

**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: January 18, 2021
Maanda Nji: Re: December 2020 Operations Report

LBR

We respectfully submit the December 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
December, 2020

TABLE OF CONTENTS

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

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

December, 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 December.***
 - 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- \$38,947.97***
 - iv. *Commodities Building Project-\$44,950.35***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of December, were, \$523,110.86 the General & Special Revenue Account had a total of (206) 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 to all departments. Have a pilot program with Ogema and Family Service to see how the process flows through, expanded to include a few more departments.

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.

Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2020-21 homes, Gaming Commission Entryway, Public Safety Building, Commodities.

Other Meetings

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

December – Sage Tracking Inventory

December – WEX Fleet Card Rollout/ Continued with meeting with Natural Resources.

December – Webinar on MIP updates, 1099 changes

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, Homeland Security Region 7, COVID Planning, Leads, Health Department, Region 7 SPR, Directors, COVID Closure, HIS-Vaccine Planning, CARES Act Spending, Temp Kiosk

Trainings Held / Attended – FEMA Mitigation

Special Tasks / Activities Performed – Donation

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *Sent out January 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 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 December for the following grant:*

1. 2018-2020 EPA PPG added funding for \$27,945.

- 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 five new grants November for the following:
 1. 2020-2021 GSRP for \$106,720 for the period of 10/1/20-9/30/21.
 2. 2020-2021 ITC Head Start & Early Head Start for \$347,401 for the period of 11/1/20-10/31/21.
 3. 2020-2023 CCDF Discretionary Block grant for \$65,398 for the period of 10/1/20-9/30/23.
 4. 2020-2023 CCDF Mandatory grant for \$7,244 for the period of 10/1/20-9/30/23.
 5. 2021 LIHEAP grant for \$158,775 for the period of 10/1/20-9/30/22.
- 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. Entered the new grant awards 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. Forwarded copies of the new award documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once the grant was accepted into the operating budget, the Budget Coordinator forwarded me copies of the resolutions passed and the new budget entered. I scanned all award documents and resolution into the electronic folders and originals were placed in the Grant Program Booklet. I sent notices of the new grants to the following departments: Purchasing dept., Ogema office, Controller, Payroll and Accounts Payable letting them know the new grant information. I created Grant Program Booklets for the person administering the grant and all program federal & narrative reports due for the life of the grant were scheduled on the reporting calendar.
- Submitted three billing invoices on the following grants:
 1. 2020-2021 ITC Behavioral Health Implementation for \$3,677.10.
 2. 2020-2021 ITC Head Start COVID 19 for \$13,656.44.
 3. 2019-2020 ITC Home Visiting Expansion for \$4,002.84.
- 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 December cash receipt journal and December 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 December.
- Worked with the Grant Program Administrators on any questions they have related to the grant they are administering.

- *Had the Ogema sign the 2020-2021 ITC Head Start & Early Head Start Connections new grant award and sent back to ITC.*
- *Had the Ogema sign the GSRP new grant award and sent back to Wexford-Missaukee and Manistee ISD.*

Meetings Held/Attended

- *Participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards, modifications and any questions that they may have.*

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 392 payroll vouchers/checks.*
- 2. Verified 27 PAF's this month which included new 1 employee(s), and 1 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 12/4 and 12/18.*
- 4. Created 401k contribution file and uploaded to John Hancock online.*
- 5. Prepared direct deposit file and uploaded online for processing.*
- 6. Made federal tax deposits as required for each payroll.*
- 7. Printed and/or saved all reports needed for payroll biweekly.*
- 8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.*
- 9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.*
- 10. Reconciled the amounts withheld for Adlife to what was billed for the month.*
- 11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.*

Meetings Held / Attended –

None

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in December 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 December 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 December.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed year-end life insurance adjustments and associated compliance reporting.
10. Processed December 15th per capita distribution and associated compliance reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Updating MIP payroll procedures to include processing payroll using the HR and EWS modules.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Processing of the year 2020 W-2's and necessary reporting.
3. Processing and filing of 4th quarter form 941 as well as reporting of 4th quarter Wage Detail Reporting with UIA.
4. Processing and filing of annual State and Local tax reporting.
5. Processing and filing of annual tax reporting for Per Cap.
6. Year-end leave adjustments for employees over the 120 hours carryover limit.

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 filling 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. 12/1 Hosted Shoreline interviews. Assisted with email notices and final proposal request.
2. Placed orders in conjunction with grant requirements to meet end of the year delivery requirements.
3. Followed up on deliveries to ensure grant and end of the year requirements.
4. followed up on credit memos due to delivery insufficiencies.
5. Assisted in contract end of the year processes.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 423 packages.
2. Issued 169 receiving reports.
3. Returned 8 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) Entered FY2021 Final Approved Budget into MIP

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.

Expenditures Update

Total year to date expenditures for the Finance Division for December, 2020, are \$1,025,560, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date December, 2020, represent 74% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

December 2020

Department Report

I. Department Overview

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

II. Department reporting section

LRBOI Student Services: We received one request and funded senior pictures totaling \$200. December was mostly filled with completing BIA Covid 19 Fund requests for the BIA funding that we were provided with to assist families with additional Covid related expenses that were a direct result of children being required to attend school remotely. Reimbursements were allowed from March 2020 and included internet service, wi-fi hotspots, technology equipment, PPE, supplies needed for courses at home, such as art supplies for art classes, additional workbooks, etc., and in some instances, additional food that was required as students were no longer eating breakfast and lunch at school with school lunch rates, or free or reduced prices. We were able to process applications for 159 students (preK-12th grade) totaling \$57,867.14. We used additional funding to purchase new equipment for using Zoom for activities and classes with students, which will assist us in reaching students while we have to do so remotely, but will also allow us to provide access to students who live outside of the area, even when Covid restrictions are no longer an issue. We spent some of December learning about Zoom and planning classes, but most of that will happen this winter. The BIA Covid funding program took up the preponderance of our month, because it was a short notice program and we had to get it done quickly before the end of the year.

Higher Education Scholarship: 1 scholarship was awarded for \$2500 for 1 female university student. Application was delayed by the college financial aid office

Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

December 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 cancellation 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: 12 Applications forms for people seeking membership
- Sent out: 28 Address change forms
- Created 21 New and Replacement ID's from 12/01/2020 through 12/31/2020
- 156 Addresses changed from 12/01/2020 through 12/31/2020
- Final Rejection Letters: 1
- Final Acceptance Letters: 1
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 3
- 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
- 0 Applications received since 12/01/2020
- List request of Membership: PRC
- Label request of Membership: Education
- Tribal Members Label/List/Statistical request: Roberta Davis & Diane Lonn
- Statistical requests: TERT & Tribal Council
- Department Verifications:
 1. Prosecutor 17
 2. Member's Assistance 14
 3. Family Services 2
 4. Human Resources 3
 5. PRC/EHAP 13
 6. Natural Resource 1
 7. Food Distribution 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 10 Members passed away for the Bereavement Benefit
- Sent out 9 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 665 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Leadership Roundtable – December 15th
- Enrollment Commission Meeting – December 2nd

Enrollment Statistics

- Total Membership: 4,102
- Total number of Elders: 1,425
- Total number of Adults (18-54): 2,348
- Total number of Minors (0-17): 329
- Total Tribal Members living in:
 - 9 County Area: 1,697
 - Outside 9 County Area: 2,376
 - Michigan: 2,691
 - Outside Michigan: 1,382
 - Undeliverable Addresses: 29

Family Services
Jason Cross

Family Services Department

December 2020 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

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

Open Cases.....40

Total number of Tribal members served in open cases: 39

Total number of descendants served in open cases: 10

Total number of individuals served in open cases: 74

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.



Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (5); New Intake(s) (0); Cases closed (1)
 - Provided: advocacy, legal assistance, housing, transportation, safety planning, and judicial advocacy.
- Had (5) face to face meetings; (50) client phone meetings; (0) transports; (0) court hearing(s)

Virtual Collaboration Meetings

- 12/3 – Kent Co. CCRT meeting
- 12/4 – UTFAV 2020 Annual Meeting
- 12/9 – UTFAV Tribal Advocacy meeting

Travel & Training/Webinars

- 12/2 – Working within MI's Family Division Court System (MSU)
- 12/14 – Human Trafficking for Child Welfare Professionals (MSU)

Grants

- 12/1 – VOCA/DVS Quality Assurance Program Overview webinar
- 12/3 – VOCA/DVS Monitoring Activities webinar
- 12/8 – VOCA/DVS Program/Contract Reviews webinar
- 12/10 – VOCA FY2021 Update webinar
- 12/16 – FVSPA Region 2 & 5 Quarterly call
- 12/22 – FVSPA 2019-2020 Annual Report submitted

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current (3); New Intake(s) (0); Cases closed (0)
- Had (0) client face to face meetings
- Had (6) home visits
- Had (73) telephone/email contacts

Supervision/Case Reviews

- 12/24

Virtual Collaboration Efforts/Meetings

- 12/9 – UTFAV Tribal Advocacy Meeting
- 12/10 – MI Tribal Trafficking/MMIW meeting

Training/Webinars/Pod Casts

- 12/8 – How Family and Friends can reconnect with Native Teachings and Create Healing Spaces w/Native 2S/LGBTQ Victim-Survivors
- 12/9 – The Sex Trafficking in Indian Country: Unit 4 – Legal Advocacy, Part 1
- 12/14 – Identifying and Responding to Stalking

Outreach/Education

- Made several social media posts.

- Made some updates on VSP website.

Other

- Assisted w/staff to make client x-mas gifts.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (3), New Intake(s) (0); Cases closed (1)
- Had (2) face to face meeting
- Had (27) telephone contacts

Supervision/Case Reviews

- 12/3, 12/9 & 12/17

Virtual Collaboration Meetings

- 12/10 – Lake County IST meeting

Training/Webinars

- 12/10 – Tall Cop webinar (DHHS)
- 12/14 – Identifying & Responding to Stalking

2020 New Intakes Statistics

Total intakes from previous years; (2016) 18 intakes; (2017) 16 intakes; (2018) 18 intakes; (2019) 26 intakes					
Counties		Ethnicity		Victimization	
Manistee	19	LRBOI Members	11	Domestic Violence	33
Muskegon	8	LRBOI Descendent	3	Sexual Assault	1
Mason	3	NA's Associated w/other tribes	5	Stalking	0
Kent	1	Non-Natives	14	Human Trafficking	0
Ottawa	1			Dating Violence	0
Wexford	0			Child Sexual Abuse	0
Oceana	0				
Lake	1				
Newaygo	0				
	33		33		33

Next Generation Learning Center-December 2020

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

12 Staff members currently on the payroll

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 to maintain changing CDC guidelines and LRBOI POS policies.

- Language lessons continue with online learning through Facebook page
- NGLC administrator is part of a panel discussion for maintaining funding for early childhood programs in the Manistee region.
- All preschool and infant/toddler rooms are running and at full capacity regarding COVID ratio rules.

COVID closures:

- n/a

NGLC Closure:

- Christmas Day
- New Year's Day

LRBOI Be Da Bin Behavioral Health Program - December 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 7 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 for staff. Angela has 46 clients at this time. Angela had 52 sessions this month, 25 Follow ups, and 6 hours of telepsychiatry. Dottie currently has 26 clients and 8 Recovery Support). Dottie had 28 sessions, 1 crisis call (referral for treatment), and 48 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. Angela and Dottie attended the Tall Cop "High in Plain Sight: Current Drug Identifiers" Webinar on December 10. Both are working with Jason Cross, Director, on current grants and working on taking PTO time before the end of the year.

Angela and Dottie attended the Manistee County Suicide Prevention Coalition on December 16, all online. Dottie co-chairs the Suicide Prevention Coalition meeting, attends the State wide Suicide Prevention Meeting (12/10), Native Connection grant call (11/30), and Tribal Prevention Coalition Call (ITC) (12/17). Staff continued to keep updated on the developments for the virus and working on continued educational credits for certification needs with other numerous webinars.

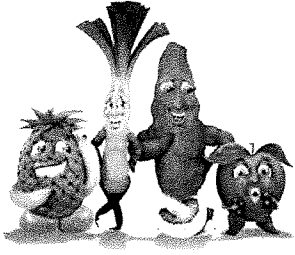
Stephanie Persenaire - Case Management

Total number living in homes served	4	3	2	0	2	0	0	2	0	6
Total number of Tribal Citizens living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of descendants living in homes served	1	2	3	0	1	0	0	2	0	7
Total number of children living in homes served	0	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	1	0	0	0	0	0	0	1
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	1
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	1	0	0	0	0	1
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	1	0	0	0	0	0	0	0
Alternative placement	2	0	0	0	0	0	0	0	0	0
Court appearances	3	2	3	0	2	0	0	0	0	2
Home Visits	3	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeeuk	17	4	3	0	16	0	0	0	0	5
Contacts with outside agencies	0	0	0	0	0	0	0	0	0	0
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	32	11	14	0	22	0	0	4	0	23

Amanda McQueen - Case Management

Total number living in homes served	0	4	0	0	2	0	0	0	0	21
Total number of Tribal Citizens living in homes served	0	3	0	0	2	0	0	0	0	13
Total number of descendants living in homes served	0	0	0	0	1	0	0	0	0	0
Total number of children living in homes served	0	2	0	0	0	0	0	0	0	8
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	1	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	1	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	1
Relative placement	0	0	0	0	0	0	0	0	0	2
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	1
Home Visits	0	0	0	0	0	0	0	0	0	4
Case Reviews	0	3	0	0	1	0	0	0	0	21
Binojeeuk	0	0	0	0	0	0	0	0	0	2
Contacts with outside agencies	0	5	0	0	7	0	0	0	0	36
Contacts with LRBOI departments	0	7	0	0	2	0	0	0	0	8
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	0	25	0	0	16	0	0	0	0	123

Food Distribution
Ken LaHaye



Food Distribution Program

December 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 12/8, 12/9, 12/10, and 12/15.

We conducted 32 deliveries.

We received deliveries on 12/3, and 12/14.

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

Ken was off 12/1 thru 12/07.

Ken and Melanie mailed numerous applications out to potential clients.

We worked 4 10hr. days for the weeks of 12/07 and 12/14.

Melanie was on vacation 12/21 thru 12/24.

3 Meetings

Ken attended monthly FDPIR call 12/17.

Ken attended budget meeting with Bill W. 12/07.

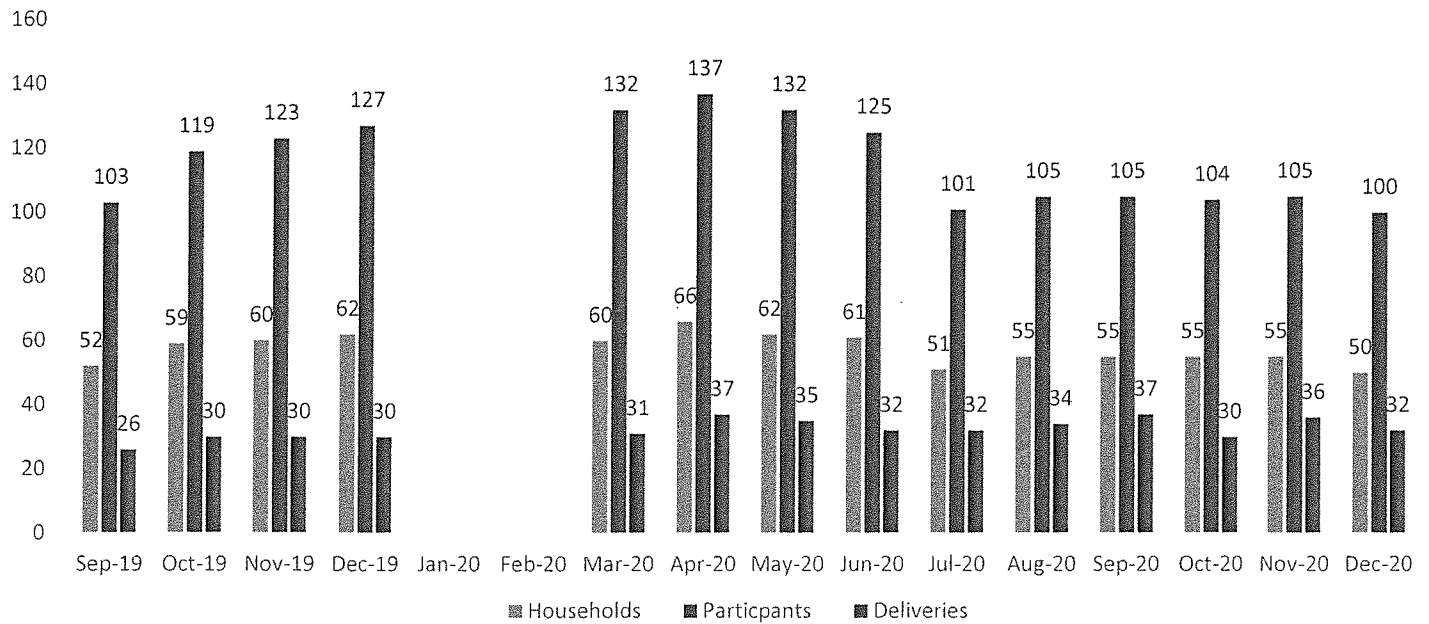
Ken attended Council building meeting 12/15.

Ken attended Round table meeting 12/15.

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

December 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)

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

Aki Maadiziwin

- ∞ **Update 12/23/20:** 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. Because we were unable to getting the cost of infrastructure and home pricing, which is required for submission of the grant, she may try for it next year.
- ∞ **Update 12/23/20:** Worked 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. No improvement was found in the cost for a bond \$30,000 and LV Homes is considering backing out of the project due to the Federal encumbrances they have been running into. Additionally, the company owners were told by a bonding company that they would need to put up their personal wealth as surety for the completion of the project. They in return said that LRBOI need to place the grant funding in escrow to insure payment. LV Home asked to be released from the contract, which was granted and Tara will need to put the project out to bid in January 2021.

Additional Notes:

1. HUD has granted an extension to the construction timeline will give us until the end of the year to complete the project.
2. We know of one company that would likely be able to meet the demands of bonding and complete the project, which is Grand Transverse Engineering Company (GTBC). They have recently ventured into modular and manufactured home building.
3. The scope of the project may need to be adjusted in order to cover any cost increases, for example, instead of (4) two-bedroom and (1) three-bedroom homes, it may need to reflect (5) two-bedroom homes.

Clinic:

- ∞ **Update 12/23/20:** Working with Dr. Wever to Coordinate CARES fund spending for various Clinic projects.

Some items secured:

- Transport vehicles
- Mobile medical unit to offer regional onsite services
- Remote work equipment
- Telehealth equip
- Uniforms for COVID19 testing and treatment of patients
- Equip for outfitting the Muskegon clinic (newly purchased)

Court:

- ∞ **Update 12/23/20:** Worked 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 was installed and will allow for much better remote work and coordination between the Court, Prosecutor and Probation Department.

Family Services/ Be-Da-Bin:

- ∅ **No current projects.** NR does most of their own grant writing work.

Food Distribution:

- ∞ **Update 12/23/20:** Food Distribution Construction Project – went out to bid and came back December 9, 2020. The low bid was out of Jackson, MI at \$1.3M. We are now in the process doing value added engineering to get the cost down to the \$945,000 available for the project.

Note: 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.

Historic Preservation & Language:

- ∅ **No current projects.**

Maintenance:

- ∞ **Update 12/23/20:** This project was completed accept for the NR conference room which needed our preferred contractor to install a new furnace. Coordinating with Van Dyken and our regular HVAC service vendors to complete repairs and installation of the new air purification system.

Natural Resources:

- ∅ **No current projects.** NR does most of their own grant writing work.

Public Safety:

- ∅ **No current projects.**

Water/Waste/Renewable Energy:

- ∞ **Update 12/23/20: (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.
- **Update 12/23/20: This project is all but done.** A radio signal, propagation study has been completed using CARES funds and Council approved contract for work that will allow for remote monitoring of the waist pump stations reducing exposure of staff to hazardous conditions. It will make the work environment safer and more effective for Water-waste staff.

Special Projects:

- ∞ **Update 12/23/20: COVID19 Expenditure Plan:** Compiled a department by department COVID19 allocated & unallocated spending plan for leadership to review and advance.

On Monday, Dec. 22, 2020, Congress passed the 3rd stimulus package, which included an extension for spending CARES Act funds until December 30, 2021. It is very likely that there will also be additional CARES Act funds become available in 2021. What those would look like is unknown, but various departments may have additional supplemental funds made available through them.

As of today, LRBOI has approximately \$3.7M remaining of the approximate \$9.4M received in general CARES Act funds. We have also received approximately \$3.3M in supplemental funding and grants mostly from IHS for clinic use, but we did receive funding for (5) new homes Aki through a competitive grant.

I want to thank everyone from Government Leadership, Council and the Accounting Department that have been responsive to my requests for help in spending the funds on qualified projects throughout the Tribe.

May the advances of the New Year wipe away the negative memories challenges we have faced in 2020!

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: Jan 1st, 2020

Re: DECEMBER 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 December 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 screen entrants for COVID-19, and continues to transport patients when needed. Juli Compeau also assists in these endeavors among other duties.

Forest County Pottawatomi Insurance Department filed 344 claims on behalf of Little River in the amount of \$64,545.40 for third party revenue generation.

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

CLINIC OPERATIONS:

466 patients scheduled

6 patients NO-SHOW to scheduled appointments

11 patients provided SAME DAY appointments for emergent matters**

205 cancelled appointments

266 patients attending CLINIC PHYSICIAN appointments**

33 patients PHONE TRIAGE**

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

8 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 672

Diabetic patients:	36
Flu Vaccines:	10
Injections:	72
Nursing Visits:	71 **
On-site Labs:	182
COVID Tests	147

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,329

DIRECT CALLS TO CLINIC OPERATIONS: 560

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 4

TRAVEL HOURS: 8

SERVICE HOURS: 5

NUMBER SERVED: 4

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 70 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 0 (included in number served & clients served)

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 8

TOTAL SERVICE HOURS: 5

TOTAL CLIENTS SERVED: 4

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$73,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1094

TOTAL PRC PAID IN DECEMBER: \$47,581.11

PHARMACY/OTHER: \$37,679.61

DENTAL: \$8,489.75

TOTAL PATIENTS: 162 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 303

TOTAL CLAIMS ENTERED: 368

TOTAL PRC PAID 2020: \$578,174.80

TOTAL EHAP PAID IN DECEMBER: \$25,722.02

TOTAL EHAP PAID 2020: \$352,880.00

TOTAL ENROLLED EHAP/LRBOI: 1355

NEW APPLICATIONS MAILED OR GIVEN: 3

REASSESSMENTS MAILED OR GIVEN: 11

MEDICARE LIKE RATE (MLR) Savings for December 2020

Claims submitted: 35 \$40,024.89 (total submitted)

-\$14,543.33 (what we paid)

\$25,481.56 (total savings)

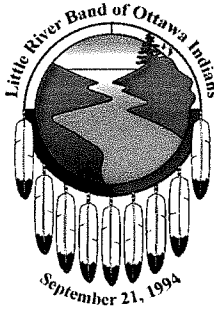
PHARMACY: DECEMBER 2020

Active patients: 342
Prescriptions filled: 1257

Insurance charges: \$100,497.53
Insurance payments received: \$117,076.16
Non-member cash/copays received: \$293.71

PRC-equivalent write offs:
 LRBOI: \$22,427.42
 Other Tribes: \$1,407.66
 TOTAL: \$23,835.08

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 December 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: 7
 - Leases renewed: 5
 - New leases: 1
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)
 - Move-out Inspections: 2
 - Move outs: 2
 - Transfers: 1
- B.** Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 15
 - Total Amount of Awards for the Year: \$73,778
 - The Housing Department has assisted with \$3,173,756 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2020!
- C.** Started preliminary planning for a ICDBG project for additional homes in the lower circle area. Met w/Pat McKay from GTEC. We are working on a plan for the additional housing area and will present when done. Then start to apply for funding in FY2021.
- D.** Housing received their own electrostatic disinfectant spray machine and used to clean 2 units during the month and the elder's complex community area and hallways.
- E.** We have unfortunately, lost 3 residents out of the elders complex this past month bringing the total Unoccupied units to 4; whereas we had just gotten the complex fully occupied.

II. Rental Payment Information for the Month.

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

- D. Court Filing(s): 0
- E. Due to the Executive Order regarding COVID-19 and the hold on lease terminations for non-payment of rent, we currently have \$17,752 in arrearages from 10 residents. 1 resident has not paid since April and two others since July. We have contacted, sent letters and no response.

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 7 units to complete for a move in at this time, this allows maintenance staff to work independently from each other.
- D. All plow equipment has been checked and is ready for winter and received our supply of salt. First snowplowing took place on 12/24/20.
- E. All maintenance on HVAC systems has been completed and there is a few follow up items that need to be completed by Housing maintenance. Also found that two inducer motors need to be replaced and that was completed during the week of December 28th by outside vendor.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 74 were rented giving us an occupancy rating of 91%.

- A. Aki has 55 income based rental units of which 50 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 7 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. The contracts for Little Valley Homes for the purchase of 5 homes has been cancelled. A letter to HUD has been sent out, requesting a time extension on the project, the return on this request is expected in January and in the meantime, Housing has begun working on a RFP for the 5 new homes project.
- B. The elder's complex new laundry area is near completion, the electrical and plumbing has been completed. The new commercial washer and dryer and laundry carts have been purchased and are waiting to be installed.

VI. Plans for the Future.

- A. Starting preliminary plans for a new project for low-income housing in the bottom circle area as the upper portion only has about 5 lots left to build on.

VII. Other Information

End of Report
Tara Bailey, Housing Director
January 8, 2021

Cc: File

Human Resources
Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: December 2020 HR Department Report

Date: 1/8/21

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.

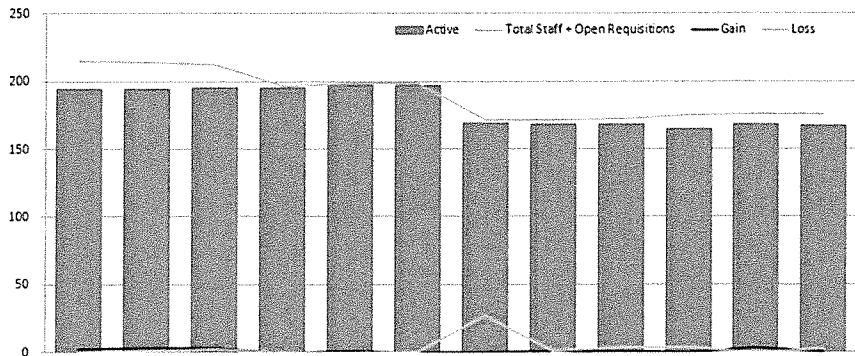
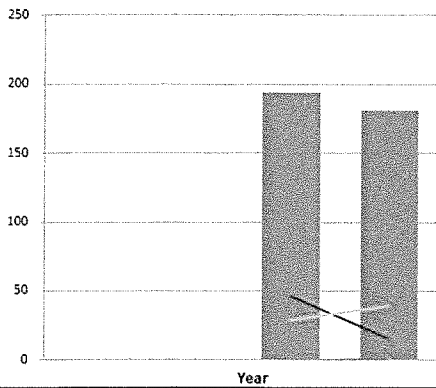
1) HR 2020 Operational Plan

- a) The 2020 Operational Plan ended with 77 projects and major tasks. This list began with 27 items on 1/1/20 and we added 4 this month.
- b) December Summary: The theme for December was “sprint to the finish!” December included lots of great work on our core activities and continued unplanned COVID-19 projects. December saw continued focus on the Workforce Development process. We continued improving the Adult Work Experience program in conjunction with our partners in Family Services, and also identified a partner department to help pilot apprenticeship program development. HR continued with significant talent acquisition work that included advertising, evaluating candidates and interviews. In one example, we completed an accelerated on-boarding process with our new Prosecutor so that he could immediately begin work. This included, for the first time in the orientation process, formal supervisory timekeeping training. December saw a number of unplanned COVID tasks and projects as the organization worked through multiple related events. We also helped the team update the Absence & Return to Work SOP, and also authorize the current COVID-19 SOP into 2021. We completed the 2021 Open Enrollment cycle and began work on the background administrative tasks to prepare for next year. We continued to focus on communication, both with leaders and team members, including continued publication of the employee newsletter, The River Resource. Finally, we continued significant work on our own internal department development to improve the HR customer experience. We thank our partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

2) Talent Acquisition

- a) Talent Acquisition
 - i) Number of Hires During the Month: 1
 - ii) Number of Hires Year to Date: 14
 - iii) Number of Applicants Year to Date: 38 (Since 10/1)
 - iv) Number of Open Positions: 9
 - v) Updated Recruiting Work Priority: Select positions only as approved.
 - vi) Turnover: 2
 - vii) Conducted an accelerated on-boarding process with our new Prosecutor. Welcome to the team Jonathan!
 - viii) Assisted Family Services with several interviews. We’re learning just how difficult the employment market is and appreciate the good collaboration with our teammates in Family Services. Thanks to Jason Cross and Shanaviah Canales!

Staffing



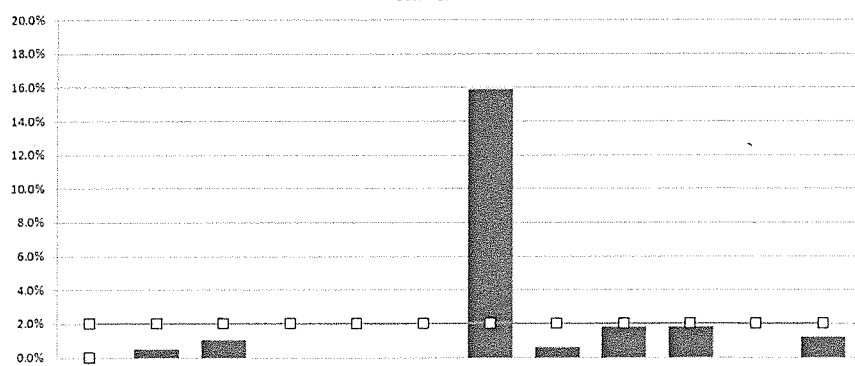
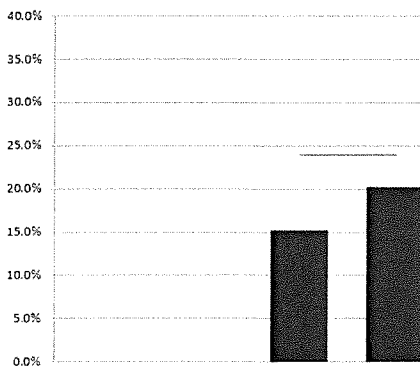
Variables	2019	2020
Active	194	181
Inactive	3	1
Total Staff	197	182
Open Requisitions	8	7
Total Staff + Open Requisitions	205	190
Average Fill %	96.1%	96.2%
Gain	46	15
Loss	29	39
Net Gain (Loss)	17	-24

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	168	167
1	2	2	2	1	1	1	2	0	1	0	0
195	196	197	197	198	198	170	170	168	165	168	167
20	18	15	0	0	0	1	1	4	10	8	9
215	214	212	197	198	198	171	171	172	175	176	176
90.7%	91.6%	92.9%	100.0%	100.0%	100.0%	99.4%	99.4%	97.7%	94.3%	95.5%	94.9%
2	3	3	0	1	0	0	1	1	0	3	1
0	1	2	0	0	0	27	1	3	3	0	2
2.0	2.0	1.0	0.0	1.0	0.0	-27.0	0.0	-2.0	-3.0	3.0	-1.0

Michigan Unemployment
Michigan/National U6

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%	20.2%
Total Separations	30	39
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	2
195	196	197	197	198	198	170	170	168	165	168	167

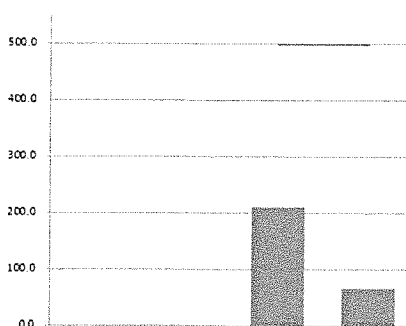
3) Talent Development and Relations

a) Continued leadership development.

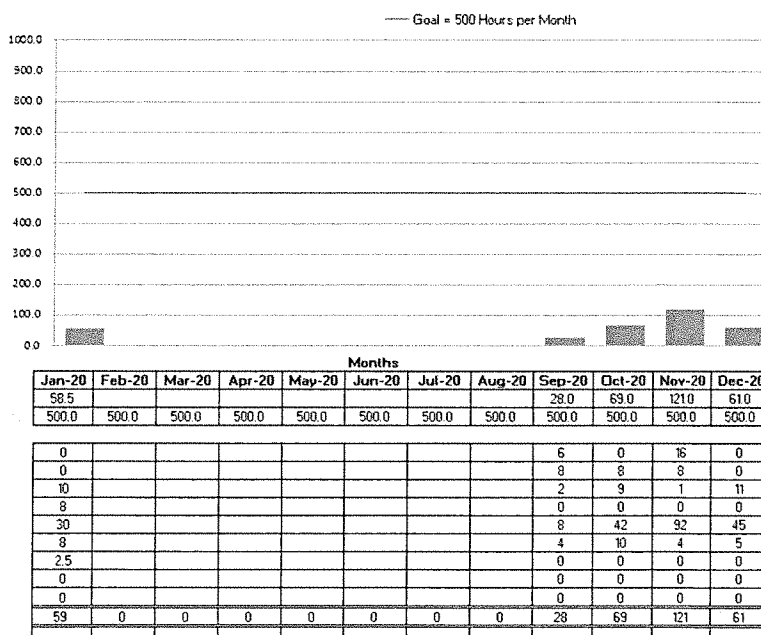
- HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 10 leaders in attendance.
- Provided additional HR support to the leadership of various departments.
- Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 requests.
- Launched a regular meeting of Operational Support Directors, with the objective of improving collaboration among the departments and services to others. Thanks to Steve Wheeler, George LeVassuer and Frank Beaver for agreeing to participate and help!

- v) Conducted to prepare for re-launch of the Performance Management system. Loaded Accounting competencies into the SABA system.
 - vi) Completed CORE Leadership training with 6 participating leaders.
 - vii) Conducted formal leadership timekeeping training with our new Prosecutor.
- b) HR Department Development Initiatives:
- i) Continued HR Newsletter publication to help team members stay informed and connected.
 - ii) HR Development Events: 1
 - iii) Conducted the second HR 2021 planning meeting. This included our draft list of projects and major tasks for the upcoming year.
 - iv) Continued file migration to O365 storage solutions.
 - v) Continued working the project to move responsibility for employee badges from IT to HR, and as a result we were able to print a number of badges during the month. Thanks to IT and Mindi Smith!

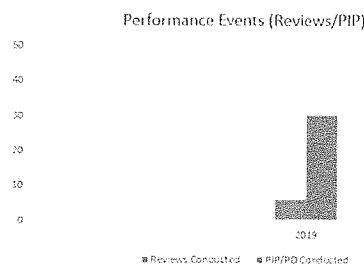
Training and Development Hours



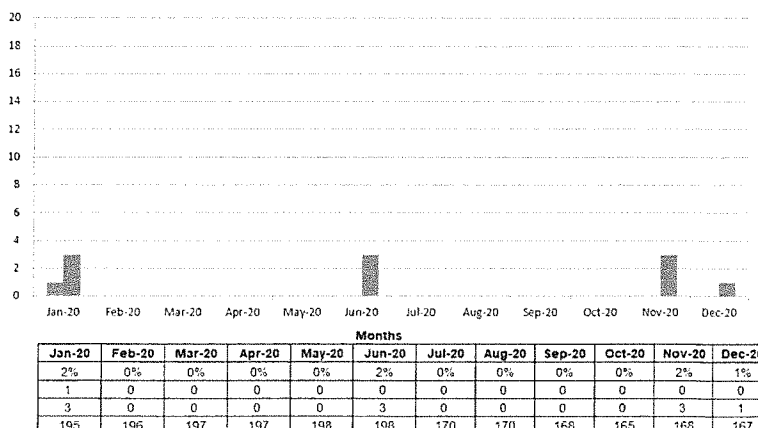
Variables	#DIV/0!	#DIV/0!	2019	2020
Total Training Hours			212.1	67.5
Goal			500	500
Orientation			98	22
New Employee Training			193	24
Training Position Development			46	33
Cross Training/Position Preparation			0	8
Leadership Training			1,027	217
One on One			132	31
Other Training			23	3
Safety Training			781	0
Mentorship			240	0
Total Training Hours	0	0	2,546	338



Performance Events (Reviews/PIP)



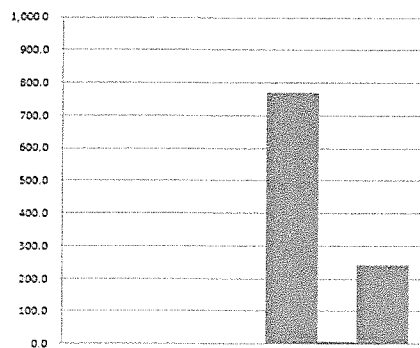
Variables	2019	2020
Percent of Staff Receiving Feedback	97%	100%
Reviews Conducted	6	1
PIP/PO Conducted	30	10
Total Staff	197	2189



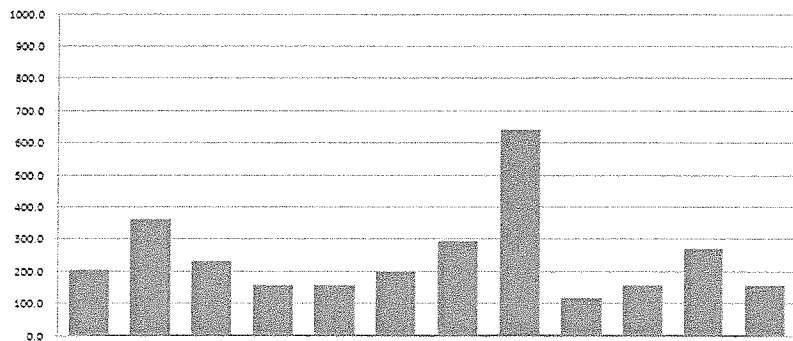
4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Actions Taken:
 - (1) Benefits Work Priority: 1 – 2021 Dental/Vision Renewal Process, 2 – 2021 Open Enrollment, 3 – Benefit Reconciliation Process, 4 - Assisting Team Members with Benefit Requests
- c) Continued processing 401(k) loans with our third-party administrator, KDP.
- d) Completed the 2021 Dental/Vision renewal process. This included a 9% reduction in dental premiums and a 14% reduction in vision premiums. Thanks to everyone who helped with the project!
- e) Concluded the Open Enrollment process for 2021 and completed much of the accompanying internal administrative work. Melinda Smith created a new Open Enrollment checklist to help improve the operation. Thanks Mindi!
- f) Continued preparing 2020 benefit reconciliations.
- g) Prepared an update to the PAF form to help resolve internal process issues.
- h) Updated the phone system greetings in conjunction with our teammates in IT to alert callers to the LRBOI Winter Holiday. Thanks to Drew Jeurink and Melinda Smith!
- i) Leave Notes
 - i) Leave Hours decreased slightly in December.

Leave (Excluding PTO and Holidays)



Variables	#DIV/0!	#DIV/0!	2019	2020
Total Leave Hours	#DIV/0!	#DIV/0!	771.9	241.5
Total Leave Events	#DIV/0!	#DIV/0!	28.3	0.3
Number of FTE Positions			4.8	15



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	14.00	11.00
129	228	147	100	100	125	185	401	074	099	169	099

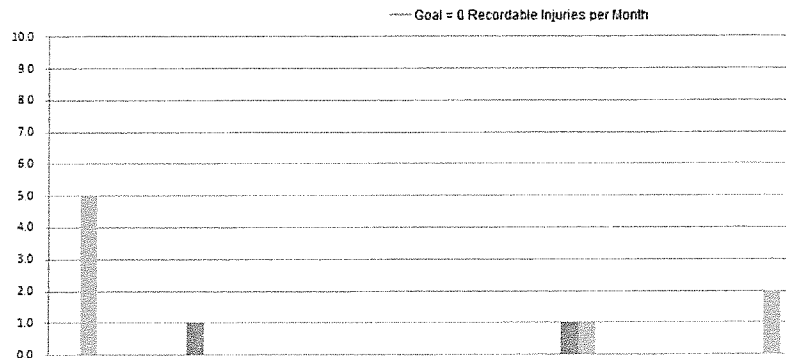
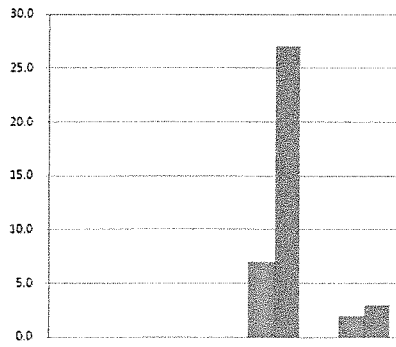
Leave Hours by Type				
Bereavement			1,144	696
Education			345	190
FML			5,036	1,740
IFML			267	7
Jury Duty/Tribal Witness			0	0
LOA			768	192
Military			0	0
Parental			0	0
Wellness			360	145
Total Leave Hours	0	0	7,920	2,970

32.00	144.00	32.00	0.00	0.00	40.00	24.00	88.00	64.00	72.00	136.00	64.00
64.00	24.00	24.00	0.00	0.00	0.00	0.00	24.00	12.00	24.00	12.00	6.00
72.00	160.00	160.00	160.00	160.00	160.00	272.00	368.00	32.00	0.00	112.00	84.00
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
32.00	36.50	18.50	0.00	0.00	0.00	0.00	10.00	10.00	22.50	11.00	4.00
207	365	235	160	160	200	296	642	118	159	271	158

5) Safety

- i) Assisted as the organization worked through precautionary closure events.
- ii) Continued COVID-19 tracking.
- iii) Updated the COVID-19 Absence & Return to Work SOP to v3. Received approval to extend all temporary SOP into 2021.
- iv) No safety plan update project tasks were completed in December.
- v) Recordable Injuries: 0
- vi) Near Miss/1st Aid: 2

Safety (Recordable Injuries and Near-Miss Incidents)



Variables		2019	2020
Total Recordable Injuries		7.0	2.0
Goal		0	0
Total Near-Miss Incidents		27.0	3.0

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

Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0
0	0	0	0	0	0	0	0	0	0	0	0.0
5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	2.0

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

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

December 2020

TM	NA	D	S	NP	TOTAL
60	9	10	6	56	141
10	0	1	3	15	29
11	2	0	0	1	14
4	2	0	1	1	8
85	13	11	10	73	192

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

Prior Month

60	9	10	6	56	141
10	1	1	3	15	30
11	2	0	0	1	14
4	2	0	1	1	8
85	14	11	10	73	193

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

Notes on Tribal Preference:

1. December Tribal Preference Employment was 62.0% of total employment, a decrease of 0.2% from last month due to December 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) The Tribal Development Team continued operations in December and held one meeting.
- ii) Conducted an initial phone meeting with a representative from General Motors, who was interested in sharing open positions in their organization with the Tribe.
- iii) Received agreement from one of our departments to help us pilot the new apprenticeship development program in conjunction with MichiganWorks!
- iv) Development of the Work Experience program in new ways continued in December. Family Services approached us with a request for Work Experience programs and had two candidates ready. Thanks to Jason Cross and the Family Services team. One of these is scheduled to begin the program in January. This is a great opportunity to continue developing the program to include coaching and development for the participant. Thanks to Alicia Knapp for her work on the project and focus on great collaboration with partner departments!
- v) New Requests for WFD Service: 6
- vi) Total Requests: 22
- vii) Processes Completed: 12

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
December 2020

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The new Cisco Router has arrived, and configuration is dependent on time available from our contracted network consultant.
2. Virtual and cloud backup systems configuration complete.
3. 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.

4. Mandatory IT Projects by order of priority:

- a. December 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. Training the users of these devices has proven to be a challenge for the IT Staff due to time constraints.
 - iv. Support All Operations
5. 231 new IT work orders were opened in December 2020 and 233 IT work orders completed in December 2020.
6. IT Remains severely understaffed and is unable to keep up with daily operational demands.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2021 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 December 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 December. Moved the some of the department's equipment and vehicles to the old Public Safety warehouse due to the construction closure on 55.

GoFMX Generated Work Order Total	29
⊕ Plumbing	0
⊕ Installation/Build/Assemble	1
⊕ Recycling	2
⊕ Electrical	2
⊕ HVAC	0
⊕ Supply Delivery	8
⊕ Other	5
⊕ Office	1
⊕ Automotive	3
⊕ Flags	7
Responded to calls not entered GoFMX.	

III. Budget Expense Justification

Nothing to report at this time.

IV. Travel and Trainings
Nothing to report at this time.

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: January 8, 2021
Re: December 2020 report of activities

Number of tribal members assisted on new issues	57
Number of referrals received	4
Number of continuing cases:	35

Types of legal issues:

Child support	Land Contract - Forfeiture
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Post Divorce Matters	Death of Tenant
Trusts	Parenting Time
Medicaid Recovery	Cease & Desist Order
Custody	Jury Trial
Name Change – Minor	Legal Separation
Land Contract	Garnishment
Medical Power of Attorney	Child Support Arrearages
Trust Administration	Commercial Lease
Drug Allergy	Employment
Amend Trust	Small Probate Estate
Power of Attorney	PPO - Out of State
Tax Exemptions for Children	Adult Guardian - Modify
DNA testing	

Estate Planning – Amendments
Guardian – Minor
Limited Guardian – Minor
Lease Violations
Abuse Neglect of Minors
Funeral Designee
Lady Bird Deed
Conservator – Adult
Driver's License
Change of Venue
Objection to Ex-Parte Order

Federal Court
Personal Protection Order
Adult Guardian
Landlord Tenant Issues
Certificate of Trust
Power of Attorney – Terminate
Wrongful Death
Nursing Home
Secretary of State
Objection to Court Order
Federal civil ticket

Sample of Work Performed:

Assisted a tribal member dispute lease violations

Assisted a tribal member with a commercial lease

Assisted a tribal member purchase real estate by land contract

Assisted a tribal member object to a PPO that was obtained against them

Members Assistance
Jason Cross (Interim)

Members Assistance Department

December 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 \$12,90
- d. 74% Remaining
- e. 59 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	2	4	0	9	4	2	6	3	13

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$11,618.46
- h. 77% Remaining
- i. 19 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	6

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,459.13
- l. 79% Remaining
- m. 39 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	1	3	0	7	2	1	5	0	9

5. LIHEAP – DHHS Grant Funded Program FY 2020

- a. Total Budget \$158,083
- b. Total expensed to date \$75,684.84
- c. 51 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
23	3	2	0	9	5	0	7	2

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$6,410.00
- f. 36% Remaining
- g. 28 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	0	1	0	5	0	1	4	0	7

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$4,395.71
- j. 80% Remaining
- k. 21 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$9,190.00
- n. 91% Remaining
- o. 4 members accessed this program

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$415,200
- r. 12% Remaining
- s. 66 members accessed this program
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	1	1	1	18	2	0	7	0	27

10. Elders Insurance

- u. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- v. 315 Elders enrolled in program.
- w. September invoice \$88,018.33

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
164	8	23	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
73	37	17	41	25	34	20	9	6	0

13. Office Visits

bb. 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**

**December 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
- Division daily work plans discussion related to COVID-19
- Grant Management
- Review State Collector permits/Fisheries Orders
- Scientific literature review.
- SRF installation of insulation oversight
- Prep work towards presentation of sturgeon streamside rearing for January presentation for virtual Atlantic Whitefish Symposium
- Lake sturgeon PIT tag database sharing
- Data preparation and entry
- Continued building code in R to analyze Upper Manistee E-fishing data.
- Write and develop content for Currents
- Continued work on Michigan Chapter of American Fisheries Society – Executive Committee and Awards Committee.

- Great Lake Fishery trust grant communications with partners
- Write and develop content for Currents
- Continued coordination with Journal of Great Lakes Research Communications Team.
- Coordination with staff at MSU about potential ARG presentation from LRBOI.
- 2021 field season planning, coordinating internally at LRBOI and with other agencies.
- Continued plans for 2021 field season, coordinating internally at LRBOI and other partner agencies.
- Recording notes from calls
- Preparation for calls (specifically IPR and USFWS)
- Distribution of Fish to membership
- Commercial Fishing License and Permit processing.

Equipment maintenance/Field Work/Lab Work:

- Took photos of culverts on the Upper Manistee that might be of interest for projects related to Arctic Grayling.
- NGLC sturgeon aquarium maintenance
- Great Lakes Fisheries gear maintenance and repair
- Fish aging and structure imaging
- Construct fishery assessment nets
- Vehicle maintenance
- Organized and compiled 2020 scale data
- Reimaged and aged 2019 Imaging Scales for age data that was lost this spring due to server malfunction
- Lake trout maxilla preparation and imaging
- Walleye spine preparation and imaging

Meetings/Training/Travel/Conference Calls

- Consent Decree negotiations meeting/call (12/1)
- Tribal Council Meeting (12/2)
- BIA GLRI Tribal Forum presentation: LRBOI's Lake Sturgeon program (12/2)
- Consent Decree negotiations meeting/call (12/2)
- Upper Manistee Collaborative Meeting (12/3)
- Internal NRD meeting on culvert exploration (12/7)
- NRD Culvert/ Road Stream Crossing Meeting (12/7)
- Consent Decree negotiations meeting/call (12/7)
- Attend Conservation Talk Tuesday through MSU Extension (12/8 & 12/15)
- NRD Leads Meeting (12/9)
- Inter Departmental collaboration meeting (12/9)
- CORA Zoom Meeting (12/10)
- Consent Decree negotiations meeting/call (12/10)
- Consent Decree negotiations meeting/call (12/14)
- NRD Leads Meeting (12/14)
- Consent Decree negotiations meeting/call (12/16)
- Meeting with Member for Commercial Fishing License (12/16)
- NRD Lead meeting with HR (12/16)
- NRD Leads Meeting (12/16)
- Attend MI Steelhead Meeting on angler reporting (12/16)
- Consent Decree negotiations meeting/call (12/17)

- Meeting with Lexi Krupp from Interlochen Public Radio (12/18)
- Call with USFWS Green Bay to discuss culvert projects (12/21)

<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 – December
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations
- Elk expansion coordination between Tribes, MDNR, and USFS
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2020 hunting season, permits, regulations
- Ordered wildlife equipment needed for 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 – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Develop Newsletter articles for currents
- Develop article/content for new NRD web page

- Worked on Resource selection function manuscript

Equipment Maintenance/Field Work/Lab Work

- Invasive species removal work on Tribal properties (Aki, Jebavy, Justice center, Area 51)
- Deer/Elk check station
- General Tractor, Bobcat, snowmobile maintenance
- Wildlife trap maintenance
- Cleaned and service wildlife vehicles
- Trapping preparation
- Temperature logger deployment
- Marten trapping 12/6-12/17
- Marten Telemetry
- Cleaned and organized equipment at Big Blue

Meetings/Training/Travel/Conference Calls

- NRD Leads meeting – 12/9, 12/16
- Hemlock Woolly Adelgid call – 12/8
- GVSU Zoom meeting – 12/3
- GSA vehicle selection meeting – 12/8
- Chronic Wasting Disease interview call – 12/9
- Elk orientation – 12/9
- Elk season hunt support – 12/12 thru 12/15
- Meeting with HR – 12/16
- Weekly Team huddle scheduling meeting – 12/8, 12/17
- Wildlife Technical Meeting –Elk expansion Feasibility – 12/4
- Leadership roundtable – 12/15

Environmental Division

Allison Smart –Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Aquatic Biologist – Water Quality

Vacant – Aquatic Biologist – Wetlands

Environmental Division (GAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for Great Lakes Policy Specialist
- Wild Rice Fish Data
- Division SOPs
- Report for USEPA – Mid Grant
- Line 5 review in collaboration with CORA Tribes
- Nation Wide Permit Review for Renewal
- RTOC Deliverables
- CY2021 Planning

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 12/7
- NRD Lead Huddle: 12/9,12/16
- 1:1 Meetings w/staff: 12/7, 12/8, 12/14(x2), 12/15
- 1:1 w/Supervisor: 12/1
- Leadership Team Meeting (NRD)
- Meeting Staff – Projects – 12/7, 12/8, 12/9 (x2),
- Core Leadership Training – 12/3
- Army Corps Meeting –
- Enbridge Line 5 Staff Level Meeting -12/1
- EGLE Tribal Webinar Series – 12/4, 12/11
- ATTAINs Rollout Call
- RTOC Call-12/15
- NMAC Meeting 12/10
- TERT Meeting 12/2
- MWRI Call – 12/15
- GLRI Meeting w/BIA 12/2
- Lake Michigan Manoomin Meeting 12/14
- Leadership Round Table 12/15

Budgets Managed:

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

- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Submitted Requisitions for ATV Mounts, Poster Frames, and Phone
- Printed HMRP Release Notice posters for LRBOI buildings
- “Identifying and Reporting Spills” HMRP Community Involvement brochures printed
- Finalized 2020 field work data (includes GIS and spreadsheet data)
- Hard copies of all open dump reports filed, both physically & scanned into S: drive
- Submitted Requisition for new HMRP Ed & Outreach materials
- Conducted research of existing Brownfields Prevention Ordinances
- 2020 Open Dump Data Analysis spreadsheet revised
- Draft of SOP for Annual Data Analysis created
- GIS POI Maps created for all 2018 field work parcels
- Submitted collection of all deliverables for mid-grant reporting -- FY19 & FY20
- Completed requested edits to HMRP

Field Work and Equipment Maintenance

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

- 1:1 meetings with supervisor (December 8, 14)
- Sat on KSUTAB Phase II Site Assessment webinar (Dec 2)
- Attended monthly virtual Tribal DOI NRDAR teleconference (Dec 8)
- Attended quarterly NMAC virtual meeting (Dec 10)
- Met with supervisor re: GIS Maps changes (Dec 14)
- Attended Environmental staff meeting (Dec 14)

Water Program (106 and 319)

Administration/Reports/Data Entry

- PPG mid Grand Deliverables
- Edited WQ program brochure
- E-Fishing data entry
- EQIP Application started for Custer Culvert

Field Work and Equipment Maintenance

- ATV's picked up

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

- 12/1- Portage Lake Watershed Forever Annual Meeting
- 12/2- r5 Water Quality Monitoring Virtual Meeting
- 12/7- Grayling Culvert meeting
- 12/9- ATTAINS designated uses meeting
- 12/14- ATTAINS meeting
- 12/18- EGLE Water Resource division Water Quality webinar
- 12/21- LRBOI-USGWS collaboration discussion
- 12/21- EGLE Water resource program webinar

Air Quality Program

Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted Qtrly Ozone Precision report to MDEGLE's Amy Robinson
- Submitted check request # 1 for MDEGLE/LR MOA

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 12/2 and 12/16
- Completed PM 2.5, Monthly Maintenance & QC – 12/2 and 12/16
- Installed a new set of PM 2.5 filters – 12/16
- Sent collected PM 2.5 filter samples to MDEGLE – 12/7, 12/14 and 12/21

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

- Attended weekly Environmental Division Huddle – 12/7
- Communicated w/supervisor – 12/14 and 12/15
- Attended NTAA GoToWebinar - Woodstoves in Indian Country – 12/1
- Attended Nov/Dec combined Monthly State, Local, and Tribal Air Monitoring Conference Call – 12/2
- Attended Nov/Dec Monthly R5 Tribal Air Conference Call – 12/3

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

December 2020

Meetings/Conferences/Trainings

- On December 1, 2020, I participated in interviews (via Zoom) for Project Manager/Owners Representative for the anticipated Shoreline Project in Muskegon.
- On December 8, 2020, I participated in the virtual meeting of the Housing North Board of Directors.
- On December 15, 2020, I participated in a meeting to review the contractor bid tabulation for the upcoming construction of the Food Distribution Building—planned for Spring 2020. Other meeting attendees included Ken Ockert (GTEC), Steve Ferringa (Standing Stone Architects), Lyle Door (Grant Writer) and Ken LaHaye (Commodities Director).
- On December 15, 2020, I attended a Tribal Council work session (via Zoom) to discuss the revised Gaming Commission Chapter 10 regulations, which have been submitted to Tribal Council for their approval.
- On December 16, 2020, I attended a virtual briefing conducted by the National Indian Gaming Commission regarding best practices/recommendations for Tribal casinos in dealing with the Covid-19 pandemic.
- On December 16, 2020, I attended (via Zoom) the Executive Committee meeting of the Manistee County Community Foundation.
- On December 22, 2020, I attended (via Zoom) the Board of Directors meeting of the Manistee County Community Foundation.

Activities/Accomplishments/Updates

- 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 the agreement was finally signed by MDOT on December 16, 2020. We received an original copy of the agreement from MDOT through the US mail. 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.
- We were successful in submitting all required on-line reports for FY 2020 to the BIA Roads program prior to the December 31, 2020 deadline. This is the fifth year for this online reporting procedure. I submitted reports for each of our FY 2020 road projects, along with reports on our planning, maintenance, and safety project funding. Tammy Burmeister submitted our FY 2020 financial report.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	4
Assist Motorist	
Assist Other Agency	2
City Assist	2
County Assist	4
Medical Assist	2
MSP Assist	
Other Calls for Service	1
Property Checks	439
Suspicious Person	1
Suspicious Situation	4
Well-Being Check	1

Traffic/Vehicle

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

Processes

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

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

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	1
Unwanted Subject	2

Miscellaneous

Administrative Hours	482.75
Alarm	1
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	148.25
Civil Standby	1
Community Policing	3
Court Hours	7
Death Notification	
Drug Disposal	
Follow-Up Investigations	1
Found Property	
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	42
Total Reports	42
Training Hours	8.75
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3071
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	48.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	1
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	244
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	1
PR Activities Hours	1.5
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2345
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	191.75
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	3
Assist Hours	1.25
Citation(s)	1
Civil	1
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	2
Contacts	78
Court	
Court Hours	
Follow-up(s)	2
Follow-up Hours	4.5
Federal Citation(s)	
Hours Worked	263.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	1
Paper Service	
Possible Trespass	
PR Activities	3
PR Activities Hours	2.75
Property Checks	54
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	979
Vehicle Stops	9
Verbal Warning(s)	6
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Tax Department December 2020 Monthly Report

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

During the month of December 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, 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 November 2020.
6. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
7. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
8. Issued 7 Certificates of Exemption:
 - Purchaser: 3 RTMs 4 Tribe/Entity
 - Purchase Type: 4 Vehicles 1 Recreational Vehicle 2 Contract Projects
9. Reviewed 74 Tribal Member address and/or name changes; 12 required updating of the RTM list and database.
10. Mailed 31 Proof of Residency request letters; processed 3 Proofs of Residency that were received.
11. Processed 1 Motor Fuel Registration.

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 January 2021 and provided it to the Trading Post.
8. Reviewed and processed 1,321 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 November, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed November 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. Creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Worked with several businesses in providing updated Certificates of Exemption for the new year since the Certificates are only good for the calendar year.
4. Sent out 14 Annual Tribal Business Tax License Renewal forms to businesses operating on Tribal land.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding Resident Tribal Member beginning and ending dates.

Little River Trading Post Interactions:

1. Worked with Trading Post Manager in updating the Other Tobacco Products "OTP" list with the tax-exempt amounts.

Little River Casino Resort Interactions:

1. Corresponded with staff in providing the 2021 Certificate of Exemption form and Letter of Authorization.

Meetings / Trainings Attended During the Month:

1. Leadership Roundtable meeting via Zoom on December 15, 2020.
2. Tribal Council meeting via Zoom on December 2, 9, and 16 2020.

Statistics:

Total Registered Resident Tribal Members (RTMs): 270

- Manistee County: 259
- Mason County: 11

Monthly Tax Revenue*:

*November 2020 amounts received in December

- Retail Sales Tax (Little River Trading Post) \$322.51
- Retail Sales Tax (Gift Shop) \$702.30
- Lodging & Occupancy Tax \$3,101.74
- Food & Beverage Tax \$9,558.47

Tribal Member Tax Exemption Rates ("Discounts") for January 2021*:

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

- Gasoline: \$0.362/gallon
- Diesel: \$0.383/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
December 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 37 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. Participated in Tribal Council meetings via teleconference
4. Communicated with staff from departments about various items.
5. Participated in work sessions with Council, Ogema, TERT, DPS, Doctors. and others about priority setting re: COVID-19 vaccines.

6. Followed up on the meeting via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.
7. Spoke with organizers of the Diversity Committee about History of the Tribe in Manistee during webinar. Kenny Pheasant spoke on Language and Culture.
8. Met with Ogema, Leads and HR Director re: COVID-19 issue.
9. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
10. Administered, directed, and supervised all departmental activities.
11. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
12. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

- 1) Produced lessons for anishinaabemowin zoom class & sent out the lessons to students.
- 2) Teach the anishinaabemowin zoom students the zoom lessons.
- 3) Developed more games for class and home use.
- 4) Develop lessons for the face book show & update video log, (attached)(6,773 followers)
- 5) Schedule a video shoot to video the language lessons and then edit them.
- 6) Schedule the posts accordingly to post and share on Tuesdays and Fridays.
- 7) Made contact with Wiikwemkoong 1st nation for info. About their recycle program.
- 8) Worked with Brickhouse Interactive on a contract for 2021.
- 9) Participated in a webinar session with a group from Manistee area.
- 10) Had a meeting with HR about benefits for 32 hours and less.
- 11) Working on my schedule for 2021 because of grant application & language camp.
- 12) Continue to recycle for LRB Pharmacy.
- 13) Answered Emails & calls about language, CD ROMs, culture, history, camp.
- 14) Working on producing more variety series of videos, such as Mothers and Fathers day.

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.

Additional Information:

“Endaaying” face book show

- We started the face book show in 2017.
- We have recorded 140 videos to date.
- The average number of views we get each week in 2020 is about 7,332.
- The number of views is recorded one week after posting.
- We only recorded 24 videos in 2020.

- We will post every other week beginning in 2021.
- We average over 100 notifications and comments each day.
- Many schools, universities, colleges use these videos with their programs.
- Created a video log which has information about the name of video, when posted, # of views.
- Great working relationship with Brickhouse Interactive for the last 20 years.
- I want to develop videos that would be posted every year at around the same time.
- Annual videos would be Sugar Shack, Earth day, Mothers & Fathers day, Grandparents day, birthdays, weddings, funerals, ceremonial accessories, songs, stories, Pow wow talk.

Report on Endaaying

2018	51 videos	Recorded	Edited	Posted	Views
Presenters call		x	x	x	2.6K
Aanii.org-Intro.		x	x	27-Jul	1.2K
Riddles		x	x	8-Mar	883
Ademin teaching		x	x	8-Jun	1.6K
Language at workplace		x	x	10-Apr	1953
Language at workplace		x	x	17-Apr	4460
Language at workplace		x	x	24-Apr	7825
Joke-You know you are Indian		x	x	10-Jul	1.1K
Commands-Aasanaa & taagaa		x	x	24-Jul	3.2K
International conference		x	x	14-Aug	690
Ceremonies-Naming		x	x	15-May	3K
Ceremonies-Cleansing		x	x	22-May	2.1K
Ceremonies-Talking Circles		x	x	29-May	1.3K
Ceremonies-Feasts		x	x	5-Jun	1.6K
Moons		x	x	21-Aug	1.1K
Ziimoo kidaa		x	x	28-Aug	3934
Language camp -1st 7 years		x	x	25-Jul	1.1K
X-ray story		x	x	11-Sep	1.2K
Look so different-A-teg.		x	x	17-Jul	689
Everyday words& phrases		x	x	3-Sep	3873
Species-fish-1-		x	x	25-Sep	5349
Species-wild animals		x	x	2-Oct	2411
Species-domestic animals		x	x	16-Oct	2055
Species-birds-1-		x	x	23-Oct	3815
Place names-towns		x	x	6-Aug	2980
Trees & nature		x	x	5-Feb	2273

Soups/juices/drinks	x	x	22-Jan	6880
New food words	x	x	25-Apr	2896
Holidays	x	x	30-Oct	884
Honoring our soldiers	x	x	6-Nov	3058
Hunting -1-	x	x	13-Nov	4487
Fishing -1-	x	x	13-Aug	4635
Intro.Article words	x	x	7-May	3156
Articles -1-	x	x	8-May	1768
Articles -2-	x	x	9-May	1526
Articles -3-	x	x	14-May	1489
Articles -4-	x	x	14-May	1777
Articles -5-	x	x	21-May	1526
Articles -6-	x	x	29-May	1489
Articles -7-	x	x	30-May	1768
Articles -8-	x	x	30-May	2392
Intro.prepositions words	x	x	19-Feb	3150
Prep. Words	x	x	19-Feb	2454
Prep. words	x	x	26-Feb	2612
Prep. words	x	x	5-Mar	2170
Prep. words	x	x	6-Mar	2707
Prep. words	x	x	12-Mar	1930
Prep. words	x	x	17-Mar	2392
Prep. words	x	x	19-Mar	1728
Prep. words	x	x	21-Mar	1850
Family-Man,woman,child	x	x	9-Apr	4259

WWTP
Gary Lewis

Utilities Department

Gary M. Lewis, Utility Director

December 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.
- J and K Communications and Alpha Tran Engineering installing antennas and Wonderware (SCADA) upgrades to wwtp.
- Continued sampling for Covid 19 in wastewater

Billing

Water	\$10,492.44
Sewer	\$8,588.75
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,451.31
Septage	\$6,124.14
Other	\$187.26
Month Total	\$50,724.16
Yr. to Date Water	\$140,547.29
Yr. to Date Sewer	\$174,994.75
Yr. to Date Irrigation	\$31,167.34
Yr. to Date Fire Suppression	\$96,834.96
Yr. to Date Manistee Township	\$171,358.59
Yr. to Date Septage	\$82,393.38
Other Revenue	\$47,191.83
Credit	\$0.00
Yr. to Date Total	\$744,488.14

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 1,603,447**
- b. Ave Daily Flow Gallons 51,724**

2. Gallons of Treated Wastewater SBR

Influent Gallons

- a. 2,227,921**
- b. Daily Average Gallons 71,868**

Effluent Gallons

- a. 1,870,674**
- b. Daily Average Gallons 60,344**
- c. Waste Sludge Gallons 80,000**

Lagoon

- a. Influent 184,819**
- b. Daily Average Gallons 5,962**

3. Septic Sewage

- a. Gallons 134,813**

III. Travel and Trainings

What: MTERA Board Meeting

Who: Diane Kerr, Gary Lewis

Where: Phone Conference

Sponsored by: MTERA

What: Distribution System O & M

**Who: Jonathon Robertson, Diane Kerr, Clatus Clyne, Gregory Walters
Gary Lewis**

Where: WWTP, Zoom

Sponsored by: Michigan Rural Water Association