



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 12, 2019

Kathleen Swantek  
Blue Water Developmental Housing, Inc.  
1600 Gratiot, Ste 1  
Marysville, MI 48040

RE: Application #: AS500396887  
**Nottingham**  
**80525 Belle River Road**  
**Memphis, MI 48041**

Dear Mrs. Swantek:

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 6 is issued.

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 (248) 975-5053.

Sincerely,

A handwritten signature in cursive script that reads "Kristine Cilluffo".

Kristine Cilluffo, Licensing Consultant  
Bureau of Community and Health Systems  
4th Floor, Suite 4B  
51111 Woodward Avenue  
Pontiac, MI 48342  
(248) 285-1703

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AS500396887
<b>Licensee Name:</b>	Blue Water Developmental Housing, Inc.
<b>Licensee Address:</b>	1600 Gratiot, Ste 1 Marysville, MI 48040
<b>Licensee Telephone #:</b>	(810) 388-1200
<b>Administrator/Licensee Designee:</b>	Kathleen Swantek
<b>Name of Facility:</b>	Nottingham
<b>Facility Address:</b>	80525 Belle River Road Memphis, MI 48041
<b>Facility Telephone #:</b>	(810) 392-2524
<b>Application Date:</b>	10/19/2018
<b>Capacity:</b>	6
<b>Program Type:</b>	DEVELOPMENTALLY DISABLED

## II. METHODOLOGY

10/19/2018	On-Line Enrollment
10/22/2018	Contact - Document Sent Rule & Act booklets
11/01/2018	Contact - Document Received Licensing file received from Central office
11/09/2018	Contact - Document Received Email to and from Samantha Niewenbroek. Received copy of business management agreement between Life Center and Blue Water Developmental Housing
11/16/2018	Application Incomplete Letter Sent
01/10/2019	Contact - Document Sent Received email from Kathy Swantek with permission to inspect, floor plan and lease agreement
01/28/2019	Contact - Document Sent Email to Kathy Swantek
01/29/2019	Contact - Document Received Email from Kathy Swantek. Sent return email.
02/12/2019	Contact - Document Received Email from Kathy Swantek. Sent return email. Rescheduled onsite inspection due to weather.
02/19/2019	Inspection Completed On-site Completed onsite inspection. Received copies of licensing documents from Kathy Swantek onsite.
02/19/2019	Inspection Completed-BCAL Full Compliance
02/19/2019	Application Complete/On-site Needed
02/22/2019	Contact - Document Received Received designated person letter, emergency procedures and fiscal audit 2017-2018 by email from Jody Stoutenburg
02/22/2019	Contact - Document Sent Email to Jody Stoutenburg

### III. DESCRIPTION OF FINDINGS & CONCLUSIONS

The evaluation is based upon the requirements of P.A. 218 of the Michigan Public Acts of 1979, as amended, and the Administrative Rules and Regulations applicable to the license of small group facilities (1-6), licensed or proposed to be licensed after 05/24/1924.

#### A. Physical Description of Facility

The Nottingham home is a one-story home located in Memphis, MI. The home is a small adult foster care home currently licensed for six residents. The current licensee for the home is Life Center. Blue Water Developmental Housing, Inc. has applied to become the new licensee for the home. There is currently a management agreement in place between Life Center and Blue Water Developmental Housing, Inc. The original license date for Nottingham is 04/26/1989. Kathleen Swantek will act as the licensee designee and administrator for the home. The home is owned by Jeff McGee. Mr. McGee signed a letter on 12/06/2018 giving the State of Michigan permission to inspect the home for purposes of adult foster home licensing. A copy of the lease agreement was also provided by Blue Water Developmental Housing.

The Nottingham home has a living room, kitchen, pantry with freezer, dining room, two bathrooms and three resident bedrooms. The home does not have a basement. The living room and dining area offer a total of 475 square feet which meets the required 35 square feet per person for six residents.

The three bedrooms in the home are sized as follows:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	11' x 14'11"	164	2
2	15' 6" x 10' 6"	162	2
3	11' x 14'11"	164	2

**Total capacity: 6**

All three bedrooms have adequate space, bedding and storage. All of the bedrooms have a chair, mirror and window that opens. During the onsite inspection, I observed that the home was found to be in substantial compliance with rules pertaining to maintenance and sanitation.

The home has city water and sewer. The washer and dryer are located in a closet in the kitchen. The home does not have a furnace. The home uses electric radiant heat. The heating system was inspected by Air Conditioning Engineers, Inc. on 09/05/2018. The water temperature was measured with a digital thermometer and found to be between 105-120 degrees Fahrenheit. The home's fire alarm system, three fire extinguishers and detectors were inspected on 04/07/2018 by the Protectors Company. Emergency

procedures for the home were posted in the living room. The bathroom and bedrooms doors had non-locking against egress hardware. The Nottingham home is wheelchair accessible and there are ground level exits out front door and in bedroom hallway. There is an exit off back of home that leads to a small deck.

## **B. Program Description**

The Nottingham home's program statement indicates that it is a six-bed group home designed to serve six adults, male or female, who have a developmental disability and require 24-hour supervision and specialized care. There are currently six residents residing in the home. Nottingham is staffed 24 hours per day by trained residential aides. The staff will carry out the treatment plans developed by professionals on the consumer's person-centered planning team, assist the consumers with their personal care needs, supervise consumers in activities of daily living and monitor health and welfare of the consumers. The home will provide meals for residents served following the recommendations of the dietician and ordered by physician. There is a podiatrist that visits the home. The home will also provide transportation for appointments. Residents currently attend a day program at CEO located in Anchorville, MI. Activities for residents include dining out, visiting parks in the summer, baseball games and shopping.

A copy of the staffing schedule was provided for the home. Nottingham will have one to two staff on day shift, two to three staff on afternoon shift and two staff on midnight shift.

Kathleen Swantek will act as the licensee designee and administrator for the home. Ms. Swantek has been previously qualified as a licensee designee and administrator. Ms. Swantek is the Executive Director for Blue Water Developmental Housing. Ms. Swantek had a negative TB test on 08/15/2017. She also provided a copy of a medical statement dated 02/11/2019 which indicates that she has no physical/mental condition or health problem that would limit her ability to work with or around dependent adults.

Ms. Swantek provided a signed letter that indicated Kathryn Baker, Division Director of Community Services will act as the designated person for the home in her absence.

## **C. Rule/Statutory Violations**

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure.

**IV. RECOMMENDATION**

I recommend issuance of a temporary license to this AFC adult small group home, Nottingham (capacity 6).

*Kristine Cilluffo*

02/22/2019

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Kristine Cilluffo  
Licensing Consultant

Date

Approved By:

*Denise Y. Nunn*

03/12/2019

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Denise Y. Nunn  
Area Manager

Date