



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

NICK LYON
INTERIM DIRECTOR

March 4, 2015

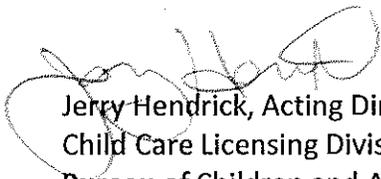
Ms. Lisa Hicks
3596 Harper Rd
Mason, MI 48854

Re: License DG330345401

Dear Ms. Hicks:

On or about January 14, 2015 you were certified mailed a copy of the Department of Human Services' Notice of Intent to revoke your license to operate a group child care home. In accordance with that notice, and because you did not exercise your right of appeal, your license has been revoked effective February 28, 2015. It is further understood that you will not receive children for care now, or in the future, without being properly licensed.

Sincerely,



Jerry Hendrick, Acting Director
Child Care Licensing Division
Bureau of Children and Adult Licensing

JH:kam

cc: Ailene Buchtrup, Licensing Supervisor
Maureen McNamara, Licensing Consultant

Certified Mail- Return Receipt Requested.



RICK SNYDER
GOVERNOR

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



NICK LYON
INTERIM DIRECTOR

January 14, 2015

Lisa Hicks
3596 Harper Road
Mason, MI 48854

License #: DG330345401
SIR #: 2015D0196005

Dear Ms. Hicks:

Enclosed is a copy of a NOTICE OF INTENT TO REVOKE YOUR LICENSE to operate a group 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,


Jerry Hendrick, Director
Child Care Licensing Division
Bureau of Children and Adult Licensing

Enclosures

Cc: Ailene Buchtrup, Area Manager

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

In the matter of

License #: DG330345401
SIR #: 2015D0196005

Lisa Hicks

NOTICE OF INTENT TO
REVOKE LICENSE

The Michigan Department of Human Services, by Jerry Hendrick, Director, Child Care Licensing Division, Bureau of Children and Adult Licensing, provides notice of the intent to revoke the license of Licensee, Lisa Hicks, to operate a group 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 July 24, 2014, Licensee was issued a license to operate a group child care home, with a current licensed capacity of 12, at 3596 Harper Road, Mason, MI 48854.
2. On multiple occasions during the summer and fall months of 2014, the Licensee exceeded her licensed capacity of 12 children, caring for as many as 23 children during a single time period. The Licensee failed to adhere to her child care home capacity on the following occasions:
 - a. On Mondays during the summer and fall months of 2014, the Licensee cared for as many as 19 children during a single time period.

- b. On Tuesdays during the summer and fall months of 2014, the Licensee cared for as many as 17 children during a single time period.
 - c. On Wednesdays during the summer and fall months of 2014, the Licensee cared for as many as 18 children during a single time period.
 - d. On Thursdays during the summer and fall months of 2014, the Licensee cared for as many as 14 children during a single time period.
 - e. On Fridays during the summer and fall months of 2014, the Licensee cared for as many as 15 children during a single time period.
 - f. The Licensee also provided care to five school-age children Monday through Friday, during both the early morning and afternoon hours. When the school-age children were present in the child care home, the Licensee had as many as 24 children in care during a single time period.
 - g. On August 27, 2014, assistant caregivers Rachelle Finch and Brooke Sciferf took 17 child care children on a field trip to a park that was located approximately four miles from the Licensee's home. That day, the Licensee remained in the child care home with several infants.
3. On multiple occasions during the summer and fall months of 2014, the Licensee failed to maintain rule-required, caregiver-to-child ratios, as evidenced by the following:
- a. The following caregiver-to-child ratios are required in child care homes:
 - i. One caregiver per six children is required for children of all ages.
 - ii. A maximum number of four children under the age of 30 months may be cared for by a single caregiver.

- iii. A maximum number of two children under the age of 18 months may be cared for by a single caregiver.
- b. On a daily basis, the Licensee left assistant caregivers Rachelle Finch and Brooke Sciferf on the lower level of the home as the sole caregivers for all children in care. The Licensee spent a majority of the day on the main level of her home with Minor Household Member 1 (Male, DOB: 10/04/12) and Minor Household Member 2 (Female, DOB: 04/29/14). The Licensee only returned to the child use area on the lower level to do laundry or retrieve food items from the pantry. Ms. Finch and Ms. Sciferf were the only two caregivers employed by the Licensee during the summer and fall months of 2014.
- c. On Mondays during the summer and fall months of 2014, the Licensee cared for as many as 19 children during a single time period. 12 of the 19 children were under the age of 30 months, with seven children under the age of 18 months. Four caregivers should have been present to meet ratio requirements.
- d. On Tuesdays during the summer and fall months of 2014, the Licensee cared for as many as 17 children during a single time period. 11 of the 17 children were under the age of 30 months, with seven children under the age of 18 months. Four caregivers should have been present to meet ratio requirements.
- e. On Wednesdays during the summer and fall months of 2014, the Licensee cared for as many as 18 children during a single time period. 11 of the 18

children were under the age of 30 months, with seven children under the age of 18 months. Four caregivers should have been present to meet ratio requirements.

- f. On Thursdays during the summer and fall months of 2014, the Licensee cared for as many as 14 children during a single time period. 11 of the 14 children were under the age of 30 months, with six children under the age of 18 months. Three caregivers should have been present to meet ratio requirements.
- g. On Fridays during the summer and fall months of 2014, the Licensee cared for as many as 15 children during a single time period. Ten of the 15 children were under the age of 30 months, with six children under the age of 18 months. Three caregivers should have been present to meet ratio requirements.
- h. On one occasion during the summer months of 2014, Ms. Finch took ten child care children on a field trip to a science museum. Ms. Finch was the sole caregiver providing care to ten children on the field trip. One additional caregiver should have been present to meet ratio requirements.
- i. On August 27, 2014, Ms. Finch and Ms. Sciferf took 17 child care children on a field trip to a park in Holt, Michigan. While at the park, Ms. Finch and Ms. Sciferf took the children to the park's pond and swimming area. Three caregivers should have been present on the field trip to meet ratio requirements.

- j. On one occasion in October 2014, the Licensee and Ms. Finch took child care children on a field trip to an inflatable play equipment center. The Licensee left Ms. Sciferf in the child care home as the sole caregiver for at least ten infants and young toddlers. Ms. Sciferf was 17 years of age during this time period, in violation of R 400.1904(1)(b). Ms. Sciferf was alone with the infants and toddlers for approximately two hours.
 - k. On November 17, 2014, at approximately 4:00 p.m., Parent D arrived at the Licensee's child care home to pick up Child D (Male, DOB: 09/11/11) and Child E (Male, DOB: 09/06/13). A caregiver whom Parent D had never met before answered the door and allowed Parent D inside the Licensee's home. The caregiver introduced herself to Parent D as Cherise Perkins. This was Ms. Perkins' first day working at the Licensee's child care home. The Licensee failed to inform Parent D that Ms. Perkins would be caring for Child D and Child E in the Licensee's absence, in violation of R 400.1903(1)(d). Ms. Perkins was the only caregiver present in the Licensee's home. Parent D observed at least ten children in Ms. Perkins' care. As Parent D was leaving the Licensee's home, he observed the Licensee arrive at the residence in her vehicle.
4. On multiple occasions during the summer and fall months of 2014, the Licensee provided routine transportation and transported children on field trips in her vehicle. The Licensee failed to follow child care licensing rules regarding the transportation of children, as demonstrated by the following:

- a. On multiple occasions during the fall months of 2014, the Licensee and Ms. Finch transported children to school in the Licensee's 15-passenger van. The Pupil Transportation Act, 1990 PA 187, prohibits the use of 11 to 15-passenger vans for the transportation of children.
 - b. The Licensee transported Child U (Male, DOB: 01/06/07) and Child V (Male, DOB: 10/10/08) to and from school five days per week. The Licensee failed to obtain written parental permission for this routine transportation.
 - c. On more than one occasion during the summer and fall months of 2014, Ms. Finch drove 15 or more children on field trips in the Licensee's 15-passenger van. On these occasions, several children had to share a single seatbelt, as there were more than 15 passengers in the Licensee's vehicle. The Licensee failed to assure that children were transported according to state laws.
 - d. On August 27, 2014, Ms. Finch drove 16 children to a park located approximately four miles from the Licensee's home. During this field trip, a total of 18 passengers were in the Licensee's 15-passenger van.
 - e. The Licensee failed to obtain written parental permission to transport children in care on field trips.
5. On more than one occasion during the summer and fall months of 2014, assistant caregiver Rachelle Finch used inappropriate methods of physical restraint with children in care. Ms. Finch was instructed by the Licensee to force-

feed children when they did not eat certain food items. Children in care were restrained on the following occasions:

- a. On more than one occasion during the summer and fall months of 2014, Ms. Finch forcefully pushed food items into Child DD's (Male, DOB: 06/15/10) mouth.
 - b. On at least one occasion in mid-October 2014, Ms. Finch pinned Child F (Female, DOB: 02/25/12) in between her legs while standing over the child. After immobilizing Child F, Ms. Finch force-fed the child.
 - c. On October 28, 2014, Ms. Finch restrained Child A (Male, DOB: 02/26/10) in an attempt to force-feed the child cauliflower. When Child A refused to eat the cauliflower, Ms. Finch pinned Child A on his back on the floor. Ms. Finch straddled Child A's waist and pinned both of the child's arms above his head with her right hand. Ms. Finch then used her left hand to push the cauliflower into Child A's mouth. Child A was upset during this incident and began yelling for his mother.
6. On multiple occasions during the summer and fall months of 2014, the Licensee refused to allow parents access to the child care home, as demonstrated by the following:
- a. On a daily basis during the summer and fall months of 2014, the Licensee had Ms. Finch meet parents at the garage entrance of the child care home during drop off and pick up time. The Licensee also routinely sent children outside to wait for their parents with Ms. Finch. On these occasions, infants were buckled into their car seats and were also taken outside. If

the weather was colder, the children were made to wait in the garage until their parents arrived at the Licensee's home.

- b. On November 11, 2014, Parent K arrived at the Licensee's home to drop off her two children. At that time, Child K (Male, DOB: 11/26/13) was fussy and appeared to be hungry. Parent K was met at the door by Ms. Finch. Parent K requested to go inside the Licensee's home with her children so that she could breastfeed Child K. Ms. Finch informed Parent K that she had to get permission from the Licensee to allow Parent K inside the home. Parent K was made to wait in the garage until Ms. Finch returned to the door. Ms. Finch then stated to Parent K that the Licensee did not want her inside the child care home and that the Licensee would feed Child K a bottle. Parent K had to breastfeed Child K in her vehicle before returning the child to Ms. Finch at the Licensee's door.
- c. On November 18, 2014, and December 4, 2014, Licensing Consultant Maureen McNamara interviewed assistant caregivers Rachelle Finch and Brooke Sciferf. Ms. Finch and Ms. Sciferf both reported that the Licensee had told them that she did not want parents in and out of her house. The Licensee instructed the caregivers to obtain permission from her before allowing a parent to enter the child care home.
- d. In November and December 2014, Ms. McNamara interviewed 14 parents of children enrolled in the Licensee's child care home. 13 of the 14 parents interviewed reported that the only time they were inside the Licensee's home was when they first interviewed the Licensee for child care. Each of

the 13 parents stated that they did not feel welcome inside the Licensee's home.

- e. On November 25, 2014, the Licensee described herself as "OCD" to Ms. McNamara. The Licensee denied being diagnosed with Obsessive-Compulsive Disorder, but stated that she was particular about things. The Licensee admitted to Ms. McNamara that she made sure children were ready five minutes before their scheduled pick-up time. The Licensee further admitted that she had the children sit in the garage or on the steps in the entryway of the child care area to wait for their parents.
7. On November 12, 2014, at approximately 3:00 p.m., the Licensee forced assistant caregiver Rachelle Finch to take Child A, Child B (Male, DOB: 11/24/11) and Child C (Male, DOB: 04/30/14) outside as the children waited for their mother to pick them up from the child care home. Shortly before 3:00 p.m., Children A, B and C's mother had car trouble and sent the Licensee a text message informing her that she would be late. From 3:00 p.m. until 4:30 p.m., the Licensee made Ms. Finch stay outside with Children A, B and C. Child A and Child B did not have sufficient cold-weather clothing to be outdoors for the 90-minute time period. As the children and Ms. Finch became cold, Ms. Finch asked the Licensee if she could take the children back inside the child care home. The Licensee refused and the children remained outdoors. The temperature during this time period fluctuated between 31 and 33 degrees, with a wind chill of 20 to 23 degrees.

8. At 4:30 p.m. on November 12, 2014, Children A, B and C's mother arrived at the Licensee's child care home. Child C was sitting in his car seat in the Licensee's garage. Child C had been sitting in his car seat in the garage since 3:00 p.m. Child A and Child B were playing with sidewalk chalk in the driveway of the home. Child A and Child B were wearing only a fleece jacket and a hat. Neither child had gloves. Child B immediately approached his mother and said that he was cold. Child B's hands were reddened from the cold temperatures.
9. On November 12, 2014, at approximately 5:30 p.m., Child H's mother arrived at the Licensee's home to pick up Child H (Female, DOB: 08/19/12). Child H was in the Licensee's garage with Ms. Finch. Despite the fact that Child H's mother sent a coat, hat, gloves and snow pants to the Licensee's home that day, Child H was wearing only a hooded sweatshirt and leggings. When her mother arrived, Child H had a runny nose and saliva running down her face.
10. On November 25, 2014, Ms. McNamara reviewed the Licensee's records for assistant caregivers and children in care and found the following violations:
 - a. The Licensee failed to maintain daily child care attendance records. On November 25, 2014, the Licensee admitted to Ms. McNamara that she does not record children's attendance at her child care home.
 - b. The Licensee failed to have child information cards on file for the following children:
 - i. Child U (Male, DOB: 01/06/07);
 - ii. Child V (Male, DOB: 10/10/08);
 - iii. Child W (Female, Age 6);

- iv. Child X (Male, Age 3);
 - v. Child Y (Male, Age 5 Months);
 - vi. Child Z (Female, Approximately Age 6);
 - vii. Child AA (Male, Approximately Age 7); and
 - viii. Child EE (Male, Age 3).
- c. The Licensee failed to have Child in Care statements on file for any of the children enrolled in her child care home. On November 25, 2014, the Licensee admitted this conduct to Ms. McNamara. The Licensee also admitted to Ms. McNamara that she did not provide parents with a copy of her discipline policy and a licensing rule book.
- d. The Licensee failed to have the following assistant caregiver records on file for Ms. Finch:
- i. A medical clearance verifying Ms. Finch's mental and physical health; and
 - ii. Tuberculosis test results.
- e. On November 17, 2014, and November 18, 2014, assistant caregiver Cherise Perkins cared for children in the Licensee's child care home. The Licensee failed to have any assistant caregiver records on file for Ms. Perkins. The Licensee was unable to provide Ms. McNamara with the correct spelling of Ms. Perkins' name and her contact number. The Licensee was missing the following records for Ms. Perkins:
- i. A record listing Ms. Perkins' name, address and telephone number;

- ii. A medical clearance verifying Ms. Finch's mental and physical health;
- iii. Tuberculosis test results;
- iv. Training records;
- v. A child abuse/neglect clearance from the Department of Human Services;
- vi. A written statement from Ms. Perkins verifying receipt of the Licensee's discipline policy and her awareness of child abuse/neglect laws; and
- vii. A criminal history clearance.

COUNT I

The conduct of the Licensee, as set forth in paragraphs 2 through 10 above, evidences a violation of:

R400.1902

Caregiver and child care home family.

- (2) An applicant or the caregiver shall be of responsible character and shall be suitable and able to meet the needs of children and provide for their care, supervision, and protection.

COUNT II

The conduct of the Licensee, as set forth in paragraphs 6 through 8 above, evidences a violation of:

R400.1903

Caregiver responsibilities.

- (3) The caregiver shall permit parents of enrolled children to visit anytime during hours of operation.

COUNT III

The conduct of the Licensee, as set forth in paragraph 10 above, evidences a violation of:

R400.1906

Records of caregiving staff and child care home family; record maintenance.

- (1) The caregiver shall maintain a file for the caregiver and each assistant caregiver including all of the following:
 - (a) The name, address, and telephone number.
 - (b) A statement signed by a licensed physician or his or her designee and which attests to the individual's mental and physical health.
 - (ii) For the assistant caregivers, within 1 year prior to caring for children and at the time of subsequent renewals.
 - (c) Written evidence of freedom from communicable tuberculosis (TB):
 - (ii) For the assistant caregivers, prior to caring for children.
 - (d) Training records, as defined in R 400.1905(5).
 - (e) A statement signed by each assistant caregiver that he or she has not been convicted of either of the following:
 - (i) Child abuse or child neglect.
 - (ii) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
 - (f) Documentation from the department of human services that the assistant caregiver has not been involved in substantiated child abuse or neglect.
 - (g) A written statement signed and dated by the assistant caregiver at the time of hiring indicating all of the following information:
 - (i) The individual is aware that abuse and neglect of children is unlawful.

- (ii) The individual knows that he or she is mandated by law to report child abuse and neglect.
- (iii) The individual has received a copy of the discipline policy.

(2) Child care home family members 14 years of age or older shall have written evidence of freedom from communicable TB.

COUNT IV

The conduct of the Licensee, as set forth in paragraph 10 above, evidences a violation of:

R400.1907

Children's records.

- (1) Prior to initial attendance, the caregiver shall obtain the following documents:
 - (a) A completed child information card on a form provide by the department or a comparable substitute approved by the department.
 - (b) A child in care statement/receipt using a form provided by the department and signed by the parent certifying the following:
 - (i) Receipt of a written discipline policy.
 - (ii) Condition of the child's health.
 - (iii) Receipt of a copy of the family and group child care home rules.
 - (iv) Agreement as to who will provide food for the child.
 - (v) Acknowledgement that the assistant caregiver is 14 to 17 years of age, if applicable.
 - (vi) Acknowledgement that firearms are on the premises, if applicable.
 - (vii) If the child care home was built prior to 1978, then the caregiver shall inform the parents of each child in care and all assistant caregivers of the potential presence of lead-based paint or lead dust hazards, unless the caregiver maintains documentation from a lead testing professional that the home is lead safe.
- (3) Dated daily attendance records of children in care shall be maintained and shall include the child's first and last name and the time of arrival and departure.

COUNT V

The conduct of the Licensee, as set forth in paragraphs 2 and 3 above, evidences a violation of:

R400.1908

Capacity.

- (2) The group child care licensee shall assure that the actual number of unrelated children in care at any 1 time does not exceed the number of children for which the home is licensed, not to exceed a total of 12.

COUNT VI

The conduct of the Licensee, as set forth in paragraphs 2 and 3 above, evidences a violation of:

R400.1910

Ratio of caregiving staff to children

- (1) The ratio of caregiving staff to children present in the home at any 1 time shall be not less than 1 caregiving staff person to 6 children. The ratio shall include all unrelated children in care and any of the following children who are less than 7 years of age:
 - (a) Children of the caregiver.
 - (b) Children of the assistant caregiver.
 - (c) Children related to any member of the child care home family by blood, marriage, or adoption.
- (2) For each caregiving staff person, not more than 4 children shall be under the age of 30 months, with not more than 2 of the 4 children under the age of 18 months.

COUNT VII

The conduct of the Licensee, as set forth in paragraphs 2 through 9 above, evidences a violation of:

R400.1911

Supervision.

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

COUNT VIII

The conduct of the Licensee, as set forth in paragraph 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.
 - (b) Restrict a child's movement by binding or tying him or her.
 - (c) Inflict mental or emotional stress, such as humiliating, shaming, threatening a child, or using derogatory remarks.

COUNT IX

The conduct of the Licensee, as set forth in paragraph 4 above, evidences a violation of:

R400.1951

Transportation.

- (4) Each child passenger restraint device and each safety belt shall be installed, anchored, and used according to the manufacturer's specifications and shall be maintained in a safe working condition.
- (5) The transportation of all children shall be conducted in accordance with existing state law.
- (6) Each child transported shall remain seated and properly restrained by the passenger restraint device appropriate for his or her age as defined by 1949 PA 300, MCL 257.710d(1), MCL 257.710e(3), (4), and the manufacturer's rated seating capacity.

COUNT X

The conduct of the Licensee, as set forth in paragraph 4 above, evidences a violation of:

R400.1952

Parent permission and notification required; child information cards when off-premises.

- (2) The caregiver shall obtain and keep on file written permission from a child's parent before each time a child is transported in a vehicle.
- (3) For routine transportation, the caregiver shall obtain written parent permission at least annually.

COUNT XI

The conduct of the Licensee, as set forth in paragraph 10(e) above, provides grounds for revocation of licensure pursuant to:

MCL 722.115d Offer of employment to person at child care organization; criminal history check and criminal records check; current employees; cost.

- (1) Before a child care organization makes an offer of employment to a person or allows a person to regularly and continuously work under contract at the child care organization, the child care organization shall perform a criminal history check on that person using the department of state police's internet criminal history access tool (ICHAT) or equivalent check on that person from the state or province of residence.

NOTICE IS GIVEN that, Licensee is offered the opportunity to show compliance with all lawful requirements for retention of the license. If Licensee 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.

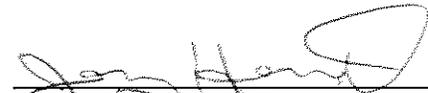
LICENSEE IS NOTIFIED that pursuant to MCL 722.121(2) of the Child Care Organizations Act, Licensee has 30 days from the date of receipt of the Notice of Intent to file a written appeal of the proposed action. The appeal shall be addressed to Kelly Maltby, Departmental Analyst, Bureau of Children and 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.

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

DATED: 11/16/2015



Jerry Hendrick, 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 Lisa Hicks, DG330345401, consisting of 19 pages, this page included.

KMM

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

In the matter of

License #: DG330345401
SIR #: 2015D0196005

Lisa Hicks

NOTICE OF COMPLIANCE CONFERENCE

Date: Friday, February 27, 2015

Time: 1 to 3 p.m.

Location: Lansing BCAL office, 201 North Washington Square, Victor Building, 4th Floor, Lansing, MI

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:

Kelly Maltby, 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

License #: DG330345401
SIR #: 2015D0196005

Lisa Hicks

PROOF OF SERVICE

The undersigned certifies that a copy of a Notice of Intent to revoke the license 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 January 22, 2015.

Lisa Hicks
3596 Harper Road
Mason, MI 48854



Kristine Manion, Secretary
Bureau of Children and Adult Licensing