



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
DIRECTOR

April 9, 2025

Carman Phillips  
Bay Valley Adult Foster Care Inc.  
5113 Reinhardt Lane  
Bay City, MI 48706

RE: License #:	AL090084487 Bay Valley AFC Inc. 5113 Reinhardt Lane Bay City, MI 48706
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Dear Carman Phillips:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available, and you need to speak to someone immediately, please contact the local office at (517) 643-7960.

Sincerely,

Shamidah Wyden, Licensing Consultant  
Bureau of Community and Health Systems  
411 Genesee  
P.O. Box 5070  
Saginaw, MI 48607  
989-395-6853

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AL090084487
<b>Licensee Name:</b>	Bay Valley Adult Foster Care Inc.
<b>Licensee Address:</b>	5113 Reinhardt Lane Bay City, MI 48706
<b>Licensee Telephone #:</b>	(989) 378-1150
<b>Administrator/Licensee Designee:</b>	Carman Phillips
<b>Name of Facility:</b>	Bay Valley AFC Inc.
<b>Facility Address:</b>	5113 Reinhardt Lane Bay City, MI 48706
<b>Facility Telephone #:</b>	(989) 378-1150
<b>Capacity:</b>	20
<b>Program Type:</b>	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED

## II. Purpose of Addendum

The purpose of this addendum is to document the change in controlling interest of Bay Valley Adult Foster Care, Inc.

## III. Methodology

02/08/2024	I sent an email to Karen Barry in response to her stating she was selling Bay Valley Adult Foster Care, Inc.
06/21/2024	I received an email from Shawn Pnacek.
07/08/2024	I sent an email to Shawn Pnacek.
08/26/2024	Microsoft Teams call with Shawn Pnacek.
10/04/2024	I sent an email to Shawn Pnacek requesting documentation.
02/06/2025	Follow-up email sent to Shawn Pnacek.
02/06/2025	Documentation received via email.
02/14/2025	Additional documentation received via email.
02/14/2025	I sent an email requesting a letter appointing Carman Phillips as licensee designee/administrator.
02/24/2025	Requested documentation received regarding Carman Phillips.
03/03/2025	Additional information requested via email.
03/08/2025	Additional documentation received.
03/24/2025	Letter appointing Carman Phillips received via email.
03/26/2025	Phone contact with Shawn Pnacek requesting financial statement.
04/07/2025	Requested documentation received via email.

#### **IV. Description of Findings and Conclusions**

On 02/08/2024, I emailed licensee designee Karen Barry a BCAL-569C and a Change in Controlling Interest Letter in response to her informing me that she is selling Bay Valley AFC Inc.

On 06/21/2024, I received an email from Shawn Pnacek including information on who the current corporate directors are, a copy of a completed BCAL-569C, and other documentation. The application received named Sheri Colberg as licensee designee/administrator.

On 07/08/2024, I emailed Shawn Pnacek inquiring about background checks for Sherri Colberg.

On 08/26/2024, I conducted a Microsoft Teams call with Shawn Pnacek discussing the Change in Controlling Interest process.

On 10/04/2024, I sent an email to Shawn Pnacek requesting an Organizational Chart, a designated person letter naming himself, as well as to add information to the BCAL-569C for boxes #47, 48, and #49.

On 10/04/2024, I received the updated BCAL-569C, detailing ownership information, and a letter designating Shawn Pnacek as the designated person.

On 12/04/2024, A certificate of change of registered office/and or resident agent was filed for Bay Valley Adult Foster Care, Inc. naming Shawn Pnacek as president of the corporation.

On 02/06/2025, I sent an email to Shawn Pnacek inquiring whether a licensee designee/administrator had been chosen.

On 02/06/2025, I received an updated BCAL-569C naming Carman Phillips as the licensee designee/administrator. I also received an email stating that Carman Phillips will be the administrator. Documentation was received for Carman Phillips including training verification, Michigan Workforce Background Check letter, CPR/First aid, resume, and TB test.

On 02/14/2025, I received additional documentation for Carman Phillips, including a BCAL1326A-FP, BCHS-100, and a copy of the facility's organizational chart.

On 02/14/2025, I requested a letter naming Carman Phillis as licensee designee and administrator.

On 02/24/2025, I received a letter detailing Carman Phillips experience. On 03/03/2025, I asked for additional information for Carman Phillips via email. On 03/08/2025, I received additional documentation for Carman Phillips.

On 03/24/2025, I received the requested letter appointing Carman Phillips as licensee designee and administrator for the facility.

On 04/07/2025, I received a copy of the budget and updated BCAL-569-C.

## V. Recommendation

I recommend that the licensee designee and administrator are changed to Carman Phillips and continuation of the current status of this license (capacity 13 to 20).



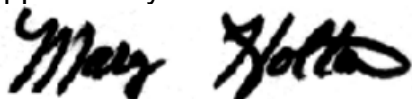
04/09/2025

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Shamidah Wyden  
Licensing Consultant

Date

Approved by:



04/09/2025

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Mary E. Holton  
Area Manager

Date