



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 3, 2023

Trina Jewett
Culver Meadows Senior Living, Inc.
5840 Culver Rd.
Traverse City, MI 49684

RE: License #: AL280303758
Investigation #: 2023A0870033
Culver Meadows Senior Living

Dear Trina Jewett:

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 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 (231) 922-5309.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bruce A. Messer". The signature is fluid and cursive, written in a professional style.

Bruce A. Messer, Licensing Consultant
Bureau of Community and Health Systems
Suite 11
701 S. Elmwood
Traverse City, MI 49684
(231) 342-4939

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AL280303758
Investigation #:	2023A0870033
Complaint Receipt Date:	07/19/2023
Investigation Initiation Date:	07/19/2023
Report Due Date:	09/17/2023
Licensee Name:	Culver Meadows Senior Living, Inc.
Licensee Address:	1661 N. West Silver Lake Traverse City, MI 49684
Licensee Telephone #:	(231) 943-9430
Administrator:	Trina Jewett
Licensee Designee:	Trina Jewett
Name of Facility:	Culver Meadows Senior Living
Facility Address:	1661 N. West Silver Lake Traverse City, MI 49684
Facility Telephone #:	(231) 943-9430
Original Issuance Date:	01/27/2010
License Status:	REGULAR
Effective Date:	06/30/2022
Expiration Date:	06/29/2024
Capacity:	20
Program Type:	PHYSICALLY HANDICAPPED AGED, ALZHEIMERS

II. ALLEGATION(S)

	Violation Established?
Staff member Shayleia Burkholder has a criminal record. She was not cleared through the workforce background check system.	Yes

III. METHODOLOGY

07/19/2023	Special Investigation Intake 2023A0870033
07/19/2023	Special Investigation Initiated - Telephone Telephone call to Licensee Designee Trina Jewett by AFC Consultant Rhonda Richards.
07/24/2023	Inspection Completed On-site Interview with home manager Jamie Dobrowolski.
08/01/2023	Inspection Completed On-site Follow-up on-site interview with home manager Jamie Dobrowolski. Staff records provided.
08/02/2023	Contact - Document Received Email received with staff work schedule attachments.
08/03/2023	Inspection Completed-BCAL Sub. Compliance
08/03/2023	Exit Conference Completed with Licensee Designee Trina Jewett.

ALLEGATION: Staff member Shayleia Burkholder has a criminal record. She was not cleared through the workforce background check system.

INVESTIGATION: On July 19, 2023, AFC Consultant Rhonda Richards conducted a telephone interview with Licensee Designee Trina Jewett. Ms. Richards provided me with her notes from her interview for this report. Ms. Richards informed Ms. Jewett of the above stated allegation. Ms. Jewett stated to Ms. Richards that she was unable to locate the "eligibility" letter for staff member Shayleia Burkholder, which would document that the required workforce background check had been completed and notify Ms. Jewett of Ms. Burkholder's eligibility, or ineligibility, for employment in an Adult Foster Care home. Ms. Jewett also informed Ms. Richards that Ms. Burkholder is no longer employed at this facility.

On July 24, 2023, I conducted an on-site special investigation at the Culver Meadows Senior Living AFC home. I met with home manager Jamie Dobrowolski who informed me that Ms. Jewett would be unavailable for the next several days. Ms. Dobrowolski stated that she reviewed former staff member Shayleia Burkholder’s file and there was no record of an eligibility letter. She further stated that Ms. Burkholder began her employment at the facility on November 2, 2022, and that she is no longer employed at this facility. She could not provide the last day of employment for Ms. Burkholder, as she does not have access to that record. I set a follow-up on-site to meet with Ms. Jewett for August 1, 2023, and requested that I be provided with a listing of all employees, past and present, for the past two years, as well as all eligibility, or ineligibility, letters for those employees.

On August 1, 2023, I conducted a follow-up on-site investigation at the Culver Meadows Senior Living AFC. I met with Ms. Dobrowolski, who informed me that Ms. Jewett was unable to be present for this meeting. She did provide the requested employee listing along with the eligibility/ineligibility letters. I reviewed Ms. Burkholder’s employment file. I noted a “Consent and Disclosure” form signed by Ms. Burkholder and dated October 28, 2022. No eligibility letter was present, and Ms. Dobrowolski stated she had spoken with Brad Jewett, who informed her that Ms. Burkholder’s fingerprinting had been “overlooked” and not completed.” She noted that Mr. Jewett registers and schedules applicants/employees for the fingerprints. The file also noted that Ms. Burkholder’s first day of employment was November 3, 2022. Ms. Dobrowolski was unable to provide a definitive date as to the last day Ms. Burkholder worked at the facility and stated that she would have Mr. Jewett provide that information as soon as possible.

On August 2, 2023, I received an E-mail from Mr. Jewett stating that Ms. Burkholder was employed from October 31, 2022, through June 5, 2023.

APPLICABLE RULE	
MCL 400.734b	Employing or contracting with certain employees providing direct services to residents; prohibitions; criminal history check; exemptions; written consent and identification; conditional employment; use of criminal history record information; disclosure; failure to conduct criminal history check; automated fingerprint identification system database; report to legislature; costs; definitions.
	(4) Upon receipt of the written consent to conduct a criminal history check and identification required under subsection (3), the adult foster care facility or staffing agency that has made a good faith offer of employment or independent contract to the individual shall make a request to the department of state police to conduct a criminal history check on the individual and input the individual's fingerprints into the automated fingerprint identification

	<p>system database, and shall make a request to the relevant licensing or regulatory department to perform a check of all relevant registries established according to federal and state law and regulations for any substantiated findings of abuse, neglect, or misappropriation of property. The request shall be made in a manner prescribed by the department of state police and the relevant licensing or regulatory department or agency. The adult foster care facility or staffing agency shall make the written consent and identification available to the department of state police and the relevant licensing or regulatory department or agency. If the department of state police or the federal bureau of investigation charges a fee for conducting the criminal history check, the charge shall be paid by or reimbursed by the department. The adult foster care facility or staffing agency shall not seek reimbursement for a charge imposed by the department of state police or the federal bureau of investigation from the individual who is the subject of the criminal history check. The department of state police shall conduct a criminal history check on the individual named in the request. The department of state police shall provide the department with a written report of the criminal history check conducted under this subsection. The report shall contain any criminal history record information on the individual maintained by the department of state police.</p>
<p>ANALYSIS:</p>	<p>Shayleia Burkholder provided the Licensee with a signed Consent and Disclosure form on October 28, 2022.</p> <p>Ms. Burkholder began her employment at the facility on October 31, 2022.</p> <p>The Licensee was unable to provide documentation that they had made a request to have the state police conduct a criminal history check on Ms. Burkholder.</p> <p>The Licensee failed to make a request to the department of state police to conduct a criminal history check on Ms. Burkholder and have her fingerprints input into the automated fingerprint identification system database.</p>
<p>CONCLUSION:</p>	<p>VIOLATION ESTABLISHED</p>

On August 3, 2023, I conducted an exit conference with Licensee Designee Trina Jewett. I explained my finding as noted above. Ms. Jewett stated that she understood, that she had no further information to provide concerning this special investigation, and that she would submit a corrective action plan addressing the noted citation.

IV. RECOMMENDATION

I recommend, contingent upon the submission of an acceptable corrective action plan, that the status of the license remain unchanged.

 August 3, 2023

Bruce A. Messer
Licensing Consultant

Date

Approved By:

 August 3, 2023

Jerry Hendrick
Area Manager

Date