

**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: April 18, 2023
Maanda Nji: Re: March 2023 Operations Report

We respectfully submit the March 2023 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
March 2023

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

March 2023 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. 2023 Objectives: The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. We now are fully staff having hired a Budget Coordinator in March 2023.

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 2023 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

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

Objectives:

1. Improve the 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.
2. 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.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. 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 2019. The 2020 proposal was submitted in January 2023 and work is in progress for 2021.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

Goal: Improvement 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, creating departmental asset books, and distributing, 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 2023 budget. The 2023 budget has been approved by Tribal Council and entered into the accounting system.
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.
5. The 2024 budget process will start in June.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding 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 2022

We had a preliminary meeting with DGN sometime in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors will choose samples for which we will provide them with backup documentation. The auditors will test these samples to determine that all of the transactions have been processed properly – this will happen in March 2023. The auditors base their field work on this testing. Field work will start in May. Our goal is to have draft financial statements available in late June and final statements in July. Financial statements will be presented to Tribal Council and then filed with the Federal Clearinghouse tentatively in July 2023.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: No Projects have been - assigned to:** *The Construction Task Force committee for approved purchases and payments March: at this time, these projects are complete, reconciliation in process for closeout year end 2022. However there seems to be activity at two of the locations for further enhancements.*
 - i. *AKI 5 – 2021 Homes – N/A*
 - ii. *Commodities Building Project –N/A*
 - iii. *Muskegon Health & Admin. Reno- N/A*
2. **Cash Receipts:** *Daily cash receipts totaled for the month of March were \$1,105,089.05 the General & Special Revenue Account had a total of (237) receipts.*
3. **NGLC:** *Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.*
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 2022, Was able to gain access to the module.*
6. **1099MISC/1099NEC. – 2022 tax year** *was sent out in the week of Jan 23rd - 27th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors.*
7. **WEX Card- Monthly Report,** *removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.*
8. **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 – 2021 Homes, Commodities. No Meetings

Other Meetings:

Accounting –Every Thursday Meeting Audit Status -

Accounting – Department meeting-March 29th

Accounting – Teams Meeting – Overview and Discussion-Third Party Billing

Other Items:

Year End Audit -DGN – Auditors, Sample Testing – March 14th

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, FEMA Region 5, Audit, EPA & Emergency Planning, Public Safety/Tribal Manager, Gaming Commission, Strategic National Stockpile, Tribal Caucus.

Trainings Held / Attended – Emergency Management Framework for Tribal Nations

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit

PAYROLL

Duties and Accomplishments –

1. Processed 367 payroll vouchers/checks.
2. Verified 20 PAF's this month which included 3 new employee(s), 0 Job Change/Transfer employee(s), and 0 termed employee(s).
3. Verified 16 holiday variance forms received for Treaty Recognition Day holiday.
4. Processed payroll and completed payroll backup cover sheet for pay dates 3/10 and 3/24.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. 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 –

- 3/2 – March Staff Meeting
- 3/2, 3/16 & 3/30 – Payroll/HR meeting
- 3/2, 3/9 & 3/16 – Audit Status Meeting with CFO

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 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in March 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 March as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of March to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processing of April 1st per capita distribution and necessary compliance reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing 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. Working through IRS notices received related to amended returns filed.

Upcoming Projects / Tasks –

1. Providing information as needed for 2022 audit.

First quarter reporting – Form 941 and unemployment wages.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into 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 POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*

9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to the 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 the report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations, and address changes.*
6. *Continued processing of ARPA Members Assistance Checks*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

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 –

Duties and Accomplishments –

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. Certification, GSA SmartPay Travel (A/OPC)
2. Certification, GSA Travel Account Holder
3. Certification, GSA Purchase (A/OPC)
4. Certification, GSA GSA SmartPay Purchasing Account Holder
5. 3/1 Tribal Council represented DocuSign contract.
6. 3/2 Meeting with Amazon on Public Sector Account.
7. 3/13 Work session with Tribal Council, increase master services agreement threshold.
8. 3/13 Meeting with Amazon on Public Sector Account.
9. 3/20 Updated Travel policies and procedures to fit the current process and to bring them up to date with changes made to the travel regulations passed in January of 2023.
10. 3/23 Updated Mail policy and procedures to fit the current process.
11. 3/30 Work session. Amazon Sector Account.

Expenditures Update

Total year-to-date expenditures for the Finance Division for March 2023 are \$257,127 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date March 2023, represent 18.9% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

March 2023 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services: During the month of March, we received 11 requests for school clothing/activities assistance totaling \$5500. Four students received funds for a 12th grade computer totaling \$4000. Two student received funds for senior expenses totaling \$359.15**
- **Higher Education Scholarship: 5 Higher Education Scholarships were processed for March. Total awards were \$12,032, providing assistance to 5 university students, 1 male and the rest female.**
- **College Book Stipend: 3 book stipends were processed for March totaling \$1300, 1 student attending 4-8 credits, and 2 attending 9+ credits for the winter/spring term**

- **In addition to processing MITW applications, and assisting students with education related questions and issues, we began planning for Indian Village Youth Camp and for a variety of activities including March and April arts and crafts night activities and a May family activity which is a family jigsaw puzzle competition. We also began looking at plans for Farmer's Market classes that we had to cancel last year when Deb had to be out for an extended period of time, and needed both of us to hold the classes. We also prepared for our information table for the April 1 Membership Meeting**
- **March activity was a needle felting class attended by 16 people April 22nd**
- **March 23 attended Directors' Meeting**

- **Activities performed and services rendered fall within budgeted items for the 2023 fiscal year.**

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

March Monthly Report - 2023

MARY CARPENTER, 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 update the PerCap database.

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.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 6 Applications forms for people seeking membership
- Sent out: 16 Address change forms
- Created 41 New and Replacement Tribal ID's from 03/01/2023 through 03/31/2023
- 49 Addresses changed from 03/01/2023 through 03/31/2023
- Final Rejection Letters: 0
- Final Acceptance Letters: 4
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 2
- 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 Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 03/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax,
- Label request of Membership: Ogema
- Tribal Members Label/List request:
- Statistical request:

Department Verifications

1. Prosecutor 72
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 65
5. Member's Assistance 0
6. Housing 1
7. Utilities 0
8. Food Distribution 0
9. Casino 2
10. Family Services 0
11. Tribal Council 0
12. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 3 Members passed away for the Bereavement Benefit
- Sent out 0 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 0 Tuition Waiver Verifications
- 225 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – March 2nd
- Enrollment Commission Meeting – March 14th

Enrollment Statistics

- Total Membership: 3,963
- Total number of Elders: 1,503
- Total number of Adults (18-54): 2,191
- Total number of Minors (0-17): 269
- Total Tribal Members living in:
 - 9 County Area: 1,652
 - Outside 9 County Area: 2,296
 - Inside Michigan: 2,595
 - Outside Michigan: 1,356
 - Undeliverable Addresses: 13

Facilities
Rusty Smith

2023 March Report for the Facilities Management Department

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

I. Department Overview

Winter Operational Hours Nov 15th-March 15th

Maintenance Technician Hours of Service: Monday-Friday 6am-2:30pm

Clinic EVS Technician Hours of Service: Monday-Friday 6 am-2:30 pm

Traveling EVS Technician Hours of Service: Monday-Friday 8 am-4:30 pm

Office Hours: Monday-Friday 8 am-4:30 pm (no remote work)

Locations: Office and EVS Room, Government Center

Storage Locations: Facilities Barn, East Lake, and Area 51.

Auto Mechanic Location: East Lake

Goals & Objectives

The Facilities Management Department strives to provide quality services to ensure an attractive, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

2 EVS Technicians clean, disinfect, and sterilize the Health Clinic from 6-8 am Monday through Friday and provide janitorial services to the entire Government Center.

2 EVS Technicians provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, and Gaming.

3 Technicians (Snowplow Operators) provide winter operation services that consist of snowplowing, de-icing, anti-icing and snow disposal to the following locations: Government Center, Justice Center, Food Distribution, Natural

Resources, Area 51, Facilities Barn, East Lake, Sugar Shack, and Shooting Range upon request.

Aki Community Center

Delays have pushed back the deadline date. This department has completed all requests within 24 hours of submission except for painting the kitchen, this took a week to complete. The hood vent installation was rescheduled due to unavailable parts. When the vendor arrived to install hood vent, a maintenance tech was informed a hole in the wall was required prior to installation. The hood vent was rescheduled again. The Maintenance Supervisor received notice that the hood vent vendor would be in the next day and the hole was cut in the wall prior to vendor arrival later that morning. Pending- Vendor work completed by electrician and fire safety these are being scheduled by Elder's Meal Program. Maintenance will require a day to install cabinets, countertops, island, and finishing detail work. No delays in this project were due to the Maintenance Department.

Justice Center

Old refrigerator and range removed from building and new appliances installed.

Automotive Mechanic

Completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, inventory, and submitted completed mechanic repair forms for work order closeouts.

Vendors (buildings overseen by Facilities)

Pest control (1 visit, 4 locations)

Mat service (3 visits, 5 locations)

III. Budget Expense Justification

All expenses this month are in compliance.

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report
De-Ahna Underwood
Maintenance Office Manager

Family Services
Vacant Director

Department Report : Family Services
Case Worker: Stephanie Persenaire
FS Reporting Period March 2023

***** Reporting Counties

| | Manistee | Mason | Lake | Ottawa | Muskegeon | Oceana |
|-----------------------|----------|-------|------|--------|-----------|--------|
| Intakes | | | | | | |
| I&Rs | | | | | | |
| Open Cases | 9 | | | | 3 | |
| | | | | | | |
| Monthly Totals | 9 | 0 | 0 | 0 | 3 | 0 |

Case Management

| | | | | | | |
|--|-----|---|---|---|----|---|
| Total number living in homes served | 19 | | | | 20 | |
| Total number of Tribal Citizens living in homes served | 9 | | | | 4 | |
| Total number of descendants living in homes served | 3 | | | | 10 | |
| Total number of children living in homes served | 5 | | | | 11 | |
| Total ICWA or ICWP where substance abuse is involved | | | | | 1 | |
| Child Abuse/Neglect | 0 | | | | 0 | |
| ICWA or ICWP referrals | 0 | | | | 0 | |
| Sexual Abuse of a child | 0 | | | | 0 | |
| Substantiated or Unsubstantiated by DHS | 0 | | | | 0 | |
| Case Pending with DHS | 0 | | | | 0 | |
| Relative placement | 0 | | | | 1 | |
| Tribal Foster Home | 0 | | | | 0 | |
| Non-Tribal Foster Home | 0 | | | | 0 | |
| Alternative placement | 0 | | | | 0 | |
| Court appearances | 2 | | | | | |
| Home Visits | 19 | | | | 4 | |
| Case Reviews | 1 | | | | 0 | |
| Binojeeuk | 2 | | | | 0 | |
| Contacts with outside agencies | 57 | | | | 20 | |
| Contacts with LRBOI departments | 48 | | | | 0 | |
| Tribal Elders | 0 | | | | 0 | |
| Other referrals | | | | | | |
| Monthly Totals | 146 | 0 | 0 | 0 | 51 | 0 |

e s *****

| | Wexford | Kent | Newaygo | Other |
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Department Report : Family Services
 Case Worker : Rachel Kops
 Month : MARCH 23

***** Reporting Counties

| | Manistee | Mason | Lake | Ottawa | Muskegeon | Oceana |
|-----------------------|----------|-------|------|--------|-----------|--------|
| I & R's | | | | | | |
| Intakes | | | | | 0 | |
| Open Cases | | | | | 11 | |
| Monthly Totals | | | | | 11 | |

Case Management

| | | | | | | |
|--|--|--|--|--|-----|--|
| Total number living in homes served | | | | | 21 | |
| Total number of Tribal Citizens living in homes served | | | | | 13 | |
| Total number of descendants living in homes served | | | | | 10 | |
| Total number of children living in homes served | | | | | 10 | |
| Total ICWA or ICWP where substance abuse is involved | | | | | 0 | |
| Child Abuse/Neglect | | | | | 0 | |
| ICWA or ICWP referrals | | | | | 1 | |
| Sexual Abuse of a child | | | | | 0 | |
| Substantiated or Unsubstantiated by DHS | | | | | 0 | |
| Case Pending with DHS | | | | | 2 | |
| Relative placement | | | | | 2 | |
| Tribal Foster Home | | | | | 0 | |
| Non-Tribal Foster Home | | | | | 0 | |
| Alternative placement | | | | | 0 | |
| Court appearances | | | | | 3 | |
| Home Visits | | | | | 21 | |
| Case Reviews | | | | | 0 | |
| Binojeeuk | | | | | 3 | |
| Contacts with outside agencies | | | | | 105 | |
| Contacts with LRBOI departments | | | | | 20 | |
| Tribal Elders | | | | | 4 | |
| Other referrals | | | | | 0 | |
| Monthly Totals | | | | | 215 | |

Monthly Site Dashboard Report

Date Range of Report: Mar 01, 2023 - Mar 31, 2023

Date Report Generated: Apr 04, 2023

Enrolled Clients in system by type

| Prenatal | Postpartum | Father/Other | Infant/Child |
|----------|------------|--------------|--------------|
| 2 | 16 | 6 | 27 |

Total Unique Clients who received at least 1 visit between Mar 01, 2023 - Mar 31, 2023 by type

| Prenatal | Postpartum | Father/Other | Infant/Child |
|----------|------------|--------------|--------------|
| 2 | 6 | 0 | 9 |

Total New Clients enrolled between Mar 01, 2023 - Mar 31, 2023 by type

| Prenatal | Postpartum | Father/Other | Infant/Child |
|----------|------------|--------------|--------------|
| 0 | 0 | 0 | 0 |

Total Visits between Mar 01, 2023 - Mar 31, 2023 by staff person

| Name | Total Visits | Form Type |
|--------------|--------------|------------------------------------|
| | 5 | Prenatal Visit/Encounter Form |
| | 10 | Postpartum Visit/Encounter Form |
| | 9 | Infant Visit/Encounter Form |
| | 4 | Fathers and Others Visit/Encounter |
| Total | 28 | |

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

No data for this section

Forms "in progress"

| Client | Client Type | Form Type |
|--------|-------------|-----------|
|--------|-------------|-----------|

SCRIPT tab modified between Mar 01, 2023 - Mar 31, 2023

| Client | Client Type | HSID |
|--------|-------------|------|
|--------|-------------|------|

LRBOI Be Da Bin Behavioral Health Program March 2023 Report

Staff for Be Da Bin includes: Dottie Batchelder-Streeter, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Kimberly Hinmon, Native Connections Coordinator; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

Angela Schwandt currently has 38 clients. Angela had 72 individual sessions, 51 follow up calls, 6 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition for Manistee County, Activities Planning Meeting for Family Services, Tribal Responses to Drug Overdose Data Webinar, and Moving from Intuition to Intention training Webinar. She referred out 1 client to outpatient services.

Kimberly (Kim) Hinmon attended 5 Webinars. She conducted the beadwork workshops for Manistee (3 in attendance) and Muskegon (26 in attendance). She also held the Post Community Readiness Workshop (Native Connections) with 11 in attendance. She is also working with Family Services Staff member in Muskegon for Positive Parenting Classes for the Tribal Community. Kim is planning more events.

Dottie Batchelder currently has 19 clients and 9 Recovery Support clients. Dottie had 1 referral to inpatient treatment and 2 referrals to other outpatient services. Dottie had 34 individual sessions, and 67 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She attended the Activities Planning Meeting for Family Services; Manistee County Suicide Awareness and Prevention Coalition meeting; With One Voice (WOV) State Suicide Prevention Meeting (Virtually); Cross Connections Northern Michigan Suicide Prevention Meeting: Virtual meeting with the Behavioral Health Tribal supervisors and the State of MI PIHP Directors (funding); and the LRB Directors meeting. She attended the Community Readiness Workshop; Moving from Intuition to Intention training Webinar; and A Thousand Years of Wisdom-alternative Tx Options to Address Trauma & Stress Webinar. Dottie is trying to develop new treatment center options for services as others have closed in the state.

This month 5 naloxone kits were given out. Staff continue to attend webinars and homestudy for credits for certifications and continuing education credits. Both Kim and Dottie were out due to Covid this month. Staff is also planning for the Wellness Walk in July.

Respectfully submitted,

Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
MARCH - 2023**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

| | |
|---|----|
| Continued Cases | 11 |
| Partial Intakes | 2 |
| New Cases | 1 |
| Closed Cases | 4 |
| Client Face to Face Meetings in Office | 5 |
| Client Home or Out of Office Visits | 2 |
| Client-related Telephone and Email Contacts | 81 |
| Client-related Resource Research and Referrals | 9 |
| Court Attendance | 0 |
| Advocacy/Referral Assistance (Non-case related) | 0 |

MEETINGS

| | |
|---|----|
| Victim Service Program Staff Meetings | 1 |
| Victim Service Program Supervision/Case Reviews | 2 |
| Family Services Department Meetings | 1 |
| Community Collaboration Meetings | 4 |
| Other Meetings | 10 |

STAFF DEVELOPMENT/TRAINING

| | |
|------------------------------------|---|
| Virtual Training | 7 |
| In Person Training and Conferences | 0 |
| Self-Paced Training Modules | 0 |
| Other Training | 0 |

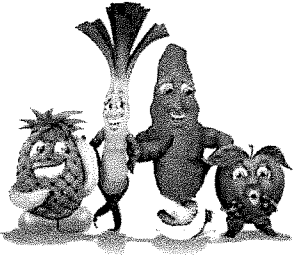
OUTREACH, NETWORKING, AND EDUCATION EFFORTS

| | |
|---|----|
| Creation of Program and Outreach Materials | 4 |
| Event and Training Planning and Preparation | 1 |
| Community Table Events | 0 |
| VSP Sponsored Community Awareness Events | 0 |
| VSP Sponsored Community Training Events | 0 |
| Social Media | 20 |
| Networking Activities | 0 |
| VSP Presentations | 0 |
| Other Activities | 2 |

RESEARCH AND RESOURCE EFFORTS

| | |
|---------------------------|----|
| VSP Website Updates | 1 |
| VSP Resource File Efforts | 10 |

Food Distribution
Jamie Friedel



Food Distribution Program

March 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

1 Department Overviews:

Goals and objectives:

The goal of the 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 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:

Jamie submitted 152 inventory reports to USDA in the warehouse.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

Jamie and Melanie and Tom accepted in, verified, and stored incoming inventory.

Jamie, Melanie, and Tom cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, and Tom rotated frozen food in the freezer.

Jamie, Melanie, and Tom filled food orders.

Jamie, Melanie, and Tom waited on clients & loaded food in their vehicles.

Jamie ordered April food for the warehouse.

Jamie, Melanie, and Tom cleaned the office.

Jamie, Melanie, and Tom conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Tom, and Melanie conducted 45 Deliveries.

We received deliveries on 3-2, 3-6, 3-9 and 3-19 .

The Food Distribution Office is open to the public.

Melanie sent out 2 applications.

Melanie sent 9 recertifications out.

Added 2 new Households.

We have a total of 60 households with 100 total people

MEETINGS:

1. Attended Virtual staff meeting and received produce order.
2. Jamie attended the Nutrition Education meeting in Chicago to cover Grant purposes 3-6 thru 3-8
3. Received Food truck in and more Produce.
4. IT was in to fix phone. Meet with Bill and Drew for Hard wiring computer and phones into office.
5. Crystal Lock came to key all outside locks with Master key, Received Items for Elders meals kitchen and IT was onsite to fix computers.
6. Meet with ZDN and Drew for quote on hard wiring. Maintenance did oil change and tire rotation on Food Van.
7. Pest control walk through for quote on building, IHS Inspection, Distributed over 100 covid tests to Government buildings.
8. Contacted Steve about the One-Way signs for the driveway. Pro Image onsite for measurements and placement of window wraps.
9. IMFS meeting online for enhancement training, Maintenance onsite to hang soap and chemical dispensers and secure bag holder on tables.
10. Sandra McCaslin here to Interview on the New building for paper.
11. Attended Directors meeting.
12. FDPIR Operations call.

We spent a lot of time getting the building set up with USDA signage. Spent time getting offices organized and usable. We are still in the process of getting everything organized in the back of the warehouse. Drew is working on getting the phone lines and computers hard wired. Looking forward to getting our grand opening ready. That is scheduled for April 27th. We are seeing an increase of clients due to SNAP program decreasing benefits. Working on our 2023 USDA audit which starts on April 24 with an online session and then our onsite audit will be May 2nd at 9 am. This is the first audit since 2016.

Jamie Friedel Supervisor
Melanie Ceplina Program Assistant
Thomas Riley Warehouse Specialist

Health
Daryl Weaver



**Little River Band of Ottawa Indians
HEALTH OPERATIONS REPORT**

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: April 7th, 2023

Re: MARCH Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

286 patients scheduled

36 patients NO-SHOW to scheduled appointments

8 patients provided SAME DAY appointments for emergent matters**

67 cancelled appointments

191 patients attending CLINIC PHYSICIAN appointments**

45 patients PHONE TRIAGE**

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

47 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 638

Diabetic patients: 60

Flu Vaccines: 0

Injections: 14

Nursing Visits: 3 **

On-site Labs: 154

COVID-19 Tests: 15

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 1,152

DIRECT CALLS TO CLINIC OPERATIONS: 642

TRANSPORTS - MANISTEE 10

MARCH 2023

TRAVEL HOURS: 17

SERVICE HOURS: 9

NUMBER SERVED: 10

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 10

TOTAL TRAVEL HOURS: 19

TOTAL SERVICE HOURS: 15

TOTAL NUMBER SERVED: 14

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

CLINIC OPERATIONS: MUSKEGON LOCATION

148 patients scheduled

12 patients NO-SHOW to scheduled appointment

6 patients provided SAME DAY appointments for emergent matters**

49 cancelled appointments

93 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 31

Flu Vaccines: 0

Injections: 2

Nursing Visits: 3

On-site Labs: 50

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 230

TRANSPORTS - MUSKEGON: 2

March 2023

TRAVEL HOURS: 3 1/2

SERVICE HOURS: 3

NUMBER SERVED: 2

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 1 1/2

SERVICE HOURS: 1/2

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 5

TOTAL SERVICE HOURS: 4

TOTAL NUMBER SERVED: 5

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$99,500

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2103

TOTAL PRC PAID IN MARCH: \$42,479.86

PHARMACY/OTHER: \$32,759.20

DENTAL: \$8,278.80

TOTAL PATIENTS: 193 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 454

TOTAL CLAIMS ENTERED: 449

TOTAL PRC PAID 2023: \$137,751.22

TOTAL EHAP PAID IN MARCH: \$57,017.50

TOTAL EHAP PAID 2023: \$102,808.59

TOTAL ENROLLED EHAP/LRBOI: 1316

NEW APPLICATIONS MAILED OR GIVEN: 27

REASSESSMENTS MAILED OR GIVEN: 59

MEDICARE LIKE RATE (MLR) Savings for March 2023

Claims submitted: 28 \$125,124.04 (total submitted)

-\$68,673.31 (what we paid)

\$56,450.73 (total savings)

PHARMACY: MARCH 2023

Active patients: 474
Prescriptions filled: 2069

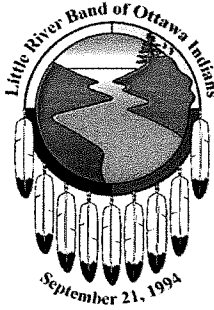
Receipts:
Insurance payments received: \$329,648.35
Non-member cash/copays received: \$1,228.51

Less acquisition cost of medications: \$66,319.00

Net profit: \$330,876.86

PRC-equivalent write offs:
LRBOI: \$33,421.36
Other Tribes: \$2,067.58
TOTAL: \$35,488.94

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 March 2023

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – 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: 9

Leases renewed: 10

New leases: 1

Annual Inspections: 8

Move-out Inspections: 2

Move outs: 2

Transfers: 0

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

Applications received this month: 1

Total Number of Awards made during the Year: 1

Total Amount of Awards for the Year: \$3630

C. The Homeowners Assistance Fund received two (2) new applications this month. The program has provided \$73958 in assistance since it began in 2022 and \$14799 in assistance in the month of March.

D. The Housing Director is now preparing the Annual Performance Reports for the IHBG grants from HUD that are due the end of March. These will be presented to TC for approval in the month of March. UPDATE: These were completed and approved by TC and sent to HUD on 3/31/23.

E. Two Housing staff members, Krystal Davis and Matthew Alexander went to a NAIHC training in Seattle, WA on March 20-24th for Maintenance training course. Both staff members passed their exams and learned from other participants and the course itself. This course was the first for both of them to work towards a housing certification through NAIHC.

F. The Housing Director attended the quarterly GLIHA meeting via zoom (as she could not attend in person) March 14-15th. These meetings are always full of information as to what is happening in Indian country in regard to housing.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 13

B. Termination Notice(s) issued: 6

- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 4 units to complete for a move in at this time.
- C. Units inspected this month are in safe and decent conditions; except for four units that are requiring follow up inspections due to the condition of their unit.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 80 were rented giving us an occupancy rating of 93%.

- A. Aki has 60 income based rental units of which 55 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 33 low-income family rental units and 29 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 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snow plow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blue prints for the maintenance garage expansion

End of Report
Tara Bailey, Housing Director
April 7, 2023

Human Resources
Alicia Knapp



Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288

To: Ogema Romanelli
From: Alicia Knapp
Subject: March 2023 HR Department Report
Date: 04/17/23

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 2023 Operational Plan

1) The 2023 Operational Plan is partially in revision state and currently still working on moving forward

2) Talent Acquisition

a) Talent Acquisition

- i) Monthly Number of Gains: 3
- ii) Month Number of Tribal Preference Hires: 1
- iii) Number of Requisitions Filled Year to Date: 8 (8employees)
- iv) Turnover Year to Date: 2
- v) Number of Open Positions: 11
- vi) March included continued prioritization of the talent acquisition process. At the month's end there were 11 open full-time job requisitions.
- vii) Thank you hiring managers for your help and patience!
- viii) March positions yielded 1 employee for Tribal Council (TM), 1 for Pharmacy (NP) 1 – Court RFT (NP) and 1 – Seasonal NRD. HR Talent Acquisition was busy with interviews/setting up, selections/setting up, new hires, replacing expired postings and new postings. Completed 4 backgrounds for future employment/commission, drug screenings some for future starts. Completed 2 Orientation days and other on-boarding tasks, scheduled many interviews, starting dates as well for April (Seasonals and RFT). May will bring on most of the seasonals. Other changes have started, process and on-line application to start to be put in use in March. Waiting for full on-line applying/requisitioning to be implemented soon. Received 5 online applications in March.
- ix) Approximately 6 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in April. At present 1 new Pharmacist for Muskegon - NP, along with NRD Seasonals – 1 in March 3 in April and 2 in May.

- x) Applications are coming in and are picking up, averaging 3 per position posted. Utilized LinkedIn and renewed on Indeed after problems.
- xi) Conducted 2 orientation sessions for 3 new employees.

3) Talent Development and Relations

- a) Leadership and Team Member Development.
 - i) HR assisted the organization and leaders through key issues, including employee relations events and communication are still to be scheduled and to continue.
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering.
 - iv) Continued assisting leadership with sensitive employee relations issues.
 - v) Assisted departments with job description update – almost complete to L:drive (signed off copies) and a few more employee signed job descriptions to the employee files. Moving forward to review job duties and further update of wages.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 4
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) Further update needed on L:drive – forms.
 - v) Tracking and file updating planning.

Training and Development hours totaled: Less than 8 hours reported hours in March.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 ongoing, 3 New, 2 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 1 continuing WC claim,
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP. Loan activity has been ramping up – 2 loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment. HR helped process insurance benefits (COBRA & life/401k insurance claim) for a deceased employee spouse.
- e) 401k financial adviser visit was scheduled for the last week of June.
- f) 1 meeting with BCBS team for addressing employee questions and concerns.
- g) Processed insurance benefit plan check requests.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 7 events during the month.
- ii) Recordable Injuries: 0 – 1 ongoing from February.
- iii) Near Miss/1st Aid: 1

6) Tribal Preference Report

Preference Report for March 2023 – Preference Hires in March 2023 - 1

Employee Count by Preference for March

| | | |
|----------------------------------|-------------|--|
| 101 Tribal Members | +1 in March | 53% (53.3%) of Tribal Government Workforce |
| 10 Native American | | 5%+ (5.3%) of Tribal Government Workforce |
| 11 Tribal Descendants | | 6%+ (5.8%) of Tribal Government Workforce |
| 10 Tribal Spouses | +1 in March | 5%+ (5.3%) of Tribal Government Workforce |
| No data on Tribal Parent – found | | 0% of Tribal Workforce |
| Total preference = 132 | | 69% (69.5%) |

58 non-preference

Gain of 2

Loss of 1

31% (30.5%)

Total of all employees 190

6) Workforce Development

- i) New Requests for WFD Service: 2 to be processed for March distribution.
- ii) Inquiries for WFD programming 5 for Career Voucher and 1 for Development and Training programming.
- iii) No AWE in March 2023 – 0 in 2023 thus far.
- iv) Currently working on new plans to reach more members.

Regards,
Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
March 2023

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. We have deployed the software needed for Artic IT to start moving forward in taking on additional duties in the IT department. Progress has been slower than expected. Fully onboarding expected mid-May. We are figuring out logistics on DPS and Gaming commission computers.
2. We will be losing our help desk person on 03/31/23. This will dramatically slow down IT in processing orders and project.
3. **Mandatory IT Projects by order of priority:**
 1. 2023
 - i. Government EXSI Host is ordered and awaiting for replacement.
 - ii. Intrusion detection software has been identified and awaiting for purchase.
 - iii. Next-IT Contract is still pending for onsite support for Muskegon location.
 - iv. Spectrum is awaiting approval for running fiber to DPS. This will make the point to point a redundancy point and complete our mesh topology.
 4. 219 new IT work orders were opened in March 2023 and 154 IT work orders completed in March 2023. Our current outstanding tickets are at 143 (04/17/23).
 5. We had Five voicemails this past month. One of them was during our staggered lunch breaks between 12pm-2pm.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.
2. Assisting RCP Marketing vendor regarding the website replacement. Assessment needed for a clear RFP pricing quote. We should expect a NDA from this vendor.
3. Held two meetings trying to resolve the SIP conversion issue with the court. Resolution is recommended by vendor "Flowroute". Authentication for creating a account is on week three. Ticket number TWT-ZQZDK-347

Information Technology Department
Monthly Report
March 2023

Trainings Held / Attended –

Setup accounts to perform NIGC required training.

Setup account to perform CJIS enrollment for Officers and IT personal.

Special Tasks / Activities Performed –

Prepared for launch of Quorum software for S-MM23.

Mary Thomas

From: Aaron Christenson - Elevate
Sent: Monday, March 13, 2023 9:29 AM
To: Gary Ossewaarde; Drew Jeurink; Jared Allen; Josh Vriesman
Cc: Derek Fowler; Chris Myner
Subject: LRBOI/Elevate Weekly Meeting

| Project/Task | Owner | Status | Status Update |
|--|-------------------|-------------|---|
| Fix the DNS or DHCP at the satellite sites | Chris Myner | In Progress | This is regarding when the government center is down the other site also go down. -> Azure Domain Controller |
| Physical DC Install | Aaron Christenson | In Progress | Need NIC set to DHCP, then promote to DC again |
| Aruba Wireless | Gary Ossewaarde | In Progress | APs installed <ul style="list-style-type: none"> Gov Center - add Guest network with splash page (4 hr) Gaming - no guest network, Compliance network with PSK and client isolation - Ready for testing |
| Vulnerability Scanner | Derek Fowler | In Progress | Defendify quote, waiting on legal – deadline 3-15 |
| Upgrade vmware hosts | Jamy & Aaron | In Progress | Drives are in hand, install when I visit 3-6 |
| Configuration Management review <ul style="list-style-type: none"> Build change management process | Derek Fowler | On Hold | SolarWinds has the ability in WHD Waiting on Drew to review |
| Hardware Lifecycle management review and processing <ul style="list-style-type: none"> Gather all serial numbers and input in Asset Management System Generate Lifecycle Management report Create policy for how to address lifecycle | TBD | In Progress | |
| SaaS Full review <ul style="list-style-type: none"> Setup reporting on SaaS services being access via firewall reports Setup report to go to council on services being used | Chris Myner | In Progress | Reporting Frequency - weekly to start – work needed on emailing out reports, reports need tweaking |
| MSSP Local SIEM work | Derek Fowler | In Progress | Disable computer object after 60 days of inactivity, delete after 3 months of inactivity, have email go to |

| | | | |
|--|-------------------|----------------|---|
| <ul style="list-style-type: none"> Roll out to all Desktops and Laptops Verify SIEM is up to date and getting all sources - Done Validate source feeds are providing enough data - Done Generate reporting and alerts based off data – In progress | | | helpdesk(create ticket), and ALL IT, Drew, Robert (Jeff) Smallwood |
| Bring all devices and systems current on patching <ul style="list-style-type: none"> Verify Storage, Network, Infrastructure, and Applications | Aaron Christenson | Done / Ongoing | Windows & office patches monthly - patches this week Saturday -> Aaron to do after 1pm Saturday or anytime Sunday Pre-emptively patch Quorum server and supporting infra early this week to avoid disruption on Saturday |
| Setup Dashboard and reports <ul style="list-style-type: none"> Setup Systems and Network Dashboards – in progress Setup services monitoring and SLA reporting – In progress | Chris & Aaron | To Do | Chris - network Aaron - systems |
| Application Virtualization Server deployment <ul style="list-style-type: none"> Finish Application installs and begin user testing – in progress Roll out to small groups to test server scaling requirements | Aaron Christenson | In Progress | IDPoint has drivers license scanners and camera. |
| Policy Review – In Progress | Drew & Derek | In Progress | Derek working through policies <ul style="list-style-type: none"> Focus on DR and BCP Being worked on by Drew |
| User Account Termination/Creation | Derek Fowler | In Progress | More discussion needed <ul style="list-style-type: none"> Emailed Alicia 12/2 - no response, CC bill willis |
| Planning for a zero trust platform | Drew & Derek | On Hold | Peripheral Blocking, Intune config complete, review |
| Buffalo storage replacement and Veeam | Josh and Drew | In Progress | Meeting 3-14 for approval? |
| VMWare Hardware | | | Meeting 3-14 for approval? |
| Replace Sophos with Windows Defender | Aaron and Derek | In Progress | Cleanup Sophos uninstall. |
| IOT VLAN | Chris | In Progress | Need to configure IOT Devices |

| | | | |
|------------------------------------|-------|-------------|---|
| Pharmacy POS VLAN | Chris | In Progress | VLAN 18 3 servers, 4 POS devices, VLAN 17, see above need to get port numbers for devices |
| Upgrade LRBOI-CUSI (2008 R2) | Aaron | In Progress | New server built, need to coordinate with staff on moving to new server |
| Wireless NGLC | Chris | New | Equipment delivered, needs setup and Chris to configure |
| EAS project closure – Solid Circle | Aaron | In Progress | Meeting went well, they want more \$\$. |
| Solarwinds, notifications | Aaron | New | Critical outage notifications |

Completed

| Project/Task | Owner | Status | Status Update |
|---|-------------------|-----------|--|
| Group Policy Review | Aaron & Derek | Done | Consolidated and streamlined prior to InTune Move |
| EPS Server for Muskegon | Aaron Christenson | Done | Moved to cold Take pic, send email to Drew if that machine is unlocked |
| DNS Change for lrboi-nsn.gov | Gary | Complete | Complete 10/26 |
| Upgrade vCenter | Jamy & Aaron | Complete | |
| iLO Firmware Upgrades | Aaron Christenson | Complete | |
| Kantech Upgrade | Aaron Christenson | Complete | Moved old server to cold storage |
| Project Management process deployment Setup Project tracking site | Derek Fowler | Completed | Microsoft Project - Cannot find any computers with project installed Other Microsoft tools |
| Network Diagrams | Chris Myner | Completed | Rack diagrams - done Layer 2 - done Layer 3 – Done Wireless (with inventory) - Done Upload diagrams to SharePoint when done Update Drew/LRBOI diagram (or replace) Gaming path away from clinic Public and Internal |
| Executive Floor – Switch Tribal Council – Switch | Chris Myner | Complete | VLAN 20 open ports 2 nd Floor move to VLAN 22, PEN Test coming |
| Ellis and Harvey Firewalls | Chris Myner | Complete | Upgrade fixed issue |
| Switch Installation - Food Distribution | Chris Myner | Complete | Drew to provide model numbers to Chris as backup plan Elevate to provide estimate ship date, temp device installed. Waiting on fiber and wireless install |

| | | | |
|---|-------------|-----------|---|
| New Firewall Installs | Chris Myner | Completed | Physically installed -Gaming done -WWTP in progress needs cutover, this week -JC in progress needs cutover, this week |
| Remove switch from Food Distribution | Drew | Completed | Need to check compliance before |
| SharePoint Online Migration | Aaron | Artic-IT | Department shares – begin with Justice start in Jan |
| Access Databases | ZDN | ZDN | Moved to cold storage, app moved to cloud. |
| M365 / Azure Review <ul style="list-style-type: none"> • Begin with M365 review • Validate if Azure is being used and asses • Incorporate Microsoft license review • Incorporate a policy and security review | Derek | Artic-IT | Drew to review |
| USB issue enroll department | Derek | Complete | Victim services, fips enforcing encryption. |



Aaron Christenson
 Microsoft Consultant
Elevate Technology Partners
 m: 616-570-3950
 e: aaron.christenson@LetsElevate.Tech

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: April 12, 2023
Re: March 2023 report of activities

| | |
|---|----|
| Number of tribal members assisted on new issues | 75 |
| Number of referrals received | 1 |
| Number of continuing cases: | 49 |

Types of legal issues:

| | |
|-------------------------------------|---------------------------------|
| Child support | LLC |
| Probate Estate | Trailer Park Eviction |
| Divorce | Real Estate |
| Wills | Real Estate Taxes |
| Move More than 100 Miles with Child | Elections |
| Trusts | Quit Claim Deed |
| Guardian - Adult | Landlord – Tenant Issues |
| Transfer Assets Upon Death | Personal Protection Order |
| Estate Planning | Amend Medical Power of Attorney |
| Deeds | Senior Living |
| Medical Power of Attorney | Construction |
| Post-Divorce Matters | Criminal Jurisdiction |
| Parenting Time | Civil |
| Conservator – Adult | Medicaid |
| Power of Attorney | Guardian – Minor |
| City Inspector | Homestead Exemption |
| Funeral Representative | Trust Administration |
| Divorce – Out of State | Appeal Disability Denial |

| | |
|--|---------------------------------|
| Limited Power of Attorney - Minor | Eviction |
| Criminal | Termination of Lease |
| Trust Amendment | Unemployment Lawsuit |
| Income Taxes | Small Claims |
| Personal Injury | DNA Testing |
| Real Estate Description | Insurance Adjuster |
| Psychiatric Hold | Probation Violation |
| Per Capita | Check Confirmation |
| Involuntary Committal | Revocation of Power of Attorney |
| Civil – Conditional Dismissal | Affidavit of Scrivener’s Error |
| SSI | IIM Account |
| Notary | Collections |
| Termination of Minor Guardian | Family Trust |
| Nursing Home | Default Judgment – Civil |
| List of Personal Property | Personal Representative Duties |
| Certificate of Trust Existence and Authority | |

Sample of Work Performed:

Assisted a tribal member administer a Trust after the Settlor passed away

Assisted a tribal member appoint an agent to handle their affairs while they were incarcerated

Assisted a tribal member with an SSD application

Assisted a tribal member obtain a principal residence exemption on their home

Attended Directors Meeting

Members Assistance
Melissa Waitner

Members Assistance Department

March 2023 Monthly Report

Department Overview:

Melissa Waitner, Member's Assistance Coordinator
Program Specialist: TBA

Status of Department:

Currently, I am the only employee of the Member's Assistance Department. Interviews were held, and offer made and accepted. Anticipate new employee to start mid-May.

All federal grants, which include the list below are in good standing, reports are current and money is being spent down appropriately.

- *Low Income Heating & Energy Assistance Program (LIHEAP)*
 - *Heating*
 - *Crisis Assistance*
 - *Cooling*
 - *Weatherization*
- *Low Income Water Assistance Program*
 - *Water Crisis Utility Shut Off*
 - *Water Bill Payment*
 - *Safe Drinking Water*

Department Highlights

- 98% of the \$2,800 Covid relief checks have been distributed

Current Assistance Programs with Service Numbers

- Food Assistance Program – Available throughout the U.S. – 18
- Low Income Energy Assistance Program - Available throughout the U.S. – 15
- Rental and Mortgage Assistance Program - Available throughout U.S. - 16
- Elder Chore Assistance Program - Available throughout the U.S. - 5
- LIHEAP Assistance Program – Available to nine county service area - 25
- LIHEAP Weatherization Program – Available to nine county service area - 4
- LIHWAP – Water Program – Available to the nine-county service area - 4
- Home Improvement Program – Available throughout the U.S. - 4
- Emergency Transportation Assistance Program – Available throughout the U.S. - 10

1. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.

Some Goals for 2023:

- Overhaul and redo of office environment and department culture - in process
- Disaster Relief Program available for defined disasters – in process
- Elder Services Program – partially funded and in draft process
- Veterans Services – in research and development stage

2023 March Report for the Facilities Management Department Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

I. Department Overview

Winter Operational Hours Nov 15th-March 15th

Maintenance Technician Hours of Service: Monday-Friday 6am-2:30pm

Clinic EVS Technician Hours of Service: Monday-Friday 6 am-2:30 pm

Traveling EVS Technician Hours of Service: Monday-Friday 8 am-4:30 pm

Office Hours: Monday-Friday 8 am-4:30 pm (no remote work)

Locations: Office and EVS Room, Government Center

Storage Locations: Facilities Barn, East Lake, and Area 51.

Auto Mechanic Location: East Lake

Goals & Objectives

The Facilities Management Department strives to provide quality services to ensure an attractive, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

2 EVS Technicians clean, disinfect, and sterilize the Health Clinic from 6-8 am Monday through Friday and provide janitorial services to the entire Government Center.

2 EVS Technicians provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, and Gaming.

3 Technicians (Snowplow Operators) provide winter operation services that consist of snowplowing, de-icing, anti-icing and snow disposal to the following locations: Government Center, Justice Center, Food Distribution, Natural

Resources, Area 51, Facilities Barn, East Lake, Sugar Shack, and Shooting Range upon request.

Aki Community Center

Delays have pushed back the deadline date. This department has completed all requests within 24 hours of submission except for painting the kitchen, this took a week to complete. The hood vent installation was rescheduled due to unavailable parts. When the vendor arrived to install hood vent, a maintenance tech was informed a hole in the wall was required prior to installation. The hood vent was rescheduled again. The Maintenance Supervisor received notice that the hood vent vendor would be in the next day and the hole was cut in the wall prior to vendor arrival later that morning. Pending- Vendor work completed by electrician and fire safety these are being scheduled by Elder's Meal Program. Maintenance will require a day to install cabinets, countertops, island, and finishing detail work. No delays in this project were due to the Maintenance Department.

Justice Center

Old refrigerator and range removed from building and new appliances installed.

Automotive Mechanic

Completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, inventory, and submitted completed mechanic repair forms for work order closeouts.

Vendors (buildings overseen by Facilities)

Pest control (1 visit, 4 locations)

Mat service (3 visits, 5 locations)

III. Budget Expense Justification

All expenses this month are in compliance.

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report
De-Ahna Underwood
Maintenance Office Manager

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

March 2023 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;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

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

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - 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
- Great Lakes Restoration Initiative grant management.
- Great Lakes Fishery Trust grant management and reporting
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Consent Decree(s) information reporting
- Submitted 2023 LRBOI inland work plans DNR and tribal partners in fulfillment of 2007 Consent Decree requirements.
- 2020 Great Lakes Consent Decree negotiations
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Sturgeon Data entry and database management
- Collaborative discussions with LTBB for surgeon assessments
- 2023 Manistee River, sea lamprey treatment discussion, SOS coordination
- Artic Grayling literature research for reintroduction

- Fisheries programs, Sturgeon, Inland, Great Lakes workplan development and implementation.
- 20th Annual Sturgeon release ceremony preparations.
- Membership sturgeon presentation prep
- Began issuing permits to Tribal members for regulated spring walleye and steelhead harvests.
- Continued refining UAV survey procedure with Zero-Gravity Aerial, LLC for Artic Grayling reintroduction project.
- Submitted BIA Great Lakes Restoration Initiative (GLRI) FY24-25 planning form submitted.

Equipment maintenance/Field Work/Lab Work:

- Adult sturgeon assessment Manistee Lake 17th and 25th
- Adult sturgeon video survey, Manistee Lake, MI
- Manistee Lake Sturgeon Assessment/Acoustic tagging
- Acoustic Receiver deployment
- Mar 27: GLFT Larval Coregonine Sampling (Muskegon)
- Mar 29-30: GLFT Larval Coregonine Sampling (Ludington, Manistee)
- North Branch Manistee River habitat ground truthing and aerial habitat comparison
- preparation for sturgeon, inland and Great Lakes fisheries field season
- Preparing supporting documentation for 2023 Walleye and Steelhead permitting

Meetings/Training/Travel/Conference Calls

- CORA catch reporting system development meetings.
- Great Lakes Acoustic Telemetry Observation System (GLATOS) meeting in Ypsilanti, MI (2/27-3/2)
- LRBOI Staff meeting (3/2)
- USFWS student discussion towards Tippy relicensing (3/1)
- Potential Staff interviews (3/2)
- EPA National Fish Forum (virtual) (3/2, 9)
- Interviews for GL Technician and Seasonals (3/2)
- GSA Training, Personal Liability when operating a GSA vehicle (3/9)
- MSU Database Course (virtual) (3/6, 13, 20, & 27)
- NRD meeting MSU Tribal Day planning (3/13)
- Tribal Inland Fisheries meeting meeting (3/14)
- MSC Meeting (Charlevoix) (3/14-15)
- Inland Fisheries Committee (IFC) meeting (3/21)
- Great Lakes Fishery Commission Upper Lakes Committee Meeting (Sault Ste. Marie, Canada) (3/20-24)
- Attended Michigan Arctic Grayling Initiative partner meeting in Bellaire, MI (3/22)
- Annual MI AFS meeting (3/23-24)
- Artic Grayling project planning meeting (3/27)
- Technical Fisheries Committee (TFC) Meeting, Gaylord (3/28)
- PFAs sampling planning meeting NRD (3/29)
- Trout Unlimited UAV survey meeting
- Online commercial fishing reporting meeting (3/30)

| <u>Grant used</u> | <u>Explain activity</u> | <u># of members served</u> |
|------------------------|-----------------------------|----------------------------|
| 1050 Sturgeon Program/ | Habitat Restoration Program | |

4068 BIA Inland Natural Resources
4086-760/4097/4109 BIA GLRI funding
4031 Natural Resources Department
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

Vacant – Wildlife Division Manager
Vacant – Wildlife Biologist
Andrew Kaiser – 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
 - 4072 NRCS Project Budget

- Completed monthly report
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS access passes, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

Meetings/Training/Travel/Conference Calls

-

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
David Karst – Brownfield Specialist
Alycia Peterson – Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
David Karst – Brownfield Specialist
Alycia Peterson - Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

•

Meeting/Training/Travel/Conference Call

•

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 the completed QAPP along with relevant attachments for future EPA approval.
- Began PowerPoint Presentation slides for presentation and poster display at the GLEF conference.
- Began drafting the BIL grant application for land cover and remediation on priority parcels.

Field Work and Equipment Maintenance

- EPA Jeep to Government Center

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

- UCLA online class; The Nuts and Bolts of Brownfield Redevelopment on March 1-3.
- We had NRD Huddles on March 6, 20, and 27.
- March Staff Meeting on March 2.
- Today's Innovations webinar on waste logistics and emerging ideas on March 9.
- Solid Waste Infrastructure for Recycling Grant Program for Tribes and Intertribal Consortia webinar on March 9

- TEPM in Chicago from March 12-16.
- Personal Liability when operating a government vehicle on March 22.
- Planning for Community Development Webinar on March 23.
- One on one with NRD Director on March 29.
- EPA GRANTS What to Expect When You're Expecting a Grant webinar on March 29.

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered physical data to AWQMS and WQX
- Completed travel closeout for TEPM
- Ordered nutrient bottles from GLEC
- Shared Environmental Division Manager position to email lists
- Received February nutrient data
- Received access to EPA teams for document sharing

Field Work and Equipment Maintenance

- Calibrated eureka and HL4
- Ordered bulk sunglasses

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

- 3/3- Annual Little Manistee River Watershed Summit
- 3/7- The Great Lakes: Managing Fisheries and Exploring Islands
- 3/8- Recreational Water Quality call
- 3/9- MTEG
- 3/13-15- TEPM
- 3/21- U.S. EPA TAS for Water Quality Standards workshop
- 3/22- Personal Liability When Operating a GOV
- 3/28- PLWF Board Meeting
- 3/29- PFAS preliminary sampling meeting
- 3/29- EPA Grants What to Expect When You're Expecting... a Grant

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Remote Sensor Platform QAPP work
- Spend Down of 21/22 103 Air Grant (Remote Sensor Build Material)
- Memorandum Of Agreement between LRBOI and MDEGLE
- Ozone Season Started on March 1st

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- Ozone Audits X2

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

- EPA TEMP Meeting Chicago, 3/12/23 to 3/16/23 All Day
- Region 5 Monthly Tribal Air Call, (3/30/23) 11:00AM till 12:00PM

- GSA Online Training 3/22/23 2PM-3PM
- EGLE Meeting with Susan Kilmer (MOA) 3/20/23 10AM-10:30AM
- CAA 103 Grant Workplan Discussion (3/27/23) 3:00PM-3:30PM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Wrote and submitted two BIA GLRI Distinct Tribal Program grant applications: Managing Invasives Through Partnerships and Protecting Wild Rice in the Maple River.
- Completed hiring tasks for Seasonal Environmental Technician: reviewed applications, drafted interview questions and review form, coordinated resume review with hiring team, submitted interview recommendations, held interviews, and submitted hiring recommendations to HR.
- Responded to inquiries regarding invasives and wild rice following MISC keynote.
- Created R5TWWG google account for TWWG leadership.
- Drafted letter of support templates for the two GLRI proposals and sent to project partners.
- Drafted letter of support for MRWA's grant application, sent to Director for signature, and submitted to MRWA.
- Posted Environmental Division Manager job announcement to job boards.
- Created shared file for Env Div to list documents needed from Div manager's files.
- TWWG leadership transition planning.
- Coordinated with ISN and provided input on their SOGL application for partner project in MRSGA.
- Sent updated draft brochure language and photos to BIA following request to include LRBOI's invasive project in upcoming outreach materials.

Field Work and Equipment Maintenance

-

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

- 2/1/23: TWWG Workshop day 2 (gave presentation about MRWIT).
- 2/2/23: TWWG Workshop day 3.
- 2/3/23: Call with Audrey (ISN) to discuss MRSGA project grants.
- 2/8/23: NAWM webinar.
- 2/9/23: meeting with CMU and MRWA to discuss Maple River GLRI proposal.
- 2/16/23: final call between TWWG Leadership and ELI contractors to discuss transition.
- 2/16/23: Director 1:1.
- 2/21/23: MWRIT Meeting.
- 2/22/23: NRD staff meeting.
- 2/28/23: interviews for Seasonal Environmental Technician.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Prep for HWA Survey on LRBOI's Custer Parcel Invasive Prevention SOP

Field Work and Equipment Maintenance

- HWA Survey on LRBOI's Custer Parcel

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

- 1:1 NRD Director meeting. (3/1/23)
- LRBOI Staff Meeting. (3/2/23)
- The Great Lakes: Managing Fisheries and Exploring Islands (3/7/23)
- North Country CISMA's Annual Partner Meeting (3/7/23)
- Invasive Species Network Spring Partner Meeting (3/8/23)
- Tribal MI Healthy Climate Implementation Quarterly Meeting (3/9/23)
- Chicago TEPM (3/12/23- 3/16/23)
- Tribe's mining call (3/16/23)
- Personal Liability When Operating a GOV (3/22/23)
- CSMI Lake Michigan Report Out Session 3 (3/22/23)
- Michigan AFS- TWS (3/23/23- 3/24/23)
- Lake Huron Partnership Working Group regular meeting (3/23/23)
- Tribal Holiday (3/28/23)
- Webinar by the Interagency Ecological Restoration Quality Committee (3/30/23)
- 1:1 NRD Director meeting. (3/30/23)
- Lake Huron and Community Perspectives on the Nearshore – that is Your Shore and Our Shore (3/30/23)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

March 2023

Steve Parsons

Meetings/Conferences/Trainings

- On March 2, 2023, I attended the March LRBOI staff meeting held via Microsoft Teams.
- On March 7, 2023, I attended a Tribal Council work session regarding the solar capacity grant.
- On March 15, 2023, I participated in an interview with Jo Troxell, an undergraduate student at Michigan State University, and the Tribal Land Use and Governance intern at MSU. Ms. Troxell is conducting a survey of Tribal Planners in Michigan in order to collect information for her department.
- On March 23, 2023, I attended the meeting for LRBOI Gov't Tribal Directors held at the Bungalow Inn.
- On February 2, 2023, I attended a meeting to discuss a project to map out the underground connections to the street lights at Aki Maadziwin, and use BIA Roads Maintenance funding to pay for the project. Also attending the meeting were Scott Buzzell of C&I Electric and Tara Bailey, LRBOI Housing Director.
- On February 16, 2023, I attended a LRBOI Tribal Government Director's Meeting held in the Lodge of the Gov't Center.
- On March 24, 2023, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, the Nottawaseppi Huron Band of the Potawatomi, and the Hannahville Indian Community also participated in the meeting.
- On February 27, 2023, I met with Lyle Dorr, LRBOI Grants Administrator, to go over the various reports that are available on the MIP Report Writer.

Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that are scheduled to take place this year. Please note that due to erratic weather during the month of March, most of our road construction projects have been rescheduled to begin later in the construction season.
 - Aki Maadziwin Roads: We will resume work on the entry road as soon as possible in the spring. Elmer's is the contractor working on the entry road project. The original projected start date of April 10, 2023 was postponed and will be rescheduled soon. Once the entry road is completed, Elmer's will then work on the remaining roads in the circle/residential area, which includes minor repair work, resurfacing and sealcoating. If time permits, we will also look at resurfacing the Aki Community Center parking lot.
 - Public Safety Parking Lot: The remaining item on this project is the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. The distribution of the bid-package for this project has been delayed pending the resolution of construction issues with the Tribal Justice Center.
 - Tribal Cemetery Road: Now that the road network for Phase I has been completed, we will focus on the remaining components of the Cemetery Project. These include a fresh/drinkable water source (water well), electric power connection, septic system,

- facilities/maintenance building, and landscaping (including laying out of burial plots). The various components will be put out to bid sometime in mid-April, 2023.
- US31/M-22 Roundabout (Remaining Items): The roundabout construction was completed in September 2022. However, there are a few remaining items that the Tribe will complete utilizing BIA Roads Construction funding, including: finish construction of the sidewalk that connects the roundabout to the main entrance at LRCR and repairing the portions of the LRCR irrigation system that were damaged during roundabout construction, and providing landscaping in the interior circle of the roundabout. We plan to bid out these projects separately sometime during April 2023. Please note that MDOT plans to complete the landscaping planting this Spring and will maintain/water the area for two full growing seasons—expiring on September 19, 2024.
 - Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. We anticipate this project being completed in 2-3 weeks, and plan to have the project bid out sometime in May 2023.
 - Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. A specific schedule for this project has not been established, but we hope to have this bid out sometime in the late spring/early summer of 2023 with construction occurring shortly thereafter.
 - Aki Maadziwin Connector Road: This project was put back on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Maadziwin Housing Development (near the pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (near the Marathon Gas Station). This proposed road will serve as an alternate route to enter and exit Aki Maadziwin (particularly in an emergency situation when the entry road is not accessible). GTEC will develop a plan for design and construction of the road and provide a cost estimate sometime in May 2023. Depending on the cost involved, we may add this to our list of TTIP construction projects for 2024.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
March-23

General Patrol

| | |
|-------------------------|-----|
| Assist Citizen | |
| Assist Motorist | 1 |
| Assist Other Agency | 4 |
| City Assist | 6 |
| County Assist | 11 |
| Medical Assist | 5 |
| MSP Assist | 1 |
| Other Calls for Service | 5 |
| Property Checks | 581 |
| Suspicious Person | 1 |
| Suspicious Situation | 5 |
| Well-Being Check | |

Traffic/Vehicle

| | |
|---------------------------|----|
| Abandoned Vehicle | |
| Accidents | 5 |
| Disobeying Stop Sign | |
| Driving License Suspended | |
| Expired Drivers License | 1 |
| Expired License Plate | 4 |
| Fleeing & Eluding | |
| Hit and Run | 1 |
| MDOP | 1 |
| Minor in Car | |
| Motor Vehicle Theft | |
| No Proof of Insurance | 4 |
| Open Intoxicant | |
| Other Traffic Citation | 1 |
| OID | |
| OUIL | |
| OWI | 3 |
| Parking Ticket | |
| Reckless Driver | |
| Speeding Ticket | 1 |
| Stolen Vehicle | |
| Suspicious Vehicle | 2 |
| Towed Vehicle | |
| Traffic Stop | 13 |
| Unsecured Vehicle | |
| Verbal Warning | 3 |
| Warning Ticket | |

Processes

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

Criminal Offenses

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

Miscellaneous

| | |
|--------------------------|-------|
| Administrative Hours | 285.5 |
| Alarm | 2 |
| Attempt to Locate | 2 |
| Boat Dock Checks | |
| Casino Hours | 139.5 |
| Civil Standby | 2 |
| Community Policing | 6 |
| Court Hours | |
| Death Notification | |
| Drug Disposal | |
| Follow-Up Investigations | 3 |
| Found Property | 2 |
| Lost Property | |
| Meetings Attended | |
| Open Door | 1 |
| Open Window | |
| PBT | |
| Special Detail | 3 |
| Suicidal Subject | 2 |
| Total Complaints | 70 |
| Total Reports | 70 |
| Training Hours | 9.5 |
| Transport | |
| Trespassing | 2 |
| Tribal Council Meetings | |
| Vehicle Mileage | 4483 |
| Voluntary Missing Adult | |

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
March-23**

| | |
|-------------------------|-------|
| Administrative Hours | 195.5 |
| Arrest(s) | 1 |
| Male | 1 |
| Female | |
| ATV Patrol Hours | |
| Assist(s) | 8 |
| Assist Hours | 8.5 |
| Citation(s) | |
| Civil | |
| Misdemeanor | |
| City Assist | |
| City Assist Hours | |
| City Original | |
| City Original Hours | |
| Complaints | 10 |
| Contacts | 366 |
| Court | |
| Court Hours | |
| Follow-up(s) | |
| Follow-up Hours | |
| Federal Citation(s) | |
| Hours Worked | 417 |
| Joint Patrol(s) | |
| Marine Time | |
| Meeting(s) | 1 |
| Meeting Hours | 1.5 |
| Paper Service | |
| Possible Trespass | |
| PR Activities | |
| PR Activities Hours | |
| Property Checks | 195 |
| Snowmobile Patrol Hours | |
| Training(s) | 8 |
| Training Hours | 20 |
| Vehicle Mileage | 3472 |
| Vehicle Stops | 2 |
| Verbal Warning(s) | 1 |
| Written Warning(s) | |

Training/Travel

March 2023 Officers completed interacting with mentally ill as first responders through Police One.

March 2023 Officers completed interacting with mentally ill as first responders through Police One.

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
March-23**

| | |
|-------------------------|------|
| Administrative Hours | 47 |
| Arrest(s) | |
| Male | |
| Female | |
| Assist(s) | |
| Boardings | |
| Catch Inspections | |
| Citation(s) | |
| Civil | |
| Misdemeanor | |
| City Assist | |
| City Original | |
| Complaints | |
| Contacts | |
| Court | |
| Court Hours | |
| Dock Checks | 6 |
| Follow-up(s) | |
| Follow-up Hours | |
| G/L Marine Patrol(s) | |
| Hours Worked | 240 |
| Joint Patrol(s) | |
| Marine Time | |
| Meeting(s) | |
| Meeting Hours | |
| Paper Service | |
| PR Activities | |
| PR Activities Hours | |
| Snowmobile Patrol Hours | |
| Training(s) | 2 |
| Training Hours | 5 |
| Vehicle Mileage | 2483 |
| Verbal Warning(s) | |
| Written Warning(s) | |

Training/Travel

March 2023 Officers completed interacting with mentally ill as first responders through Police One.

Tax Office
Valerie Chandler

Tax Department March 2023 Monthly Report

Staff: Valerie Chandler, Tax Officer
Tax Department Administrative Assistant - Vacant

During the month of March 2023, 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
 - 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 and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, 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. Completed and submitted the Tax Department monthly department report for February 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 3 Certificates of Exemption:
 - Purchaser: 3 RTMs 0 Tribe/Entity
 - Purchase Type: 3 Vehicle 0 Recreational Vehicle 0 Construction
9. Reviewed 43 Tribal Member address and/or name changes; 3 required updating of the RTM list and database.
10. Processed 6 Proofs of Residency.
11. Processed 4 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:
 - New or re-instated RTMs

- Deceased RTMs
- Address changes for 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 into 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 interim 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 in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for April 2023 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 1,859 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed February 2023 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Prepared the announcement of the February Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Inquiries and questions regarding copies of 1099s (which were referred to Enrollment) and copies of RTM Annual Sales Tax Credit Letters of Verification and Form 4013.

4. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
5. Worked with the Controller on the status of the current Tax Agreement audit since she was a former auditor for the State.
6. Processed and submitted 3 Venue Reports to the State of Michigan for performances at the Resort.
7. Processed, issued and mailed 3 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land.
8. Worked with the Controller and Accounts Payable to calculate all of the sales tax paid on utility accounts for the last four years in order to file a refund claim due to the Tribe's tax exemption status.
9. Prepared materials for distribution at the Spring Membership meeting.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - State sales tax being charged on a Tribal utility account
 - Venue reports returned to the Tribe in error
2. Continued to correspond and work with the State of Michigan Department of Treasury staff conducting the Tax Agreement audit.

Little River Trading Post Interactions:

1. Worked with Trading Post interim Manager in updating the OTP tribal member prices as their prices fluctuate.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on March 2, 2023.
2. Met with Accounting staff on March 9, 2023 regarding a status update on the Tax Agreement audit.
3. Directors' Meeting on March 23, 2023.
4. One-on-one virtual meeting with remote I.T. on March 24, 2023 for installation of new software.

Statistics:

Total Registered Resident Tribal Members (RTMs): 251

- Manistee County: 239
- Mason County: 12

Monthly Tax Revenue*:

*February 2023 amounts received in March 2023

- Retail Sales Tax (Gift Shop) \$829.26

- Retail Sales Tax (Nectar Spa) \$34.77
- Service Tax \$953.33
- Lodging & Occupancy Tax \$10,996.54
- Food & Beverage Tax \$26,901.91

Tribal Member Tax Exemption Rates ("Discounts") for March 2023*:

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

- Gasoline: \$0.458/gallon
- Diesel: \$0.529/gallon
- Cigarette Pack: \$2.00/pack (\$0.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- 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
March 2023 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.
 - ❖ 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 as appropriate to 63 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 regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Attended the Director’s meeting.
5. Began assisting with Anishinaabe Family Language & Culture Camp planning by meeting with LRRCR Food and Beverage.

6. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
7. Administered, directed, and supervised all departmental activities.
8. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
9. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
10. Attended the regular monthly staff meeting.
11. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
12. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Attended first meeting with LRRCR food & beverage department about language camp menu.
2. Wanted to serve whitefish for Friday dinner time, found out whitefish is very scarce in the great lakes right now, go to plan B, maybe trout but has to be cooked at meal site on pow wow grounds.
3. Plan C would be buffalo burgers, with beef tips or buffalo tips with noodles.
4. Ordered feast bundles at the same price as they have been, when they found out that we were hosting a recycle camp, they cut their price in half, many years ago. Their price did not go up.
5. I made the language camp announcement and presenters call on face book page anishinaabemdaa.
6. Robert Johnson made contact with me about teaming up with him on environmental issues in this area, I sent LRNR a copy of letter.
7. A translation language expert company got a hold of me for many translations but looking specifically for Ojibwe language.
8. Provided advertisement of our language camp in the Anishinaabemowin teg program book at their language conference.
9. Trying to work out issues about the Grand Rapids Public Museum such as W9 and agreements.
10. Created a word list for LRB currents for March.
11. Developed language lessons and taught them to the class.
12. Developed face book language lessons, recorded them, and posted them.
13. Recycled for LRB pharmacy in Manistee and Muskegon.
14. Consultant to Interlochen public radio, Delta Dental, GRPM, Mi. Nature Association,
15. Answered calls and Emails about language camp, website, culture, and language

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
March 2023, 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.
- Continuing to sample for Covid-19 in wastewater

Billing

| | |
|-------------------------------|--------------|
| Water | \$12,310.52 |
| Sewer | \$17,969.37 |
| Irrigation | \$1,810.93 |
| Fire Suppression | \$8,069.33 |
| Manistee Township Sewer | \$14,604.74 |
| Septage | \$6,861.48 |
| Other | \$200.02 |
| Month Total | \$61,826.39 |
| | |
| Yr. to Date Water | \$36,331.31 |
| Yr. to Date Sewer | \$50,802.92 |
| Yr. to Date Irrigation | \$5,432.79 |
| Yr. to Date Fire Suppression | \$24,207.99 |
| Yr. to Date Manistee Township | \$45,588.92 |
| Yr. to Date Septage | \$14,530.68 |
| Other Revenue | \$574.97 |
| Credit | \$0.00 |
| Yr. to Date Total | \$177,469.58 |

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,248,278
 - b. Ave Daily Flow Gallons 72,525

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,949,218
 - b. Daily Average Gallons 95,136

 - Effluent Gallons**
 - a. 3,413,076
 - b. Daily Average Gallons 110,099

 - Lagoon**
 - a. Influent 60,449
 - b. Daily Average Gallons 1,950

- 3. Septic Sewage**
 - a. 114,358 Gallons

III. Travel/Trainings/Meetings

What: Woven Energy Grant Final Presentation
Who: Council Work Session
Where: ZOOM / Council Chambers
Sponsored by: LRBOI

What: PFAS, Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: U.S. EPA

What: MTERA Funding opportunities Renewable Energy
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: EPA Lead Line Survey
Who: Diane Ker, Jonathon Robertson, Gary Lewis
Where: Zoom
Sponsored by: EPA