ADMINISTRATIVE AGENT AGREEMENT

AMENDMENT NUMBER ONE (1)

This Amendment Number One (1), made and entered into this 11th day of August, 2025, amends the Administrative Agent Agreement by and between the **Clermont County Family and Children First Council (Council)** and **Clermont County Department of Job and Family Services**, as the designated Administrative Agent for Council, previously ratified on the 29th day of June, 2016, for the purpose of **defining the rights and duties of the Administrative Agent Agreement** pursuant to 121.37(B)(5) of the Ohio Revised Code, to be effective July 1, 2016 and ongoing until terminated, as follows:

1. **Duties of the Administrative Agent and Duties of the Council**

   References to the Help Me Grow and Ohio Children's Trust Fund Programs are to be removed from both the Duties of the Administrative Agent section and the Duties of the Council session as these programs are no longer applicable to the operations of Family and Children First.

2. **Duties of the Administrative Agent – Addition of Article 8**

   Article 8 is added to the Duties of the Administrative Agent as follows:

   Allow usage of the Department of Job and Family Services' owned vehicles by Family and Children First (FCF) staff for the purpose of providing FCF services and activities. FCF will reimburse the Department of Job and Family Services (DJFS) at the current rate of $0.70 per mile for calendar year 2025 and subsequently at the annual reimbursement rate as issued and approved by the Internal Revenue Service (IRS) each year. This includes fuel and maintenance costs for the DJFS vehicles and FCF will not be billed separately for these costs. DJFS will invoice FCF by the tenth of each month for the number of miles driven by FCF staff during the prior month. FCF will reimburse DJFS within thirty (30) days upon receipt of an invoice.

3. **Duties of Council – Addition of Article 3**

   Article 3 is added to the Duties of Council as follows:

   Council will incur administrative costs for contract management and fiscal administrative duties provided by DJFS staff in the annual amount of $41,000.00. The administrative costs will be deducted from DJFS' annual contribution amount to FCF each year. FCF will not receive an invoice for the administrative costs.

This Amendment Number One to the Administrative Agent Agreement is effective upon execution and will remain in effect throughout the term of the agreement.

Except as otherwise noted above, all other terms and conditions contained in the Administrative Agent Agreement shall remain in full force and effect without modifications.

8/11/25

Dan Ottke,Co-Chairperson
Clermont County Family and Children First Council

Date

8/7/25

Matt Early,Co-Chairperson
Clermont County Family and Children First Council

Date

8/11/25

Dorothy K. Meier, Director
Clermont County Department of Job and Family Services

Date

This Amendment Number One (1) to the Subgrant Agreement is approved as to form by the Office of the Clermont County Prosecuting Attorney, Mark J. Tekulve, Prosecutor.

By: _____ 2/23/2026

Assistant Prosecuting Attorney

Date