



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 18, 2021

James Cubr  
Courtyard Manor of Howell Inc.  
3275 Martin Rd., Ste 127  
Walled Lake, MI 48390

RE: Application #: AL470405985  
**Courtyard Manor of Howell**  
**205 Francis Road**  
**Howell, MI 48843**

Dear Mr. Cubr:

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 20 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 (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Julie Elkins".

Julie Elkins, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AL470405985
<b>Applicant Name:</b>	Courtyard Manor of Howell Inc.
<b>Applicant Address:</b>	205 Francis Road Howell, MI 48843
<b>Applicant Telephone #:</b>	(517) 545-1275
<b>Licensee Designee:</b>	James Cubr
<b>Administrator:</b>	Pamela Bolam
<b>Name of Facility:</b>	Courtyard Manor of Howell
<b>Facility Address:</b>	205 Francis Road Howell, MI 48843
<b>Facility Telephone #:</b>	(517) 545-1275
<b>Application Date:</b>	09/28/2020
<b>Capacity:</b>	20
<b>Program Type:</b>	ALZHEIMERS AGED

## II. METHODOLOGY

08/20/2020	Inspection Completed-Fire Safety : A See AL470277526
09/28/2020	Enrollment
09/30/2020	Application Incomplete Letter Sent App - Boxes 16, 28, & 29; IRS ltr; valid corp; 1326, RI-030 & FPs for James; AFC100 for Pam (Admin)
10/14/2020	Contact - Document Received App - Corrected; IRS ltr; 1326 for James (LD); AFC100 for Pam (Admin); med cl & TB for James.
10/15/2020	Contact - Document Received RI-030 for Jim (LD)
10/23/2020	Application Incomplete Letter Sent
11/13/2020	Contact - Document Received
12/07/2020	Inspection Completed On-site Paperwork inspection completed. No-on-site inspection conducted.
12/07/2020	Inspection Completed-BCAL Sub. Compliance.
12/10/2020	Contact - Document Received Special Use Permit.
01/21/2021	Inspection Completed On-site.
01/21/2021	Inspection Completed-BCAL Sub. Compliance.
02/18/2021	Contact - Document Received
02/18/2021	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Physical Description of Facility

Courtyard Manor of Howell is a large, spacious, single story ranch-style facility located south of the City of Howell in Marion Township, Michigan. Howell is the largest city in Livingston County. The facility is located about a half mile south of I-96 and east of Pickney Road. The facility was built around 2002, is frame and brick with aluminum

siding and has two ramped egresses to provide for non-ambulatory residents. Restaurants, shopping, banks, a post office, library, and a variety of churches are available to residents in Howell, MI. The facility has ample parking for visitors and staff members.

The main level of the facility has a roomy layout with 12 resident bedrooms with cable TV in common area televisions, a large great room, a library, meeting room, and a salon. Additionally, the facility has three full bathrooms for residents, two additional bathrooms for employees/visitor use, a kitchen, and laundry area. Although some of the resident bedrooms are private, the resident bedrooms are all large enough to accommodate double occupancy in the same room if desired, however the applicant understands the license capacity cannot be exceeded. The facility is equipped with a backup generator that runs the entire facility if power goes out. The facility has a finished walk out basement which houses the heat plant as well as the water heater in an enclosed room, however this area will not be utilized or accessible to residents.

The facility is wheelchair accessible and has two ramped egresses. One wheelchair accessible entrance/exit is located at the front of the facility and the other is located near the side/west side of the facility. Hallways and door widths inside of the facility are able to accommodate individuals who use wheelchairs to assist with mobility. An additional amenity offered by the facility is beautician services. A small beauty shop, with one licensed beautician, will be housed at the facility and will offer services at an additional cost to residents.

The facility utilizes public water and sewage disposal systems.

The facility is equipped with five natural gas furnaces all of which found to be in good working condition. The furnaces were last inspected in January 2020 by Applegate/Pyro Heating & Cooling. The furnaces are located in the unfinished basement area and all in separate enclosed rooms with doors. Floor separation is established by a fire-rated, fully enclosed metal door located in the basement of the facility equipped with an automatic self-closing device and positive latching hardware. The three hot water heaters are located in a same area of the basement that is also enclosed. Additionally, the basement is sprinkled.

The facility is equipped with an interconnected, hardwired smoke detection system with battery back-up which was installed by a licensed electrician. The system is fully operational and was inspected on 08/20/2020 through Fire Systems of Michigan. The facility is fully sprinkled. The facility has been determined by the Bureau of Fire Services to be in substantial compliance with the applicable fire safety administrative rules. The facility received a substantial full compliance rating on 08/20/2020.

Resident bedrooms were measured during the on-site inspection and have the following dimensions:

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
1	14"5' X 12"2'	175	2
2	14"5' X 12"2'	175	2
3	12'0 X 13'4.2"	160	2
4	13"5' X 13"9'	184	2
5	13"5' X 13"9'	184	2
6	13"5' X 13"9'	184	2
7	13"5' X 13"9'	184	2
8	13"8' X 13"5'	183	2
9	13"5' X 13"9'	184	2
10	12"3' X 13"5'	164	2
11	13"8' X 13"5'	183	2
12	13"8' X 13"5'	183	2
Great Room/Dining Room	48"5.5' X 30" 2'	1462	0
Library	14" 5' X 16"6'	238	0
Meeting room	14" 5' X 16"6'	238	0

The indoor living and dining areas measures over 9,000 square feet of living space. This exceeds the minimum of 35 square feet per occupant requirement.

Based on the above information, this facility can accommodate twenty residents. All of the resident bedrooms can accommodate two people, it is the licensee's responsibility not to exceed the facility's licensed capacity of twenty residents.

## **B. Program Description**

The applicant intends to provide 24-hour supervision, protection, and personal care to twenty male and/or female residents who are aged and/or have Alzheimer's disease and are at least 60 years of age. The program will include opportunities to socialize with one another and direct care staff members through crafts, bingo, coloring, reading, puzzles, watching television and enjoying the outdoors on the attached enclosed deck which is located off the great room. Family and friends are strongly encouraged to visit as often as possible with their loved one. The applicant intends to accept residents with private sources for payment.

For residents diagnosed with Alzheimer's disease and/or dementia, Mr. James Cubr plans to gather additional assessment information prior to admission to better understand how to the individual's diagnosis of Alzheimer's/dementia impacts them so that staff members will be properly informed on how to best care for the individual on a daily basis. The assessment process will also include the individual's current level of communication and functioning so staff understand how to interpret the individual's verbal cues or physical gestures. Additional information will be gathered to determine the individual's interest so appropriate actives such as music, exercise, folding and

sorting tasks can assist the resident in daily functioning. The facility will continually assess the residents and make changes as necessary to meet the resident needs.

If needed by residents, behavior interventions and specialized interventions will be identified in the assessment plans. These interventions shall be implemented only by staff trained in the intervention techniques.

In addition to the above program elements, it is the intent of the applicant to utilize their own recreational activities which are provided to residents seven days a week at different times throughout the day. The facility has a full-time activity coordinator who organizes house parties, bible studies, manicures, current event activities and games. The activity coordinator works with the residents in both large and small groups to meet the needs of all of the residents. Additionally, the facility has books, crafts, puzzles, coloring books/crayons for resident use. The facility offers visiting physicians and hospice care to meet the residents' medical needs.

### **C. Applicant and Administrator Qualifications**

The applicant is Courtyard Manor of Howell, LLC., a "For Profit Corporation", established in Michigan on October 7, 2020. The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility.

The Board of Directors has submitted documentation appointing Mr. James Cubr as licensee designee and Ms. Pamela Bolam as administrator for this facility.

Criminal history background checks of the applicant, Mr. James Cubr and administrator, Ms. Pamela Bolam were completed, and both were determined to be of good moral character to provide licensed adult foster care. Mr. James Cubr and Ms. Pamela Bolam submitted a statement from a physician documenting their good health and current negative tuberculosis test results.

The licensee designee, Mr. James Cubr has provided documentation to satisfy the qualifications and training requirements identified in the group home administrative rules. Mr. James Cubr has been affiliated with adult foster care facilities since June of 2000 when he began his career at an adult foster care facility as a dietary manager. Mr. James Cubr has remained at the same adult foster care facility working with the aged population and those diagnosed with Alzheimer's disease and/or dementia. He has worked as the Executive Director for the past 16 years and has been a licensee designee for two other facilities since 2019 which are both running both a large group home which have licenses in good standing.

The administrator, Ms. Pamela Bolam has been an administrator at a licensed adult foster care facility from 2014 to the present. Additionally, Ms. Pamela Bolam was an administrator of another licensed facility in 2003-2004. Ms. Pamela Bolam also worked for a community partner for 11 years as the director of senior services.

The staffing pattern for the original license of this twenty-bed facility is adequate and includes a minimum of three to four direct care staff members for twenty residents for the daytime shifts and two staff during sleeping hours. The applicant acknowledged that the staff-to-resident ratio may need to be changed in order to provide the level of supervision or personal care required by the residents due to changes in their behavioral, physical, or medical needs. The applicant has indicated that direct care staff will be awake during sleeping hours.

Mr. James Cubr acknowledged an understanding of the qualifications, suitability, and training requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff to resident ratio.

Mr. James Cubr acknowledged an understanding of the responsibility to assess the good moral character of employees. The applicant acknowledges the requirement for obtaining criminal record checks of employees and contractors who have regular, ongoing "direct access" to residents or resident information or both utilizing the Michigan Long Term Care Partnership website ([www.miltcpartnership.org](http://www.miltcpartnership.org)) and the related documents required to demonstrate compliance.

Mr. James Cubr acknowledged an understanding of the administrative rules regarding medication procedures and assured that only those direct care staff that have received medication training and have been determined competent by licensee designee Mr. James Cubr will administer medication to residents. In addition, Mr. James Cubr has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

Mr. James Cubr acknowledged the responsibility to obtain all required good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, Mr. James Cubr acknowledged the responsibility to maintain all required documentation in each employee's record for each licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee's record.

Mr. James Cubr acknowledged an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the adult foster care home.

Mr. James Cubr acknowledged the responsibility to obtain the required written assessment plan, resident care agreement, and health care appraisal forms and signatures that are to be completed prior to, or at the time of, each resident's admission to the home as well as updating and completing those forms and obtaining new signatures for each resident on an annual basis.

Mr. James Cubr acknowledged the responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident's file.

Mr. James Cubr an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledged that a separate *Resident Funds Part II BCAL-2319* form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the residents' personal money transactions that have been agreed to be managed by the applicant.

Mr. James Cubr an understanding of the administrative rules requiring that each resident be informed of their resident rights and provided with a copy of those rights. The applicant indicated the intent to respect and safeguard these resident rights.

The applicant acknowledged an understanding of the administrative rules regarding the requirements for written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause.

Mr. James Cubr acknowledged the responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

Mr. James Cubr acknowledged that residents with mobility impairments will only reside on the main floor of the facility.

#### **D. Rule/Statutory Violations**

Compliance with the licensing act and administrative rules related to the physical plant has been determined. Compliance with administrative rules related to quality of care will be assessed during the temporary license period.



**IV. RECOMMENDATION**

I recommend issuance of a temporary license to this AFC adult large group home with a capacity of 20 residents.



02/18/2021

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Julie Elkins  
Licensing Consultant

Date

Approved By:



02/18/2021

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Dawn N. Timm  
Area Manager

Date