

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

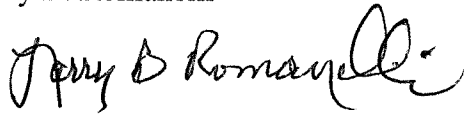
**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema  
**Naangwa:** Date: June 26, 2023  
**Maanda Nji:** Re: May 2023 Operations Report

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We respectfully submit the May 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  
May, 2023

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Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### May 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 2023 will be to continue to improve accounting systems and processes.

#### Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 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 2024 budget. The 2024 budget process has started. On May 19, 2023, the Budget Coordinator sent out 2024 budget templates and instructions to the departments with a due date of June 30, 2023. Tentatively, a budget public hearing is going to be held on August 5, 2023.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

## **Purchasing/Travel:**

***Goal: Improve efficiency of processes and reduce costs.***

**Objective:**

1. 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 in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors chose samples for which we provided backup documentation. The auditors tested these samples to determine that all of the transactions have been processed properly – this work took place in March 2023. The auditors base their field work on this testing. Field work was conducted May 1-5, 2023. 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 May: 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 May were \$1,149,959.66 the General & Special Revenue Account had a total of (256) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected.**
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.**
6. **2022 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Ongoing reconciliation of accounts, working with the Audit team of DGN**
7. **1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23<sup>rd</sup> - 27<sup>th</sup> 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.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.**
9. **Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> 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 – Department meeting-No Meeting in May*

*May Staff – Teams Meeting – Overview and Discussion-*

*Other Items:*

*MIP- 4 steps to an Easier Audit - Webinar*

*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, Fast Command, Regroup

*Trainings Held / Attended –* Run, Hide, Fight, MICIMS

*Special Tasks / Activities Performed –* Audit

*Upcoming Projects / Tasks –*

## **Payroll**

*Duties and Accomplishments –*

1. Processed 373 payroll vouchers/checks.
2. Verified 24 PAF's this month which included 4 new employee(s), 5 Job Change/Transfer employee(s), and 1 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 5/5 and 5/19.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.



***Meetings Held / Attended –***

5/4 – May Staff Meeting

5/24 – Members, Gen Asst & Per Cap Issues meeting with Controller, Members Assistance, Enrollment, Payroll, and Accounts Payable.

5/11 – Payroll/HR meeting

5/18 & 5/23 – Employee Recognition Team meeting

***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 May 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 May 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 May to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Completed per cap eligibility count for the July 1<sup>st</sup> per capita payment and provided to the Controller.

***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. Processing of the July 1<sup>st</sup> per capita distribution and necessary compliance reporting.
2. Second quarter reporting for 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**

*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. Set up staff with user ids on Amazon Business Account.
2. Launched information to membership on Amazon Business Account offer.
3. Worked on Purchasing Regulation training presentation for Directors.
4. 5/19 attended training on how to improve procurement process with MIP.

### ***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 –***

2. Backup for the Tax Officer

***Duties and Accomplishments –***

1. Received in 265 packages.
2. Issued 136 receiving reports.
3. Returned 5 item for credit.
4. Made deliveries.

***Meetings Held / Attended –***

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –***

***GSA billing***

***Picked up elder's meals.***

***Mileage of department's vehicles***

***Upcoming Projects / Tasks –***

Shredding project

**Grants**

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ **Coordinate and collaborate with Tribal grant writers and department heads.**
- ∞ **Complete and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**
- ∞ **Complete Closeouts on grants that have completed their lifecycle.**
- ∞ **Complete draw down of funds from various portals.**
- ∞ **Standing Note until ARPA funds are expended - It should be noted that per FAQs, ARPA funds**

under self-governance will not expire or need to be returned, they just need to be used as specified by policy.

## IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 4/30/23:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that portal to update the application in early May.
- **Grant Management Software:** Council approved the purchase of Grant Management software by Amplifund. It is software specifically designed to work with federal grant applications and awards. We are working with Amplifund representatives to implement the new software.

## Expenditures Update

Total year-to-date expenditures for the Finance Division for May 2023 are \$533,198 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date May 2023, represent 39% of the department's total annual budget.

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

**May 2023 Department Report**

### **I. Department Overview**

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

### **II. Department reporting section**

- **LRBOI Student Services:** 1 student received \$100 for class ring. 2 student received \$250 for driver's training totaling \$500. 2 students requested school clothing/activities funds in May, totaling \$1000
- **College Book Stipend:** 14 book stipends were processed in May, totaling \$ 4300 providing assistance to 5 students attending 1-3 credits, 6 attending 4-8 credits, and 3 attending 9+ credits. All but one 9+ credit award were for summer book stipends
- **Educational Advancement Fund:** 1 student requested funds for \$150
- **Vocational Assistance:** 1 student received \$4000

During May the Education Department worked on planning summer activities and classes. One of the activities will happen today at Aki, which is the Family Jigsaw Puzzle Competition. At this point the event has not happened but currently we have at least 4 teams of 4 each who are expected to attend. I will be out the first week of June and wanted to get this May report submitted timely.

**Meetings Attended:**

**May 4 Staff Meeting**

**May 25 Director Meeting**

### **Budget Expense Justification**

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



Enrollment  
Mary Carpenter

## ENROLLMENT DEPARTMENT REPORT

May 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 cancellation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

### Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Sent out: 13 Address change forms
- Created 64 New and Replacement Tribal ID's from 05/01/2023 through 05/31/2023
- 31 Addresses changed from 05/01/2023 through 05/31/2023
- Final Rejection Letters: 2
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 3
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 4 Applications received since 05/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax,
- Label request of Membership: Purchasing
- Tribal Members Label/List request:
- Statistical request: Grants

### **Department Verifications**

1. Prosecutor 38
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 59
5. Member's Assistance 0
6. Housing 0
7. Utilities 0
8. Food Distribution 1
9. Casino 3
10. Family Services 0
11. Tribal Council 0
12. Natural Resources 0
13. Gaming 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 Members passed away for the Bereavement Benefit
- Sent out 5 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 138 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

### **Meetings**

- Employee Staff Meeting – May 4<sup>th</sup>
- Enrollment Commission Meeting – May 16<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 3,955
- Total number of Elders: 1,511
- Total number of Adults (18-54): 2,179
- Total number of Minors (0-17): 265
- Total Tribal Members living in:
  - 9 County Area: 1,644
  - Outside 9 County Area: 2,292
  - Inside Michigan: 2,593
  - Outside Michigan: 1,352
  - Undeliverable Addresses: 11

Elders Meal Program  
Victoria Wells

## Elder Meals May Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
103	582

For Muskegon we had:

Dine in at Hackley	Take Out
35	34

Most of the spending this month has been toward food purchases and some supplies. Those supplies included more Cambro for food prep/food storage. The rising costs of food are becoming quite concerning. I spoke with Northern Spice company, and they will be filling out a W9 to supply our spices. They are also able to make many of the spices I need for recipes and make them salt free. It is my hope that we can start sourcing local to support our community. I spoke with Phil Miller, and he is setting up a meeting with his brother Greg Miller as well as the Lutz farms to try and get local produce. If this doesn't pan out there is a farm in Ludington listed on the Title VI resources as well as Orchard Market and Gross Nickle farms. All of which would suit the program. The 5204 G/L is for food, and unfortunately I had to move money in a few places to match the ebb and flow of food prices. I sincerely look forward to sourcing local. As well as look forward to having my budget approved so that I can stop having to use smaller PO's. I also implemented and carried out new intake forms which allowed me to bring our program up to date on paperwork with Title VI.

PO #	Distribution Code	G/L	Starting	Ending
230820	4510	5204	\$2500	\$366
230893	4523	5204	\$1200	\$129.74
230798	4523	5601	\$1500	\$981
230905	4510	5202	\$2896	\$2503
230990	4523	5204	\$2400	\$1256

We began purchasing gifts for Bingo from Townline. I also had a great turn out for bingo in Muskegon.

Manistee	Muskegon
19	11

Attendance is up as more and more people are coming on the days I make the food. Which shows great prospect for when I begin cooking. Currently waiting to hear from Summit on scheduling the rest of the kitchen.

Facilities  
Rusty Smith

## ***2023 May Maintenance Department Operations Report***

Maintenance Supervisor: Rusty Smith

Prepared by De-Ahna Underwood, Maintenance Office Manager

*The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with the resources we have available.*

### **I. Department Overview**

Maintenance Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Clinic EVS Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Mobile Unit EVS Technician Hours of Service: Monday-Friday 8:00 AM-4:30 PM

Office Hours: Monday-Friday 8:00 AM-4:30 PM (no remote work)

Main EVS Location: Government Center

Main Office: Government Center

Maintenance Technician Locations: Facilities Barn, East Lake, and Area 51

Auto Mechanic Location: "Big Blue" East Lake

### **Goals & Objectives**

The Maintenance Department strives to provide quality services to ensure an aesthetically pleasing, 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 6:00 AM-8:00 AM Monday-Friday and provide janitorial services to the remaining interior and exterior areas at the Government Center.



2 EVS Technicians provide janitorial services to Aki, Natural Resources, Justice Center, Gaming, Food Distribution Center, and the Gathering Grounds Bathhouse.

2 Maintenance Technicians & Supervisor perform their daily maintenance tasks and have begun their spring routine. Performing landscaping tasks and weekly mowing at the Government Center, Gathering Grounds, Justice Center, Food Distribution Center, Natural Resources, Area 51, Facilities Barn, East Lake, Sugar Shack.

Twice monthly at the Muskegon Hackley Office.

Once a month or upon request, the Shooting Range, Cemetery, and Indian Village.

- 26 work orders were created in May.
- 8 created for vehicle maintenance and mechanic completed his repairs.
- 3 vehicle requests are a “work in progress” waiting for vendors to complete service repair. Auto body replacement/repairs are out of our scope of work.

**Vendors** (buildings overseen by Maintenance)

- Pest control (1 on-site visit, 5 locations) New account set up for bi-monthly service.
- Mat service (3 on-site visits, 5 locations).
- HVAC RTU2 & VDM at Government Center.
- Roofer, inspection Justice Center and repairs at Government Center.

**III. Budget Expense Justification**

- Maintenance Vehicles \$498
- Maintenance Dues \$20.00
- Maintenance Phones \$120.00

**IV. Travel and Trainings**

N/A: Written out of budget 2008/2009

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

Family Services  
Vacant Director

Department Report : Family Services  
 Case Worker: Stephanie Persenaire  
 FS reporting period May 2023

\*\*\*\*\* Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
Intakes						
I&Rs						
Open Cases	8				4	
<b>Monthly Totals</b>	8	0	0	0	4	0

Case Management

Total number living in homes served	18				17	
Total number of Tribal Citizens living in homes served	8				4	
Total number of descendants living in homes served	3				8	
Total number of children living in homes served	4				12	
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 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	1				1	
Home Visits	11				2	
Case Reviews	0				0	
Binojeeuk	2				0	
Contacts with outside agencies	35				28	
Contacts with LRBOI departments	17					
Tribal Elders						
Other referrals						
<b>Monthly Totals</b>	81	0	0	0	57	0

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e s      \*\*\*\*\*

	Wexford	Kent	Newaygo	Other
				2
	0	0	0	2

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			9	
			5	
			2	
			7	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			1	
			2	
			0	
			0	
			63	
	0	0	0	80

Department Report : Family Services  
 Case Worker : Rachel Kops  
 Month : May 2023

\*\*\*\*\* Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					0	
Open Cases					10	
<b>Monthly Totals</b>					10	

Case Management

Total number living in homes served					18	
Total number of Tribal Citizens living in homes served					14	
Total number of descendants living in homes served					0	
Total number of children living in homes served					0	
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					0	
Relative placement					7	
Tribal Foster Home					0	
Non-Tribal Foster Home					1	
Alternative placement					0	
Court appearances					3	
Home Visits					20	
Case Reviews					0	
Binojeeuk					2	
Contacts with outside agencies					66	
Contacts with LRBOI departments					5	
Tribal Elders					4	
Other referrals					0	
<b>Monthly Totals</b>					130	



## LRBOI Be Da Bin Behavioral Health Program May 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 7 clients.

Angela Schwandt currently has 38 clients. Angela had 79 individual sessions, 33 follow up calls, 8 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition for Manistee County, GONA Planning meeting, and MHBG meeting with DHHS. She attended State Suicide Prevention Virtual training (CTAC) on May 4, 2023; VA SAVE training; and Strengthening Systems for Behavioral Health online training. She referred out 2 clients to outpatient services.

Kimberly (Kim) Hinmon attended the Mending Broken Hearts Training in Sault Ste Marie on May 8-10, 2023. She conducted the sewing/beading workshops for Manistee (4) and Muskegon (1) with 31 total participants in the classes. She attended 2 Native Connections TA meetings; 1 Native Connections Webinar; and awareness event, Murdered and Missing Indigenous Persons March. She arranged 1 GONA committee meetings and working the process for SAMHSA regarding the GONA TTA request.

Dottie Batchelder currently has 19 clients and 9 Recovery Support clients. Dottie had 4 referrals to inpatient treatment and 1 referral to other outpatient services. Dottie had 36 individual sessions, and 49 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She attended the Manistee County Suicide Awareness and Prevention Coalition meeting; Muskegon County Suicide Prevention Coalition; Tribal Prevention Coalition, and the OASIS work Group meeting (Coalition to develop recovery services in this area of Manistee). She attended the State Suicide Prevention Virtual training (May 4) and; CALM Conversations (suicide Prevention training); Harm Reduction Luncheon with author of War on Us and the Director's Meeting. 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. Staff is planning for the Wellness Walk and Michigan Indian Family Olympics both in July and a GONA in the fall.

Respectfully submitted,



Dottie Batchelder-Streeter



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

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	10
Partial Intakes	1
New Cases	3
Closed Cases	2
Client Face to Face Meetings in Office	2
Client Home or Out of Office Visits	0
Client-related Telephone and Email Contacts	171
Client-related Resource Research and Referrals	12
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	3

**MEETINGS**

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	1
Family Services Department Meetings	0
Community Collaboration Meetings	6
Other Meetings	3

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	4
In Person Training and Conferences	1
Self-Paced Training Modules	0
Other Training	0

**OUTREACH, NETWORKING, AND EDUCATION EFFORTS**

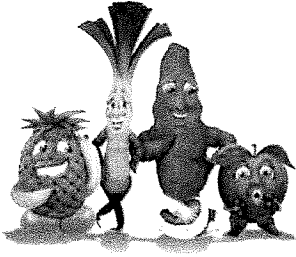
Creation of Program and Outreach Materials	1
Event and Training Planning and Preparation	1
Community Table Events	2
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	22
Networking Activities	1
VSP Presentations	0
Other Activities	1

**RESEARCH AND RESOURCE EFFORTS**

VSP Website Updates	2
VSP Resource File Efforts	8



Food Distribution  
Jamie Friedel



# Food Distribution Program

## May 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.

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 44 Deliveries.

We received deliveries on May 1<sup>st</sup>, May 4<sup>th</sup>, and May 25<sup>th</sup>.

The Food Distribution Office is open to the public.

Clients are now able to come in and shop.

Melanie sent out 4 applications.

Melanie sent 4 recertifications out.

Added 3 new Households.

We have a total of 61 households with 97 total people

MEETINGS:

1. ZDN onsite to hook up offices and move cabling in rack.
2. ME Audit evaluation with USDA, Drew came to check on ZDN.
3. Staff meeting
4. Monthly Operations call with USDA.
5. Meet Elise on 501c3!
6. Picked up Black van from Benzie Watsons
7. Paraprofessional training in Grand Rapids, Dropped Van off at Thermo King.
8. Finished Paraprofessional training and picked van up from Thermo King.
9. Advantage onsite to change out electrical box in freezer.
10. Gran Traverse onsite to check Freezer not draining properly. Was a bad install will be back to correct the problem.
11. Advantage onsite to test wiring to Hvac system not working. Found wiring burnt in HVAC system. Called Ajax to get them out to warranty the unit.
12. Ajax had Custom onsite to check HVAC unit found a faulty compressor that burnt the wiring up. Waiting to see what Ajax will be doing to correct the problem.
13. I attended an online USDA consultation for food and nutrition.
14. Attended online Midwest regional planning group for preparation of June Midwest regional meeting.

The Department is working very hard to get clients in to do more shopping. We are now doing outreach for clients that are unable to come to us to fill out applications and help with their paperwork. We had an HVAC unit go out on us when we fired up the air conditioning. Found that there was a faulty compressor from the factory at fault. Ajax will be doing the work to replace this since they have a warranty. The Department will be holding a couple of food demonstrations next month. We will be doing them on the last 2 Fridays of the month. This way we can invite the Elders in as well for a lunch. The Demonstration will be showing the client and elders how to cook with the basic food in their packages and how good and nutritional it is. We will be recording the videos and placing them on our You tube site and sharing them in the USDA sharing gallery designed for the FDPIR site.

Jamie Friedel Supervisor  
Melanie Ceplina Program Assistant  
Thomas Riley Warehouse Specialist

Grants  
Chuck Fisher/Mark Dougher

## GRANT DEPARTMENT REPORT - MAY 2023

MAY 1-10, 2023

Reviewed six (6) boxes of written materials that came to the Grants Department from Purchasing that had been stored there for an undetermined period of time. This involved going through numerous files on a file-by-file basis. The goal was to determine if the materials still have value to the tribe. There were files that clearly did not meet this criterion, i.e., at least one full box (once sorted) were old proposals for various construction projects (including the Community Center at Aki and the Government Center). There were detailed files that pertained to these projects (and others) that were preserved. However, as I was not necessarily in the position to make determinations beyond this point; thus, one of the first tasks was to go through all of the materials and determine what they were and what department should make a final determination. Made some inroads in getting things to others but still have a way to go.

The first two weeks of May were spent almost in total on the "Clean Energy Technology Deployment on Tribal Lands" application through the Utilities Department. The grant had a due date of May 16, 2023. After the first week of May and having heard nothing from Woven I doubled down on my end to help make sure that I had enough time for the submittal which I expected to be more time intensive given the circumstances, (each component had to be specifically labeled and uploaded individually - consequently, there was more of a chance that something could go wrong. As this was going to take some time, I wanted to have completely completed those portions of the application that Little Band of Ottawa Indians was responsible for. I also attended the Elders Committee meeting.

MAY 8-12, 2023

While I had come in over the weekend to help make sure that we were ready to receive the technical pieces from Woven, there were still some things that needed work – and so the first couple of days this week were spent finalizing things. I was still very uncomfortable with where things stood with the application and talked with Gary about this – he was uncomfortable as well. Gary called Woven either Wednesday or Thursday and found out that it was unlikely that they would be able to provide their part of our application (the technical input). Without Woven's work, we wouldn't have a critical element of our application. I was still trying to get all of the tribal portions of the application to Gary for his review; this was accomplished on Friday. Thursdays came and went without hearing anything further from Woven (I believe). On Friday, Gary decided that we were not going to be able to submit the proposal as there were "too many loose ends". It was about this same time that I delivered the tribe's portion of the proposal, which still was not complete because some of it depended on information that Woven was responsible for. However, it was as complete as it could be.

At the time of this writing, there are two grant applications in the hopper. The department will support these efforts: however, Family Services is taking the lead on one and Natural Resources is taking the lead on the other of these expected grant submissions. The department is beginning to gear up to address the "2023 Grant Strategy" and associated "Grants Calendar".

On Thursday of this week (May 11th), Mark came to the office for a meeting with the Tribal Manager. The subject of the meeting was the "2023 Tribal Grant Strategy" that was initiated at the last Directors' Meeting. Mark has taken the lead on this and thought that we could complete all of the information gathering at the upcoming Director's Meeting (May 25<sup>th</sup>). Bill indicated that we would have as much

time as we needed to do so. Over the course of about an hour, this was discussed in some detail. I imagine that this will be a major focus of activity for the upcoming weeks. One might say that preparations are already underway.

MAY 15-19, 2023

This week involved the big letdown re: Woven and the anticipated grant submission. On the positive side, there was an important kickoff meeting with AmpliFund, the implementation of which is being led by Lyle Dorr. Lyle has been intricately involved through the entire process and should be able to answer any questions that might arise. The potential of Amplifund is considerable – and this is true in many ways. For example, the software will go a long way in automating grants management in virtually all aspects. One of the most significant ways it will improve “strategic grant seeking” is by offering a front end that identifies a wide any grant opportunities in real time as well as a state-of-the-art search engine that will likely become indispensable in addressing LRBOI’s 2023 Grant Strategy Planning and follow-up activities. This software is not yet available to work with (as of mid-May 2023) but perhaps can be expected to be available by mid-June: just the front end, i.e., the “grant seeking” elements. The grant management portions will take another month or so to fully implement. AmpliFund will make a big difference in moving the tribe forward.

Also attended an Enrollment Commission Meeting and brought a tribal council proposed “Enrollment Commission Ordinance” for their review. This was after I had had one work session with the tribal council – and I had another work session following the Commission’s review. It is expected that additional work sessions will be necessary to reach a satisfactory conclusion. What concerns me is that one paragraph in the proposed ordinance was questioned (originally noted as Article II, Section 2.04), which follows: *2.04 Ratification of Prior Enrollment Decisions*. Nothing in this Ordinance is intended to modify or invalidate enrollment decisions made or approved by the Enrollment Coordinator or Enrollment Commission under the authority of Ordinance # 94-1018-01 prior to the effective date of the Ordinance.

Mark was in the area midweek and most of an entire day was spent w/Mark/Jay in preparing for the development of the new 2023 LRBOI Grant Strategy. The 2002 Grant Strategy was reviewed in detail, and many of those details were examined in even more detail. Additionally, the April Grant Department Report was initiated, finalized, and submitted.

MAY 22-26, 2023

Received a notice of Department of Transportation, Federal Transit Administration, FY2023 Competitive Funding Opportunity: Public Transportation on Indian Reservations Tribal Transit Program. Spent a good part of the week reviewing the NOFA, Federal Register, and related documentation in order to evaluate the viability of an application to the program for a van for the Elders Meals Program. Had a number of discussions with Vicki Wells in this regard. Looked to me to be worth the effort; prepared to discuss the potential at the upcoming Elders meeting to get their input.

MAY 29-31

Evaluation and preliminary work continued in relation to the pending application. The grant was discussed at some length at the Elders Meeting: it was well supported and provided additional insight into who the application should be crafted.

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:** June, 2023

**Re:** MAY Report of Activity – Tribal Health Services



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

**CLINIC OPERATIONS: MANISTEE LOCATION**

252 patients scheduled

33 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters\*\*

61 cancelled appointments

162 patients attending CLINIC PHYSICIAN appointments\*\*

30 patients PHONE TRIAGE\*\*

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

37 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 579

Diabetic patients: 71

Flu Vaccines: 0

Injections: 10

Nursing Visits: 4 \*\*

On-site Labs: 131

COVID-19 Tests: 0

\*\*Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,072

DIRECT CALLS TO CLINIC OPERATIONS: 602

OUTGOING FAXES: 122

**TRANSPORTS – MANISTEE 8**

**MAY 2023**

TRAVEL HOURS: 10

SERVICE HOURS: 11

NUMBER SERVED: 8

**MEDICATION DELIVERIES: 4**

TRAVEL HOURS: 2

SERVICE HOURS: 3/4

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 12

TOTAL SERVICE HOURS: 11 3/4

TOTAL NUMBER SERVED: 12

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

156 patients scheduled

5 patients NO-SHOW to scheduled appointment

2 patients provided SAME DAY appointments for emergent matters\*\*

62 cancelled appointments

37 Clinic Referrals – requiring action by provider & staff

91 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 22

Flu Vaccines: 0

Injections: 2

Nursing Visits: 0

On-site Labs: 35

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 309

**TRANSPORTS - MUSKEGON: 8 MAY 2023**

TRAVEL HOURS: 9 3/4

SERVICE HOURS: 9 1/2

NUMBER SERVED: 8

**MEDICATION DELIVERIES: 3**

TRAVEL HOURS: 2

SERVICE HOURS: 1/2

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 11 3/4

TOTAL SERVICE HOURS: 10

TOTAL NUMBER SERVED: 11

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$66,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1886

TOTAL PRC PAID IN MAY: \$51,853.35

PHARMACY/OTHER: \$37,133.74

DENTAL: \$8,445.35

TOTAL PATIENTS: 178 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 399

TOTAL CLAIMS ENTERED: 234

TOTAL PRC PAID 2023: \$248,314.23

TOTAL EHAP PAID IN MAY: \$13,800.55

TOTAL EHAP PAID 2023: \$220,783.82

TOTAL ENROLLED EHAP/LRBOI: 1316

NEW APPLICATIONS MAILED OR GIVEN: 17

REASSESSMENTS MAILED OR GIVEN: 185

**MEDICARE LIKE RATE (MLR) Savings for May 2023**

Claims submitted:	1	\$19,498.25 (total submitted)
		<u>- \$4,996.58 (what we paid)</u>
		<b>\$14,501.67 (total savings)</b>

**PHARMACY, MANISTEE: May 2023**

Prescriptions filled: 1580

Receipts:  
Insurance payments received: \$362,230.55  
Non-member cash/copays received: \$920.04

Less acquisition cost of medications: \$54,761.35

Net profit: \$308,389.24

PRC-equivalent write offs:  
LRBOI: \$23,844.26  
Other Tribes: \$2,355.97  
TOTAL: \$26,200.23

**PHARMACY, NORTON SHORES: May 2023**

Prescriptions filled: 527

Receipts:  
Insurance payments received: \$55,710.68  
Non-member cash/copays received: \$68.91

Less acquisition cost of medications: \$12,311.80

Net profit: \$43,467.79

PRC-equivalent write offs:  
LRBOI: \$8,898.12  
Other Tribes: \$333.00  
TOTAL: \$9,231.12

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 May 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: 10
  - Leases renewed: 10
  - New leases: 0
  - Annual Inspections: 10
  - Move-out Inspections: 1
  - Move outs: 0
  - Transfers: 1
- B. Down Payment and Closing Cost assistance grant (HI 100).
  - Applications received this month: 1
  - Total Number of Awards made during the Year: 2
  - Total Amount of Awards for the Year: \$7127
- C. The Homeowners Assistance Fund received one (1) new application this month. The program has provided \$78721.24 in assistance since it began in 2022 and \$4219.24 in assistance in the month of May.
- D. May 16-18, 2023, Michelle Pepera and the Housing Director went to Richmond, VA for training on Strategic Planning. This training was done by our local ONAP HUD office and was informative as to how to get started with strategic planning, who needs to be involved and what it should all include.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 3
- 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 6 units to complete for a move in at this time.

- C. Units inspected this month are in safe and decent conditions; except for two 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 94%.

- A. Aki has 60 income based rental units of which 56 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 33 low-income family rental units and 30 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow 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 blueprints for the maintenance garage expansion
- E. Preparing for a community event in the AKI playground/pavilion this summer with other departments attending and offering events/handouts for the residents and children of the community. The date is set for July 19, 2023, 3-6 p.m., you and your staff are invited to attended.

**End of Report**  
**Tara Bailey, Housing Director**  
June 9, 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 Goff  
**Subject:** May 2023 HR Department Report  
**Date:** 06/07/23

**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) **Month Summary:** May continued with talent acquisition – different ways of posting and use of a temporary online application, work force development, project work, 401k Audit, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023. Preparing for 2024 budget
- 3) **Talent Acquisition**
  - a) Talent Acquisition for May
    - (1) Number of Hires During the Month: 4 – 3 – Newly elected TM Tribal Councilors were sworn in and on-boarded and 1 NP Seasonal Technician- NRD.
    - (2) Number of Open Positions: 11 positions (11 employees needed). 6 in process of interviewing and offers being made/accepted.
    - (3) Terminations during May – 1 – NP Finance Department and 3 TM outgoing Tribal Councilors.
    - (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
    - (5) Thank you, Hiring Managers, for your help and your continued patience!
    - (6) Updated Recruiting Work Priority: Gaming – Surveillance Operator and Internal Auditor Manager (selection), Clinic (beginning selection for a few of the postings) – Staff Physician(s), Nurse, Business Office Coordinator, Staff Pharmacist, Family Services – Victim Advocate (selection), NRD – Wildlife and Environmental Division Managers (selection) and, Utilities (selection)
    - (7) Turnover 1 – Regular FT and 3 Tribal Councilors due to election results. 4 total.
    - (8) Website was changed and deleted HR/WFD information. Layout was changed without notice and from April through the end of May, this still has not been addressed. Review, but on-line usage of application has increased.

**(9) May helps bring hope to closure to many of our long-posted positions, so provide for June backgrounds and screenings for those being offered new positions, scheduled as needed to accommodate the finally filled positions and orientations will ramp up as well.**

- i) Approximately 6 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in June. At present positions in IT (2), Be da bin (1) and Members Assistance (1) have new employees to add in June. With selections, selections, interviews being scheduled in early June there is a possibility for 5 other departments to be adding new hires by the end of June.
- ii) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed and other sites.
- iii) Conducted 1 orientation sessions for 1 new employee.

#### **4) 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 trainings are still to be scheduled and to continue.
  - ii) Provided additional HR support to the leadership of various departments.
  - iii) The Employee Recognition Team continued their monthly report on employee of the month. Don Reinhard HR Generalist providing updates from HR during at the monthly employee meetings
  - iv) Continued assisting leadership with sensitive employee relations issues.
  - v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
  - vi) HR Answers... hit the emails for All Lrboi and Director/Supervisor Level. First installment was PAFs for Employee changes, Second was directed to the Directors/Supervisors for New Hire PAFs. Third installment will be Bereavement Leave - filling of forms, general information needed, process, requirements, and responsibilities. PowerPoint format.
- b) HR Department Development Initiatives:
  - i) HR Development Events: 4
  - ii) Continued file migration to O365 storage solutions continuing.
  - iii) Continued project to improve HR use of MIP data.
  - iv) Further update needed on L:drive – forms.
  - v) Autumn - Receptionist is continually getting updates to our organizational system, getting to know all employee names/department to make directing calls more streamline. Working on Directory information update is ongoing with departments involved in updating.

**Training and Development hours totaled: Less than 6 hours reported hours in May.**

#### **5) Benefits and HR Administration**

- a) Continued working to improve benefit processes.

- b) Benefits Work Priority: 2 ongoing, 3 New, 3 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 4 requests for IFML, 2 requests for FML/STD due back in second full week of June per paperwork – may change at re-evaluation, and 2 WC claims – 1 reduced workload and 1 still continuing since 2/2023. 1 LOA and 4 bereavement leaves taken.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been ramping up – 3 loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- e) 401k financial adviser visit was scheduled for the last week of May but due to the calendar it was set for June 1.
- f) Meetings scheduled as needed with BCBS team for addressing employee questions and concerns.
- g) Processed insurance benefit plan check requests.

**6) Safety**

- i) Continued COVID-19 support and tracking. Assisted the organization with 2 events during the month, confined to 1 department.
- ii) Recordable Injuries: 1 resulted in WC claim- One ongoing from 2/2023
- iii) Near Miss/1<sup>st</sup> Aid: 1

**7) Tribal Preference Report**

**Preference Report for May 2023 – Preference Hires in May 2023**

**Employee Count by Preference for May**

101 Tribal Members	+0 in May – 3 gain, 3 loss	53% (52.9%) of Tribal Government Workforce
10 Native American		6%+ (5.8%) of Tribal Government Workforce
11 Tribal Descendants		6%+ (5.8%) of Tribal Government Workforce
10 Tribal Spouses		5%+ (5.2%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Workforce
<b>Total preference = 133</b>		<b>70% (69.6%)</b>

57 non-preference

Gain of 1 Loss 1

30% (29.8%)

**Total of all employees 191**

**WFD Program**

**8) Workforce Development**

- i) New Requests for WFD Service: 4 to be processed for May distribution.
- ii) Inquiries for WFD programming 4 for Career Voucher. 2 inquiries and applications for next month.
- iii) No AWE in May 2023 – 0 in 2023 thus far.

Regards,

Alicia Knapp  
HR Manager

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
May 2023

**Interim IT DIRECTOR – Andrew-Trey Jeurink**

*Duties and Accomplishments –*

1. We have started “Lifting” computers and accounts to the M365 Cloud. We have over 164 devices lifted. We have about projected of 15 more devices to be lifted and then moving towards the 30 onsite servers. We are estimating completion of this project by July 1<sup>st</sup>.
2. **Mandatory IT Projects by order of priority:**
  1. 2023
    - i. Government EXSI Host is delivered and waiting for installation.
    - ii. Intrusion detection software has been identified and is waiting for contract approval.
    - iii. Next-IT Contract is waiting for contract approval 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.
3. 163 new IT work orders were opened in May 2023 and 272 IT work orders completed in May 2023. Our current outstanding tickets are at 127.
4. We had seven voicemails this past month.

*Meetings Held / Attended –*

1. Held Staff Meetings with Elevate and ArticIT.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: June 7, 2023  
Re: May 2023 report of activities

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Number of tribal members assisted on new issues	71
Number of referrals received	2
Number of continuing cases:	63

Types of legal issues:

Child support	LLC
Probate Estate	Victim's Advocate
Divorce	Real Estate
Wills	14 <sup>th</sup> Amendment
Move More than 100 Miles with Child	OSHA
Trusts	Certificate of Trust
LLC – Restore to Good Standing	Landlord – Tenant Issues
Watch List	Codicil to Will
Estate Planning	Amend Medical Power of Attorney
Child Protective Services	Security Deposit - Return
Medical Power of Attorney	Principal Residence Exemption
Post-Divorce Matters	Criminal
Parenting Time	Civil Appeal
Conservator – Adult	Amend Power of Attorney
Power of Attorney	SSA Representative Payee
Unclaimed Property	Inventory Fee
Recovery	Trust Administration
District Court	Contractors



Qualified Domestic Relations Order	Eviction
Trust Amendment	SSI
Mobile Home	Paternity
Change of Custody	Adoption
Harassment	Rehabilitation
Victim's Impact Statement	Eagle Feathers
Dismissal of Civil Action	OUIL
Do Not Resuscitate	Incorporations
Land Contract	Set Aside Default
Employer Identification Number	Restitution
Child Support – Out of State	Grievances
Tax Forfeiture	Unrecorded Deed
Small Probate	FBI Investigation

Sample of Work Performed:

Assisted a tribal member who was a beneficiary of an Estate obtain information from the personal representative of the Estate

Assisted a tribal member amend their Trust

Assisted a tribal member obtain an order that they were the father of their child in order to establish parenting time with the child

Assisted a tribal member prepare for a change of custody hearing

Assisted a tribal member obtain a court order to allow them to sign a DNR order for the person for whom they were guardian

Attended 63<sup>rd</sup> Annual Probate and Estate Planning Institute

Members Assistance  
Melissa Waitner

# Members Assistance Department

## May 2023 Monthly Report

### Department Overview:

Melissa Waitner, Member's Assistance Coordinator  
Program Specialist: Temp in place

### 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 in June 2023*

*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 –

- *Important to note that the number of families assisted from January 2023 to the present have doubled in volume compared to 2022 for each month consistently. Additional report to follow.*
- *Reworking the Member's Assistance Department Regulations to change the whole concept of the way, why, and how we provide assistance to Tribal Families.*
- *Reworking all program regulations to update assistance amounts and the frequency in which we can assist.*
- *Nearly done with the drafts of an Emergency/Disaster Relief Program as well as a Homeless/Transitional Housing Program.*

### Current Assistance Programs with Service Numbers

- Food Assistance Program – Available throughout the U.S. – 26 families
- Low Income Energy Assistance Program - Available throughout the U.S. – 5 families
- Rental and Mortgage Assistance Program - Available throughout U.S. – 19 families
- Elder Chore Assistance Program - Available throughout the U.S. – 6 Elders
- LIHEAP Assistance Program – Available to nine county service area – 27 families
- LIHEAP Weatherization Program – Available to nine county service area – 5 families
- LIHWAP – Water Program – Available to the nine-county service area – 9 families
- Home Improvement Program – Available throughout the U.S. – 2 families
- Emergency Transportation Assistance Program – Available throughout the U.S. – 7 families

### 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/Emergency Relief Program available for defined disasters – in process
- Elder Services Program – in research and development stage
- Veterans Services – in research and development stage

Natural Resources  
Frank Beaver



**Gaá Čhíng Ziíbi  
Daáwaá  
Aníshinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS  
NATURAL RESOURCES DEPARTMENT  
310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**May 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
- Amber Maldag – Seasonal Fisheries Technician
- Megan Baird – Seasonal Fisheries Technician

### **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
- Implementation of the 2023 LRBOI inland work plans and collaboration with MDNR 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

- 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.
- UAV survey procedure and field planning with Zero-Gravity Aerial, LLC for Artic Grayling reintroduction project.
- Collaboration with colleague on statistical comparison of on-foot and UAV survey methods for habitat evaluation for Artic Grayling project.
- Updated and maintained inland harvest database as spring 2023 permits.
- Analyzed UAV survey data, compared results to traditional on-foot survey procedure.
- Issued Restricted Harvest permits for walleye and steelhead LRBOI Tribal citizens.

#### Equipment maintenance/Field Work/Lab Work:

- Manistee Lake Sturgeon Assessment/Acoustic tagging
- Acoustic Receiver deployment and monitoring
- Manistee Lake Adult sturgeon sampling
- Monitored Egg mats at old bridge pool, Manistee River
- Monitored adult sturgeon below Tippy Dam, Manistee River.
- Sturgeon Larval Drift sampling/collection.
- Daily operation of SRF
- Manistee River sturgeon egg mat sampling
- Conducted on-foot habitat survey at a previously unsurveyed site on the North Branch Manistee River (NBMR-M72-South)
- Conducted multiple on-foot substrate surveys for UAV data comparison.
- Collected stream flow measurements for LRBOI and partner agencies at multiple sites in the Upper Manistee Watershed
- Deployed, downloaded, and maintained temperature loggers in Upper Manistee River watershed.
- Scouted potential UAV survey sites for accessibility and visual line-of-sight compliance.
- Continued processing UAV survey data and developed SOP for habitat analysis.
- Deployed, maintained, and downloaded data from temperature loggers in Upper Manistee River, North Branch Manistee River, and Goose Creek
- Collected water discharge data at stations in North Branch Manistee River and Goose Creek.
- Lake Michigan larval coregonine sampling (Manistee)
- Lake Michigan LWAP fish community sampling (Manistee)
- Great Lakes truck topper fixed from vandalism (Traverse City)
- Lake Michigan LWAP fish community sampling (Grand Haven)

#### Meetings/Training/Travel/Conference Calls

- 2000 Consent Decree meeting (5/12)
- Consent Decree Objection attorney meeting (5/17)
- Tippy South Phase 2 habitat restoration meeting (5/22)
- Big Blue, East Lake property, Issues and Solutions meeting (5/24)



- Coregonine meeting w/ partner agencies (Virtual) (5/26)
- Riparian EAB restoration project partnership kickoff meeting (5/30)
- CORA meeting (Manistee) (5/31)

<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

**Please note: there is less activity in the Wildlife Division than normal due to a shortage of staff. NRD is working with HR to fill these vacancies.**

### **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
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2023 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:**

- 4512 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

### **Brownfield Program**

#### **Administration /Reports/Data Entry**

- Edited and made revisions for PPG Workplan to submit to EPA
- Created updated maps for use in QAPP and soil testing program to commence Fall 2024
- Reviewed HHW Steering Committee brochures for printing and distribution for Fall drop-ff event. Ordered the flyers for distribution at NRD and other locations in Manistee County in June

#### **Field Work and Equipment Maintenance**

- Updated and categorized historical open dump by year for use in the present and future to quantify chronological changes.
- Light interior cleaning of EPA Jeep
- Reviewed HazMat trailer inventory for 2023 additions and improvements including additional boom for chemical containment.
- Inventoried Brownfield/HazMat

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

- Meeting with contractor for Solid Waste Management Plan May 18 and 19.
- Household Hazardous Waste Steering committee in Ludington on May 2..

- Waste Webinar Series: Universal Waste on May 3.
- Local Government Law – Sessions Three to Six Webinar on May 11.
- Waste Webinar Series: Used Oil and Liquid Industrial By-product Handling Requirements on May 17.
- 1 on 1 with NRD director on May 19.
- Drinking Water: Protecting MI Source Webinar Series "Healthy Forests Protect Your Drinking Water webinar on May 19.
- Accessing 2020 Decennial Census Demographic and Housing Characteristics Data Using data.census.gov on May 30.
- Waste Webinar Series: Hazardous Secondary Materials Options and Examples on May 31.
- Meeting with the Manistee Conservation District regarding HHW and other cleanup events in the region.
- NRD Environmental Team huddles on May 1, 8, 15, and 22.
- Staff Meeting on May 4.

### **Water Program (106 and 319)**

#### **Administration/Reports/Data Entry**

- Received comments on Water Quality Assessment Report from EPA
- Input multiprobe data into AWQMS/WQX
- Moved forward with Custer culvert replacement with NRCS and was in contact with potential contractors
- Received comments on 106 QAPP
- Updates to WQ report card
- Registered and filled out travel for MTEG
- Posted environmental coordinator position to environmental email lists
- Received quotes for macro sample work up
- Received quotes for zooplankton work up

#### **Field Work and Equipment Maintenance**

- Calibrated
- Completed May WQ sampling
- Delivered Nutrient samples to GLEC
- Ordered and replaced trailer jack on WQ boat
- Ordered new HOBO data logger
- SonTeck flow tracker sent in for repair
- Mailed out macro samples
- Mailed out zooplankton samples

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

- 5/2- PLWF Water quality committee meeting
- 5/4- Incorporating indigenous knowledge webinar
- 5/10- Phosphorous management webinar series
- 5/18- Incorporating indigenous knowledge webinar
- 5/30- Meeting with Kanouse at Custer culvert
- 5/30- PLWF board meeting/meeting with Manistee Community foundation
- 5/31- Meeting with Swidorski Bros. Excavating at Custer culvert
- 5/31-Meeting with Manistee conservation District on partnership

### **Air Quality Program (Funded by EPA CAA 103)**

#### **Administration /Reports/Data Entry**

- 2020 Wind Direction and Speed Data Analysis
- EGLE 1st Quarter Reports Submitted
- MOA EGLE/LRBOI NRD Submitted to Legal

#### **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 X4
- EGEL Annual Audit (PM2.5)
- Colocation Shelter Measurements
- Air Monitoring Deck Maintenance
- Water Quality Assistance
- Tubbs Lake Wild Rice Assistance

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

- SLT March Meeting, (5-24-23) 11:00AM-12:00 PM
- Region 5 Monthly Tribal Air Call, (5-25-23) 11:00AM till 12:00PM
- Wild Rice Initiative Teams Meeting 5/2/23 1:00PM-2:00PM
- GONA Planning Teams Meeting 5/22/23 10:00AM-11:00AM
- Gun Lake Wild Rice Camp Planning meeting (5/23/23 9:00AM-11:30AM)

### **Wetlands Program (Wild Rice)**

#### **Administration Reports/Data Entry**

- Completed 2022 Houghton Lake Site visit reports and submitted reports and comments on the Houghton Lake ANC permit application to EGLE through Frank.
- Responded to wild rice inquiry by Pine River Association.
- Directed Seasonal in completion of inventory of all herbarium pressings.
- Directed Seasonal in creation of polygons for 2022 wetland delineations.
- Began developing 2023 field workplan.
- Reviewed BMIC's Line 5 wetland delineation comments.
- Weekly/daily coordination of Env Seasonal Tech's schedule and updating task list.
- Organized data on Wetlands Sharepoint.
- Troubleshoot USACE Automated Data Form and added new ADF to Wetland Sharepoint.
- Directed Seasonal in data entry of 2022 wetland delineation datasheets to ADF.
- Wild Rice 2022 data QA/QC.
- Received and reviewed incoming ANC permit applications and sent comments to Frank on Hamlin Lake North Bayou application.
- TWWG Leadership Tasks: shared LTBB-USACE training, worked with NAWM to explore travel assistance option for TWWG members.
- Submitted travel requisition for St. Ignace.
- GIS work for Line 5 wetland delineation observation: created data collection layer and FieldMap, reviewed data, downloaded/exported from AGOL, created Python

script that extracted all photo attachments and added time stamp to output file names

#### Field Work and Equipment Maintenance

- 5/15/23: WQ Monitoring Lakes.
- 5/18/23: helped pick up EPA Jeep and get GSA roadside assistance.
- 5/20/23: met Michelle (Onekama Parks & Rec) to plan willow planting locations in PLWf wetland property.

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

- Invasive Spp. Prevention SOP
- LRBOI invasive species identification guide
- iNaturalist Account and project development

#### **Great Lakes Policy Program**

##### Administration//Reports/Data Entry

- Invasive Spp. Prevention SOP
- LRBOI invasive species identification guide
- iNaturalist Account and project development

#### Field Work and Equipment Maintenance

- 

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

- Enbridge Line 5 Tunnel, Recurring Staff-level Tribal Consultation (5/2/23)
- LRBOI Staff Meeting (5/4/23)
- GLRI Tribal Forum (5/4/23)
- Incorporating Indigenous Knowledges into Federal Research and Management (5/4/23)
- Director 1:1 meeting (5/5/23)
- Lake Huron Partnership Management Committee Meeting (5/17/23)
- Tribe's mining call (5/17/23)
- Incorporating Indigenous Knowledge into Federal Research and Management (5/17/23)
- Lake Michigan Partnership working group call ( 5/24/23)
- Lake Huron Partnership Working Group call (5/25/23)
- Webinar by the Interagency Ecological Restoration Quality Committee (5/25/23)
- Lake Huron and Community Perspectives on the Nearshore – that is Your Shore and Our Shore (5/25/23)
- Enbridge Wetlands Delineation Debrief (5/30/23)
- BIA and Tribes One-on-One with Chase Meierotto (5/30/23)
- Invasive Species: Lake Huron's Most Unwanted (5/31/23)
- Manistee County Conservation District and LRBOI Partnership Discussion (5/31/23)

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

May 2023

Steve Parsons

### Meetings/Conferences/Trainings

- On May 1, 2023, I attended a virtual Microsoft Teams meeting conducted by MDOT with representatives from the Grand Traverse Band and Little River Band. The purpose of the meeting was to review transportation (road construction) projects for 2023 and 2024.
- On May 1, 2023, I attended a meeting with Tara Bailey (LRBOI Housing Director) and Scott Buzell (C&I Electric) regarding the mapping of underground electrical wiring of the street lights along the Aki Maadiziwin road network. This project will be paid for with BIA Roads maintenance funding.
- On May 4, 2023, I met with Ken Ockert (GTEC) and Nick Broad (Elmer's) at the Aki Maadiziwin entry road to review the road project to reconstruct and repair the Aki Maadiziwin roads that was postponed from last year. Elmer's began work that same day.
- On May 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. A representative from the Sault Ste. Marie Tribe of Chippewa Indians also participated in the meeting.
- On May 25, 2023, I attended the LRBOI Tribal Government Director's meeting held at The Lodge in the Government Center.
- On May 30, 2023, I attended a Tribal Council work session (in my capacity as Gaming Commission Chairperson) regarding the proposed contract with "Zero Eyes," to provide additional video surveillance at LRRCR regarding the identification of potential threats.

### 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 unpredictable weather patterns during the months of March and April, most of our road construction projects have been delayed or rescheduled to begin later in the construction season.
  - Aki Maadiziwin Roads: The reconstruction of the entry road and the repair work on the remaining roads in the circle/residential area have been completed. The entire road system (including the Community Center parking lot) will be seal coated yet this year. The remaining work is tentatively scheduled to occur sometime in late July/early August.
  - Public Safety Parking Lot: The remaining item for this project was the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. However, given the need for occupants of the Tribal Justice Center building (primarily Tribal Court and Public Safety) to expand their work area and services, this project will not be continued this year and will be closed out with the BIA and FHWA offices. Any additional work to the parking lot can be added to a future Tribal Transportation Improvement Plan (TTIP) and scheduled for a future year.
  - Tribal Cemetery Road: Now that the road network for Phase I has been completed, our focus will be 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 June/July, 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: finishing 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. The sidewalk completion project was sent out for bid in late May 2023, and we anticipate that project beginning in mid to late June 2023. Please note that MDOT plans to complete the landscaping planting in June 2023 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 July 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 during the 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 main entry road is not accessible). GTEC will develop a plan for design and construction of the road and provide a cost estimate sometime later this summer. Depending on the cost involved and anticipated scheduling, 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**  
**May-23**

**General Patrol**

Assist Citizen	3
Assist Motorist	
Assist Other Agency	2
City Assist	4
County Assist	8
Medical Assist	3
MSP Assist	4
Other Calls for Service	4
Property Checks	729
Suspicious Person	1
Suspicious Situation	4
Well-Being Check	2

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	11
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	1
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	14
Unsecured Vehicle	
Verbal Warning	10
Warning Ticket	

**Processes**

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

**Criminal Offenses**

Animal Neglect	
Arrest	4
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	
Disorderly	1
Domestic Disturbance	3
Drive-Off	
Drug Violation/VCSA	
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	2
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	11
Public Peace	1
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	
Unwanted Subject	3

**Miscellaneous**

Administrative Hours	264
Alarm	1
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	159.75
Civil Standby	
Community Policing	2
Court Hours	
Death Notification	1
Drug Disposal	
Follow-Up Investigations	2
Found Property	
Lost Property	1
Meetings Attended	
Open Door	
Open Window	
PBT	1
Special Detail	
Suicidal Subject	2
Total Complaints	67
Total Reports	67
Training Hours	106
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	5436
Voluntary Missing Adult	

**Training/Travel**

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

Administrative Hours	43
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	372
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	7.25
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	7
Training Hours	22.5
Vehicle Mileage	3360
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

May 15-19, 2023 Officer Brown attended MTOA in Traverse City, MI.  
 May 3, 2023 all Officers completed HST training at Justice Center.



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

Administrative Hours	146.75
Arrest(s)	
Male	
Female	
ATV Patrol Hours	2
Assist(s)	6
Assist Hours	25.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	12
Contacts	369
Court	1
Court Hours	0.25
Follow-up(s)	1
Follow-up Hours	0.5
Federal Citation(s)	
Hours Worked	476.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	6
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	118
Snowmobile Patrol Hours	
Training(s)	15
Training Hours	34
Vehicle Mileage	2836
Vehicle Stops	2
Verbal Warning(s)	2
Written Warning(s)	
<b>Training/Travel</b>	

May 3, 2023 all Officers completed HST Training at Justice Center.

Tax Office  
Valerie Chandler



## **Tax Department May 2023 Monthly Report**

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

During the month of May 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
  - 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 April 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 8 Certificates of Exemption:
  - Purchaser: 7 RTMs 1 Tribe/Entity
  - Purchase Type: 7 Vehicles 0 Construction 1 Government Purchase
9. Reviewed 32 Tribal Member address and/or name changes; 2 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 10 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 June 2023 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 1,914 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 April 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 April 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. 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.
4. Processed, issued and mailed 2 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land.
5. Processed and issued 1 Tribal Business Tax License to the EDC's new utility company.

6. Corresponded with several car dealerships regarding Certificates of Exemption for Resident Tribal Members purchasing a vehicle.
7. Prepared and submitted multiples of Form 5633 to the Michigan Treasury Tribal Affairs to obtain refunds of state sales taxes paid on utilities that one of the companies did not want to process. Required listing separate dollar amounts for each month for every year for each account.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - Tax benefits and application of exemptions for tribal member businesses
  - Filing and further documentation for Form 5633's that were submitted for sales tax refunds on the Tribe's utility accounts.

Little River Trading Post Interactions:

1. Worked with Trading Post staff 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.
2. Corresponded with Human Resources Director to verify employee statuses in regards to questionable employee discounts on fuel receipts from the Trading Post.

**Meetings / Trainings Attended During the Month:**

1. Monthly Employee Staff meeting via Teams on May 4, 2023
2. Met with Accounting staff regarding procedures on May 10, 2023
3. Attended Employee Recognition meeting on May 18 and 23, 2023
4. Attended Director's meeting on May 25, 2023

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 242

- Manistee County: 230
- Mason County: 12

Monthly Tax Revenue\*:

\*April 2023 amounts received in May 2023

- Retail Sales Tax (Gift Shop) \$1,676.38
- Retail Sales Tax (Nectar Spa) \$63.67
- Retail Sales Tax (Trading Post) \$4,720.40
- Service Tax \$678.26
- Admissions Tax \$5,489.12
- Lodging & Occupancy Tax \$8,757.58
- Food & Beverage Tax \$30,934.58

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

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

- Gasoline: \$0.474/gallon
- Diesel: \$0.509/gallon
- Cigarette Pack: \$2.00/pack (\$.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***  
***May 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 71 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Began assisting with Anishinaabe Family Language & Culture Camp planning by meeting with LRRCR Food and Beverage.
5. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
6. Administered, directed, and supervised all departmental activities.

7. Approved timecards and PTO requests for the departments for which I was the Lead, as needed.
8. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
9. Attended the regular monthly staff meeting.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
11. Attended the DIA-MACPRA planning meeting (online).

**The Language Coordinator** accomplished the following during this month

1. I named a horse with no name at Peace ranch horse therapy.
2. Got a room rate for lodging for language camp.
3. Working on the menu for language camp.
4. Working on making contracts with presenters from BIO's & outlines.
5. Did not meet with Brandy about developing a culture/language coloring book. From the Covid group so that we can write a grant for a storm shelter at Jiingtamok grounds.
6. Submitted word of the day list for currents.
7. Planning a field trip to Custer Burial grounds.
8. Finished memorial tribute video for a fellow language instructor.
9. Developed language lessons and taught them to the class.
10. Produced face book lessons, recorded them and then posted them.

#### **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**  
**May 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	\$12,934.57
Sewer	\$21,240.57
Irrigation	\$2,989.86
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$16,815.93
Septage	\$9,656.22
Other	\$80.00
Month Total	\$71,786.48
Yr. to Date Water	\$61,633.85
Yr. to Date Sewer	\$90,386.96
Yr. to Date Irrigation	\$10,245.88
Yr. to Date Fire Suppression	\$40,346.65
Yr. to Date Manistee Township	\$79,861.76
Yr. to Date Septage	\$33,508.74
Other Revenue	\$831.97
Credit	\$0.00
Yr. to Date Total	\$316,815.81

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 4,253,049
    - b. Ave Daily Flow Gallons 137,195
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,068,111
    - b. Daily Average Gallons 66,713
  
  - Effluent Gallons**
    - a. 2,784,708
    - b. Daily Average Gallons 89,829
  
  - Lagoon**
    - a. Influent 471,073
    - b. Daily Average Gallons 15,195
  
- 3. Septic Sewage**
  - a. 160,937 Gallons

### **III. Travel/Trainings/Meetings**

**What: Single Line Diagram Contract Woven Energy**

**Who: Tribal Council / Gary Lewis**

**Where: Lodge**

**What: DEMD Contract With Woven Energy for TUA Feasibility**

**Who: tribal Council / Gary Lewis**

**Where: Lodge**

**What: TEDC Meeting**

**Who: Gary Lewis**

**Where: Zoom**

**Sponsored by: DEMD**

**What: Directors Meeting**

**Who: Gary Lewis**

**Where: Lodge**

**Sponsored by: Ogema / Tribal Manager**

**What: Leads Meetings**

**Who: Gary Lewis**

**Where: Ogema office**