

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

February 23, 2023

Family Center Conference Room 118

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 December 8, 2022, at Logan's, room 118 at 11:00am

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 (Rob Fox) seconding. Motion voted and carried minutes can be filed for audit.

Financial Update

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	IX3WP5	Quadient IX-3 system w/ 5-pound scale		2350.00	2350.00

3. 2023 Proposed Budget Needs Approved

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 6%
- F. Admin at \$66.65 first 600 and \$62.19 greater than 600 UML, with a proration of 78%

2023 Budget Proposed

Income		Description	
HUD Voucher Admin Fee	\$ 390,127.39	2023 Projected Admin Fee based on Monthly Average of 610 UML. Prorated at 78%	
Knowledge #311 Processing	\$250.00	Processing Recertification's	
HCCIL Prop. Management Fee	\$3,600.00	Mgmt. Fee HCCIL	
Mainstream Admin & Interest	\$ 45,768.30	75 vouchers (USING LAST YEARS ADMIN FEE RATE)	
HUD Tenant / LL Repayment	\$10,255.00	Estimated HUD Tenant / LL New Repayment Agreements Executed	
HCCIL Fiscal Agent Fee	\$720.00	Fiscal Agent Fee for HCCIL	
Home Program	\$600.00	TBRA Admin. fee HOME Program	
Subtotal	\$442,340.68		
Expenses			
Salaries	\$ 244,410.40	All Regular Staff Salaries	
Overtime	\$0.00		
Travel / Meal Expense	\$1,000.00	Mileage Reimbursements and Meal Expenses	x
Subcontract Labor / Security	\$4,000.00	(2)Building Security	x
Rent / Storage	\$18,651.23	Cold Storage and Office Space (BUDGETED 3% INCREASE)	x
Utility Expense - Phones	\$4,625.00	Office Phones, Fax Line, Cellular Phones	x
Utility Expense - Network	\$6,500.00	Computer Network Connection, Hosted Exchange, Anti-virus	x
Accounting & Audit	\$13,000.00	YE Audit and Fee Accountant, Opinion Letter from Attorney for YE Audit	x
Contract Cost	\$2,200.00	Maintenance Plan Copiers	x
Insurance (COMM.)	\$7,000.00	Commercial Package, Director & Officers, Employment Practice, Fidelity Bond, Cyber Insurance	x
Health Insurance	\$ 48,899.92	Employee Health Insurance. 1 Family plan. 3 single plans HMHA subsidize 100%	x
Benefits	\$ 40,169.41	OPERS, Medicare, Workers Comp, and Unemployment	
Educational	\$3,000.00	Staff Training and Materials	x
Advertising	\$300.00	The Courier, Public Notices	x
Legal Hearing Exp	\$0.00	Legal Counsel	x
Maintenance / Cleaning	\$600.00	Al'shred	x
Vehicle Expense	\$1,300.00	Gas and maintenance	x
Office Supplies	\$5,000.00	Paper, Expendable, Office Necessities	x
Postage	\$6,250.00	Postage	x
Memberships & Subscriptions	\$1,700.00	OHAC/ Courier, Nan McKay, Housing Consortium, Apt Association, Clemons Nelson, Hancock Co. Coord. Council	x
Technical Support	\$ 29,690.00	HAPPY Software Administration Support 3% cost increase each year, RCR backup anti-virus, Peachtree Support	x
Bank Fees	\$2,100.00	Huntington bank fees	x
HUD Port Out Admin Paid Out	\$1,200.00	HUD Port out Admin Paid Out	x
Subtotal	\$440,595.95	Total Expense	
Profit / Loss	\$1,744.73	Net Income	



(Donna Ruse) asked the Board for approval of HMHA's 2023 Budget. (Rob Fox) proposed a motion with (Nancy Stephani) seconding. Motion voted and carried, HMHA will implement the 2023 Budget.

Directors Report

1. Waiting List

- A. We pulled 20 folks in the month of November, of those 20 families that was pulled, 17 received a voucher on November 21, 2022. I will be pulling 16 families in the month of December. We pulled a total of 207 families from our waiting list in 2022.
- B. Please remember that on December 14, 2022, HMHA will be closing our Waiting List and will be potentially opening it back up in early March 2023
- C. We will be purging our Waiting List in 2023
- D. We currently have 247 folks on the waiting list, of those 82 are disabled

Statistics Report

Waiting List: 1 - HCV 1
Status: Waiting for Assistance, Active

TOTALS			
Applicants on the HCV 1 List	247		
Families with Children	71	28.74%	
Elderly Families	59	23.80%	
Families with Disabilities	124	50.20%	
TOTALS BY INCOME PERCENTAGE			
Extremely Low Income	100	57.21%	
Very Low Income	42	17.00%	
Low Income	0	0.00%	
Over Income Limit	0	0.00%	
Incomplete Income Data	30	15.79%	
TOTALS BY RACIAL GROUP			
Amer. Indian/Alaska Native	4	1.02%	
Asian	1	0.40%	
Black/African American	30	12.15%	
TOTALS BY ETHNICITY			
Hispanic	13	5.26%	
Non-Hispanic	233	94.33%	
TOTALS BY PREFERENCE			
Targeted Preference			
First Preference			
Second Preference	82		
Third Preference			
Fourth Preference			
Fifth Preference			
Sixth Preference			
Seventh Preference			
Eighth Preference			
Ninth Preference			
Tenth 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 November 30, 2022, HMHA is currently assisting 603 HCV families plus 75 Mainstream for a total of 678 total households. PUC cost currently sits at \$413. We are anticipating expending 101.4% of our ABA in 2022.



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Year	UHAs	Actual UHAs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UHAs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibly Expended
Jan-22	789	612	\$253,311			0	-6.6	612	\$253,311	\$414		77.6%	103.4%
Feb-22	789	607	\$252,209	10		0	-6.6	607	\$252,209	\$416		77.2%	103.2%
Mar-22	789	616	\$252,033	10		1	-6.6	616	\$252,033	\$429		77.5%	103.1%
Apr-22	789	605	\$252,394	10		4	-6.7	605	\$252,394	\$417		77.3%	103.0%
May-22	789	594	\$247,979	26		5	-6.6	594	\$247,979	\$417		76.9%	102.7%
Jun-22	789	598	\$248,320	22		8	-6.4	598	\$248,320	\$415		76.7%	102.5%
Jul-22	789	602	\$243,342	18		11	-6.5	602	\$243,342	\$404		76.7%	102.0%
Aug-22	789	592	\$245,300	10		12	-6.5	592	\$245,300	\$414		76.5%	101.8%
Sep-22	789	593	\$244,743	28		11	-6.4	593	\$244,743	\$413		76.3%	101.6%
Oct-22	789	596	\$246,645	37		11	-6.4	596	\$246,645	\$414		76.2%	101.5%
Nov-22	789	603	\$246,269	20		15	-6.5	603	\$246,269	\$428		76.3%	101.4%
Dec-22	789			19		16	-6.5	612	\$251,070	\$428		76.4%	101.4%
Total	9,468	6,616	\$2,732,505	201	0	93	-78.3	7,230	\$2,882,575	\$413		76.4%	101.4%

3. Contact Information Consent



CONTACT INFORMATION CONSENT

Voucher Size _____

I, _____, give Hancock Metropolitan Housing Authority permission to share my contact information with potential landlords to help secure housing before my voucher expires.

Methods of Contact:

- Calls: _____
- Texts: _____
- Email: _____

Staying where you live? Yes or No
(If your answer is "Yes" you do not need to answer the following questions)

Are you 55 or older? Yes or No
Do you have Pets? Yes or No

What County/COUNTIES are you wanting/willing to live in? Rank them from 1 (highest) to 4 (lowest)

HANCOCK HARDIN PUTNAM WYANDOT

Signature _____ Date _____
10/2022

4. Board – Thank You

5. February 23, 2023, at 8:30am

Meeting Adjourned at _____

Meeting Adjourned at 11:45am

Respectfully,

Robert Fox
February 23, 2023



5

Financial Update

1. Financials Admin and HAP

- A. Monthly HAP received \$250,206 for HCV; Mainstream HAP received \$10,726
- B. Expended \$258,455 for HCV and \$11,113 for Mainstream
- C. NRA as of January 31, 2023, \$35,139
- D. January HCV Admin Fee was \$35,887, Mainstream Admin received \$4,449
- E. P/L of \$7,149.47

Hancock Metropolitan Housing Authority
Income Statement
January 2023

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance YTD Actual vs YTD Budget	Total Annual Budget
Revenues							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 360.00	\$ 360.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	35,887.00	31,677.28	\$ 4,209.72	35,887.00	31,677.28	4,209.72	380,127.38
MS Voucher Admin Fee	4,449.00	3,949.03	\$ 499.97	4,449.00	3,949.03	499.97	47,388.30
HUD Tenant/LL Repayment \$	1,000.00	1,043.58	(\$ 43.58)	1,000.00	1,043.58	(43.58)	12,523.00
Repayment NRA	1,000.00	0.00	\$ 1,000.00	1,000.00	0.00	1,000.00	0.00
Coordinating Fee "CAC"	0.00	20.83	(\$ 20.83)	0.00	20.83	(20.83)	250.00
Total Revenue	\$ 42,696.00	\$ 37,050.72	\$ 5,645.28	\$ 42,696.00	\$ 37,050.72	\$ 5,645.28	\$ 444,608.68
Expenses							
Admin Salaries	20,531.22	20,531.26	0.04	20,531.22	20,531.26	0.04	246,375.17
Travel / Meal Expense	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
Vehicle Expense	72.00	108.33	36.33	72.00	108.33	36.33	1,300.00
Subcontract Labor	267.12	333.33	66.21	267.12	333.33	66.21	4,000.00
Office Rent	1,621.20	1,555.10	(66.10)	1,621.20	1,555.10	(66.10)	18,661.23
Utility Expense - Phone	256.75	385.42	128.67	256.75	385.42	128.67	4,625.00
Utility Expense- Network	135.99	541.67	405.68	135.99	541.67	405.68	6,500.00
Audit	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	12,000.00
Accounting Expense	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
Bank Service Fees	0.00	175.00	175.00	0.00	175.00	175.00	2,100.00
Contract Cost	304.15	183.33	(120.82)	304.15	183.33	(120.82)	2,200.00
Insurance Exp.	1,088.00	583.33	(504.67)	1,088.00	583.33	(504.67)	7,000.00
Health Insurance	4,013.88	4,074.16	60.28	4,013.88	4,074.16	60.28	48,889.92
Employee Benefits	3,233.65	3,372.75	139.10	3,233.65	3,372.75	139.10	40,472.96
Education Expense	279.33	250.00	(29.33)	279.33	250.00	(29.33)	3,000.00
Meetings Expense	23.00	0.00	(23.00)	23.00	0.00	(23.00)	0.00
Advertising	0.00	25.00	25.00	0.00	25.00	25.00	300.00
Maintenance/Cleaning	0.00	50.00	50.00	0.00	50.00	50.00	600.00
Office Supplies	902.33	416.67	(485.66)	902.33	416.67	(485.66)	5,000.00
Postage	130.00	516.67	386.67	130.00	516.67	386.67	6,200.00
Square Reader Fee	15.03	4.17	(10.86)	15.03	4.17	(10.86)	50.00
Membership & Subscriptions	1,046.50	141.67	(904.83)	1,046.50	141.67	(904.83)	1,700.00
Technical Support	950.00	890.83	(59.17)	950.00	890.83	(59.17)	10,690.00
HAPPY Tech Support	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	18,000.00
HAP Financial Errors	471.00	0.00	(471.00)	471.00	0.00	(471.00)	0.00
HUD PORT-Outs ADMIN Paid Out	91.99	100.00	8.01	91.99	100.00	8.01	1,200.00
Bank Service Fees	113.39	0.00	(113.39)	113.39	0.00	(113.39)	0.00
Total Expenses	\$ 35,546.53	\$ 36,905.35	\$ 1,358.82	\$ 35,546.53	\$ 36,905.35	\$ 1,358.82	\$ 442,864.28
Net Income (Loss)	\$ 7,149.47	\$ 145.37	\$ 7,004.10	\$ 7,149.47	\$ 145.37	\$ 7,004.10	\$ 1,744.40



6