

**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 *EBR*
Naangwa: Date: August 20 2020
Maanda Nji: Re: June 2020 Operations Report

We respectfully submit the July 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
July, 2020

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

July, 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 submitted 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 took place May 11&12, and May 18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues 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 July.***
 - i. *AKI 2 – 2019-20 Homes – Little Valley Home – No Payments***
 - ii. *Gaming Commission Entryway – No Payments***
 - iii. *Public Safety Building – Grand Traverse EC- \$58,440.04***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of July, were, \$591,798.28 the General & Special Revenue Account had a total of (217) 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. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2020.***
- 6. *Audit work for 2020-2021 – 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. Working on processes.***
- 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

July - Construction Task Force – Conference Call - Accounting Dept.

July 8th BP Cards –

July 8th Asset inventory Control

July 9th PNC – Fleet Fuel Card - Call

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 – Directors meeting, White House Update, State Emergency Operations Center, Agenda Review, Council, CARES Act money,

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *Sent out August 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.*
- *Sent out notices to Program Administrators to let them know of grants*
- *that will be ending.*
- *Prepared & mailed special statistical reports due to be submitted to the*
- *funding agencies according to federal guidelines.*
- *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 on the grants.*
- *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.*
- *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.*
- *Prepared & mailed all financial status reports due to be submitted to the*
- *funding agencies according to federal guidelines.*
- *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.*
- *Prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *Prepared all the cover letters attached to the grant reports, had the Tribal Ogema signed them then submitted to the funding agencies.*
- *Once the reports are signed by the Ogema they are scanned and placed in the electronic grant report folders and a copy placed in the grant program file. The original reports are submitted to the federal funding agencies.*
- *Sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received six modifications in July for the following grants:*
 - *Health Dept. Response to Healthcare Crises additional funding in the amount of \$165,516.*
 - *BIA Government to Government IRR Roads program additional funding in the amount of \$63,132.32.*
 - *2020 BIA Self Governance Compact additional funding in the amount of \$501,002.*
 - *2020 BIA Self Governance Compact additional funding in the amount of \$120,000.*
 - *COVID CARES ACT program additional funding in the amount of \$5,506,214.77.*
 - *2020 BIA Self Governance COVID funding in the amount of \$36,769.*
- *Grant modification documents were scanned and placed in the electronic grant folders and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. 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.*

- The Tribe received five new grants in July for the following:
 - 2019-2025 Family First Prevention funding amount of \$4,680 for the period of 10/1/19-9/30/25.
 - 2020 COVID CWSS Title IV-B Subpart #1 funding amount of \$361 for the period of 3/27/20-9/30/21.
 - 2020-2023 Nutrition Services funding amount of \$10,355 for the period of 4/1/20-3/31/21.
 - 2020-2025 IHBG CARES ACT funding amount of \$91,607 for the period of 4/22/20-9/30/25.
 - 2020-2021 ICDBG CARES ACT funding amount of \$898,560 for the period of 7/17/20-7/14/21.
- On the new grants that were awarded Grant Program Booklets and electronic folders were set up. Documents were scanned to the electronic folders and the original documents were placed in the grant files. The new grant awards were entered on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set these programs up in the Accounting System. The Budget Coordinator was forwarded copies of the new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once the grant had been accepted into the operating budget, the Budget Coordinator entered the budget into the Accounting System and forwarded me copies of these budgets and signed resolutions. All award documents, budget and resolution were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. Notices were sent to the Purchasing dept., Ogema office and Controller letting them know the new grant information. A Grant Program Booklet was created for the person administering the grant and all program federal & narrative reports due for the life of the grant were scheduled on the reporting calendar.
- Submitted numerous journal entries to Brandy Martin of corrections to move expenses to correct grants for the month of June.
- Worked with the Grant Program Administrators on any questions they have related to the grant they are administering.
- Worked with Matt Zoch, IHS Project Engineer on reconciling the expenses for the IHS Tribal Member Well & Septic project #BE-18-K28 grant. Expenses were reconciled so a payment request was created and signed by the Tribal Ogema and submitted to IHS in the amount of \$96,825.87.
- Sent Inter-Tribal Council (ITC) billing invoices for the following grants:
 - 2019-2020 ITC Home Visiting Expansion grant in the amount of \$3,940.47.
 - 2019-2020 GSRP grant in the amount of \$21,228.69.
 - 2019-2020 ITC Behavioral Health grant in the amount of \$2,100.
 - 2019-2020 ITC Head Start Early Head Start grant in the amount of \$19,203.78.
 - GLITEC Saving Lives Project grant in the amount of \$17,662.50.
- Created the cover letters for each of the billing invoices that went to ITC and had the Ogema sign. Billing invoices were scanned and sent electronic to the Project Officers at ITC. The amounts requested were entered on the July cash receipt journal and July grant sheet. Amounts requested were entered separately for each grant on the draw down sheet that is in each grant booklet. The draw down sheets were scanned to the electronic folders and the documentation was placed in the Grant Program Booklet.
- I've been working with the Dept. of HHS Payment Management System since May trying to figure out why I was locked out of the system and couldn't file reports nor draw funds for all the "P" and "B" grants. When the Tribes system crashed, it effected the Dept. of HHS Payment Management System and me being able to receive an authorization code allowing me to go

into the PMS system. When IT created a new email address for me that didn't match the email address in the Dept. of HHS Payment Management System it caused a major problem. The agency tried helping me to access their system to change my email address with no success. In order to remedy this problem, the agency walked me through creating a new access request. Once that was completed, the request was forwarded to the CFO so he could verify me and give me authorization to file reports and draw down funds.

Meetings Held/Attended

- *Participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards through email.*

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

- *Due to the IT crash of the system and Accounting not being able to recover numerous files, any grant information that I had entered or scanned was lost as of certain date. Due to the enormous amount of time this will take and having daily tasks to complete I am unsure when I will be able to pull each grant and re-enter that information. It's been very frustrating to say the least and it has effected the whole organization.*

PAYROLL

Duties and Accomplishments –

- 1. Processed 488 payroll vouchers/checks.*
- 2. Verified 11 PAF's this month which included new 0 employee(s), and 4 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 6/5 and 6/19.*
- 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 –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in July 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 July 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 July.
8. Addressing payroll concerns and/or corrections as necessary.
9. Reported to HR the amounts owed for voluntary deductions for employees out on temporary leave.
10. Processed July 1st per capita payment as well as compliance reporting.
11. Completed and mailed 2nd quarter form 941.
12. Reported 2nd quarter unemployment wages to UIA.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating quick reference guide for payroll processing as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. 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 or purchase orders
10. Distribute purchase orders and contracts
11. Obtain bids and quotes
12. Enter line item cancellations
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software
15. Post mail and create shipping labels
16. Distribute incoming and outgoing mail
17. Process incoming invoices and log incoming checks
18. Maintain certified, bulk, and fed-ex records
19. Manage and order mail supplies
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders
21. Issue out of compliance memo's
22. Process bulk mail requests
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Covering for Purchasing/Mail Clerk
2. Solicited invitation for Public Safety Parking Lot bids.
3. Obtained bids for flag poles, landscaping, and custom flags for Clinic.

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) Began work on FY2020 Indirect Cost Proposal.
- 4) Initiated FY2021 Budget Process

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Continued work on FY2021 Budget Process.

Expenditures Update

Total year to date expenditures for the Finance Division for July, 2020, are \$608,143, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date July, 2020, represent 45% of the total annual budget.

Education
Yvonne Parsons

No report submitted

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

July 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
- Sent out: 37 Address change forms
- Created 15 New and Replacement ID's from 07/01/2020 through 07/31/2020
- 104 Addresses changed from 07/01/2020 through 07/31/2020
- 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
- 2 Applications received since 07/01/2020
- List request of Membership: Public Information,
- Label request of Membership: 0
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Housing
- Department Verifications:
 1. Prosecutor 67
 2. Member's Assistance 5
 3. Human Resource/Commerce 2
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 3 Members passed away for the Bereavement Benefit
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 360 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's meeting (phone conference) – July 13th, 20th & 27th
- Tribal Council Meeting – July 1st, 8th, 15th 22nd & 29th
- Tribal Council Work Session-Enrollment Ordinance – July 9th 16th & 30th

Enrollment Statistics

- Total Membership: 4,139
- Total number of Elders: 1,414
- Total number of Adults (18-54): 2,388
- Total number of Minors (0-17): 337
- Total Tribal Members living in:
 - 9 County Area: 1,695
 - Outside 9 County Area: 2,358
 - Michigan: 2,681
 - Outside Michigan: 1,372
 - Undeliverable Addresses: 86

Family Services
Jason Cross

Family Services Department

July 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.....43

Total number of Tribal members served in open cases: 45

Total number of descendants served in open cases: 14

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.



Victim Services Program Monthly Staff Meetings

- 7/15 & 7/29

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (2); New Intake(s) (0); Cases closed (0)
 - Provided: advocacy, legal assistance, and judicial advocacy.
- Had (0) face to face meetings; (19) client phone meetings; (0) transports

Virtual Collaboration Meetings

- 7/1, 7/8, 7/15, 7/22, & 7/29 – LRBOI Tribal Council (by phone)
- 7/7 – LRBOI Tribal Council Work Session – Electronic Signature (by phone)
- 7/2 & 7/16 – UTFAV MI Tribal Advocate meeting
- 7/25 – UTFAV Board meeting

Travel & Training/Webinars

- N/A

Outreach/Education

- N/A

Grants

- 7/1 & 7/8 – OVW Gov-2-Gov Tribal Consultation/COVID (webinar)
- 7/9 – MI Stability COVID Grant application was submitted
- 7/20 – OVW revised budget for FY20-23 was submitted
- 7/23 – VOCA Quarterly Report was submitted
- 7/29 – OVW Semi-Annual Report was submitted

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (0); New Intake(s) (2); Cases closed (1)
 - Had (12) telephone contacts

Supervision/Case Reviews

- 7/28

Virtual Collaboration Meetings

- 7/8 – Ottawa/ Corresponded w/Adreian Bailey (CAC) & Krystal Diel (GVSU) about noon learning
- 7/16 & 7/30 – UTFAV bi-weekly MI Tribal Advocate meeting
- 7/21 – Ottawa Co./LAADSV bi-monthly meeting
- 7/22 - Muskegon Co. Human Trafficking committee
- 7/22 – Muskegon DV/SA Task Force meeting
- 7/23 – Muskegon Case Managers meeting

Training Webinars

- 7/6 – Becoming a Google Jedi (CAW)

- 7/7 – Understanding the needs of Victims of Deaf Comm. (CAW)
- 7/8 – Collaborating w/Advocacy during COVID (CAW)
- 7/9 – Understanding Narcissism as the Key to Understanding DV/Gender-Based (CAW)
- 7/10 – Art of Perception Part II/child sex trafficking (NCJTC)
- 7/13 – Rape Culture in the Time of the #METOO (CAW)
- 7/14 – They Were Private Destroying a Life through Sextortion & Non-consensual Porn (CAW)
- 7/15 – Building a SA Case w/the Defense in Mind (CAW)
- 7/16 – Teenagers & APP Usage 2020 (PACC)
- 7/17 – Home Invasion by the Porn Industry (Culture reframed)
- 7/20 – Missing Gap: Direct Crisis Support for Parents of Sex Trafficking (Sexual Exploitation)
- 7/21 – Three-Pronged Approach: Wk to End HT & Gender-Based Violence (Sexual Exploitation)
- 7/22 – Legal Strategy for Victory Against Big Porn (Sexual Exploitation Summit)
- 7/23 – Sex Dolls & Robots (Sexual Exploitation Summit)
- 7/28 – Why doesn't She Leave? An Officer's Perspective on DV (CAW)
- 7/29 – Amplifying Harm: How Anti-Trafficking Comm. (Sexual Exploitation)
- 7/30 – Tele-Health Visits Increasing Safety for People at Risk for Abuse (Future without Violence)
- 7/31 – Providing Safety for DV Survivors in the Time of the Pandemic (NIWRC)

Outreach/Education

- Social media posts and updates.

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: New Intake(s) (0); Cases closed (0)
- Had (0) client face to face meetings
- Had (1) home visits
- Had (10) telephone contacts

Supervision/Case Reviews

- 7/2 & 7/27

Virtual Collaboration Efforts/Meetings

- 7/8 – Community Collaboration at the Tab Manistee
- 7/16 – UTFAV Tribal Advocate Meeting
- 7/31 – DVSA Task Force Meeting

Training/Webinars/Pod Casts

- 7/1 – Become a Google Jedi: Building a Better Boolean String (CCAW)
- 7/14 – Talking Stalking: Resources for Awareness Educators (AEquitas)
- 7/16 – Episode 88: "Enough is Enough" with Donna Rice Hughes & Colby May (NCOSE/YouTube)
- 7/16 – COVID-19 & Survivor Confidentiality (NNEDV/YouTube)
- 7/20 – How Offenders Infiltrate Org. to Abuse Children & How to Help Stop Them (CESE)
- 7/20 – My Story of Overcoming Pain, Blame & Shame Through the Principle/Confession (CCAW)
- 7/21 – Bringing Down the Sex Industry: Litigation Strategies to Combat SA & Exploitation (CESE)
- 7/21 – Effective Outreach in a Legally Sanctioned Country (CESE Summit)
- 7/21 – How Pornography Use Impacts Your Partner (CESE Summit)
- 7/23 – Predatory Grooming (CESE Summit)
- 7/23 – Basics of Creating Grassroots Media Mobilization to Combat HT and SE (CESE)
- 7/24 – So You Want to Change the World: How to Advocate for Better Policy (CESE Summit)
- 7/24 – The Problem with Porn Literacy and How to Change the Narrative (CESE Summit)
- 7/24 – 2020 The Dirty Dozen List (NCOSE)
- 7/27 – Understanding Narcissism to Understanding DA & Gender-Based Violence (CCAW)
- 7/28 – Survivor Empowerment (CESE Summit)
- 7/28 – Amplifying Harm: How Anti-Traff Comm. Often Undermine Good Intentions (CESE)

- 7/28 – Michigan VINELink and VINEWatch Training (Appriss and MDHHS)
- 7/29 - But They Were "Private": Destroying a Life through Sextortion & Non-Consensual Pornography (CCAW)
- 7/29 – Why Doesn't She Leave? An Officer's Perspective on Domestic Violence (CCAW)
- 7/30 – Roll Red Roll movie and discussion panel on sexual assault (CCAW)
- 7/31 – Why Strangulation Matters (CCAW)

Outreach/Education

- Social media posts and updates.

Other

- Made updates to website including adding a COVID-19 resource page.
- Monitored social media for any incoming communication (4- non-victim related).

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (2), New Intake(s) (2); Cases closed (0)
- Had (19) telephone contacts

Supervision/Case Reviews

- 7/24

Virtual Collaboration Meetings

- 7/2, 7/16, & 7/30 - UTFAV Tribal Advocate
- 7/16 – Manistee/Wexford 44th Parallel Resilience Network meeting
- 7/22 – Manistee, Suicide Education Awareness (S.E.A.)

Training/Webinars

- 7/8- Providing Safety for Domestic Violence Survivors in a Time of a Pandemic
- 7/14-DocuSign Agreement Cloud: 2020 Release 2 Customer Briefing
- 7/14-Talking Stalking: Resources for Awareness Educators
- 7/21- Series - Grief: A Focus on Native American Communities
- 7/23- Real Talk: Break the cycle of domestic violence
- 7/24- Eviction Diversion Workgroup
- 7/28- Building the Coordinated response to stalking
- 7/30- UMOJA - Grief and Individuals with Disabilities

Outreach/Education

- 7/8- The Tabernacle Buckley Church Luncheon, share program info

Other

- N/A

Next Generation Learning Center-June 2020

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

Enrollment Statistics:

Due to Child Care Licensing, CDC, American Academy of Pediatrics, and state of Michigan COVID guidelines for Child Care, NGLC is only enrolling at 40% capacity to maintain safety for children and staff.

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	5	4	1	1	1	0
Toddler Classroom 2-3 years old	8	7	1	4	3	1
Preschool Poplar-Three Years Old	8	7	1	3	1	1
Preschool Cedar-Four Years Old	9	8	1	1	2	0
School Age 5-12 years	14	12	2	3	3	3
Totals	45	39	6	12	10	5
Percentages		87%	14%	27%	23%	11%

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.**

LRBOI Collaborations (Sub Committees)

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

Center Happenings:

- NGLC will be a virtual host to the State of Michigan Quality Improvement Rating System work group for area child care providers on August 17, 2020.
- Holly continues to update families on preschool enrollment with the ever-changing guidance from the Office of Head Start and Great Start to Readiness.

- 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.
- Unified legal has begun to help edit new contracts and subcontracts for payment process and delinquent accounts.
- Measures continue to be put in place to maintain safe social distancing and protocols for cleaning.

LRBOI Be Da Bin Behavioral Health Program July 2020 Report

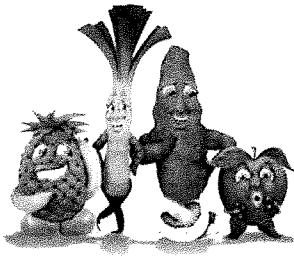
Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson "JD", contractual Traditional Healer.

Because of the Covid 19 virus, Angela and Dottie are working with clients by phone/not in person. The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed and are using the bluejean application from Dr. Hawley. Dottie has been updating/adding to the RPMS system for Indian Health Services to get us back on track. Angela has 31 clients at this time. Angela had 58 sessions this month, 26 Follow ups, completed 3 assessments, and 10 hours of telepsychiatry. Dottie currently has 25 clients & (3 Recovery Support). Dottie had 45 sessions, 2 crisis calls, and 67 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars for continuing education. Both are working with Jason Cross, Director, on current grants.

Dottie was also on conference calls/Zoom meetings with Indian Health Services Bemidji Behavioral Health (monthly now), and with the State of Michigan MDHHS Behavioral Health call (7/30) and Suicide Prevention Coalitions biweekly calls (7/22 and 7/29). Dottie attended the Tribal Behavioral Health Communication Network meeting by Zoom on 7/16. Staff continued to keep updated on the developments for the virus.

Food Distribution
Ken LaHaye



Food Distribution Program

July 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 6/7/6,7/7/8,7/9,7/14,7/15,7/16, and7/20.

We conducted 32 deliveries.

We received deliveries on 7/2,7/9, and 7/10.

Food Distribution Office is still closed to the public until further notice.

3 Meetings

Ken had meetings with USDA 7/6, 7/16, and 7/20.

Ken had directors meeting 7/6,7/13,7/20, and 7/27.

Ken had Council Meetings 7/7,7/8, and 7/22.

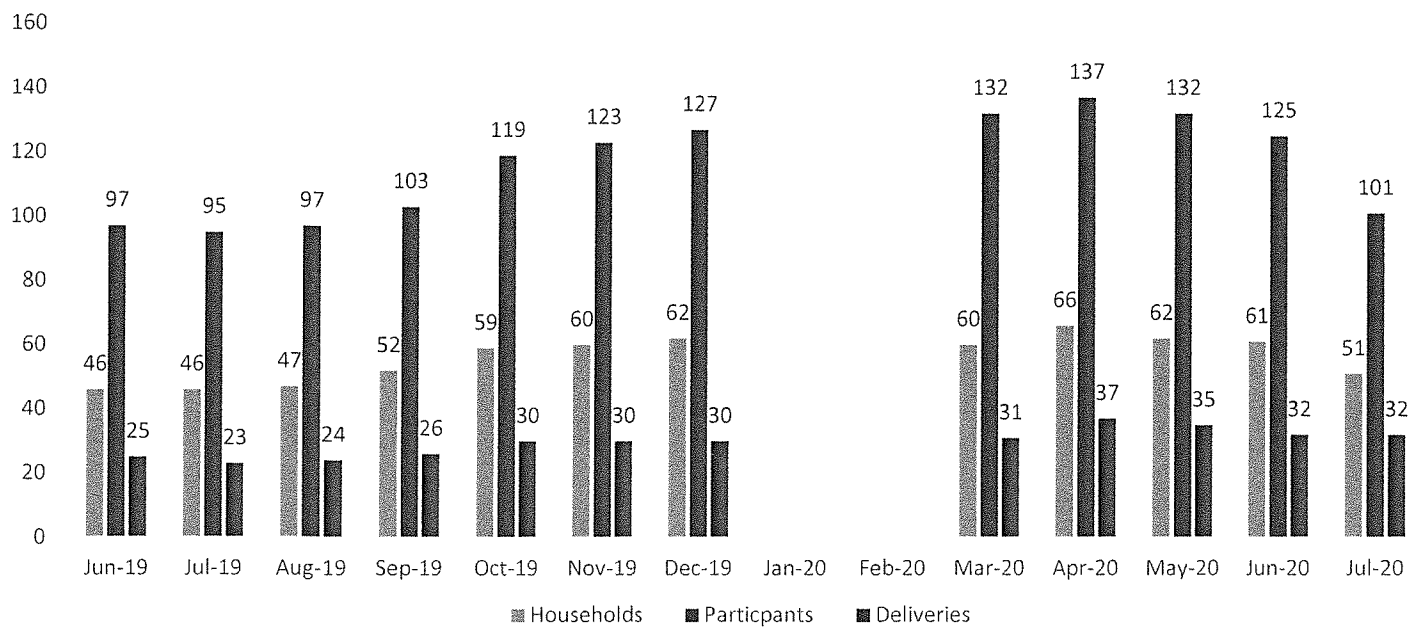
Ken had USDA Operations call 7/16.

Ken had Construction Task Force meeting 7/16.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants Department Monthly Report

July 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

- **Update 7/30/20: LRBOI has received this grant: 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 or July whether we will receive the funding.
- **Update 7/30/20: PIH COVID19 Supplemental: LRBOI has received this grant:** Tara Bailey received notice of \$91k+ for preventing, preparing for and responding to the COVID crisis. This Grant Writer helped her identify opportunities to spend the funding.

Clinic:

- ∞ **Update 7/30/20: 105 L application/proposal to IHS Bemidji has been determined at \$147,303 in overhead cost recovery annually.** We are evaluating the findings and may seek an increase as it is substantially under what we had anticipated the return to be, approx. \$528,000.
- ∞ **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. **Update 7/30/20:** If so, a plan will be put forth in June to expense some funding to Clinic use. We are also hoping that with the passing of the next Trillion dollar Covid19 relief bill from Congress, it will have a proviso to have until December 31, 2022 to use the CARES funds vs. the end of this December. This would allow for construction projects to occur.
- ∞ **Update 7/30/20 (waiting to hear on the funding):** Assisted Dr. Wever in June with submitting an agenda packet for Federal Health and Human Services (HHS) Paycheck Protection Program and Healthcare Enhancement Act (PPHCEA) 4th Supplemental for formula funds of \$304,804.

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 7/30/20: Jason recently met with SolidCircle and the project is underway. We will be using our existing SolidCircle Doc Mgt system to create electronic assessments. The assessments will be used to direct treatment.

Food Distribution:

- ∞ **Update 7/30/20:** Food Distribution Construction Project – we are in the final design phase of the project. The project should go out for bid in August.
- ∞ **Update 7/30/20 COVID19 FSNP facilities application – We receive the award:** 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 have received funding, 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.
- **Update 7/30/20 - COVID19 funding for the Nutrition Demo Kitchen:** We applied for \$11,360 in kitchen equipment in April to the UDA supplemental COVID19 funding. We were supposed to hear back in June, but have not heard back yet. If we do not get this award, we have enough to complete the project without it now, since receiving the FSNP award.

Historic Preservation & Language:

- ∞ **Update 7/30/20 – BIA Living Languages Program:** Working with Kenny Pheasant on submitting a grant to update and consolidate all of resources that have been produced over the past 20 years. This update would be to provide access to anyone on any platform without incurring the repeated costs of Apps through google & apple. **The application is due in August 24.**

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:

- ∞ **Update 7/30/20: 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 August/September 2020, but the COVID19 crisis has delayed the opening of the facility.

Public Safety:

- ∞ **Update 7/30/20: 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 August/September, which includes the parking lot and paved entrance to the garage. COVID19 has interfered with contractors' schedules.

Water/Waste/Renewable Energy:

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

The COVID19 crisis has us slowing down our pursuit of this item.

- ∞ **Update 7/30/20: Working with Gary regarding COVID19 fund use:** We have identified several projects that could be funded by CARES. Currently the most pressing issue with these projects is whether Congress extends the CARES fund use to December 31, 2022. It currently must be used by December 31, 2020.

Update 7/30/20: 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:

- **Update 7/30/20 - COVID19 Expenditure Plan:** Compiled a department by department COVID19 allocated & unallocated spending plan for leadership to review and advance. Currently the most pressing issue with these projects is whether Congress extends the CARES fund use to December 31, 2022. It currently must be used by December 31, 2020. Without the extension, the construction projects will not be able to be completed this year.

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: July 2020

Re: July 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 July 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 136 claims on behalf of Little River in the amount of \$27,979.10 for third party revenue generation.

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

CLINIC OPERATIONS:

358 patients scheduled

25 patients NO-SHOW to scheduled appointments

7 patients provided SAME DAY appointments for emergent matters**

93 cancelled appointments

247 patients attending CLINIC PHYSICIAN appointments**

28 patients PHONE TRIAGE**

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

60 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 647

Diabetic patients: 75

Flu Vaccines: 0

Injections: 16

Nursing Visits: 3 **

On-site Labs: 140

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,064

DIRECT CALLS TO CLINIC OPERATIONS: 474

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 6

TRAVEL HOURS: 24

SERVICE HOURS: 7

NUMBER SERVED: 6

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 31 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: 24

TOTAL SERVICE HOURS: 6

TOTAL CLIENTS SERVED: 6

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$72,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1647

TOTAL PRC PAID IN JULY: \$48,430.26

PHARMACY/OTHER: \$35,023.41

DENTAL: \$13,406.85

TOTAL PATIENTS: 211 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 463

TOTAL CLAIMS ENTERED: 317

TOTAL PRC PAID 2020: \$321,240.64

TOTAL EHAP PAID IN JULY: \$23,412.66

TOTAL EHAP PAID 2020: \$206,961.34

TOTAL ENROLLED EHAP/LRBOI: 1347

NEW APPLICATIONS MAILED OR GIVEN: 11

REASSESSMENTS MAILED OR GIVEN: 9

MEDICARE LIKE RATE (MLR) Savings for JULY 2020

Claims submitted: 22
\$32,157.15 (total submitted)

- \$13,251.54 (what we paid)

\$18,905.61 (total savings)

PATIENT BENEFIT COORDINATORS: JULY 2020

No activity the month of July. Gina has been advising and assisting members with questions about benefits. Janice Grant, Amy Doering, and Juli Compeau have been performing the patient registration duties.

PHARMACY: JULY 2020

Active patients: 350
Prescriptions filled: 1280

Insurance charges: \$79,264.46
Insurance payments received: \$83,374.25
Non-member cash/copays received: \$328.25

PRC-equivalent write offs:

LRBOI: \$19,752.06
Other Tribes: \$1,744.78
TOTAL: \$21,496.84

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 July 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. All housing staff worked 32 hours work weeks for the month of July.
- B. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 21 (caught on all outstanding lease renewals from March-July)
 - New leases: 0
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- C. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 7
 - Total Amount of Awards for the Year: \$34,411
- D. We received a resignation from maintenance tech, Scott Chamberlain whose last day was 7/28. He took a pastoral position in Missouri. Will be posting for his position in August.
- E. Met with Little Valley homes on 7/28 to begin preliminary discussions on sizes, models, expectations for the 5 new homes to be done with the ICDBG grant funds.

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.

B. All work orders completed and up to date, nothing outstanding at this time.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 72 were rented giving us an occupancy rating of 89%.

A. Aki has 55 income based rental units of which 48 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 7 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 6 units are rented.

B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

A. The two new units on Ching-gwa-she are now complete and have been turned over to the housing department, although we are still waiting on the items from the final punch list to be completed. We are already putting notice out to the next tribal member on waiting list to get them occupied as soon as the punch list items are complete.

B. We have 5 tribal residents who have not paid rent since March. We have reached out to them to see if there is anything we can do to assist and we have 5 tribal residents who haven't paid June and July.

VI. Plans for the Future.

A. Replacement of the 12 Elder's back decking- 4 Units Remaining to be done

B. An amended 2019 IHP was submitted to HUD for an additional \$91,600 to be used towards COVID-19 to protect, prepare and respond to the pandemic within housing. **UPDATE:** This grant was awarded on 7/17/20 and still pending TC approval to move into budget so we can proceed with using the funds to protect, prepare and respond to the pandemic with the activities listed in the amended IHP.

C. An ICDBG grant was submitted for an additional \$900,000 to be used towards building an additional 5 homes all income based. 3-2 Bedroom units and 2 - 3 bedroom units to be completed by July 2021. **UPDATE:** This grant was awarded on 7/20/20 and still pending TC approval to move into budget so we can proceed with using the funds to construct 5 new low income units in housing on Ching-gwa-she.

VII. Other Information

A. Working on Orkin contract to get pest control on units where the resident has requested outside pest control for ants, spiders. Contract has been approved and first spray for pests was completed on July 29th.

B. Having concerns with a resident who currently is not residing in their unit due to criminal reasons and are getting complaints from residents, cannot proceed with anything due to current executive order banning notices/evictions.

End of Report
Tara Bailey, Housing Director
August 5, 2020

Cc: File

Human Resources
Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: July 2020 HR Department Report

Date: 8/5/20

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.

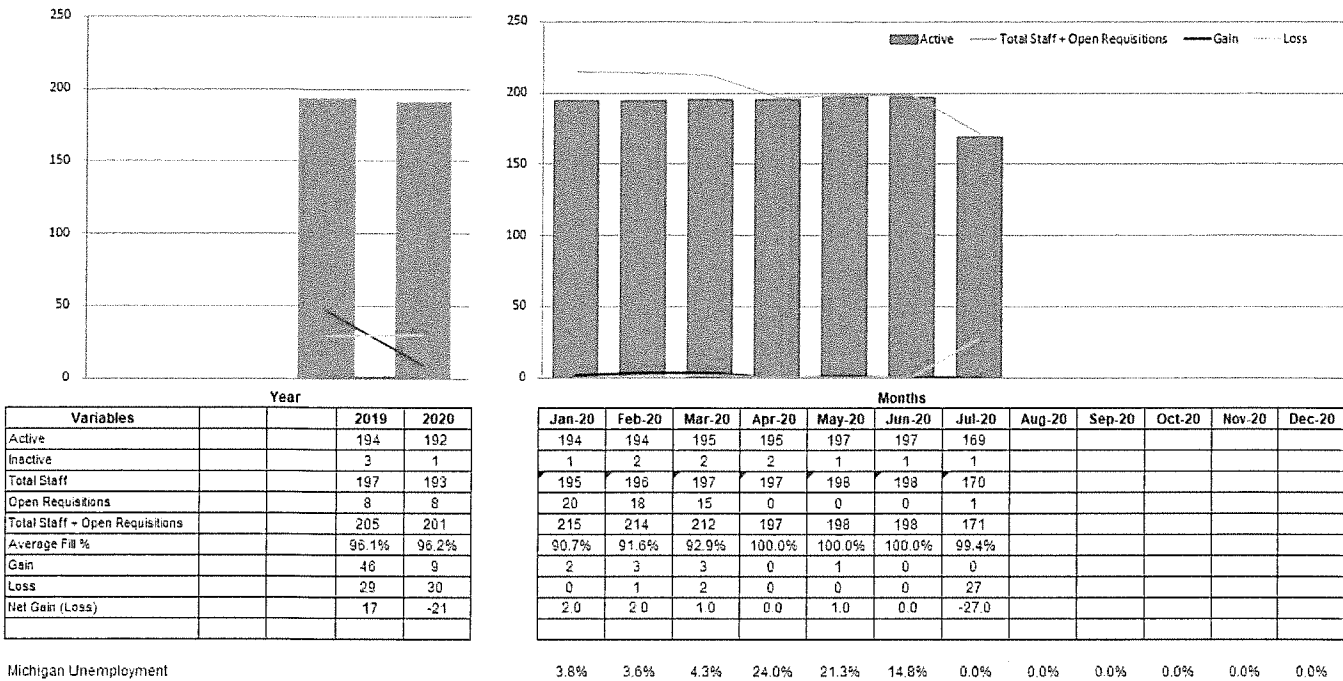
1) HR 2020 Operational Plan

- a) The 2020 Operational Plan currently includes 59 projects and major tasks. This list began with 27 items on 1/1/20 and we added 7 this month.
- b) July Summary: The theme for July was “implement change and move forward to the next phase”! July included helping the organization develop and implement major changes, which for a second consecutive month found HR assisting leaders with policy, procedure and communication along with the supporting back-office tasks. We assisted department leaders as they planned their department re-structures and helped them through the difficult individual notification and organization communication processes. We also helped them through the return-to-work process for approximately 40 team members on temporary leave as LRBOI moves forward into a new phase of COVID response. Another specific victory of note was again the preparation of the 2021 HR budget, which was completed and submitted on time. We continued to focus on communication, both with leaders and team members, including continued daily publication of the employee newsletter, The River Resource. We also launched the expansion of Office 365 for leader communication in both Teams and SharePoint. Thank you to everyone involved during a difficult month, and we thank everyone for the exceptional level of professionalism. HR thanks all its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

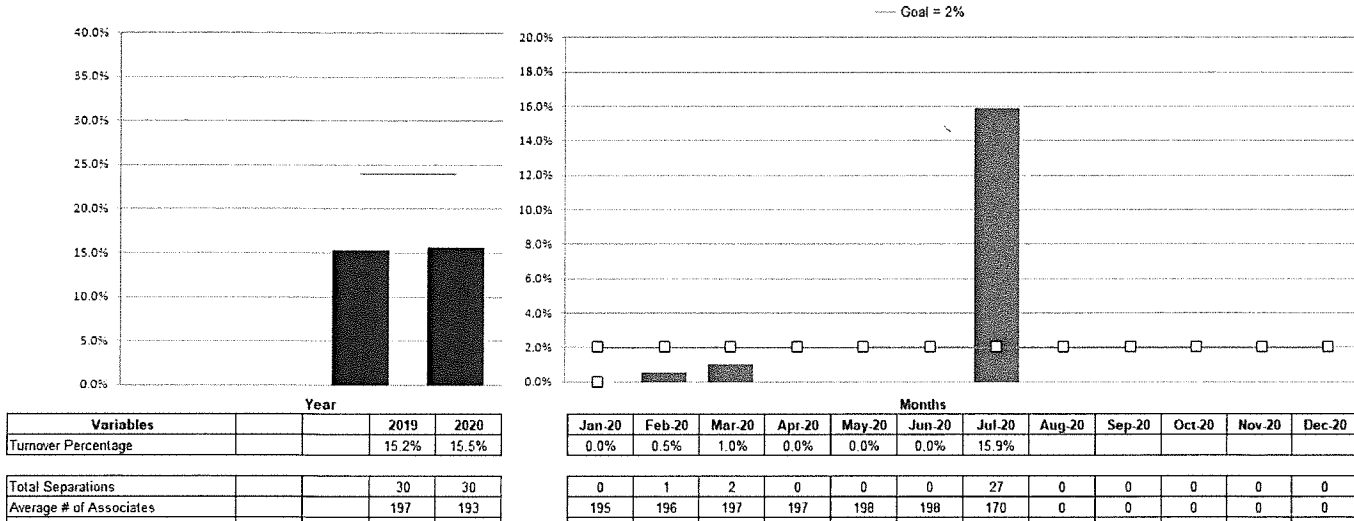
2) Talent Acquisition

- a) Talent Acquisition
 - i) Number of Hires During the Month: 0
 - ii) Number of Hires Year to Date: 8
 - iii) Number of Applicants Year to Date: Unavailable due to March 4 data loss.
 - iv) Number of Open Positions: 1
 - v) LRBOI continued the hiring freeze in June.
 - vi) Updated Recruiting Work Priority: Hiring Freeze in effect.
 - vii) Physician recruiting continued in anticipation of future needs.
 - viii) Turnover: 27

Staffing



Turnover



3) Talent Development and Relations

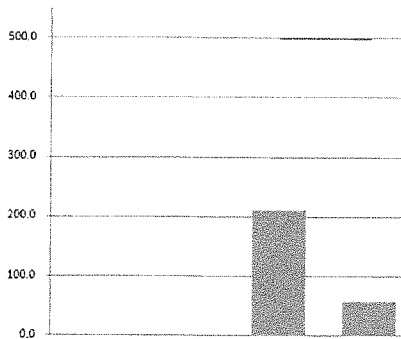
a) Continued leadership development.

- Result: HR assisted the organization and leaders through key strategic decisions, including employee communication. We did not conduct the Leadership Roundtable in July due to the organization's focus on additional change issues.
- Assisted leaders in developing and implementing two major change events; first a restructure of select government departments, and second returning the balance of team members from TLA. To-date one team member continues on TLA.
- Provided additional HR support to the leadership of various departments.
- Reviewed NRD feedback on SABA and the performance management process.

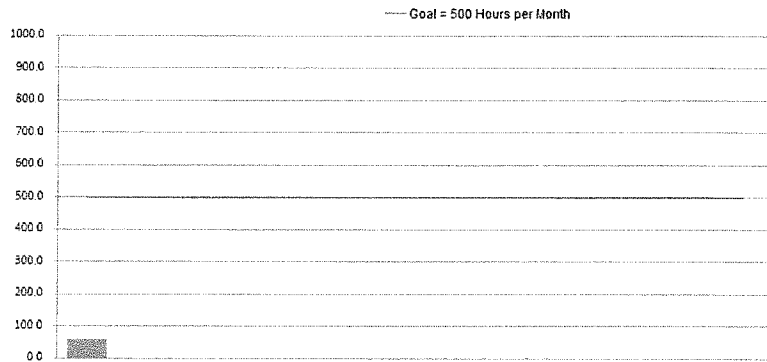
b) HR Department Development Initiatives:

- i) Continued daily HR Newsletter publication to help team members stay informed and connected.
 - ii) Continued assistance with the conduct of employee return-to-facility training for the approximately 40 team members who returned to work either 7/27 or 8/3. We again appreciate the work of our partner leaders in the execution of a successful train-the-trainer strategy.
 - iii) Sent the draft survey for leaders to the first department, the Health Clinic, to gather information on current people operations and improvement opportunities.
- c) Training and Development hours are unavailable due to the March 4 data loss.

Training and Development Hours

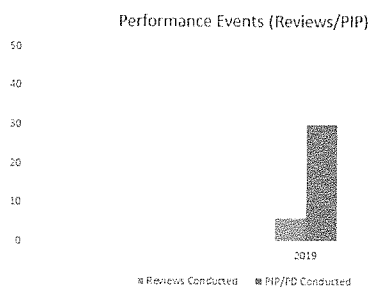


Variables			2019	2020
Total Training Hours	#DIV/0!	#DIV/0!	212.1	58.5
Goal			500	500
Orientation			98	0
New Employee Training			193	0
Training: Position Development			46	10
Cross Training/Position Preparation			0	8
Leadership Training			1,027	30
One on One			132	8
Other Training			29	3
Safety Training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

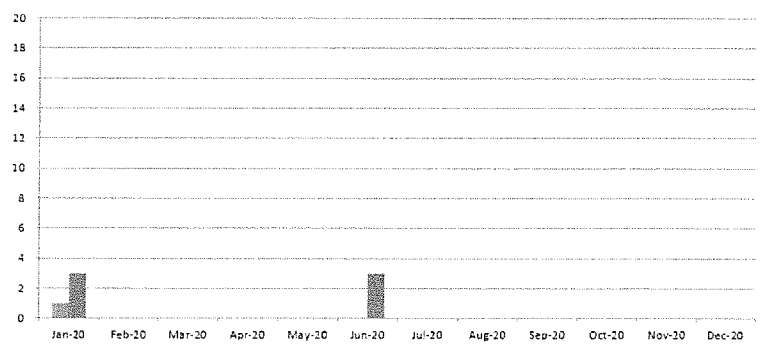


Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0	58.5	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0
0												
10												
8												
30												
8												
2.5												
0												
0												
59												

Performance Events (Reviews/PIP)



Variables			2019	2020
Percent of Staff Receiving Feedback			97%	100%
Reviews Conducted			6	1
PIP/PD Conducted			30	6
Total Staff			197	1351



Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
2%	0%	0%	0%	0%	0%	2%	0%					
1	0	0	0	0	0	0	0					
3	0	0	0	0	0	3	0					
195	196	197	197	198	198	170						

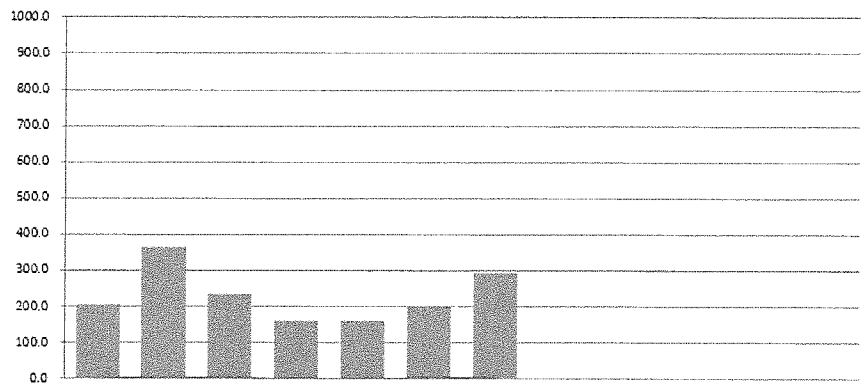
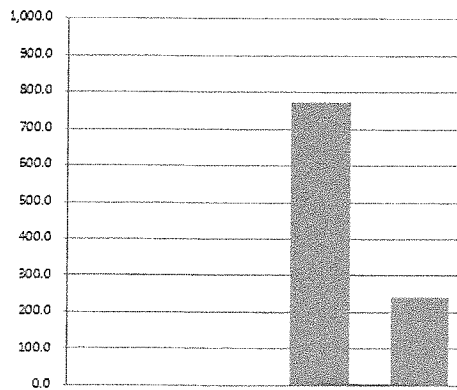
4) Benefits and HR Administration

- a) Continued working to improve the previously identified benefit process issues and concerns.
- b) Actions Taken:

(1) Benefits Work Priority: 1 – Assist Team Members with Unemployment and Benefit Issues, 2 - Continue 2021 Health Insurance Quoting Process, 3 – 401(k) Audit

- c) Initiated benefits cross training with our HR Generalist, Alicia Knapp. This included both insurance administration and FML tasks among others. Thanks Alicia!
- d) Continued processing 401(k) loans with our third-party administrator, KDP.
- e) Gathered 401(k) audit quotes from two additional providers to evaluate the current market position.
- f) Continued assisting team members through the unemployment claim process and operated the UIA Work Share program for team members on a reduced schedule. After much work, we were able to make contact directly with UIA and resolve all known issues.
- g) Continued the 2021 health insurance quoting process. Quoting agents worked with assigned carriers in July to develop quotes.
- h) Leave Notes
 - i) Leave Hours increased slightly in July, due primarily to FML activity.

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	0.3
Number of FTE Positions			4.8	1.5

Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
207.13	364.50	234.50	160.00	160.00	200.00	296.00					
0.00	0.00	0.00	1.00	1.00	2.00	3.00					
1.29	2.28	1.47	1.00	1.00	1.25	1.85					

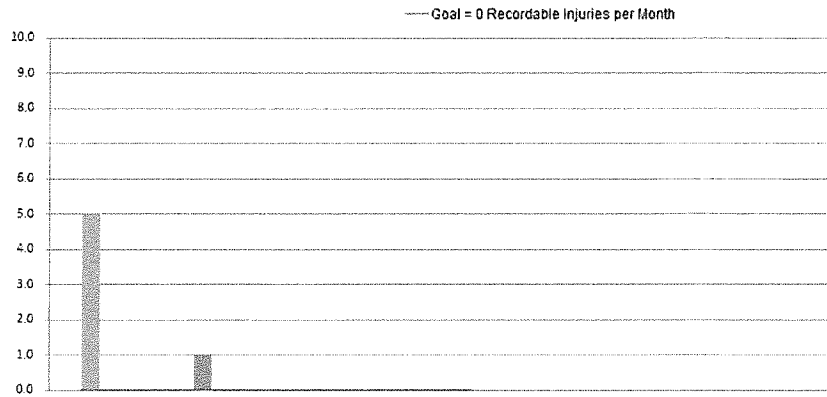
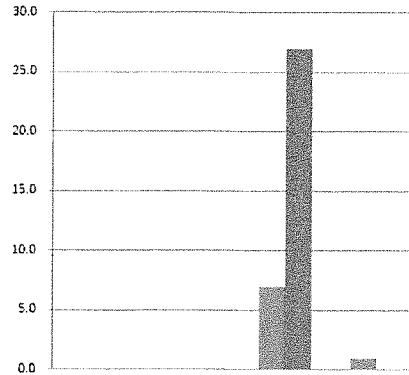
Leave Hours by Type				
Bereavement			1,144	272
Education			345	112
FML			5,036	1,144
IFML			267	7
Jury Duty/Tribal Witness			0	0
LOA			768	0
Military			0	0
Parental			0	0
Wellness			360	87
Total Leave Hours	0	0	7,920	1,622

32.00	144.00	32.00	0.00	0.00	40.00	24.00	0.00	0.00	0.00	0.00	0.00
64.00	24.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72.00	160.00	160.00	160.00	160.00	160.00	272.00	0.00	0.00	0.00	0.00	0.00
7.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32.00	36.50	18.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
207	365	235	160	160	200	296	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 July.
- iv) Our team member on leave due to a work-related injury returned to work in July.

Safety (Recordable Injuries and Near-Miss Incidents)



Variables		2019	2020
Total Recordable Injuries		7.0	1.0
Goal			0
Total Near-Miss Incidents		27.0	0.0

Strain/Sprain		4	0
Laceration		1	1
FBE		0	0
Fracture		1	1
Illness		1	0
Other		0	0
	0	0	7
			2

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
Recordable Injuries	0.0	0.0	1.0	0.0	0.0	0.0	0.0					
Near-Miss Incidents	0	0	0	0	0	0	0					
	5.0	0.0	0.0	0.0	0.0	0.0	0.0					

	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	1	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	1	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	1	1	0	0	0	0	0	0	0	0

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

July 2020

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

TM	NA	D	S	NP	TOTAL
59	9	10	6	59	143
10	1	1	3	15	30
11	2	0	0	1	14
4	2	0	1	1	8
84	14	11	10	76	195

Prior Month

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

74	10	10	8	66	168
10	1	1	3	16	31
11	2	0	0	1	14
5	2	0	1	1	9
100	15	11	12	84	222

Notes on Tribal Preference:

- June Tribal Preference Employment was 61.0% of total employment, a decrease of 1.2% from last month due to re-structuring and resignations.
- 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 37.5% of all hires (3 out of 8).
 - 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 minimum operations and hiring freeze, no team activity occurred in June.

7) Workforce Development

- i) HR initiated the planning process to integrate the Workforce Development function into HR operations.
- ii) HR completed processing its first Career Assistance Voucher service request.
- iii) Requests for WFD Service: 0

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
July 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Contracts were approved for:
 - a. 500MB Internet Connection to facilitate remote work (installation is in process).
 - b. Microsoft Volume Licensing for Office 365, this is being implemented.
 - c. Virtual and cloud backup systems preliminary configuration complete. More servers need to be added.

2. Mandatory IT Projects by order of priority:

- a. August 2020
 - i. Government open by appointment only due to pandemic.
 - ii. Return of staff on August 1st will increase the amount of help desk requests being submitted and slow IT response time.
 - iii. Support All Operations
3. 159 new IT work orders opened in July 2020 and 191 IT work orders completed in July 2020.

Meetings Held / Attended –

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

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: August 5, 2020
Re: July 2020 report of activities

Number of tribal members assisted on new issues 77

Number of referrals received 1

Number of continuing cases: 50

Types of legal issues:

Child support	Guardian - Minor
Probate Estate	Notary
Divorce	Real Estate
Wills	Estate Planning
Post Divorce Matters	Criminal - Minor
Trusts	Parenting Time
Child Protective Services	Laws
Custody	Notary
Residential Lease	Evictions
Land Contract	Ladybird Deed
Medical Power of Attorney	Guardian – Minor – Out of State
Parenting Time After Open Adoption	Change of Custody – Out of State
Codicil	Ordinances
Amend Trust	Small Probate Estate
Power of Attorney – Amend	Online Purchase Returns
Objection to Ex-Parte Order	Adult Guardian
Power of Attorney	Child Support – Out of State
Incorrigibility of Minor	Insurance
Estate Planning – Amendments	Waiver to Return to School

Child Support Arrearages
Pools and COVID-19
Beneficiary
Land Division
Taxes
Stalking
Stimulus
Department of Human Services
Sexual Harassment
Claims Notice
Show Cause Hearing
Objection to Retention of Security Deposit
Objection to Garnishment
Grand Parent Visitation
Change of Custody

Criminal
Power of Attorney Agent
Purchase Agreement
Conservator – Adult
Personal Protection Order
Power of Attorney – Out of State
Living Will – Out of State
Garnishment
Legal Separation
Real Estate Closing
Garnishment Exemptions
Name Change – Minor
Automobile Insurance
Domestic Violence

Sample of Work Performed:

Assisted a tribal member evict a person who had been staying with them who refused to leave

Assisted a tribal member file for change of custody

Assisted a tribal member file to request that their child's guardian allow them parenting time

Assisted a tribal member file a small probate estate

Assisted a tribal member file to stop a garnishment of their bank account when the funds in the account were exempt funds

Assisted a tribal member legally change their child's name

Members Assistance
Jason Cross (Interim)

Members Assistance Department

July 2020 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

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

2. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$7,200
- d. 84% Remaining
- e. 33 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	3	1	1	5	2	1	2	0	9

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$3,995
- h. 92% Remaining
- i. 11 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	0	0	0	2	0	0	2	0	3

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$4,943.16
- l. 88% Remaining
- m. 25 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	0	1	0	5	2	1	2	0	6

5. LIHEAP – DHHS Grant Funded Program FY 2020

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

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

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$1,020
- f. 90% Remaining
- g. 9 Elders accessing this program to date

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$1,021.94
- j. 95% Remaining
- k. 6 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$880.00
- n. 99% Remaining
- o. 2 members accessed this program

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$37,750
- r. 92% Remaining
- s. 2 members accessed this program

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

10. Elders Insurance

- t. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- u. 313 Elders enrolled in program.
- v. March invoice \$86,867.31

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
12	0	6	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
5	2	0	2	1	5	2	1	3	0

13. Office Visits

aa. 0 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

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**

**July 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

- 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
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- 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
- 2020 Biologist Committee Meetings
- Lake Michigan Technical Committee

<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
4018 Great Lakes Fisheries Assessment
4097 BIA Great Lakes Restoration Initiative, Native Species
4137 BIA Great Lakes Restoration Initiative, Native Species
4227 BIA Great Lakes Restoration Initiative, Native Species
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

Bob Sanders – Wildlife Division Manager
Angela Kujawa – Wildlife Biologist
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
- Elk and Bear drawing – working with membership and logistical planning
- Answered questions/requests from Tribal membership – through email and phone calls
- Ordered 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

- American marten fieldwork – GLRI project
- Turtle Fieldwork - GLRI project
- Serviced Tractor at Freeman Creek

Meetings/Training/Travel/Conference Calls

Fieldwork planning meeting – July 20th
Conference call with GVSU and University of Minnesota – July 21st
NRD Leads meeting – July 27th

HR and NRD meeting (SABA discussion) – July 28th
American marten project travel (NLP) – July 27th - 30th
Zoom conference call with NRCS – July 30th
Multiple calls with NRD staff throughout July

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
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for Great Lakes Policy Specialist
- Air monitoring station move
- Worked on USEPA Brownfield assessment review of programmatic issues
- Fish community wild rice data work up
- Air quality advance monitoring visit follow up
- Invasive Species Plan
- Division SOPs

Meeting/Training/Travel/Conference Call

- EGLE Call on Line 5 Permit Applications – 7/1
- Environmental Division Huddle 7/6,7/13,7/20, 7/27, 7/23
- NRD Lead Huddle- 7/20
- Meeting with Environmental Team Member – 7/7,
- NOAA / BIA GLRI Wild Rice Call – 7/9
- Call w/ University of Michigan Student – Wild Rice 7/10
- 1:1s with staff: 7/13, 7/13, 7/15,7/27, 7/27, 7/28
- Consultation with ACOE – Line 5 – 7/21
- Meeting with USEPA Tribal Liaison- 7/16
- Call with Director of Lands and Chemical Division USEPA – 7/22
- RTOC Call 7/28
- Meeting with NRCS – 7/30
- Line 5 CORA/GLIFWC Tech Working Group Call 7/30

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning

Brownfield Program

Administration /Reports/Data Entry

- Documented 40 open dumps using IHS Solid Waste/Open Dump form, with photos & GIS coordinates, & data input into ArcMAP & Excel
- Input all GIS Data collected during the 2018 & 2019 Field Seasons into ArcMAP

- Edited Education & Outreach Materials for HMRP
- Edited/Finalized Prompted Survey & Inventory SOP
- Continuing process of procuring Phase Assessments/reports with G&R and Environmental

Field Work and Equipment Maintenance

- Orchard Gaming Open Dump Survey
- Indian Villages I & II Open Dump Surveys
- UST/AST Surveys for Orchard Gaming parcel

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

- Environmental staff weekly huddles (July 6, 13, 27)
- Sat on monthly DOI NRDAR Tribal call (July 7)
- 1:1 meetings with supervisor (July 13, 27)
- Sat on EPA SPCC Overview for Tribes webinar (July 21)
- Environmental staff meeting to discuss new LRBOI Executive Order (July 23)
- N. MI Tribal BF staff catch-up call (July 27)
- Sat on EPA MARC Grants webinar (July 27)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Fish tissue QAPP
- Input May, June, and July Hydrolab data and uploaded to WQX
- 106 Guidance comments
- Image and age scales

Field Work and Equipment Maintenance

- Calibrated Hydrolabs
- July water quality sampling
- Pebble count and flow on Pine Creek
- Electrofish Pine Creek
- Dropped off July Nutrient samples
- Ordered calibration chemicals
- Electrofish Little Manistee – Fisheries Assistance

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

- 7/7- Skype meeting with Ed Hammer about Fish Tissue
- 7/21- Pine River, Silver Creek campground updates
- 7/27- Call with MUCC for river cleanup
- 7/28- Portage Lake Watershed zoom meeting

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Submitted Department Monthly Report – 7/8
- Submitted Department Monthly Report – 7/31
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted PM 2.5 data MDEGLE's Amy Robinson – 7/1

- Submitted revised 2020 Air Quality Program Sampling and Maintenance Plan to Allison – 7/7
- Submitted revised Ozone QAPP to Allison – 7/10
- Submitted Draft Revised Ozone QAPP to Ben and Scott for review and comment – 7/14
- Submitted 5th Qtrly USEPA Progress Report to Allison – 7/15
- Received USEPA's Final Report for Advanced Monitoring Desk Review-TX00E98705-3 completed on 6/18/20 – 7/28

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 7/9 and 7/24
- Completed PM 2.5, Monthly Maintenance & QC – 7/9 and 7/24
- Installed a new set of PM 2.5 filters – 7/9 and 7/30
- Sent collected PM 2.5 filter samples to MDEGLE – 7/8, 7/15 and 7/27

Meeting/Training/Travel/Conference Calls

- Attended weekly Environmental Division huddle – 7/6, 7/13 and 7/27
- Communicated w/supervisor – 7/15 and 7/28
- Attended an Environmental Division meeting to discuss a new directive from management – 7/23
- Attended USEPA's - Home Characteristics and Asthma Triggers Checklist and Training for Home Visitors: Making Homes Healthier webinar – 7/28
- Attended a USEPA's - Let's Clear the Air: Using Ventilation Practices to Promote Healthy IAQ in Schools webinar – 7/30
- Attended Monthly R5 Tribal Air Conference Call – 7/30
-

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

- **Program is delayed due to hiring freeze**

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

July 2020

Meetings/Conferences/Trainings

- On July 7, 2020, I participated in a conference call with Sarah Lucas, Executive Director of Housing North to discuss activities of the group and changes that would be made due to the Covid-19 pandemic.
- On July 8, 2020, I participated in a site visit of the Gaming Commission entryway with Darek Purgiel (Grand Traverse Construction) and Pat Machin (Machin Engineering) to review the construction project to repair the structural problems in the entryway area. It was decided that the project would begin on Monday, July 20, 2020.
- On July 13, 2020, I met with Rusty Smith (LRBOI Maintenance) to review the plan to remove furniture, equipment, etc. from the Gaming Commission entryway area prior to the structural repair work beginning.
- On July 16, 2020, I participated in a meeting of the Construction Task Force.
- On July 20, 2020, I participated in the Tribal Council Agenda Review meeting to go over three items I had scheduled for consideration on the upcoming Tribal Council agenda.
- On July 22, 2020, I participated in an emergency meeting of the Tribal Council to represent three agenda items: Contract Approval for the Government Center Parking Lot project; Contract Approval for the Public Safety Parking Lot reconstruction project, and Request to the BIA for ROW Approval for the Commodities Road project.
- On July 13, 20 & 27, 2020, I participated in a conference calls with LRBOI Tribal Government directors to discuss the status of operations in light of the Covid-19 pandemic. Information was shared and updates provided during the calls.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: Grand Traverse Construction began work on the project on July 20, 2020, and so far, work is proceeding, and things are going pretty well. They expect to complete the project sometime in mid-late August 2020.
- US Census: Due to the Covid-19 pandemic, the timeline for the 2020 Census has been adjusted again. Here is the updated information.
 - The deadline for self-response (online, phone, written questionnaire) to the 2020 Census had previously been extended until October 31, 2020. That has now been changed to September 30, 2020.
 - Census enumerators (who perform in-person data collection for non-responding households) were scheduled to begin doing follow-up with Aki Maadiziwin residents sometime in mid-August. The Census Bureau has requested a location where their staff can work from that is located near Aki Maadiziwin. I have provided three different locations as options but have yet to hear back from my contact at the Census Bureau. At this time, I have not been notified as to when we can expect Census Staff to begin work here.
 - As of August 1, 2020, the response rate of Tribal members living at Aki Maadiziwin was 42.4% (according to US Census statistics) compared to the National rate of 63.1%. There

is no available method to determine the response rate for those Tribal members who live outside of Aki Maadiziwin.

- 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 was signed by the Ogema and forwarded to MDOT for their approval. The MOA was submitted to the MDOT Lansing office for approval and we have yet to receive an executed copy of the document. The hold-up is that we do not have agreement on the method by which the Tribal Transportation Safety Grant funding will be distributed to MDOT. MDOT would like the total amount of funding to be deposited with them up front for their use to pay for project expenses. We have been advised by the BIA that MDOT's proposal is not acceptable and that we need to be invoiced by MDOT for completed work, similar to submitting a pay app. (The BIA has submitted a written communication to that effect to us, and we have shared that communication with MDOT.) We are doing our best to work through this situation, so that we have an executed agreement that is acceptable to both parties.
- BIA Roads—2020 Projects: Due to the Covid-19 pandemic, we encountered delays in moving forward with our 2020 BIA Roads projects, but recently progress has been made. Here are the latest updates on our 2020 projects.
 - The construction contract for the Government Center Parking Lot repair project was approved by Tribal Council. Work is scheduled to begin on September 8, 2020, with a project completion date of September 30, 2020.
 - The construction contract for the Public Safety Parking Lot reconstruction project was approved by Tribal Council. Work is scheduled to begin on September 8, 2020, with a project completion date of September 30, 2020.
 - Tribal Council recently approved the request to the BIA for Right-of-Way approval for the road construction project for the new Food Distribution Building (Commodities Road). The BIA Michigan Agency has the information they need and are processing our request. We anticipate receiving ROW approval by the end of August 2020. The tentative plan is to proceed with construction of the Food Distribution Building and Commodities Road in September-October 2020.
 - The environmental/archeological work for the Cemetery Parcel Road (on the Custer parcel) was not completed until July 2020. The report has been submitted to the BIA Area Office and we hope to receive Environmental Clearance yet this summer. We will then need to apply for BIA Rights-of-Way before work can commence on that project. Given the delays we have experienced already this year, it remains doubtful that any construction work on the Cemetery Parcel Road will happen in 2020. Most likely, construction will not happen until 2021.
 - We have added a road-maintenance project for 2020 to repair the damage done to the Sugar Shack road due to a washout that occurred sometime in May. We will need to replace an existing culvert that failed structurally, causing the washout. The engineering/design work has been completed and we hope to bid out the project in August 2020. It is anticipated that construction will likely take less than a week to complete, and that work can be scheduled in Fall 2020.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	1
City Assist	12
County Assist	4
Medical Assist	5
MSP Assist	1
Other Calls for Service	6
Property Checks	959
Suspicious Person	1
Suspicious Situation	4
Well-Being Check	6

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	1
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	5
Assault	4
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	1
Death	1
Disorderly	3
Domestic Disturbance	6
Drive-Off	2
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	1
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	2
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	3
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	5
Public Peace	1
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject 1

Miscellaneous

Administrative Hours 233.5

Alarm

Attempt to Locate 2

Boat Dock Checks

Casino Hours 181.5

Civil Standby

Community Policing 3

Court Hours

Death Notification

Drug Disposal

Follow-Up Investigations 15

Found Property 2

Lost Property 2

Meetings Attended

Open Door 1

Open Window

PBT

Special Detail

Suicidal Subject 1

Total Complaints 71

Total Reports 71

Training Hours

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage 3466

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	35
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	5
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	184
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1174
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	176.25	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	4	
Assist Hours	3.25	
Citation(s)	2	
Civil	2	
Misdemeanor		
City Assist	1	
City Assist Hours	0.25	
City Original		
City Original Hours		
Complaints	34	
Contacts	63	
Court		
Court Hours		
Follow-up(s)	4	
Follow-up Hours	6.75	
Federal Citation(s)		
Hours Worked	230	
Joint Patrol(s)		
Marine Time	1	
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	0.25	
Property Checks	85	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	912	
Vehicle Stops	25	
Verbal Warning(s)	23	
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department July 2020 Monthly Report

Staff: Valerie Chandler, Tax Officer

Arianne Gray, Tax Department Administrative Assistant (furloughed until 7/31/20)

During the month of July 2020, the Tax Department performed the following:

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Copies of tax forms and RTM verification letters
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
2. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
5. Completed and submitted the Tax Department monthly department report for June 2020.
6. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
7. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
8. Issued 7 Certificates of Exemption:
 - Purchaser: 5 RTMs 2 Tribe/Entity
 - Purchase Type: 5 Vehicles 1 Construction 1 Equipment
9. Reviewed 35 Tribal Member address changes; 2 required updating of the RTM list and database.
10. Mailed 10 Proof of Residency request letters; processed 1 Proof of Residency that was received.
11. Processed 7 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interaction:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs

- Deceased RTMs
- Address changes of RTMs
- RTMs no longer eligible for RTM status
- RTM personal information changes

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) 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 and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2020 and provided it to the Trading Post.
8. Reviewed and processed 2,264 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected 313 cashier errors.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for June, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed June 2020 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Service Tax

Variable Duties and Accomplishments:

1. Met, reviewed, and collected tribal tax due to the Tribe from a Temporary Tribal Business Tax License operating on Tribal land.
2. Worked with ULD in providing written feedback and support to the State Treasury regarding the draft Tribal Consultation Policy and conference call discussion.
3. Corresponded with ULD regarding motor fuel and tobacco issues at the Trading Post and suggestions to address and correct the particular items.
4. Prepared and submitted the Tax Department 2021 draft budget and 2021 tax revenue forecast.
5. Provided suggestions and comments to the Tax Department Lead on organization wide cost savings and the need to have the department's Administrative Assistant return to work.

6. Prepared and submitted an article for the next issue of the Currents as a reminder to the membership of the rules and regulations concerning motor fuel and tobacco tax exemptions.
7. Prepared and submitted the paperwork and help desk ticket to reinstate the department's Administrative Assistant's work status, badge access, and computer access.
8. Submitted a news article to Human Resources to be included in the daily River Resource news publication.
9. Encountered many obstacles (deadlines, computer/printer issues, members unable to enter the building, reduced staffing, etc.) due to the pandemic closure. Tried to be as accommodating as possible which included arranging to meet members at the Trading Post to accept paperwork, extending deadlines, using other means to relay forms and information other than by fax, and constant re-prioritizing of tasks in order to maintain department functions, and assist Tribal Members and businesses.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Prepared and submitted the Tribe's 2nd Quarter Tax Sharing Return.
2. Corresponded with State Treasury regarding agenda items for the Annual Tax Summit.

Little River Trading Post Interactions:

1. Updated the OTP (other tobacco products) list for the Trading Post to reflect the new products available and updated pricing.

Little River Casino Resort Interactions:

1. Worked with staff regarding an error discovered in a submitted tax return. All corrections were made and files updated.
2. Corresponded with Resort Surveillance Manager regarding a questionable Tribal Member fuel and tobacco purchases.
3. Worked with staff regarding a Michigan Treasury notice received in the mail.

Meetings / Trainings Attended During the Month:

1. Directors' conference calls on July 13, 20, and 27, 2020.
2. Tribal Council meeting conference calls on July 1, 8, 15, and 22, 2020.
3. Conference call with the State Treasury Department on July 14, 2020 regarding the draft State/Tribal Consultation Policy.
4. Conference call with the State Treasury Department and other Michigan Tribes for the Annual Tribal Tax Summit on July 29, 2020. The Summit is mandated by the State/Tribe Tax Agreement.

Statistics:

Total Registered Resident Tribal Members (RTMs): 269

- Manistee County: 259
- Mason County: 10

Monthly Tax Revenue*:

*June 2020 amounts received in July

- Retail Sales Tax (Little River Trading Post) \$5,805.12
- Retail Sales Tax (Gift Shop) \$1,599.20
- Lodging & Occupancy Tax \$6,371.37
- Food & Beverage Tax \$23,081.34
- Service Tax \$3.60

Tribal Member Tax Exemption Rates ("Discounts") for August 2020*:

*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.367/gallon
 - Diesel: \$0.387/gallon
 - Cigarette Pack: \$2.00/pack
 - Cigarette Carton: \$20.00/carton
 - OTP (Other tobacco products*): 32% of wholesale price
- *Cigars, chew, snuff, loose tobacco, and cigarillos only

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
July 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:

Note – Schedule/salary reduced by one day due to budgetary issues for departmental staff.

The Director accomplished the following during the month:

1. Responded 63 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. Participated in meetings with the Ogema and other Leads.
3. Attended phone conference meetings of Directors for updates.
4. Participated in Tribal Council meetings via teleconference.
5. Communicated with staff from departments about various items.
6. Participated in conference calls about reopening and staff during continuing Covid-19 emergency.

7. Responded to, read and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
8. Administered, directed and supervised all departmental activities.
9. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
10. Continued limited work on NAGPRA related files.
11. Consulted on additional remains found within the project of the Manistee Gas Production site with Consumers Energy.

The Language Coordinator accomplished the following during this month

- 1) Develop printed language lessons with visual aids for LRB employees and community.
- 2) Develop printed language lessons with visual aids for face book show "Endaaying".
- 3) Now offering zoom lessons with these, getting used to camera angles and lighting.
- 4) Also developing games with the visual aids.
- 5) Also I am developing zoom lessons for beginners, Intermediate, advanced, emersion.
- 6) I am developing zoom lessons for parents with children, grandparents with grandchildren.
- 7) I am developing zoom lessons about our culture and history.
- 8) I have put two big projects on the back burner, translating projects as by Historic Preservation.
- 9) I have created a new schedule for the "Endaaying" re-run posts.
- 10) I am still researching about an on line language project (language camp) with other groups.
- 11) I am still developing power point language lessons starting with LRB buildings.
- 12) I am staying in contact with LRB students.
- 13) Post "Endaaying" on Facebook.
- 14) I edit the videos on Saturdays.
- 15) I respond to Emails, calls, messages about language, culture, history, CD ROMs, classes.
- 16) I do my lessons, planning, and organizing in the afternoon.
- 17) Recycled plastic from Pharmacy.
- 18) Still responding 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.

Information Technology Department
Monthly Report
July 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Contracts were approved for:
 - a. 500MB Internet Connection to facilitate remote work (installation is in process).
 - b. Microsoft Volume Licensing for Office 365, this is being implemented.
 - c. Virtual and cloud backup systems preliminary configuration complete. More servers need to be added.

2. Mandatory IT Projects by order of priority:

- a. August 2020
 - i. Government open by appointment only due to pandemic.
 - ii. Return of staff on August 1st will increase the amount of help desk requests being submitted and slow IT response time.
 - iii. Support All Operations

3. 159 new IT work orders opened in July 2020 and 191 IT work orders completed in July 2020.

Meetings Held / Attended –

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
July 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.
- Working days and times may vary due to COVID 19 and dept. needs, available 24/7
- #1 Mag Meter inoperable Lagoon lift station, contacted contractor for repair

Billing

Water	\$14,400.24
Sewer	\$29,332.47
Irrigation	\$4,533.14
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$13,788.37
Septage	\$9,221.32
Other	\$37.50
Month Total	\$79,382.37
Yr. to Date Water	\$80,344.73
Yr. to Date Sewer	\$100,936.46
Yr. to Date Irrigation	\$17,827.28
Yr. to Date Fire Suppression	\$56,488.31
Yr. to Date Manistee Township	\$99,232.68
Yr. to Date Septage	\$46,156.94
Other Revenue	\$8,121.36
Credit	\$0.00
Yr. to Date Total	\$409,107.76

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,303,939**
 - b. Ave Daily Flow Gallons 171,095**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,685,676**
 - b. Daily Average Gallons 86,635**

- Effluent Gallons**
 - a. 2,673,206**
 - b. Daily Average Gallons 86,233**
 - c. Waste Sludge Gallons 87,000**

- Lagoon**
 - a. Influent 157,923**
 - b. Daily Average Gallons 5,094**

- 3. Septic Sewage**
 - a. Gallons 157,923**

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