



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 2, 2023

Reeta Smith  
Redwood Inc  
PO Box 684  
Oxford, MI 48371

RE: License #:	AM440290998
Investigation #:	2023A0872039
	Brookhaven A.F.C.

Dear Ms. Smith:

Attached is the Special Investigation Report for the above referenced facility. Due to the violations identified in the report, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

If you desire technical assistance in addressing these issues, please feel free to contact me. In any event, the corrective action plan is due within 15 days. Failure to submit an acceptable corrective action plan will result in disciplinary action.

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,

A handwritten signature in black ink that reads "Susan Hutchinson". The signature is written in a cursive, flowing style.

Susan Hutchinson, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(989) 293-5222

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	AM440290998
<b>Investigation #:</b>	2023A0872039
<b>Complaint Receipt Date:</b>	04/22/2023
<b>Investigation Initiation Date:</b>	04/24/2023
<b>Report Due Date:</b>	05/22/2023
<b>Licensee Name:</b>	Redwood Inc
<b>Licensee Address:</b>	3280 Trillium Lane Oxford, MI 48371
<b>Licensee Telephone #:</b>	(248) 625-1280
<b>Administrator:</b>	Reeta Smith
<b>Licensee Designee:</b>	Reeta Smith
<b>Name of Facility:</b>	Brookhaven A.F.C.
<b>Facility Address:</b>	4521 Stanley Rd Columbiaville, MI 48421-8421
<b>Facility Telephone #:</b>	(810) 793-7060
<b>Original Issuance Date:</b>	06/09/2008
<b>License Status:</b>	REGULAR
<b>Effective Date:</b>	12/09/2022
<b>Expiration Date:</b>	12/08/2024
<b>Capacity:</b>	11
<b>Program Type:</b>	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL

	AGED TRAUMATICALLY BRAIN INJURED
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**II. ALLEGATION(S)**

	<b>Violation Established?</b>
On 04/21/23, the home manager, Amy Pawloski contacted family members and told them the residents need to be moved from the facility asap. No written notice was given.	Yes

**III. METHODOLOGY**

04/22/2023	Special Investigation Intake 2023A0872039
04/24/2023	Special Investigation Initiated - Letter I spoke to the licensee designee, Reeta Smith about this complaint
04/24/2023	APS Referral I made an APS complaint via email
04/24/2023	Contact - Document Sent I emailed the licensee designee requesting information about this complaint
04/26/2023	Contact - Document Received I received AFC documentation from the licensee designee
04/27/2023	Inspection Completed On-site Unannounced
05/02/2023	Contact - Telephone call made I spoke to staff Kimber Ketelhut
05/02/2023	Contact - Telephone call made I interviewed Relative D
05/02/2023	Contact - Telephone call made I interviewed Guardian F1
05/02/2023	Inspection Completed-BCAL Sub. Compliance
05/02/2023	Exit Conference I conducted an exit conference with the licensee designee, Reeta Smith

05/02/2023	Contact – Telephone call made I spoke to the licensee designee, Reeta Smith
05/02/2023	Contact – Telephone call made I spoke to the home manager, Amy Pawloski

**ALLEGATION:** On 04/21/23, the home manager, Amy Pawloski contacted family members and told them the residents need to be moved from the facility asap. No written notice was given.

**INVESTIGATION:** On 04/24/23, I telephoned the licensee designee, Reeta Smith. She confirmed that the residents and their family members were told that the residents must be moved from Brookhaven Adult Foster Care facility by the end of this month. Ms. Smith said that she did not provide the residents or family members with a 30-day written discharge notice. Ms. Smith said that she believes there are four residents left at this facility and they will all be moved out by 04/29/23.

On 04/27/23, I conducted an unannounced onsite inspection of Brookhaven AFC. I interviewed staff Kimber Ketelhut and Resident A. Ms. Ketelhut confirmed that all the residents will be moving out by 04/30/23. She said that there are currently six residents at this facility. Five of them will be moving out on 04/29/23 and Resident F will be moving out on 04/30/23. Ms. Ketelhut said that it is her understanding that the licensee designee, Reeta Smith gave the home manager, Amy Pawloski a 7-day eviction notice on 04/21/23. I asked Ms. Ketelhut if staff will continue working until the last resident moves out and she said, “absolutely, yes.”

Resident A confirmed that she and the other residents will be moving from this facility within the next few days. She said that she does not know where she is moving but she does know a new placement has been lined up for her. Resident A told me that she was not given a 30-day written notice.

On 05/02/23, I interviewed staff Kimber Ketelhut via telephone. Ms. Ketelhut said that her last day at Brookhaven AFC was 04/28/23. She said that to her knowledge, five of the residents moved out on 04/29/23 and the last resident moved out on 04/30/23. She said that she was told that staff continued working at the facility until the last resident moved out.

On 05/02/23, I interviewed Relative D1 via telephone. Relative D1 said that on 04/21/23, he was told that all the residents would have to move out of the facility by the end of this month. He said that he was only given five business days to find a new placement for Resident D. Relative D1 told me that he was at the facility on 04/30/23 at which time he moved Resident D from the home. He said that he believes that the other five residents moved out of the facility on 04/29/23 and Resident D was the last remaining resident at the home.

On 05/02/23, I interviewed Guardian F1 via telephone. Guardian F1 said that on 04/21/23 at 11:00am, she received a voicemail message from the home manager, Amy Pawloski stating that Resident F and the rest of the residents must be moved from Brookhaven AFC asap. She said that she was able to find a new placement for Resident F and she was moved to her new AFC home on 04/28/23. Guardian F1 said that neither she nor Resident F was given a 30-day written discharge notice about this move.

On 05/02/23, I spoke to the licensee designee, Reeta Smith. I asked Ms. Smith if she provided a refund for any of the residents who moved out before 04/30/23. Ms. Smith said that she was told that all of the residents moved out on 04/30/23 and none of them were entitled to a refund.

On 05/02/23, I interviewed the home manager, Amy Pawloski. Ms. Pawloski said that all the residents except for Resident F, moved out on 04/30/23 and they are not entitled to a refund. She said that she will be sending Resident F a refund in the amount of \$133.32.

On 05/02/23, I conducted an exit conference with the licensee designee, Reeta Smith. I told her that I have concluded my investigation and explained which rule violation I am substantiating. Ms. Smith confirmed that all residents have been moved from the facility and there are no residents or staff left. She said that she has the facility up for sale and she does not intend to admit any new residents to this facility. She agreed to complete and submit a corrective action plan upon the receipt of my investigation report.

<b>APPLICABLE RULE</b>	
<b>R 400.14302</b>	<b>Resident admission and discharge policy; house rules; emergency discharge; change of residency; restricting resident's ability to make living arrangements prohibited; provision of resident records at time of discharge.</b>
	<b>(3) A licensee shall provide a resident and his or her designated representative with a 30-day written notice before discharge from the home. The written notice shall state the reasons for discharge. A copy of the written notice shall be sent to the resident's designated representative and responsible agency. The provisions of this subrule do not preclude a licensee from providing other legal notice as required by law.</b>

<b>ANALYSIS:</b>	<p>The licensee designee, Reeta Smith, staff Kimber Ketelhut, Resident A, Relative D1, and Guardian F1 said that on 04/21/23, the residents were told that they have to move from Brookhaven AFC by the end of April 2023.</p> <p>Ms. Smith, Ms. Ketelhut, Resident A, Relative D1, and Guardian F1 said that the residents and/or family members were not given a 30-day written notice before being discharged from this facility.</p> <p>I conclude that there is sufficient evidence to substantiate this rule violation.</p>
<b>CONCLUSION:</b>	<b>VIOLATION ESTABLISHED</b>

**IV. RECOMMENDATION**

Upon the receipt of an acceptable corrective action plan, I recommend no change in the license status.

*Susan Hutchinson*

May 2, 2023

Susan Hutchinson Licensing Consultant	Date
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Approved By:

*Mary Holton*

May 2, 2023

Mary E. Holton Area Manager	Date
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