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HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

March 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

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Hancock Metropolitan Housing Authority

Board Minutes Regular Meeting February 28, 2023, at The Family Center, room 118 at 8:33am

Roll Call:

Donna Ruse, Doug West, 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 (Doug West) seconding. Motion voted and carried minutes can be filed for audit.

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



2. Set Aside Funding update

SUMMARY - CY 2022 SET-ASIDE CATEGORIES 2B THROUGH 7		
Line		
1	PHA NUMBER	OH082
2	PHA NAME	HANCOCK MHA
	SUMMARY OF FUNDING ELIGIBILITY	
	CATEGORIES:	ELIGIBILITY
3	2B. UNFORESEEN CIRCUMSTANCES	\$ -
4	2B. PORTABILITY	\$ 29,169
5	3a PROJECT-BASED VOUCHERS	\$ -
6	3b PBV MTW New Cohort	\$ -
7	4 HUD-VASH	\$ -
8	5 LOWER THAN AVERAGE LEASING	\$ -
9	6 DISASTER	\$ -
10	7 NLT Inspection Withheld	\$ -
11	TOTAL ELIGIBILITY	\$ 29,169
12	EXCESS PROGRAM RESERVES AFTER CY 2022 RENEWAL OFFSET	\$ 6,358
13	NET FUNDING ELIGIBILITY (Categories 2a to 7)	\$ 22,811
14	SHORTFALL FUNDING (Category 1)	\$ -
15	NET AWARD AFTER SHORTFALL FUNDING	\$ 22,811

3. Write offs for 2022

- A. Home Account write off total of \$14.00, check was utility reimbursement for client
- B. HUD HAP Account write off total of \$7,109 various checks written in 2021 that consist of HAP and UR
- C. Repayment Agreements for non-payments that need to be written off in the amount of \$4,306.88
(Donna Ruse) asked the Board for approval to write off the outstanding checks and repayments that was proposed. (Dow Campbell) proposed a motion with (Doug West) seconding. Motion voted and carried, write offs will be implemented and filed for Audit.



Directors Report

A. Waiting List

A. We pulled 32 folks in the month of January, of those 32 families that was pulled, 19 received a voucher on January 23, 2023. I will be pulling 40 families in the month of February.

B. I would like to open HMHA's Waiting List on March 7, 2023, at 12pm for Veterans and Non Elderly disabled 61 and under. Will need Board Approval.

(Donna Ruse) asked the Board for approval to open HMHA's Waiting List on March 7, 2023, at noon. (Rob Fox) proposed a motion with (Doug West) seconding. Motion voted and carried, HMHA will notify The Courier and post on HMHA's website.

C. Waiting List will be purged in March.

D. We currently have 204 folks on the waiting list, of those 41 are disabled

Statistics Report

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

TOTALS

Applicants on the HCV 1 List	204	
Families with Children	63	30.88%
Elderly Families	59	28.92%
Families with Disabilities	81	39.71%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	138	67.65%
Very Low Income	36	17.65%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	30	14.71%

TOTALS BY ETHNICITY

Hispanic	10	4.90%
Non-Hispanic	193	94.61%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	4	1.95%
Asian	1	0.49%
Black/African American	24	11.75%

Native Hawaiian/Pac. Island	1	0.49%
White	164	80.30%

TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference	
First Preference		Seventh Preference	
Second Preference	41	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.



B. UML Update

1. As of January 31, 2023, HMHA is currently assisting 612 HCV families plus 75 Mainstream for a total of 687 total households. PUC cost currently sits at \$422. Meeting with HUD back in December, our Rep thinks we will be prorated at 8.2% compared to previous years at 2%.

C. SEMAP will need Board Approval

D. Findlay's Strategic Plan, full copy in enclosed in your Board packet.

CITY OF FINDLAY

Dec 11, 2022

Draft of city's strategic plan gets scathing review

Committee frustrated by lack of public comment

By DENISE GRANT
DENISEGRANT@THECOURIER.COM

The public unveiling of the first draft of a new proposed strategic plan for Findlay's government didn't draw the interest or the reaction city officials had hoped.

There was considerable frustration at a meeting of Findlay City Council's Strategic Planning Committee, held just prior to council's regular meeting on Tuesday, about a shortage of feedback on the draft. Then, during the full meeting of council, more

feedback did come in the form of a scathing review by Tom Ross, president of the Findlay Landlords Association, and other rental property owners in Findlay. Ross said the plan is out of touch with the true needs of the city. He said

the city has a drug problem, high crime and a growing homeless population, yet the proposed strategic plan doesn't target those problems. However, he did accuse city officials of targeting the owners of rental properties. Ross promised political retaliation for any members of council who vote to advance the plan. Katie Erickson, of Find-

lay, whose family owns six rental properties in Findlay, also addressed council with similar concerns.

"Two of the sections in the strategic plan proposed for this community appear to directly target private landlords such as myself," Erickson said.

Erickson said the draft See PLAN, Page A2

Cont from PLAN, Page A1

plan's proposal to establish a vacant property registry, a land bank, a rental property registration, stricter housing codes and the expansion of the metro housing program is "directly targeting landlords in a negative way," she said.

"While I am assuming that these are likely targeting specific properties or specific landlords, I can't help but be threatened by these. Just the fact that this could get passed threatens the income for my household from our rental properties and our ability to be productive members of this community," she said.

Erickson said there are pieces of the overall plan that she does support.

"However, lumping everything into one giant plan to pass does not allow the opportunity for the public to vote on each individual item, so that the voice of the community is truly heard,"

she said.

The strategic planning committee is expected to meet again in January to begin adjusting the draft plan in response to the public input already gathered and is hoping to spur more public feedback.

Only 50 people attended an open house hosted by the city to unveil the plan on Dec. 5, and only about half left comments. Other opportunities for public feedback, at the municipal building and online, gathered about 60 more comments.

Committee members agreed Tuesday to post the draft plan online again on the city's website, www.findlayohio.gov, and discussed other plans to solicit public feedback.

Members of the Strategic Planning Committee include Chairman Jeff Wobser, R-at-large, Mayor Christina Muryn, city Auditor Jim Staschiak, Dennis Hellmann, R-2, Beth Warnecke, R-3, and

R-at-large councilmen Randy Greeno and Grant Russel.

Planning NEXT solicited opinions from about 1,000 individuals about the city's future, which are represented in the draft plan. The effort included an online survey open to the public on the city's website for several weeks. The consultants also worked with Findlay's various business leaders, community members, economic development team, local school districts and other organizations to develop the plan.

Eventually, the process will include a method for updating, maintaining and evaluating the strategic plan.

The firm is being paid \$124,315 to serve as a consultant in developing the plan.

More information about Planning NEXT is available at www.planning-next.com.

For more information about Findlay's strategic planning, visit findlayforwardplan.com.

Meeting Adjourned at 9:29 am

Respectfully,

Robert Fox
March 23, 2023



Financial Update

1. Financials Admin and HAP

- A. Monthly HAP received \$250,206 for HCV; Mainstream HAP received \$10,491
- B. Expended \$263,761 for HCV and \$11,973 for Mainstream
- C. NRA as of February 28, 2023, \$21,944
- D. February HCV Admin Fee was \$35,887, Mainstream Admin received \$4,449
- E. HMHA was awarded \$4,245 in Admin Fees for VMS reconciliation
- F. P/L of \$13,758.67

Hancock Metropolitan Housing Authority Income Statement February 2023

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance Actual vs YTD Budget	Total Annual Budget
Revenues							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 720.00	\$ 720.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	40,132.00	31,677.28	\$ 8,454.72	76,019.00	63,354.56	12,664.44	380,127.38
MS Voucher Admin Fee	4,449.00	3,949.03	\$ 499.97	8,898.00	7,898.06	999.94	47,388.30
HUD Tenant/LL Repayment \$	1,000.00	1,043.58	(\$ 43.58)	2,000.00	2,087.16	(87.16)	12,523.00
Repayment NRA	1,000.00	0.00	\$ 1,000.00	2,000.00	0.00	2,000.00	0.00
Coordinating Fee "CAC"	0.00	20.83	(\$ 20.83)	0.00	41.66	(41.66)	250.00
Total Revenue	\$ 46,941.00	\$ 37,050.72	\$ 9,890.28	\$ 89,637.00	\$ 74,101.44	\$ 15,535.56	\$ 444,608.68
Expenses							
Admin Salaries	20,531.22	20,531.26	0.04	41,062.44	41,062.52	0.08	246,375.17
Travel / Meal Expense	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
Vehicle Expense	0.00	108.33	108.33	72.00	216.66	144.66	1,300.00
Subcontract Labor	267.12	333.33	66.21	534.24	666.66	132.42	4,000.00
Office Rent	1,621.20	1,555.10	(66.10)	3,242.40	3,110.20	(132.20)	18,661.23
Utility Expense - Phone	461.13	385.42	(75.71)	717.88	770.84	52.96	4,625.00
Utility Expense- Network	135.99	541.67	405.68	271.98	1,083.34	811.36	6,500.00
Audit	0.00	1,000.00	1,000.00	0.00	2,000.00	2,000.00	12,000.00
Accounting Expense	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
Contract Cost	116.07	183.33	67.26	420.22	366.66	(53.56)	2,200.00
Employee Policy Procedure	60.00	0.00	(60.00)	60.00	0.00	(60.00)	0.00
Insurance Exp.	0.00	583.33	583.33	1,088.00	1,166.66	78.66	7,000.00
Health Insurance	4,013.88	4,074.16	60.28	8,027.76	8,148.32	120.56	48,889.92
Employee Benefits	3,622.19	3,372.75	(249.44)	6,855.84	6,745.50	(110.34)	40,472.96
Education Expense	0.00	250.00	250.00	279.33	500.00	220.67	3,000.00
Meetings Expense	21.82	0.00	(21.82)	44.82	0.00	(44.82)	0.00
Advertising	0.00	25.00	25.00	0.00	50.00	50.00	300.00
Maintenance/Cleaning	0.00	50.00	50.00	0.00	100.00	100.00	600.00
Miscellaneous Expense	7.75	0.00	(7.75)	7.75	0.00	(7.75)	0.00
Office Supplies	300.00	416.67	116.67	1,202.33	833.34	(368.99)	5,000.00
Postage	633.60	516.67	(116.93)	763.60	1,033.34	269.74	6,200.00
Square Reader Fee	17.55	4.17	(13.38)	32.58	8.34	(24.24)	50.00
Membership & Subscriptions	0.00	141.67	141.67	1,046.50	283.34	(763.16)	1,700.00
Technical Support	950.00	890.83	(59.17)	1,900.00	1,781.66	(118.34)	10,690.00
HAPPY Tech Support	0.00	1,500.00	1,500.00	0.00	3,000.00	3,000.00	18,000.00
Electronic Imaging "Alchemy"	222.93	0.00	(222.93)	222.93	0.00	(222.93)	0.00
HUD PORT-Outs ADMIN Paid Out	91.99	100.00	8.01	183.98	200.00	16.02	1,200.00
Bank Service Fees	107.89	175.00	67.11	221.28	350.00	128.72	2,100.00
Total Expenses	\$ 33,182.33	\$ 36,905.35	\$ 3,723.02	\$ 68,257.86	\$ 73,810.70	\$ 5,552.84	\$ 442,864.28
Net Income (Loss)	\$ 13,758.67	\$ 145.37	\$ 13,613.30	\$ 21,379.14	\$ 290.74	\$ 21,088.40	\$ 1,744.40

