


**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 
Naangwa: Date: November 17, 2020
Maanda Nji: Re: October 2020 Operations Report

We respectfully submit the October 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
October, 2020

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

October, 2020 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2020 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2020 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2020 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.-

Objectives:

1. Completion of the 2019 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is underway.

7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

Goal: Complete the establishment of the Property Management function for the organization.

Objectives:

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, create departmental asset books and distribute, and completing training for the organization.
2. Complete the set-up of a warehouse storage facility.
3. Create a catalog for internal use in property distribution of excess inventory.
4. Improve tracking and handling of property tax issues for all tribal owned properties.
5. Improve tracking and management of all tribally owned vehicles.
6. Implement a Construction in Progress system for all tribal and grant funded projects related to fixed assets.
7. Complete regular inventories of Program and Grant assets, including completing the inventory for the Public Safety department.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2021 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Finalize all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Implement and expand electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

II. Department Reporting Section

AUDIT

Audit field work for the 2019 audit took place May 11&12, and May 18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and 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 **October**.
 - i. AKI 5 – 2020-21 Homes – Little Valley Home – N/A.**
 - ii. Gaming Commission Entryway – GT Construction- N/A**
 - iii. Public Safety Building – Grand Traverse EC- N/A**
- 2. Cash Receipts:** Daily cash receipts totaled for the month of **October**, were, **\$1,045,373.75** the General & Special Revenue Account had a total of (340) 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. WEX Card- new fleet card, rollout coming to all departments. Have a pilot program with Ogema and Family Service to see how the process flows through.**
- 11. 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

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

October – Sage Tracking Training

October – WEX Fleet Card Rollout

October – Payment Kiosk Review

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 SOP Review, Homeland Security Region 7, CERT, TERT, CARES Act Funding, Temp Kiosk, MDHHS Round Table, Self-Governance Webinar

Trainings Held / Attended – National Preparedness Symposium, Sage Tracking

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *Sent out November 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 to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *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 be charged 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 these. Once 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 Booklet. 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 one modification in October for the following grant:*
 1. *2020 IHS Self Governance Compact added funding for \$305,743.*
- *For each grant modification, the documents are scanned to the electronic grant folder for that grant. The original modification paperwork is placed in the Grant Program Booklet. The new funding amounts are entered on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. The Budget Coordinator is given copies of the*

modification documents so that he can take to Tribal Council to have accepted into the operating budget by resolution.

- Additional reporting required for the grant approved is entered on the reporting calendar. The Grant Program Facts Sheet that is in the Grant Program Booklet that identifies reporting due dates is updated to reflect those additional reports.
- The Tribe received eight new grants in October for the following:
 1. 2020-2021 ITC Home Visiting Expansion for \$74,800 for the period of 10/1/20-9/30/21.
 2. 2020-2021 VOCA for \$235,893 for the period 10/1/20-9/30/21.
 3. 2020-2021 ITC Native Connections for \$70,000 for the period of 7/31/20-7/30/21.
 4. MOA from the District Health Dept. #10 for \$5,000 for the period of 7/1/20-6/30/21.
 5. 2020-2021 ITC Tribal Behavioral Health Implementation for \$170,000 for the period of 10/1/20-9/30/21.
 6. 2020-2023 DOJ OVW for \$299,815 for the period of 10/1/20-9/30/23.
 7. Child Care Relief fund for \$7,400 no specific timeframe.
 8. Health Services Center (105L) Development for \$616,566. No specific timeframe.
- 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 nine billing invoices on the following grants:
 1. 2019-2020 ITC Behavioral Health Implementation for \$2,100 (resubmitted invoice).
 2. 2019-2020 ITC 13 Moons Pilot Project for \$1,095.80
 3. 2019-2020 ITC Home Visiting Expansion for \$5,286.84.
 4. 2019-2020 ITC Behavioral Health Implementation for \$3,568.95.
 5. 2019-2020 ITC Behavioral Health Implementation for \$3,677.10.
 6. 2019-2020 ITC Head Start & Early Head Start for \$27,753.96.
 7. 2019-2020 ITC Behavioral Health Implementation for \$13,935.20 (resubmitted invoice).
 8. IHS Lagoon Wastewater project #BE-18-K42 for \$736.45.
 9. 2019-2020 ITC Behavioral Health Implementation for \$3,950 (resubmitted invoice)..
- Created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. The billing invoices were scanned and sent electronically to the Project Officers at ITC. The amounts were entered on the October cash receipt journal and October grant spreadsheet. Amounts 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 grant 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 October.
- Worked with the Grant Program Administrators on any questions they have related to the grant they are administering.
- The Housing Director was working on the 2021 IHP submission to HUD and needed a summary of the IHBG grants total awards, total draws and grant balances remaining. This information was prepared and sent to her.
- Met with the CFO, Budget Coordinator and NR Director on the large deferred grant revenue in his department. Worked on a plan of house to spend.

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 388 payroll vouchers/checks.
2. Verified 21 PAF's this month which included new 0 employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 10/9 and 10/23.
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 –

10/1 – Meeting regarding PTO use/COVID Leave.

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 October 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 October 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 October.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Remitted third quarter unemployment wages to UIA.
10. Prepared and remitted third Quarter form 941.
11. Provided information needed for completion of year end life insurance adjustment spreadsheet.

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. Prepare December 15th per capita payment eligibility.

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 560 packages.
2. Issued 179 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 October, 2020, are \$833,231, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date October, 2020, represent 61% of the total annual budget.

Education
Yvonne Parsons

Education Department
Yvonne Parsons, Education Programs Coordinator
October 2020 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 1 student received funding for driver's training, totaling \$250. 1 student received funding for Class Ring totaling \$100, 3 students received senior expenses totaling \$302.78 and 1 12th grade computer award totaling \$1000.
- **Higher Education Scholarship:** 13 Higher Education Scholarships were processed for October. Total awards were \$27,960 providing assistance to 7 university students and 6 community college students. Awards went to 10 women and 3 men.
- **College Book Stipend:** 9 book stipends were awarded during the month of October totaling \$3600 1 for being enrolled in 1-3 credits, 3 for being enrolled in 4-8 credits, and 5 students received stipends for being enrolled in 9 or more credits.
- **Educational Advancement Fund:** 1 student received \$300
- **Miscellaneous:** During the month of October the Education Department began working on plans for online social/instructional activities through the use of Zoom to engage in youth activities. IT is currently working on a quote for Zoom Room equipment, and in the meantime, Tribal Council Recorder, Gary DiPiazza has provided the equipment necessary for using Zoom when Tribal Council is not using it. We have not used the equipment yet, but are working on specific plans for our first activities. We are intending to use BIA Covid funding for the Zoom Room expense, and are also working on methods of getting funding to students for assistance with Covid educational needs which we will implement as soon as the funding is available in our department budget. In addition to these activities, we have also been navigating around in and getting used to Office 365 and Teams, and have set up an Education Department Teams group to be ready in the event of a Covid closure, for our department to be prepared in the event we have to work from home.

During the month of October, the following meetings were attended:

10-14 Tribal Development Team, met with Jeff, and Alicia from HR and Maria from the Casino in the Lunch room
10-16 Budget Review with Tribal Council
10-22 Ogema announcement regarding Muskegon Casino
10-27/28 Confederation of Michigan Tribes Education Directors Fall Quarterly Meeting via Zoom

Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

October 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: 11 Applications forms for people seeking membership
- Sent out: 70 Address change forms
- Created 75 New and Replacement ID's from 10/01/2020 through 10/31/2020
- 301 Addresses changed from 10/01/2020 through 10/31/2020
- Final Rejection Letters: 0
- Final Acceptance Letters: 1
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- 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
- 3 Applications received since 10/01/2020
- List request of Membership: Public Information, Tribal Court, Ogema
- Label request of Membership: Ogema
- Tribal Members Label/List/Statistical request: Janine Sam
- Statistical requests: BeDaBin, Ogema, Victim Services-DHHS,
- Department Verifications:
 1. Prosecutor 103
 2. Member's Assistance 19
 3. Family Services 3
 4. PRC/EHAP 29
 5. Human Resource 4
- 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 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 1056 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's meeting (phone conference) – October 26th
- Tribal Council Meeting – October 7th, 14th & 21st
- Tribal Council-Enrollment Department Budget Review – October 15th
- Tribal Council Work Session-Enrollment Ordinance – October 20th
- Leadership Roundtable – October 20th
- Enrollment Commission Meeting – October 14th

Enrollment Statistics

- Total Membership: 4,121
- Total number of Elders: 1,422
- Total number of Adults (18-54): 2,371
- Total number of Minors (0-17): 328
- Total Tribal Members living in:
 - 9 County Area: 1,707
 - Outside 9 County Area: 2,356
 - Michigan: 2,687
 - Outside Michigan: 1,376
 - Undeliverable Addresses: 58

Family Services
Jason Cross

Family Services Department

October 2020 Departmental Report

I. Department Overview:

To provide an accessible, effective, and diversified Social Services Program that will enhance and maximize individual tribal member's capabilities for greater self-sufficiency and wellbeing. In addition, it is our focus to maintain the preservation and reunification of Indian families by providing direct service, referral and case management of services for Indian children and families in compliance with the Indian Child Welfare Act.

II. Department reporting section:

Information and Referral Contacts:

Intakes:

These contacts represent that a formal initial intake was completed and the case was processed as information and/or a referral. It was determined during the case review the information and referral process met the stated needs of the client.

Intakes:

Manistee	1
Muskegon	2
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	3
Total	6

Open Cases.....43

Total number of Tribal members served in open cases: 44

Total number of descendants served in open cases: 13

Total number of individuals served in open cases: 82

Cases Management:

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



Victim Services Program Monthly Staff Meetings

- No meeting

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (4); New Intake(s) (2); Cases closed (0)
 - Provided: advocacy, legal assistance, housing, transportation, safety planning, and judicial advocacy.
- Had (5) face to face meetings; (52) client phone meetings; (1) transports; (0) court hearing(s); and (0) PPO assistance

Virtual Collaboration Meetings

- 10/8 & 10/22 – UTFAV MI Tribal Advocate meeting
- 10/12 - Manistee DVSART meeting
- 10/22 – Kent Co. CCRT meeting
- 10/24 – UTFAV board meeting
- 10/27 – DOJ OVW Tribal Gov2Gov Consultation

Travel & Training/Webinars

- 10/14 – 10/15 – ZoomToopia Conference
- 10/26 – Crime Scene Management & Evidence Collection in SA in Indian Country
- 10/27 – Comm. Response to DV & COVID

Outreach/Education

- N/A

Grants

- 10/6 – VOCA quarterly report was completed and submitted
- 10/14 – MI Stability & VOCA FY20-21 Grants accepted by TC
- 10/21 – DOJ OVW Tribal Government Program grant accepted by TC

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: New Intake(s) (0); Cases closed (0)
- Had (0) client face to face meetings
- Had (2) home visits
- Had (71) telephone/email contacts

Supervision/Case Reviews

- 10/28

Virtual Collaboration Efforts/Meetings

- 10/19 – WISE DV Task Force Meeting
- 10/22 – Muskegon Case Managers Meeting

Training/Webinars/Pod Casts

- 10/1 – 7th Annual American Indian Domestic Violence Awareness Day of Unity
- 10/27 – A Community Response to Domestic Violence & COVID-19
- 10/28 – The Sex Trafficking in Indian Country: Unit 1

Outreach/Education

- Coordinated with Big Al's Pizza and Pizza Hut to put our awareness stickers on their pizza boxes for DV month.
- Contacted and delivered purple masks and DV and program information to Tribal and local businesses for #PurpleThursday in honor of DV survivors.
- Made social media posts and ran a #NativeDVAM Social Media Challenge for DV awareness month.
- Participated in an interview with the Manistee News Advocate that resulted in two articles. The first article was about DV and what people should know about helping victims. The second article was about the purple mask campaign.

Other

- Monitored social media for any incoming communication. We had several comments related to the social media challenge and the purple mask campaign. Activity was up significantly on our Facebook page.
- Assisted Shanaviah w/writing the testimony for consultation.
- Wrote an article about Ron speaking at the DOJ Consultation for Facebook.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (4), New Intake(s) (3); Cases closed (1)
- Had (6) face to face meeting
- Had (0) transportation
- Had (35) telephone contacts

Supervision/Case Reviews

- Case reviews were scheduled but were not completed due to Amber being out sick.

Virtual Collaboration Meetings

- 10/6 – Manistee HSCB meeting
- 10/12 – Manistee DVSART Meeting
- 10/22 – Tribal Victim Advocate bi-weekly meeting

Training/Webinars

- 10/14-ABC-Understanding How We View and Impact Difference
- 10/23 - Understanding the Dynamics of IPV through the Lens of NA Survivors (NIWRC)
- 10/26- Sovereignty of the Soul: Confronting Sexual Violence in Native America (NIWRC)
- 10/27- DV/SA Webinar: A Comm. Response to Domestic Violence & COVID

Outreach/Education

- N/A

Next Generation Learning Center-October 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 50% 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
Preschool Oak-Four Year Old GSRP	4	4	0	1	0	1
School Age 5-12 years	13	0 *school in session	13	1	2	0
Totals	60	47	13	13	10	7
Percentages		78%	22%	22%	18%	12%

***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 based on guidelines from the state, and the LRBOI TERT team.
- Great Start Readiness Program-the Michigan funded free preschool program budget was signed September 30, 2020. NGLC has opened another classroom and begun recruitment and enrollment.
- NGLC administrator is part of a panel discussion for maintaining funding for early childhood programs in the Manistee region.

Stephanie Persenaire - Case Management

Total number living in homes served	0	0	3	0	2	0	0	0	0	4
Total number of Tribal Citizens living in homes served	0	0	2	0	1	0	0	0	0	2
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	2	0	1	0	0	0	0	2
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	1	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	1
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	1
Court appearances	0	0	0	0	1	0	0	0	0	1
Home Visits	0	0	3	0	2	0	0	0	0	0
Case Reviews	4	0	0	0	0	0	0	0	0	0
Binojeeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	0	22	0	7	0	0	0	0	8
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	6	0	35	0	15	0	0	0	0	20

Amanda McQueen - Case Management

Total number living in homes served	0	7	0	0	2	0	0	0	0	15
Total number of Tribal Citizens living in homes served	0	5	0	0	1	0	0	0	0	10
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	2	0	0	0	0	0	0	0	4
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	3
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	3
Home Visits	0	1	0	0	0	0	0	0	0	6
Case Reviews	0	1	0	0	0	0	0	0	0	0
Binojeeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	4	0	0	0	0	0	0	0	12
Contacts with LRBOI departments	0	2	0	0	3	0	0	0	0	5
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	3
Monthly Totals	0	22	0	0	6	0	0	0	0	64

LRBOI Be Da Bin Behavioral Health Program - October 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.

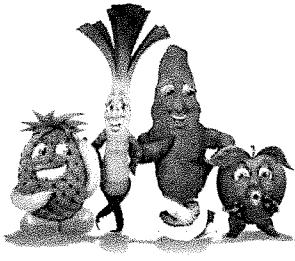
Because of the Covid 19 virus, Angela and Dottie are working with clients by phone/not in person. The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

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 43 clients at this time. Angela had 61 sessions this month, 48 Follow ups, completed 2 assessments, and 8 hours of telepsychiatry. Dottie currently has 32 clients (with 9 being Recovery Support). Dottie had 42 sessions, 3 crisis calls (referral for treatment), and 70 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 is working in partnership with the District Health Department #10 with distributing lockboxes for the Tribal community from a grant that the DHD #10 received. This is for opioid overdose prevention.

Dottie was also on conference call/Zoom meeting on October 14, 2020 for our quarterly Behavioral Health Communication Network Meeting and the SEA meeting on October 23, 2020. Dottie and Angela attended the Tall Cop webinar on drug trends, webinar through ITC on Dementia and health conditions on October 14 and the Manistee County Suicide Prevention Coalition on October 21 all online. Staff continued to keep updated on the developments for the virus and working on continued educational credits for certification needs with other numerous webinars.

Food Distribution
Ken LaHaye



Food Distribution Program

October 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 10/12, 10/13, 10/14, and 10/16.

We conducted 30 deliveries.

We received deliveries on 10/8, 10/12, and 10/15.

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

Ken was off 10/19 thru 10/30.

Ken and Melanie mailed numerous applications out to potential clients.

3 Meetings

Ken had directors meeting 10/26.

Ken attended Membership zoom meeting 10/10.

Ken attended teams meeting 10/20.

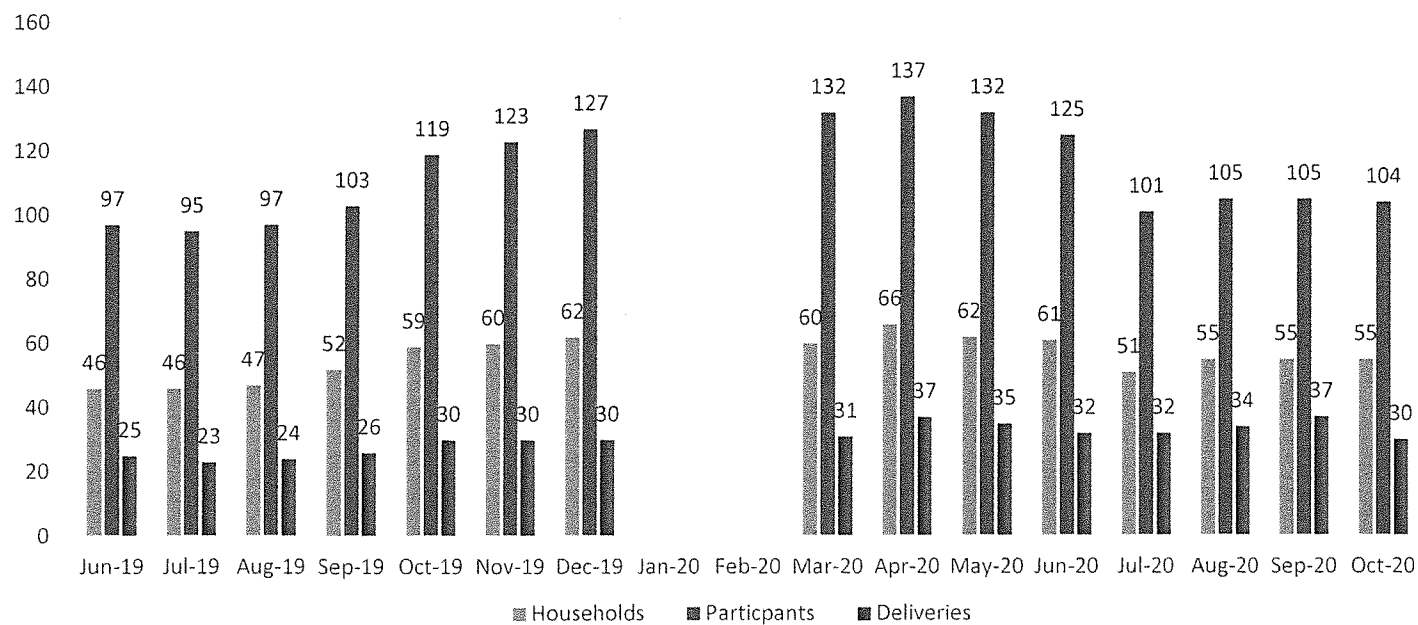
Ken had FDPIR meeting 10/19.

Ken attended zoom meeting with USDA on 10/28.

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

October 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.
- Working with Tara on getting Little Valley Homes (LVH) up and running on the (5) new homes awarded through the ICDBG CARES award. Bonding requirements were not accounted for in this award/bid as LVH was funded by Tribal dollars for the two home they recently completed. Neither they or this grant writer new about the need for a bond. We are working through details to get a reasonably price bond and then how to cover the cost.

Clinic:

- ∞ Working with Dr. Wever to Coordinate CARES fund spending for various Clinic projects.

Court:

- Working with Deb Miller to utilize CARES funds to pay for their new Court Case Management software as their current software will not be support past February 2021. This software from SolidCircle will allow for much better remote work and coordination between the Court, Prosecutor and Probation Department.

Family Services/ Be-Da-Bin:

- Working with Jason on a Work Force Development grant to training tribal members in medical and behavioral health cares with the hopes of having them work here at LRBOI. Due Nov 13th.

Food Distribution:

- ∞ Update 10/31/20: Food Distribution Construction Project – currently seeking an update from the architect as to when the project will go out to bid. It should go out for bid in November. We did need to get an updated Environmental Assessment on the site per HUD requirements of it not to be older than 5 years. Material prices are up very high currently due to the hurricanes in the south and fires in the west. The delay to start building next year should help keep material prices in line and maintain the budget.

- ∞ Secured a \$3,400 grant (Second round USDA CARES funding) to install an air purification system on the HVAC of the new Food Distribution Center.

Historic Preservation & Language:

- ∞ Update 10/31/20 (Still waiting to hear back on this grant. We should hear soon.) – 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:

- Working with De-Ahna and Rusty on several projects related to CARES funding.
 1. Coordinating with Van Dyken and our regular HVAC service vendors to complete repairs and installation of the new air purification system. Tribal Council has not met to approve contracts in a couple meetings now due to lack of quorum. The delay is jeopardizing our ability to spend down CARES funding for needed health and safety of Tribal workers & members as well as patrons and vendors.
 2. Working on a new work order/maintenance scheduling program to effectively maintain investments in CARES funded equipment and support a healthier environment.

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:

- We are replacing the furnace connected to the conference room so that the new air purification system will work properly, both projects paid for by CARE funding.

Water/Waste/Renewable Energy:

- ∞ Update 10/31/20 (Still waiting to hear back on this grant. We should hear soon.) – 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.
- A radio signal, propagation study has been completed using CARES funds and now contracts for the work to be completed are waiting for Council approval to commence the work and allow for remote monitoring of the waist pump stations reducing exposure of staff to hazardous conditions.

Special Projects:

- ∞ **Update 10/31/20 - 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.

Currently waiting on Council to approve several contracts for identified CARES qualified projects. Vendors need time to order the materials and install equipment identified for projects such as the air purification systems at the remaining government buildings and Casino.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: October 2020

Re: OCTOBER 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 October 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.

Teresa Johnson continues to perform reception desk duties in the clinic and screens entrants for COVID-19, and continues to transport patients when needed.

Juli Compeau continues to perform registration duties and assist with reception desk duties as well.

Forest County Pottawatomi Insurance Department filed 233 claims on behalf of Little River in the amount of \$38,642.62 for Third Party Revenue Generation.

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

CLINIC OPERATIONS:

404 patients scheduled

12 patients NO-SHOW to scheduled appointments

11 patients provided SAME DAY appointments for emergent matters**

103 cancelled appointments

83 COVID-19 Testing

300 patients attending CLINIC PHYSICIAN appointments**

24 patients PHONE TRIAGE**

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

66 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 806

Diabetic patients: 92

Flu Vaccines: 89

Injections: 23

Nursing Visits: 7 **

On-site Labs: 207

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,364

DIRECT CALLS TO CLINIC OPERATIONS: 616

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 16

TRAVEL HOURS: 61

SERVICE HOURS: 16

NUMBER SERVED: 16

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: ### hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

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

TRAVEL HOURS: 1

SERVICE HOURS: 1/2

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 62

TOTAL SERVICE HOURS: 16 ½

TOTAL CLIENTS SERVED: 18

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$112,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1772

TOTAL PRC PAID IN OCTOBER: \$73,654.28

PHARMACY/OTHER: \$55,555.03

DENTAL: \$18,099.25

TOTAL PATIENTS: 248 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 511

TOTAL CLAIMS ENTERED: 492

TOTAL PRC PAID 2020: \$485,074.73

TOTAL EHAP PAID IN OCTOBER: \$38,078.20

TOTAL EHAP PAID 2020: \$305,424.81

TOTAL ENROLLED EHAP/LRBOI: 1349

NEW APPLICATIONS MAILED OR GIVEN: 26

REASSESSMENTS MAILED OR GIVEN: 25

MEDICARE LIKE RATE (MLR) Savings for OCTOBER 2020

Claims submitted: 13
\$64,036.05 (total submitted)

-\$18,875.15 (what we paid)

\$45,160.90 (total savings)

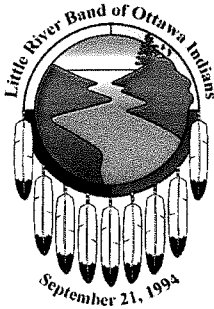
PHARMACY:**OCTOBER 2020**

Active patients: 380
Prescriptions filled: 1433

Insurance charges: \$116,846.27
Insurance payments received: \$87,611.31
Non-member cash/copays received: \$372.71

PRC-equivalent write offs:
LRBOI: \$24,989.04
Other Tribes: \$1,244.82
TOTAL: \$26,233.86

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 October 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: 5

Leases renewed: 5

New leases: 2

Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)

Move-out Inspections: 4

Move outs: 3

Transfers: 1

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 2

Total Number of Awards made during the Year: 14

Total Amount of Awards for the Year: \$69,411

The Housing Department has assisted with \$3,042,756 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, and the first resident moved in at the end of October. The second unit will be occupied in November.

D. The contracts for the 5 new homes out of the ICDBG CARES Act funding have been approved by TC.

E. Fall Clean up for the housing area and homes was scheduled to begin October 12th. Residents were asked to move their unwanted items out to curbside and maintenance picked up for them.

F. Housing Director went to visit Grand Traverse Band's newest housing project in the Traverse City area. The project is very nice and the units constructed are very nice.

G. There was four Housing Commission appeal hearings held during three separate meetings.

H. PPE items were ordered and awaiting the personalized LRBOI bags to be delivered so we can put together and give out to residents.

I. The new housing software from Housing Data Systems called Doorways has been ordered. They are currently backlogged and we will start to implement beginning of the new year.

J. Met with TC during the month to go over the 2021 Housing Budgets, no concerns or corrections requested.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 0
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 1
- 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 2 units to complete for a move in.
- 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, ongoing project, not complete at this time.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 77 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 53 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 9 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. An issue has arisen with the Little Valley Homes contracts in that they are having a problem with finding bonding insurance requirements. Still working with them to see if we can find a resolution.
- B. 2021 Indian Housing Plan was submitted to HUD in the amount of \$267,054.

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: Looking to work with GTec for plans and pricing on this project so that we can submit to HUD for the grant. Will forward further information to TC in November.

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: The contractor who needs to come and fix the remaining two showers has had a heart attack so will not be back to work or able to complete this until December.

End of Report
Tara Bailey, Housing Director
November 4, 2020

Cc: File

Human Resources
Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: October 2020 HR Department Report

Date: 11/5/20

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) HR 2020 Operational Plan

- a) The 2020 Operational Plan currently includes 69 projects and major tasks. This list began with 27 items on 1/1/20 and we added 6 this month.
- b) October Summary: The theme for October was “grow and go”. October included focus on not only our core activities, but also several improvement projects. October saw continued focus on the Workforce Development process. We re-started Tribal Development Team meetings, and launched a new partnership with MichigaWorks! They’re now attending the Tribal Development team meetings, and have agreed to provide assistance with internal training programs for development candidates as we look for ways to improve the Workforce Development experience for our customers. HR saw a significant increase in talent acquisition tasks with the receipt of eight additional Job Requisitions. The priority recruiting project for the month was the Prosecutor position. We also continued assisting department leaders as they encountered individual situations related to team members returning to work or experiencing questions about our COVID SOP. HR participated as the organization took lessons learned from the first COVID-19 precautionary closure and updated several SOP. We re-launched our leadership training partnership with The Employers Association. We concluded our work on both the annual health insurance and ancillary benefit quoting processes, and began planning open enrollment. We continued to focus on communication, both with leaders and team members, including continued publication of the employee newsletter, The River Resource. In October, The River Resource changed from daily to weekly publication. We continued the expansion of Office 365 by testing the use of O365 Planner for routine department tasks. 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

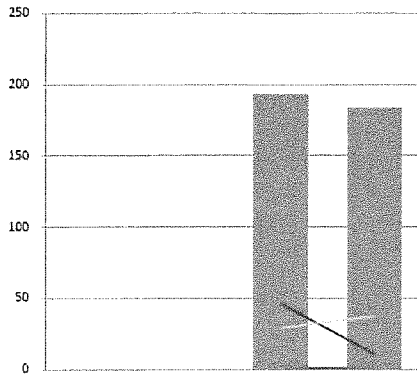
- a) Talent Acquisition
 - i) Number of Hires During the Month: 0
 - ii) Number of Hires Year to Date: 10
 - iii) Number of Applicants Year to Date: 22 (Since 10/1)
 - iv) Number of Open Positions: 10
 - v) LRBOI continued the hiring freeze in October.
 - vi) Updated Recruiting Work Priority: Hiring Freeze in effect, select positions only as approved.
 - vii) Received 8 new Staff Requisitions in October.
 - viii) Alicia Knapp provided HR support to help drive the Prosecutor position from requisition to offer letter, assisted by Mindi Smith. Appreciate the help of both our outgoing Prosecutor, Shayne

Machen, for her work during the process and the rest of the selection panel, Jay Sam and Rebecca Liebing. Great job team!

ix) Turnover: 3

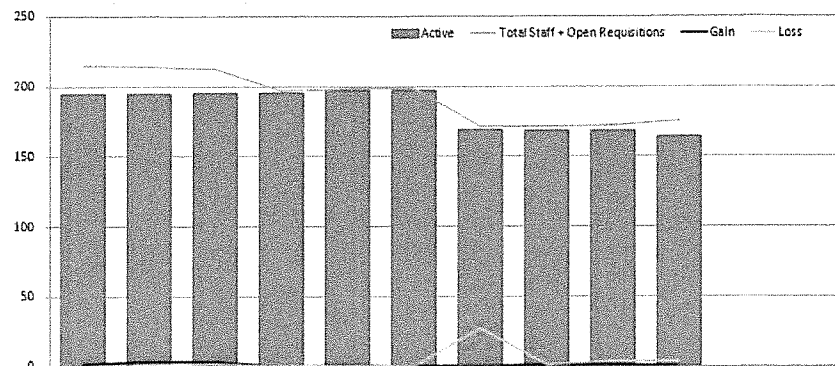
x) Completed the Talent Acquisition Process update and refresher training at the October Leadership Roundtable.

Staffing



Variables	2019	2020
Active	194	184
Inactive	3	1
Total Staff	197	185
Open Requisitions	8	7
Total Staff + Open Requisitions	205	192
Average Fill %	96.1%	96.4%
Gain	46	11
Loss	29	37
Net Gain (Loss)	17	-26

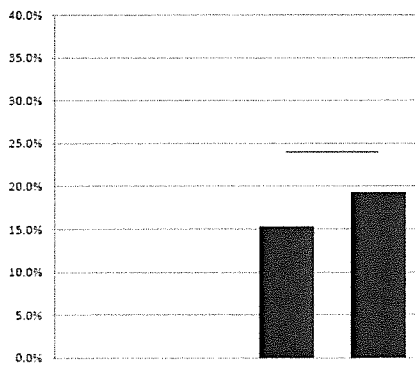
Michigan Unemployment
Michigan/National U6



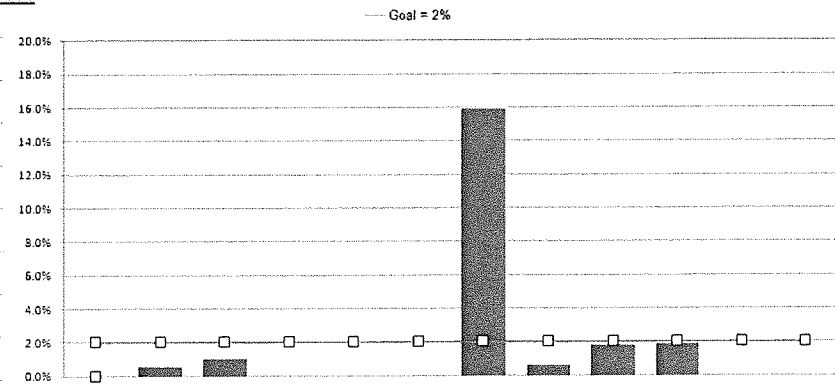
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
194	194	195	195	197	197	169	168	168	164	165	165
1	2	2	2	1	1	1	2	0	1		
195	196	197	197	198	198	170	170	168	165		
20	18	15	0	0	0	1	1	4	10		
215	214	212	197	196	198	171	171	172	175		
90.7%	91.6%	92.9%	100.0%	100.0%	100.0%	99.4%	99.4%	97.7%	94.3%		
2	3	3	0	1	0	0	1	1	0		
0	1	2	0	0	0	27	1	3	3		
2.0	2.0	1.0	0.0	1.0	0.0	-27.0	0.0	-2.0	-3.0		

3.8% 3.6% 4.3% 22.7% 21.3% 14.9% 8.7% 8.7% 8.5% 0.0% 0.0% 0.0%
0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

Turnover



Variables	2019	2020
Turnover Percentage	15.2%	19.2%
Total Separations	30	37
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	3	0	0
195	196	197	197	198	198	170	170	168	165	0	0

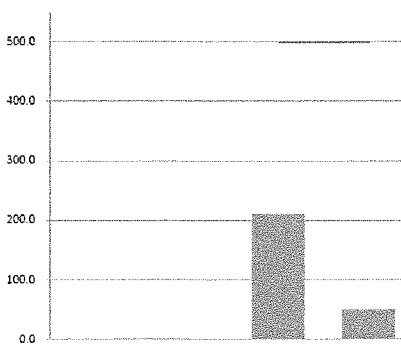
3) Talent Development and Relations

a) Continued leadership development.

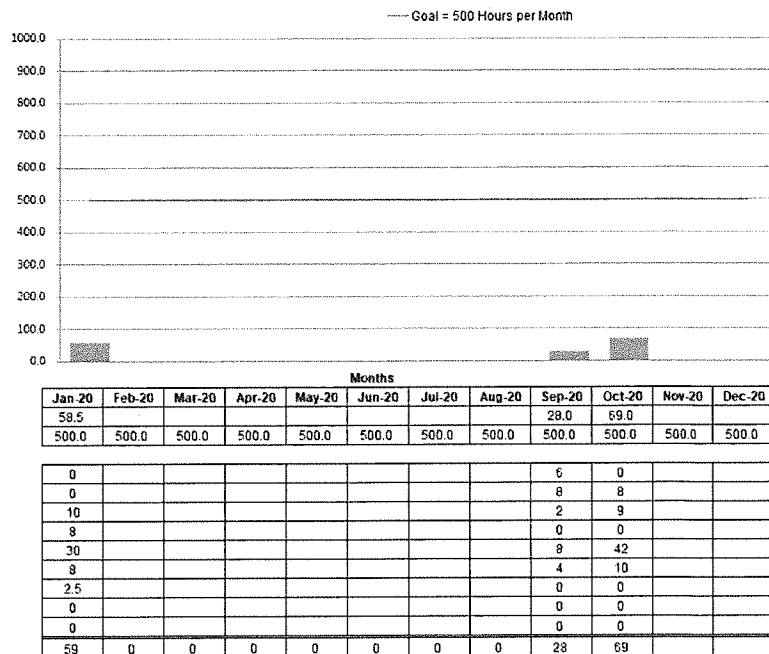
i) HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 17 leaders in attendance.

- ii) Provided additional HR support to the leadership of various departments. In October, this included providing job description support to three departments.
 - iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 requests.
 - iv) Conducted to prepare for re-launch of the Performance Management system.
 - v) Completed planning, enrollment and coordination of Introduction to Leadership and CORE Leadership. This resulted in 6 leaders who either participated or were enrolled.
- b) HR Department Development Initiatives:
- i) Continued HR Newsletter publication to help team members stay informed and connected. Changed from daily to weekly publication.
 - ii) HR Team members participated in 9 hours of online training.
 - iii) Launched the 2020 HR Effectiveness Survey for LRBOI leaders and received 14 responses, a significant increase over last year. We appreciate the leaders who took the time to provide a response. The feedback was awesome. Thank you!
 - iv) Initiated the internal HR use of O365 planner for routine tasks.
 - v) Initiated file migration to O365 storage solutions.
 - vi) Received and began using our new mobile tablets. Thank you IT Team!
 - vii) Ordered and received office posters describing HR Purpose, Mission and Values.
 - viii) Participated in a project to move responsibility for employee badges from IT to HR.

Training and Development Hours

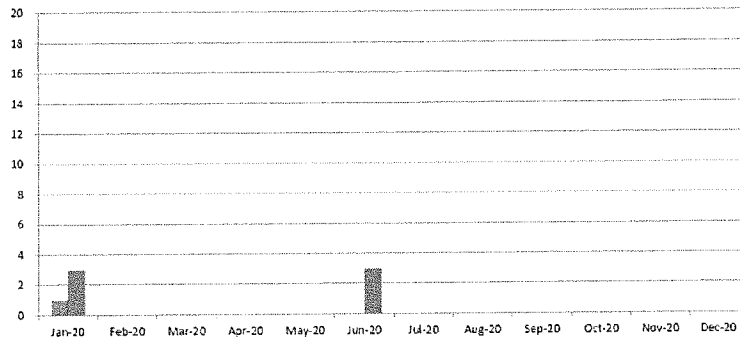
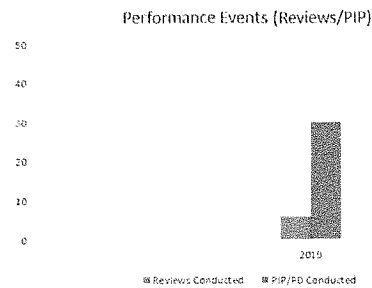


Variables	Yearly Avg		2019	2020
Total Training Hours	#DIV/0!	#DIV/0!	212.1	51.8
Goal			500	500
Orientation			98	6
New Employee Training			193	16
Training: Position Development			46	21
Cross Training/Position Preparation			0	8
Leadership Training			1,027	90
One on One			132	22
Other Training			29	3
Safety Training			781	0
Mentorship			240	0
Total Training Hours	0	0	2,546	156



Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
58.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.0	69.0	0.0	0.0
0								6	0		
0								8	8		
10								2	9		
8								0	0		
30								8	42		
8								4	10		
2.5								0	0		
0								0	0		
0								0	0		
59	0	0	0	0	0	0	0	28	69		

Performance Events (Reviews/PIP)



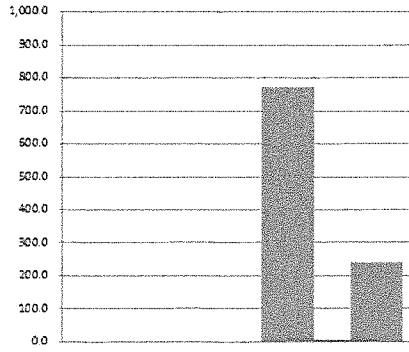
Variables	2019	2020
Percent of Staff Receiving Feedback	97%	100%
Reviews Conducted	6	1
PIP/PD Conducted	30	6
Total Staff	197	1854

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%	0%	#DIV/0!	
1	0	0	0	0	0	0	0	0	0	0	
3	0	0	0	0	3	0	0	0	0	0	
195	196	197	197	198	198	170	170	168	165	0	

4) Benefits and HR Administration

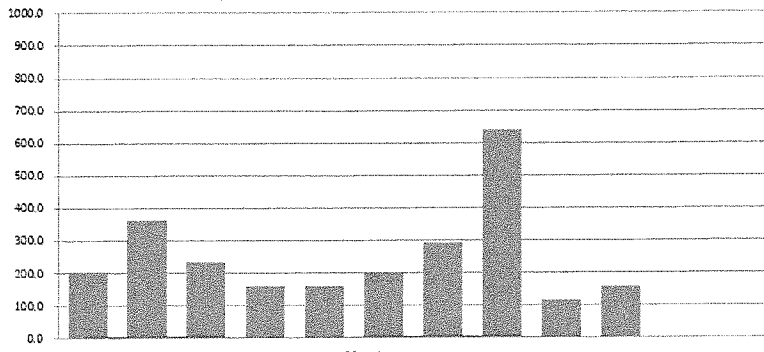
- a) Continued working to improve benefit processes.
- b) Actions Taken:
 - (1) Benefits Work Priority: 1 – 401(k) Form 5500 Filing, 2 – 2021 Health Insurance Quoting Process, 3 - 2021 Dental/Vision Quoting Process, 4 – Preparing Open Enrollment, 5 - Assisting Team Members with Benefit Requests
- c) Completed 2019 401k Form 5500 filing.
- d) Continued processing 401(k) loans with our third-party administrator, KDP.
- e) Initiated a process improvement project with VantagePoint to replace paper documents with online enrollment and change tools. Thanks Mindi!
- f) Completed the 2021 health insurance quoting process. The organization decided to retain FEHB health insurance coverage.
- g) Completed the ancillary benefit quoting process, including both dental and vision insurance. The renewal date is approaching on 1/1/21. Provided an Executive Summary to the Lead Group.
- h) Initiated the planning process for Open Enrollment.
- i) Sent Medicare Part D Notices to affected employees.
- j) Leave Notes
 - i) Leave Hours increased slightly in October.

Leave (Excluding PTO and Holidays)



Yearly Avg			
Variables	#DIV/0!	#DIV/0!	
Total Leave Hours	#DIV/0!	#DIV/0!	
Total Leave Events	#DIV/0!	#DIV/0!	
Number of FTE Positions			

Leave Hours by Type			
Bereavement		1,144	496
Education		345	172
FML		5,036	1,544
IFML		267	7
Jury Duty/Tribal Witness		0	0
LQA		768	192
Military		0	0
Parental		0	0
Wellness		360	130
Total Leave Hours	0	0	

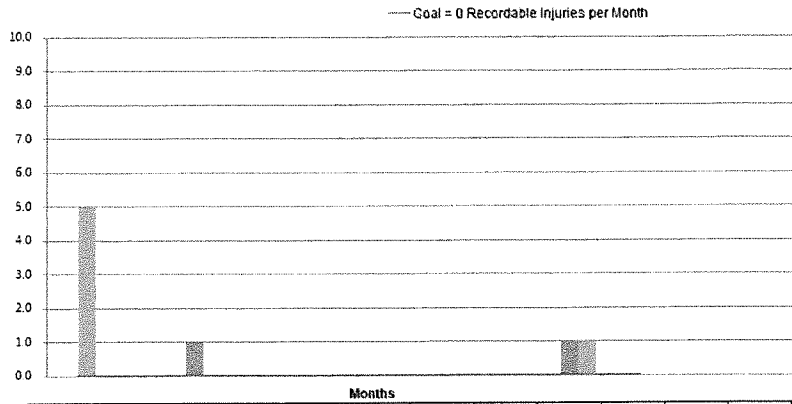
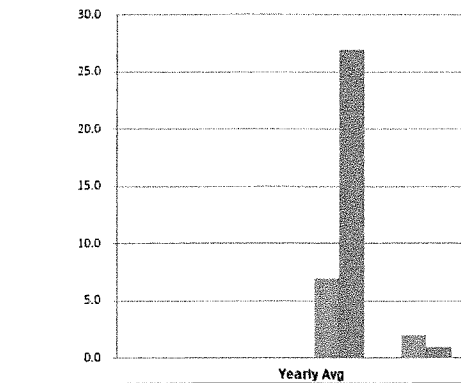


Months											
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0.00	0.00	0.00	1.00	1.00	2.00	3.00	13.00	12.00	12.00		
1.29	2.28	1.47	1.00	1.00	1.25	1.65	4.01	0.74	0.99		
32.00	144.00	32.00	0.00	0.00	40.00	24.00	88.00	64.00	72.00	0.00	0.00
64.00	24.00	24.00	0.00	0.00	0.00	0.00	24.00	12.00	24.00	0.00	0.00
72.00	160.00	160.00	160.00	160.00	160.00	272.00	368.00	32.00	0.00	0.00	0.00
7.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.00	0.00	40.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32.00	36.50	18.50	0.00	0.00	0.00	0.00	10.00	10.00	22.50	0.00	0.00
207	365	235	160	160	200	296	642	118	159	0	0

5) Safety

- Assisted as the organization improved its processes and SOP after the Government Center's first unscheduled precautionary closure. After further evaluation, the team discontinued the Travel SOP, updated the Absence & Return to Work SOP and created a draft COVID-19 Paid Leave SOP.
- Continued COVID-19 tracking.
- Added COVID-19 SOP and Forms to the L-Drive.
- Continued development of an updated safety plan in conjunction with our Risk Control Consultant from Acrisure. We reviewed results from the recent safety plan survey and determined specific November next steps.
- Recordable Injuries: 0
- Near Miss/1st Aid: 0
- LRBOI experienced no recordable injury or near-miss incidents in October.

Safety (Recordable Injuries and Near-Miss Incidents)



Variables	2019	2020
Total Recordable Injuries	7.0	2.0
Goal		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

Months	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Recordable Injuries	5.0	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	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	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	2	0	0	0
0	0	1	1	0	0	0	0	2	0	0	0	0

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

October 2020

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

TM	NA	D	S	NP	TOTAL
59	8	10	6	56	139
10	1	1	3	14	29
11	2	0	0	1	14
4	2	0	1	1	8
84	13	11	10	72	190

Prior Month

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

59	8	10	6	58	141
10	1	1	3	15	30
11	2	0	0	1	14
4	2	0	1	1	8
84	13	11	10	75	193

Notes on Tribal Preference:

1. October Tribal Preference Employment was 62.1% of total employment, an increase of 1.0% from last month due to continued 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!

7) Workforce Development

- i) Continued our monthly MichiganWorks! meeting to review a draft Memorandum of Understanding between the two organizations and discuss collaboration opportunities.
- ii) Re-started the Tribal Development Team. Invited MichiganWorks! To participate in the team. Their representative, Lisa Schut, agreed and attended her first team meeting on October 28. Our primary discussion included development of Non-Registered Apprenticeship programs for government positions where appropriate for development candidates.
- iii) We received our first request for the GED Completion Voucher program.
- iv) Initiated collaborative effort with DTE to publish open jobs in the energy industry. Thanks Alicia!
- v) New Requests for WFD Service: 1
- vi) Total Requests: 13
- vii) Processes Completed: 9

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
October 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Configuration and access to the highspeed internet connection from Spectrum will be advanced and connected to current router.
2. The new Cisco Router has yet to arrive no data has been provided by the vendor.
3. New CISCO Firewall has arrived still waiting on the new Router.
4. Virtual and cloud backup systems configuration complete.
5. On Premise server backup to disk is in progress. New disk space has been acquired and a new server is needed this system will be setup in the NRD Office Server room. Providing two offsite backup systems.

6. Mandatory IT Projects by order of priority:

a. October 2020

- i. Government remains open by appointment only due to pandemic.
- ii. 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.
- iii. Support All Operations

7. 192 new IT work orders opened in October 2020 and 241 IT work orders completed in October 2020.

Meetings Held / Attended –

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Maintenance
Rusty Smith

Facilities Management Department

2020 October Monthly Report

De-Ahna Underwood, Administrative Assistant III

I. Department Overview

Goals & Objectives

Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices

Maintain the department's budget within LRBOI guidelines

Maintain buildings and structures

To provide and maintain a safe and clean work environment

Objective;

Provide quality services to ensure the health, safety and wellbeing of employees, guests and maintain the life expectancy of our facilities

II. Department Reporting Section

Overview of Facilities Management Department activities for the month of October.

Walkthrough House of Flavors. Put up winter cautions signs at buildings and placed plow markers in parking lots.

GoFMX Generated Work Order Total	40
⊕ Plumbing	4
⊕ Installation/Build/Assemble	11
⊕ Recycling	2
⊕ Electrical	3
⊕ HVAC	1
⊕ Supply Delivery	9
⊕ Other	6
⊕ Office	2
⊕ Additional- Out of usual scope	2
Responded to calls not entered GoFMX.	

Aki Community Center:

Building Automation Control PM, Annual Fire Alarm PM

Painted Director office, hallway, and vacant office

Additional Request-Spray Elders Complex

Justice Center:

Annual Fire Alarm PM

HVAC First report of "no heat"

Food Distribution

Delivered supplies, freezer leak sealed, picked up cardboard, and assembled carts

Gaming Commission

Removed mailbox, delivered coffee, other supplies, leveled and placed cement slap on the side of building for mechanical building equipment sitting on the ground

Government Center

Elevator PM, Pest Control PM, Annual Sprinkler PM, Annual Fire Alarm PM, Semi Annual FM200 PM

Winterization of irrigation

Installation of 2 TVs

Began mulch project, front landscaping, and parking lot

5-6 metal carts assembled for Clinic and Muskegon Office

Additional-Health Clinic

Picked up 44"x 48" 169 lbs. scale delivered to the Casino and delivered

Informed day of, delivery of 3 power examination chairs. Storage 3 examination tables and then set up of 3 power examination chairs. 3 remaining power examination tables are due for delivery in November

Scheduled with Utilities to clean parking lot drains

Pure Water Works inspected, replace filters on the RO, and filled salt

Natural Resource Department

Unable to perform annual fire alarm and sprinkler inspection per NFPA 25 standards

Bi-annual elevator inspection and state certification inspection

Assisted in scheduling and completed walk through with Van Dyken for the air purification upgrade, requested by TERT. Scheduled and obtained a quote from Custom Sheet Metal, one of the HVAC service providers and replacement of 1 furnace anticipated in late November

Gathering Grounds

Winterization of irrigation

Closure and winterization of Bathhouse

Contract Status

Request for proposal documents completed for the 2021 janitorial master service agreement and submitted to Purchasing. Vendor proposal deadline November 16th

Vendor evaluation for 2021 mat and linen service agreement completed. Submission for Legal review, November

Resolution submitted for the 2021 Van Dyken master agreement, on the agenda for November

Closed Utilities Account with Rose Pest Control, as requested by department

Recycling for Sustainability

Paper, cardboard, batteries (primary dry cell), two barrels of used oil and a barrel of oil filters

III. Budget Expense Justification

There are standing purchase orders open until December 31, 2020

IV. Travel and Trainings

Virtual attendance of the 2021 Michigan Winter Operations Conference

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: November 3, 2020
Re: October 2020 report of activities

Number of tribal members assisted on new issues	78
Number of referrals received	4
Number of continuing cases:	48

Types of legal issues:

Child support	Land Contract - Forfeiture
Probate Estate	Residential Lease – Out of State
Divorce	Real Estate
Wills	Estate Planning
Post Divorce Matters	Notary
Trusts	Parenting Time
Bank Drafts	Real Estate – Out of State
Custody	Tax Exemptions
Residential Lease – Early Termination	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
Domestic Violence	Adult Conservator - Amend
Minor Guardian – Out of State	Paternity
Personal Protection Order - Objection	Estate Debts
Estate Planning – Amendments	Decline to act as Agent

Adoption – Adult	Small Claims
Change of Custody	SSI
Beneficiary	Funeral Designee
Transfer Civil Case	Guardian – Adult
Landlord -Tenant	Personal Protection Order – Out of State
Abuse of Adult by Guardian	Automobile Repair Estimates
Habitability of Rental Home	Employment Harassment
Limited Guardian – Minor – Out of State	Automobile Sold “As Is”
Conservator Accounting – Objection	Adult Guardian – Modify
Drivers’ License Hearing	Conservator Accounting
Neighbor’s Tree	Driver’s License Restoration
Social Security Disability	Federal Stimulus

Sample of Work Performed:

Assisted a tribal member file a forfeiture action against a land contract purchaser who was not making payments

Assisted a tribal member request changes to the duties of their guardian so they could make some of their own decisions

Assisted a tribal member object to a PPO that was obtained over them with false statements

Assisted a tribal member prepare for court and successfully get a Complaint for Eviction dismissed because the landlord did not follow the legal procedure to evict a tenant

Assisted a tribal member file to obtain an order of filiation that the father of their child was the legal father and obtain child support

Assisted a tribal member administer a Trust when the Settlor of the Trust died and properly transfer the Trust assets to the correct persons

Members Assistance
Jason Cross (Interim)

Members Assistance Department

October 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 \$376,491.48
 - ii. Budget remaining -3%
 - 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 \$9,450
- d. 79% Remaining
- e. 44 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	2	2	0	7	3	2	6	2	10

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$9,743.46
- h. 81% Remaining
- i. 17 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	3	0	0	3	0	4

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$7,384.13
- l. 82% Remaining
- m. 34 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	1	1	0	6	2	1	5	0	7

5. LIHEAP – DHHS Grant Funded Program FY 2020

- a. Total Budget \$158,083
- b. Total expensed to date \$10,525
- 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 \$4,850.00
- f. 51% Remaining
- g. 23 Elders accessing this program to date

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$2,691.94
- j. 88% Remaining
- k. 20 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$7,350.00
- n. 93% Remaining
- o. 2 members accessed this program

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$301,950
- r. 33% Remaining
- s. 46 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	1	1	1	12	0	0	4	0	21

10. Elders Insurance

- t. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- u. 315 Elders enrolled in program.
- v. September invoice \$90,825.97

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
137	7	16	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
55	32	14	41	21	25	18	9	6	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
 - 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
- Review State Collector permits/Fisheries Orders
- Arctic Grayling Stewardship Plan was completed and in the process of getting plan printed.
- Create PowerPoint for CMU Fisheries class presentation.
- Posts for Journal of Great Lakes Research Communications Committee
- Entered all data from North Branch e-fishing surveys in the Upper Manistee.
- Completed ARG narrative for GLRI Grant reporting.
- Review MDNR Land Strategy plan for Frank.
- Review of scientific literature.
- Began building code in R to analyze Upper Manistee E-fishing data.
- Created and submitted content for Currents.

- Continued work on Michigan Chapter of American Fisheries Society – Executive Committee and Awards Committee.
- Great Lake Fishery Trust sturgeon research priorities survey
- Great Lake Fishery trust grant communications with partners
- SRF insulation quotes, Requisition, Tribal Council Resolution.
- Commercial Fishing License processing.
- BIA GLRI semiannual grant project reports completed and submitted.

Equipment maintenance/Field Work/Lab Work:

- Checked the North Branch after recent rainfall to determine if e-fishing could occur.
- Began looking into e-fishing equipment updates from Smith-Root.
- NGLC sturgeon aquarium maintenance
- Muskegon Lake, lake sturgeon assessments
- Lake trout fall spawning assessment in Arcadia
- Gear maintenance and repair
- Otolith fish aging
- Construct fishery assessment nets
- Vehicle maintenance
- Gear preparation
- Construct juvenile lake sturgeon assessment nets
- Replaced and retied Larval drift nets.
- Clean up and maintenance of boat at blue
- Organized and compiled 2020 scale data
- Reimaged and aged 2019 Imaging Scales for age data that was lost this spring due to server malfunction
- Assisted wildlife division with food plot planting
- Assisted environmental division with electrofishing and water quality

Meetings/Training/Travel/Conference Calls

- Modeling Sub-Committee Zoom meeting (9/29-10/1)
- Calls with Dani Knoph for Arctic Grayling Stewardship Plan (10/7)
- NRD LEADS Meeting (10/8)
- BIA End-of-Year Data call training (10/15)
- Webinar - *Listening to Indigenous Knowledge as Colleges and Universities: Building a Foundation* webinar with Dr. Robin Wall Kimmerer (10/16)
- 2020 Consent Decree negotiation calls (10/16, 20, 21, 23, 26, 27, 28, 30)
- NRD LEADS Meeting (10/15)
- Leadership Roundtable Meeting (10/20)
- NRD LEADS Meeting (10/20)
- CMU Fisheries Class presentation on tribal biology (10/21)
- Tribal Council Agenda Review (10/26)
- North American Sturgeon and Paddlefish Society Annual virtual meeting (10/ 27-29)
- Technical Fisheries Committee Zoom meeting (10/27)
- Tribal Council Meeting (10/28)
- River Symposium (10/ 28, 29)
- Webinar EGLE Overview (10/30)

<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 – October
- 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 2020-2021 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 – Trapping to deploy GPS collars - GLRI projects
- AKI site visit – 10/8

Environmental Program

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

EPA Programs under Performance Partnership Grant Funding

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Program work plan reviews
- Compiled Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for Great Lakes Policy Specialist
- Worked on USEPA Brownfield assessment review of programmatic issues
- Wild Rice Density Data Entry
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- Nation Wide Permit Review for Renewal
- EPA Region V Tribal Training Document Review
- EPA Semi-Annual PPG Report Submitted
- EPA Clean Air Act 103 Report Submitted
- GLRI Semi-Annual Reports Submitted
- Submitted CAA 103 pre-proposal to USEPA
- Downloaded AMS data from DataMart for AQS

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 10/14, 10/19, 10/21, 10/26
- NRD Lead Huddle: 10/8, 10/15, 10/20, 10/26
- 1:1 Meetings w/staff: 10/15(2x), 10/20, 10/26 (x2), 10/27
- 1:1 w/Supervisor: 10/14, 10/27
- Line 5 EGLE Comments with BMIC Meeting 10/1
- Tribal PFAS work group Meeting 10/1
- Public Hearing on Line 5 Tunnel Application 10/1
- Environmental Assessment Discussion FB – 10/8
- RTOC Call 10/8
- CWA 401 Call with KBIC 10/9
- LMAC meeting 10/14
- RTOC Meeting Co-Chair 10/14
- HHW Meeting 10/15
- Pine River Watershed meeting 10/15
- National NPS Conference Planning Call 10/16
- Manoomin Call with NOAA 10/16, 10/26
- EPA Tribal Training Planning Call 10/15, 10/28
- ATTAINS Rollout 10/19
- Staff Project Meeting 10/19, 10/22

- RRT Meeting 10/20
- Leadership Round Table 10/20
- Fee to Trust Meeting 10/22
- IROS Meeting 10/22
- 401 Information Gathering Session ACOE Nationwide 10/26
- Tribal Council Agenda Review/ Meeting 10/26, 10/28
- EPA Water Division Call 10/27
- CERCLA 128a MOU/PPG Work Group Call 10/27
- Lake Huron LAMP 10/28, 10/29
- Line 5 Consultation hosted by Bay Mills 10/29
- Region V Lands Call 10/29

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Submitted 2 drafts of EPA 104k Assessment Grant
- Completed final draft of EPA 104k Assessment Grant for Tribal Council approval
- Submitted semi-annual PPG Report
- Completed semi-annual update of 128(a) Public Record
- Copy of 128(a) Public Record updated on website
- Notice of 128(a) Public Record update submitted to Currents
- Tier II Info added to HMRP
- 2019 TRI Info updated in HMRP

Field Work and Equipment Maintenance

- Griffith I, II, and III Parcels open dump survey
- Devoe Parcel open dump survey
- Assisted with Phase I Assessments performed by GRand Env – Orchard Warehouse and Dontz A Parcels

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

- Environmental staff weekly huddles October 5, 14, 19, 26
- 1:1 meetings with supervisor October 15, 26
- Completed ESRI GIS Field Work online course October 2 & 3
- Attended tri-county HHW virtual meeting October 15
- Met with supervisor re: 104k grant work October 19
- Met with supervisor re: finalizing 104k grant October 19
- Team meeting re: updated COVID SOPs October 21
- Virtual meeting with supervisor re: Tribal Council work session/meeting October 22
- Attended NMITBF catch-up call October 26
- Attended quarterly R5 128(a) Tribal call October 29
- Attended Tribal Council Work Session October 26

Water Program (106 and 319)

Administration/Reports/Data Entry

- PPG Semi-Annual report
- Hydrolab data entry
- Support letters to Manistee conservation district for Conservation Specialist position.
- Delivered Nutrient samples to GLEC
- Received macro data
- Fish tissue QAPP sent to EPA
- Sent letters of support for conservation specialist at Manistee conservation district

Field Work and Equipment Maintenance

- Electrofished Tippy Dam pond for fish contaminants
- Electrofished Manistee Lake for fish contaminants
- Completed October WQ sampling
- WQ boat winterized
- Mailed macro invertebrate samples
- Mailed zooplankton samples
- Mailed Fish tissue samples
- Ordered Eureka multi probe

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

- 10/15/20- Pine River Meeting
- 10/19/20- ATTAINS call
- 10/21/20- Manistee watershed partner meeting
- 10/26/20- EPA CWA 401 Consultation
- 10/27/20- EPA Tribal water call
- 10/27/20- Portage Lake Watershed Forever meeting
- 10/29/20- Line 5 Consultation
- 10/30/20- EGLE Tribal Webinar

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

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted Quarterly Grant progress report
- Submitted 3rd Qtr 2020 Ozone Precision report and 3rd Qtr PM 2.5 Flow Check report
- Submitted Grant Pre-Proposal

Field Work and Equipment Maintenance

- Completed a Monthly Ozone Multipoint – 10/6 10/30
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 10/7 and 10/28
- Completed PM 2.5, Monthly Maintenance & QC – 10/7 and 10/28
- Completed PM 2.5, Annual Maintenance & QC – 10/26
- Installed a new set of PM 2.5 filters – 10/14 and 10/22
- Sent collected PM 2.5 filter samples to MDEGLE – 10/1 and 10/12
- MDEGLE's Marc Foreman on site to complete semi-annual O3 and PM 2.5 audits – 10/8
- Changed Met Head with Zach – 10/21

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

- Attended weekly Environmental Division huddle – 10/14 and 10/19
- Communicated w/supervisor – 10/20 and 10/27
- Attended ITEP's GoToWebinar - Emission Inventories, Your Questions Answered – 10/13
- Attended NTAA IAQ Work Group Call – 10/15
- Attended Grant Review Meeting call for CAA 103 Funding – 10/22
- MDEGLE' Eric Gafner completed PM 2.5 - Annual sampler maintenance – 10/26
- MDEGLE's Eric Hansen completed annual recertification of one of our two flow and pressure monitoring devices – 10/26
- Attended Monthly State, Local, and Tribal Air Monitoring Conference Call – 10/28
- Attended Monthly R5 Tribal Air Conference Call – 10/29
- Attended Monthly USEPA & NTAA Air Policy Update Conference Call – 10/29

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

- Program is Delayed due to Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

October 2020

Meetings/Conferences/Trainings

- On Monday, October 5, 2020, I participated in Tribal Council Agenda Review to represent two items I had placed on the closed session meeting on October 7, 2020.
- On Wednesday, October 7, 2020, I represented two items at the Tribal Council Closed Session Meeting—amendment to Elmer’s contract on the Government Center Parking Lot and an extension of the contract with Larsen’s Landscaping to provide snow removal services for the Next Generation Learning Center.
- On Friday, October 16, 2020, I participated in a meeting with Tribal Council to review the 2021 Planning Department budget.
- On October 19, 2020, I participated in the virtual meeting of the Executive Committee of the Manistee County Community Foundation.
- On October 20-22, I attended virtually the 2020 Northwest Michigan Housing Summit.
- On October 26, 2020, I participated in the virtual meeting of the Housing North Executive Committee.
- On October 26, 2020, I participated in the monthly conference call of Tribal Government directors regarding developments and updates on the Covid-19 pandemic.
- On October 27, 2020, I participated in a virtual board meeting of the Manistee County Community Foundation.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: The repair/reconstruction work on the Gaming Commission entryway has been completed. Pat Machin from Machin Engineering was here to do a final walkthrough on October 22, 2020. There were a few minor punch list items that Pat will present to the contractor for final completion.
- US Census: The U.S. Census formally concluded on September 30, 2020. There was a federal court ruling that had tentatively extended the self-response deadline that was overturned by the Supreme Court in mid-October, ending any hopes of a deadline extension. The final response rate of Tribal members living at Aki Maadiwin was 48.9% according to the U.S. Census response website. We were hoping for some follow-up from census enumerators, (who perform in-person data collection for non-responding households) at Aki Maadiziwin. Unfortunately, that did not occur.
- 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. After much back-and-forth with MDOT, we finally reached an understanding and they have agreed to move ahead with the MOA as written. The MOA was submitted to the MDOT Development Services Division Office in Lansing for approval and we have yet to receive an executed copy of the document. We hope to receive this in early November. We have also been informed that MDOT is projecting the construction portion of the project to be bid out in February 2022, with construction anticipated to begin in the spring of 2022.

- BIA Roads—2020 Projects: Due to the Covid-19 pandemic, we encountered delays in moving forward with our 2020 BIA Roads projects, but eventually some progress was made. Here are the latest updates on our 2020 projects.
 - The Government Center Parking Lot repair project was completed during the first week of October 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 planning for the road construction to begin in the early summer 2021.
 - 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, there will not be any construction work on the Cemetery Parcel Road in 2020. We anticipate construction commencing in the early summer of 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 take place in the Spring 2021.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	1
Assist Other Agency	2
City Assist	5
County Assist	3
Medical Assist	1
MSP Assist	1
Other Calls for Service	1
Property Checks	563
Suspicious Person	4
Suspicious Situation	1
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	10
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	4
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	2
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	4
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	2
Arrest	5
Assault	3
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	1
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	1
Domestic Disturbance	1
Drive-Off	2
Drug Violation/VCSA	8
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	
Furnishing Alcohol to Minor	
Harassment	3
Health & Safety	
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	10
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

1

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

3

Miscellaneous

Administrative Hours

322.25

Alarm

4

Attempt to Locate

2

Boat Dock Checks

Casino Hours

192

Civil Standby

Community Policing

2

Court Hours

Death Notification

Drug Disposal

Follow-Up Investigations

13

Found Property

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

Total Complaints

65

Total Reports

65

Training Hours

126.5

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

2883

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	29.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	2
Court	
Court Hours	
Dock Checks	6
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	261
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1528
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	212.5	
Arrest(s)	5	
Male	5	
Female		
ATV Patrol Hours		
Assist(s)	4	
Assist Hours	4.5	
Citation(s)	7	
Civil	3	
Misdemeanor	4	
City Assist	1	
City Assist Hours	2.75	
City Original		
City Original Hours		
Complaints	17	
Contacts	65	
Court		
Court Hours		
Follow-up(s)	1	
Follow-up Hours	2.5	
Federal Citation(s)	291	
Hours Worked		
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	0.5	
Property Checks	58	
Snowmobile Patrol Hours		
Training(s)	10	
Training Hours	60	
Vehicle Mileage	844	
Vehicle Stops	4	
Verbal Warning(s)	4	
Written Warning(s)	2	
Training/Travel		

October 5-7, 2020 Sgt Robles, Officers Brown and Johnson-Cook participated in online SLEC training.
October 5, 2020 Officer Gunderson participated in online De-escalation training.
October 20, 2020 Officer Johnson-Cook participated in webinar for background investigations.

Tax Office
Valerie Chandler

Tax Department October 2020 Monthly Report

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

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

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Copies of tax forms and RTM verification letters
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
2. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
5. Completed and submitted the Tax Department monthly department report for September 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: 2 Vehicles 1 Utility Account 1 Bereavement Program
9. Reviewed 137 Tribal Member address and/or name changes; 15 required updating of the RTM list and database.
10. Mailed 20 Proof of Residency request letters; processed 8 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

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 November 2020 and provided it to the Trading Post.
8. Reviewed and processed 2,337 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 September, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed September 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. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Provided feedback to HR regarding the HR Department Effectiveness survey.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding Resident Tribal Member beginning and ending dates.
2. Corresponded with Treasury regarding utility accounts being charged State sales tax when they should be tax exempt.

Little River Trading Post Interactions:

1. Copied and corresponded with the Trading Post on a tobacco assessment where a member owed for cigarettes.

Little River Casino Resort Interactions:

1. Corresponded with staff regarding copies of venue reports from the beginning of the year when the tribal government's servers crashed and reports were lost. Copies were obtained for the Tax Department's files.

Meetings / Trainings Attended During the Month:

1. Tribal Council agenda review via Zoom on October 5, 2020.
2. Tribal Council meeting via Zoom on October 7 and 14, 2020.
3. Departmental budget review for 2021 via Zoom with the Tribal Council on October 15, 2020.
4. Leadership Roundtable meeting via Zoom on October 20, 2020.
5. Directors' conference call on October 26, 2020.

Statistics:

Total Registered Resident Tribal Members (RTMs): 269

- Manistee County: 258
- Mason County: 11

Monthly Tax Revenue*:

*September 2020 amounts received in October

- Retail Sales Tax (Little River Trading Post) \$1,364.60
- Retail Sales Tax (Gift Shop) \$1,248.05
- Lodging & Occupancy Tax \$8,165.52
- Food & Beverage Tax \$21,623.28

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

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

- Gasoline: \$0.367/gallon
 - Diesel: \$0.384/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
October 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:

The Director accomplished the following during the month:

1. Responded 71 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 quarterly meeting with Michigan Anishinaabek Cultural Preservation & Repatriation Alliance to establish return of ancestors.
7. Streamed Fall Citizens/Membership meeting.
8. Met with Council to discuss the 2021 Budget for Historic Preservation.
9. Met with Ogema and Judge Bailey and staff persons about an HR issue regarding a background check.
10. Participated in interviews of candidates for Prosecutors' position.
11. Spoke with organizers of the Diversity Committee in Manistee about webinar.
12. Met with Ogema, Leads and HR Director re: COVID-19 issue.
13. Responded to, read and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
14. Administered, directed and supervised all departmental activities.
15. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
16. Continued work on MSU NAGPRA related files.
17. 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) 1) Develop language lessons for the zoom language class.
- 2) Sent out the language lessons to the zoom students.
- 3) Teach the lessons on Friday mornings.
- 4) Develop language lessons for face book show "Endaaying".
- 5) Edit the face book language lessons.
- 6) Schedule the language lessons accordingly, post on Tuesdays and share on Fridays.
- 7) Record the lessons at a video shoot.
- 8) Update video log.
- 9) Organizing the different types of face book lessons.
- 10) Received my 2 in 1 computer and taking care of issues.
- 11) Was working with Public Information on lessons but have not heard back.
- 12) Continue to recycle for LRB Pharmacy.
- 13) Answered Emails and calls about language, culture, history, zoom classes & Endaaying.

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.

TABLE OF CONTENTS

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

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.
- Data collection and input for Noresco Energy Audit in-progress
- Continued sampling for Covid 19 in wastewater

Billing

Water	\$11,861.01
Sewer	\$15,967.16
Irrigation	\$2,447.97
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,445.76
Septage	\$7,303.74
Other	\$38,845.71
Month Total	\$98,940.68
Yr. to Date Water	\$119,634.77
Yr. to Date Sewer	\$158,079.60
Yr. to Date Irrigation	\$27,545.48
Yr. to Date Fire Suppression	\$80,696.30
Yr. to Date Manistee Township	\$141,300.05
Yr. to Date Septage	\$69,301.28
Other Revenue	\$47,004.57
Credit	\$0.00
Yr. to Date Total	\$643,562.05

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 3,039,812**
- b. Ave Daily Flow Gallons 98,058**

2. Gallons of Treated Wastewater SBR

Influent Gallons

- a. 2,563,428**
- b. Daily Average Gallons 82,691**

Effluent Gallons

- a. 2,494,920**
- b. Daily Average Gallons 80,481**
- c. Waste Sludge Gallons 80,000**

Lagoon

- a. Influent 147,122**
- b. Daily Average Gallons 4,745**

3. Septic Sewage

- a. Gallons 161,420**

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