



RICK SNYDER
GOVERNOR

State of Michigan
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN
DIRECTOR

August 6, 2014

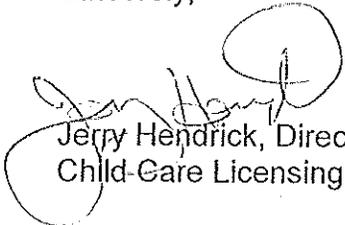
Charlease Thomas
45297 Marquette
Macomb, MI 48044

RE: Docket # 14-000814-DHS
License # DF500243973

Dear Ms. Thomas:

On July 25, 2014 you were mailed a copy of the final decision and order upholding the Agency's Notice of Intent to Revoke your certificate of registration to operate a family child care home. In accordance with that notice your license has been revoked effective August 4, 2014. It is further expected that you not receive children for care now or in the future without being licensed.

Sincerely,


Jerry Hendrick, Director
Child Care Licensing Division

JH: sb

cc: Jacquelin Sharkey, Area Manager

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES

IN THE MATTER OF:

Charlease Thomas,
Petitioner

v

Bureau of Children and Adult Licensing,
Respondent

Docket No.: 14-000814-DHS

Case No.: DF 500243973

Agency: Department of
Human Services

Case Type: DHS BCAL

Filing Type: Sanction

Issued and entered
this 23 day of July, 2014
by

Maura D. Corrigan, Director
Department of Human Services

FINAL DECISION AND ORDER

RECEIVED
JUL 28 2014
BUREAU OF CHILDREN
AND ADULT LICENSING

This matter began on November 19, 2013, with Respondent's notice of intent to revoke certificate of registration (Notice) regarding Petitioner Charlease Thomas' certificate of registration to operate a child care family home pursuant to the Child Care Organizations Act (Act), 1973 PA 116, as amended, MCL 722.111 *et seq.* A properly noticed hearing was held by Administrative Law Judge David M. Cohen (ALJ) on March 17, 2014. Present on behalf of Respondent was Departmental Analyst Jason Scheeneman. Neither Petitioner nor an attorney appeared on behalf of Petitioner.

Upon Petitioner's failure to appear and at the request of Respondent, the ALJ entered a Default Judgment against Petitioner pursuant to Sections 72(1) and 78(2) of the Administrative Procedures Act of 1969, as amended, MCL 24.201 *et seq.* (APA). The Notice being incorporated into the hearing as a part of Respondent's pleadings and

as a result of Petitioner's failure to appear at the hearing to contest the facts placed on the record as presented in the Notice, the ALJ found the facts as alleged by Respondent to be true and accurate. Therefore, the ALJ properly concluded that Petitioner violated the rules as alleged by Respondent.

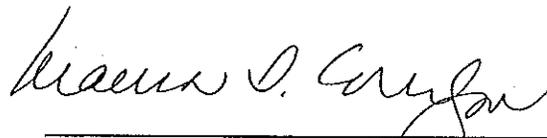
On April 1, 2014, the ALJ issued and entered a Proposal for Decision (PFD) concluding that Petitioner willfully and substantially violated R 400.1903(1)(h)(i)-(iv), R 400.1911(1), and R 400.1913(3)(a). No exceptions were filed.

I concur in the ALJ's findings of fact and conclusions of law.

ORDER

NOW THEREFORE, IT IS ORDERED:

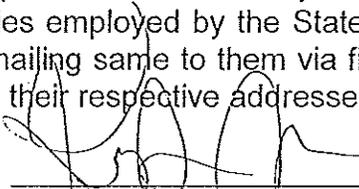
1. That the ALJ's Proposal for Decision (PFD) is adopted in its entirety and is incorporated by reference and made a part of this Final Decision and Order (see attached PFD).
2. That the actions of the Bureau of Children and Adult Licensing in this matter are AFFIRMED.
3. That Petitioner's Certificate of Registration is REVOKED, effective on the date this Final Decision and Order is issued and entered.



Maura D. Corrigan, Director
Department of Human Services

PROOF OF SERVICE

I hereby state, to the best of my knowledge, information and belief, that a copy of the foregoing document was served upon all parties and/or attorneys of record in this matter by Inter-Departmental mail to those parties employed by the State of Michigan and by UPS/Next Day Air, facsimile, and/or by mailing same to them via first class mail and/or certified mail, return receipt requested, at their respective addresses as disclosed below this 15 day of July, 2014.



Kristine Manion
Department of Human Services

Jacquelin Sharkey
Bureau of Children and Adult Licensing
39531 Garfield
Clinton Township, MI 48038

Shelly Naples
Bureau of Children and Adult Licensing
19700 Hall Road, Suite B
Clinton Township, MI 48038

Jason Scheeneman ✓
Bureau of Children and Adult Licensing
Victor Office Center
201 N. Washington Square
P.O. Box 30650
Lansing, Michigan 48909

Charlease Thomas
45297 Marquette Drive
Macomb, MI 48044

STATE OF MICHIGAN
MICHIGAN ADMINISTRATIVE HEARING SYSTEM

IN THE MATTER OF:

Docket No.: 14-000814-DHS

Charlease Thomas,
Petitioner

Case No.: DF 500243973

v

Agency: Department of
Human Services

Bureau of Children and Adult Licensing,
Respondent

Case Type: DHS BCAL

Filing Type: Sanction

Issued and entered
this 1st day of April, 2014
by: David M. Cohen
Administrative Law Judge

PROPOSAL FOR DECISION

PROCEDURAL HISTORY

This matter commenced on November 19, 2013, with the Bureau of Children and Adult Licensing (BCAL or Respondent) issuing a Notice of Intent to Revoke Certificate of Registration (Notice), regarding the registration of Charlease Thomas (Registrant or Petitioner) to operate a family child care home pursuant to the authority of the Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.111 *et seq.* On or about January 9, 2014, the Registrant requested an administrative hearing to challenge the Notice.

On January 17, 2014, the Michigan Administrative Hearing System issued a Notice of Hearing, scheduling a hearing for March 17, 2014. Registrant Thomas did not appear at the scheduled hearing. The Registrant did not present good cause for her failure to appear at the hearing. The date, time and location of the hearing were properly indicated on the Notice of Hearing issued to the parties. Respondent was represented by Departmental Analyst Jason Scheeneman. Numerous potential witnesses were present for Respondent, and these included Licensing Consultant Shelly Naples, BCAL Area Manager Jackie Sharkey, Mr. Felton Anderson, CPS Supervisor Amy Lawrence, and CPS Specialist Steven Wade.

Pursuant to Section 72 of the Administrative Procedures Act of 1969 (APA), 1969 PA 306, as amended, MCL 24.201 *et seq.*, the hearing proceeded in Petitioner's absence. Additionally, BCAL requested a default judgment and this was entered against Petitioner pursuant to Section 78 of the APA.

Section 72(1) of the APA provides:

If a party fails to appear in a contested case after proper service of notice, the agency, if no adjournment is granted, may proceed with the hearing and make its decision in the absence of the party.

Section 78(2) of the APA provides:

Except as otherwise provided by law, disposition may be made of a contested case by stipulation, agreed settlement, consent order, waiver, default or other method agreed upon by the parties.

As a result of the default, the factual allegations contained in Respondent's Notice of Intent to Revoke Certificate of Registration are deemed true. As such, no formal testimony was taken at the proceeding and no exhibits were admitted.

ISSUES AND APPLICABLE LAW

The general issue presented is whether the Petitioner's conduct provides grounds for Respondent to revoke the certificate of registration. At specific issue are the alleged willful and substantial violations of Rule 400.1903(1)(h)(i)(ii)(iii)(iv), Rule 400.1911(1), and Rule 400.1913(3)(a), which provide in pertinent part:

Rule 400.1903

(1) A caregiver shall be responsible for all of the following provisions:

(h) Report to the department, within 7 working days, any changes in the household composition or when any new or existing member of the household has any of the following:

- (i) Arrests or convictions.
- (ii) Involvement in substantiated abuse or neglect of children.
- (iii) Court-supervised parole or probation of the caregiver or any member of the household...
- (iv) Been admitted to, or released from, a correctional facility, or hospital, institution, or facility for the treatment of an emotional, mental, or substance abuse problem.

Rule 400.1911

(1) The caregiver shall assure appropriate care and supervision of children at all times.

Rule 400.1913

(3) Caregiving staff shall not do any of the following:

(a) Hit, spank, shake, bite, pinch, or inflict other forms of corporal punishment.

The definitions for the words "willful and substantial" should also be noted. These definitions are provided in R400.16001(c),(d)&(e) as used in 1973 PA 116 as amended:

R400.16001

(c) "Noncompliance" means a violation of the act or act 218, an administrative rule promulgated under the act or act 218, or the terms of a license or a certificate of registration.

(d) "Substantial noncompliance" means repeated violations of the act or act 218 or an administrative rule promulgated under the act or act 218, or noncompliance with the act or act 218, or a rule promulgated under the act or act 218, or the terms of a license or a certificate of registration that jeopardizes the health, safety, care, treatment, maintenance, or supervision of individuals receiving services or, in the case of an applicant, individuals who may receive services.

(e) "Willful noncompliance" means, after receiving a copy of the act or act 218, the rules promulgated under the act or act 218 and, for a license, a copy of the terms of a license or a certificate of registration, an applicant or licensee knew or had reason to know that his or her conduct was a violation of the act or act 218, rules promulgated under the act or act 218, or the terms of a license or a certificate of registration.

FINDINGS OF FACT

Based on the entire record in this matter, including the default and pleadings, the following findings of fact are established:

1. On or about November 27, 2001, Registrant was issued a certificate of registration to operate a family child care home, with a current registered capacity of 6, at 45297 Marquette Drive, Macomb, MI 48044.
2. On August 22, 2013, the Maltreatment in Care (MIC) unit of Macomb County Department of Human Services received a complaint alleging that Registrant had

acted inappropriately towards children in her care. The complaint specifically alleged the following:

- a. In May 2013, at about 7:00 p.m., Registrant dropped off Children A (Female, DOB 01/14/07), B (Male, DOB 01/01/05), and C (Male, DOB 01/20/10) at the front entrance of a Costco, their mother's place of employment. Registrant did not enter the building with the children. Their mother found them about 5-10 minutes later walking in the store calling her name. This Costco is located in Shelby Township, in the Town Center Shopping Center, and has nearby access to Hall Road (M-59).
 - b. On August 15, 2013, at about 9:30 a.m., Registrant and Child A had a disagreement during which Child A stated that she no longer wanted to be at Registrant's home. Registrant instructed Child A to leave; Child A left and walked to her grandparents' home located about one block away. Child A's grandfather returned her to Registrant's home shortly thereafter.
 - c. [REDACTED]
 - d. Registrant did not feed Children A, B, and C lunch or dinner about three times per week.
3. On August 23, 2013, Shelly Naples, licensing consultant, and Steven Wade, MIC worker, visited Registrant's home and interviewed Registrant about the allegations. Registrant reported the following:
- a. She admitted that on one occasion about two-three months earlier she dropped off Children A, B, and C at the Costco. She reported that she had an arrangement with Children A, B, and C's mother to drop the children off at the front door. Registrant stated that she allowed Children A, B, and C to enter the Costco without seeing their mother.
 - b. She admitted that she instructed Child A to leave the home, but did not think that Child A would actually leave. When she did not see Child A, a few minutes later, she and Child B left the home to look for Child A.
 - c. [REDACTED]
 - d. She initially denied using physical discipline on children in her care, but subsequently admitted that she "tapped" Child C on the leg when he wet the bed, and sometimes "tapped" Child A on the buttocks or shoulder.

- e. She served meals and snacks at set times, but did not feed children meals or snacks when the children arrived for care after the set times.
 - f. ReeElla Simpson, her mother, moved into her home and lived with her for the summer. Registrant did not report this change in household composition to the Department, and Ms. Simpson was not an emergency caregiver or approved assistant caregiver.
4. On August 27, 2013, Mr. Wade interviewed Children A and B at their home. Children A and B reported the following:
 - a. Registrant hit all of the children as a means of discipline; Registrant occasionally hit them on the hands, arm, or head with a hard object such as a book, magazine, television remote, or spatula.
 - b. [REDACTED]
 - c. Registrant spanked Child C whenever he wet the bed.
5. On September 6, 2013, Mr. Wade visited Registrant's home and spoke to her again about the disciplinary methods she used in her care. Registrant admitted that she used her hand or a spatula to spank the children on their hands or buttocks. She acknowledged that she may also use a magazine to "tap" the children, but denied using a television remote.
6. On October 4, 2013, Ms. Naples interviewed Children A, B, and C's grandfather. He reported that he was cutting his grass on the morning of August 15, 2013, when he saw Child A standing at the end of his driveway. He then took Child A back to Registrant's home and left her in the care of Ms. Simpson. About 5-10 minutes later, Registrant drove onto his driveway and reported that she was looking for Child A. He estimated that about 25-30 minutes elapsed from the time he first saw Child A to the time Registrant arrived at his home.
7. Despite having received proper Notice of the proceeding, there was no appearance on behalf of Charlease Thomas at the March 17, 2014 hearing.

CONCLUSIONS OF LAW

The principles that govern judicial proceedings also apply to administrative hearings. The burden of proof is upon Respondent to prove, by a preponderance of the evidence that grounds exist for the decision to revoke the registration and/or imposition of other sanctions upon Petitioner. Under § 72 of the APA, there is no requirement to provide a full evidentiary hearing when all alleged facts are taken as true Smith v Lansing School Dist, 428 Mich. 248.(1987).

Based upon a default being granted in this matter, the allegations cited in the Notice of Intent to Revoke Certificate of Registration are deemed true. Accordingly, Respondent has proven, by a preponderance of the evidence, that Petitioner willfully and substantially violated Rule 400.1903(1)(h)(i)(ii)(iii)(iv), Rule 400.1911(1), and Rule 400.1913(3)(a).

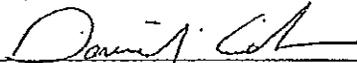
PROPOSED DECISION

This Administrative Law Judge proposes that the Director conclude that Respondent acted appropriately in issuing the subject Notice of Intent to Revoke Certificate of Registration for the reasons set forth above.

EXCEPTIONS

If any party chooses to file Exceptions to this Proposal for Decision, the Exceptions must be filed within fourteen (14) days after the Proposal for Decision is issued and entered. If an opposing party chooses to file a Response to the Exceptions, it must be filed within fourteen (14) days after Exceptions are filed. All Exceptions and Responses to Exceptions must be served on all parties to the proceeding and filed with the:

Michigan Administrative Hearing System
Cadillac Place
3026 West Grand Blvd, 2nd Floor, Suite 2-700
Detroit, Michigan 48202



David M. Cohen
Administrative Law Judge

PROOF OF SERVICE

I hereby state, to the best of my knowledge, information and belief, that a copy of the foregoing document was served upon all parties and/or attorneys of record in this matter by Inter-Departmental mail to those parties employed by the State of Michigan and by UPS/Next Day Air, facsimile, and/or by mailing same to them via first class mail and/or certified mail, return receipt requested, at their respective addresses as disclosed below this 1st day of April, 2014.

María Ardelean

María Ardelean

Michigan Administrative Hearing System

Jason Scheeneman
Bureau of Children and Adult Licensing
201 N. Washington Square, 4th Floor
P.O. Box 30650
Lansing, MI 48909

Shelly Naples
Bureau of Children & Adult Licensing
19700 Hall Road, Suite B
Clinton Township, MI 48038

Jacquelin Sharkey
Bureau of Children and Adult Licensing
39531 Garfield
Clinton Township, MI 48038

Charlease Thomas
45297 Marquette Drive
Macomb, MI 48044



RICK SNYDER
GOVERNOR

State of Michigan
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN
DIRECTOR

November 19, 2013

Charlease Thomas
45297 Marquette Drive
Macomb, MI 48044

License #: DF500243973
SIR #: 2013D0195016

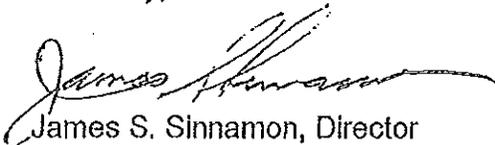
Dear Ms. Thomas:

Enclosed is a copy of a NOTICE OF INTENT TO REVOKE YOUR CERTIFICATE OF REGISTRATION to operate a family child care home, alleging that you have violated the Child Care Organizations Act. Your options are as follows:

- 1) You may appeal the Notice of Intent and attend a pre-hearing compliance conference. A Notice of Compliance Conference, which provides the date, time, location, and guidelines of the conference, is enclosed.
- 2) You may appeal the Notice of Intent, waive the compliance conference, and proceed directly to an administrative law hearing.
- 3) You may choose not to appeal the Notice of Intent.

If you choose to appeal the Notice of Intent, the Department must receive your WRITTEN APPEAL within 30 days of your receipt of this Notice. If the Department does not receive your written appeal within 30 days of your receipt of this Notice, you will have WAIVED YOUR RIGHT to an administrative law hearing and the proposed action will be final.

Sincerely,


James S. Sinnamon, Director
Child Care Licensing Division
Bureau of Children and Adult Licensing

Enclosures

Cc: Jacquelin Sharkey, Area Manager

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING

In the matter of
Charlease Thomas

License #: DF500243973
SIR #: 2013D0195016

NOTICE OF INTENT TO
REVOKE CERTIFICATE OF REGISTRATION

The Michigan Department of Human Services, by James S. Sinnamon, Director, Child Care Licensing Division, Bureau of Children and Adult Licensing, provides notice of the intent to revoke the certificate of registration of Registrant, Charlease Thomas, to operate a family child care home pursuant to the authority of the Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.111 et seq., for the following reasons:

1. On or about November 27, 2001, Registrant was issued a certificate of registration to operate a family child care home, with a current registered capacity of 6, at 45297 Marquette Drive, Macomb, MI 48044.
2. On August 22, 2013, the Maltreatment in Care (MIC) unit of Macomb County Department of Human Services received a complaint alleging that Registrant had acted inappropriately towards children in her care. The complaint specifically alleged the following:
 - a. In May 2013, at about 7:00 p.m., Registrant dropped off Children A (Female, DOB 01/14/07), B (Male, DOB 01/01/05), and C (Male, DOB 01/20/10) at the front entrance of a Costco, their mother's place of

employment. Registrant did not enter the building with the children. Their mother found them about 5-10 minutes later walking in the store calling her name. This Costco is located in Shelby Township, in the Town Center Shopping Center, and has nearby access to Hall Road (M-59).

- b. On August 15, 2013, at about 9:30 a.m., Registrant and Child A had a disagreement during which Child A stated that she no longer wanted to be at Registrant's home. Registrant instructed Child A to leave; Child A left and walked to her grandparents' home located about one block away. Child A's grandfather returned her to Registrant's home shortly thereafter.

c. [REDACTED]
[REDACTED]

- d. Registrant did not feed Children A, B, and C lunch or dinner about three times per week.

3. On August 23, 2013, Shelly Naples, licensing consultant, and Steven Wade, MIC worker, visited Registrant's home and interviewed Registrant about the allegations. Registrant reported the following:

- a. She admitted that on one occasion about two-three months earlier she dropped off Children A, B, and C at the Costco. She reported that she had an arrangement with Children A, B, and C's mother to drop the children off at the front door. Registrant stated that she allowed Children A, B, and C to enter the Costco without seeing their mother.

b. She admitted that she instructed Child A to leave the home, but did not think that Child A would actually leave. When she did not see Child A a few minutes later, she and Child B left the home to look for Child A.

c. [REDACTED]
[REDACTED]
[REDACTED]

d. She initially denied using physical discipline on children in her care, but subsequently admitted that she "tapped" Child C on the leg when he wet the bed, and sometimes "tapped" Child A on the buttocks or shoulder.

e. She served meals and snacks at set times, but did not feed children meals or snacks when the children arrived for care after the set times.

f. ReeElla Simpson, her mother, moved into her home and lived with her for the summer. Registrant did not report this change in household composition to the Department, and Ms. Simpson was not an emergency caregiver or approved assistant caregiver.

4. On August 27, 2013, Mr. Wade interviewed Children A and B at their home.

Children A and B reported the following:

a. Registrant hit all of the children as a means of discipline. Registrant occasionally hit them on the hands, arm, or head with a hard object such as a book, magazine, television remote, or spatula.

b. [REDACTED]

c. Registrant spanked Child C whenever he wet the bed.

5. On September 6, 2013, Mr. Wade visited Registrant's home and spoke to her again about the disciplinary methods she used in her care. Registrant admitted that she used her hand or a spatula to spank the children on their hands or buttocks. She acknowledged that she may also use a magazine to "tap" the children, but denied using a television remote.
6. On October 4, 2013, Ms. Naples interviewed Children A, B, and C's grandfather. He reported that he was cutting his grass on the morning of August 15, 2013, when he saw Child A standing at the end of his driveway. He then took Child A back to Registrant's home and left her in the care of Ms. Simpson. About 5-10 minutes later, Registrant drove onto his driveway and reported that she was looking for Child A. He estimated that about 25-30 minutes elapsed from the time he first saw Child A to the time Registrant arrived at his home.

COUNT I

The conduct of Registrant, as set forth in paragraph 3(f) above, evidences a violation of:

R400.1903

Caregiver responsibilities.

- (1) A caregiver shall be responsible for all of the following provisions:
 - (h) Report to the department, within 7 working days, any changes in the household composition or when any new or existing member of the household has any of the following:
 - (i) Arrests or convictions.
 - (ii) Involvement in substantiated abuse or neglect of children.
 - (iii) Court-supervised parole or probation of the caregiver or any member of the household.
 - (iv) Been admitted to, or released from, a correctional facility, or hospital, institution, or facility for the treatment of an emotional, mental, or substance abuse problem.

COUNT II

The conduct of Registrant, as set forth in paragraphs 2(a), 2(b), 2(c), 3(a), 3(b), 3(d), 4, 5, and 6 above, evidences a violation of:

- R400.1911 **Supervision.**
 (1) The caregiver shall assure appropriate care and supervision of children at all times.

COUNT III

The conduct of Registrant, as set forth in paragraphs 2(c), 3(d), 4, and 5 above, evidences a violation of:

- R400.1913 **Discipline and child handling.**
 (3) Caregiving staff shall not do any of the following:
 (a) Hit, spank, shake, bite, pinch, or inflict other forms of corporal punishment.

NOTICE IS GIVEN that, Registrant is offered the opportunity to show compliance with all lawful requirements for retention of the certificate of registration. If Registrant appeals the Notice of Intent and compliance is not shown, formal proceedings will be commenced pursuant to the Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.111 et seq., rules promulgated thereunder, and the Administrative Procedures Act, 1969 PA 306, as amended; MCL 24.201 et seq. Should formal proceedings commence, you have the right to attorney representation at your own expense.

REGISTRANT IS NOTIFIED that pursuant to MCL 722.121(2) of the Child Care Organizations Act, Registrant has 30 days from the date of receipt of the Notice of Intent to file a written appeal of the proposed action. The appeal shall be addressed to Jason Scheeneman, Departmental Analyst, Bureau of Children and Adult Licensing, Michigan Department of Human Services. Your written appeal must include your name and license number, and must be submitted using one of the following methods:

- Mail your written appeal to the Bureau of Children and Adult Licensing, P.O. Box 30650, Lansing, MI 48909. You should obtain some type of delivery confirmation to verify delivery;
- Fax your written appeal to the Bureau of Children and Adult Licensing at (517) 284-9709. You should keep a copy of your fax confirmation as proof of submittal; or
- Email your written appeal to DAUappeals@Michigan.gov. You should keep a copy of the sent email as proof of submittal.

REGISTRANT IS FURTHER NOTIFIED that failure to file a written appeal of this action within 30 days will result in revocation of the certificate of registration.

DATED: November 19, 2013


James S. Sinnamon, Director
Child Care Licensing Division
Bureau of Children and Adult Licensing

This is the last and final page of a NOTICE OF INTENT in the matter of Charlease Thomas, DF500243973, consisting of 6 pages, this page included.

JJS

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING

In the matter of

License #: DF500243973

Charlease Thomas

SIR #: 2013D0195016

NOTICE OF COMPLIANCE CONFERENCE

Date: January 9, 2014

Time: 11:30 a.m.

Location: 19700 Hall Road, Clinton Township, MI 48038

Pursuant to the Administrative Procedures Act, MCL 24.292(1), you are afforded the opportunity to attend an informal compliance conference. The purpose of the compliance conference is to allow you to show that you were in compliance with the Child Care Organizations Act and the licensing rules promulgated thereunder. You have the right, at your expense, to have an attorney represent you at the compliance conference. You may also bring one support person to the compliance conference.

To enable a thorough discussion of the Notice of Intent at the compliance conference, please bring any documents, pictures, etc. that you would like the Department to consider. You may also submit documents to the Department prior to the compliance conference by emailing them to DAUappeals@Michigan.gov.

If you are unable to attend the compliance conference at the scheduled date and time, you may request, in writing, that the Department change the date and/or time. The Department will make all reasonable attempts to accommodate your request, but will not reschedule the compliance conference to a date more than 10 days after the scheduled date. If you promptly notify the Department of your inability to attend the compliance conference as scheduled, the Department may be able to schedule the compliance conference to a date earlier than originally scheduled.

If you are unable to show that you were in compliance with the Child Care Organizations Act and licensing rules, and a resolution cannot be reached, the Department will forward the matter to the Michigan Administrative Hearing System for the scheduling of a formal administrative hearing. The Michigan Administrative Hearing System will subsequently notify you of the date, time, and location of the administrative hearing.

All Department meetings and hearings are conducted in compliance with the Americans with Disabilities Act in buildings that accommodate mobility-impaired individuals and have accessible parking. If you require additional accommodations to participate in the compliance conference, please notify the Department at least one week in advance to make the necessary arrangements.

Please direct all written communications regarding the compliance conference or administrative hearing, including your license number, to the individual listed below:

Jason Scheeneman, Departmental Analyst
Disciplinary Action Unit
Bureau of Children and Adult Licensing
Michigan Department of Human Services
Victor Office Center
201 North Washington Square, 4th Floor
P.O. Box 30650
Lansing, MI 48909-8150

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING

In the matter of
Charlease Thomas

License #: DF500243973
SIR #: 2013D0195016

PROOF OF SERVICE

The undersigned certifies that a copy of a Notice of Intent to revoke the certificate of registration in the above matter was served upon the following persons by mailing the same to them at their address of record by certified mail on November 20, 2013.

Charlease Thomas
45297 Marquette Drive
Macomb, MI 48044



Suzanne Bancroft
Bureau of Children and Adult Licensing