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**Memorandum**

**To: Livingston County Board of Commissioners**

**From: David Reader, Prosecuting Attorney**

**Date: 05/11/2021**

**Re: Resolution Authorizing a Modification of the Family Support Administrative Aide Position from Part-Time to a Full-Time Position**

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The Family Support Division brings cases in the circuit court against non-custodial parents to obtain orders establishing paternity and child support for Livingston County families. This function is a mandate of Title IV-D of the Social Security Act as implemented by the State of Michigan through the Office of Child Support (OCS). It's premised on a policy recognizing that a child is entitled to the financial support of both parents, and that establishing paternity gives a child a sense of identity and the right to a relationship with both of their parents.

The litigation initiated by the Family Support Division is brought in accordance with federally mandated time frames, requiring that the office promptly process referrals from OCS and adjudicate court cases. The office regularly coordinates genetic testing and location services on non-custodial parents in connection with these cases.

The Family Support Division has historically been staffed by one full-time assistant prosecutor, one full-time administrative specialist, and one part-time administrative aide. However, despite separate postings for this position, the part-time administrative aide position has been unfilled since October, 2020. Although qualified applicants have been interviewed and job offers extended, the candidates have withdrawn for other employment opportunities offering full-time and/or higher salary.

The proposed modification is designed to meet the challenges of hiring and retaining an employee to fill this essential position. The office relies on the administrative aide to evaluate and respond to hundreds of OCS referrals annually. Their primary duties involve conducting interviews of the custodial party, and then preparing the legal documents to initiate their court actions. The client interviews are comprehensive and involve personal and sensitive subject matter, and in-person appointments are necessary to review and execute their respective court documents.

The training invested by the office in this employee is substantial and ongoing, so their retention is highly valued. This office believes that the adjustment to a 30-hour full-time position will help to restore the Family Support Division to its full operational staffing level.

The modification is projected to cost \$28,068 over the cost of the (vacant) part-time position. Since the Family Support Division is a IV-D program, 66% of the amount spent by the county for these services is reimbursed by the state. The actual additional annual cost, after reimbursement, would be approximately \$9,262.

I hope to have your support for this resolution. Please contact me if you have any questions.

