STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

Pete Aerts
City Of Kalamazoo Parks & Recreation
251 Mills St.
Kalamazoo, MI 49008

September 19, 2024

RE: License #: CD390408256
Investigation #: 2024C0104005
City of Kalamazoo Super Rec Camp

Dear Mr. Aerts:

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 feel free to 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 616-356-0183.

Sincerely,

Jarrah Buch-Price

Jarrah Buch-Price, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
269-615-6200
enclosure

MICHIGAN DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
CAMP LICENSING UNIT
SPECIAL INVESTIGATION REPORT

I. IDENTIFYING INFORMATION

License #:	CD390408256
Investigation #:	2024C0104005
Complaint Receipt Date:	06/26/2024
Investigation Initiation Date:	06/26/2027
Report Due Date:	08/25/2024
Licensee Name:	City Of Kalamazoo Parks & Recreation
Licensee Address:	251 Mills St. Kalamazoo, MI 49008
Licensee Telephone #:	269-337-8191
Administrator:	Peter Aerts
Name of Facility:	City of Kalamazoo Super Rec Camp
Facility Address:	2100 Race St. Kalamazoo, MI 49001
Facility Telephone #:	269-337-8418
Original Issuance Date:	06/17/2021
License Status:	REGULAR
Effective Date:	12/17/2023
Expiration Date:	12/16/2025
Capacity:	40
Program Type:	CHILD CAMP - DAY

II. ALLEGATION(S)

	Violation Established?
The camp did not determine suitability of counselor.	Yes
The camp did not follow their child protection policy.	No

III. METHODOLOGY

06/26/2024	Special Investigation Intake 2024C0104005
06/26/2024	Special Investigation Initiated - Telephone
06/27/2024	Inspection Completed On-site
07/01/2024	Contact Document Received
09/17/2024	Inspection Completed-Sub Compliance
09/19/2024	Corrective Action Plan Requested and Due By 10/4/2024
09/19/2024	Exit Conference

ALLEGATION:

The camp did not determine suitability for position of counselor.

INVESTIGATION:

On 6/24/2024, I received a phone call from recreation coordinator Pete Aerts. Mr. Aerts stated that on 6/21 it was reported to him that a counselor had inappropriate contact with a minor Counselor-in-Training (CIT).

On 6/27/2024, I interviewed Mr. Aerts at the camp. Mr. Aerts stated he became aware of the situation at approximately 11:45am on 6/21 after receiving a telephone call from site supervisor Cameron Matthews informing him of the allegation. Mr. Aerts stated that the allegations made by CIT 1 did not occur during camp, but prior to the start of the summer season. However, because of the nature of the allegations SM 1 was immediately removed from his duties.

Mr. Aerts explained that individuals wishing to be employed by the camp must submit an application, provide three references, and complete an interview. If determined acceptable to hire they must complete a drug screen, complete a

criminal background check and central registry check if over 21 years of age. Mr. Aerts provided the personnel file for SM 1 for review.

I reviewed the personnel file for SM 1. The file contained an application, three references, and health history form. In addition, the file contained a policy and procedures acknowledgement form signed on 6/7/24, verifying that SM 1 read and understood the City of Kalamazoo Department of Parks and Recreation policies. Central registry was not required for SM 1 because the staff member was not 21 years of age or older. There was no documentation of a criminal background check being completed for SM 1.

APPLICABLE RULE	
R 400.11109	**Staff.**
	(6) Before assignment, a camp shall evaluate all of the following characteristics for each staff member in relation to the duties to be assigned: **(a) Character.** **(b) Emotional stability.** **(c) Health.** **(d) Ability.** **(e) Experience.** **(f) Education.**
ANALYSIS:	An individual seeking employment must submit an application, successfully interview and be selected as qualified, have three positive references and complete background clearances. Inspection of SM 1's staff record revealed the camp did not follow through with obtaining the necessary criminal background check. Therefore, the camp did not comply with this rule.
CONCLUSION:	**VIOLATION ESTABLISHED**

ALLEGATION:

The camp did not follow their child protection policy.

INVESTIGATION:

Mr. Aerts described the details of the incident, steps taken to protect CIT 1, and referral to centralized intake and law enforcement. Mr. Aerts stated SM 1 was immediately removed from his responsibilities. Mr. Aerts explained that SM 1 needed to return to the camp later the day to collect his belongs, he was supervised by administrative staff until he left the camp property. Mr. Aerts indicated that SM 1

and CIT 1 are on leave pending the investigation. Mr. Aerts provided a written copy of the camps child protection policy that is part of the Kalamazoo Park and Recreation Staff Manual for my review.

On 7/1/24, I reviewed the camp's child protection policy. The child protection plan provides the necessary information needed in the plan.

APPLICABLE RULE	
R 400.11115	**Child and adult protection plan.**
	(1) A camp shall develop and follow a written plan to assure compliance with 1975 PA 238, MCL 722.621, and known as the child protection law, and sections 11 to 11f and 14 of 1939 PA 280, MCL 400.11 to 400.11f and 400.14, and known as the adult protection law.
ANALYSIS:	The camp has a child protection policy. The camp took proper measures to separate the staff member after allegations were made. While SM 1 actions were not appropriate, the camp took proper measures once becoming aware.
CONCLUSION:	**VIOLATION NOT ESTABLISHED**

I shared the findings of this report with license designee Pete Aerts and recreation manager of Kalamazoo Parks and Recreation Chad Wendt Microsoft Teams on 9/19/24. Mr. Aerts and Mr. Wendt stated they understood the findings of the report and will work together to submit a corrective action plan.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the license status be unchanged.

Jarrah Buch-Price

Jarrah Buch-Price
Licensing Consultant

9/5/24
Date

Approved By:

Richard Lower

Richard Lower, Director
Division of Out-of-School Time Learning
and Camp Licensing

9/17/2024
Date