



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

January 19, 2018

Kenny Ratzlaff  
Powell AFC Homes Inc  
Bangor, MI 49013

RE: License #: AG030000010  
**The Oaks**  
**403 N. Main**  
**Plainwell, MI 49080**

Dear Mr. Ratzlaff:

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 (616) 356-0183.

**FOR CDC ONLY**

Per MCL 722.113g, this report must be filed in your licensing notebook.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Tschirhart".

Ian Tschirhart, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 644-9526

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>	AG030000010
<b>Licensee Name:</b>	Powell AFC Homes Inc
<b>Licensee Address:</b>	555 Railroad Street Bangor, MI 49013
<b>Licensee Telephone #:</b>	(269) 685-7020
<b>Administrator/Licensee Designee:</b>	Kenny Ratzlaff
<b>Name of Facility:</b>	The Oaks
<b>Facility Address:</b>	403 N. Main Plainwell, MI 49080
<b>Facility Telephone #:</b>	(269) 685-8724
<b>Capacity:</b>	40
<b>Program Type:</b>	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL AGED

## II. Purpose of Addendum

To approve this facility's increase in resident capacity from 21 to 40.

## III. Methodology

In August, 2017, Kenneth Ratzlaff, Licensee Designee for this facility, requested that the capacity of The Oaks be increased from 21 to 40 residents. Mr. Ratzlaff also informed me that the currently unused resident bedrooms will be renovated, and an elevator will be installed. I informed Mr. Ratzlaff that I would not be able to approve the increase in resident capacity until the structural improvements and elevator installation were completed, and the Fire Marshall inspected the home afterwards and gave the facility "Full Approval." I further advised Mr. Ratzlaff that I would also need to make an onsite inspection before granting approval of the capacity increase. Mr. Ratzlaff understood these conditions, and said that he would keep me informed of the progress of these renovations.

On September 21, 2017, I received an email from Melissa Williams, Southern Region VP of Operations for Beacon Specialized Living -the company that owns and operates The Oaks. Ms. Williams inquired as to when I would be available to do my onsite inspection.

On September 22, 2017, I sent an email to Ms. Williams, informing her that any day the following week would work for me.

On September 25, 2017, I requested that an environmental health inspection be completed on this facility.

On September 25, 2017, I send an email to Paul Karnemaat, Fire Safety Inspector for Allegan County, inquiring about the need for a fire safety inspection after the elevator was installed and the bedrooms were finished.

On September 26, 2017, Mr. Karnemaat send an email to me inquiring as to what kinds of renovations were going to be made.

On September 26, 2017, I received an email from Randy Langkford, Regional Supervisor for the Bureau of Fire Services. Mr. Lankford informed me that he spoke with a representative from the facility and she informed him that they would be "tearing out bathrooms, and adding closets to every room." Mr. Lankford also stated that he has put a call into the maintenance supervisor and was waiting for a callback.

On September 26, 2017, I received another email from Mr. Karnemaat, who reported that he confirmed that this facility was going to have an elevator installed and remodeling the currently unused bedrooms.

On September 27, 2017, I received an email from Haithem Aboujrad, Construction Project Manager for Beacon Specialized Living Services, Inc. Mr. Aboujrad said that

they were doing some renovations on the second floor and installing an elevator in an existing shaft. Mr. Aboujrad requested that form BCAL 1712 for this work/facility so that they could finalize their application submission to BFS and BCC.

On September 28, 2017, I sent an email to Mr. Aboujrad, informing him that I would look into his request and get back to him as soon as possible. He sent a reply back

On October 4, 2017, I sent an email to Mr. Aboujrad with the 1712 form attached. I also informed him that only one form will be needed to be sent in with all the projects being done at The Oaks.

On November 29, 2017, Randy Lankford from the Bureau of Fire Services, inspected this facility and gave it temporary approval until 01/31/2018.

On December 4, 2017, I received an email from Ms. Williams, who said the Fire Marshall was at the Oaks on Friday, and that she believed they were "in good shape" for my onsite inspection.

On December 6, 2017, I sent Ms. Williams an email, telling her that I wanted to have the Fire Safety Inspection Report before doing my onsite. She sent an email back the same day, saying okay.

Through emails back and forth with Melissa Williams on December 7, 2017, we arranged a date and time for my onsite inspection: December 22<sup>nd</sup> at 10:00 a.m.

On December 8, 2017, Ms. Williams sent me an email with the Fire Safety Inspection Report that was completed on December 1, 2017, granting "Full Approval." I then sent her an email reconfirming my onsite inspection date and time.

On December 11, 2017, I submitted another request to have an environmental health inspection done, as there was no response to the request I made on September 25, 2017.

On December 21, 2017, I received a telephone call from Randy Pitcher, Sanitarian with the Allegan County Health Department. He informed me that they haven't been getting my requests for inspections. I told him that I would fax him one immediately, as the Licensee made a request for this facility to have its resident capacity raised from 21 to 40, and that the Fire Marshall had already been out, and that I was doing my inspection today. Mr. Pitcher stated that he would look for my faxed request.

On December 21, 2017, I made an onsite inspection, focusing my attention on the newly remodeled bedrooms and recently installed elevator. The **bedrooms to be added** for resident use measured at:

<b>ROOM #:</b>	<b>MEASUREMENTS/SQUARE FOOTAGE:</b>	<b>CAPACITY:</b>
12	12' X 12' = 144 sq. ft.	2
13	13'1" X 9'3" = 120 sq. ft.	1
14	13'1" X 10' = 130 sq. ft.	1
15	13'5" X 9'3" = 124 sq. ft.	1
16	13'1" X 9'3" = 120 sq. ft.	2
17	13'1" X 10'3" = 133 sq. ft.	1
18	13'1" X 9'3" = 120 sq. ft.	2
19-A	9'9" X 11'5" = 111 sq. ft.	1
19-B	11'7" X 3'5" + 15'1" X	1
<b>CAPACITY:</b>		<b>12</b>

Although this facility has been operating with a capacity of 21 residents since 2006, there was enough bedroom space for 40 residents, as some of the bedrooms were just not put in use. Some of the rooms (6, 8, 11, 22, 24, 26, and 29) that the 21 residents were using have the square footage for two residents each; although these rooms were only being used as singles.

The resident capacity of the rooms that have been in use is shown below. Their combined capacity comes to **28**. With the newly remodeled rooms having a capacity for **12** residents, the total capacity of the entire facility comes to **40**.

<b>ROOM #:</b>	<b>CAPACITY:</b>
1	1
2	1
3	1
4	1
5	1
6	2
7	1
8	2
9	1
10	1
11	2
20	1
21	1
22	2
23	1
24	2
25	1

26	2
27	1
28	1
29	2

**CAPACITY: 28**

On December 21, 2017, Deb Pinks, the Home Manager, provided me with a proposed staffing schedule. Staff member at this facility work 14-hour shifts; and the schedule shows that there will be four staff members working each shift.

On January 4, 2018, I left a voicemail message for Ken Ratzlaff, informing him that the Fire Marshall would need to issue a “Full Approval” and the Sanitarian from the Health Department would need to issue an “A” rating before the capacity of this facility could be increased to 40 residents.

On January 4, 2018, I received an email from Jennifer Williams, Regional VP of Operations for the company that owns and operates this facility. Attached to her email was the Fire Safety Inspection dated December 1, 2017, giving “Full Approval.”

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

The Oaks was originally licensed as a 40-Bed Congregate facility in 1989. In 2006, at the Licensee’s request, the capacity was reduced to 21 residents. This request was granted. In 2017, a formal request was made by the Licensee to return the capacity of this home to 40 residents. In 2017, several of the bedrooms on the second floor, as well as the four full-bathrooms, were remodeled. In addition, an elevator was installed in 2017.

On December 1, 2017, the Fire Marshall gave this facility Full Approval.

On December 21, 2017, I made an onsite inspection and found no rule violations pertaining to the resident bedrooms and bathrooms on the second floor that will be used to increase the resident capacity of this facility.

The most recent Environmental Health Inspection shows that this facility was given an “A” rating.

As of 01/19/2018, this facility met all of the fire safety, environmental health, and adult foster care licensing rules required for a 40-Bed Adult Foster Care facility.

**V. Recommendation**

I recommend that the capacity of this facility be increased from 21 to 40 residents.



January 19, 2018

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Ian Tschirhart  
Licensing Consultant

Date