

9am

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Annual Meeting with Regular Meeting

October 27, 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 September 29, 2022, at The Family Center, room 118

Roll Call:

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

Minutes:

(Donna Ruse) asked the Board for approval of the minutes. (Rob Fox) 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 \$257,350 for HCV; Mainstream HAP received \$13,980**
- B. Expended \$245,300 for HCV and \$10,989 for Mainstream**
- C. NRA as of August 31, 2022, \$52,713**
- D. August 2022 HCV Admin Fee was \$34,437, Mainstream Admin received \$4,885**
- E. P/L of \$7,538.43 YTD \$39,184.32**

2. Additional HCV Vouchers

Hancock Metropolitan Housing Authority
OH082

Dear Executive Director:

This is your public housing agency's award of new vouchers under the Consolidated Appropriations Act 2022 (P.L. 117-103). For more information on these awards, please see PIH Notice 2022-29.

The Consolidated Appropriations Act 2022 (P.L. 117-103) appropriated \$200 million for new incremental vouchers pursuant to a method, as determined by HUD, which may include a formula that may include such factors as severe cost burden, overcrowding, substandard housing for very low-income renters, homelessness, and administrative capacity. The allocation method is required to include rural and urban areas. The Act further provides HUD with the discretion to specify additional terms and conditions for the use of these vouchers to ensure that PHAs provide vouchers for use by survivors of domestic violence, or individuals and families who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), or at risk of homelessness, as defined in section 401(1) of such Act (42 U.S.C. 11360(1)). Note that HUD is encouraging but not requiring PHAs to institute preferences to only serve these populations with the new vouchers.

To help PHAs expeditiously lease these vouchers, HUD is using a portion of the CY 2022 Appropriations Act \$30 million administrative fee set-aside to provide a one-time special fee of \$750 for each voucher awarded. This is a Special Fee in addition to those listed in PIH 2022-14.

The following table provides the details for your agency's HCV award:

Housing Choice Vouchers Awarded: 6	
Housing Assistance Payments	Special Fees
\$32,760.73	\$4,500.00
Effective: October 1, 2022	Effective: October 1, 2022

- 3. We purchased a high efficiency Panasonic scanner for the front desk, from Perry Corp, cost was \$972, the old scanner will still be utilized in the office.**



PERRY proTECH
545 W. Market St.
Lima, OH 45801

Bill to:
Hancock Metro Housing Authority
1800 N Blanchard St
Findlay, OH 45840-3048

SALES ORDER

Date: **9/22/2022** Terms: **Net30** Page: **1**
Your Reference: **Danielle Jakubcin (419) 879-3432**
Your Contact: **Ricker, Casey (419) 424-7848 cricker@hancockmetro.com**
Delivery Address: **Hancock Metro Housing Authority 1800 N Blanchard St Findlay, OH 45840-3048**

Item Code	Description	Site Ship To	Quantity	Price	Total
PA-KV-S1057C	PA-Panasonic KV-S1057C Scanner	office	1	\$972.00	\$972.00
Tax not Included in Subtotal				Sales Order Subtotal:	\$972.00
				Freight:	
				Tax:	
				Total Order:	

- 2023 Health Insurance Update
Met with Ben Otley from First Insurance Group on August 30, 2022. We had staff enter data into firmfire.com to generate Health Insurance quotes. We are still waiting for the results from First Insurance Group, quotes will be with Medical and Dental cost.
- REAC Submission



Real Estate Assessment Center
Financial Assessment Subsystem (FASS-PH)

Work Items	Search		
Create Submission	Submission Type	<input type="text" value="All"/>	PHA Code <input type="text" value="OH082"/>
Delete Draft Submission	Status	<input type="text" value="All"/>	
Link to 3/31/2008 and prior Submissions Inbox	Fiscal Year End	<input type="text" value="12/31"/> <input type="text" value="2021"/>	<input type="button" value="Search"/>

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

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
IPA Review	OH082	Hancock Metropolitan Housing Authority	Audited/Single Audit	12/31/2021		MV0218
Approved	OH082	Hancock Metropolitan Housing Authority	Unaudited/Single Audit	12/31/2021	02/24/2022	H15770

Resources
[User Guide and System Documentation](#) [Technical Assistance Center](#) [FASS-PH website](#)

(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.



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Directors Report

1. Waiting List

- A. We pulled 28 folks in the month of September, of those 28 families that was pulled 20 will receive a voucher on September 26, 2022. I will be pulling 25 families in the month of October
- B. I would like to close HMHA's waiting list on November 16th at 12 pm (Will need Board Approval) Still Pending
- C. We currently have 225 folks on the waiting list, of those 59 are disabled.

Statistics Report

Status: Waiting for Assistance, Active

TOTALS

Applicants on the HCV 1 List	225	
Families with Children	65	28.89%
Elderly Families	59	26.22%
Families with Disabilities	102	45.33%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	152	67.56%
Very Low Income	41	18.22%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	32	14.22%

TOTALS BY ETHNICITY

Hispanic	10	4.44%
Non-Hispanic	214	95.11%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	4	1.78%	Native Hawaiian/Pac. Island	1	0.44%
Asian	2	0.89%	White	180	80.00%
Black/African American	27	12.00%			

TOTALS BY PREFERENCE

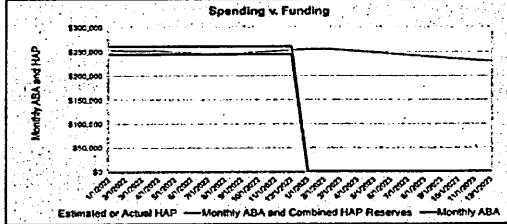
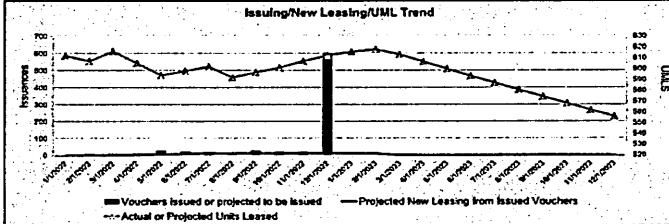
Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	59	Eighth Preference
Third Preference		Ninth Preference
Fourth Preference		Tenth Preference
Fifth Preference		

2. UML Update

- A. As of August 31, 2022, HMHA is currently assisting 592 HCV families plus 75 Mainstream and 5 Hardin HOME for a total of 672 total households. PUC cost currently sits at \$414.



Year	UMAs	Actual UMAs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additional Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMAs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UAL %	Monthly AB Expended
Jan-22	782	612	\$753,311	10	0	0	-5.8	0.72	\$223,311	\$414		71.4%	101.4%	77.6%	103.4%
Feb-22	782	607	\$722,000	10	0	0	-5.6	0.7	\$222,000	\$416		71.2%	101.2%	78.2%	102.2%
Mar-22	782	616	\$722,000	10	0	0	-5.8	0.72	\$222,000	\$409		71.5%	101.5%	78.1%	102.2%
Apr-22	782	605	\$722,000	10	0	0	-5.7	0.7	\$222,000	\$417		71.3%	101.3%	78.1%	101.5%
May-22	782	594	\$741,875	20	0	0	-5.6	0.64	\$241,875	\$417		70.9%	102.7%	75.2%	101.4%
Jun-22	782	605	\$749,420	22	0	0	-5.4	0.71	\$249,520	\$415		70.7%	102.5%	75.8%	101.4%
Jul-22	782	602	\$725,362	10	0	0	-5.3	0.7	\$225,362	\$404		70.1%	102.0%	75.2%	99.3%
Aug-22	782	602	\$745,300	10	0	0	-5.3	0.7	\$245,300	\$414		70.1%	101.8%	75.2%	100.1%
Sep-22	782	602	\$745,300	23	0	0	-5.4	0.72	\$247,317	\$414		70.4%	101.7%	75.8%	100.2%
Oct-22	782	602	\$745,300	20	0	0	-5.3	0.7	\$245,300	\$414		70.3%	101.7%	76.2%	101.4%
Nov-22	782	602	\$745,300	20	0	0	-5.3	0.7	\$245,300	\$414		70.3%	101.8%	76.2%	102.4%
Dec-22	782	602	\$745,300	20	0	0	-5.3	0.7	\$245,300	\$414		70.3%	101.8%	77.8%	103.2%
Total	9,662	6,878	\$1,894,646	772	0	0	-78.9	7.24	\$1,894,646	\$414		70.9%	101.9%		
2023															
Jan-23	782					10	-5.8	0.72	\$223,311	\$414		70.0%	EDV/0%	75.0%	EDV/0%
Feb-23	782					2	-5.7	0.7	\$221,000	\$414		70.0%	EDV/0%	75.2%	EDV/0%
Mar-23	782					2	-5.7	0.7	\$221,000	\$414		70.0%	EDV/0%	77.7%	EDV/0%
Apr-23	782					0	-5.8	0.7	\$222,000	\$414		71.2%	EDV/0%	78.2%	EDV/0%
May-23	782					0	-5.6	0.64	\$241,875	\$414		71.4%	EDV/0%	75.2%	EDV/0%
Jun-23	782					0	-5.3	0.71	\$249,520	\$414		71.0%	EDV/0%	75.2%	EDV/0%
Jul-23	782					0	-5.4	0.7	\$245,362	\$414		70.1%	EDV/0%	74.4%	EDV/0%
Aug-23	782					0	-5.4	0.71	\$247,317	\$414		70.3%	EDV/0%	73.8%	EDV/0%
Sep-23	782					0	-5.3	0.72	\$247,317	\$414		70.4%	EDV/0%	74.8%	EDV/0%
Oct-23	782					0	-5.3	0.7	\$245,300	\$414		70.3%	EDV/0%	77.0%	EDV/0%
Nov-23	782					0	-5.3	0.7	\$245,300	\$414		70.3%	EDV/0%	77.0%	EDV/0%
Dec-23	782					0	-5.3	0.7	\$245,300	\$414		70.3%	EDV/0%	77.0%	EDV/0%
Total	9,662	0	\$0	0	0	0	-77.2	7.07	\$1,871,214	\$414					



Comments: (FINANCIAL - Bookkeeping Year: Cash & Investments (VMS) of \$36,382 compares to RHP (VMS) of \$10,173. Current VMS Cash & Investments of \$30,111 compares to VMS RHP plus UHP of \$22,406. Additional SPV leasing should focus on the 106 unleased HED vouchers.

- Annual Plan (Will need Board approval) Attached is 2023 Annual Plan (Donna Ruse) asked the Board for approval of 2023 HMHA's Annual Plan. (Nancy Stephani) proposed a motion with (Doug West) seconding. Motion voted and 2023 Annual Plan will be submitted to HUD through HUD email exchange with a CC to Felicia Davis
- 2023 FMR 100% (Will need Board approval) National average was 9.2% increase (Donna Ruse) asked the Board to approve FMR at 100%. (Nancy Stephani) proposed a motion with (Doug West) seconding. Motion voted, FMR will be updated for 2023 at 100%

The FY 2023 Hancock County, OH FMRs for All Bedroom Sizes

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$605	\$709	\$905	\$1,170	\$1,477
FY 2022 FMR	\$562	\$647	\$820	\$1,075	\$1,404

The FY 2023 Hardin County, OH FMRs for All Bedroom Sizes

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$587	\$655	\$794	\$1,021	\$1,105
FY 2022 FMR	\$547	\$608	\$738	\$948	\$1,001

The FY 2023 Putnam County, OH FMRs for All Bedroom Sizes

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$587	\$665	\$794	\$966	\$1,067
FY 2022 FMR	\$547	\$628	\$738	\$912	\$1,001

The FY 2023 Wyandot County, OH FMRs for All Bedroom Sizes

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$587	\$652	\$794	\$966	\$1,148
FY 2022 FMR	\$547	\$597	\$738	\$912	\$1,005



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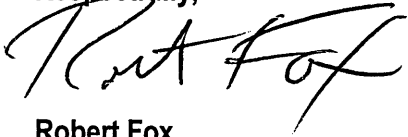
Dow/Noney

5. Board Training – Fair Housing

Next Meeting Date: October 27, 2022, Annual meeting at 8:30 then Reg Board Meeting

Meeting Adjourned at 9:35 am

Respectfully,



Robert Fox
October 27, 2022



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