



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CHILDREN AND ADULT LICENSING



JENNIFER M. GRANHOLM  
GOVERNOR

MARIANNE UDOW  
DIRECTOR

May 12, 2006

Victoria Sholler  
DuNord  
1999 Autumn Crest Lane  
Kalamazoo, MI 49008

RE: Application #: AM390259947  
Miner AFC Home  
716 Leenhouts  
Kalamazoo, MI 49048

Dear Mrs. Sholler:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 12 is issued.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (269) 337-5066.

Sincerely,

Monte Bender, Licensing Consultant  
Office of Children and Adult Licensing  
322 E. Stockbridge Avenue  
Kalamazoo, MI 49001  
(269) 337-5285

Enclosure.

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
OFFICE OF CHILDREN AND ADULT LICENSING  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** AM390259947

**Applicant Name:** DuNord

**Applicant Address:** 1999 Autumn Crest Lane  
Kalamazoo, MI 49008

**Applicant Telephone #:** (269) 599-5297

**Administrator/Licensee Designee:** Victoria Sholler, Designee

**Name of Facility:** Miner AFC Home

**Facility Address:** 716 Leenhouts  
Kalamazoo, MI 49048

**Facility Telephone #:** (269) 344-7972

**Application Date:** 07/11/2003

**Capacity:** 12

**Program Type:** MENTALLY ILL  
DEVELOPMENTALLY DISABLED  
AGED

**Directions to the facility:**

From the Department of Human Services office on Stockbridge Street, travel east on Lake Street to Sprinkle Road; north on Sprinkle; right on East Main Street; just before the railroad tracks turn left onto Leenhouts; the facility is located near the end of the road on the right.

**Notice:**

This facility has been under continuous license since July, 1975. This is an important consideration for bedroom dimensions and fire safety issues.

II. METHODOLOGY

07/11/2003 Enrollment

08/21/2003 Inspection Report Requested - Health

08/21/2003 Comment  
Trans. for on-site, LD file sent to field

08/25/2003 Comment  
file material received from CO.

08/27/2003 Contact - Document Sent  
Ltr of intro.

10/09/2003 Inspection Completed On-site  
Initial Inspection.

10/09/2003 Inspection Completed-BFS Sub. Compliance

12/02/2003 Contact - Document Sent  
Ltr. request contact re movement f/license.

12/12/2003 Contact - Telephone call received  
Response to my letter dtd. 12/02/03.

12/12/2003 Contact - Document Sent  
Ltr confirm licensee telephone call.

07/13/2004 Contact - Telephone call received  
Request Fire Safety Inspection.

07/13/2004 Inspection Report Requested - Fire  
Original.

08/16/2004 Inspection Completed On-site  
Follow-up to 10/09 inspection.

08/16/2004 Inspection Completed-BFS Full Compliance

08/20/2004 Inspection Report Requested - Health  
Original.

08/20/2004 Contact - Document Sent  
Ltr. outlining additional documents required.

04/19/2005 Contact - Face to Face  
Licensee Designee. Reviewed requirements for licensing.

04/20/2005      Inspection Report Requested - Fire

04/20/2005      Inspection Report Requested - Health  
last inspect. completed on 01/29/2004.

04/23/2005      Contact - Document Received  
Required documents to be evaluated.

### III.                    DESCRIPTION OF FINDINGS & CONCLUSIONS

#### A. Physical Description of Facility

Property Ownership – A copy of a Land Contract contained in the licensing file confirms that Dunord Corporation has purchased the property located at 716 Leenhouts Road in Kalamazoo. The Dunord Corporation is a privately owned domestic profit corporation with Victoria Sholler as the primary stockholder. The incorporation documents are contained in the licensing file as well.

Description of the Structure – The facility is a one-story wood-frame structure with a full basement. The basement does not house any residents. The basement is primarily used for storage and contains two natural gas fired furnaces, two air conditioners, and a natural gas fired hot water heater. The laundry room is also housed on the main floor at the north end of the facility. There is an apartment located in the basement that is not currently being used. The licensee has stated that the basement will not be used to house AFC residents.

The main floor consists of three resident bedrooms and the live-in caregiver’s bedroom with a full bath, as well as a full bathroom for the residents located at the north end of the facility, plus a laundry area. There is a main front sitting room off the main entrance. Off the fully furnished kitchen is a dining room and pantry area. There exists a separate dining room to the south of the kitchen. This dining room is utilized for meals for the residents. An additional living room is utilized by the residents for lounging and television viewing. There is a 4-bed bedroom at the far southern end of the facility that is equipped with securely installed electrical baseboard heating. In addition, there are three additional single bedrooms at the southern end of the facility and a full bathroom. The back yard is a large tree-shaded area. Residents are able to utilize a patio and glassed in porch area overlooking the back yard.

#### Square Footage of Bedrooms and Living Space –

Rm. Z25	Dining Room	(13’ 02” x 10’ 00”)	=	131 sq. ft.
Rm. Z20	Main Front Room	(15’ 02” x 22’ 03”)	=	337 sq. ft.
Rm. Z24	Men’s Dining Room	(13’ 05” x 13’ 00”)	=	174 sq. ft.
Rm. Z19	Men’s living Room	(20’ 04” x 13’ 04”)	=	270 sq. ft.

Rm. Z09	4-bed Bedroom	(16' 09" x 16' 07")	-----	
		+(08' 03" x 02' 09")	=	300 sq. ft.
Rm. Z12	Garage Bedroom	(10' 00" x 08' 05")	=	84 sq. ft.
Rm. Z11	S.W. Bedroom	(07' 07" x 11' 07")	=	87 sq. ft.
Rm. Z10	S. Middle Bedroom	(08' 10" x 09' 06")	=	83 sq. ft.
Rm. Z14	2-N. Bedroom	(11' 08" x 11' 08")	=	134 sq. ft.
Rm. Z15	3-bed N.W. Bedroom	(15' 04" x 11' 10")		
		+(07' 02" x 02' 04")	=	198 sq. ft.
Rm. Z13	N. Bedroom – (staff)	(11' 09" x 08' 08")	=	101 sq. ft.

The total living space (less bedrooms, kitchen, and bath) totals = 912 sq. ft. The total living area exceeds the minimum requirements for 12 residents and 1 live-in staff. Note: The room numbering system is that shown on the floor plan submitted by the licensee. There is one 4-bedroom, one 3-bedroom, and the rest are single bedrooms.

Sanitation – The Kalamazoo County Environmental Health Office has inspected the facility and found it to be in substantial compliance with rules pertaining to environmental health requirements.

Fire Safety – The Office of Fire Safety has inspected the facility on more than one occasion and on March 16, 2006 provided a full approval indicating that the facility is in substantial compliance with the fire safety requirements relating to adult foster care.

## **B. Program Description**

Administrative Structure.

Description of the Organizational Structure – The licensee is the Dunord Corporation with Victoria Sholler the identified licensee designee. The corporation has also identified Victoria Sholler as the administrator. Those letters of appointment from the corporation are contained in the licensing file.

Good Moral Character – A Licensing Record Clearance Request form is contained in the licensing record indicating good moral character for the licensee designee/administrator. Substantial compliance is achieved.

Financial Stability and Capability – A review of the application and supporting financial documents required at the time of initial application indicate substantial compliance with the applicable rules regarding financial capability of the corporation.

Disclosure of Ownership Interest – There is no other ownership interest in the facility other than the Dunord Corporation, shown as the licensee and owner of the facility.

Qualifications and Competencies.

Training – The licensee designee is fully trained with over two years of direct care experience in adult foster care. The licensee designee/administrator is also responsible for 16 hours of annual training as required by Rule 400.14203. Mrs. Sholler is also an experienced real estate sales person with a number of years experience in selling and management. The licensee has been informed that all direct care staff are to be fully trained before working independently with the residents.

Health – A review of the medical clearance forms and TB test results indicate substantial compliance for the licensee designee/administrator.

Program information.

Admission/Discharge – The licensee has filed a program statement, admissions policy and discharge policy with the department. The provider prefers to care for adults who are elderly, and/or those who suffer from mental and emotional disabilities. Smokers are accepted with the agreement that they follow the facility's smoking policy. Temporary care is available as long as the 12 licensed beds are not filled. Both private pay and SSI recipients are accepted. Wheelchair bound residents cannot be accommodated due to physical restrictions of the home. Discharge criteria are established and are in substantial compliance with administrative rules.

Staffing Pattern – The planned staffing pattern allows for one staff person for a 2-day shift. The planned pattern calls for each person to work two days and have two days off. The direct care person will have planned wake time from 7:00 am to 11:00 pm; sleep time is from 11:00 pm to 7:00 am. The administrator is also available on a daily basis at the facility. On every other weekend a staff person works for 1-½ days.

Transportation – The facility is willing to provide transportation for residents to medical appointments up to 2 times per week within a 25 mile radius with no additional charge. An additional fee will be charged for appointments in excess of two/week or beyond the 25 mile radius. Kalamazoo Metro transit is available as well as Dial-A-Ride for a fee.

Recreation – Various activities are planned that include attendance at community activities in the Kalamazoo area throughout the year. These activities include movies, use of the local parks, museums, and various down town festivals. Television and radio entertainment is provided in the home. Frequent eating out is also planned throughout the year.

Facility and Employee Records.

Facility Records – A review of the application and supporting documents, such as the Admission/Discharge Policy, Refund Policy, Program Statement, Standard and Routine Procedures, and Emergency Preparedness Plans indicate substantial compliance with the applicable rules.

Staff Records – The staff records have been inspected and are in substantial compliance. The licensee is aware of the requirement of securing a criminal history clearance by the Michigan State Police on each direct care staff person. Compliance will be further assessed during the first renewal inspection.

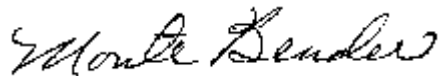
Resident Records – Resident records have been inspected and are in substantial compliance. Since this is a change of licensee and the current resident records are under the old license (AM390008611) the facility is required to develop new resident records once the new license takes effect. Compliance will be further assessed during the first renewal inspection.

**C. Rule/Statutory Violations**

None.

**IV. RECOMMENDATION**

I recommend a temporary license for 12 beds be issued.



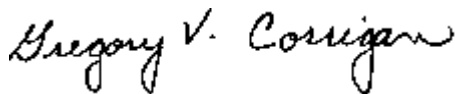
May 12, 2006

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Monte Bender  
Licensing Consultant

Date

Approved By:



May 12, 2006

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Gregory V. Corrigan  
Area Manager

Date