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HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

REGULAR MEETING

August 25, 2022

**Family Center
Conference Room 118
8:30 am**

ROLL CALL: Attendance record sign in sheet

- 1. Chairperson Donna Ruse call of order-comments:**
- 2. Minutes:**
- 3. Financial Discussion**
- 4. Directors Report**
- 5. Old Business**
- 6. New Business**
- 7. Next meeting date:**
- 8. Adjourn**



Hancock Metropolitan Housing Authority

Board Minutes Regular Meeting June 23, 2022, at Logan's 11:30am

Roll Call:

Donna Ruse, Doug West, Dow Campbell, Nancy Stephani and Rob Fox were in attendance. (Casey Ricker was also in attendance).

Minutes:

(Donna Ruse) asked the Board for approval of the minutes. (Nancy Stephani) proposed a motion with (Doug West) seconding. Motion voted and carried minutes can be filed for audit.

Financial Update

- 1. Financials Admin and HAP
A. Monthly HAP received \$254,660 for HCV; Mainstream HAP received \$14,171.
B. Expended \$247,979 for HCV and \$12,290 for Mainstream
C. NRA as of May 31, 2022, \$17,904
D. May 2022 Admin Fee was \$33,199 along it Mainstream Admin received \$4,724, along with 2021 VMS Reconcile of HCV Admin in the amount of \$23,196 and MS \$834
E. P/L of \$26,663.01
2. CY 2022 HCV Set-Aside Funding Application
Estimating \$63,828 based on the difference from the total HCV Hap - Port HAP/HCV Units-Port Out units. We should know within the next few months the amount we will be awarded.

Appendix II

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CY 2022 Housing Choice Voucher Program
Application for \$250 MILLION HAP Set-Aside for Categories 2b - Portability; 3a - Project-Based Vouchers; 2b - MTW New Cohort; 4 - HUD-VASH; 5 - Low-Income Home Energy Assistance; and/or 7 - NLT Inspection Without Housing Assistance Payments.
Name of FIA: Hancock Metropolitan Housing Authority
FIA Number: 04052
Executive Director: Casey Ricker
CHECK ALL BOXES THAT APPLY
Category 2b: Portability
Category 2a: Project-Based Vouchers
Category 2b: MTW New Cohort
Category 4: HUD-VASH (Please also check a. and/or b. below, as applicable):
a. For Unit Cost Increases: FIAs whose program-wide funded CY 2022 HAP FUC is less than their current HUD-VASH HAP FUC based on their latest HUD-VASH HAP expense in CY 2021, and/or
b. Leasing Increases: FIAs whose total HUD-VASH leasing for CY 2022 will exceed the leasing level included in their renewal funding plus the leasing that will be supported by the RHP and HUD-Held Program Reserves.
Category 5: Low-Income Home Energy Assistance
Category 7: NLT Inspection Without Housing Assistance Payments
FIA confirms VMS NLT Withheld HAP Entries have been completed as described Category 7 portion of Paragraph 12.
Documentation requirements and deadlines for each of the above categories are contained in Paragraph 13 of this notice. Email completed application to 2022act@hca.hawthornedc.com.
This certification must be signed by the appropriate FIA official and returned.
Certification: I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate. Warning: Anybody who knowingly submits a false statement or makes a false statement is subject to criminal and/or civil penalties, including imprisonment for up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 237, 1001, 1010, 1012; 31 U.S.C. §§ 729, 3802).
Signature of Executive Director: Casey Ricker
Contact Name and Phone Number: 410-540-5076



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3. Happy Software Invoice (Will need Board Approval)



MRI Software LLC
MRI Software LLC
28925 Fountain Pkwy
Solon, OH 44139
Tel 1 (800) 321-3770 | mrisoftware.com/us/

Client ID: X624999
Client Name: Hancock Metropolitan Housing Authority
Bill To Address: Hancock Metropolitan Housing Authority
1800 N Blanchard St Ste 114
Findlay OH 45840-4504
United States

INVOICE SUMMARY

Invoice Number: MRIUS1133617
Invoice Date: 4/30/2022
Due Date: 8/1/2022
Invoice Balance: \$18,999.64
Total Account Balance: \$18,729.76

[Click here to view MRI's W-9](#)
[Click Here to Pay Now](#)

Period	Memo	Price	Amount (USD)
8/1/2022 - 7/31/2023	Annual HAPPY Subscription Renewal	17,801.36	17,801.36
8/1/2022 - 7/31/2023	Annual HAPPY SaaS Renewal	1,198.28	1,198.28
SUBTOTAL			\$18,999.64
SALES TAX			\$0.00
TOTAL			\$18,999.64

Please remit below portion with your check payment

USD	Payment For: X624999 - Hancock Metropolitan Housing Authority	For Check Payments	Invoice Number: MRIUS1133617	For Electronic Payments	Account Name: MRI Software LLC
	Remit To: MRI Software LLC 29596 Network Place Chicago, IL 60673-1295 United States	Invoice Number: X624999	Client ID: X624999	Bank Name: JPMorgan Chase	Bank Name: MRI Software LLC
		Invoice Date: 4/30/2022	Invoice Date: 4/30/2022	Account #: 200323605	Account #: 200323605
		Amount Due: \$18,999.64	Amount Due: \$18,999.64	Routing # for Wire: 021000021	Routing # for Wire: 021000021
		Due date: 8/1/2022	Due date: 8/1/2022	Routing # for ACH: 044000037	Routing # for ACH: 044000037
				Bank Address: 4 New York Plaza, Floor 15, New York, NY 10004	Bank Address: 4 New York Plaza, Floor 15, New York, NY 10004

For questions about this invoice or to provide remittance information, please email us at MRIAR@mrisoftware.com

Increase of 14.1% from 2021. I have requested an itemized list of all the subscriptions to verify if we are using them currently.

(Donna Ruse) asked the Board for approval of the MRI Happy Software Invoice. (Nancy Stephani) proposed a motion to not exceed \$18,999.64 (Rob Fox) seconding. Motion voted Invoice was paid out on July 15, 2022, per Board Request in the amount of \$18,729.76



4. Audit update (Will need Board approval to pay invoice) \$10,400
 (Donna Ruse) asked the Board for approval the Audit invoice in the amount of \$10,400 to Jim Zupka CPA. (Dow Campbell) proposed a motion with (Nancy Stephani) seconding. Motion voted Audit will be Paid in full to Jim Zupka, check was mailed out on July 1, 2022.

Directors Report

1. Waiting List

- A. We pulled 51 folks in the month of May which was vouchered on May 23, 2022, and pulled 30 for June.
 B. I would like to open HMHA's Waiting list on August 8, 2022, at 8:30 am.
 C. We currently have 219 folks on the waiting list, of those 50 are disabled along with 3 veterans.

Statistics Report

Agency: 1 - Hancock Metropolitan Housing Authority
 Waiting List: 1 - HCV 1
 Status: Waiting for Assistance, Active

TOTALS

Applicants on the HCV 1 List	219	
Families with Children	65	29.68%
Elderly Families	59	26.94%
Families with Disabilities	93	42.47%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	151	68.95%
Very Low Income	40	18.26%
Low Income	0	0.00%
Over Income Limit	1	0.45%
Incomplete Income Data	27	12.33%

TOTALS BY ETHNICITY

Hispanic	12	5.48%
Non-Hispanic	206	94.06%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	4	1.83%
Asian	2	0.91%
Black/African American	25	11.42%

Native Hawaiian/Pac. Island	1	0.45%
White	177	80.82%

TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference	
First Preference	3	Seventh Preference	
Second Preference	50	Eighth Preference	
Third Preference		Ninth Preference	
Fourth Preference		Tenth Preference	
Fifth Preference			

2. UML Update

- A. As of May 31, 2022, HMHA is currently assisting 594 HCV families plus 75 Mainstream and 5 Hardin HOME for a total of 674 total households. PUC cost currently sits at \$417.



Nancy / Doug

3. Annual Plan- Annual Plan is due by the end of October, I will be starting the 2023 Annual Plan in July
4. Board Renewal - Dow Campbell's appointment expires on 12/31/2022, appointed by the Mayor
5. Board Training – Please review the Family Obligations that is in your packet which is the rules and regulations our clients must follow.
6. Kim Hildebrand Retirement

Next Meeting Date: July 28, 2022

Meeting was adjourned at 12pm

Respectfully,



Robert Fox
July 28, 2022



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Financial Update

1. Financials Admin and HAP

- A. Monthly HAP received \$256,111 for HCV; Mainstream HAP received 0, recouped MS HAP reserves.
- B. Expended \$248,320 for HCV and \$12,765 for Mainstream
- C. NRA as of June 30, 2022, \$26,145
- D. June 2022 HCV Admin Fee was \$34,437, Mainstream Admin received \$4,885
- E. P/L of \$2,324.19

2. 2022 HCV Funding

Calculation of Calendar Year 2022 Renewal Funding Housing Choice Voucher Program			
1	HA Number:	OH082	
2	HA Name:	HANCOCK MHA	
CY 2022 Renewal Funding			
3	CY 2022 HCV Renewal Funding after Offset and Amounts Owed HUD	\$2,927,131	
CY 2022 Non-Renewal Funding			
4	CY 2022 Non-Renewal Funding (TPVs, VASH, etc.) to Date	\$0	
5	CY 2022 Estimated RAD 1 Funding For First Full Year After Conversion	\$0	
6	CY 2021 Proration Increase	\$8,246	
7	Total CY 2022 HCV Renewal and Non-Renewal Funding		\$2,935,377
ELIGIBILITY			
8	Total Unit Months Leased per VMS - CY 2021	7,221	
9	Total Unit Months Available - CY 2021	9,468	
10	Capping Percentage	100%	
11	Total CY 2021 HAP Expenses per VMS	\$2,853,955	
12	Total CY 2021 Capped HAP Expenses (Line 11 x Line 10)	\$2,853,955	
13	Renewal Funding Inflation Factor	1.02736	
14	Inflated Eligibility Sub-Total (Line 12 x Line 13)	\$2,932,039	
15	First Time Renewals - Appendix II	\$0	
16	Transfers In or Out	\$0	
17	Total DHAP Eligibility	\$0	
18	Total Renewal Eligibility (Line 14 + Line 15 + Line 16 + Line 17)	\$2,932,039	
19	Proration Factor		100%
20	Prorated Eligibility (Line 18 x Line 19)		\$2,932,039

3. Happy Software Invoice was Board approved last meeting, check was mailed out to Happy Software MRI on 7/18/2022, in the amount of \$18,729.76 to avoid any interruptions in service. Contract expires on 7/31/2022. We are still waiting for the activation code.

4. Audit update



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