

# **HANCOCK METROPOLITAN HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

**Regular Meeting**

**December 8, 2022**

**Logan's  
11:00 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**

*Sherry Walburn  
419.722.5935  
Core Fitness  
G.W.W.*



**Hancock Metropolitan Housing Authority**

**Board Minutes Regular Meeting October 27, 2022, at The Family Center, room 118 at 9:00am**

**Roll Call:**

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

**Minutes:**

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

**Financial Update**

1. Financials Admin and HAP
  - A. Monthly HAP received \$252,939 for HCV; Mainstream HAP received \$12,536
  - B. Expended \$244,743 for HCV and \$10,285for Mainstream
  - C. NRA as of September 30, 2022, \$61,721
  - D. September 2022 HCV Admin Fee was \$34,437, Mainstream Admin received \$4,885, Received an additional \$7,171 HCV Admin Fee for VMS Reconciliation
  - E. P/L of \$15,566.94 YTD \$54,751.26
  
2. REAC Submission was Approved by HUD

10/11/22, 2:32 PM

Index page



**Real Estate Assessment Center**

**Financial Assessment Subsystem (FASS-PH)**

Work Items

[Create Submission](#)

[Delete Draft Submission](#)

[Link to 3/31/2008 and prior](#)

[Submissions Inbox](#)

Search

Submission Type

All

PHA Code OH082

Status

All

Fiscal Year End 12/31 2021

Search

2 Submission(s) found, displaying all Submission(s).1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Approved	OH082	Hancock Metropolitan Housing Authority	Unaudited/Single Audit	12/31/2021	02/24/2022	H15770
Approved	OH082	Hancock Metropolitan Housing Authority	Audited/Single Audit	12/31/2021	09/23/2022	H15770

Pg 18

3. 2023 Proposed Budget



2

- A. Increase in Education Expense
- B. Health Insurance with Dental and Vision-Single \$722.62, (\$128.43 decrease from 2022)  
Family \$1,906.30 (\$22.56 increase from 2022)
- C. 2022 Insurance Cost Single \$851.05 Family \$1,883.74
- D. Total UML Baseline will be at 685- HCV 610 with MS 75
- E. COLA of 5%
- F. Admin at \$66.65 first 600 and \$62.19 greater than 600 UML, with a proration of 78%

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

### Directors Report

#### 1. Waiting List

- A. We pulled 37 folks in the month of October, of those 37 families that was pulled 28 will receive a voucher on October 24, 2022. I will be pulling 20 families in the month of November
- B. I would like to close HMHA's waiting list on December 14, 2022, at 12 pm (Will need Board Approval)

*(Donna Ruse) asked the Board for approval to close HMHA's Waiting List on December 14, 2022. (Rob Fox) proposed a motion with (Doug West) seconding. Motion voted the Public will be informed with the closing of HMHA's Waiting List.*

- C. We currently have 230 folks on the waiting list, of those 62 are disabled with 3 Veterans.



## Statistics Report

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

### TOTALS

Applicants on the HCV 1 List	230	
Families with Children	68	29.67%
Elderly Families	61	26.52%
Families with Disabilities	105	45.65%

### TOTALS BY INCOME PERCENTAGE

Extremely Low Income	152	66.09%
Very Low Income	41	17.83%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	37	16.09%

### TOTALS BY ETHNICITY

Hispanic	11	4.78%
Non-Hispanic	218	94.78%

### TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	3	1.30%	Native Hawaiian/Pac. Island	1	0.43%
Asian	1	0.43%	White	182	78.13%
Black/African American	32	13.91%			

### TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference	
First Preference	3	Seventh Preference	
Second Preference	62	Eighth Preference	
Third Preference		Ninth Preference	
Fourth Preference		Tenth Preference	
Fifth Preference			

Extremely Low Income means an annual household income that is 30% or less of area median income based on HUD determined guidelines adjusted for family size.

## 2. UML Update

- A. As of September 30, 2022, HMHA is currently assisting 593 HCV families plus 75 Mainstream for a total of 668 total households. PUC cost currently sits at \$414.



4

Month	UIAs	Actual UIAs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UIAs Actual/Projected	HAP Actual/Projected	PUC Actual/Projected	Manual PUC Override	Compliance % Annual Leased	Compliance % Expe
Jan-22	769	612	\$253,311			0	-6.6	612	\$253,311	\$414		77.6%	103
Feb-22	769	607	\$252,209	10		0	-6.6	607	\$252,209	\$416		77.2%	103
Mar-22	769	616	\$252,083	10		1	-6.6	616	\$252,083	\$409		77.5%	103
Apr-22	769	605	\$252,304	10		4	-6.7	605	\$252,304	\$417		77.3%	103
May-22	769	594	\$247,979	26		5	-6.6	594	\$247,979	\$417		76.9%	102
Jun-22	769	598	\$248,320	22		8	-6.4	598	\$248,320	\$415		76.7%	102
Jul-22	769	602	\$243,342	18		11	-6.5	602	\$243,342	\$404		76.7%	102
Aug-22	769	592	\$245,300	10		12	-6.5	592	\$245,300	\$414		76.5%	101
Sep-22	769	593	\$244,743	28		11	-6.4	593	\$244,743	\$413		76.3%	101
Oct-22	769			37		11	-6.4	597	\$246,450	\$413		76.3%	101
Nov-22	769			20		15	-6.5	605	\$249,773	\$413		76.3%	101
Dec-22	769			10		16	-6.6	614	\$253,604	\$413		76.4%	101
Total	9,468	5,419	\$2,239,591	201	0	93	-78.4	7,236	\$2,959,810	\$413		76.4%	101

PG 19-20

3. FSS Action Plan was approved by HUD on October 13, 2022, 35 page FSS Action Plan



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 Public Housing  
 Cleveland Office, Region V - Midwest Region  
 1001 Lakeside, Suite 350  
 Cleveland, OH 44114  
 Phone (216) 357-7900 FAX (216) 357-7916

October 13, 2022

Mr. Casey Ricker  
 Executive Director  
 Hancock Metropolitan Housing Authority  
 The Family Center - Suite 114  
 1800 North Blanchard Street  
 Findlay, OH 45840

Dear Mr. Ricker:

Thank you for submitting your Family Self-Sufficiency (FSS) Action Plan. The Office of Public and Indian Housing staff reviewed your agency's Action Plan and determined it meets the requirements of the Final Rule. Therefore, your FSS Action Plan is approved.

If you have questions or concerns, please contact me at [Brian.D.Murray@hud.gov](mailto:Brian.D.Murray@hud.gov).

Sincerely,

**BRIAN MURRAY**

Brian Murray  
 Director

Digitally signed by BRIAN MURRAY  
 DN: cn = BRIAN MURRAY, o = US  
 U.S. Government, ou =  
 Department of Housing and Urban  
 Development, email = brian.murray@hud.gov

4. Policy Change Admin Plan (Will need Board approval) this will help lift a barrier in the community



5

**Previous Behavior in Assisted Housing [24 CFR 982.552(c)]**

HUD authorizes the PHA to deny assistance based on the family's previous behavior in assisted housing:

**PHA Policy**

The PHA will not deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program or the Welfare to Work voucher program.

The PHA will deny assistance to an applicant family if:

The family does not provide information that the PHA or HUD determines is necessary in the administration of the program.

The family does not provide complete and true information to the PHA.

Any family member has been evicted from federally assisted housing in the last five years.

Any PHA has ever terminated assistance under the program for any member of the family in the last 12 months. *was 5 years*

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The family owes rent or other amounts to any PHA in connection with the HCV, Certificate, Moderate Rehabilitation or public housing programs, unless the family repays the full amount of the debt prior to being selected from the waiting list.

If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.

The family has breached the terms of a repayment agreement entered into with the PHA, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list

*(Donna Ruse) asked the Board for approval to modify HMHA's Admin Plan, to deny a family under the program for any member of the family in the last 12 months from 5 years if they ever been terminated from the program. (Nancy Stephani) proposed a motion with (Dow Campbell) seconding. Motion voted and carried.*

PG 14

**5. SEMAP - Congrats to ALL, we are a High Performer**

The HMHA has earned 96% of the 140 points potential. Your overall performance rating is High Performer.

In the unlikely event that this rating must be changed as a result of conflicting information appearing in the Annual IPA Audit for the period ended December 31, 2021, this office would consider an appeal at that time.

Congratulations on achieving high performer status under SEMAP.

If you have any questions or need additional information, feel free to contact Felicia Davis, Portfolio Management Specialist at [felicia.l.davis@hud.gov](mailto:felicia.l.davis@hud.gov) or (216) 357-7733.

Very sincerely yours,

**SUSAN  
ZANGHI**

Susan M. Zanghi  
Division Director  
Cleveland Office of Public Housing

Digitally signed by SUSAN ZANGHI  
DN: cn=Susan M. Zanghi, o=U.S. Department of Housing and Urban Development, email=susan.zanghi@hud.gov



*6*

Robl Day

Pg 16-17

6. Christmas Meeting – December 8<sup>th</sup> or 15<sup>th</sup>

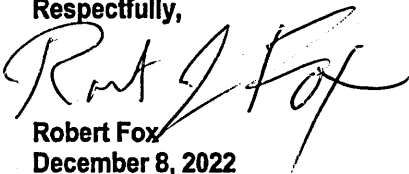
The Board Authorized a Christmas Bonus to the staff that will be given to the staff at the Christmas Party

*(Donna Ruse) asked the Board to Authorize a Christmas Bonus to HMHA's employees in the amount of \$1,000, to show gratitude and to retain competent employees. (Nancy Stephani) proposed a motion with (Doug West) seconding. Motion voted and carried, checks will be issued and disbursed at HMHA's Christmas party, checks will be processed through payroll with applicable taxes*

Next Meeting Date: December 8, 2022.

Meeting Adjourned at 9:45 am

Respectfully,



Robert Fox  
December 8, 2022



**Financial Update**

**1. Financials Admin and HAP**

- A. Monthly HAP received \$221,350 for HCV; Mainstream HAP received \$10,726
- B. Expended \$246,269 for HCV and \$10,575 for Mainstream
- C. NRA as of November 30, 2022, \$72,125
- D. November 2022 HCV Admin Fee was \$35,887, Mainstream Admin received \$4,449
- E. P/L of \$9,365.34 YTD \$75,030.60

**2. New Postage Meter,**

**AGREEMENT FOR PURCHASE**

Date: 10/31/2022		Type of Transaction: Purchase		Branch Name: IMS of Dayton	
BILLING INFORMATION:			INSTALLATION INFORMATION:		
Name: Hancock Metropolitan Housing Authority			Name: Hancock Metropolitan Housing Auth		
Address: 1800 N. Blanchard St., Suite 114			Address: 1800 N. Blanchard St., Suite 114		
City/ST/Zip: Findlay, OH 45840			City/ST/Zip: Findlay, OH 45840		
Phone: 419-420-5076		Fax Phone: 419-424-7831		Phone: 419-420-5076 Fax Phone: 419-424-7831	
County: Hancock			County: Hancock		
Delivery Date: ASAP		Payment Attached: Yes <input type="checkbox"/> No: <input checked="" type="checkbox"/>		Terms: Net 30 Days	
Customer Order Number:		Tax Exempt: Yes: <input checked="" type="checkbox"/> No		Please Make Checks Payable To IMS of Dayton	
Customer Order Date:				Tax Exemption Number: 34-1747347	
QTY	MODEL	DESCRIPTION		UNIT PRICE	TOTAL PRICE
1	IX3WPS	Quadient IX-3 system w/ 5-pound scale		2350.00	2350.00

**3. 2023 Proposed Budget Needs Approved**

*Rob  
Nancy*

*update →*

- A. Increase in Education Expense
- B. Health Insurance with Dental and Vision-Single \$722.62, (\$128.43 decrease from 2022)  
Family \$1,906.30 (\$22.56 increase from 2022)
- C. 2022 Insurance Cost Single \$851.05 Family \$1,883.74
- D. Total UML Baseline will be at 685- HCV 610 with MS 75
- E. COLA of 5% of 0
- F. Admin at \$66.65 first 600 and \$62.19 greater than 600 UML, with a proration of 78%



*8*