



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

July 6, 2023

Brian Samuel  
 Matrix Human Services  
 1400 Woodbridge  
 Detroit, MI 48207

RE: License #: DC820363606

**Matrix Head Start-JBN Samaritan  
 5555 Conner  
 Detroit, MI 48213**

Dear Mr. Samuel:

This letter is to advise you that the 07/06/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R400.8131(12)	On 06/14/2023, I reviewed six staff files. Out of the six files reviewed, the program director was missing the 2020 health and safety refresher course, three child care staff members were missing the 2021 health and safety refresher course and three child care staff members were missing the 2022 health and safety refresher course.	3 staff members will complete the missing health and safety trainings on MiRegistry. Proof of completion was submitted on 6/24 and in the future all staff members will take the trainings yearly	06/24/23

R400.8131(5)	On 06/14/2023, I reviewed six staff files. Of the six records reviewed, three were missing proof in trainings in physical premises safety, emergency preparedness and response planning, handling, and storing of hazardous materials and appropriate disposal of bio contaminates. These trainings were covered in the MiRegistry Health and Safety Course 2. They are Now covered in MiRegistry Health and Safety Module A, B, and C.	Program Director and 6 other staff members will complete the missing health and safety trainings on MiRegistry. Proof of completion was submitted on 6/24 and in the future all staff members will take the trainings within first 90 days	06/24/23
R 400.8161(2)(e)	On 06/14/2023, the centers emergency plans were missing a sentence for how the center plans on contacting parents and reuniting families for all types of emergencies	The emergency plans at the center will be updated by the quality department and distributed to the center	09/01/23
R 400.8161(2)(g)	On 06/14/2023, the centers emergency plans were missing a sentence for how infants and toddlers will be accommodated during each type of emergency.	The emergency plans at the center will be updated by the quality department and distributed to the center	09/01/23

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (313) 456-0380.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura Piacentini". The signature is fluid and cursive, with a long horizontal stroke at the end.

Laura Piacentini, Licensing Consultant  
Department of Licensing and Regulatory Affairs  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
313-269-5879