

GRATIOT COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH
TECHNICAL, PROFESSIONAL & OFFICEWORKERS
ASSOCIATION OF MICHIGAN**

**RESOLUTION NUMBER 26-358
ADOPTED January 20, 2026**

WHEREAS an agreement was reached between representatives of the Gratiot County Board of Commissioners, Friend of the Court, and the Technical, Professional & Officeworkers Association of Michigan for the period October 1, 2024, through September 30, 2027; and

WHEREAS the Friend of the Court Custody and Parenting Time Facilitator will begin a scheduled medical leave on January 12, 2026;” and

WHEREAS the Senior Child Support Enforcement Officer, a position recognized in the collective bargaining agreement, has agreed to assume certain responsibilities of the Senior Custody and Parenting Time Facilitator during the scheduled medical leave; and

WHEREAS the Employer and the Union wish to enter a Letter of Understanding to supplement the collective bargaining agreement regarding the temporary assignment of duties only.

THEREFORE, BE IT RESOLVED, that the Gratiot County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the Board.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner _____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS: _____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 20th day of January 2026, and that notice of such meeting was given as required by law.

Angie Thompson, Gratiot County Clerk

**LETTER OF UNDERSTANDING BETWEEN
GRATIOT COUNTY BOARD OF COMMISSIONERS
AND
GRATIOT COUNTY FRIEND OF THE COURT
AND
TECHNICAL, PROFESSIONAL & OFFICEWORKERS ASSOCIATION
OF MICHIGAN**

Temporary Assignment of Duties

WHEREAS the GRATIOT COUNTY BOARD OF COMMISSIONERS, a municipal body corporate of the State of Michigan, the GRATIOT COUNTY FRIEND OF THE COURT (the “Employer”) and the TECHNICAL, PROFESSIONAL & OFFICEWORKERS ASSOCIATION OF MICHIGAN (the “Union”) have agreed to a collective bargaining agreement from October 1, 2024, through September 30, 2027 (the “CBA”); and

WHEREAS the Custody and Parenting Time Facilitator will begin a scheduled medical leave on January 12, 2026; and

WHEREAS the Senior Child Support Enforcement Officer, a position recognized in the CBA, has agreed to assume certain responsibilities of the Senior Custody and Parenting Time Facilitator during the scheduled medical leave; and

WHEREAS the Employer and the Union wish to enter this Letter of Understanding to supplement the CBA regarding the temporary assignment of duties only (the “LOU”).

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Child Support Enforcement Officer shall be eligible to perform duties of the Custody and Parenting Time Facilitator during the period of scheduled medical leave beginning on January 12, 2026.
2. The Court Administrator for Friend of the Court, in consultation with applicable Union officer(s), shall develop a list of essential functions to be performed by the Senior Child Support Enforcement Officer during the temporary assignment period.
3. The Senior Child Support Enforcement Officer shall be compensated at the CBA Grade G07, Step 6 hourly rate of \$27.72 during the temporary assignment period. All other terms and conditions specified in the CBA shall remain in full force and effect.
4. The terms of this LOU may be revisited upon the written request of either party. Any modification of this LOU must be in writing and signed by the parties hereto.
5. This LOU shall remain in effect until the Custody and Parenting Time Facilitator returns to work from the scheduled medical leave.

IT IS FURTHER AGREED THAT this LOU shall be unique to this case and neither the Employer nor Union waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

**GRATIOT COUNTY AND GRATIOT
COUNTY FRIEND OF THE COURT**

**TECHNICAL, PROFESSIONAL &
OFFICEWORKERS ASSOCIATION OF
MICHIGAN**

Dave Owens, Chairperson of the Board

Alex Netzley, Steward

Timothy J. Dolehanty, County Administrator

Adam Walser, TPOAM Business Agent

Jennifer Wood, Court Administrator

Honorable Lisa Sullivan, Chief Judge
29th Circuit Court

Addendum to Contract

The following duties will be performed by Erin Friend, Senior Child Support Enforcement Officer during the Medical Leave of the Custody and Parenting Time Facilitator under the terms laid out in the Attached Contract. The Friend of the Court and the Assistant Friend of the Court and other staff members will assist with any additional duties that are needed to make certain all duties are performed in a timely manner.

Custody and Parenting Time Resolution

- Work with parties in new paternity and divorce cases to establish custody, parenting time, and child support agreements.

Consent Orders and Recommendations

- Draft Consent Orders to formalize parties' agreements or make recommendations to the court for custody, parenting time, and child support using the Child Custody Factors when parties cannot agree.
- Enforce custody and parenting time orders, ensuring compliance and addressing disputes when necessary.

• Child Support Reviews

- Conduct child support reviews by analyzing financial information, including tax returns (Individual, Business, and Corporate), check stubs, and other financial data.
- Impute income when required, ensuring accurate calculations and recommendations.

• Financial Information Protection

- Collect and protect sensitive financial information, including tax returns, child care verifications, health insurance details, and costs.
- Accurately run the MI Child Support Guidelines and provide recommendations to the court regarding child support.