

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

April 27, 2023

Family Center Conference Room 117

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 March 28, 2023, at The Family Center, room 118 at 8:35am

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 (Rob Fox) 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 \$10,491**
- 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 to Monthly Budget	YTD Actual	YTD Budget	Variance YTD Actual vs YTD Budget	Total Annual Budget
Revenues							
HCCIL Management Fee	\$ 340.00	\$ 340.00	\$ 0.00	\$ 720.00	\$ 720.00	\$ 0.00	\$ 4,320.00
Member ADMIN Fee - HUD	40,132.00	31,677.28	8,454.72	76,019.00	63,334.34	12,684.66	380,127.38
MS Voucher Admin Fee	4,449.00	3,249.00	1,200.00	8,198.00	7,298.00	899.99	47,388.30
HUD Financial Reimbursement	1,000.00	1,043.88	(43.88)	2,000.00	2,087.19	(87.19)	12,572.00
Reimbursement NRA	1,000.00	0.00	1,000.00	2,000.00	0.00	2,000.00	0.00
Coordination Fee "CAC"	0.00	20.83	(20.83)	0.00	21.64	(21.64)	210.00
Total Revenues	\$ 46,921.00	\$ 37,690.98	\$ 9,230.02	\$ 86,937.00	\$ 74,101.44	\$ 12,835.56	\$ 444,666.68
Expenses							
Admin Salaries	20,331.22	20,531.24	(200.02)	41,062.44	41,062.32	0.12	220,371.12
Travel / Misc Expenses	0.00	13.31	(13.31)	0.00	144.44	(144.44)	1,000.00
Vehicle Expenses	0.00	108.12	(108.12)	7.00	216.66	(209.66)	1,400.00
Subcontract Labor	267.12	33.33	233.79	54.24	644.44	(590.20)	4,000.00
Office Rent	1,621.20	1,555.10	66.10	3,242.40	3,110.20	132.20	18,412.31
Utility Expense - Phone	46.13	35.43	10.70	217.68	270.44	(52.76)	4,622.00
Utility Expense - Network	133.99	341.27	(207.28)	271.58	1,033.34	(761.76)	6,300.00
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	133.33	(17.26)	430.22	200.00	230.22	2,200.00
Employee Policy Procedure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Exp.	0.00	383.33	(383.33)	1,068.00	1,166.66	(98.66)	7,000.00
Health Insurance	2,013.88	2,074.16	(60.28)	8,027.76	8,148.32	(120.56)	48,689.92
Employee Benefits	3,023.12	3,372.75	(349.63)	6,833.84	6,743.30	90.54	40,472.60
Education Expense	0.00	250.00	(250.00)	275.53	200.00	75.53	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
Business Cleaning	0.00	50.00	(50.00)	0.00	100.00	(100.00)	600.00
Mail/Postage Expense	7.73	0.00	7.73	0.00	0.00	0.00	0.00
Office Supplies	300.00	416.67	(116.67)	1,201.33	833.34	367.99	5,000.00
Printing	613.60	316.67	296.93	763.60	1,033.34	(269.74)	6,300.00
Special Reader Fee	15.83	4.17	11.66	22.88	8.34	14.54	80.00
Membership & Subscriptions	0.00	121.67	(121.67)	1,044.50	283.32	(761.18)	1,700.00
Technical Support	630.00	800.83	(170.83)	1,900.00	1,781.66	118.34	10,600.00
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	222.83	0.00	(222.83)	0.00
HUD FORT-OUTS ADMIN Paid Fee	91.99	100.00	(8.01)	183.98	200.00	(16.02)	1,200.00
Bank Service Fees	107.82	123.00	(15.18)	221.28	330.00	(108.72)	2,100.00
Total Expenses	\$ 33,183.33	\$ 34,064.38	\$ 881.05	\$ 68,347.64	\$ 73,810.70	\$ 5,463.06	\$ 423,044.38
Net Income (Loss)	\$ 13,737.67	\$ 3,626.60	\$ 10,111.07	\$ 18,589.36	\$ 1,290.74	\$ 17,298.62	\$ 1,744.49



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2. REAC Unaudited Financials was submitted on February 22, 2023



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="2022"/> <input type="button" value="Search"/>

One item found.1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Approved	OH082	Hancock Metropolitan Housing Authority	Unaudited/Single Audit	12/31/2022	02/22/2023	H15770

Resources

User Guide and System Documentation	Technical Assistance Center	FASS-PH website
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Directors Report

1. Waiting List

- A. We pulled 40 folks in the month of February, of those 40 families that was pulled, 33 received a voucher on February 21, 2023. We pulled 27 for the month of March, which will be vouchered on March 21, 2023. The next few months we will be pulling less, in the range of 10-15 per month as our PUC cost has risen.
- B. HMHA's Waiting List opened on March 7, 2023, at 12pm, we received 65 new applications in one week.
- C. Purging of the Waiting List will be completed by March 22, 2023, at noon. We sent out 181 letters on February 24, 2023, letters must be returned to HMHA no later than March 22, 2023, and indicate that they still want to remain on HMHA WL. As of March 15, 2023, we received 34 letters back or 19% total.

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	181	
Families with Children	57	31.49%
Elderly Families	59	32.60%
Families with Disabilities	60	33.15%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	120	66.30%
Very Low Income	33	18.23%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	28	15.47%

TOTALS BY ETHNICITY

Hispanic	8	4.42%
Non-Hispanic	172	95.03%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	3	1.66%	Native Hawaiian/Pac. Island	1	0.55%
Asian	1	0.55%	White	145	80.11%
Black/African American	21	11.60%			

TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	19	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 February 28, 2023, HMHA is currently assisting 617 HCV families plus 75 Mainstream for a total of 692 total households. PUC cost currently sits at \$427. We are staying aggressive in the first quarter of 2023 to help propel us through the year with the potential increase of subsidy in 2023.

3. SEMAP was entered on February 23, 2023, and is still pending. HUD has 60 days to review.

4. HMHA's Admin Plan Review

(Donna Ruse) asked the Board for approval of HMHA's updated Admin Plan. (Doug West) proposed a motion with (Rob Fox) seconding. Motion voted and carried, Admin Plan will be submitted to Cleveland HUD.

5. Personal Day for Part-Time Employees

(Donna Ruse) asked the Board for approval to grant one Personal Day per year for Part-Time employees. (Doug West) proposed a motion with (Dow Campbell) seconding. Motion voted and carried; PPM will be updated to reflect Part-Time employees to one Personal Day per year.

6. Next meeting is scheduled for April 27, 2023, at 8:30am

Meeting Adjourned at 9:37 am

Respectfully,

Robert Fox
April 27, 2023

*Douglas H West
4/27/23*



Financial Update

1. Financials Admin and HAP

- A. Monthly HAP received \$251,194 for HCV; Mainstream HAP received \$10,787
- B. Expended \$267,856 for HCV and \$12,174 for Mainstream
- C. NRA as of March 31, 2023, \$5,655
- D. March HCV Admin Fee was \$35,708, Mainstream Admin received \$4,449
- E. HMHA was awarded \$13,685 in HAP for CY 2022 proration increase. Funds will be distributed to our HUD Held Reserves.
- F. P/L of \$6,887.28

Hancock Metropolitan Housing Authority
Income Statement
March 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	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	35,708.00	31,677.28	\$ 4,030.72	111,727.00	95,031.84	16,695.16	380,127.38
MS Voucher Admin Fee	4,449.00	3,949.03	\$ 499.97	13,347.00	11,847.09	1,499.91	47,388.30
HUD Tenant/LL Repayment \$	0.00	1,043.58	(\$ 1,043.58)	2,000.00	3,130.74	(1,130.74)	12,523.00
Repayment NRA	0.00	0.00	\$ 0.00	2,000.00	0.00	2,000.00	0.00
Coordinating Fee "CAC"	0.00	20.83	(\$ 20.83)	0.00	62.49	(62.49)	250.00
Total Revenue	\$ 40,517.00	\$ 37,050.72	\$ 3,466.28	\$ 130,154.00	\$ 111,152.16	\$ 19,001.84	\$ 444,608.68
Expenses							
Admin Salaries	20,531.22	20,531.26	0.04	61,593.66	61,593.78	0.12	246,375.17
Travel / Meal Expense	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
Vehicle Expense	108.71	108.33	(0.38)	180.71	324.99	144.28	1,300.00
Subcontract Labor	267.12	333.33	66.21	801.36	999.99	198.63	4,000.00
Office Rent	1,621.20	1,555.10	(66.10)	4,863.60	4,665.30	(198.30)	18,661.23
Utility Expense - Phone	590.73	385.42	(205.31)	1,308.61	1,156.26	(152.35)	4,625.00
Utility Expense- Network	219.06	541.67	322.61	491.04	1,625.01	1,133.97	6,500.00
Audit	0.00	1,000.00	1,000.00	0.00	3,000.00	3,000.00	12,000.00
Accounting Expense	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
Bank Service Fees	0.00	175.00	175.00	0.00	525.00	525.00	2,100.00
Contract Cost	84.99	183.33	98.34	505.21	549.99	44.78	2,200.00
Employee Policy Procedure	60.00	0.00	(60.00)	120.00	0.00	(120.00)	0.00
Insurance Exp.	0.00	583.33	583.33	1,088.00	1,749.99	661.99	7,000.00
Health Insurance	4,230.64	4,074.16	(156.48)	12,258.40	12,222.48	(35.92)	48,889.92
Employee Benefits	3,200.29	3,372.75	172.46	10,056.13	10,118.25	62.12	40,472.96
Education Expense	0.00	250.00	250.00	279.33	750.00	470.67	3,000.00
Meetings Expense	22.75	0.00	(22.75)	67.57	0.00	(67.57)	0.00
Advertising	0.00	25.00	25.00	0.00	75.00	75.00	300.00
Maintenance/Cleaning	0.00	50.00	50.00	0.00	150.00	150.00	600.00
Miscellaneous Expense	0.00	0.00	0.00	7.75	0.00	(7.75)	0.00
Office Supplies	362.25	416.67	54.42	1,564.58	1,250.01	(314.57)	5,000.00
Postage	440.00	516.67	76.67	1,203.60	1,550.01	346.41	6,200.00
Square Reader Fee	1.56	4.17	2.61	34.14	12.51	(21.63)	50.00
Membership & Subscriptions	0.00	141.67	141.67	1,046.50	425.01	(621.49)	1,700.00
Technical Support	950.00	890.83	(59.17)	2,830.00	2,672.49	(157.51)	10,690.00
HAPPY Tech Support	525.00	1,500.00	975.00	525.00	4,500.00	3,975.00	18,000.00
Electronic Imaging "Alchemy"	212.32	0.00	(212.32)	435.25	0.00	(435.25)	0.00
HAP Financial Errors	0.00	0.00	0.00	471.00	0.00	(471.00)	0.00
HUD PORT-Outs ADMIN Paid Out	91.99	100.00	8.01	275.97	300.00	24.03	1,200.00
Bank Service Fees	109.89	0.00	(109.89)	331.17	0.00	(331.17)	0.00
Total Expenses	\$ 33,629.72	\$ 36,905.35	\$ 3,275.63	\$ 101,751.44	\$ 110,416.05	\$ 8,664.61	\$ 442,864.28
Net Income (Loss)	\$ 6,887.28	\$ 145.37	\$ 6,741.91	\$ 28,402.56	\$ 736.11	\$ 27,666.45	\$ 1,744.40



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