

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

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

We respectfully submit the August 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
August, 2020

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

August, 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 August.***
 - i. *AKI 2 – 2019-20 Homes – Little Valley Home – \$128,010***
 - ii. *Gaming Commission Entryway – \$1,500***
 - iii. *Public Safety Building – Grand Traverse EC- No Payments***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of August, were, \$603,897.07 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 2020-2021 – Fixed Asset control.***
- 7. *1099MISC. – 2019 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2019.***
- 8. *Sending out some of the returned 1099MISC as corrected addresses come in.***
- 9. *BP Card – gas card access – Continued updates and changes as it relates to new hires and departures. Working on processes.***
- 10. *Tribal Financial Statement Requirements: Due by the 8th of the month.***
 - 1. *Cash Deposits***
 - 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***
 - 3. *Utilities report – current payments – monthly report of payments.***

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

Other Meetings

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

August -Re-Opening Training

August – Inventory Review- Sage

August – Fleet Card

August – Payment Kiosk

Duties and Accomplishments –

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

Meetings Held / Attended – Directors meeting, White House Update, Agenda Review, Council, CARES Act money, Drew/Revel, Lunchroom

Trainings Held / Attended – Fast Command, Reopening, Evacuation Chair(TERT)

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *Sent out August report notices to Program Administrators to let them know when they need to submit their grant report(s) to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *Sent out notices to Program Administrators to let them know of grants that will be ending.*
- *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *Reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those fund numbers assigned and grant name so the revenue can be recorded for that grant.*
- *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *Prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *Prepared all the cover letters attached to the grant reports, had the Tribal Ogema signed them then submitted to the funding agencies. Once the Ogema signs the reports, they are scanned and placed in the electronic grant report folders and a hard 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 nine modifications in August for the following grants:*
 1. *2020 BIA Self Governance Compact COVID funding of \$36,769.*
 2. *2019-2020 Child Care Mandatory grant additional funding of \$3,374.*
 3. *2019-2020 Child Care Mandatory grant additional funding of \$16,604.*
 4. *2019-2022 Child Care Development grant additional funding of \$3,375.*
 5. *2020 ITC Peer Recovery Support grant additional funding of \$10,000.*
 6. *2020 ITC Peer Recovery Support grant extension from 3/1/20-9/30/20 to 3/1/20-9/30/21.*
 7. *2018-2020 EPA PPG grant additional funding of \$102,078.*
 8. *2019-2020 ITC Head Start & Early Head Start grant additional funding of \$4,868.*
 9. *2020 BIA Self Governance Compact COVID funding of \$46,677.*
- *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 CFO who was filling in for the Budget Coordinator who was off 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 August for the following:
 1. USDA FDPIR CARES ACT grant funding amount of \$241,800 for the period of 7/9/20-9/30/23.
 2. 2020 ITC Head Start & Early Head Start grant COVID funding amount of \$23,625 for the period of 7/13/20-10/31/20.
 3. USDA FDPIR Nutrition Education grant funding amount of \$11,080 for the period of 8/18/20-9/30/21.
 4. State of Michigan Child Care Relief Fund grant funding amount of \$7,400.
- On the new grants that 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 CFO was covering for the Budget Coordinator who was off so I forwarded copies of the new award documents to him 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, Kathleen forwarded me copies of the resolutions passed. Since the Budget Coordinator was off the budgets will be inputted into the Accounting System once he returns. All award documents 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 three billing invoices to ITC on the following grants:
 1. 2019-2020 ITC Behavioral Health in the amount of \$7,883.40.
 2. 2019-2020 ITC Head Start & Early Head Start in the amount of \$37,553.18.
 3. 2019-2020 ITC Home Visiting Expansion in the amount of \$5,876.27
- Created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. Billing invoices were scanned and sent electronically to the Project Officers at ITC. The amounts requested were entered on the August cash receipt journal and August grant spreadsheet. Amounts requested were entered separately for each grant on the draw down sheet that is in each grant booklet. The draw down sheets were scanned to the electronic folders and the documentation was placed in the Grant Program Booklets.
- Since the audit for 2019 has been completed and filed, I went through the most current monthly draw down spreadsheet (August) and moved the grants that had ended to the closeout grant spreadsheet. This is completed annually when the audit has finished. There are now 70 current grants that I manage and report on. There are grants listed on that spreadsheet that are multiple year grants that are assigned a new fund number each grant cycle. This is done so that once a funding cycle ends the funds that haven't been spent are not accidentally spent. Even though a funding cycle has ended and a new one begins, I still have to report on all years of funding due to the grant being a multi-year award.
- Prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.

- *Submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of August.*
- *Worked with the Grant Program Administrators on any questions they have related to the grant they are administering.*

Meetings Held/Attended

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

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

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

PAYROLL

Duties and Accomplishments –

1. Processed 385 payroll vouchers/checks.
2. Verified 104 PAF's this month which included new 1 employee(s), and 5 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 8/14 and 8/28.
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 –

8/13 – Meeting with HR regarding 27 pays in 2020 due to processing of 1/1/21 payroll.

8/13 – Meeting with HR regarding Presidential Executive Order: Payroll Tax Holiday.

Trainings Held / Attended –

8/5 – COVID Reopening Training

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 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in August 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 August 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 August.
8. Addressing payroll concerns and/or corrections as necessary.
9. Reported to HR the amounts owed for voluntary deductions for employees who returned from temporary leave.
10. Prepared per cap eligibility sheet for the October payment to be calculated.

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 October 1st per capita distribution.
5. Prepare September Certification of Personnel Costs and send to appropriate directors for signature.

ACCOUNTS PAYABLE

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

Meetings Held / Attended -

Special Tasks / Activities Performed –

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give report to Brandy.*
- 4. Contact vendors/departments with discrepancies on invoices.*
- 5. Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Assist with invoice discrepancies
2. Assist with credit card discrepancies
3. Reconcile and edit travel closeouts
4. Maintain and track contract files and log
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates
8. Merge vendors in accounting system
9. Data entry of purchase orders
10. Distribute purchase orders and contracts
11. Obtain bids and quotes
12. Enter line item cancellations
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software
15. Post mail and create shipping labels
16. Distribute incoming and outgoing mail
17. Process incoming invoices and log incoming checks
18. Maintain certified, bulk, and fed-ex records
19. Manage and order mail supplies
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders
21. Issue out of compliance memo's
22. Process bulk mail requests
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports

Meetings Held / Attended –

8/5/20 Reopen Certification

8-27 Fed Ex Training

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 8/4 GSA training, working with US Bank.
2. 8/4 GSA training, how to order with GSA Global Supply
3. 8/4 GSA training, visa IntellLink
4. 8/4 GSA training, GSA Advantage
5. 8/5 GSA training, GSA SmartPay Program updates
6. 8/6 GSA training, GSA Advanced purchase card management.
7. 8/6 GSA training, Access online basics: card setup and maintenance
8. 8/6 GSA training, Certification

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 August, 2020, are \$694,064, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date August, 2020, represent 50% of the total annual budget.

Education
Yvonne Parsons

No report submitted

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

August 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: 2 Applications forms for people seeking membership
- Sent out: 30 Address change forms
- Created 56 New and Replacement ID's from 08/01/2020 through 08/31/2020
- 119 Addresses changed from 08/01/2020 through 08/31/2020
- Final Rejection Letters: 0
- Final Acceptance Letters: 5
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 1
- 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 08/01/2020
- List request of Membership: Public Information, Elders, Election Board & Tax Office
- Label request of Membership: Elders & Election Board
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: 0
- Department Verifications:
 1. Prosecutor 72
 2. Food Distribution 2
 3. Member's Assistance 29
 4. PRC/EHAP 74
 5. Casino 7
 6. Family Services 2
 7. Human Resources/Workforce Development 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 Members passed away for the Bereavement Benefit
- Sent out 7 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 8 Tuition Waiver Verifications
- 532 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's meeting (phone conference) – August 3rd, 10th & 31st
- Tribal Council Meeting – August 5th, 12th, 19th & 26th
- Tribal Council Work Session-Enrollment Ordinance – August 13th
- Leadership Roundtable – August 18th
- Enrollment Commission Meeting – August 4th

Enrollment Statistics

- Total Membership: 4,133
- Total number of Elders: 1,416
- Total number of Adults (18-54): 2,383
- Total number of Minors (0-17): 334
- Total Tribal Members living in:
 - 9 County Area: 1,707
 - Outside 9 County Area: 2,358
 - Michigan: 2,690
 - Outside Michigan: 1,375
 - Undeliverable Addresses: 68

Family Services
Jason Cross

Family Services Department

August 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	1
Muskegon	0
Mason	0
Lake	0
Wexford	0
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	2

Open Cases.....41

Total number of Tribal members served in open cases: 42

Total number of descendants served in open cases: 13

Total number of individuals served in open cases: 87

Cases Management:

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



Victim Services Program Monthly Staff Meetings

- 8/5 & 8/10

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (2); New Intake(s) (1); Cases closed (0)
 - Provided: advocacy, legal assistance, and judicial advocacy.
- Had (2) face to face meetings; (43) client phone meetings; (1) transports; (1) court hearing(s); and (1) PPO assistance

Virtual Collaboration Meetings

- 8/10 – Manistee DVSART meeting
- 8/27 – UTFAV MI Tribal Advocate meeting
- 8/27 – Kent Co. CCRT meeting

Travel & Training/Webinars

- 8/3-8/7 – Virtual Technology Summit (NNEDV)
- 8/27 – Consortium TA Team COVID Special Topic Series: Engaging Landlords

Outreach/Education

- N/A

Grants

- 8/5 – MI COVID Continuity & Stability grant virtual meeting
- 8/7 – MI COVID Continuity & Stability grant revised budget submitted
- 8/12 – VOCA desk review was submitted
- 8/26 – MTVAC (VOCA Mandatory quarterly meeting)
- 8/28 – FVSPA phone meeting w/grant manager Betty Johnson

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current (2); New Intake(s) (2); Cases closed (0)
- Had (2) client face to face meetings
- Had (0) home visits
- Had (48) telephone contacts

Supervision/Case Reviews

- 8/27

Virtual Collaboration Efforts/Meetings

- 8/4 – Manistee HSCB Meeting
- 8/10 – Manistee DVSART Meeting
- 8/13, 27 – UTFAV MI Tribal Advocate Meeting
- 8/18 – Abby R. (NC3)
- 8/24 – Youth Armory Project Back to School Kick Off Planning Meeting
- 8/28 – Wexford Co. OASIS DVSA Task Force Meeting

Training/Webinars/Pod Casts

- 8/3 - Surviving & Thriving After Jeffrey Epstein/about trafficking & sexual exploitation (CESE)
- 8/3 – 8/7 – Virtual Technology Summit (NNEDV)
- 8/5 – 8/7 - Virtual VAWA and ICWA Training
- 8/7 - Mending the Rainbow: Working with the Native LGBT/Two-Spirit Community (NIWRC)
- 8/11 - Coercion & Consent: A Study of the Social & Legal Implications of #MeToo, Dirty John, & Suicide-by-Text (CCAW)
- 8/11 - Traumatic Bonding: Why Victims May Trade Escape Skills for Coping Skills (CCAW)
- 8/12 - Coercion & Consent: Social & Legal Implications of #MeToo (CCAW)
- 8/14 - Seven Zoom Meeting Tips Every User Should Know (Simpletivity)
- 8/14 - Four Options for How to Present a PowerPoint Slide Show in Zoom Meetings
- 8/19 - Domestic Violence and Pets (NIWRC)
- 8/20 - Traumatic Bonding: Why Victims May Trade Escape Skills for Coping Skills (CCAW)
- 8/21 - Better Practices for Supporting LGBTQIA+ Victim/Survivors (Safe Haven Ministries)
- 8/24 - Navigating Justice for Women in Indian Country (CCAW)
- 8/25 - Meeting the Needs of AI/AN Survivors w/Disabilities (Vera Institute of Justice)

Outreach/Education

- Made social media posts
- Submitted an article for the September Currents
- 8/28 – Youth Armory Back to School Kick Off Event/Resource Table

Other

- Made updates to website including additions to the program's resource page.
- Monitored social media for any incoming communication (1 non-victim related).
- Re-organized client room files.
- Created a survey and gathered resources for the Youth Armory Back to School Kick Off Event.
- 8/20 - Attended meeting with Amber to discuss traumatic bonding webinar and continue working on DV month activities.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (2), New Intake(s) (0); Cases closed (3)
- Had (1) face to face meeting
- Had (1) transportation
- Had (21) telephone contacts

Supervision/Case Reviews

- 8/26

Virtual Collaboration Meetings

- 8/4 – Manistee HSCB meeting
- 8/13 – UTFAV MI Tribal Advocate bi-weekly meeting
- 8/27 – Muskegon Case Managers meeting
- 8/28 – Wexford Co. OASIS meeting

Training/Webinars

- 8/3/20-8/7/20 - Virtual Technology Summit (NNEDV)
- 8/5/20-8/7/20 - Virtual VAWA and ICWA Training
- 8/3-8/28 - Pathways in Victim Services Series
- 8/11 - Part 1 Systemic Racism & Health: Solutions, Making Change Happen
- 8/18 - Grief in 2020/the Arab American Community, from Detroit to the Homeland

- 8/19 – Services to Survivors of SA in the Military/Military & Comm. Based Collaboration
- 8/19 - Supportive Services Available to Survivors of Sexual Assault in the Military – A Military- and Community-Based Collaboration
- 8/25 - Meeting the Needs of American Indian and AN Survivors with Disabilities
- 8/25 - Enhancing Services to Male Survivors Part II: Voices from the Field Confirmation
- 8/26 - How LE Leaders Can Build a Trauma Informed Response Culture at Their Agency
- 8/26 - Clear the Smoke Marijuana Prevention Task Force presentation
- 8/27 - Empowering Children in Shelter
- 8/27 - We are showing it through Wisdom

Outreach/Education

- 8/28 – Youth Armory Back to School Kick Off Event/Resource Table

Next Generation Learning Center-August 2020

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

Enrollment Statistics:

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

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

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

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

LRBOI Collaborations (Sub Committees)

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

Center Happenings:

- NGLC held the virtual meeting for the State of Michigan Quality Improvement Rating System work group for area child care providers on August 17, 2020.
- 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.

LRBOI Be Da Bin Behavioral Health Program - August 2020 Report

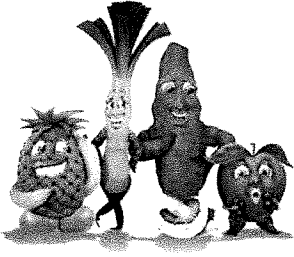
Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson "JD", contractual Traditional Healer.

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

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed and are using the bluejean application from Dr. Hawley. Dottie has been updating/adding to the RPMS system for Indian Health Services to get us back on track. Angela has 35 clients at this time. Angela had 53 sessions this month, 58 Follow ups, completed 4 assessments, and 7 hours of telepsychiatry. Dottie currently has 28 clients & (2 Recovery Support). Dottie had 52 sessions, 2 crisis calls (referral for treatment), 5 assessments, and 44 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars for continuing education. Both are working with Jason Cross, Director, on current grants.

Dottie was also on conference call/Zoom meeting with Tribal Council for the Suicide Prevention Billboard and have been planning for community suicide prevention awareness campaign in September. Dottie and Angela attended the webinar through ITC on Dementia and health conditions on August 26 and the Manistee County Suicide Prevention Coalition on August 19 both online. Staff continued to keep updated on the developments for the virus and working on continued educational credits for certification needs.

Food Distribution
Ken LaHaye



Food Distribution Program

August 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 8/7,8/11,8/12,8/14and 8/17.

We had HIS inspection on 8/13.

We conducted 34 deliveries.

We received deliveries on 8/6,8/10, and 8/13.

Food Distribution Office is open to the public by appointment only.

Ken was on vacation 8/18 until 8/25.

3 Meetings

Ken had meetings with USDA 8/3 and 8/17.

Ken had directors meeting 8/10.

Ken and Melanie had USDA Operations call 8/20.

Ken and Melanie attended the USDA Midwest Regional Meeting 8/26 and 8/27.

Ken and Melanie attended USDA webinar training for the new Bonus Food Package.

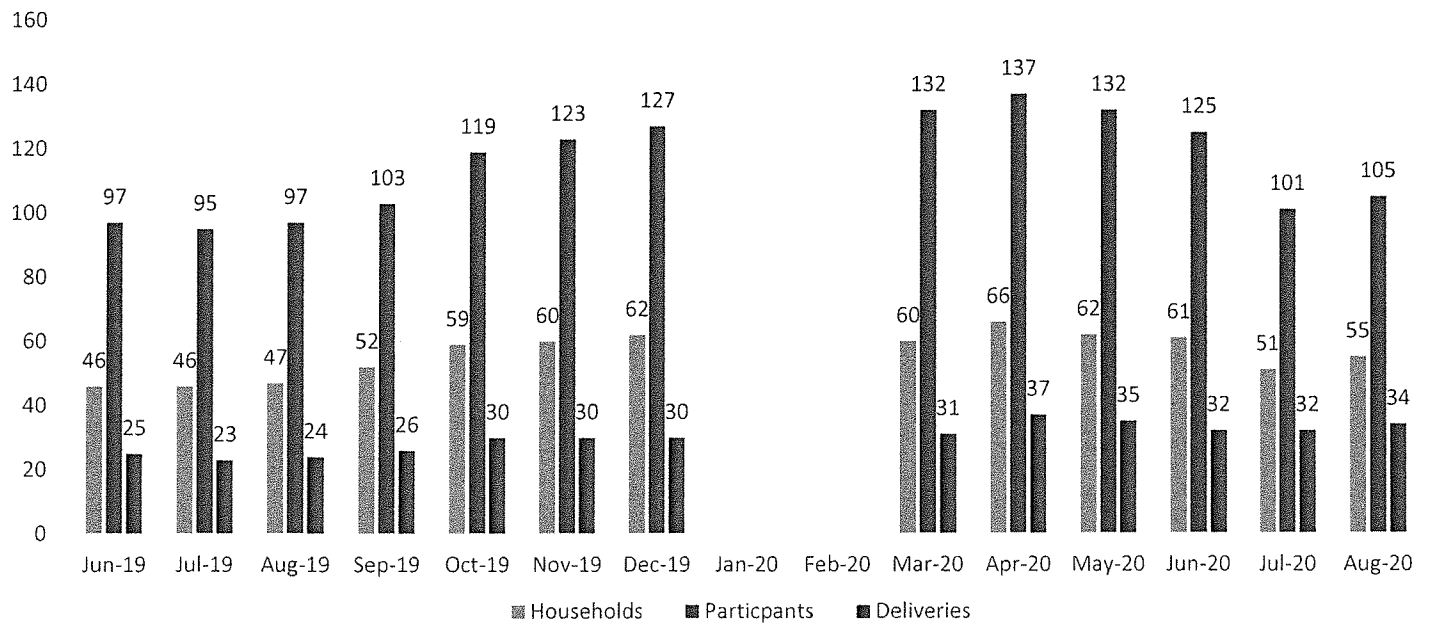
Ken attended design meeting on 8/25.

Ken attended Agenda Review on 8/31

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

August 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 8/31/20: LRBOI has received this grant \$898,560: HUD announced supplemental ICDBG-CARES funding.** Working with Tara and Chris of Little Valley Homes Cadillac to construct (4) 2-bedroom and (1) 3-bedroom homes at Aki Maadiziwin. The ground prep will likely start in October. The homes will be completed in June 2021.
- **Update 8/31/20: PIH COVID19 Supplemental: LRBOI has received this grant:** Tara Bailey received notice of \$91k+ for preventing, preparing for and responding to the COVID crisis. This Grant Writer helped her get acceptance of the award through Council (Bill Willis was away on leave).

Clinic:

- **Exploring with Dr. Wever and Accounting staff the need to repay IHS going back to 2014 an overpayment of Indirect Costs to the Tribe.** Not paying the funds back will block LRBOI from receiving any grants from IHS.
- ∞ **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 8/31/20:** If so, a plan will be put forth in June to expense some funding to Clinic use. We are also hoping that with the passing of the next Trillion dollar Covid19 relief bill from Congress, it will have a proviso to have until December 31, 2022 to use the CARES funds vs. the end of this December. This would allow for construction projects to occur.

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- ∞ **Update 8/31/20:** Jason is working with SolidCircle on a Doc Mgt project. We will be using our existing SolidCircle Doc Mgt system to create electronic assessments. The assessments will be used to direct treatment.

Food Distribution:

- ∞ **Update 8/31/20:** Food Distribution Construction Project – we are in the final design phase of the project. The project should go out for bid in September. We did need to get an updated Environmental Assessment on the site per HUD requirements of it not to be older than 5 years.
- ∞ **Update 8/31/20 COVID19 FSNP facilities application – We receive the award \$248,000:** Helped Ken L., get this grant award accepted by Council (Bill Willis was away on leave).
- ∞ **Update 8/31/20 - COVID19 funding for the Nutrition Demo Kitchen:** We applied for \$11,360 in kitchen equipment in April to the UDA supplemental COVID19 funding. We finally heard back in early August that we received the grant.

Historic Preservation & Language:

- ∞ **Update 8/31/20 – BIA Living Languages Program application submitted \$93,940:** Worked 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.

Maintenance:

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

Natural Resources:

- ∞ **Update 8/31/20: Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The new monitoring room on the southwest corner of the Public Safety Garage is framed in. NR should have been able to be up and running by early September.

Public Safety:

- ∞ **Update 8/31/20: New Car Garage for 2020:** The garage is nearly complete despite the slowdown in construction due to COVID19. The final punch list on the garage is being completed and the parking lot will be done by the end of September.

Water/Waste/Renewable Energy:

- **Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300:** With the help of Woven Energy Consultants, LRBOI led by Gary Lewis, Utilities Director, will 1) Establish a comprehensive baseline of LRBOI's current energy usage; 2) Define LRBOI's energy vision and roadmap to prioritize our energy investments; 3) Build LRBOI's energy development capacity by drafting a business plan with organizational formational documents and applicable policies. The total cost of this three-phase project is \$98,300.
- ∞ **Update 8/31/20: Working with Gary regarding COVID19 fund use:** We have identified several projects that could be funded by CARES. Currently the most pressing issue with these projects is whether Congress extends the CARES fund use to December 31, 2022. It currently must be used by December 31, 2020.

Update 8/31/20: There are COVID19 funds available to Utilities to evaluate and purchase remote pump

station monitoring equipment. If LRBOI formula funds are available, we will use them, so as not to return funds to the Feds. If not, other COVID19 related grant funds are available.

Special Projects:

- **Update 8/31/20 - COVID19 Expenditure Plan:** Compiled a department by department COVID19 allocated & unallocated spending plan for leadership to review and advance. Currently the most pressing issue with these projects is whether Congress extends the CARES fund use to December 31, 2022. It currently must be used by December 31, 2020. Without the extension, the construction projects will not be able to be completed this year.

Note: Most of our work from home remote work equipment has been purchased or is on order, which includes 65+ computers, 20 printers and other peripheral equip to allow key staff to effectively work from home during pandemic.

September will be spent determining remaining needs of the Tribe that can be met regarding CARES Act spending. This includes a Tribal Relief program that will make available to members who fill out an application for support up to \$1,000/member. The set aside for this program is \$4,200,000, which is waiting on Council approval.

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: Sept 4th, 2020

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

Forest County Pottawatomini Insurance Department filed 140 claims on behalf of Little River in the amount of \$29,041.69 for third party revenue generation.

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

CLINIC OPERATIONS:

430 patients scheduled

28 patients NO-SHOW to scheduled appointments

11 patients provided SAME DAY appointments for emergent matters**

131 cancelled appointments

282 patients attending CLINIC PHYSICIAN appointments**

22 patients PHONE TRIAGE**

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

47 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 628

Diabetic patients: 97

Flu Vaccines: 0

Injections: 22

Nursing Visits: 8 **

On-site Labs: 215

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,288

DIRECT CALLS TO CLINIC OPERATIONS: 640

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 20

TRAVEL HOURS: 49

SERVICE HOURS: 26

NUMBER SERVED: 20

CHR ACTIVITY: Teresa Johnson performing transports & covering reception

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 0 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:

MEDICATION PICK-UP/DELIVERIES: 3 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 50

TOTAL SERVICE HOURS: 27

TOTAL CLIENTS SERVED: 23

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$77,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1702

TOTAL PRC PAID IN AUGUST: \$39,319.25

PHARMACY/OTHER: \$28,514.05

DENTAL: \$10,805.20

TOTAL PATIENTS: 224 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 617

TOTAL CLAIMS ENTERED: 458

TOTAL PRC PAID 2020: \$362,948.13

TOTAL EHAP PAID IN AUGUST: \$37,392.24

TOTAL EHAP PAID 2020: \$244,353.58

TOTAL ENROLLED EHAP/LRBOI: 1348

NEW APPLICATIONS MAILED OR GIVEN: 9

REASSESSMENTS MAILED OR GIVEN: 35

ASSISTED WITH ON-LINE/IN PERSON BENEFITS: 2

MEDICARE LIKE RATE (MLR) Savings for AUGUST 2020

Claims submitted: 22
\$25,771.24 (total submitted)

-\$7,850.88 (what we paid)

\$17,920.36 (total savings)

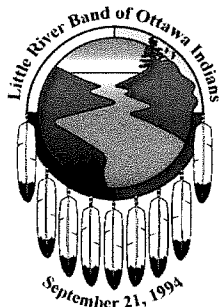
PHARMACY: AUGUST 2020

Active patients: 364
Prescriptions filled: 1436

Insurance charges: \$116,771.00
Insurance payments received: \$ 91,791.50
Non-member cash/copays received: \$ 383.59

PRC-equivalent write offs:
 LRBOI: \$29,089.75
 Other Tribes: \$783.97
 TOTAL: \$29,873.72

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 August 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

Department Overview

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

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

I. Housing Activities.

- A. All housing staff worked 40 hours a week starting August 3rd.
- B. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 4
 - New leases: 0
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- C. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 2
 - Total Number of Awards made during the Year: 9
 - Total Amount of Awards for the Year: \$44,411
- D. Final inspection for the new homes to take place early September as they have submitted for final payment but the punch list was not completed.

II. Rental Payment Information for the Month.

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

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. All work orders completed and up to date, nothing outstanding at this time.
- C. All the decking for the elders units have been completed at this time.

IV. Number of Units and Vacancies.

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

- A. Aki has 55 income based rental units of which 48 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 7 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 6 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. The two new units on Ching-gwa-she are now complete and have been turned over to the housing department, although we are still waiting on the items from the final punch list to be completed. We are already putting notice out to the next tribal member on waiting list to get them occupied as soon as the punch list items are complete. **UPDATE:** As of 8/31 the punch list has not been completed.
- B. Working with the Housing Commission to then take to TC for an update on the eligibility age for elders at the elders complex so that we can get it fully occupied.

VI. Plans for the Future.

- A. An amended 2019 IHP was submitted to HUD for an additional \$91,600 to be used towards COVID-19 to protect, prepare and respond to the pandemic within housing. **UPDATE:** grant award has received TC approval into the working budget; therefore, we will begin the process of using the funds as they are intended for.
- B. An ICDBG grant was submitted for an additional \$898,560 to be used towards building an additional 5 homes all income based. 4-2 Bedroom units and 1 – 3 bedroom unit to be completed by July 2021. **UPDATE:** This grant award has received TC approval into the working budget; therefore, we will begin the process of getting a contract complete for the new homes
- C. Need to meet with TC to go over ideas for new home placement and types going into new fiscal year as there is another opportunity for a grant to be submitted by 12/10/20 up to \$5 million dollars for housing.

VII. Other Information

- A. Having concerns with a resident who currently is not residing in their unit due to criminal reasons and are getting complaints from residents; have spoken with Ogema and a plan has been established to take care of this situation.
- B. I have contacted the contractor for the elders complex to get an update on needed repairs that was started before COVID, to date have not gotten any timelines from contractor.

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

Cc: File

Human Resources

Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: August 2020 HR Department Report

Date: 9/7/20

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.

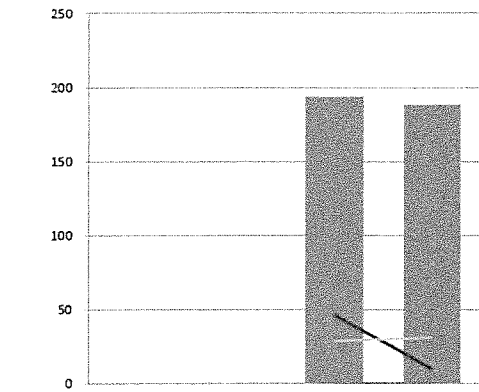
1) HR 2020 Operational Plan

- a) The 2020 Operational Plan currently includes 61 projects and major tasks. This list began with 27 items on 1/1/20 and we added 2 this month.
- b) August Summary: The theme for August was “beginnings and endings”. August included another major COVID-19 recovery step forward with the welcoming back of our remaining team members from temporary leave. HR also continued to implement recent major changes, which for a third consecutive month found HR assisting leaders with policy, procedure and communication along with significant supporting back-office tasks. We assisted department leaders as they encountered individual situations related to team members returning to work. We continued to focus on communication, both with leaders and team members, including continued daily publication of the employee newsletter, The River Resource. We continued the expansion of Office 365 by both increasing HR utilization of Teams/SharePoint and launching a Health Insurance group in both apps. The Health Clinic welcomed a new Staff Physician to the team, concluding a great team recruiting effort between the Clinic and HR. The Leadership Roundtable held its first meeting since February and utilized the O365 Teams app for the meeting. While attendance was limited, the leaders present tackled a number of current issues. Finally, we concluded our participation in the UIA Work Share program. We thank our partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

2) Talent Acquisition

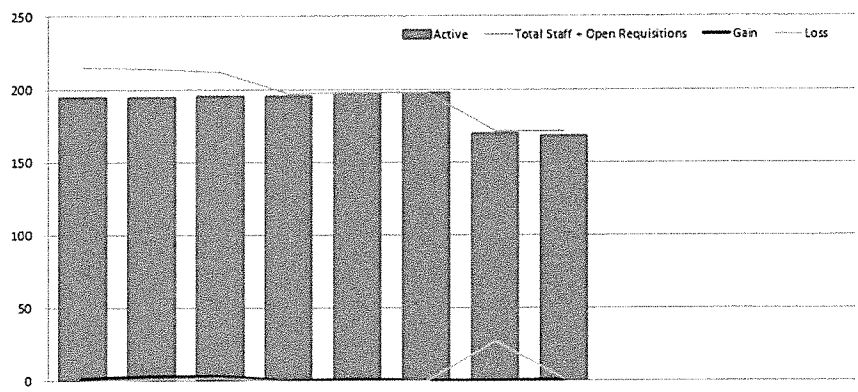
- a) Talent Acquisition
 - i) Number of Hires During the Month: 1
 - ii) Number of Hires Year to Date: 9
 - iii) Number of Applicants Year to Date: Unavailable due to March 4 data loss.
 - iv) Number of Open Positions: 1
 - v) LRBOI continued the hiring freeze in August.
 - vi) Updated Recruiting Work Priority: Hiring Freeze in effect, select positions only as approved.
 - vii) Physician recruiting continued in anticipation of future needs. A temporary part-time physician was hired during August, Dr. Stout.
 - viii) Turnover: 1

Staffing



Variables	2019	2020
Active	194	189
Inactive	3	2
Total Staff	197	190
Open Requisitions	8	7
Total Staff - Open Requisitions	205	197
Average Fill %	96.1%	96.5%
Gain	46	10
Loss	29	31
Net Gain (Loss)	17	-21

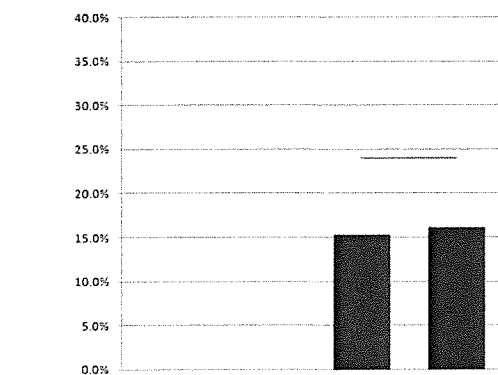
Michigan Unemployment
Michigan/National U6



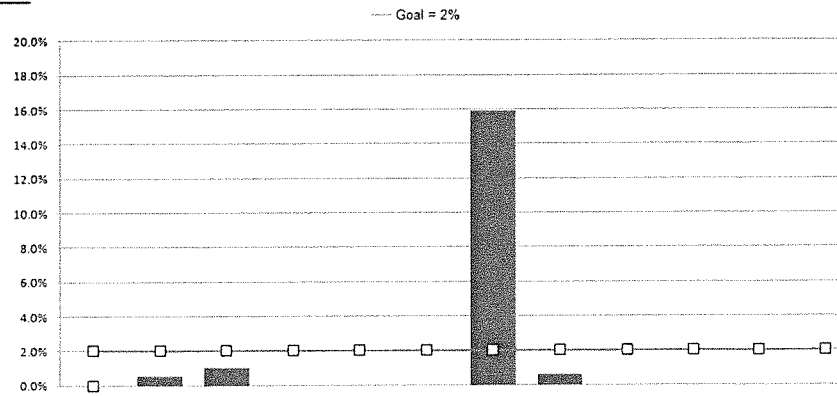
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
194	194	195	195	197	197	169	168				
1	2	2	2	1	1	1	2				
195	196	197	197	198	198	170	170				
20	18	15	0	0	0	1	1				
215	214	212	197	198	198	171	171				
90.7%	91.6%	92.9%	100.0%	100.0%	100.0%	99.4%	99.4%				
2	3	3	0	1	0	0	1				
0	1	2	0	0	0	27	1				
2.0	2.0	1.0	0.0	1.0	0.0	-27.0	0.0				

3.8% 3.6% 4.3% 22.7% 21.3% 14.9% 8.7% 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%

Turnover



Variables	2019	2020
Turnover Percentage	15.2%	16.1%
Total Separations	30	31
Average # of Associates	197	193



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	1	2	0	0	0	27	1	0	0	0	0
195	196	197	197	198	198	170	170	0	0	0	0

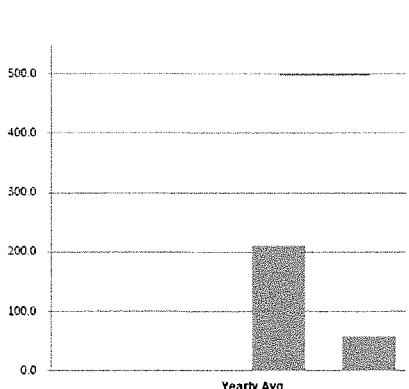
3) Talent Development and Relations

a) Continued leadership development.

- Result: HR assisted the organization and leaders through key issues, including employee communication. We conducted our first Leadership Roundtable since February, with eight leaders in attendance.
- Assisted leaders in developing and implementing a temporary Travel SOP. The intent is to help team members and leaders navigate health and safety responsibilities following travel. We appreciate everyone's participation in helping make good decisions to keep the organization safe.

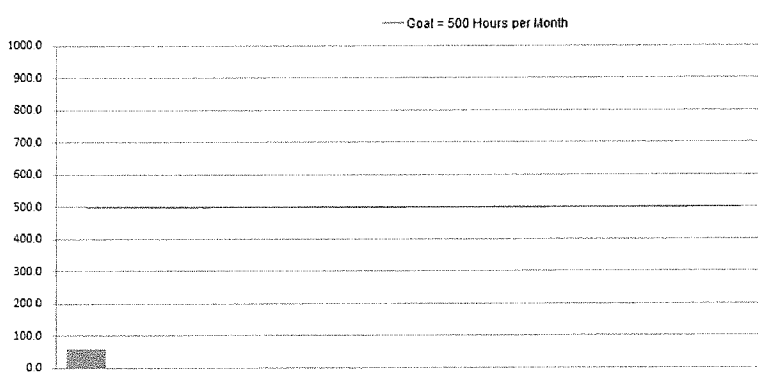
- iii) Provided additional HR support to the leadership of various departments.
 - iv) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 requests.
 - v) Conducted the first Performance Management system training since February, assisting the IT team by training the process to prepare evaluation competencies. Thanks to Drew Jeurink for his good work and desire to learn!
- b) HR Department Development Initiatives:
- i) Continued daily HR Newsletter publication to help team members stay informed and connected.
 - ii) Continued to work with the Clinic on the draft survey for leaders. We look forward to their responses, and the opportunity to migrate the survey to all leaders.
- c) Training and Development hours are unavailable due to the March 4 data loss.

Training and Development Hours



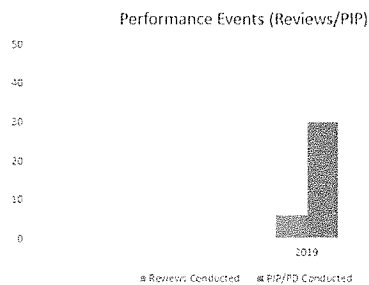
Variables	#DIV/0!	#DIV/0!	2019	2020
Total Training Hours			212.1	58.5
Goal			500	500

Variables	2019	2020
Orientation	98	0
New Employee Training	193	0
Training: Position Development	45	10
Cross Training/Position Preparation	0	8
Leadership Training	1,027	30
One on One	132	8
Other Training	29	3
Safety Training	781	0
Mentorship	240	0
Total Training Hours	0	0
	2,546	59

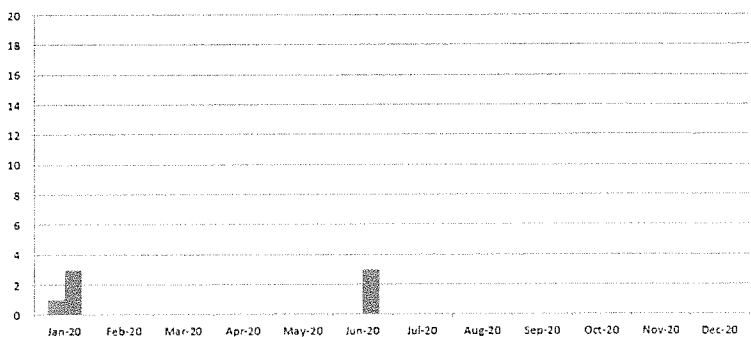


Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0	58.5	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0	500.0
0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0
30	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0
2.5	0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

Performance Events (Reviews/PIP)



Variables	2019	2020
Percent of Staff Receiving Feedback	97%	100%
Reviews Conducted	6	1
PIP/PO Conducted	30	6
Total Staff	197	1522

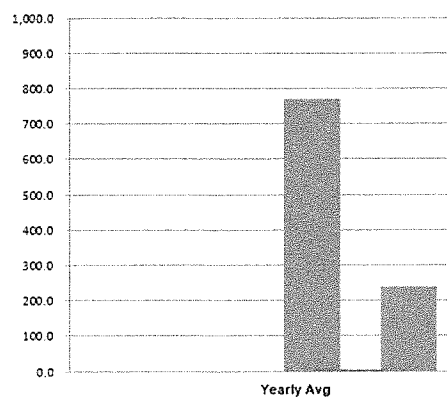


Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
2%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%
1	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	3	0	0	0	0	0	0
195	196	197	197	196	198	170	171					

4) Benefits and HR Administration

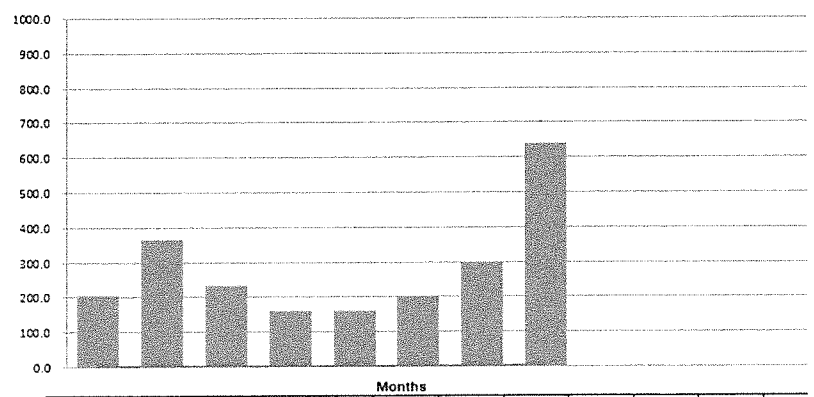
- a) Continued working to improve the previously identified benefit process issues and concerns.
- b) Actions Taken:
 - (1) Benefits Work Priority: 1 – 401(k) Audit, 2 - Continue 2021 Health Insurance Quoting Process, 3 – Assisting Team Members with Benefit Requests
- c) Reinstated our regular benefit administration process with the return of Mindi Smith from TLA. Welcome back Mindi!
- d) Continued processing 401(k) loans with our third-party administrator, KDP.
- e) Requested and received approval to utilize the previous 401(k) auditor for the 2019 audit cycle.
- f) Completed all Work Share unemployment tasks. Continued work on two individual claim questions.
- g) Continued the 2021 health insurance quoting process. One of the two quoting agents presented the 2021 quotes from their assigned carrier (Gallagher/Priority Health). The quote from CBIZ/BCBSM is still pending.
- h) We'd like to send a big thank you to the Health Insurance Team. The group worked together in August and published our first Health Insurance Benefit Survey. Specifically, we'd like to thank Allison Smart for developing the survey in Microsoft Forms. That's a great use of LRBOI's new technology capability. Thanks Allison! As of last count 83 people responded. Thank you so much to all who responded! We also created a Health Insurance Team site in O365 and began using that tool to communicate.
- i) Leave Notes
 - i) Leave Hours increased again in August, due primarily to FML and LOA activity.

Leave (Excluding PTO and Holidays)



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

Leave Hours by Type				
Bereavement			1,144	360
Education			345	136
FML			5,036	1,512
IFML			267	7
Jury Duty/Tribal Witness			0	0
LOA			768	152
Military			0	0
Parental			0	0
Wellness			360	97
Total Leave Hours	0	0	7,920	2,264

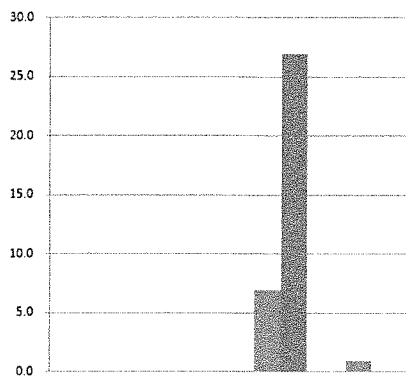


Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
207.13	364.50	234.50	160.00	160.00	200.00	296.00	642.00				
0.00	0.00	0.00	1.00	1.00	2.00	3.00	15.00				
1.29	2.28	1.47	1.00	1.00	1.25	1.85	4.01				
32.00	144.00	32.00	0.00	0.00	40.00	24.00	88.00	0.00	0.00	0.00	0
64.00	24.00	24.00	0.00	0.00	0.00	0.00	24.00	0.00	0.00	0.00	0
72.00	160.00	160.00	160.00	160.00	160.00	272.00	368.00	0.00	0.00	0.00	0
7.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.00	0.00	0.00	0.00	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
32.00	36.50	18.50	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0
207	365	235	160	160	200	296	642	0	0	0	0

5) Safety

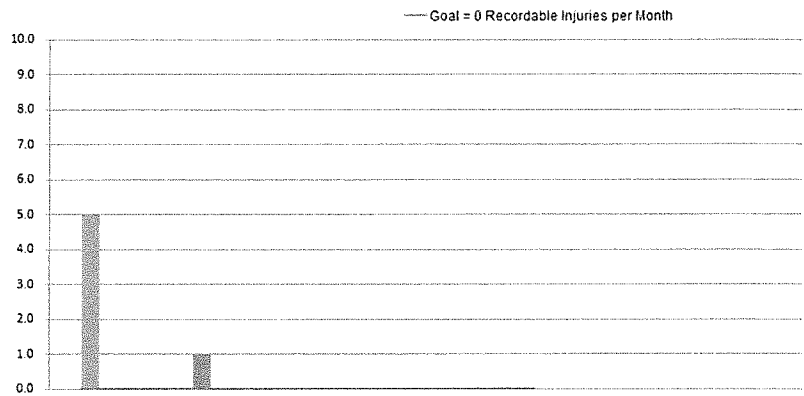
- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 0
- iii) LRBOI experienced 0 injuries and 0 near-miss incidents in August.

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

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

CURRENTLY EMPLOYED						
August 2020						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	59	8	10	6	60	143
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	2	0	1	1	8
TOTAL	84	13	11	10	77	195
Prior Month						
EXECUTIVE	59	9	10	6	59	143
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	2	0	1	1	8
TOTAL	84	14	11	10	76	195

Notes on Tribal Preference:

- August Tribal Preference Employment was 60.5% of total employment, a decrease of 0.5% from last month due to turnover.
- Data since January 2019 shows the following:
 - The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
 - 2020 Tribal Preference applications are 11.8% of all applications received.
 - 2019 Tribal Preference applications were 14.1% of all applications received.
 - Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - 2020 Tribal Preference hires are 33.3% of all hires (3 out of 9).
 - 2019 Tribal Preference hires were 26.7% of all hires (12 out of 45). Great job Hiring Managers!
- Tribal Development Team: Due to the current minimum operations and hiring freeze, no team activity occurred in August.

7) Workforce Development

- HR continued the planning process to integrate the Workforce Development function into HR operations.
- HR requested updated Tribal website contact information. This helps ensure members can contact the appropriate HR team member with WFD requests. Requests jumped from 0 in August to 6 in August.
- Requests for WFD Service: 6

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
August 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Contracts were approved for:
 - a. 500MB Internet Connection to facilitate remote work (installation is in process scheduled for 18 September 2020).
 - b. Microsoft Volume Licensing for Office 365 implementation complete.
 - c. Virtual and cloud backup systems configuration complete. On Premise to cloud backup being configured.

2. Mandatory IT Projects by order of priority:

- a. August 2020
 - i. Government open by appointment only due to pandemic.
 - ii. The return of staff on August 1st increased the amount of help desk requests to 12 new tickets being entered per day.
 - iii. New laptops with mobile access for all critical employees began arriving adding to the IT Staff to do list as these are a priority.
 - iv. Support All Operations
3. 237 new IT work orders opened in August 2020 and 186 IT work orders completed in August 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

Facilities Management Department

2020 August Monthly Report

De-Ahna K. Underwood, Administrative Assistant III

I. Department Overview

Goals & Objectives

- Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices
- Maintain budget within LRBOI guidelines
- Maintain current; future buildings & structures
- Maintain department vehicles
- Keep a clean and sanitary working environment

Objective;

To provide and maintain a safe and clean work environment as as well as maintain the life expectancy of our facilities.

II. Department Reporting Section

Mid March the Facilities Management Department shut down due to the start of the Covid-19 Pandemic. In April the Facilities Lead Maintenance Technician continued to work with the assistance of one Maintenance Technician. Until June, when the third Maintenance Technician returned. Unfortunately, the department's fourth Technician was unable to return to work. It is essential for the Facilities Management to fill the current vacant fourth Maintenance Technician position. Even before the closure Facilities needed a fifth Maintenance Technician. The three current technicians are going above and beyond and doing a magnificent job catching up and maintaining the Tribes buildings, outdoor spaces, and landscaping. Yet, the longevity of these over worked and under compensated employees is not sustainable. These three technicians not only covered their own duties and the added responsibilities due to covid-19. The Maintenance Technician's also took on the responsibilities of EVS during the closure for the Natural Resource building, Gathering Grounds, Aki, and Justice Center. Every time an EVS Tech utilizes PTO, the Maintenance Technicians, must cover the duties of said EVS Tech. Thus, taking time away from their day-to-day responsibilities.

In June, one Facilities Management EVS Technician returned to work and began to sanitize the Government Center and started a routine of cleaning the entire building with only the essential personnel working. August 3rd the two remaining EVS Technicians returned as well as the Maintenance Mechanic and Facilities Management Admin.

Facilities continues to complete work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI.

Facilities Management Department Report

The EVS Techs stay very active in their daily routine and the added responsibilities due to Covid-19. The three EVS Technician clean and sanitize the Government Center, Aki, Justice Center, and Natural Resource. Facilities supplies the Gaming Commission, Food Distribution and Utilities with cleaning products, toiletries, coffee, and paper products. EVS also attends the bath house for all campers. EVS continues their weekly pick up of recycling and shred to dispose of properly.

III. Budget Expense Justification

There are standing purchase orders open until December 31, 2020.

IV. Travel and Trainings

No training or traveling to report for the month of August.

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: September 8, 2020
Re: August 2020 report of activities

Number of tribal members assisted on new issues 75

Number of referrals received 1

Number of continuing cases: 53

Types of legal issues:

Child support	Debtor's Exam
Probate Estate	Refinancing
Divorce	Real Estate
Wills	Estate Planning
Post Divorce Matters	Boundary Issues
Trusts	Parenting Time
Child Protective Services	QDRO – post divorce
Custody	Notary
Residential Lease	Evictions
Land Contract	Ladybird Deed
Medical Power of Attorney	Employment
Trust Administration	FMLA
Codicil	Selling Real Estate by Conservator
Amend Trust	Small Probate Estate
Power of Attorney	Medicare
Property Division in Divorce	Adult Guardian
Debt	Paternity
Personal Protection Order	Maternity Leave
Estate Planning – Amendments	Housing

Criminal Appeal
Retention of Security Deposit
Custody – Out of State
Garnishment
Name Change – Minor
Domestic Violence
General Civil
Statute of Limitations
Name Change – Adult
Collecting Court Judgment

Acceptances by Agent
Conservator – Adult
Divorce – Out of State
Legal Separation
Insurance
Loan Co-Signer
Fraud
Stepparent Adoption
Rescission of Adoption

Sample of Work Performed:

Assisted a tribal member obtain a PPO

Assisted a tribal member administer a Trust

Assisted a tribal member stop an eviction that was done incorrectly

Assisted a tribal member purchase a home

Assisted a tribal member collect on a judgment

Assisted a tribal member obtain an ex parte order for custody of children with other parent receiving supervised parenting time, and obtain a Personal Protection Order against the other parent

Members Assistance
Jason Cross (Interim)

Members Assistance Department

August 2020 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$347,683.98
 - ii. Budget remaining 4%
 - iii. 14 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	2	2	0	4	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 \$6,595
- h. 87% Remaining
- i. 12 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	0	0	0	2	0	0	3	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 \$2,430
- f. 75% Remaining
- g. 18 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	1	0	2	0	1	2	0	5

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$1,651.94
- j. 92% Remaining
- k. 7 Members accessing this program to date.

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

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 \$234,050.00
- r. 48% Remaining
- s. 37 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	1	1	10	0	0	4	0	17

10. Elders Insurance

- t. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- u. 313 Elders enrolled in program.
- v. September invoice \$90,825.97

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
76	6	11	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
30	17	5	37	12	12	6	6	4	0

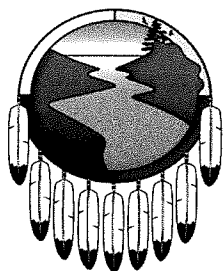
13. Office Visits

aa. 1 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

**August 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

Vacant

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

Fisheries Division:

Archie Martell - Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Dana Castle – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician, TLA

Alycia Peterson – Great Lakes Fisheries Technician, TLA

Corey Wells - Fisheries Technician, Inland, 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
- Sturgeon Manistee River SOS Post treatment data
- GLFT Grant Purchase Requisition/ delivery for lake sturgeon PIT tag array
- Review State Collector permits/Fisheries Orders
- Arctic Grayling collaboration with universities, tribes, TU, and state on field planning.

- Michigan Chapter of American Fisheries Society (Awards Chair Committee Duties)
- Journal of Great Lakes Research Promotions Team
-
- Equipment maintenance/Field Work/Lab Work:
- Manistee River sturgeon Drift sampling
- Preparations for Manistee River SOS sturgeon work
- Prepare the LRBOI Sturgeon SRF for SOS fish holding
- Save Our Sturgeon lake sturgeon removal from Manistee River ahead of sea lamprey treatment (8/17-30)
- Release sturgeon back to the river from Save Our Sturgeon
- Great Lakes Fisheries Assessment gear preparation
- Great Lakes Fishery Independent Whitefish Assessment in Pentwater, Arcadia, Manistee.
- Great Lakes Fishery Biodata collection on Fishery Independent Whitefish Assessments
- Great Lakes gear maintenance, prep and clean-up
- Great Lakes Fisheries, prep, image, and age whitefish otoliths
- Artic Grayling, Scotty-Jordan egg trays to test as alternative rearing method

Meetings/Training/Travel/Conference Calls

- 2020 Great Lakes Fishing Negotiations
- Coordination with USFWS sea lamprey control about treatment and sturgeon
- Fish distribution to Tribal citizens at Muskegon government office (8/11)
- August CORA Zoom meeting (8/19)
- 2020 E-Council Zoom meeting (8/20)
- Internal LRBOI 2020 zoom meeting (8/21)
- Dani Knoph to finalize ARG Stewardship Plan (phone meeting 8/26)

<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

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 – August
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations'
- Coordination on Deer and Bear issues with MDNR, Tribal Counterparts
- Elk and Bear hunt – member correspondence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2020 hunting season
- Ordered wildlife equipment needed for 2020 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going with Graduate Students and collaborators
- Northern Lower Peninsula camera survey - 2020 survey logistics
- GVSU collaboration and communication: lots of phone calls and emails

Equipment Maintenance/Field Work/Lab Work

- American marten fieldwork – GLRI project
- Native grass field mowing
- Marten Telemetry and Data download – GLRI project
- General Tractor maintenance
- Tribal properties – mowing maintenance, disking of foraging plots
- Turtle Fieldwork - GLRI project

Meetings/Training/Travel/Conference Calls

- Natural Resource Commission meeting – 8/3
- NRCS Custer property site visit – 8/6
- Conference call with GVSU and University of Minnesota – 8/13
- NRD Leads meeting – 8/3, 8/10, 8/31
- American marten project travel (NLP) –
- Leadership Roundtable meeting – 8/18
- 1:1 meeting with staff – August
- Cora meeting – 8/19
- Executive council meeting – 8/20
- BIA Partners in Action meeting – 8/24
- Elk Orientation training – 8/31

Environmental Program

Allison Smart –Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Aquatic Biologist – Water Quality

Vacant – Aquatic Biologist – Wetlands

EPA Programs under Performance Partnership Grant Funding

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Program work plan reviews
- Compiled Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for Great Lakes Policy Specialist
- Air monitoring station move
- Worked on USEPA Brownfield assessment review of programmatic issues
- Fish community wild rice data work up
- Invasive Species Plan
- Division SOPs
- Completed Map Books with Updated Reservation Information
- BIA Invasive Species Report Submitted
- Hosted the August MTEG via Microsoft Teams

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle 8/3,8/24, 8/31
- NRD Lead Huddle- 8/3, 8/17, 8/24, 8/31
- Great Lakes Policy Specialist Description Meeting (HR, Lead)- 8/3
- Biosphere Meeting 8/5
- 1:1 Meetings w/staff: 8/10 (x2), 8/11, 8/24, 8/27, 8/31
- 1:1 w/Supervisor: 8/17
- EGLE Consultation on Enbridge Applications - 8/13, 8/17
- Call with CRA- 8/10
- R5 Planning Meeting 8/10
- Muskegon Watershed Meeting 8/18
- CORA/GLIFWC Line 5 Call – 8/18
- R5TOC Call – 8/18
- Leadership Round Table 8/18
- Health Insurance Team Meeting 8/19
- CERCLA MOU EPA/Tribal Call 8/21
- Call with Oneida Nation on Brownfields -8/21
- Resources Advisory Meeting – Huron Pines – 8/26
- MTEG – 8/26
- Call with EGLE Liaison – 8/27
- Call with EPA Liaison – 8/27
- Call with Saginaw Chippewa Tribe Env't Staff 8/27
- NOAA Wild Rice Call 8/31

- Big Blue Meeting 8/31

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Created Points of Interest maps for each 2019 Survey
- Created UST/AST Shapefiles for 2020 UST/AST Surveys
- Continuing process of procuring Phase Assessments/reports with G&R Environmental

Field Work and Equipment Maintenance

- Old Stronach Open Dump Survey
- UST/AST Surveys for Bear Lake Highlands and Big Blue locations

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

- Environmental staff weekly huddles- August 3, 24, 31
- Sat in GIS Storymaps Webinar- August 6
- 1:1 meetings with supervisor -August 10, 24
- Attended virtual TLEF IEGAP Session- August 17
- Attended virtual TLEF QAPP Session - August 18
- Attended virtual TLEF BF Redevelopment Session - August 19
- Attended virtual TLEF HIS Open Dumps Session - August 19
- Met with supervisor re: Remote Work Agreement - August 20
- Completed annual HAZWOPER refresher course online - August 25
- Attended EPA R5 Grants webinar -August 25
- Attended Cherokee Nation GIS webinar -August 25
- Attended quarterly MTEG virtual meeting - August 26
- N. MI Tribal BF staff catch-up call - August 31

Water Program (106 and 319)

Administration/Reports/Data Entry

- Received July nutrient data
- Started edits for Water monitoring strategy
- Further QAPP edits

Field Work and Equipment Maintenance

- Calibrated Hydrolabs
- August water quality sampling
- Received calibration chemicals

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

- 8/10- Skype meeting with Ed Hammer about Fish Tissue
- 8/25- Portage Lake Watershed zoom meeting
- 8/26- Approved for ATTAINS

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 a Monthly Ozone Multipoint – 8/21 and 8/31
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 8/11 and 8/24
- Completed PM 2.5, Monthly Maintenance & QC – 8/11 and 8/24
- Installed a new set of PM 2.5 filters – 8/21
- Sent collected PM 2.5 filter samples to MDEGLE – 8/10, 8/18 and 8/26
- Worked with Inquest Environmental to complete the AMS recommissioning – 8/17 - 19

Meeting/Training/Travel/Conference Calls

- Attended weekly Environmental Division huddle – 8/10 and 8/24
- 1:1 Meeting – 8/11 and 8/27
- Traveled to Lansing to drop off our old O3 calibrator and to pick up our new O3 calibrator – 8/13
- Completed ITEP's Tribal Emission Inventory training – 8/14
- Saved AMS historical data to shared drive – 8/14
- Traveled to RM Young Company in Traverse City to pick up instrument cable for PM 2.5 – 8/19
- Attended NTAA IAQ Work Group Call – 8/20
- Attended Healthy Homes, Green Cleaning, Indoor Air Quality and Your Health GoToWebinar – 8/20
- Attended EPA Grants and Tribal Air Quality Programs - CAA 103 and CAA 105 GoToWebinar – 8/25
- Attended August MTEG virtual meeting – 8/26
- Attended Monthly R5 Tribal Air Conference Call – 8/27

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

- Program is Delayed due to Hiring Freeze

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

August 2020

Meetings/Conferences/Trainings

- On August 4, 2020, I participated in a pre-construction meeting for both the Public Safety Parking Lot Reconstruction Project and the Government Center Parking Lot Repair Project. Others who attended this meeting included: Ken Ockert from GTEC, Nick Broad from Elmer's Crane & Dozer, Robert Medacco – LRBOI Public Safety Director, Lyle Dorr – LRBOI Grant Writer. During the meeting we discussed the project schedule; safety, traffic control and site security; pay application submittal; and record keeping and record retention. It was noted during the meeting that both projects are scheduled to begin on September 8 2020.
- On August 10, 2020, I participated in a conference call with LRBOI Tribal Government directors to discuss the status of operations in light of the Covid-19 pandemic. Information was shared and updates provided during the call.
- On August 17, I attended the Tribal Council Agenda Review. I was there to represent and agenda item for approval of a third amendment of our contract agreement with Machin Engineering. The amendment will extend the time period of the agreement until the Gaming Commission Entryway repair project is completed.
- On August 19, 2020, I attended the Tribal Council meeting in order to represent the item that was discussed at the earlier Agenda Review. Unfortunately, the Tribal Council lost their quorum before the could move into closed session, and there was no opportunity for them to consider my agenda item.
- On August 20, 2020, I participated in an emergency meeting of Tribal Council to discuss the closed session items that were not addressed on the previous day. The third amendment of the agreement with Machin Engineering was approved.
- On August 24, 2020, I met with representatives from the U.S. Census Bureau who were set up outside the Aki Maadiziwin Community Center to assist Aki residents who had not yet participated in the 2020 Census. The representatives were there on August 24 & 26, 2020. There is additional information on this activity later in this report.
- On August 27, 2020, I participated in a Tribal Council work session regarding the possible sale of the Big Blue building. Another work session to address this item has been tentatively scheduled for September 10, 2020.
- On August 28, 2020, I met with Wayne Miller and Frank Medacco from the LRRCR Facilities Department to discuss their plans to construct a storage facility behind the main building. We discussed the building permit process and possible locations for the facility.
- On August 31, 2020, I attended a Tribal Council work session to discuss the amendments to the Gaming Commission Ordinance.
- On August 31, 2020, I attended a Tribal Council work session to discuss the Gaming Commission Regulation – Chapter 20: Prohibitions on Gaming.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: Grand Traverse Construction began work on the project on July 20, 2020 and completed most of the project by August 21, 2020. At this time, they are waiting for delivery of the front door frame (including the door itself) that has been on order. At the

time this report was written (August 31), the door frame had still not arrived. Once the door frame has been delivered, GTC anticipates it will take an additional 1-2 days to complete the installation, at which time the project will have been completed.

- US Census: Due to the Covid-19 pandemic, the timeline for the 2020 Census has been adjusted again. Here is the updated information.
 - The deadline for self-response (online, phone, written questionnaire) to the 2020 Census had previously been extended until October 31, 2020. That has now been changed to September 30, 2020.
 - I was asked by the US Census Tribal Liaison to participate in setting up a mobile unit somewhere in Tribal land to provide assistance to those households who had not yet responded to the census. On August 24, 26 & 31, 2020, Census staff set up this mobile unit outside of the Aki Maadiziwin Community Center for a three-hour period on each day. Aki Maadiziwin residents had been contacted by letter (from me) informing them of this opportunity. Three households participated on August 24, and no Tribal households participated on August 26 & 31.
 - Census enumerators (who perform in-person data collection for non-responding households) are scheduled to begin doing follow-up with Aki Maadiziwin residents sometime in September. Census workers will be going door-to-door and will be wearing personal protection equipment and will maintain proper social distancing during each visit.
 - As of August 27, 2020, the response rate of Tribal members living at Aki Maadiziwin was 44.6% (according to US Census statistics) compared to the National rate of 64.7%. There is no available method to determine the response rate for those Tribal members who live outside of Aki Maadiziwin.
- Roundabout at US-31/M-22 Intersection: On April 22, 2020, Tribal Council approved a Memorandum of Agreement (MOA) with MDOT for the US-31/M-22 Roundabout Project. The MOA was signed by the Ogema and forwarded to MDOT for their approval. The MOA was submitted to the MDOT Lansing office for approval and we have yet to receive an executed copy of the document. The hold-up is that we do not have agreement on the method by which the Tribal Transportation Safety Grant funding will be distributed to MDOT. MDOT would like the total amount of funding to be deposited with them up front for their use to pay for project expenses. We have been advised by the BIA that MDOT's proposal is not acceptable and that we need to be invoiced by MDOT for completed work, similar to submitting a pay app. (The BIA has submitted a written communication to that effect to us, and we have shared that communication with MDOT.) We are doing our best to work through this situation, so that we have an executed agreement that is acceptable to both parties.
- BIA Roads—2020 Projects: Due to the Covid-19 pandemic, we encountered delays in moving forward with our 2020 BIA Roads projects, but recently progress has been made. Here are the latest updates on our 2020 projects.
 - The construction contract for the Government Center Parking Lot repair project was approved by Tribal Council. Work is scheduled to begin on September 8, 2020, with a project completion date of September 30, 2020.
 - The construction contract for the Public Safety Parking Lot reconstruction project was approved by Tribal Council. Work is scheduled to begin on September 8, 2020, with a project completion date of September 30, 2020.
 - On August 13, 2020, the BIA Michigan Agency approved our request for a Right-of-Way for the road construction project for the new Food Distribution Building (Commodities Road). We also have tentative Environmental Clearance approval from the BIA Area

Office. However, we are requesting a final Environmental Clearance report for our records. At this time, we are tentatively planning to proceed with this project sometime in October 2020. This is subject to contractors being able to bid on the project and appropriate weather conditions. Ideally, we could have the initial phase of road construction done (including a gravel base) by October 31, 2020. Whatever is not completed this fall will be completed in the Spring-Early Summer of 2021. Again, we remain sensitive to the timing of construction of the new Food Distribution Building which hopefully will begin construction in the fall of 2020. We would like to have the building and road construction wrapped up at the same time.

- The environmental/archeological work for the Cemetery Parcel Road (on the Custer parcel) was not completed until July 2020. We still need Environmental Clearance and BIA Right-of-Way approval before work can commence on that project. Given the delays we have experienced already this year, it remains doubtful that any construction work on the Cemetery Parcel Road will happen in 2020. Most likely, construction will not happen until 2021.
- We have added a road-maintenance project for 2020 to repair the damage done to the Sugar Shack road due to a washout that occurred sometime in May. We will need to replace an existing culvert that failed structurally, causing the washout. The engineering/design work has been completed and we hope to bid out the project in September 2020. It is anticipated that construction will likely take less than a week to complete, and that work can be scheduled in Fall 2020.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	3
Assist Motorist	1
Assist Other Agency	17
City Assist	13
County Assist	20
Medical Assist	5
MSP Assist	4
Other Calls for Service	3
Property Checks	855
Suspicious Person	1
Suspicious Situation	7
Well-Being Check	7

Traffic/Vehicle

Abandoned Vehicle	
Accidents	19
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	2
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	1
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	6
Assault	3
B&E	4
Bond Revocation	1
Child Abuse	1
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	1
Disorderly	3
Domestic Disturbance	10
Drive-Off	1
Drug Violation/VCSA	5
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	1
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	2
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	19
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

2

Miscellaneous

Administrative Hours

245.75

Alarm

4

Attempt to Locate

1

Boat Dock Checks

Casino Hours

195.75

Civil Standby

Community Policing

2

Court Hours

3.5

Death Notification

Drug Disposal

Follow-Up Investigations

28

Found Property

1

Lost Property

1

Meetings Attended

Open Door

1

Open Window

PBT

Special Detail

Suicidal Subject

1

Total Complaints

96

Total Reports

96

Training Hours

30

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

5053

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	35.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	300
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	5.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	16
Vehicle Mileage	1813
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

August 21, 2020 Sgt. Robles attended zoom meeting for LRBOI 2020 Negotiations.
August 20, 2020 Sgt. Robles attended zoom meeting for Executive Council CORA.
All Officers completed firearms qualifications during August.

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

Administrative Hours	202.25	
Arrest(s)	5	
Male	5	
Female		
ATV Patrol Hours		
Assist(s)	11	
Assist Hours	12.25	
Citation(s)		
Civil		
Misdemeanor		
City Assist	5	
City Assist Hours	3	
City Original		
City Original Hours		
Complaints	20	
Contacts	35	
Court		
Court Hours		
Follow-up(s)	2	
Follow-up Hours	0.5	
Federal Citation(s)		
Hours Worked	236	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1	
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	3.5	
Property Checks	42	
Snowmobile Patrol Hours		
Training(s)	8	
Training Hours	33	
Vehicle Mileage	700	
Vehicle Stops	2	
Verbal Warning(s)	1	
Written Warning(s)		
Training/Travel		

All Officers completed firearms qualifications during August.
On August 25-26, 2020 Sgt. Robles and Officer Brown attended a zoom training on verbal de escalation.

Tax Office
Valerie Chandler

Tax Department August 2020 Monthly Report

Staff: Valerie Chandler, Tax Officer
Arianne Gray, Tax Department Administrative Assistant

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

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Copies of tax forms and RTM verification letters
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
 - Stimulus payments (which were referred to Tribal Council and the Ogema)
2. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
5. Completed and submitted the Tax Department monthly department report for July 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 12 Certificates of Exemption:
 - Purchaser: 9 RTMs 3 Tribe/Entity
 - Purchase Type: 8 Vehicles 3 Construction 1 Equipment
9. Reviewed 44 Tribal Member address changes; 16 required updating of the RTM list and database.
10. Mailed 14 Proof of Residency request letters; processed 1 Proof of Residency that was received.
11. Processed 2 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interaction:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:

- New and re-instated RTMs
- Deceased RTMs
- Address changes of RTMs
- RTMs no longer eligible for RTM status
- RTM personal information changes

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for September 2020 and provided it to the Trading Post.
8. Reviewed and processed 2,112 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected 120 cashier errors.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for June, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed July 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. Worked with ULD in providing notice to the State Treasury regarding tax notifications to the Tribe.
2. Prepared and submitted an article for the next issue of the Currents as a reminder to the membership of the rules and regulations concerning motor fuel and tobacco tax exemptions.
3. Provided feedback to the Staff Accountant regarding Tribal government fuel purchases using the Tribal credit cards at the Trading Post.
4. Issued one motor fuel tax assessment warning due to over limit purchases in the month of July.
5. Submitted two purchase requisitions; one for supplies and one for a web camera with microphone for video capabilities via Zoom for meetings.

6. Followed up and responded to two reservation requests; one for the Community Center and one for the Gathering Grounds. Referred the Gathering Grounds request to the Ogema's office.
7. Corresponded with three businesses regarding Certificates of Exemption for four projects.
8. Provided feedback to appropriate staff regarding a new Travel Evaluation form to be used by employees as well as points in considering the sale of the "Big Blue" property.
9. Issued one Temporary Tribal Business Tax License to a non-tribal vendor as the promoter of a gun and knife show to be held at the Little River Casino Resort in October 2020.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with State Treasury regarding Certificates of Exemption for online purchase qualifications due to the increasing number of online purchases due to COVID-19.

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

1. Worked with staff regarding a Michigan Treasury notice received in the mail.

Meetings / Trainings Attended During the Month:

1. Directors' conference calls on August 3 and 31, 2020.
2. Tribal Council meetings via Zoom on August 12 and 26, 2020.
3. Leadership Roundtable via Zoom on August 18, 2020.
4. Tribal Council work session via Zoom regarding the possible sale of "Big Blue" property on August 27, 2020.

Statistics:

Total Registered Resident Tribal Members (RTMs): 270

- Manistee County: 260
- Mason County: 10

Monthly Tax Revenue:*

*July 2020 amounts received in August

- Retail Sales Tax (Little River Trading Post) \$4,224.31
- Retail Sales Tax (Gift Shop) \$1,530.17
- Lodging & Occupancy Tax \$10,790.18
- Food & Beverage Tax \$22,984.75

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

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

- Gasoline: \$0.372/gallon
 - Diesel: \$0.386/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. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
August 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 74 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Attended phone conference meetings of Directors for updates.
4. Participated in Tribal Council meetings via teleconference.
5. Communicated with staff from departments about various items.
6. Participated in online meeting with MACPRA.

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 MSU NAGPRA related files.
11. Consulted on additional remains found within the project of the Manistee Gas Production site with Consumers Energy.

The Language Coordinator accomplished the following during this month

- 1) Develop Zoom language classes and lessons.
- 2) Teach the zoom language classes.
- 3) Ordered and shipped headsets for zoom language class.
- 4) Modified classroom to fits the needs for zoom language classes.
- 5) Zoom classes are very interactive with language games and more.
- 6) Create schedule for reposts on Face Book for summer and fall.
- 7) Develop language lessons for face book show
- 8) Record language lessons for face book show.
- 9) Help develop a grant for a final web/app production.
- 10) Created an inventory history of videos on Face book video with results and dates.
- 11) Scheduled zoom classes for fall semester.
- 12) Created video about Corona Virus Pandemic for our people called "Mask up" 1 & 2.
- 13) Answered question about Anishinaabemowin from emails and calls.

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

August 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.
- Resolution to apply for DEMD for renewable energy planning and data collection
- Recertification in-progress with EPA Compliance Officer for bac-t testing

Billing

Water	\$14,218.57
Sewer	\$18,035.35
Irrigation	\$4,032.12
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,981.16
Septage	\$6,842.63
Other	\$37.50
Month Total	\$66,216.66
Yr. to Date Water	\$94,563.30
Yr. to Date Sewer	\$118,971.81
Yr. to Date Irrigation	\$21,859.40
Yr. to Date Fire Suppression	\$64,557.64
Yr. to Date Manistee Township	\$114,213.84
Yr. to Date Septage	\$52,999.57
Other Revenue	\$8,158.86
Credit	\$0.00
Yr. to Date Total	\$475,324.42

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,433,998**
 - b. Ave Daily Flow Gallons 164,667**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,701,952**
 - b. Daily Average Gallons 87,160**

- Effluent Gallons**
 - a. 2,609,775**
 - b. Daily Average Gallons 84,186**
 - c. Waste Sludge Gallons 87,000**

- Lagoon**
 - a. Influent 129,052**
 - b. Daily Average Gallons 4,163**

- 3. Septic Sewage**
 - a. Gallons 129,052**

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

What: Bio-Solids Online Training
Who: Clatus Clyne, Jonathon Robertson, Gregory Walters, Diane Kerr, Gary Lewis
Where: WWTP, Zoom
Sponsored by: MTERA