

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU

**In the matter of**

License #: DF610402323  
SIR #: 2021D1080006

Melisa Hoxsie

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**Pursuant to the Child Protection Law, MCL 722.627(2),  
the information contained in this Notice of Intent is CONFIDENTIAL.**

ORDER OF SUMMARY SUSPENSION  
AND NOTICE OF INTENT TO REVOKE LICENSE

The Michigan Department of Licensing and Regulatory Affairs, by Scott Bettys, Division Director, Child Care Licensing Bureau, hereafter referred to as “the Bureau,” orders the summary suspension and provides notice of the intent to revoke the license of Licensee, Melisa Hoxsie, 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 June 4, 2020, Licensee was issued a license to operate a family child care home with a licensed capacity of six at 3685 Haymeadow Avenue, Ravenna, Michigan 49451.
2. Prior to the issuance of the license , and during subsequent modifications of the statutes and rules, Licensee received copies of the Child Care Organizations Act, the licensing rule book for family and group child care homes, and the Child Protection Law. These rules and statutes are posted and available for download at [www.michigan.gov/lara](http://www.michigan.gov/lara).

### **Previous Licensing Violations**

3. On November 30, 2020, Licensing Consultant Tarah Kline conducted an on-site renewal inspection at Licensee's home and cited Licensee, in part, for failing to maintain complete and accurate child information cards as required by Rule 400.1907(1)(a). On November 30, 2020, the backside of one card was not filled out. Another card was missing the physician's phone number and parent's employer's phone number.

### **Current Allegations**

4. Licensee failed to provide appropriate care and supervision of children in care at all times and know the location of children at all times. Specifically:
  - a. On April 8, 2021, the following household members and child care children were present at Licensee's home:
    - i. Minor Household Member 1 (MHM1) (age ■ years);
    - ii. MHM2 (age ■ years);
    - iii. MHM3 (age ■ years);
    - iv. MHM4 (age ■ months);
    - v. Child A (age ■ months);
    - vi. Child B (age ■ months);
    - vii. Child C (age ■ years); and
    - viii. Child D (age ■ years).
  - b. On April 8, 2021, Licensee yelled at MHM1 to take the child care children outside so she could take a nap.

- c. On April 8, 2021, while getting the children ready to go outside, MHM1 could not find one child's shoes. Licensee yelled, "They're right here" and threw each shoe at MHM1, hitting [REDACTED] both times. Licensee also called MHM1, MHM2, and MHM3 "little [REDACTED]" in front of the younger children. After she threw the shoes at MHM1, Licensee walked down the hallway toward her bedroom.
- d. On April 8, 2021, after exiting the home, all the children went to a nearby park for approximately two hours without a child care staff member or adult supervision. When they returned to the child care home, Licensee was making lunch.
- e. During an interview with [REDACTED], [REDACTED], MHM3 stated that on one occasion, [REDACTED] watched Child C and Child D for approximately 30 minutes to one hour while Licensee went back to bed. [REDACTED] stated this occurred on a Wednesday.
- f. On April 20, 2021, Licensing Consultant Amanda Wendell, accompanied by [REDACTED] and a [REDACTED], conducted an on-site investigation at the licensed home. Upon arrival, Licensee was present with Child B, Child C (age [REDACTED] years), Child F (age [REDACTED] years), Child G (age [REDACTED] months), and MHM4. Licensee sent Child C and Child F to the fenced-in back yard without adult supervision and put Child G down for a nap in a bedroom. After 14 minutes, Ms. Wendell had to ask Licensee to check on the children as they were without direct supervision.

g. On April 20, 2021, during the on-site investigation, Ms. Wendell interviewed Licensee. Licensee denied napping while children were in care. She stated that on April 8, 2021, she was having a busy day and needed to use the bathroom, so she asked MHM1 and MHM2 to take the children to the back yard to play. When she came out of the bathroom approximately 5-10 minutes later, the children were gone from the yard, and she did not know where they went. Licensee stated that she called MHM1 on [REDACTED] cell phone, and MHM1 informed her that they were all at the park. Licensee stated that the children were gone for approximately 20 minutes before they arrived back home.

5. Licensee failed to maintain a ratio of one adult child care staff member for every six children in care. On April 8, 2021, Licensee left five children under the age of 7 years without an adult child care staff member present for approximately 2 hours.

6. Household Member [REDACTED]

Specifically:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7. Licensee will not prohibit Household Member [REDACTED] from being on the premises of the child care home. On May 17, 2021, Ms. Wendell informed Licensee that the Bureau's CCBC unit found [REDACTED] ineligible to be a household member. Licensee stated that she was not willing to make [REDACTED] leave the home. Ms. Wendell explained that [REDACTED] presence in the home would affect her ability to be a licensed child care provider, and Licensee said she understood. [REDACTED] is still living in the child care home.
8. Licensee failed to maintain complete and accurate child information cards for all the enrolled children. On April 20, 2021, Ms. Wendell reviewed the child information cards for seven of the enrolled children. The cards were missing the following information:
  - a. Seven cards were missing dates of admission.
  - b. Two cards were missing allergy information.
  - c. One card was missing date of birth.
  - d. Three cards were missing parents' employers' telephone numbers.
  - e. One card was missing physician's telephone number.
  - f. One card was missing medical permission.
  - g. One card was missing the parent's date of signature.

#### COUNT I

The conduct of Household Member [REDACTED], as set forth in paragraph 6(a) above, provides grounds for revocation of licensure pursuant to:

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

COUNT II

The conduct of Licensee, as set forth in paragraphs 4(a) through 4(g) above, evidences a willful and substantial violation of:

**R 400.1911**

(1) A licensee shall ensure appropriate care and supervision of children at all times.

COUNT III

The conduct of Licensee, as set forth in paragraph 5 above, evidences a willful and substantial violation of:

**R 400.1910**

(1) The ratio of personnel to children present in the home at any 1 time must be not less than 1 member of the personnel to 6 children. The ratio must include all children in care who are not related to any personnel and any of the following children who are less than 6 years of age:  
(a) Children of the licensee.  
(b) Children of a child care staff member or child care assistant.

(c) Children related to any member of the household by blood, marriage, or adoption.

COUNT IV

The conduct of Licensee, as set forth in paragraphs 4(b), 4(c), and 4(e) above, evidences a willful and substantial violation of:

**R 400.1911**

(3) A licensee and child care staff members shall be up and awake at all times when children are in care, except as provided in R 400.1922(2) of these rules.

COUNT V

The conduct of Licensee, as set forth in paragraph 4(g) above, evidences a willful and substantial violation of:

**R 400.1911**

(4) A licensee and child care staff members shall know the location of each child at all times.

COUNT VI

The conduct of Household Member [REDACTED], as set forth in paragraphs 6(a) and 6(b) above, provides grounds for revocation pursuant to:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

COUNT VII

The conduct of Licensee, as set forth in paragraph 7 above, evidences a willful and substantial violation of:

**R 400.1925**

- (4) For an individual who is determined ineligible by the department, a licensee shall immediately do all of the following:
  - (a) Prohibit the individual from being on the premises of the child care home.

COUNT VIII

The conduct of Licensee, as set forth in paragraph 8 above, evidences a willful and substantial violation of:

**R 400.1907**

- (1) Prior to a child's initial attendance, a licensee shall obtain the following documents:
  - (a) A completed child information card on a form provided by the department or a comparable substitute approved by the department.

**[NOTE:** By this reference, paragraph 3 is incorporated into this Count for the purpose of demonstrating willful and substantial violation of the above rule.]

DUE TO THE serious nature of the above violations and the potential risk it represents to vulnerable children in Licensee's care, emergency action is required. Therefore the provision of MCL 24.292 of the Administrative Procedures Act of 1969, as amended, is invoked. Licensee is hereby notified that the license to operate a family child care home is summarily suspended.

EFFECTIVE 6:00 p.m., on May 18, 2021, Licensee is ordered not to operate a family child care home at 3685 Haymeadow Avenue, Ravenna, Michigan 49451, or at any other location or address. Licensee is not to receive children for care after that time or date. Licensee is responsible for informing parents or guardians of children in care that license has been suspended and that Licensee can no longer provide care.

HOWEVER, BECAUSE THE Department has summarily suspended Licensee's license, an administrative hearing will be promptly scheduled before an administrative law judge. Licensee MUST NOTIFY the Department and the Michigan Office of Administrative Hearings and Rules in writing within seven calendar days after receipt of this Notice if Licensee wishes to appeal the summary suspension and attend the administrative hearing. The written request must be submitted via MAIL or FAX to:

Michigan Office of Administrative Hearings and Rules

611 West Ottawa Street, 2<sup>nd</sup> Floor  
P.O. Box 30695  
Lansing, Michigan 48909-2484  
Phone: 517-335-7519  
FAX: 517-763-0155

MCL 24.272 of the Administrative Procedures Act of 1969 permits the Department to proceed with the administrative hearing even if Licensee does not appear. Licensee may be represented by an attorney at the administrative hearing.

DATED: May 18, 2021

A handwritten signature in dark ink, appearing to read "Scott Bettys", is written over a light blue rectangular background.

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Scott Bettys, Division Director  
Child Care Licensing Bureau

This is the last and final page of the ORDER OF SUMMARY SUSPENSION AND NOTICE OF INTENT in the matter of Melisa Hoxsie, DF610402323, consisting of nine pages, this page included.

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DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
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**PROOF OF SERVICE**

The undersigned certifies that a copy of the *Order of Summary Suspension and Notice of Intent* was personally served upon the person below on \_\_\_/\_\_\_/\_\_\_\_\_ at \_\_\_\_:\_\_\_\_ a.m. or p.m.

Melisa Hoxsie  
3685 Haymeadow Avenue  
Ravenna, Michigan 49451

Served by:

\_\_\_\_\_  
Child Care Licensing Consultant  
Child Care Licensing Bureau