

**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 *LB*
Naangwa: Date: August 3, 2020
Maanda Nji: Re: June 2020 Operations Report

We respectfully submit the June 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
June, 2020

TABLE OF CONTENTS

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

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

June, 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 May18 - 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 June.***
 - i. *AKI 2 – 2019-20 Homes – Little Valley Home – No Payments***
 - ii. *Gaming Commission Entryway – No Payments***
 - iii. *Public Safety Building – Grand Traverse EC- No Payments***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of June, were, \$889,466.84 the General & Special Revenue Account had a total of (248) 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 2019-2020 – Ongoing working on uploading documents that the auditor requested 2019 - Year purchases, Fixed Asset control.***
- 7. *1099MISC. – 2019 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2019.***
- 8. *Sending out some of the returned 1099MISC as corrected addresses come in.***
- 9. *BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
- 10. *Tribal Financial Statement Requirements: Due by the 8th of the month.***
 - 1. *Cash Deposits***
 - 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***
 - 3. *Utilities report – current payments – monthly report of payments.***

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

Other Meetings

June 2nd - Construction Task Force – Conference Call - Accounting Dept.

June 9th – Formula Funds, Meeting on Expensing

June 18th – Solid Circle – Inventory Control - Assets

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, Reopening meeting, White House Update, Health Department, Reimbursement Task Force, COVID Funds, FEMA, State Emergency Operations Center, CARES Act Funding

Trainings Held / Attended – Reopening training

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *Sent out July 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 five modifications in June for the following grants:*
 - *EPA PPG grant no cost extension from 10/1/18-9/30/20 to 10/1/18-9/30/22.*
 - *Dept. of Justice OVW FY 2017 grant no cost extension from 10/1/17-9/30/20 to 10/1/17-9/30/21.*
 - *GLITEC Saving Lives Project grant no cost extension from 1/15/20-8/31/20 to 1/15/20-10/1/20.*
 - *2020 BIA Self Governance Compact additional funding for \$120,000.*
 - *2017-2020 Caregiver Support grant no cost extension from 4/1/19-3/31/20 to 4/1/19-3/31/21.*
- *Grant modification documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. 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.*

- *Additional reporting required for the grants approved for a no cost extension I had to update on the reporting calendar. The Grant Program Facts Sheet that is in the Grant Program Booklet that identifies reporting due dates had to be updated to reflect those additional reports.*
- *The Tribe received four new grants in June for the following:*
 - *ITC Peer Recovery Support Initiative funding amount of \$100,000 for the period of 3/1/20-9/30/20.*
 - *HRSA COVID 2020 funding amount of \$505,650.71.*
 - *FVPS CARES Act supplement funding amount of \$8,525 for the period of 3/27/20-9/30/21.*
 - *CARES Act for Nutrition Services funding amount of \$76,760 for the period of 4/1/20-9/30/21.*
- *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.*
- *Provided the Auditors with additional information that they requested.*
- *Worked with Gary Lewis, Utilities and Matt Zoch, IHS Project Engineer on reconciling the expenses for the IHS Planning Activities for the Lagoon Wastewater Treatment Facility grant. Expenses were reconciled so a payment request was created and signed by the Tribal Ogema and submitted to IHS in the amount of \$30,327.88.*

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

PAYROLL

Duties and Accomplishments –

1. Processed 295 payroll vouchers/checks.
2. Verified 108 PAF's this month which included new 0 employee(s), and 1 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 June 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 June 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 June.
8. Addressing payroll concerns and/or corrections as necessary.
9. Completed processing of May Relief payment to the membership.
10. Enrolled LRBOI in the Work Share program for employees on a reduced work schedule.
11. Completed work share plan setup for seven groups of staff members.
12. Completed first work share certifications for the week of 6/8/20.

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.
4. Processing of 2nd quarter reporting.

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 and 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. Quoted flag poles and landscaping.

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 June, 2020, are \$585,346, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date June, 2020, represent 43% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

June 2020 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 4 student received school clothing/activities assistance totaling \$2000. 1 student requested \$250 for driver's training assistance.
- Higher Education Scholarship: No higher education scholarship are available in summer
- College Book Stipend: 16 book stipend were issued in June 2020, 5 for 1-3 credits, 4 for 3-8 credits and 7 for 9+ credits totaling \$5700.

During the month of June the following occurred:

Attended phone in Director Meetings and attended phone in Tribal Council meetings through the month of June.

Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

June 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: 7 Applications forms for people seeking membership
- Sent out: 37 Address change forms
- Created 5 New and Replacement ID's from 06/01/2020 through 06/30/2020
- 145 Addresses changed from 06/01/2020 through 06/30/2020
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 5
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 06/01/2020
- List request of Membership: Public Information & Tax Department
- Label request of Membership: 0
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Family Services

- Department Verifications:
 1. Prosecutor 40
 2. Family Services 1
 3. Member's Assistance 6
 4. PRC/EHAP 15

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 6 Members passed away for the Bereavement Benefit
- Sent out 8 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 336 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's meeting (phone conference) – June 1st, 8th, 15th, 22nd & 29th
- Reopening Director's meeting – June 2nd
- Tribal Council Agenda review – June 22nd & 29th
- Tribal Council meeting – June 3rd, 10th, 17th, & 24th
- Tribal Council Work Session – Enrollment Commission June 23rd
- Tribal Council Work Session – Enrollment Ordinance June 29th
- Enrollment Commission meeting – June 23rd

Enrollment Statistics

- Total Membership: 4,144
- Total number of Elders: 1,413
- Total number of Adults (18-54): 2,389
- Total number of Minors (0-17): 342
- Total Tribal Members living in:
 - 9 County Area: 1,695
 - Outside 9 County Area: 2,358
 - Michigan: 2,683
 - Outside Michigan: 1,370
 - Undeliverable Addresses: 91

Family Services
Jason Cross

Family Services Department

June 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	4
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	2
Total	6

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 Weekly Zoom Staff Meetings

- 6/1, 6/8, 6/15, 6/22, & 6/29

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (2); New Intake(s) (0); Cases closed (1)
 - Provided: advocacy, legal assistance, transitional housing, and judicial advocacy.
- Had (4) face to face meetings; (58) client phone meetings; (1) transports
- US Attorney conference call on a case (3)

Virtual Collaboration Meetings

- 6/1 & 6/3 – LRBOI Tribal Council agenda review & council (by phone)
- 6/8 – Manistee DVSART meeting
- 6/18 & 6/25 – UTFAV MI Tribal Advocate meeting
- 6/24 – Muskegon CAC board meeting
- 6/29 – LRBOI Tribal Council agenda review (by phone)

Travel & Training/Webinars

- 6/16 – Underserved Community COVID (MCEDSV)
- 6/16 – DocuSign training w/Stacy McMartin
- 6/23 – DocuSign training w/Stacy McMartin
- 6/25 – Online Communication for Advocates (NNEDV)

Outreach/Education

- N/A

Grants

- 6/10 – FVSPA CARE Act (webinar)
- 6/18 – VOCA Updates (webinar)
- 6/25 – FVSPA meeting w/grant manager Betty Johnson (Zoom)
- 6/30 – FVSPA CARE Act grant application was submitted

Case Reviews

- 6/11 & 6/30 – Case Review w/Amber

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (0); New Intake(s) (0); Cases closed (0)

Virtual Collaboration Meetings

- 6/2 & 6/9 – Oceana Co. Interagency meeting
- 6/4, 6/11, 6/18 – UTFAV Tribal Advocate meeting
- 6/24 - Muskegon Co. Human Trafficking committee
- 6/24 – Muskegon DV/SA Task Force meeting
- 6/25 – Muskegon Case Managers meeting
- 6/26 - Kent County DVCCRT meeting

Training Webinars

- N/A

Outreach/Education

- 6/29 – Suicide Prevention (Health West)

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 (18) telephone contacts

Virtual Collaboration Efforts/Meetings

- 6/2 – Manistee HSCB
- 6/4 - UTFAV Tribal Advocate Meeting
- 6/8 – Manistee DVSART Meeting
- 6/25 – meet w/Biny Building Counseling w/Kristie
- 6/30 – Wexford, OASIS Task Force Meeting

Training/Webinars/Pod Casts

- 6/2 - CCAW Welcome video and web series informational video
- 6/4 - Estimating the Impact of DV on Local Communities in a Post COVID Environment
- 6/5 - The Art of Perception: Seeing What Matters Most
- 6/5 - No Visible Bruises: Examining the Data of DV
- 6/11 - Eviction Diversion Webinar
- 6/16 - Underserved Communities and COVID-19
- 6/23 - DocuSign Training
- 6/24 - Trauma-Informed Advocacy in the Time of a Pandemic
- 6/25 - Online Communication for Advocates
- 6/26 - Welcome video for the Coalition to End Sexual Exploitation Online Global Summit
- 6/30 - The Art of Perception I & II (Crimes Against Women Conference)

Outreach/Education

- Social media posts and updates.
- Interview with Scott F. / Manistee News Advocate for a DV/COVID-19 article.
- Was contacted by a pastor from TAB Manistee to attend a collaboration luncheon in July. Shared information about our program with him.

Other

- Made updates to website including adding a COVID-19 resource page.
- Monitored social media for any incoming communication (0).
- Researched chat platforms for our website

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (2), New Intake(s) (0); Cases closed (1)
- Had (1) client face to face meetings
- Had (14) telephone contacts

Virtual Collaboration Meetings

- 6/4, 6/11, 6/18 - UTFAV Tribal Advocate

- 6/8 – Manistee, DVSART
- 6/9 – Manistee, HSCB
- 6/23 – Manistee, Early Childhood Collaboration
- 6/24 – Manistee, Suicide Education Awareness
- 6/30 – Wexford, OASIS Task Force Meeting

Training/Webinars

- 6/1 - MiVAN Intimate Partner SA. WSCC Coping with COVID series, Ch.4.
- 6/1 - Survivors Margins of Black Comm: Centering the Needs/Hard of Hearing Survivors
- 6/4 - Estimating the Impact of DV on Local Communities in a Post COVID Environment
- 6/5 - A Journey to Healing: Let's Talk About Grief
- 6/10 - "Eviction Diversion" (DHHS)
- 6/16 - Underserved Communities and COVID-19 (UMOJA)
- 6/17 - Abusive head trauma webinar series (PAAM)
- 6/17 - LGBTQIA+ Communities and Sexual Violence
- 6/19 – COVID Health Inequities: Burden in Black, Indigenous, & People of Color Comm
- 6/22 - Re-watch UTFAV Firearms webinars parts 1 &2
- 6/23 - Protecting Children –The Dynamics of Child Sexual Abuse– Kristen Feden
- 6/24 - The Defining Masculinity: Training with Resilience, Advocates for Ending Violence
- 6/24 - Trauma-Informed Advocacy in the Time of a Pandemic
- 6/25 - Online Communication for Advocates (NNEDV)

Outreach/Education

- N/A

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	5	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	44	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 opened on Monday, June 22nd to a prioritized list of children
- 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 clearing.

<https://www.manisteenews.com/local-news/article/Next-Generation-prepares-to-return-15350199.php?fbclid=IwAR1ikKSvFlA75sPIUR2Pb022n5oob7RYL6Th5mAIUOU6S74EnC4oIwxYht4>



LRBOI Be Da Bin Behavioral Health Program June 2020 Report

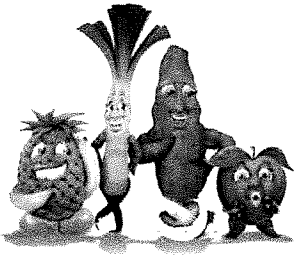
Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, Intake/Casemanager; Julie Ramsey, Prevention Worker; and James Gibson "JD", contractual Traditional Healer. Charlotte and Julie are currently laid off.

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 7 clients.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie will be assisting with some clients as needed and are using the bluejean application from Dr. Hawley. Angela is doing the report for the Mental Health Block grant. Dottie has been updating/adding to the RPMS system for Indian Health Services to get us back on track. Angela has 37 clients at this time. Angela had 59 sessions this month, completed one assessment, and 8 hours of telepsychiatry. Dottie currently has 24 clients (after discharges). Dottie had 37 sessions, 4 crisis calls, and 54 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, along with continuing webinars for continuing education. We are working on better data collecting.

Dottie was also on conference calls/Zoom meetings with Indian Health Services Bemidji Behavioral Health (monthly now), and with the State of Michigan and Suicide Prevention Coalitions biweekly calls. Dottie participated in the SEA (Substance Education and Awareness) meeting and lead the Manistee County Suicide Prevention Coalition meeting on zoom. She is also working with Jason Cross, Family Services Director, on the SOR grant. Staff continued to keep updated on the developments for the virus.

Food Distribution
Ken LaHaye



Food Distribution Program

June 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 6/5,6/9,6/10,6/11, and 6/12.

We conducted 32 deliveries.

We received deliveries on 6/4,6/11, and 6/18.

Ken picked up produce in Petoskey on 6/24.

Ken and Melanie distributed Farm to Family on 6/25.

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

3 Meetings

Ken had meetings with USDA 6/1,6/22, and 6/29.

Ken had directors meeting 6/1,6/8,6/15,6/22, and6/29.

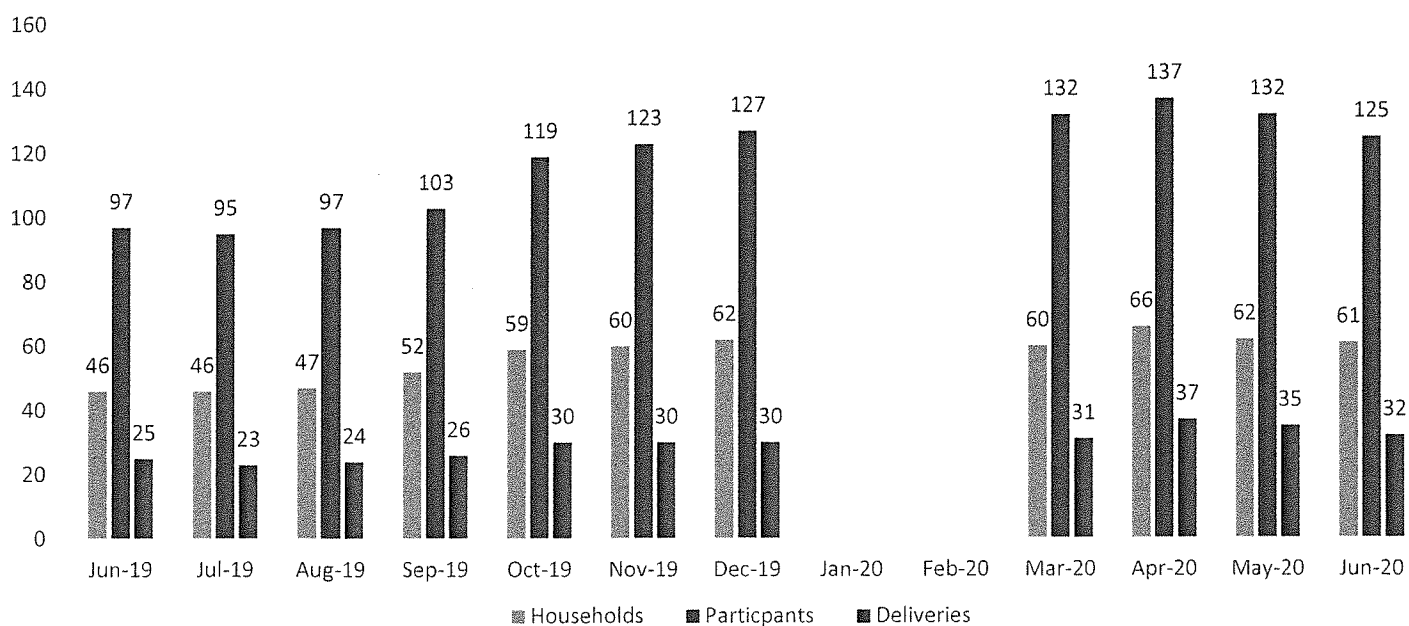
Ken had Council Meetings 6/3 and 6/17.

Ken had USDA Operations call 6/18.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

June 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 6/30/20:** 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.

- **PIH COVID19 Supplemental:** 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:

- ∞ **Submitted a 105 L application/proposal to IHS Bemidji valued at \$528,000 in overhead cost recovery annually.** They immediately responded and said that they received it and are in the process of reconciling the calculations (a 60-day process) so that there is no overlap of funding from the Federal Government. Hopefully, we are not disqualified for this funding based on the above description. **Update 6/26/20:** We submitted additional material and are still awaiting a final figure, we may hear back in July. We began this process in November of 2019. COVID19 stay at home orders has affected the processing of this request on the part of IHS.
- ∞ **Both March & April:** Dr. Wever has submitted a couple formula ITC of Michigan and Great Lakes Inter-Tribal Epidemiology (subaward grant work plans) to receive COVID19 Response funding of which he has accessed. We are expecting additional funds from these two sources as remaining funds will be dispersed in a formula fashion.
- ∞ **We are working with Steve Wheeler and Accounting staff to determine if there are formula funds of the \$4.8M** received so far that will be remaining that can be used for Clinic/Pharmacy purposes.

Update 6/30/20: If so, a plan will be put forth in June to expense some funding to Clinic use.

- Assisted Dr. Wever in 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 6/30/20: The contract for this project was just ratified by Council, though the funding has been available since March 2020. The COVID19 and IT crisis which both began in March, disrupted both the Council in approving the spending and Families Services from having the personnel to start the processes. We will be using our existing SolidCircle Doc Mgt system to create electronic assessments. The assessments will be used to direct treatment.

Food Distribution:

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

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

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

Update 6/30/20: We have received partial funding for freezers/coolers installed and a forklift. This grant writer has also responded to a questionnaire re: our request for extending the Food Distribution Center (FDC) by 20' to 80' X 120.' Additionally, the IT camera & door security systems were detailed out to the funding source.

- **COVID19 funding for the Nutrition Demo Kitchen:** We applied for \$15,000 in kitchen equipment in April to the UDA supplemental COVID19 funding. We will hear back in June on this as well.

Historic Preservation & Language:

- 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.

Maintenance:

- ∅ No Active applications or projects, though COVID19 funds could be used to help build part of a new Maintenance building (Loading dock and emergency storage area about \$150,000 value).

Natural Resources:

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

Update 6/30/20: The facility is nearly complete, and should be up and running by the end of August 2020. Natural Resources has been on temporary layoff until June, so the opening of this new facility and the return of staff should coincide well.

Public Safety:

- ∞ **Update 6/30/20: 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 July, but the parking lot and paved entrance to the garage is be delayed at least until late August due to COVID19 interfering with contactors' schedules.

Water/Waste/Renewable Energy:

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

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

- ∞ **Working with Gary regarding COVID19 fund use:** We have identified several projects that could be funded by CARES. Once Unified Legal presents a schedule of eligible expenses, Leadership will have an opportunity to review a number projects to fund.

Update 6/30/20: 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:

- **COVID19 Expenditure Plan:** Compiled a department by department COVID19 allocated & unallocated spending plan for leadership to review and advance.

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 10, 2020

Re: June 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 June 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.

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

CLINIC OPERATIONS:

406 patients scheduled

30 patients NO-SHOW to scheduled appointments

8 patients provided SAME DAY appointments for emergent matters**

170 cancelled appointments

214 patients attending CLINIC PHYSICIAN appointments**

21 patients PHONE TRIAGE**

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

47 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 693

Diabetic patients: 111

Flu Vaccines: 0

Injections: 16

Nursing Visits: 5 **

On-site Labs: 261

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,166

DIRECT CALLS TO CLINIC OPERATIONS: 462

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 16

TRAVEL HOURS: 60

SERVICE HOURS: 17

NUMBER SERVED: 16

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 10 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: 60

TOTAL SERVICE HOURS: 17

TOTAL CLIENTS SERVED: 16

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$75,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1530

TOTAL PRC PAID IN JUNE: \$49,735.52

PHARMACY/OTHER: \$31,687.74

DENTAL: \$11,909.85

TOTAL PATIENTS: 207 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 418

TOTAL CLAIMS ENTERED: 306

TOTAL PRC PAID 2020: \$269,326.13

TOTAL EHAP PAID IN JUNE: \$25,627.17

TOTAL EHAP PAID 2020: \$183,548.68

TOTAL ENROLLED EHAP/LRBOI: 1347

NEW APPLICATIONS MAILED OR GIVEN: 19

REASSESSMENTS MAILED OR GIVEN: 0

MEDICARE LIKE RATE (MLR) Savings for JUNE 2020

Claims submitted: 19
\$24,287.84 (total submitted)

-\$ 4,472.33(what we paid)

\$19,815.51(total savings)

PATIENT BENEFIT COORDINATORS: JUNE 2020

Assisted with on-line applications: 0

Webinars/Trainings: 0

Phone calls: 0

New Patient Registration: 0

Established Patient Registration: 0

Referrals to Other Departments: 0

**Both Teresa Callis and Roberta Davis have been off since March 18, 2020.

PHARMACY: JUNE 2020

Active patients: 335

Prescriptions filled: 1306

Insurance charges: \$99,284.73

Insurance payments received: \$122,906.28

Non-member cash/copays received: \$361.30

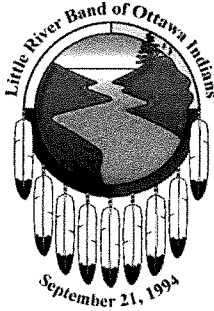
PRC-equivalent write offs:

LRBOI: \$26,046.92

Other Tribes: \$329.51

TOTAL: \$26,376.43

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 June 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. June 1st, all housing staff was brought back to work 32 hours a work week.
- B. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 2
 - New leases: 2
 - Annual Inspections: 0
 - Move-out Inspections: 2
 - Move outs: 1
 - Transfers: 1
- C. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 7
 - Total Amount of Awards for the Year: \$34,411
- D. Maintenance did spring clean up for the housing residents. Done differently this year, residents brought items out for disposal to the curbside and maintenance picked up with tractor and trucks. Seemed to have gone over well with residents done this way.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 0
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 79 rental units in total of which 74 were rented giving us an occupancy rating of 94%.

- A. Aki has 55 income based rental units of which 51 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 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 28 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 7 units are rented.
- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes- final inspection to be completed in July for occupancy in August.
- B. Replacement of the 12 Elder's back decking- 6 Units Remaining to be done
- C. 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.
- D. 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.

VII. Other Information

- A. Housing Department was closed due to COVID-19 on March 13th. Housing staff was all back in office working 32 hours by June 1st.
- B. Working on Orkin contract to get pest control on units where the resident has requested outside pest control for ants, spiders.

End of Report
Tara Bailey, Housing Director
July 9, 2020

Cc: File

Human Resources
Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: May 2020 HR Department Report

Date: 7/7/20

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.

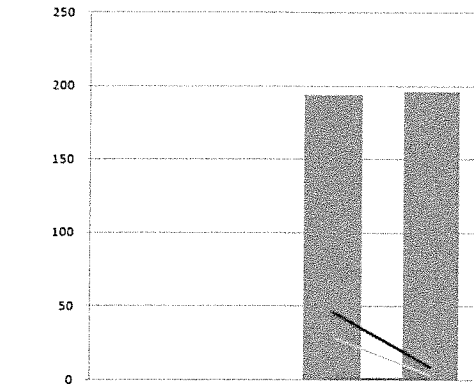
1) HR 2020 Operational Plan

- a) The 2020 Operational Plan currently includes 52 projects and major tasks. It originally started with 27 on 1/1/20, and 1 was added in June.
- b) June Summary: The theme for June was “navigate and communicate the present”! The primary focus of June was assisting the organization in implementing multiple key strategic decisions, including extending the TLA for some to 7/31, re-opening government facilities for employees only, launching a reduced work schedule for the bulk of staff, launching a Work Share Program with the Michigan Unemployment Insurance Agency (UIA) to permit unemployment compensation for reduced-schedule employees, and finally executing a limited recall of staff to support Gaming and other important functions. These events drove a significant amount of back-office administrative work, and we appreciate the great collaboration between HR, Payroll and Accounting. One key result was a zero-error wage reduction process. This work was possible in part because we continue to stress communication and collaboration both within the department and with our partner departments. Internally our daily Huddles, weekly one-on-ones and other process work continued, and we re-launched our weekly HR Checklist meeting to track open administrative issues and gain visibility into potential future issues. Another specific victory of note was again the preparation and communication of information to both leaders and the LRBOI team as a whole. We ensured that leaders had advance copies of all communications and solicited their input, and then worked to make sure individual team members received timely information. This included 5 updates on the Work Share program and its events and issues, announcements on strategic decisions, and continued daily publication of the employee newsletter, The River Resource. Thank you to everyone in a supervisory position for your work during this difficult time. HR thanks all its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

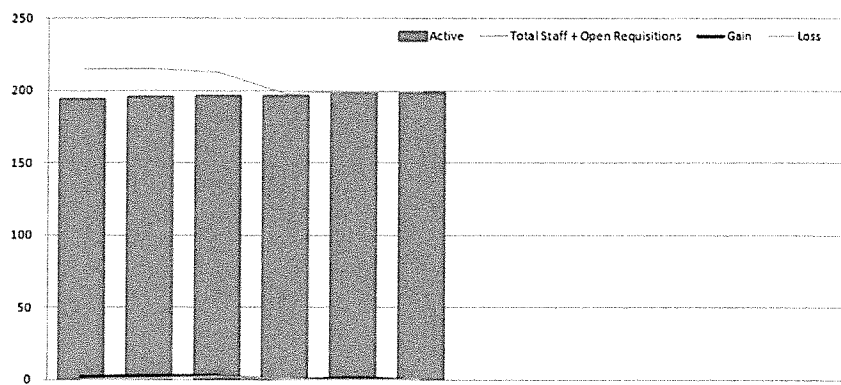
2) Talent Acquisition

- a) Talent Acquisition
 - i) Number of Hires During the Month: 0
 - ii) Number of Hires Year to Date: 8
 - iii) Number of Applicants Year to Date: Unavailable due to March 4 data loss.
 - iv) Number of Open Positions: 0
 - 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 continued at 0 in June.

Staffing



Variables	2019	2020
Active	194	196
Inactive	3	2
Total Staff	197	198
Open Requisitions	8	9
Total Staff + Open Requisitions	205	207
Average Fill %	96.1%	95.7%
Gain	46	9
Loss	29	3
Net Gain (Loss)	17	6

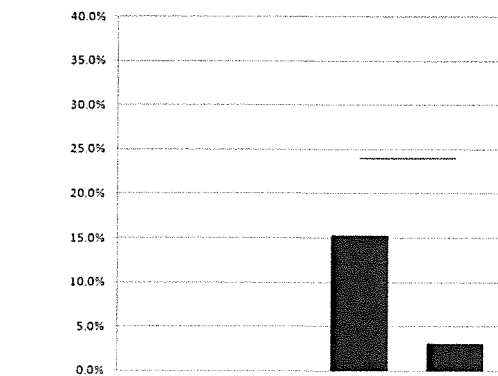


Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Active	194	195	196	196	198	198						
Total Staff + Open Requisitions	205	206	207	207	210	210						
Gain	2	3	3	0	1	0						
Loss	0	1	2	0	0	0						
Net Gain (Loss)	2	2	1	0	1	0						

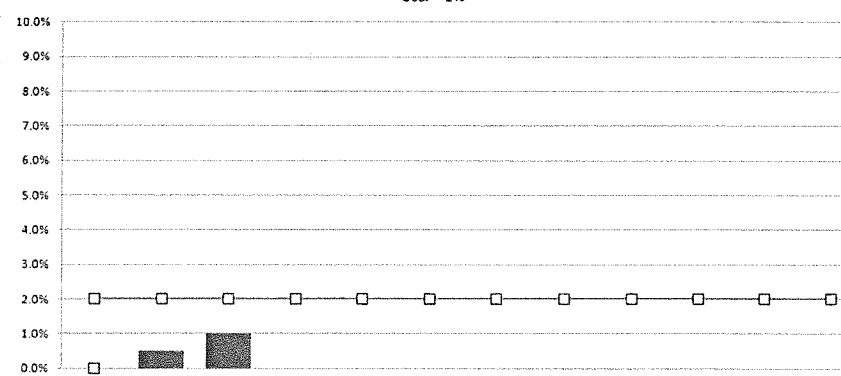
Michigan Unemployment

3.8% 3.6% 4.3% 22.7% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

Turnover



Variables	2019	2020
Turnover Percentage	15.2%	3.0%
Total Separations	30	3
Average # of Associates	197	99



Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Turnover Percentage	0.0%	0.5%	1.0%	0.0%	0.0%	0.0%						
Total Separations	0	1	2	0	0	0	0	0	0	0	0	0
Average # of Associates	195	197	198	198	199	199	0	0	0	0	0	0

3) Talent Development and Relations

a) Continued leadership development.

- Result: HR assisted the organization and leaders through key strategic decisions, including employee communication. The Leadership Roundtable was not conducted in June due to the organizations focus on several key strategic decisions.

b) HR Department Development Initiatives:

- Provided additional HR support to the leadership of various departments.
- Assisted leaders in developing and implementing a TLA Return to Work process, that meets the needs of constituent departments and focuses on good communication. To-date 36 people have returned to work from, and 57 continue on TLA.
- Continued daily HR Newsletter publication to help team members stay informed and connected.

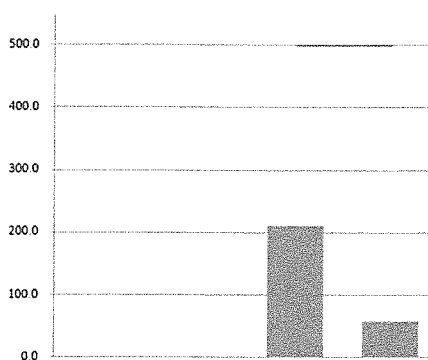
iv) Participated in the development and conduct of employee return-to-facility training. We appreciate the work of our partner leaders in the execution of a successful train-the-trainer strategy. The initial training was for leaders, who then trained their team members. The result was an 80.3% return rate for training acknowledgements. We are happy to help our leadership and TERT teammates in accomplishing the task, and specifically would like to thank Brandy Martin for her work on this issue. Thanks Brandy!

v) Participated in the process to develop, communicate and implement a reduced work schedule.

vi) Completed a draft survey for leaders 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



Yearly Avg

Variables	#DIV/0!	#DIV/0!	2019	2020
Total Training Hours			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



Goal = 500 Hours per Month

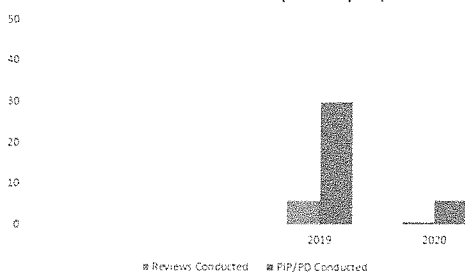
Months

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

Performance Events (Reviews/PIP)

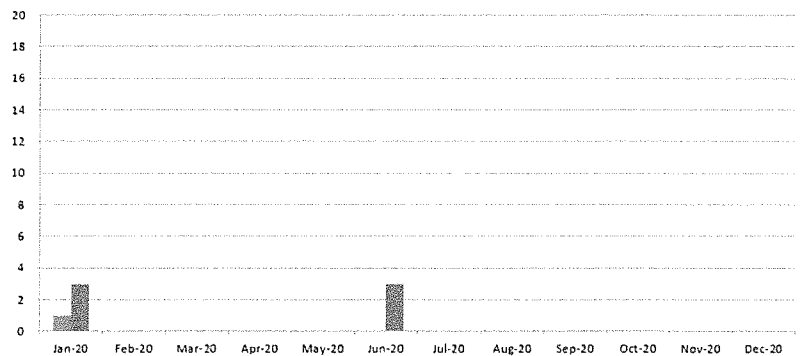
Performance Events (Reviews/PIP)



■ Reviews Conducted ■ PIP/PD Conducted

Year

Variables			2019	2020
Percent of Staff Receiving Feedback			97%	100%
Reviews Conducted			6	1
PIP/PD Conducted			30	6
Total Staff			197	1186



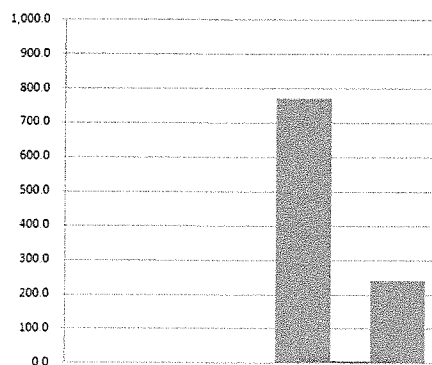
Months

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%	2%						
1	0	0	0	0	0						
3	0	0	0	0	3						
195	197	198	198	199	199						

4) Benefits and HR Administration

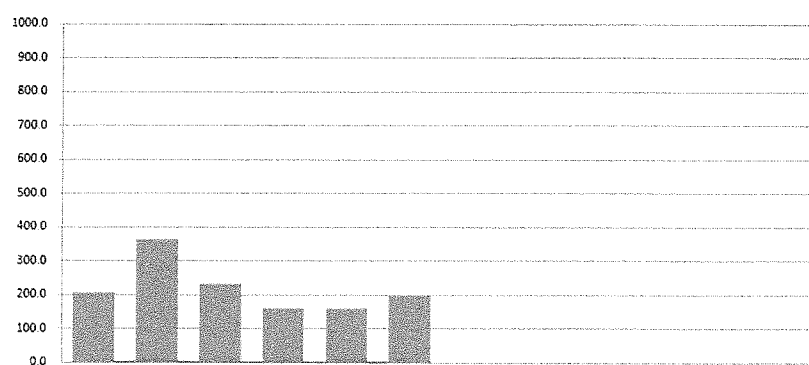
- a) Continued working to improve the previously identified benefit process issues and concerns.
- b) Actions Taken:
 - (1) Benefits Work Priority: 1 – Understand Unemployment Benefits in the Michigan COVID-19 Environment, 2 – Assist Team Members with Unemployment and Benefit Issues, 3 - Launch 2021 Health Insurance Quoting Process, 4 – 401(k) Audit
- c) Continued assisting team members through the unemployment claim process.
- d) Continued processing 401(k) loans with our third-party administrator, KDP.
- e) Implemented LRBOI participation in a Michigan UIA Work Share Program for team members working the reduced schedule. Due to organizational and system issues with UIA, this was a significant challenge and required significant problem-solving. We continue to work through a number of issues with limited ability to communicate with UIA. HR now has access to the LRBOI UIA employer account and can help with the tools available in that portal. We appreciate the great collaboration with Payroll and Accounting. Thanks to Angie Stone and Lani Rozga!
- f) Developed and implemented a TLA Return to Work benefits adjustment process to address voluntary benefit and 401(k) loans issues that accumulate during TLA.
- g) Initiated the 2021 health insurance quoting process.
- h) Leave Notes
 - i) Leave Hours continued at record low levels during June, due primarily to minimum operations and TLA.

Leave (Excluding PTO and Holidays)



Variables	#DIV/0!	#DIV/0!	2019	2020
Total Leave Hours	#DIV/0!	#DIV/0!	771.9	241.5
Total Leave Events	#DIV/0!	#DIV/0!	28.3	0.3
Number of FTE Positions			4.8	1.5

Leave Hours by Type				
Bereavement			1,144	248
Education			345	112
FML			5,036	872
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	1,325

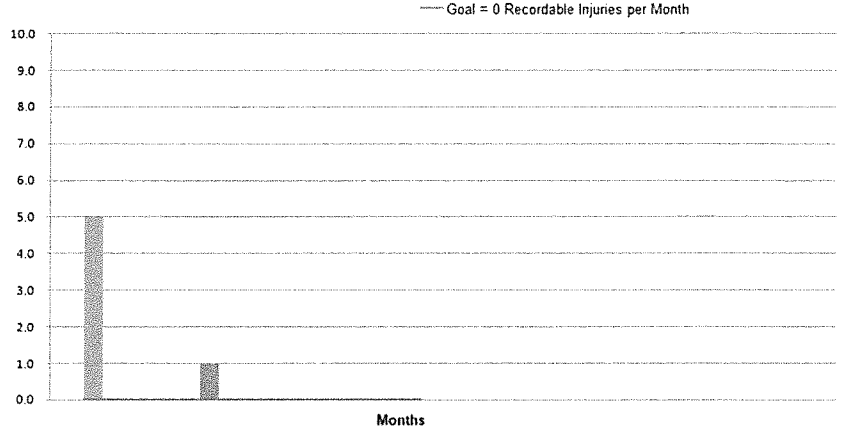
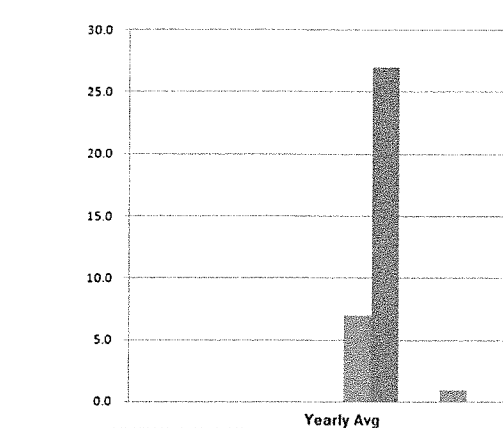


Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
207.13	364.50	234.50	160.00	160.00	200.00						
0.00	0.00	0.00	1.00	1.00	1.00						
1.29	2.28	1.47	1.00	1.00	1.25						
32.00	144.00	32.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00
64.00	24.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72.00	160.00	160.00	160.00	160.00	160.00	0.00	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
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	0	0	0	0	0	0

5) Safety

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

Safety (Recordable Injuries and Near-Miss Incidents)



Variables	2019	2020
Total Recordable Injuries	7.0	1.0
Goal	0	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

Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0.0	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
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	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	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

June 2020

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

TM	NA	D	S	NP	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

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:

1. June Tribal Preference Employment was 62.2% of total employment, no change from last month.
2. Data since January 2019 shows the following:
 - a. The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
 - i. 2020 Tribal Preference applications are 11.8% of all applications received.
 - ii. 2019 Tribal Preference applications were 14.1% of all applications received.
 - b. Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - i. 2020 Tribal Preference hires are 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) Prior to the temporary leave, the Workforce Development team continued work on three key projects:
 - (1) Support of current WFD programs.
 - (2) Development of a WFD Strategic Plan and Annual program objectives.
 - (3) Tribal Development Team support.
- ii) We received one request for WFD service in June. This item is in-process.

Information Technology

George LeVasseur

Information Technology Department
Monthly Report
June 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Submitted new contracts for:
 - a. 500MB Internet Connection to facilitate remote work.
 - b. Microsoft Volume Licensing for Office 365
 - c. Virtual and cloud backup systems
2. **Mandatory IT Projects by order of priority:**
 - a. June 2020
 - i. Government remains closed due to pandemic.
 - ii. Recovery of servers destroyed March 4th complete.
 - iii. Support Essential Operations
3. 303 new IT work orders opened in June 2020 and 292 IT work orders completed in June 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: July 9, 2020
Re: June 2020 report of activities

Number of tribal members assisted on new issues 59

Number of referrals received 1

Number of continuing cases: 42

Types of legal issues:

Child support	Employment
Probate Estate	Adult Conservator Accounting
Divorce	Real Estate
Wills	Estate Planning
Post Divorce Matters	Power of Attorney
Trusts	Parenting Time
Child Protective Services	Amend Regulations
Custody	Notary
FMLA	Evictions and COVID-19
Land Contract	Minor Guardian - Terminate
Medical Power of Attorney	Certificate of Trust
Ombudsmen	SSI
Codicil	Felon in Possession of a Gun
Business	Amend Medical Power of Attorney
Power of Attorney – Amend	Claim and Delivery
Objection to Ex-Parte Order	Adult Guardian
Medicare	Paternity
Funeral Representative Designee	Business
Estate Planning – Amendments	Unemployment

Child Support Arrearages
Housing
Limited Guardian – Minor
Objection to Parenting Time Order
Probate Issues
Assignment of Land Contract
Adoption
Per Capita

Supervised Parenting Time
Native Artifacts
Evictions
Criminal
Step Parent Adoption
Transcripts
Title to Vehicle

Sample of Work Performed:

Assisted a tribal member amend their estate planning documents

Assisted a tribal member who had a complaint filed against them with CPS

Assisted a tribal member negotiate a settlement in a divorce case

Assisted a tribal member request that their child's guardian allow them to see their child

Assisted a tribal member object to an ex-parte order their ex received giving them custody of their minor children that was based on lies

Assisted a tribal member purchase a home

Assisted a tribal member sell their real estate on land contract

Assisted a trial member with child support issues

Members Assistance
Jason Cross (Interim)

Members Assistance Department

June 2020 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

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

2. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$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 Zíibi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

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

**June 2020 Monthly Report
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participate in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory;
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff, Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis – Receptionist (Off on TLA)

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries Division:

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Dana Castle – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician (Off on TLA)

Alycia Peterson – Great Lakes Fisheries Technician (Off on TLA)

Corey Wells - Fisheries Technician, Inland (Off on TLA)

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
- Biologists recalled back to work
- Program work plans discussion related to COVID-19
- Consent Decree Data Reporting
- Grant Management
- Artic Grayling Stewardship Plan drafting/ revisions
- Contract draft/ revision for Artic Grayling Stewardship Plan
- GLFT Grant Purchase Requisition for PIT tag array
- Great Lakes Subsistence fishing licenses
- Assisting Membership with services

Equipment maintenance/Field Work/Lab Work:

- Manistee River sturgeon Drift sampling
- Great Lakes Fisheries Assessment gear preparation
- Manistee LWAP Fisheries Assessment conducted
- Sickie Creek electrofishing for Water Quality program

Meetings/Training/Travel/Conference Calls

- 2020 Great Lakes Fishing Negotiations
- 2020 Biologist Committee Meetings
- Lake Michigan Technical Committee organization for virtual meeting
- Tribal Council work session GLFT Grant Purchase of PIT Tag Arrays
- Tribal Council Meeting for GLFT Grant Purchase

<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.
- Coordination on Deer issues/regulations with MDNR, Tribal Counterparts
- Elk and Bear drawing and correspondence – (06/18)
- 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 turtle research project
- 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 – On going

Environmental Program

Allison Smart –Environmental Division Manager
Tom Shepard – Air Quality Specialist
Breanna Knudsen – Brownfield Specialist
Zach Prause - Aquatic Biologist – Water Quality
Vacant – Aquatic Biologist - Wetlands

EPA Programs under Performance Partnership Grant Funding

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- Communication with USEPA and EGLE on reopening
- Reviewed Budgets for environmental programs
- Communicated with USEPA on various environmental issues
- New Staff guidebook
- RTOC Prep
- Position plan for Aquatic Biologist – Wetlands
- Air Monitoring Move Correspondence
- Enbridge Line 5 permit Review
- PPG Allocation for FY21/22 and started planning for FY21/22
- PPG Grant application
- Solid Waste Planning
- Open Dump SOPs
- Assist with Fish Tissue QAPP
- Sent budget and workplan for BIA Capacity Building Grant to Acct.

Meeting/Training/Travel/Conference Call

- HHW Meeting (Zoom) 6/2
- Reopening Plan for NRD Meeting 6/2
- GLRI Tribal Forum 6/3
- 1:1 with Team Member – 6/3 (x3); 6/15; 6/18; 6/19
- Meeting with HR @ NRD 6/3
- Meeting with Breanna on Solid Waste Program 6/8, 6/15
- Agenda Review 6/8
- Wild Rice Initiative working group call 6/9
- Tribal Council Meeting 6/10
- Call with NOAA on Wild Rice 6/10
- Advanced Monitoring Visit EPA Air Program 6/18
- NRD Leadership meeting 6/22; 6/29
- RTOC Caucus Meeting 6/22
- RTOC Meeting (Microsoft Teams) 6/24
- CORA Enbridge Call 6/26
- Meeting w/ Breanna HMRP 6/26

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Updated CERCLA 128(a) Public Record
- CERCLA 128(a) Public Record updated on NRD Website by IT
- Notice of CERCLA 128(a) Public Record update sent to Currents
- Sent bid requests for Phase Assessments for Orchard Warehouse & Dontz A parcels
- Additional edits to HMRP submitted to supervisor
- Revisions to HMRO submitted to supervisor
- Documented 21 open dumps using IHS Solid Waste/Open Dump form, with photos & GIS coordinates
- Updated 2020 Fieldwork Plan & submitted to supervisor

Field Work and Equipment Maintenance

- RR Grade Open Dump Surveys
- Orchard Warehouse Open Dump Surveys
- Dontz A Open Dump Surveys

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

- Environmental staff weekly huddles (June 3, 8, 15, 22, 29)
- Met with supervisor 1:1 (June 3 & 15)
- Met with supervisor re: Open Dump surveys (June 8 & 15)
- Met with supervisor & director re: Benefit Leaves (June 9)
- Calls with N.M.I Tribal BF Working Group (June 1, 29)
- Sat on quarterly 128(a) EPA Region 5 Tribal call (June 4)
- Met with supervisor re: Remote Work Agreement (June 22)
- Sat on Tribal Caucus call (June 22)
- Met with supervisor re: HMRP edits (June 29)
- Sat on USGS Spill Fate teleconferences (June 16 & 17)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Fish tissue QAPP
- Input February Nutrient data and uploaded to WQX

Field Work and Equipment Maintenance

- Calibrated Hydrolabs
- June water quality sampling
- Electrofish Sickle Creek
- Replaced WQ Boat battery
- Replaced ATV Battery
- Sent out Zooplankton samples
- Sent out Macro Samples
- Sent out hydrolab

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

- 6/23- Tribal water call
- 6/30- Portage Lake Watershed zoom meeting

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 6/8 and 6/22
- Completed PM 2.5, Monthly Maintenance & QC – 6/8 and 6/22
- Completed PM 2.5, Quarterly Maintenance & QC – 6/22/20
- Installed a new set of PM 2.5 filters – 6/19
- Sent collected PM 2.5 filter samples to MDEGLE – 6/2, 6/8, 6/15 and 6/29

Meeting/Training/Travel/Conference Calls

- Attended weekly Environmental Division huddle – 6/3, 6/8, 6/15, 6/22 and 6/29
- Communicated w/supervisor – 6/3 and 6/18
- Attended National Institute of Environmental Health Sciences webinar - Understanding Global Climate Change and How It Affects Air Quality and Human Health – 6/10
- Attended Advanced Monitoring Desk Review call with USEPA Project Officer Benjamin Giwojna – 6/18
- Attended UC Davis's teleconference - Introduction to the State of Air Sensors – 6/24
- Attended MDEGLE's webinar - A Deep Dive into Air Permitting - Particulate Emissions – 6/24
- Attended Monthly R5 Tribal Air Conference Call – 6/23

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

June 2020

Meetings/Conferences/Trainings

- On June 2, 2020, I participated in a conference call to discuss the reopening of the Tribal Government Offices on June 3. The discussion outlined a number of safety protocols that would need to be followed by staff when we came back to work in the offices.
- On June 2, 2000, I participated in a conference call with members of the Construction Task Force to discuss the situation with Constructors, Inc. (the contractor for the Gaming Commission Entryway project). They were unable to provide a performance bond as required by the contract with them. The Task Force initially decided to rebid the project. That decision was later modified to award the contract to the contractor with the second-place bid—Grand Traverse Construction.
- On June 9, 2020, I participated in a virtual meeting with the Executive Committee of the Housing North Board of Directors.
- On June 22, 2020, I participated in a conference call for Tribal Council Agenda Review, as I had an item on the June 24 agenda—Contract with Grand Traverse Construction. The Tribal Council would approve the contract at their June 24, 2020 meeting.
- On June 29, 2020, I participated in a conference call for Tribal Council Agenda Review. I had an item on the July 1 meeting for acceptance of BIA Roads contract funding to be accepted into the Tribal budget. The Tribal Council approved this item at their July 1, 2020 meeting.
- On June 30, 2020, I participated (by conference call) in the Manistee County Community Foundation Board meeting.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: As mentioned in the previous section of this report, Grand Traverse Construction was awarded the contract to perform the necessary repairs to the Gaming Commission entryway. Grand Traverse Construction will begin work on the project on July 20, 2020. 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 accordingly.
 - The deadline for self-response (online, phone, written questionnaire) to the 2020 Census has been extended until October 31, 2020.
 - We have been notified that Census enumerators (who perform in-person data collection for non-responding households) will be doing follow-up with Aki Maadiziwin residents sometime in mid-August. The Census Bureau will provide us with a firm start date for this process once it is scheduled.
 - As of July 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 60.8%. 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. Here are the latest updates on our 2020 projects.
 - The plan design for the Government Center Parking Lot repair project is complete and we anticipate work to begin sometime in late July.
 - The Public Safety Parking Lot bid proposal should be sent out for bid in early July, with an expected start date for construction sometime in late-July.
 - We anticipate that the environmental/archeological work for the Cemetery Parcel Road (on the Custer parcel) to be completed by the end of June. We will then need to apply for BIA Rights-of-Way before work can commence on that project. Hopefully, there will be time to complete construction before the end of the 2020 construction season.
 - We have been notified by the BIA that we will receive environmental clearance for the road construction project for the new Food Distribution Building. Once we have written notification of the environmental clearance, we can then submit a request to the BIA for Right-of-Way approval. Road construction will likely coincide with the construction of the new building. We expect both to be completed by the end of the 2020 construction season.
 - 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 road has been closed by the Ogema until the necessary repairs can be made.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	3
City Assist	8
County Assist	8
Medical Assist	1
MSP Assist	1
Other Calls for Service	1
Property Checks	577
Suspicious Person	1
Suspicious Situation	2
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	1
Other Traffic Citation	
OUID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	7
Unsecured Vehicle	
Verbal Warning	3
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	9
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	1
Disorderly	1
Domestic Disturbance	8
Drive-Off	2
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
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	5
Liquor Violation	
Minor in Possession	4
Missing Person	
Money Laundering	
Motor Vehicle Theft	1
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	1
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	4
Public Peace	
Resisting	1
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	3

Miscellaneous

Administrative Hours	259.25
Alarm	1
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	194.75
Civil Standby	
Community Policing	1
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	16
Found Property	
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	46
Total Reports	45
Training Hours	
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3404
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	222.75	
Arrest(s)	1	
Male	1	
Female		
ATV Patrol Hours		
Assist(s)	6	
Assist Hours	3	
Citation(s)	2	
Civil	2	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	27	
Contacts	51	
Court		
Court Hours		
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	254.75	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1	
Paper Service		
Possible Trespass		
PR Activities	3	
PR Activities Hours	4.75	
Property Checks	117	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	641	
Vehicle Stops	12	
Verbal Warning(s)	10	
Written Warning(s)		
Training/Travel		

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

Administrative Hours	55.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	3
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	254.75
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	1528
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Tax Department June 2020 Monthly Report

Staff: Valerie Chandler, Tax Officer

Arianne Gray, Tax Department Administrative Assistant (currently on furlough)

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

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding, 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)
 - Reservations for Aki Maadiziwin Community Center
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 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 May 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 6 Certificates of Exemption:
 - Purchaser: 5 RTMs 1 Tribe/Entity
 - Purchase Type: 5 Vehicles 1 Construction
9. Reviewed 43 Tribal Member address changes; 5 required updating of the RTM list and database.
10. Mailed 7 Proof of Residency request letters; processed 1 Proof of Residency that was received.
11. Processed 1 Motor Fuel Registration.
12. Issued 1 Temporary Tribal Business Tax License to a vendor.

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 include:
 - 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 July 2020 and provided it to the Trading Post.
8. Reviewed and processed 2,039 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected 287 cashier errors.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for May, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed May 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

Variable Duties and Accomplishments:

1. Reviewed current 2020 department budget and submitted proposed line item cuts to the Budget Coordinator for this year if necessary.
2. Due to the closure of the Aki Maadiziwin Community Center for the remainder of 2020, all Tribal Members with reservations were contacted to inform them of the cancellations.
3. Prepared and submitted check requests to Accounting for Tribal Members' Aki Maadiziwin Community Center deposit refunds due to the cancellation of all 2020 reservations.

4. Prepared and submitted an article to Public Affairs regarding the continued closure of the Aki Maadiziwin Community Center to any reservations for the remainder of the year to be published in the Currents and on the website.
5. Worked with ULD and Public Safety to ensure the Tribal Member fireworks vendor on property secured a Temporary Tribal Business Tax License, had a Safety Response Plan, and obtained the Fireworks Permit and inspection requirements prior to any sales.
6. 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. Corresponded with the State Department of Treasury Tribal Affairs office regarding a tax exempt purchase eligibility.
2. Prepared and submitted the Tribe's 1st quarter retail sales tax sharing return to the State of Michigan Department of Treasury.

Little River Trading Post Interactions:

1. Corresponded with Resort Surveillance Manager regarding a questionable Tribal Member fuel purchase and a log of purchase history.

Little River Casino Resort Interactions:

1. Worked with staff regarding errors discovered in submitted tax returns. All corrections were made and files updated.
2. Corresponded with staff to obtain copies of tax paperwork that was accidentally omitted in the Resort's monthly tax return due to a different staff member preparing the returns.

Meetings / Trainings Attended During the Month:

1. Safety Re-opening Plan conference call training on June 2, 2020.
2. Directors' conference calls on June 8, 15, 22, and 29, 2020.
3. Tribal Council meeting conference calls on June 3, 10, 17, and 24, 2020.

Statistics:

Total Registered Resident Tribal Members (RTMs): 268

- Manistee County: 258
- Mason County: 10

Monthly Tax Revenue:*

*May 2020 amounts received in June

- Retail Sales Tax (Little River Trading Post) \$1,984.69
- Retail Sales Tax (Gift Shop) \$62.38

- Lodging & Occupancy Tax \$151.22
- Food & Beverage Tax \$1,858.11

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

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

- Gasoline: \$0.351/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
June 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 43 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 weekly 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.

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 developing 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) Responded to Emails, notifications, messages about language, camp.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
June 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 staff member returned to work, 1 on lay off
- Sonar failed Casino Lift Station running on float back-ups

Billing

Water	\$12,037.53
Sewer	\$17,808.89
Irrigation	\$3,462.02
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$13,170.54
Septage	\$9,510.06
Other	\$163.00
Month Total	\$64,221.37
Yr. to Date Water	\$65,944.49
Yr. to Date Sewer	\$54,328.68
Yr. to Date Irrigation	\$13,294.14
Yr. to Date Fire Suppression	\$48,418.98
Yr. to Date Manistee Township	\$85,445.22
Yr. to Date Septage	\$36,935.82
Other Revenue	\$8,083.86
Credit	\$0.00
Yr. to Date Total	\$312,451.19

1. Well House Pumping in Gallons

Total Flow Gallons

a. 4,137,769

b. Ave Daily Flow Gallons 137,926

2. Gallons of Treated Wastewater SBR

Influent Gallons

a. 2,389,107

b. Daily Average Gallons 82,383

Effluent Gallons

a. 2,341,537

b. Daily Average Gallons 80,743

c. Waste Sludge Gallons 61,000

Lagoon

a. Influent 158,501

b. Daily Average Gallons 5,283

3. Septic Sewage

a. Gallons 158,501

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