

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 *zbr*
Naangwa: Date: October 12, 2020
Maanda Nji: Re: September 2020 Operations Report

We respectfully submit the September 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
September, 2020

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

September, 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 continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. *Projects; AKI 5 -2020-2021 homes, Gaming Commission Entryway, Public Safety Building, Commodities Bldg. 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 September.***
 - i. *AKI 5 – 2020-21 Homes – Little Valley Home – document approval.***
 - ii. *Gaming Commission Entryway – GT Construction- \$82,063.75***
 - iii. *Public Safety Building – Grand Traverse EC- N/A***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of September, were, \$505,629.18 the General & Special Revenue Account had a total of (245.est) 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 5 – 2020-21 homes, Gaming Commission Entryway, Public Safety Building, Commodities.

Other Meetings

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

September – Inventory Review- Sage

September – Fleet Card

September – 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, COVID Building Closure, FEMA, IT/Leads, IHS, Membership Asst Program, LRRCR/COVID

Trainings Held / Attended – National Preparedness Symposium

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *Sent out October report notices to Program Administrators to let them know when the 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 sign and submitted to the funding agencies. When the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the grant program file. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *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 seven modifications in September for the following grants:*
 1. *2018-2020 EPA PPG grant additional funding of \$323,767.*
 2. *2020 IHS Self Governance Compact additional funding of \$4,952.*
 3. *2018-2020 EPA PPG grant additional funding of \$15,000.*
 4. *BIA Government to Government IRR Roads grant additional funding of \$1,307,692.68.*
 5. *2020 BIA Self Governance Compact COVID additional funding of \$46,677.*
 6. *CARES Act COVID 19 grant additional funding of \$5,506,214.77.*
 7. *2020 BIA Self Governance Compact additional fund of \$120,000.*

- For each grant modification, the documents were scanned separately and also saved separately to the electronic grant folder for that grant. The original modification paperwork was added to that grant program booklet. The new funding amount was 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 five new grants in September for the following:
 1. VS Continuity & Stability COVID grant funding amount of \$28,832 for 10/1/20-12/30/20.
 2. 2019-2025 Family First Prevention grant funding amount of \$4,630 for 10/1/19-9/30/25.
 3. 2020 Family Violence grant funding amount of \$55,826 for 10/1/19-9/30/21.
 4. 2020 COVID CWSS Title IV-B grant funding amount of \$361 for 3/27/20-9/30/21.
 5. 2020-2023 Nutrition Services grant funding amount of \$10,355 for 4/1/20-3/31/21.
- On the new grants that awarded, Grant Program Booklets and electronic folders were created. Documents were scanned to the electronic folders and the original documents were placed in the grant program booklet. 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 four billing invoices to ITC on the following grants:
 1. 2019-2020 ITC Behavioral Health for \$299.40.
 2. 2019-2020 ITC Head Start & Early Head Start for \$29,699.21.
 3. 2019-2020 ITC Home Visiting Expansion for \$8,416.84.
 4. 2019-2020 ITC 13 Moons Project for \$1,574.03.
- 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 September cash receipt journal and September 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.
- 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 September.
- 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 and modifications 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 389 payroll vouchers/checks.
2. Verified 48 PAF's this month which included new 1 employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 9/11 and 9/25.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in September 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 September 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 September.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared biannual payroll certifications for September.
10. Processed October 1st per capita distribution and necessary compliance reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, 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. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
3. Third quarter reporting.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information in to the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have them signed by Council.*
6. *Check stubs are attached to check request and PO's for scanning and stuffed into*

envelopes for distribution.

- 7. Print a check register for Positive Pay, Contract Health, Members and Family Services.*
- 8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
- 9. Provide receipts as necessary for rent, utilities and all other payments.*
- 10. Scan in all Housing and Utility payments to the right departments.*
- 11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
- 12. Provide management with Accounts Payable information as requested.*
- 13. Maintain court ordered per capita garnishments.*
- 14. Do liquidations and voids as needed.*
- 15. Scan all payments to appropriate vendor folder*
- 16. File original payments by check date in filing cabinets.*
- 17. Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities 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. 9/8 Procurement regulation work session.
2. 9/10 sent out solicitation for mat and linen services.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 229 packages.
2. Issued 113 receiving reports.
3. Returned 2 items for credit
4. Made deliveries

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) Completion of FY2021 Budget – Draft #1

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) Submission of FY2021 Budget Draft to Tribal Council.

Expenditures Update

Total year to date expenditures for the Finance Division for September, 2020, are \$749,679, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date September, 2020, represent 55% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

September 2020 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 2 student received LRBOI school clothing/activities funds totaling \$1000. 3 students received funding for driver's training, totaling \$750. 2 students received senior expenses totaling \$233.64, and 3 12th grade computers awards totaling \$3000.
- **Higher Education Scholarship:** 11 Higher Education Scholarships were processed for September. Total awards were \$25,445 providing assistance to 5 university students and 6 community college students. Awards went to 7 women and 4 men.
- **College Book Stipend:** 21 book stipends were awarded during the month of September totaling \$8500 4 for being enrolled in 1-3 credits, 4 for being enrolled in 4-8 credits, and 13 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous:** The Education Department, along with many others, assisted the Members Assistance Department in getting Covid relief applications sorted and stuffed into envelopes

During the month of September the following meetings were attended:

September 3: Worksession with TC regarding Covid funding

Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

September 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: 4 Applications forms for people seeking membership
- Sent out: 60 Address change forms
- Created 57 New and Replacement ID's from 09/01/2020 through 09/30/2020
- 255 Addresses changed from 09/01/2020 through 09/30/2020
- Final Rejection Letters: 2
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 1
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 1
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 09/01/2020
- List request of Membership: Public Information, Member's Assistance & Tax Department
- Label request of Membership: Member's Assistance-2
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Utilities & Tribal Council
- Department Verifications:
 1. Prosecutor 40
 2. Member's Assistance 21
 3. Family Services 5
 4. Food Distribution 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 6 Members passed away for the Bereavement Benefit
- Sent out 5 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 743 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's meeting (phone conference) – September 28th
- Tribal Council Meeting – September 2nd, 9th, 23rd & 30th
- Tribal Council Work Session-Enrollment Ordinance – September 3rd, Member Assistance Program-September 3rd
- Leadership Roundtable – September 15th
- Enrollment Commission Meeting – September 8th

Enrollment Statistics

- Total Membership: 4,126
- Total number of Elders: 1,419
- Total number of Adults (18-54): 2,376

- Total number of Minors (0-17): 331
- Total Tribal Members living in:
 - 9 County Area: 1,701
 - Outside 9 County Area: 2,357
 - Michigan: 2,682
 - Outside Michigan: 1,376
 - Undeliverable Addresses: 68

Family Services
Jason Cross

Family Services Department

September 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	2
Muskegon	2
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	4

Open Cases.....43

Total number of Tribal members served in open cases: 44

Total number of descendants served in open cases: 11

Total number of individuals served in open cases: 79

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.

Vacant - ROSS Service Coordinator

Stephanie Persenaire - Case Management

Amanda McQueen - Case Management

[illegible]



Victim Services Program Monthly Staff Meetings

- 9/17 & 9/29

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (3); New Intake(s) (1); Cases closed (0)
 - Provided: advocacy, legal assistance, and judicial advocacy.
- Had (3) face to face meetings; (49) client phone meetings; (0) transports; (0) court hearing(s); and (0) PPO assistance

Virtual Collaboration Meetings

- 9/14 – Manistee DVSART meeting
- 9/15 – Ottawa Co. LAADSV meeting
- 9/24 – UTFAV MI Tribal Advocate meeting
- 9/24 – Kent Co. CCRT meeting

Travel & Training/Webinars

- 9/16 – DV & Disabilities training (NIWRC)

Outreach/Education

- N/A

Grants

- 9/17 – VOCA FY2021 webinar training
- 9/17 – Submitted in Stability & Continuity grant award packet for TC review
- 9/22 – OVW JustGrants webinar training
- 9/27 – Submitted in VOCA Tribal Victim Services grant award packet for TC review

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current (4); New Intake(s) (0); Cases closed (0)
- Had (0) client face to face meetings
- Had (0) home visits
- Had (63) telephone contacts

Supervision/Case Reviews

- 9/29

Virtual Collaboration Efforts/Meetings

- 9/1 – HSCB Meeting
- 9/9 – Michigan Human Trafficking Task Force Meeting
- 9/10 – UTFAV Advocate Meeting
- 9/23 – Lakeshore Human Trafficking Meeting
- 9/24 – Muskegon Case Managers Meeting
- 9/29 – UTFAV MiCal Stakeholder Meeting

Training/Webinars/Pod Casts

- 9/2 – We are Healing Trauma Virtual Summit
- 9/10 – Dissecting the “Trauma Brain”: A Closer Look at Trauma-Informed Justice in Indian Country
- 9/16 – Tribal Resource Tool Training Webinar: Part 1
- 9/17 – Tribal Resource Tool Training Webinar: Part 2

Outreach/Education

- 9/2 – Meeting with Amber to finalize plans for DV month.
- Made social media posts
- Created a Twitter account for the VSP and linked it to our program website.
- Prepared an interactive calendar of events for October’s Domestic Violence Awareness Month

Other

- Made updates to website including additions to the program’s resource page.
- Monitored social media for any incoming communication (3 non-victim related).
- Created DV materials for use on Facebook including a profile photo frame and cover photo image.
- Created designs for stickers to use for DV month and beyond.
- Created a design for a window cling for promoting the VSP.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (1), New Intake(s) (4); Cases closed (1)
- Had (7) face to face meeting
- Had (0) transportation
- Had (39) telephone contacts

Supervision/Case Reviews

- 9/29 – Case Reviews

Virtual Collaboration Meetings

- 9/1 – Manistee HSCB meeting
- 9/14 – Manistee DVSART Meeting
- 9/23 – Muskegon DV & SA Task Force meeting
- 9/24 – Muskegon Case Managers meeting
- 9/25 – Wexford Co. OASIS meeting
- 9/29 – UTFAV MICAL Stakeholder meeting

Training/Webinars

- 9/10 – Protecting Our Children: COVID’s Impact on Childhood (NIHCM)
- 9/15 – Approach to Practice: Improving Outcomes for Children After SA (NSVRC)
- 9/16 - DV & Disabilities
- 9/17 – Advancing the Response to COVID: Sharing Promising Programs & Practices
- 9/23 – Systemic Racism, Disparities & Health: The Impact of COVID (MIHCM)
- 9/25 – MI SART training

Outreach/Education

- N/A

Next Generation Learning Center-September 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	4	4	0	0	1	0
Toddler Classroom 2-3 years old	9	9	0	3	4	1
Preschool Poplar-Three Years Old	10	10	0	5	0	3
Preschool Cedar-Four Years Old	10	10	0	3	2	2
Preschool Maple-Three/Four Years Old	10	10	0	0	1	0
School Age 5-12 years	13	0 *school in session	13	1	2	0
Totals	56	43	13	12	10	6
Percentages		77%	23%	21%	18%	11%

***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:

- Ashley and Holly are working on new processes and procedures for the family handbook for the center. There will be changes in payment process, due dates, ratio, and pandemic procedures.
- Unified legal has begun to help edit new contracts and subcontracts for payment process and delinquent accounts.
- Measures continue to be put in place to maintain safe social distancing and protocols for cleaning.
- Great Start Readiness Program-the Michigan funded free preschool program budget was signed September 30, 2020. NGLC will open another classroom of up to 16 children beginning in October.
- Preschool Orientation was held at 5:30p for Head Start families on Thursday September 3, 2020.
- NGLC administrator is part of a panel discussion for maintaining funding for early childhood programs in the Manistee region.

LRBOI Be Da Bin Behavioral Health Program - September 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.

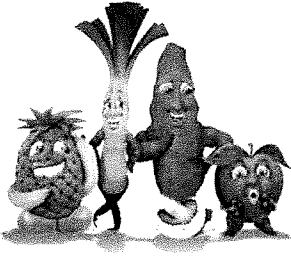
Because of the Covid 19 virus, Angela and Dottie are working with clients by phone/not in person. The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

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 37 clients at this time. Angela had 45 sessions this month, 43 Follow ups, completed 1 assessments, and 8 hours of telepsychiatry. Dottie currently has 27 clients & (2 Recovery Support). Dottie had 41 sessions, 1 crisis calls (referral for treatment), 2 assessments, and 59 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 has been planning for community suicide prevention awareness campaign in September and co-chairing the Suicide Awareness and Prevention Coalition. This year the campaign put posters up in the Manistee Inn and Marina showcase and developed 2 billboards up in the community. Dottie and Angela attended the webinar through ITC on Dementia and health conditions (number 2) on September 30 and the Manistee County Suicide Prevention Coalition on September 23 both online. Staff continued to keep updated on the developments for the virus and working on continued educational credits for certification needs. Dottie attended the State wide Suicide Prevention Meeting on September 24, the SEA Coalition meeting, and numerous grant related calls.

Food Distribution

Ken LaHaye



Food Distribution Program

September 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 9/11, 9/15, 9/16, 9/17, and 9/18.

We conducted 37 deliveries.

We received deliveries on 9/10, 9/14, and 9/17.

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

Ken completed FY 2021 Budget and submitted to USDA.

3 Meetings

Ken had directors meeting 9/28.

Ken attended Agenda Review on 9/22.

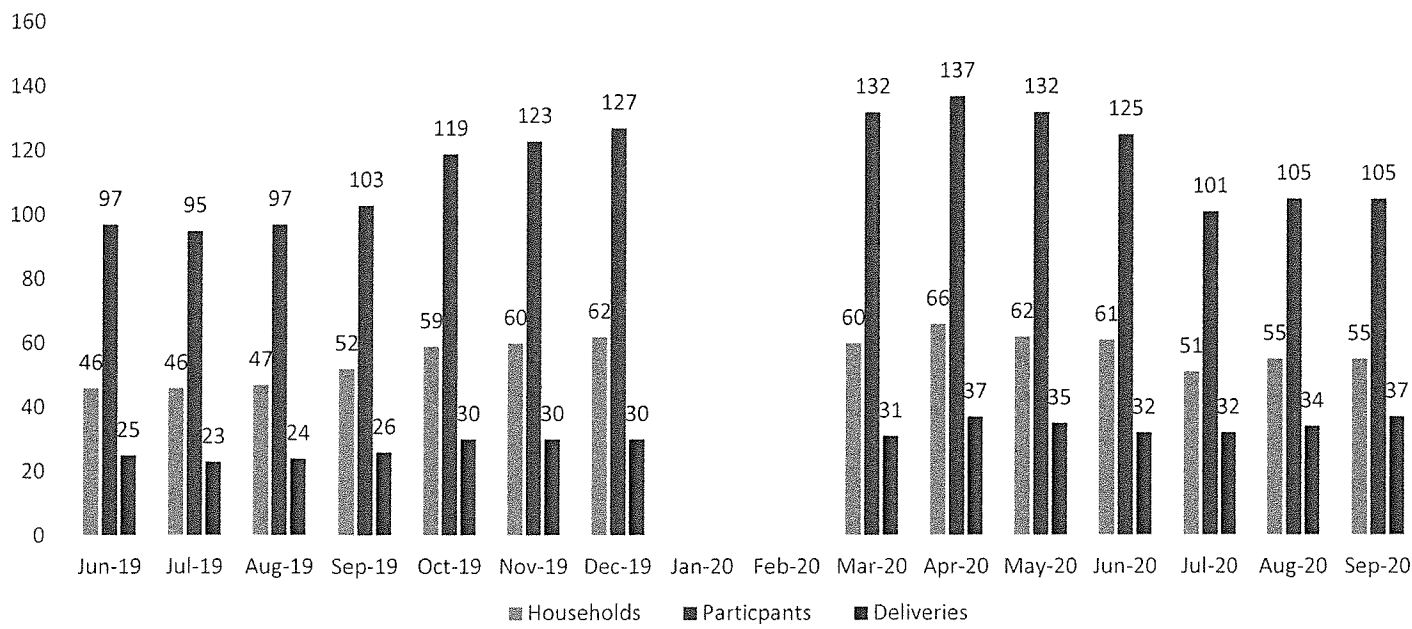
Ken attended Tribal Council meeting 9/23.

Ken had budget meeting with Bill 9/22.

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

September 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)
-

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

- There is a new IHBG, due December 10th. Tara is taking lead on getting it submitted for remaining houses at Aki and infrastructure for the final loop at Aki.

Clinic:

- ∞ Coordinated the fiscal years FY14, FY15 and FY16 repayment to IHS of indirect cost overpayments to the Tribe. Not paying the funds back will block LRBOI from receiving any grants from IHS. Payment was sent out on 9/29/20.

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- ∅ No Active applications or projects

Food Distribution:

- ∞ Update 9/28/20: Food Distribution Construction Project – we are 90% complete for the design phase of the project. The project should go out for bid in early October. We did need to get an updated Environmental Assessment on the site per HUD requirements of it not to be older than 5 years.

Historic Preservation & Language:

- ∞ Update 9/28/20 – 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. We anticipate hearing whether we have received it or not in October.

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 9/28/20: Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The new monitoring room on the southwest corner of the Public Safety Garage is operational.

Public Safety:

- ∞ **Update 9/28/20: New Car Garage for 2020:** The Garage is complete with Robert able move his vehicles into it. The parking lot was completed on 9/24/20. It has been two years from when we first looked into funding the project until its completion.

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. We anticipate hearing whether we have received it or not in October.
- ∞ **Update 9/28/20: 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.

Special Projects:

- **Update 9/28/20 - COVID19 Expenditure Plan:** Compiled a department by department COVID19 allocated & unallocated spending plan for leadership to review and advance. As Congress has not passed an extension for Tribes to spend the CARES funding to December of 2022, we are making every effort to spend what is legitimate (within guidelines) so as not to send funding back that could help the Tribe prevent, prepare for and address COVID19 issues placing a burden on the health, safety and finances of the Tribe.

September has been 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: Dr. Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: Oct 6th, 2020

Re: SEPTEMBER 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 September 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 Potawatomi Insurance Department filed 208 claims on behalf of Little River in the amount of \$39,508.92 for third party revenue generation.

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

CLINIC OPERATIONS:

400 patients scheduled

31 patients NO-SHOW to scheduled appointments

12 patients provided SAME DAY appointments for emergent matters**

89 cancelled appointments

292 patients attending CLINIC PHYSICIAN appointments**

25 patients PHONE TRIAGE**

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

61 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 622

Diabetic patients: 107

Flu Vaccines: 45

Injections: 37

Nursing Visits: 9 **

On-site Labs: 241

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,289

DIRECT CALLS TO CLINIC OPERATIONS: 586

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:**SEPTEMBER 2020**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 17

TRAVEL HOURS: 61

SERVICE HOURS: 20

NUMBER SERVED: 17

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 96 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: 17

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 2 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1/2

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 62

TOTAL SERVICE HOURS: 20 ½

TOTAL CLIENTS SERVED: 19

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$68,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1385

TOTAL PRC PAID IN SEPTEMBER: \$44,495.82

PHARMACY/OTHER: \$34,493.78

DENTAL: \$8,244.04

TOTAL PATIENTS: 198 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 444

TOTAL CLAIMS ENTERED: 285

TOTAL PRC PAID 2020: \$410,894.88 (\$238,901.87 PAID BY 3RD PARTY)

TOTAL EHAP PAID IN SEPTEMBER: \$22,993.03

TOTAL EHAP PAID 2020: \$267,346.61

TOTAL ENROLLED EHAP/LRBOI: 1348

NEW APPLICATIONS MAILED OR GIVEN: 14

REASSESSMENTS MAILED OR GIVEN: 5

MEDICARE LIKE RATE (MLR) Savings for SEPTEMBER 2020

Claims submitted: 25
\$41,661.03 (total submitted)

- \$10,679.65 (what we paid)

\$30,981.38 (total savings)

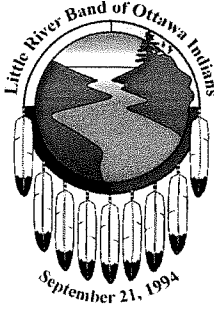
PHARMACY: SEPTEMBER 2020

Active patients: 359
Prescriptions filled: 1282

Insurance charges: \$93,852.71
Insurance payments received: \$123,961.09
Non-member cash/copays received: \$384.09

PRC-equivalent write offs:
 LRBOI: \$21,971.31
 Other Tribes: \$529.72
 TOTAL: \$22,501.03

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 September 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.** During the month, the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 8
 - New leases: 3
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 3
 - Total Number of Awards made during the Year: 12
 - Total Amount of Awards for the Year: \$59,411
 - The Housing Department has assisted with \$2,415,756 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant since 1/1/20.
- C.** The two new market rental homes are now complete with the exception of the landscaping and therefore, new residents will be moving in during the month of October. The landscaping will also be completed for the two units during the month of October.
- D.** The contracts for the 5 new homes have been done and are in for legal review at this time, will go to TC in October for approval so that we can begin the first stages of the project. The hope is that we can get all five homes up on foundations by the end of the year. The project is slated to be completed by June 2021.
- E.** Fall Clean up for the housing area and homes is scheduled to begin 10/12/20 and will continue through the week until all homes have had their outgoing items picked up. Maintenance will only go through each street and past the home once for pick up. Tenants are expected to put any items they wish to discard out to the end of their driveway.
- F.** Maintenance building has had internet installed and so now a computer will be moved to the building so that they can research for materials in their work area for purchase and repairs of units and also punch in/out.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 0
- B. Termination Notice(s) issued: 1
- 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. Maintenance currently has only 1 unit to complete for a move in. This unit is a full paint and carpet replacement unit.
- D. A purchase order has been completed through Custom Sheet metal and heating for the fall maintenance on all HVAC systems within the homes. The maintenance will be scheduled during the month of October into November.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 75 were rented giving us an occupancy rating of 93%.

- 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 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 7 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. 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. UPDATE: This was approved by TC on 9/16/20.

VI. Plans for the Future.

- A. 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. UPDATE: Meeting 10/5/20 at 9am.
- B. Director is working on the 2021 Indian Housing Plan and that will go to TC in October. As it is due to HUD by 10/18/20.
- C. We will begin gathering PPE materials to compile a set to give to each tenant residing in housing. Items such as thermometers, masks, cleaning supplies, etc.

VII. Other Information

- A. I have contacted the contractor for the elder's complex to get an update on needed repairs that was started before COVID. UPDATE: 10/6/20 the plumbing contractor is coming back to fix the issues with the shower draining properly.

End of Report
Tara Bailey, Housing Director
October 1, 2020

Cc: File

Human Resources
Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: September 2020 HR Department Report

Date: 10/7/20

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

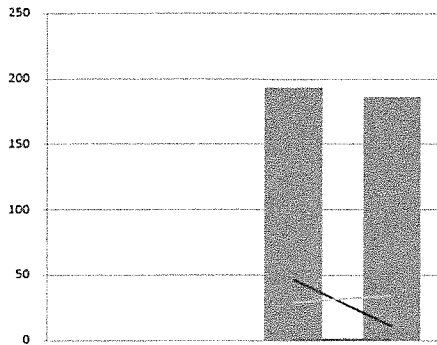
- a) The 2020 Operational Plan currently includes 63 projects and major tasks. This list began with 27 items on 1/1/20 and we added 2 this month.
- b) September Summary: The theme for September was “breakthrough and return to normal”. September included another major COVID-19 recovery step for HR as we completed the return to our normal roles and responsibilities in the wake of LRBOI’s COVID response. We completed the annual 401k audit, and received positive feedback from the auditor. She reported this was the most complete and accurate presentation of requested information since her work began with LRBOI. The auditor also reported appreciating the timely and knowledgeable responses to her questions. September also saw an increased focus on the Workforce Development process, and we learned a great deal during the month while assisting Tribal Members. HR also saw a return to more talent acquisition tasks, with our first new hire since May and the receipt of four additional Job Requisitions. A part of this effort, and major improvement was LRBOI’s first use of employment testing to help a hiring manager in decision-making. We also continued assisting department leaders as they encountered individual situations related to team members returning to work or experienced questions about our COVID SOP. The team participated in helping the organization through its first unscheduled precautionary closure, and learned some great lessons that can be helpful moving forward. 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 increasing both HR and various cross-functional team utilization of Teams/SharePoint. Physician recruiting also continued, with more good collaboration between HR and the Health Clinic. Finally, we conducted significant work on our own internal department development to improve the HR customer experience. 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: 10
 - iii) Number of Applicants Year to Date: Unavailable due to March 4 data loss.
 - iv) Number of Open Positions: 4
 - v) LRBOI continued the hiring freeze in September.
 - vi) Updated Recruiting Work Priority: Hiring Freeze in effect, select positions only as approved.
 - vii) Physician recruiting continued in anticipation of future needs.
 - viii) Turnover: 3

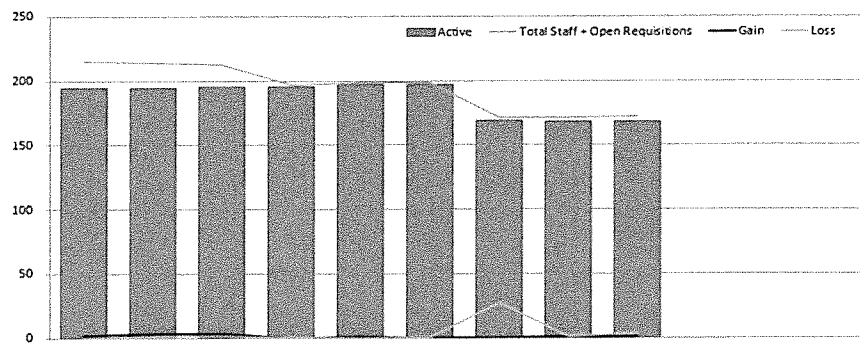
- ix) Continued additional Talent Acquisition Process development in preparation for an October update training session with leaders.

Staffing



Variables	2019	2020
Active	194	186
Inactive	3	1
Total Staff	197	188
Open Requisitions	8	7
Total Staff - Open Requisitions	205	194
Average Fill %	96.1%	96.6%
Gain	46	11
Loss	29	34
Net Gain (Loss)	17	-23

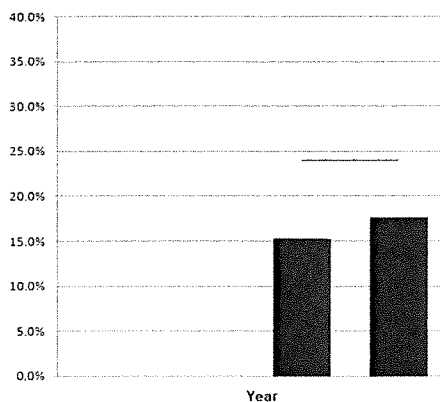
Michigan Unemployment
Michigan/National US



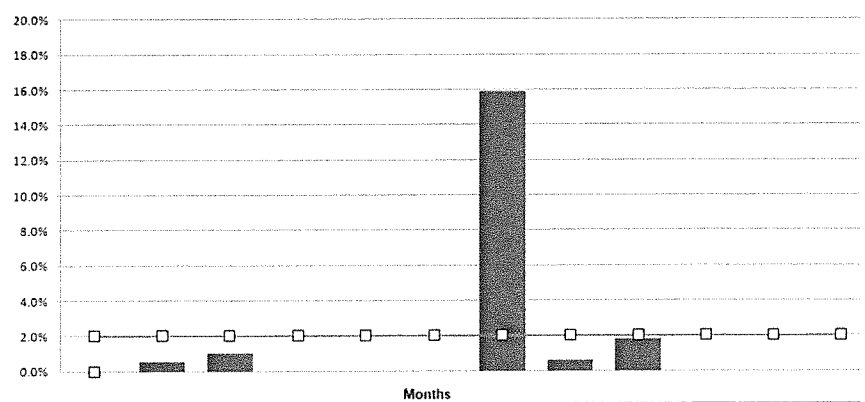
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
194	194	195	195	197	197	169	168	168			
1	2	2	2	1	1	1	2	0			
195	196	197	197	198	198	170	170	168			
20	18	15	0	0	0	1	1	4			
215	214	212	197	198	198	171	171	172			
90.7%	91.6%	92.9%	100.0%	100.0%	100.0%	99.4%	99.4%	97.7%			
2	3	3	0	1	0	0	1	1			
0	1	2	0	0	0	27	1	3			
2.0	2.0	1.0	0.0	1.0	0.0	-27.0	0.0	-2.0			

3.8% 3.6% 4.3% 22.7% 21.3% 14.9% 8.7% 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%	17.6%
Total Separations	30	34
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	3	0	0	0
195	196	197	197	198	198	170	170	168	0	0	0

3) Talent Development and Relations

a) Continued leadership development.

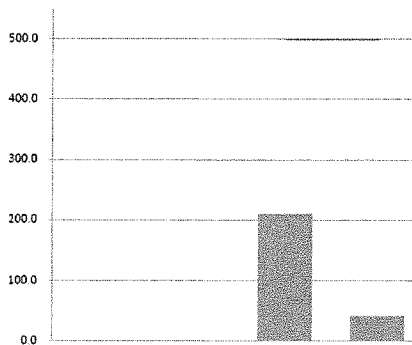
- i) Result: HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with four leaders in attendance.
- ii) The organization experienced a first during the month of September. HR and a hiring manager utilized specialized employment testing designed to help an organization evaluate candidates for a leadership position. This testing assisted in the selection process for the Lead Operator position in the Utilities department. Thanks to Alicia Knapp for driving the process, and to Gary Lewis for utilizing the new tools in the decision-making process! As we know, selection for leadership positions is one of the most important tasks a hiring manager faces. The right selection can greatly enhance the organization and an incorrect selection can do damage.
- 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 to prepare for re-launch of the Performance Management system.
- vi) Initiated plans to conduct another round of CORE Leadership training with TEA. The plan is to conduct the training on a virtual basis in November and December. To-date we have four people interested.

b) HR Department Development Initiatives:

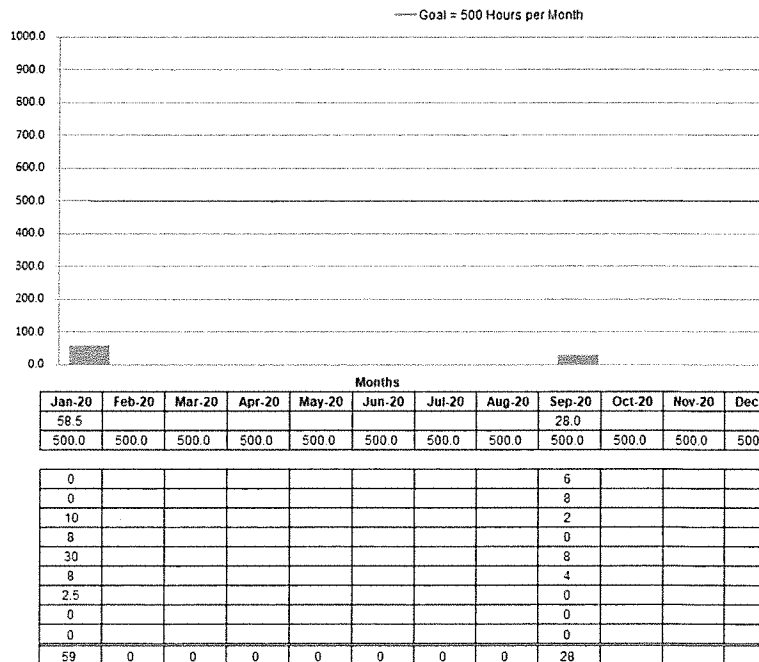
- i) Continued daily HR Newsletter publication to help team members stay informed and connected.
- ii) HR Team members participated in 5 hours of formal online training.

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

Training and Development Hours



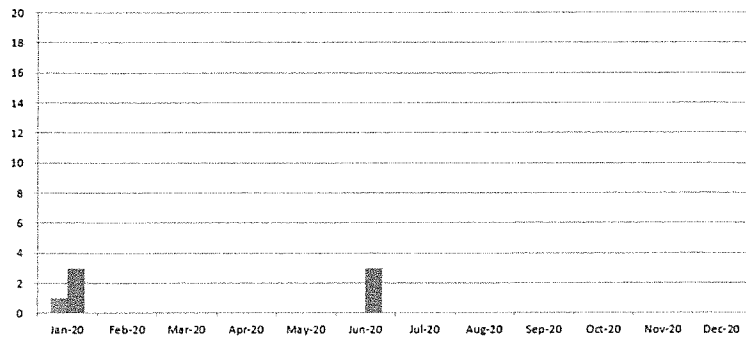
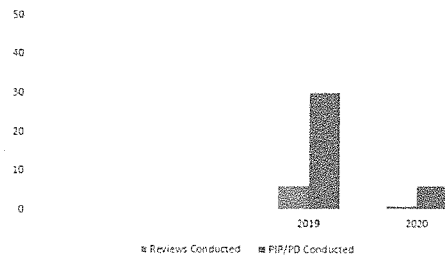
Variables	Yearly Avg		2019	2020
Total Training Hours	#DIV/0!	#DIV/0!	212.1	43.3
Goal			500	500
Orientation			98	6
New Employee Training			193	8
Training: Position Development			46	12
Cross Training/Position Preparation			0	8
Leadership Training			1,027	38
One on One			132	12
Other Training			29	3
Safety Training			781	0
Mentorship			240	0
Total Training Hours	0	0	2,546	87



0									6			
0									8			
10									2			
8									0			
30									8			
8									4			
2.5									0			
0									0			
0									0			
59	0	0	0	0	0	0	0	0	28			

Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



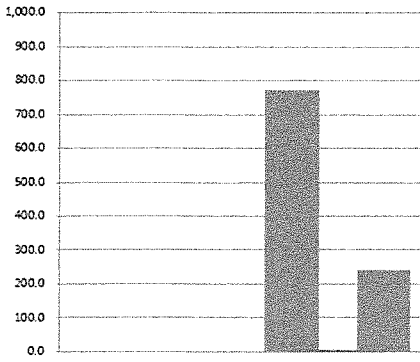
Variables	Year	
	2019	2020
Percent of Staff Receiving Feedback	97%	100%
Reviews Conducted	6	1
PIP/PO Conducted	30	6
Total Staff	197	1689

Months											
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
2%	0%	0%	0%	0%	2%	0%	0%	0%			
1	0	0	0	0	0	0	0	0			
3	0	0	0	0	3	0	0	0			
195	196	197	197	198	198	170	170	168			

4) Benefits and HR Administration

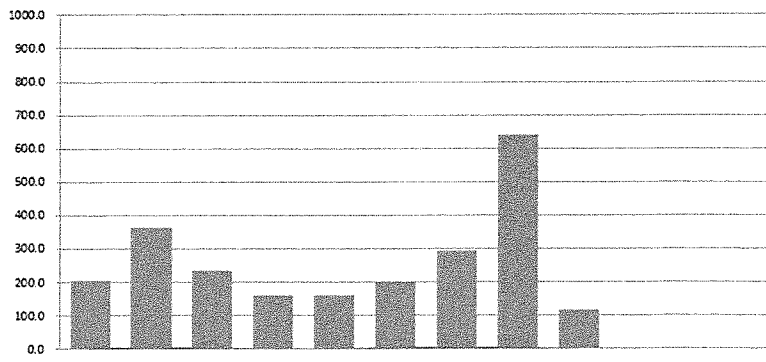
- Continued working to improve the previously identified benefit process issues and concerns.
- Actions Taken:
 - Benefits Work Priority: 1 – 401(k) Audit, 2 - Continue 2021 Health Insurance Quoting Process, 3 – Assisting Team Members with Benefit Requests
- The highest priority in September was completion of the 401k audit. We were able to provide all initial information requests by the auditor's request date. Upon further review, the auditor reported this was the smoothest, most accurate audit cycle since beginning work with LRBOI. Appreciate the work done by Melinda Smith to gather data and documents for the audit process, and providing great customer service to our auditor. This was her first 401k audit, and she did a great job. Thanks Mindi!
- Continued processing 401(k) loans with our third-party administrator, KDP.
- Continued the 2021 health insurance quoting process. The primary work during September was in helping CBIZ/BCBSM with information that would help in the quoting process. The primary reason for the delay in this process is BCBSM's internal rate calculation and communication process. BCBSM did not provide rate information until the end of September.
- Continued the ancillary benefit quoting process, including both dental and vision insurance. The renewal date is approaching on 1/1/21, and our team is working to provide the best look at options.
- We'd like to send a big thank you to every LRBOI team member who completed the Health Insurance Survey. The team really appreciates your feedback and is currently reviewing the information to see how it can be best incorporated into the benefit planning and acquisition process.
- Leave Notes
 - Leave Hours decreased significantly in September.
 - We assisted NRD in processing an Education Leave request that included a number of important policy and procedure questions. We appreciate their exploration and assistance in improving the process!

Leave (Excluding PTO and Holidays)



Variables	#DM/O'	#DM/O'	2019	2020
Total Leave Hours	#DM/O'	#DM/O'	771.9	241.5
Total Leave Events	#DM/O'	#DM/O'	28.3	0.3
Number of FTE Positions			4.8	1.5

Leave Hours by Type				
Bereavement			1,144	424
Education			345	148
FML			5,036	1,544
IFML			267	7
Jury Duty/Tribal Witness			0	0
LOA			768	152
Military			0	0
Parental			0	0
Wellness			360	107
Total Leave Hours	0	0	7,920	2,382



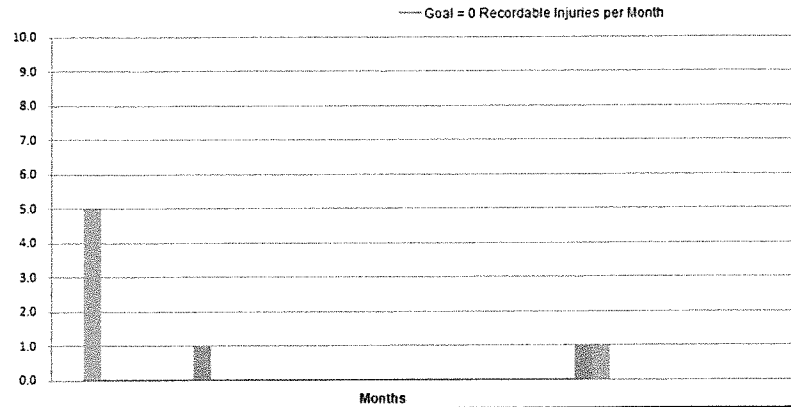
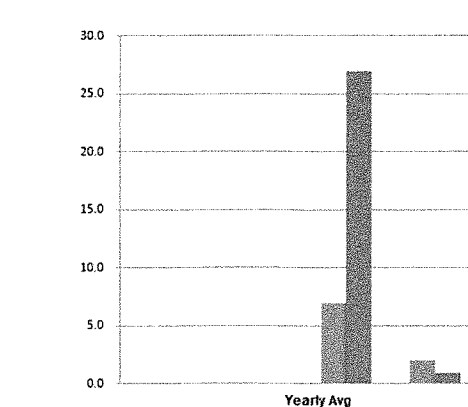
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0.00	0.00	0.00	1.00	1.00	2.00	3.00	13.00	12.00			
1.29	2.28	1.47	1.00	1.00	1.25	1.85	4.01	0.74			

32.00	144.00	32.00	0.00	0.00	40.00	24.00	88.00	64.00	0.00	0.00	0
64.00	24.00	24.00	0.00	0.00	0.00	0.00	24.00	12.00	0.00	0.00	0
72.00	160.00	160.00	160.00	160.00	160.00	272.00	368.00	32.00	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	10.00	0.00	0.00	0
207	365	235	160	160	200	296	642	118	0	0	0

5) Safety

- Assisted with the Government Center's first unscheduled precautionary closure. The preparation for this was an example of great teamwork, and many of the necessary processes and vendor agreements were in-place. This ensured a smooth closure process. Appreciate the work done by Brandy Martin and other team members, not only to prepare, but during the event as well. Also, thanks to all leaders for their help in communicating various important announcements throughout the process.
- Continued COVID-19 and Travel tracking. Appreciate everyone who completed Travel Evaluation forms!
- Recordable Injuries: 1
- Near Miss/1st Aid: 1
- LRBOI experienced one recordable injury and one near-miss incidents in September. The injury involved a foreign body in the eye, resolved without further issue.

Safety (Recordable Injuries and Near-Miss Incidents)



Variables	2019	2020
Total Recordable Injuries	7.0	2.0
Goal	0	0
Total Near-Miss Incidents	27.0	1.0

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

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	1.0			
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	1.0			

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	2	0	0	0
0	0	1	1	0	0	0	0	2	0	0	0

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

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

CURRENTLY EMPLOYED						
September 2020						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	59	8	10	6	58	141
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	75	193
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
Prior Year						

Notes on Tribal Preference:

1. September Tribal Preference Employment was 61.1% of total employment, an increase of 0.6% from last month due to Non-Preference employee turnover.
2. Data since January 2019 shows the following:
 - a. The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
 - i. 2020 Tribal Preference applications are 11.8% of all applications received.
 - ii. 2019 Tribal Preference applications were 14.1% of all applications received.
 - b. Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - i. 2020 Tribal Preference hires are 33.3% of all hires (3 out of 9).
 - ii. 2019 Tribal Preference hires were 26.7% of all hires (12 out of 45). Great job Hiring Managers!
3. Tribal Development Team: Due to the current minimum operations and hiring freeze, no team activity occurred in September.

7) Workforce Development

- i) Would like to thank Alicia Knapp for stepping up and accepting Workforce Development program management as an additional duty. She volunteered immediately to help and has done a great job learning the process. She's also started the process to identify program improvements. Thanks Alicia! We'd also like to thank Tom St. Dennis for his assistance in answering program questions and helping HR get started. Thanks Tom!
- ii) Conducted a meeting with MichiganWorks!, to review a draft Memorandum of Understanding between the two organizations and discuss collaboration opportunities. We agreed to meet on a monthly basis moving forward to continue collaboration and relationship-building.
- iii) Requests remained flat, with 6 in August and 6 in September.
- iv) Requests for WFD Service: 6
- v) Total Requests: 12
- vi) Processes Completed: 4

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
September 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Contracts were approved for:
 - a. 500MB Internet Connection to facilitate remote work installation completed 18 September 2020. Configuration and access to this highspeed connection is waiting the arrival of the new firewall.
 - b. New CISCO Router has arrived still waiting on the new Firewall.
 - c. Virtual and cloud backup systems configuration complete. On Premise to cloud backup being configure.
2. **Mandatory IT Projects by order of priority:**
 - a. September 2020
 - i. Government remains open by appointment only due to pandemic.
 - ii. Help desk request rate drops to 8.6 new tickets being entered per day.
 - iii. New laptops with mobile access for all critical employees continue to be delivered. The IT Staff is deploying them as quickly as we can. These devices remain a priority.
 - iv. Support All Operations
3. 191 new IT work orders opened in September 2020 and 166 IT work orders completed in September 2020.

Meetings Held / Attended –

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Maintenance
Rusty Smith

No Report Submitted

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: October 5, 2020
Re: September 2020 report of activities

Number of tribal members assisted on new issues	75
Number of referrals received	7
Number of continuing cases:	68

Types of legal issues:

Child support	Lease
Probate Estate	Mortgage
Divorce	Real Estate
Wills	Estate Planning
Post Divorce Matters	Notary
Trusts	Parenting Time
Assignment of Land Contract	QDRO
Custody	Hospice
Residential Lease	Evictions
Land Contract	Ladybird Deed
Medical Power of Attorney	Employment
Trust Administration	Supervised Parenting Time
Codicil	Agreements
Amend Trust	Small Probate Estate
Power of Attorney	PPO Violation
Trailer Park Violation	Adult Guardian Abuse
Minor Guardian – Out of State	Paternity
Personal Protection Order	Cremation
Estate Planning – Amendments	Expunge Criminal Charge

Criminal
Conservator – Adult
General Civil
Real Estate Taxes
Mental Health
Change of Custody
COVID-19
Criminal – Juvenile
Poverty Exemption – Real Estate Taxes
Transfer Civil Case

Acceptances by Agent
Garnishment
Adoption
Quit Claim Deed
Small Claims
SSI
Child Support Arrearages
Beneficiary
Funeral Designee
Guardian - Adult

Sample of Work Performed:

Assisted a tribal member rent their home

Assisted a tribal member evict a tenant from their home

Assisted a tribal member put a temporary halt to their garnishment when they lost their employment

Assisted a tribal member obtain child support from the other parent of their children

Assisted a tribal member obtain an Order of Filiation stating that the father of their child was the legal father

Assisted a tribal member prepare for court for a custody, parenting time case

Members Assistance
Jason Cross (Interim)

Members Assistance Department

September 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 \$8,400

d. 79% Remaining

e. 40 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	2	0	7	3	2	5	1	9

3. Rental and Mortgage Assistance Program

f. Total Budget \$50,000

g. Total expensed YTD \$7,843.46

h. 84% Remaining

i. 14 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	0	0	0	2	0	0	3	0	3

4. Low Income Energy Assistance Program

j. Total Budget \$40,000

k. Total expensed YTD \$5,584.13

l. 86% Remaining

m. 28 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	0	1	0	5	2	1	4	0	6

5. LIHEAP – DHHS Grant Funded Program FY 2020

a. Total Budget \$158,083

b. Total expensed to date \$10,150.00

c. 24 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
13	1	1	0	4	0	0	4	1

6. Elder Chore Program

d. Total Budget \$10,000

e. Total expensed YTD \$3,670.00

f. 63% Remaining

g. 21 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	0	1	0	3	0	1	2	0	6

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$2,291.94
- j. 90% Remaining
- k. 12 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	2	1	0	1	0	0	0	1	3

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$7,350.00
- n. 93% Remaining
- o. 1 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	1	0	0	0	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 \$87,909.85

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
100	7	13	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
41	21	6	41	16	14	11	7	4	0

13. Office Visits

aa. 0 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**September 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 - Senior Fisheries Biologist, Fisheries Division Manager

Barry Weldon – Great Lakes Fisheries Biologist

Alycia Peterson – Great Lakes Fisheries Technician

Mike Snyder – Great Lakes Fisheries Technician

Corey Jerome – Fisheries Biologist, Sturgeon

Dana Castle – Aquatic/Fisheries Biologist, Inland

Corey Wells - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Program work plans discussion related to COVID-19
- Consent Decree Data Reporting
- Grant Management
- Arctic Grayling Stewardship Plan drafting/ revisions / calls
- Sturgeon, Manistee River SOS treatment data entry
- Review State Collector permits/Fisheries Orders
- Arctic Grayling, Temperature logger map modifications, improvements
- Arctic Grayling, Development of habitat map
- Arctic Grayling, report to state on 2020 activities
- MI American Fisheries Society, solicitation for Awards Committee members

Equipment maintenance/Field Work/Lab Work:

- North Branch Manistee River fish community sampling for Arctic Grayling Reintroduction.
- Hamlin Lake wild rice density assessment.
- Maintenance on Great Lakes truck
- Great Lakes Fishery Independent Whitefish Assessment.
- Great Lakes Fishery Biodata collection on Fishery Independent Whitefish Assessments
- Great Lakes gear maintenance, preparation, and clean-up
- Great Lakes Fisheries, prep, image, and age whitefish otoliths
- Great Lakes Lake Sturgeon Assessments
- Great Lakes Fishery Biodata collection on Lake Sturgeon Assessments
- Arctic Grayling, Scotty-Jordan egg trays to test as alternative rearing method
- Streamside rearing facility winterization prep

Meetings/Training/Travel/Conference Calls

- 2020 Great Lakes Fishing Negotiations
- NRD Leads Meeting (9/22)
- Inland Fisheries Committee Virtual Meeting Black Lake sturgeon (9/23)
- Great Lakes Fishery Trust Lake Sturgeon Grant, Coordination Meeting (9/23)
- 2020 Biologist meetings for Fishing Negotiations
- Arctic Grayling Stewardship Plan calls (9/8, 9/23, 9/25, 9/30)
- Michigan AFS Executive Committee Call (9/10)

<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 – September
- SABA – Staff 1:1 meeting(s)

- EWS Staff management
- 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 Season – membership correspondence, sealing harvested bears/elk, hunter support
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2020 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2020 surveys and research projects - monthly occurrence (GLRI and IPR Funds)
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU collaboration and communication: phone calls and emails
- Tribal membership service form – Data entry
- Tribal properties food plot research project/study

Equipment Maintenance/Field Work/Lab Work

- American marten fieldwork – GLRI projects
- Marten Telemetry and Data download – GLRI project, ongoing throughout 2020-2021
- General Tractor maintenance (oil, filters, cleanup, grease)
- Tribal properties – mowing maintenance, disking of foraging plots (Custer, Kettle Hole, River Rd, Highbridge parcels)
- Turtle Fieldwork - GLRI project
- Box turtle nesting study

Meetings/Training/Travel/Conference Calls

- NRD Leads meeting – 9/17, 9/14, 9/22
- Council work session – 9/8
- Council meeting – 9/9
- Weekly Scheduling meeting – 9/11, 9/17, 9/24
- Wildlife Technical Meeting Deer – 9/23
- Wildlife Technical Meeting Bear – 9/24
- Council work session – 9/24
- Elk Season hunt support– 9/1 - 9/4, 9/18 - 9/21

Environmental Program

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

EPA Programs under Performance Partnership Grant Funding

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for Great Lakes Policy Specialist
- Worked on USEPA Brownfield assessment review of programmatic issues
- Fish community wild rice data work up
- Wild Rice Density Data Entry
- Invasive Species Plan
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- EPA Region V Tribal Training Document Review

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 9/8, 9/14, 9/28
- NRD Lead Huddle: 9/14, 9/22, 9/28
- 1:1 Meetings w/staff: 9/14, 9/15, 9/18, 9/28 (x2), 9/29
- 1:1 w/Supervisor: 9/1, 9/16, 9/29
- Wild Rice Initiative Meeting: 9/1
- Waste Assessment Training For Tribes: 9/1, 9/2
- EPA Region V Tribal Training Planning Meeting: 9/2, 9/16, 9/30
- Lake Michigan LAMP Call: 9/9, 9/15
- ATTAINS Kick-off Call: 9/14
- Regional Tribal Operations Committee Call: 9/15
- Leadership Round Table 9/15
- RTOC Brownfields Call: 9/18
- Water Division Call: 9/22
- Staff Project Meeting: 9/22, 9/23
- Tribal Council Agenda Review: 9/22, 9/28
- Tribal Council Meeting: 9/22, 9/30
- NOAA Manoomin Call: 9/28

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Submitted draft for HMRP
- Submitted final draft for HMRO
- Records reconnaissance for upcoming Phase Is

Field Work and Equipment Maintenance

- Custer 80 Parcel open dump survey
- Tippy Dam Parcel open dump survey

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

- Environmental staff weekly huddles September 8, 14, 28
- 1:1 meetings with supervisor September 18, 28
- Sat on EPA P2 HazMat/Pollution Prevention webinar September 1
- Completed course prerequisites for upcoming GIS course September 14
- Sat on NRDAR CERCLA/OPA webinar September 15
- Attended USCG virtual TTX September 17
- Sat on EPA MARC Grants webinar September 23
- Virtual meeting with supervisor re: remaining Field Work scheduling September 23
- Sat on EPA Social Marketing webinar September 29
- Attended Lake MI Area Committee (LMAC) quarterly virtual meeting September 30
- Sat on EPA/KSU MARC Grants webinar September 30

Water Program (106 and 319)

Administration/Reports/Data Entry

- Road Stream crossing inventory
- Hydrolab data to wqx
- Nutrient data to wqx
- Fish tissue quote received from testAmerica

Field Work and Equipment Maintenance

- Calibrated Hydrolabs
- September water quality sampling
- Boomshocker test drive
- Sent out 4a for repair

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

- 9/12/20- Suicide bend river cleanup
- 9/14/20- ATTAINS call
- 9/22/20- EPA water call
- 9/22/20- Portage Lake Watershed retreat

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions

- Submit 2nd Qtr PM 2.5 Flow Check report to MDEGLE's Amy Robinson – 9/22

Field Work and Equipment Maintenance

- Completed a Monthly Ozone Multipoint – 9/10 and 9/25
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 9/10 and 9/23
- Completed PM 2.5, Monthly Maintenance & QC – 9/10 and 9/23
- Completed PM 2.5, Quarterly Maintenance & QC – 9/23/20
- Installed a new set of PM 2.5 filters – 9/2 and 9/22
- Sent collected PM 2.5 filter samples to MDEGLE – 9/1, 9/14 and 9/22

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

- Attended weekly Environmental Division huddle – 9/14 and 9/28
- Communicated w/supervisor – 9/15 and 9/29
- Attended ITEP's National Tribal and Indigenous Climate Conference (NTICC) Virtual conference - Opening Plenary – 9/15
- ITEP's National Tribal and Indigenous Climate Conference (NTICC) Virtual conference - Opening Plenary – 9/16
- ITEP's National Tribal and Indigenous Climate Conference (NTICC) Virtual conference - Greenhouse Gas Reduction – 9/17
- ITEP's National Tribal and Indigenous Climate Conference (NTICC) Virtual conference - Closing Plenary – 9/17
- Attended Monthly State, Local, and Tribal Air Monitoring Conference Call – 9/23
- Attended Monthly R5 Tribal Air Conference Call – 9/24
- Attended Monthly USEPA & NTAA Air Policy Update Conference Call – 9/24
- Listened to Clean Air Act Symposium: 50 Years of the Clean Air Act – 9/29
- Attended ITEP's GoToWebinar - Planning an Air Quality Monitoring Project – 9/29

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

- Program is Delayed due to Hiring Freeze

Field Work and Equipment Maintenance

- Hamlin Lake Density and Bed Area Sampling was Completed

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

September 2020

Meetings/Conferences/Trainings

- On September 8, 2020, I participated in a virtual meeting of the Housing North Board of Directors.
- On September 10, 2020, I participated in a Tribal Council work session on the proposed amendments to the Gaming Commission Ordinance.
- On September 10 & 29, 2020, I participated in a Tribal Council work sessions regarding the possible sale of the Big Blue building and property.
- On September 17, 2020, I participated in the telephone conference meeting of the Construction Task Force.

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. They were waiting for the front door frame (including the front door itself) that had been on order from the manufacturer. They finally received the front door frame on September 30. They plan to install the front door on October 5, 2020, and the project should be completed.
- **US Census:** Due to the Covid-19 pandemic, the timeline for the 2020 Census has been adjusted repeatedly. Here is the updated information.
 - A federal court ruling has moved the deadline for self-response (online, phone, written questionnaire) back to October 31, 2020.
 - However, there has still been no follow-up from the census enumerators (who perform in-person data collection for non-responding households) at Aki Maadiziwin. The US Census Tribal Liaison is still unable to confirm whether the in-person follow-up at Aki will occur. Frankly, I'm not confident that it will happen.
 - As of September 25, 2020, the response rate of Tribal members living at Aki Maadiziwin was 48.9% (according to US Census statistics) compared to the National rate of 66.3%. 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.)
During the month of September, MDOT has indicated that if they could have written verification that the Tribal Transportation Safety funding for the roundabout is available to the Tribe, they

would be in a position to approve the MOA. That documentation has been provided to them. 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 eventually progress has been made. Here are the latest updates on our 2020 projects.
 - The Government Center Parking Lot repair project was essentially completed on September 25, 2020. All that remains to be completed is the restriping of the parking lot, which is scheduled to take place sometime during the week of October 5, 2020.
 - The Public Safety Parking Lot reconstruction project was completed on September 18, 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. Unfortunately, we were unable to schedule the repair work this fall. It is anticipated that construction will likely take place in the Spring 2021.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	4
Assist Motorist	
Assist Other Agency	5
City Assist	5
County Assist	13
Medical Assist	3
MSP Assist	4
Other Calls for Service	1
Property Checks	868
Suspicious Person	2
Suspicious Situation	8
Well-Being Check	7

Traffic/Vehicle

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

Processes

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

Criminal Offenses	
Animal Neglect	1
Arrest	4
Assault	3
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	4
CSC	
Death	
Disorderly	5
Domestic Disturbance	5
Drive-Off	2
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	6
Missing Person	
Money Laundering	2
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	2
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	355.25
Alarm	3
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	176.75
Civil Standby	1
Community Policing	8
Court Hours	2.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	24
Found Property	1
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	77
Total Reports	77
Training Hours	22.75
Transport	
Trespassing	2
Tribal Council Meetings	
Vehicle Mileage	4957
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	243.25	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	3	
Assist Hours	1.5	
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	11	
Contacts	81	
Court		
Court Hours		
Follow-up(s)	3	
Follow-up Hours	0.75	
Federal Citation(s)		
Hours Worked	278.25	
Joint Patrol(s)	1	
Marine Time	2	
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	0.25	
Property Checks	77	
Snowmobile Patrol Hours		
Training(s)	8	
Training Hours	21.5	
Vehicle Mileage	931	
Vehicle Stops	2	
Verbal Warning(s)	2	
Written Warning(s)		

Training/Travel

September 21, 2020 Officer Gunderson and Johnson-Cook participated in virtual report writing training.

September Officer Gunderson attended Taser and PPCT training at department.

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

Administrative Hours	46.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	3
Contacts	
Court	1
Court Hours	1
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	304.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	1921
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

September 2, 2020 Sgt Robles and Officer Brown participated in virtual implicit Bias Training.
September Sgt Robles and Officer Brown attended Taser and PPCT training at department.

Tax Office
Valerie Chandler

Tax Department September 2020 Monthly Report

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

During the month of September 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)
 - Requests for new ID cards and election packets (which were referred to Enrollment and the Election Board)
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 August 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 4 Certificates of Exemption:
 - Purchaser: 2 RTMs 2 Tribe/Entity
 - Purchase Type: 1 Vehicles 2 Construction 1 Bereavement Program
9. Reviewed 108 Tribal Member address changes; 18 required updating of the RTM list and database.
10. Mailed 16 Proof of Residency request letters; processed 3 Proofs of Residency that were received.
11. Processed 5 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 October 2020 and provided it to the Trading Post.
8. Reviewed and processed 2,179 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for August, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed August 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. Followed up and responded to one Community Center reservation request.
2. Completed and submitted a purchase requisition to Amazon for a flash drive.
3. Corresponded with two businesses regarding Certificates of Exemption for two projects.
4. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.

5. Provided feedback to HR regarding the visitor policy and procedures and the process in which the government center was evacuated and disinfected due to a COVID virus exposure.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding email encryptions.

Little River Trading Post Interactions:

1. Updated the tax-exempt fuel and tobacco monthly quotas for tribal members for the remainder of the year.

Little River Casino Resort Interactions:

1. Worked with staff regarding miscoded refunds at the Trading Post as well as incorrect recording of those refunds by Audit.
2. Corresponded with staff regarding a swipe card system for the Trading Post.

Meetings / Trainings Attended During the Month:

1. Tribal Council meetings via Zoom on September 9, 23, and 30, 2020.
2. Tribal Council work session via Zoom regarding the possible sale of "Big Blue" property on September 10 and 29, 2020.
3. Directors' conference call on September 28, 2020.

Statistics:

Total Registered Resident Tribal Members (RTMs): 265

- Manistee County: 255
- Mason County: 10

Monthly Tax Revenue*:

*August 2020 amounts received in September

- Retail Sales Tax (Little River Trading Post) \$4,974.75
- Retail Sales Tax (Gift Shop) \$1,192.68
- Lodging & Occupancy Tax \$10,337.42
- Food & Beverage Tax \$23,060.84

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

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

- Gasoline: \$0.370/gallon
- Diesel: \$0.385/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
September 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 53 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. Gave a presentation at the Manistee Senior Center on history and culture.

8. Participated in the groundbreaking for Legacy Park in Ludington.
9. Spoke with Interlochen Public Radio host Kendra Carr about treaties and reaffirmation day.
10. Met with Ogema, Leads and HR Director re: COVID-19 issue.
11. Responded to, read and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
12. Administered, directed and supervised all departmental activities.
13. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
14. Continued limited work on MSU NAGPRA related files.
15. 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 language lessons for Friday morning zoom class.
- 2) Send out language lessons to students to prepare for class.
- 3) Teach the language lessons on zoom, we are learning as we go, how to improve.
- 4) I keep modifying the classroom for zoom classes to keep it interactive.
- 5) Created a concentration game suitable for zoom video.
- 6) Develop face book lessons for weeks ahead on various topics.
- 7) Stay focused on comments and suggestions from face book audience, 6359 followers.
- 8) Schedule the face book lessons accordingly, post on Tuesday mornings, share on Fridays.
- 9) Scanned some cards for bingo games on face book.
- 10) Update face book video log. Information when recorded, posted and results.
- 11) Worked with Oakland University on language phrase for Public Humanities.
- 12) Create concentration games on many topics for language lessons.
- 13) Continue to recycle for LRB Pharmacy and work with Public Information.
- 14) Answered Emails and calls about language, culture, history, Endaaying, zoom lessons.

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

September 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
- Continued sampling for Covid 19 in waste water

Billing

Water	\$13,210.46
Sewer	\$23,140.63
Irrigation	\$3,508.11
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$12,640.45
Septage	\$8,997.97
Other	\$0.00
Month Total	\$69,566.95
Yr. to Date Water	\$107,773.76
Yr. to Date Sewer	\$142,112.44
Yr. to Date Irrigation	\$25,097.51
Yr. to Date Fire Suppression	\$72,626.97
Yr. to Date Manistee Township	\$126,854.29
Yr. to Date Septage	\$61,997.54
Other Revenue	\$8,158.86
Credit	\$0.00
Yr. to Date Total	\$544,621.37

1. Well House Pumping in Gallons

Total Flow Gallons

a. 4,702,512

b. Ave Daily Flow Gallons 156,750

2. Gallons of Treated Wastewater SBR

Influent Gallons

a. 2,713,068

b. Daily Average Gallons 90,435

Effluent Gallons

a. 2,682,489

b. Daily Average Gallons 89,416

c. Waste Sludge Gallons 80,000

Lagoon

a. Influent 273,984

b. Daily Average Gallons 9,132

3. Septic Sewage

a. Gallons 171,141

III. Travel and Trainings

What: MTERA Board Meeting

Who: Diane Kerr, Gary Lewis

Where: Phone Conference

Sponsored by: MTERA

What: Basic Leadership and Advanced Leadership Course

Who: Gregory Walters, Diane Kerr, Gary Lewis

Where: WWTP, Zoom

Sponsored by: Management Institute