance Team Meeting 3/4
- QAPP meeting with Water Program 3/4
- Native Species BIA Workshop Call 3/6, 3/20
- Baseline Monitoring Meeting for Nestle Impacted Sites 3/6
- Hazardous Materials Release Ordinance Meeting BF Specialist 3/6
- Bi-Monthly NRD Leadership Huddle 3/9
- Pesticide Call with USEPA 3/9
- Team 1:1; 3/9, 3/10, 3/11
- 1:1 with Director Beaver; 3/11
- TEPM Presentation Meeting with USEPA (Kim Churchill) 3/11
- Interviews – Aquatic Biologist Wetlands – 3/12
- Interviews – Seasonal Fish Techs 3/13
- Calls with USEPA and EGLE – Server Issues 3/9
- Calls with USEPA and EGLE – COVID Closure 3/16

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Revised draft of Prompted Survey & Inventory SOP

- Revised drafts of Education and Outreach materials

Field Work and Equipment Maintenance

- Chem/hazmat Inventory of Big Blue: Fisheries, Wildlife, & Great Lakes' areas

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

- Sat on White House & U.S. Dept. of Health & Human Services' All Tribes CoViD-19 call 3/5
- Environmental Staff Weekly Huddle 3/2, 3/9
- Sat on monthly Tribal NRDAR DOI Call 3/3
- Sat on Tribal/EPA UST teleconference 3/3
- 1-on-1 meetings with supervisor 3/11
- Met with supervisor re: HMRO 3/6

Water Program (106 and 319)

Administration/Reports/Data Entry

- Edited Fish Tissue QAPP (Edits lost due to IT)
- Interviewed Aquatic bio position
- Interviewed for seasonal positions
- Worked with EDM to apply for ATTAINS Program

Field Work and Equipment Maintenance

- Received FlowTracker
- Received HOBO loggers in for data extraction and battery replacement

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

- TEPM canceled due to Covid-19
- 3/2/20- Attains call
- 3/3/20- Tribal water Call
- 3/5/20 -Portage Lake Drone presentation
- 3/6/20- Little Manistee River watershed steering committee
- 3/28/20 – Portage Lake Watershed meeting

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- LRBOI Government Closure began – 3/17

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 3/12
- Completed PM 2.5, Monthly Maintenance & QC – 3/12
- Completed PM 2.5, Quarterly Maintenance & QC – 3/12
- Installed a new set of PM 2.5 filters – 3/6
- Sent collected PM 2.5 filter samples to MDEGLE – 3/3, 3/11 and 3/23

Meeting/Training/Travel/Conference Calls

- Attended NRD Staff Meeting – 3/2
- Attended weekly Environmental Division huddle – 3/9
- Attended 1 on 1 meeting w/supervisor – 3/10
- Discussed Air Quality Program SOP w/supervisor –
- Monthly State, Local, and Tribal Air Monitoring Conference Call Cancelled – 3/25
- Monthly R5 Tribal Air Conference Call Cancelled – 3/26
- Monthly USEPA & NTAA Air Policy Update Conference Call Cancelled – 3/26

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

- Reviewed previous year work

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

March 2020

Please note that the Tribal Government offices closed beginning March 17, 2020 due to the Covid-19 Pandemic. I was working primarily from home for the rest of March 2020.

Meetings/Conferences/Trainings

- On March 4, 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 March 5, 2020, I attended the weekly meeting of the Construction Task Force.
- On March 5, 2020, I participated in a weekly webinar conducted by the Chicago Area Office of the US Census Bureau. New information and updates are provided during the webinars in preparation for the upcoming 2020 Census.
- On March 23, I participated in a conference call with LRBOI Tribal Government Directors to discuss essential tribal services.
- On March 26, 2020, I participated (by conference call) in the Executive Committee meeting for the Manistee County Community Foundation.
- On March 30, 2020, I participated in a conference call with LRBOI Tribal Government Directors for a status update and information sharing.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: No progress was made on this item during the month of March 2020. To recap: the Construction Task Force had selected Constructors, Inc. to do the work to repair the Gaming Commission entryway. However, I was not able to place the contract with Constructors, Inc. on a Tribal Council agenda, since they were not scheduled to meet on March 18 and did not meet on March 25 due to the office closure.
- US Census: I did receive periodic telephone calls from Tribal Members regarding the 2020 Census during the month of March. They knew to call me with questions since my contact information was contained in the informational flyer that was sent to tribal member households in February 2020.
- Roundabout at US-31/M-22 Intersection: The meeting between the Ogema, Tribal Council members and representatives from MDOT, scheduled for March 18, 2020, was indefinitely postponed due to the office closure. I remained in touch with the Traverse City MDOT office during this period as they were continuing their engineering, design and planning work during the month of March.
- BIA Roads—2020 Projects: I remained in weekly contact with Ken Ockert (GTEC) during the month of March to discuss the status of our BIA Roads projects that were scheduled for construction in 2020. The focus was primarily on those projects that still needed Environmental Clearance and Rights-of-Way from the BIA. It was decided the projects that would likely be ready to bid out in April were the Public Safety Parking Lot and/or the Tribal Government Parking Lot Porous Concrete Replacement/Repair.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	4
City Assist	2
County Assist	2
Medical Assist	2
MSP Assist	
Other Calls for Service	2
Property Checks	686
Suspicious Person	
Suspicious Situation	
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	11
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	5
PPO Served	
Federal Docket Ticket	

Criminal Offenses	
Animal Neglect	
Arrest	7
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	3
Domestic Disturbance	3
Drive-Off	1
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	2
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	2
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	4
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

2

Unwanted Subject

Miscellaneous

Administrative Hours

319.75

Alarm

1

Attempt to Locate

Boat Dock Checks

Casino Hours

263

Civil Standby

Community Policing

2

Court Hours

4.5

Death Notification

Drug Disposal

Follow-Up Investigations

5

Found Property

2

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

Total Complaints

31

Total Reports

31

Training Hours

44.75

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

3448

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	269.75
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	2
Assist Hours	2
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	12
Contacts	27
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	275
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	0.5
Property Checks	55
Snowmobile Patrol Hours	
Training(s)	7
Training Hours	18.5
Vehicle Mileage	459
Vehicle Stops	2
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

March 4, 2020 Officer Gunderson attended PPO/Stalking training in Manistee, MI.

March, 2020 Officer Gunderson and Officer Johnson-Cook attended CPS training in Manistee, MI.

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

Administrative Hours	59.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	248
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	14.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	4
Vehicle Mileage	1066
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

March 3-5, 2020 Sgt Robles attended 2020 Consent Decree Negotiation Meetings in Sault Ste Marie, MI.

March 4, 2020 Officer Brown attended PPO/Stalking training in Manistee, MI.

March, 2020 Sgt Robles and Officer Brown attended CPS training in Manistee, MI.

Name: Valerie Chandler

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

- Certificates of Exemption Issued: 0 (RTM) 1 (Tribe/Entity)
 - Type: 0 Vehicles
 - 0 Recreational vehicle / watercraft
 - 0 Construction
 - 0 Mobile / Modular Home
 - 0 Treaty Fishing
 - 1 Bereavement / Burial Program
 - Address / Status Changes Reviewed: 41
 - Address / Status Changes Processed in RTM database: 1
 - Proofs of Residency Processed: 1
 - Proof of Residency Letters Mailed: 0
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCCR)
 - Motor Fuel Registrations Processed: 0
 - Temporary Tribal Business Tax Licenses Issued: 0
 - 0 (Entertainers) 0 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 3 (also 3 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: 310
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities

- Motor fuel registration
 - Certificate of Exemption process
 - Per cap issues/questions (which were referred to the proper staff)
 - Proofs of Residency
 - Tax benefits available to Tribal members
 - Tax Agreement Area boundaries
 - Reservations for Aki Maadiziwin Community Center
3. Collected, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
 4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
 5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
 6. Reviewed, recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
 7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
 8. Received, 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. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for April 2020 and provided it to the Trading Post.
 11. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director for the first two weeks of March regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Directors' conference calls on March 23 and 30, 2020.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department

Department head and title – Jonnie Jay Sam II, Director

March 2020 Department Report

Note – Offices closed for Covid-19 pandemic, most work from home

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 13 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) Discussed cancellation of Language Camp for 2020.
- 3) Posting weekly language lessons on face book.
- 4) Researching about an on line language camp.
- 5) Edited more videos for face book show "Endaaying".
- 6) Still working on Power Point lessons for all employees.
- 7) Researching on line class using Zoom.
- 8) Created language lessons and games.
- 9) Recycled plastic from Pharmacy.
- 10) 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
March 2020, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Other Routine Maintenance
- Lift station 3: debris made floats fail Pump on-off cycling, cleaned floats pulled pumps, grinder replacement is needed to mitigate this issue.

Billing

Water	\$11,060.90
Sewer	\$12,279.92
Irrigation	\$1,810.93
Fire Suppression	\$8,069.93
Manistee Township Sewer	\$14,665.77
Septage	\$4,984.92
Other	\$0.00
Month Total	\$52,872.37
Yr. to Date Water	\$34,625.24
Yr. to Date Sewer	\$26,814.28
Yr. to Date Irrigation	\$5,432.79
Yr. to Date Fire Suppression	\$24,209.79
Yr. to Date Manistee Township	\$46,088.76
Yr. to Date Septage	\$11,371.86
Other Revenue	\$7,920.86
Credit	\$0.00
Yr. to Date Total	\$156,463.58

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 1,658,794**
- b. Ave Daily Flow Gallons 53,509**

2. Gallons of Treated Wastewater SBR

Influent Gallons

- a. 2,544,024**
- b. Daily Average Gallons 82,065**

Effluent Gallons

- a. 2,613,936**
- b. Daily Average Gallons 84,321**
- c. Waste Sludge Gallons 30,000**

Lagoon

- a. Influent 121,064**
- b. Daily Average Gallons 3,905**

3. Septic Sewage

- a. Gallons 83,082**

III. Travel and Trainings

What: MTERA Board Meeting

Who: Diane Kerr, Gary Lewis

Where: Phone Conference

Sponsored by: MTERA

What: Traffic Control Safety

Who: Gary Lewis

Where: Whitehall

Sponsored by: MRWA