

**RESOLUTION APPROVING CCMEP TANF SERVICES CONTRACT AMENDMENT FOR THE COMPREHENSIVE CASE MANAGEMENT EMPLOYMENT PROGRAM ACDJFS CONTRACT NO. 21-5002-TANF**

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job & Family Services has presented a Contract Amendment for the approval of the Board, to-wit:

**Original Contract Date:** October 1, 2020 **Contract No.** 21-5001-TANF

**Provider:** Catholic Charities of Ashtabula County, 4200 Park Ave, 3<sup>rd</sup> floor, Ashtabula, OH 44004

**Service:** Amendment to CCMEP TANF contract, extends contract term for 3 additional months and add funds for the 3 month extension.

**Amendment:** Section 1. Scope and Term of Agreement  
Adds funds for 10/1/2021 – 12/31/21 in the amount of **\$4,000.00**

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Contract Amendment is approved in accordance with the copy now on file in this office.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2021-391

October 14, 2021

**RESOLUTION APPROVING CCMEP TANF SERVICES CONTRACT AMENDMENT  
CATHOLIC CHARITIES OF ASHTABULA COUNTY FOR THE COMPREHENSIVE  
CASE MANAGEMENT EMPLOYMENT PROGRAM (CCMEP), ACDJFS, CONTRACT  
NO. 21-5002-TANF**

Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.

**VOTE:**

Kathryn L. Whittington  
J.P. Ducro IV  
Casey R. Kozlowski

Aye  
Aye  
Aye

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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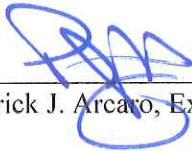
Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

**ASHTABULA COUNTY COMMISSIONERS / AGENDA ITEM REQUEST FORM**

This form outlining all item(s) to be placed on the Agenda for official action by the Board of Commissioners, must be submitted to Lisa Hawkins, Clerk of the Board a minimum of 8 days prior to the Agenda date, no later than Monday. At a public work session held on Tuesday at 10:00a.m., the Board will meet with you to discuss the item(s). Following the work session, the item(s) will be placed on the next week's agenda session for action by the Board. Please contact Lisa Hawkins at 576-3754 with questions.

**Name of Department, with Title and phone number of person recommending item:**

Ashtabula County Job & Family Services  
Patrick J. Arcaro, Executive Director  
Phone: (440) 994-1200



Patrick J. Arcaro, Executive Director

9/30/2021

Date

**Proposed Agenda Date:**

October 5, 2021

**Brief Description of Item and Recommendation:**

Attached is an FY 2021 TANF CCMEP Sub-Grant Agreement #21-5002, Amendment #1; recommendation for Catholic Charities of Ashtabula County funded by Temporary Assistance for Needy Families (TANF), which provides the Comprehensive Case Management & Employment Program to Ashtabula County residents. The CCMEP program provides integrated, comprehensive case management and program services to TANF eligible recipients of Ashtabula County, ages 14-24, by helping them to overcome barriers to employment and develop skills local employers seek.

This amendment extends the contract period for an additional 3 months and adds funds in the amount of \$4,000.00 for the 3-month contract term.

**Name and Address of Provider(s):**

Catholic Charities of Ashtabula County  
4200 Park Ave, 3<sup>rd</sup> floor  
Ashtabula, OH 44004

**Cost (include where funds are coming from):**

\$16,000.00 = FY 2021 TANF Base Funds for Sub-Grant #21-5002 ends September 30, 2021

\$4,000.00= FY2022 TANF Base Funds for Sub-Grant #21-5002, Amendment #1, for term October 1, 2021 to December 31, 2021

**Term (beginning and ending date, if applicable):**

FY 2021/FY2022 ~ October 1, 2020 to December 31, 2021

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (“TANF”)  
PORTION OF THE  
COMPREHENSIVE CASE MANAGEMENT & EMPLOYMENT PROGRAM (“CCMEP”)  
Amendment #1 Subgrant Agreement #21-5002**

This Amendment to the CCMEP TANF Subgrant Agreement #21-5002 (the “Agreement”) is made and entered into effective as of October 1, 2021, between the **Ashtabula County Job and Family Services** and **The Ashtabula County Commissioners** or its governing body (collectively, “Grantor”) and **Catholic Charities of Ashtabula County** (“Subgrantee”).

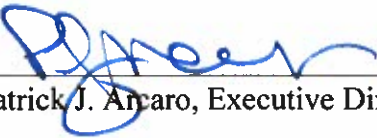
Grantor and Subgrantee agree to the following:

1. **Section 1. Scope and Term of Agreement** paragraph 2 shall be modified to read in its entirety:
2. The term of this Agreement is from October 1, 2020 to December 30, 2021, unless this Agreement is otherwise suspended or terminated pursuant to Section 10. TANF funding pursuant to this Amendment for October 1, 2021 through December 31, 2021 shall not exceed Four Thousand and 00/100 Dollars (\$4,000.00).
3. To the extent that any of the terms and conditions of this Amendment are inconsistent with the terms and conditions of the Agreement, the terms and conditions of this Amendment shall prevail.
4. Each reference to the Agreement that is made in the Agreement or any document ancillary thereto shall be construed as a reference to the Agreement, as amended by this Amendment.

(signatures on next page)


IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date set forth above.

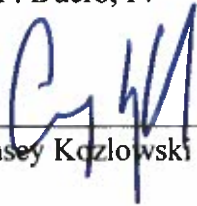
ASHTABULA COUNTY JOB AND FAMILY SERVICES (“Grantor”)

By:   
Patrick J. Amaro, Executive Director

ASHTABULA COUNTY BOARD OF COMMISSIONERS (“Grantor”)

By:   
Kathryn Whittington

By:   
J.P. Ducro, IV

By:   
Casey Kozlowski 10/14/21

Catholic Charities of Ashtabula County (“Subgrantee”)

By:   
Jill Valentic, Director

# Exhibit I

**CATHOLIC CHARITIES OF ASHTABULA COUNTY  
FINANCIAL LITERACY CCMEP~TANF  
CONTRACT Subgrant Agreement #21-5002**

10/1/21 to 12/31/21

3 month  
budget  
extension

**I. STAFF**

TANF

**A. SALARIES:**

Caseworker - Counselor	\$ 1,950.80
Supervisor	\$ 224.20
Office Coordinator	\$ 208.00

**Salaries Total** \$ 2,383.00

**B. PAYROLL RELATED EXPENSES:**

PERS or Social Security	\$ 182.20
Worker's Compensation & Unemployment	\$ 47.60
Retirement Expenses	\$ 119.20
Hospitalization	\$ 480.00
Life Insurance, Disability	\$ 16.00

**Payroll Related Expenses Total** \$ 845.00

**TOTAL STAFF COSTS** \$ 3,228.00

**II. OPERATIONS**

**A. TRAVEL & SHORT-TERM TRAINING:**

Mileage Reimbursement (\$ .44/mile)	\$ 20.00
Staff Training/Volunteer & Staff Development	\$ 10.00

**Total Travel & Short-Term Training** \$ 30.00

**B. CONSUMABLE SUPPLIES:**

Office Supplies	\$ 50.00
Other Supplies	\$ 24.00
Program Supplies	\$ 100.00

**Total Consumable Supplies** \$ 174.00

**C. OCCUPANCY COSTS:**

Rent	\$ 265.00
Maintenance & Repairs	\$ 4.00
Telephone & Alarm	\$ 26.00

**Total Occupancy Costs** \$ 295.00

**D. CONTRACT & PROFESSIONAL SERVICES:**

Technology	\$	50.00
Auditor	\$	50.00
Other Contract Service Fees (Payroll)	\$	30.00

<b>Total Contract &amp; Professional Services</b>	\$	130.00
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**E. OTHER - MISCELLANEOUS:**

Postage & Shipping	\$	10.00
Advertising	\$	5.00
Printing & Publications	\$	8.00
Other Technological - Copies, Internet Service	\$	50.00
Other Misc.	\$	20.00
Computer Software	\$	50.00

<b>Total Other - Miscellaneous</b>	\$	143.00
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<b>TOTAL OPERATIONS:</b>	\$	772.00
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<b>TOTAL BUDGET COSTS—TANF</b>	\$	4,000.00
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<b>TOTAL BUDGET EXPENSE: TANF</b>	\$	4,000.00
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**FISCAL OFFICER'S CERTIFICATE**

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2021 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of: 2006.030.100-601; not to exceed \$4,000.00, and free from any previous encumbrances.

Agreement Title: an agreement with Catholic Charities of Ashtabula County.



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**David Thomas**  
Ashtabula County Auditor


Date: \_\_\_\_\_

6/7/21

**Signature Page**

Re: An agreement between Ashtabula County Job & Family Services and Catholic Charities of Ashtabula County Comprehensive Case Management & Employment Program.

Approved as to Legal Form Only:

By:   
Colleen M. O'Toole  
Ashtabula County Prosecutor

Date: 9/27/2021