



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 18, 2023

Gaynelle Duncan  
1021 Leroy Street  
Boyne City, MI 49712

RE: License #                    DG150243139  
**Gaynelle Duncan**  
**1021 Leroy Street**  
**Boyne City, MI 49712**

Dear Ms. Duncan:

This letter is a follow-up to the on-site inspection conducted at your home on 01/18/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

**Technical Assistance and Guidance were provided on the following:**

- Please ensure that you have a separate plan for active shooter, intruder, and bomb threat.
- **R 400.1916(14)- Technical Assistance:** Children 24 months of age or younger who fall asleep in a space that is not approved for sleeping shall be moved to approved sleeping equipment appropriate for their size and age.

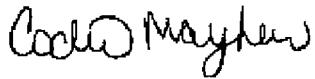
As a result of the inspection, I did not find any rule or law violations.

You can find a copy of this confirming letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when confirming letters are completed can be found under [Overview of Licensing Reports](#).

Please 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 517-284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in black ink that reads "Codie Mayhew". The signature is written in a cursive style with a large, stylized "C" at the beginning.

Codie Mayhew, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 342-5006 – Cell  
(517) 284-9730- Main  
(517)-763-0217- Fax  
MayhewC@michigan.gov