

# **REPORTING ALLEGED/APARENT VIOLATIONS AND COMPLAINTS**

**Michigan Interagency Migrant Services Committee (IMSC)**  
Outreach & Education Subcommittee

In collaboration with MDARD Migrant Labor Housing and Workforce Development Agency/SOM

# OUTREACH WORKER TRAINING SERIES OVERVIEW

- **IMSC Outreach and Education Subcommittee**
  - The purpose of the subcommittee is to provide training and resources to ensure effective and safe services to MSFWs by service providers and community members.
- **Goals of the Webinar Series:**
  - Resources for local and state agencies
  - Core training for staff throughout the state
  - Opportunity to learn more about other agencies and outreach conducted through these agencies
  - Education from top experts on select topics

# REMINDERS

- **House Keeping**

- Please do not put your phone on hold
- All registered participants will receive a link to:
  - Evaluation on Survey Monkey
  - PowerPoint presentation
  - Resources
    - Inter-Agency MSFW Referral Form & Instruction Document

## Q and A

- If you have a question, please send it to the host. We will attempt to get through as many as possible.

Raise Your Hand



Use the Telephone



See Who Is Talking



Ask A Question



The screenshot displays the GoToWebinar interface with several panels:

- Attendee List (2 | Max 201):** Shows a list of attendees under the heading "Attendees (1)". The list is sorted "NAMES - ALPHABETICALLY" and currently shows "Corena Bahr (Me)". A search bar is located below the list.
- Audio:** Shows "Audio Mode" with "Use Telephone" selected. A "MUTED" indicator and a volume level bar are visible. A "Talking: Suzie Smith" indicator is also present.
- Questions:** Shows a "Questions Log" with a question: "Q: Is there a volume discount?" and an answer: "A: Yes! We will send you more info after the event." Below the log is a "Send" button.
- Webinar Now:** Shows "Webinar ID: 731-938-951" and the "GoToWebinar" logo.

# Apparent Violations / Referral Procedures

Apparent Violation...What?  
Identifying and Reporting

Presented by:

**Belén Ledezma**, Director  
Workforce Development Agency  
Migrant, Immigrant & Seasonal Worker Services

**Majed Ghussaini**, Manager  
Michigan Department of Agriculture and Rural Development  
Migrant Labor Housing

# Apparent Violations / Referral Procedures

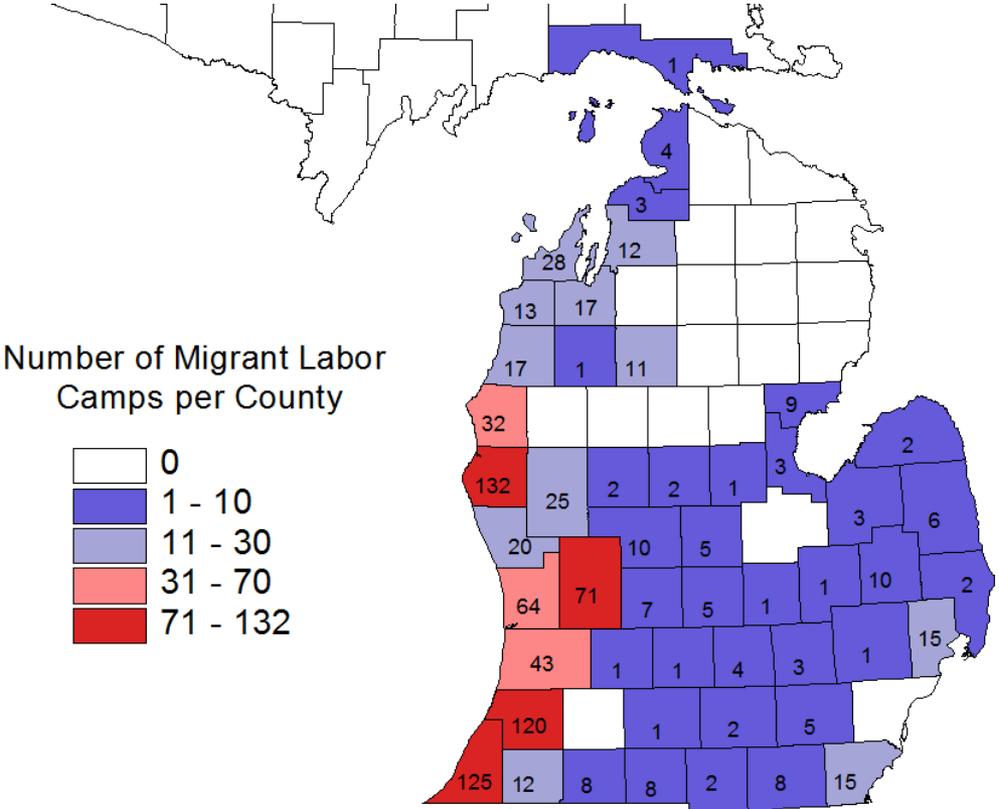
- Objectives for Today
  - Migrant Labor Background & Importance
  - Identification of Apparent Violations
  - Referral Process
  - Inter-Agency Referral Form
  - Referral Routing

# Migrant Labor in Michigan

- 38 crops dependant
- \$2.3 billion farm gate receipts
- Northern terminus of migrant stream
  - Quality housing
  - Extended and diverse work opportunities
- Estimated 90,000 workers & family members
- At-Risk Population

# Licensed Migrant Housing Locations

- 850 Housing Sites
- 4,000 Living Units
- 22,000 Capacity
- 1,700 Inspections



# Apparent Violations

- Tangible Safety Risk
  - Home, Field, Workplace, Transportation
- Wellbeing
  - Unattended Children, Treatment, Discrimination
- Wage and Hour
  - Wage Payment, Minimum Wage, Child Labor

# Examples

- Is someone being taken advantage of?
- Is someone being mistreated?
- Is someone at risk?
- **Migrant Labor Housing**

# Migrant Labor Housing Inspections Include

- site clear & setback
- drainage
- drinking water quality
- sound construction
- window & door function
- plumbing
- heating
- electrical
- appliances
- furniture
- smoke detectors
- egress
- laundry
- garbage disposal
- fire suppression
- occupancy levels

# Rule Overview

- 1 – Definitions
  - 3 – Committee
  - 5 – Applicability
- 

# Rule 7 - Licensure

- Based on Inspection
- \$1,000 / day fine for operation without license

	2009	Environmental Stewardship Division Migrant Labor Housing Program
	<b>Agricultural Labor Camp License</b> License Number: CAMP ID - License Number	

Owner Mailing Address	Camp	
Owner Name	Camp Name	County
Owner Address	Camp Address	Township
Owner Location	Camp Location	Section

**License Conditions**

Failure to prominently display this license constitutes a violation of Act 368, Public Acts of 1978, as amended and subject to penalties as stated in the act. This license is issued with the following conditions:

1. Continued compliance with Act 368, Public Acts of 1978, as amended, and the rules promulgated thereunder.
2. This license is not transferable or assignable, except with the express written consent of MDA.
3. The stipulations on the latest inspection report recommending licensing are as follows:

Type of License:	Full or Temporary
Number of Units:	Number of living units licensed for occupancy
Housing capacity:	Number of occupants allowed under license
Occupancy from:	Open Date to Closed Date
Special Conditions:	List of special conditions required for occupancy, if applicable

# Rule 9 - Responsibilities

- Owner
  - Weekly Inspection
  - Repair as Needed
  - Occupancy List
  - Post License
- Occupant
  - Clean Personal Space
  - Dispose of Waste

Responsibility Placard

GUIDELINES AND RULES FOR CAMP OPERATORS  
INSTRUCCIONES Y REGLAS PARA LOS OPERADORES DEL CAMPO

- ⇒ **Maintain clean camp area free from high grass, weeds, farm equipment, and junk.** Mantenga el área del campo limpia y libre de zacate alto, malezas, equipo agrícola y chatarra.
- ⇒ **Provide a safe water supply.** Proporcione un abastecimiento de agua seguro.
- ⇒ **Conduct a weekly inspection of the camp and all living units.** Haga una inspección semanal del campamento y todas las unidades de vivienda.
- ⇒ **Maintain accurate inventory of individuals assigned to each living unit.** Mantenga un inventario exacto de los individuos asignados a cada unidad de vivienda.
- ⇒ **Provide structurally sound living units with adequate clean beds, mattresses, tables, and seating.** Provea unidades de vivienda en buen estado estructural así como camas, bases para cama, colchones, mesas y sillones limpios y en buenas condiciones.
- ⇒ **Provide and maintain adequate number of approved smoke detectors in each sleeping area. Provide approved and properly maintained readily accessible fire extinguisher (2A-10-BC or larger) within 100 feet of all units.** Proporcione y mantenga el número adecuado de detectores de humo aprobados en cada cuarto de dormir. Proporcione un extinguidor aprobado y correctamente mantenido (2A 10-BC o más grande) y de fácil acceso a 100 pies de todas las unidades.
- ⇒ **Provide adequate lighting and electrical outlets in all living units.** Proporcione iluminación adecuada y enchufes eléctricos en todas las unidades de vivienda
- ⇒ **Provide yard lighting in camp area.** Proporcione iluminación en el área del patio del campamento.
- ⇒ **Provide adequate and safe heating in all living units occupied before June 1 or after September 1.** Proporcione calefacción adecuada y segura en todas las unidades de vivienda ocupadas antes del **primero de junio** o después del **primero de septiembre**.
- ⇒ **Provide and maintain safe cooking facilities and refrigerator in each living unit.** Proporcione y mantenga de forma segura unidades para cocinar y refrigerador en cada unidad de vivienda.
- ⇒ **Provide showers with hot and cold water.** Provea duchas con agua caliente y fría.
- ⇒ **Provide clean, fly-tight toilets.** Proporcione baños limpios y bien cerrados para evitar que las moscas entren.
- ⇒ **Maintain adequate, covered garbage cans and empty them as needed.** Mantenga botes de basura adecuados y tapados y vaciarlos cuantas veces sea necesario.
- ⇒ **Supervise camp occupants and their activities.** Supervise los inquilinos del campo y sus actividades.

# Rule 11 – Camp Area - Drainage



# Rule 11 – Camp Area - Safety



# Rule 11 – Camp Area – Junk / Mow



# Rule 11 – Camp Area - Storage



# Rule 13 – Water Supply

- Sound Construction
- Annual Water Testing
- Chlorination

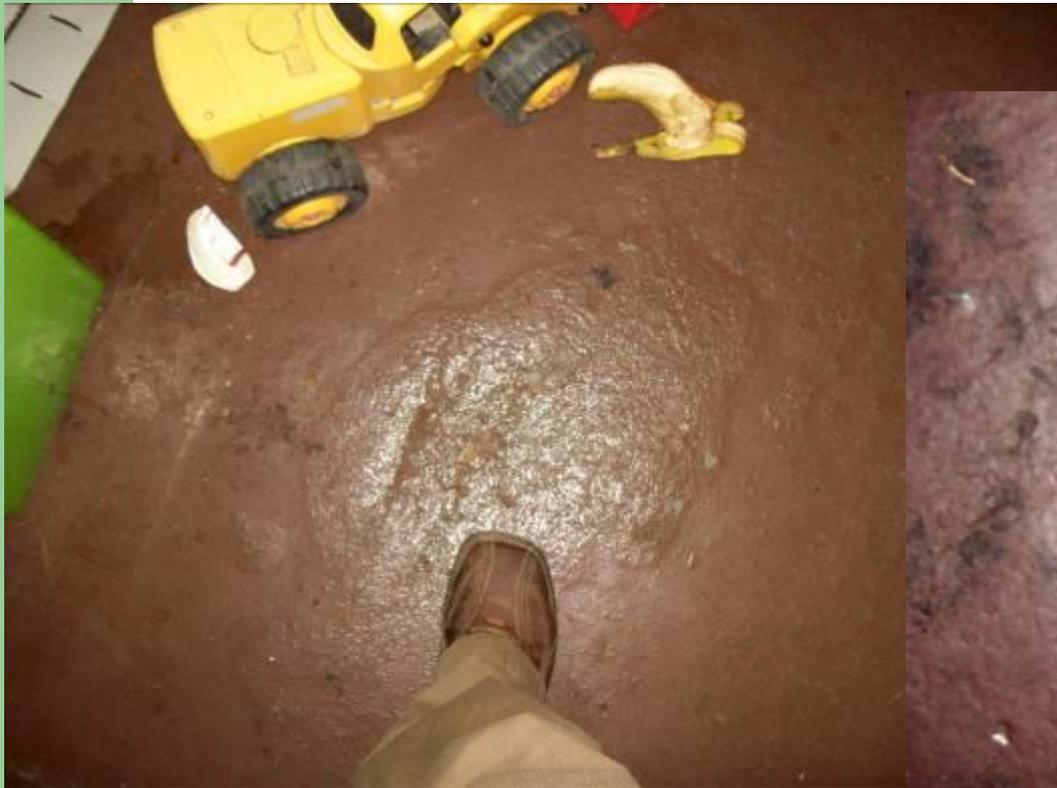


# Rule 15 – Shelter - Construction

- Sound
- Cleanable
- Capacity



# Rule 15 – Shelter - Sound



# Rule 15 – Shelter - Structure



# Rule 15 – Shelter - Capacity

- Self Contained
  - 100 Square Feet / Occupant
  - Exterior Dimensions
- Sleepers w/ External Kitchen & Bath
  - 50 Square Feet / Occupant
  - 40 Square Feet if Bunk Beds
- Living Unit Specific Occupancy

# Rule 17 – Fire

- Alarm
- Extinguisher
- Egress



# Rule 17 – Fire



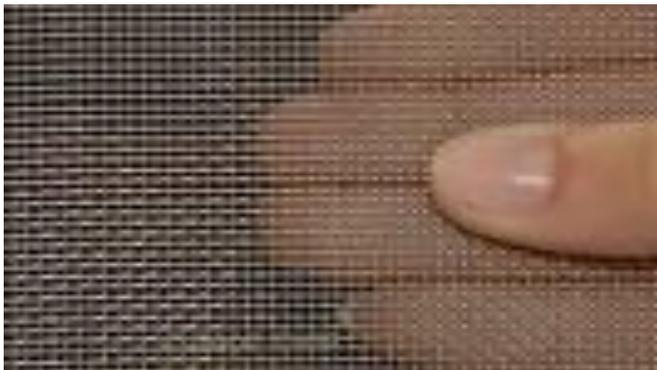
# Rule 17 – Safety- Setback

- 50 Feet



# Rule 19 – Ventilation / Electricity

- Natural Lighting
- Each Habitable Room with window for ventilation
- Fly Tight- 16 mesh screen



- Electrical Affidavit

# Rural 19 - Electrical

- Lighting
- Extensions
- Affidavit



# Rule 21 - Heating

- Before May 31<sup>st</sup>
- After September 1<sup>st</sup>
- 65 Degrees
- Heating Affidavit



# Rule 23 - Cooking

- Cook Stove
- Refrigeration
- Food Storage
- Cleanable
- 2-C Sink
- Table & Chairs



# Rule 25 - Bathing

- Clean & Sanitary
- < 200 feet from shelter
- 1 showerhead / 10 occupants
- 1 sink / 15 occupants
- 1 laundry / 30 occupants

# Rule 27 – Toilet

- 1 / 15 occupants
- Within 200 feet of shelter
- Partitioned
  - Men's & Women's or Unisex
- Flush Toilet
- Privy or Chemical Toilet
  - over 50 feet from shelter
  - fly tight
  - clean
  - pumped weekly



# Rule 29 Sewage

- Proper Connections
- Performance
  - Vault Pumping
  - Field Cover



# Rule 29 - Garbage

- Durable
- Fly Tight
- Weekly Collection



# Rule 31 – Winter Occupancy

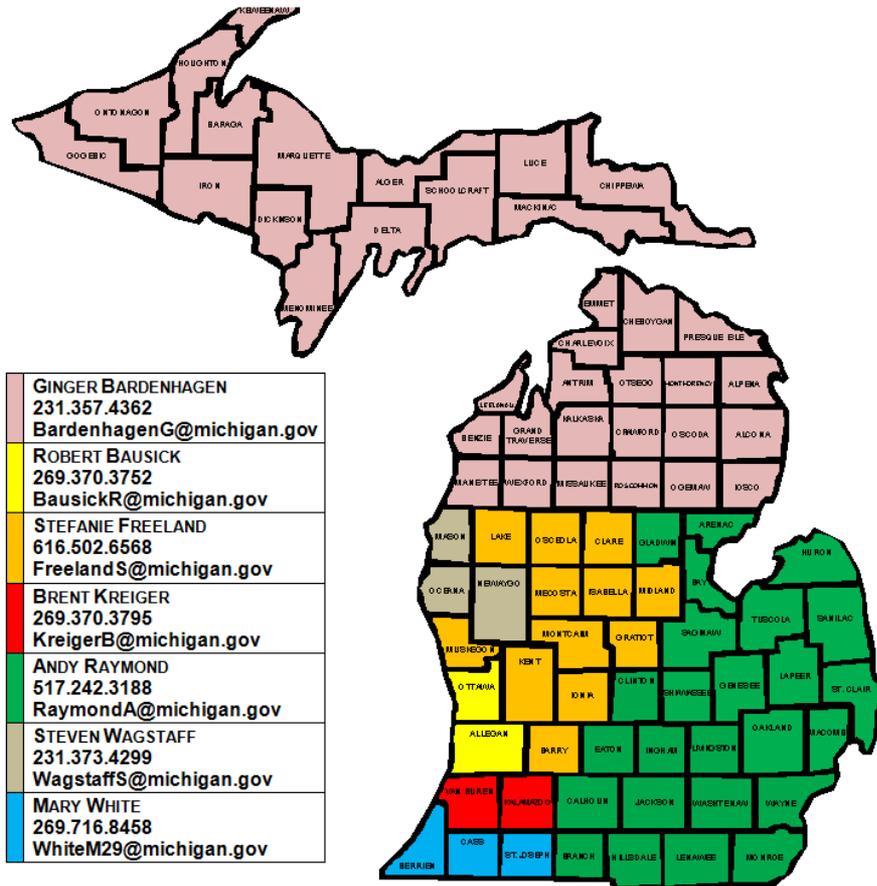
- Before April 1
- After November 15
- Self Contained
  - Kitchen
  - Bathroom
  - Double Walls
  - Prevent Pipe Freezing
  - 100 Square Feet / Occupant

# Inspection Scope

- Diverse & Dynamic
- Labor Intensive
- Sanitarian Background
- Inadequate Design / Construction
- Lack of Maintenance
- Damage by Occupants



# Migrant Labor Housing Staff



# Referral Process

- Inform Camp Operator
  - Occupant Damage
  - Misidentification
  - Good for Rapport
- Inter-Agency Referral Form
- Referral Routing
- Follow-Up



# Referral Header

- Observer
  - First hand contact information for call back / evidence
- Location of Housing or Event Observed
  - Camp ID & Name
  - Specific Locations
  - Bracket street address
  - Attach Map or Air Photo
- Employer / Housing Owner / Responsible Party
  - Plat Maps
  - Register of Deeds / Assessors Office

# Referral Type & Routing Details

- Initial Routing
- Risk
- Jurisdiction

Type of Referral	Site Details	
<input type="checkbox"/> Housing Conditions / Occupancy	Observation Date / Time	5 or more migrant ag workers (mm/dd/yy)
<input type="checkbox"/> Field Sanitation / Work Conditions	Number of Agricultural Workers	English Speaking (Yes, Some, No)
<input type="checkbox"/> Wage Issues	Home State(s)	Total Employees Present
<input type="checkbox"/> Child Labor	Total Housing Occupants	Number of Children Under 12
<input type="checkbox"/> Discrimination Housing		
<input type="checkbox"/> Discrimination Employment		
<input type="checkbox"/> Human Trafficking		
<input type="checkbox"/> Crew Leader Issues		
<input type="checkbox"/> Other- describe below		

# Referral Routing

Primary Issue	Contact	@
Housing	Majed Ghussaini	<a href="mailto:ghussainim@michigan.gov">ghussainim@michigan.gov</a>
Field Sanitation Water & Conditions	Elaine Clapp	<a href="mailto:clappe@michigan.gov">clappe@michigan.gov</a>
Wage & Hour	Mary O'Rourke	<a href="mailto:orourke.mary@dol.gov">orourke.mary@dol.gov</a>
Everything Else	Gerry Aranda	<a href="mailto:smaoffice@michigan.gov">smaoffice@michigan.gov</a>

# Referral Follow-Up

## Migrant Labor Housing Referral Tracking

Referral Source <sup>33</sup>		Site Owner <sup>1</sup>		Camp / Site <sup>6</sup>		Referral Details <sup>1193</sup>		
Corp	Farmworker Legal Services	Berrybrook Enterprises	Camp_ID	80-0014	Start	6/13/2011	TotalEmploy	
Name	Katie D'Adamo	Scott Hassle	Name	Northrup Camp	AgWorkers		Children	
Street	3030 S 9th Street - Suite 1A	28230 Elm Street	SiteStreet	93941 56th St	HomeState		Sanitarian	Brent Kreiger
City	Kalamazoo	Dowagiac	SiteCity	Dowagiac	Occupants		Status	Open
State	MI	MI	SiteState	MI	5orMore		Close	6/14/2011
Zip	49009	49047	SiteZip	49047	English		Report	<input checked="" type="checkbox"/>
Phone	(269)492-7190	(269) 782-5000	County	Van Buren	<b>CaseDescription</b> we noticed a pungent sewage smell emanating from the concrete barrels located alongside the trailer unit at the far back right/northeast corner of the camp. There were at least two adults and one small child living in the residence.			
Cell			Township	Hamilton				
Email	kdadamo@lsscm.org		Section	32				
			Unit/Cap/Stat	<input type="text"/> 93 A				
			Sanitarian	Brent Kreiger				

Date	Initials	Notes	1193
6/14/2011	Brent	The lid for the pump chamber was off-set allowing sewer gas to escape. The sewer line, septic tank, pump chamber and absorption field and all are functioning correctly. Berrybrook is going to try to fabricate a gasket that will keep the concrete lid from shifting if bumped. Possible reasons for the lid shifting are the lawn mower or camp occupant curiosity.	
6/15/2011	Mark	Issue resolved Case Closed	

# MDA Referrals / Relative Risk

- **Unlicensed & Occupied**
- Sewage & Sanitation
- Unprotected Electrical
- Overcrowding
- Structural Failings
- Blocked Egress
- Water Supply Safety
- Children At Risk
- Damaged Screens
- Full Dumpsters
- Open Insulation
- License Not Posted

# MDA Migrant Labor Housing

- Housing
- Agriculture
- Five or more
- Migrant Workers
  
- [www.michigan.gov/mlh](http://www.michigan.gov/mlh)
  - Licensing
  - Migrant Labor Housing

## Migrant Labor Housing General Information

- [Migrant Labor Housing License Details & FAQ](#)
- [Migrant Labor Housing License Application Form](#) PDF
- [Self Inspection Survey](#) PDF
- [Migrant Labor Housing Brochure](#) PDF
- [Migrant Labor Housing Map of Michigan](#) PDF
- [Migrant Labor Housing Program](#) PDF
- [Migrant Labor Housing Licensed Camp List](#) PDF
- [Migrant and Seasonal Farm Worker Program](#)

## Public Act No. 368 of 1978

- [Public Act 368 of 1978](#)
- [Part 124 of Michigan Public Act 368 of 1978 as amended: Provisions Relating to Agricultural Labor Camps](#)  
provisions of public act no. 368 of 1978 relating to agricultural labor camps part 124

> [More](#)

## Compliance Assistance

- [Environmental Health and Safety Concerns in Migrant Labor Housing](#) PDF
- [Migrant Labor Camp Rules](#) PDF
- [Water Well Disinfection](#)
- [Migrant Labor Housing Mobile Home Specifications](#) PDF
- [Electrical Affidavit For Agricultural Labor Camps](#) PDF
- [Mobile Home Check List for Migrant Labor Housing](#)
- [Heating Facilities Affidavit For Agricultural Labor Camps](#) PDF

# MISWSD Resources

- Website: [www.michigan.gov/michaglabor](http://www.michigan.gov/michaglabor)
- Twitter: #horadelcampo
- Farmworker Radio Program: 103.7 COSY-FM

# EVALUATION

You will be receiving a follow up email with a link to Survey Monkey.

Your feedback is greatly appreciated!

# THANK YOU

Hosted by Farmworker Legal Services in collaboration with the IMSC  
Outreach and Education Subcommittee

## Presenters:

Belén Ledezma, Director  
Workforce Development Agency  
Migrant, Immigrant & Seasonal  
Worker Services

[ledezma@michigan.gov](mailto:ledezma@michigan.gov)

[www.michigan.gov/michaglabor](http://www.michigan.gov/michaglabor)

Majed Ghussaini, Manager  
Michigan Department of Agriculture  
and Rural Development  
Migrant Labor Housing

[ghussainim@michigan.gov](mailto:ghussainim@michigan.gov)

[www.michigan.gov/mlh](http://www.michigan.gov/mlh)