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m.n Doug | Dow

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

August 24, 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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175*

Financial Errors



Hancock Metropolitan Housing Authority

Board Minutes Regular Meeting June 29, 2023, at The Family Center, room 118 at 8:35 am

Roll Call:

Donna Ruse, Doug West, Rob Fox and Dow Campbell were in attendance. (Casey Ricker was also in attendance). Dionne Kinninger was absent.

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

A. Financials Admin and HAP

- A. Monthly HAP received \$277,995 for HCV; Mainstream HAP received \$11,335**
- B. Expended \$276,375 for HCV and \$15,276 for Mainstream**
- C. NRA as of May 31, 2023, \$3,437**
- D. May HCV Admin Fee was \$35,708, Mainstream Admin received \$4,474**
- E. P/L of \$6,887.28**

Hancock Metropolitan Housing Authority
Income Statement
May 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 | \$ 1,080.00 | \$ 1,080.00 | \$ 0.00 | \$ 4,320.00 |
| Voucher ADMIN Fee - HUD | 35,708.00 | 31,677.28 | 4,030.72 | 183,143.00 | 158,386.40 | 24,756.60 | 380,127.38 |
| A/R HCCIL Management Fee | 300.00 | 0.00 | 300.00 | 900.00 | 0.00 | 900.00 | 0.00 |
| MS Voucher Admin Fee | 4,474.00 | 3,949.03 | 524.97 | 22,270.00 | 19,745.15 | 2,524.85 | 47,388.30 |
| HUD Tenant/LL Repayment \$ | 0.00 | 1,043.38 | (1,043.38) | 3,615.00 | 5,217.90 | (1,602.90) | 12,523.00 |
| Repayment NRA | 0.00 | 0.00 | 0.00 | 3,615.00 | 0.00 | 3,615.00 | 0.00 |
| Coordinating Fee "CAC" | 0.00 | 20.83 | (20.83) | 0.00 | 104.15 | (104.15) | 250.00 |
| Total Revenue | \$ 40,842.00 | \$ 37,050.72 | \$ 3,791.28 | \$ 214,423.00 | \$ 184,533.60 | \$ 30,889.40 | \$ 444,688.88 |
| Expenses | | | | | | | |
| Admin Salaries | 20,531.22 | 20,531.26 | 0.04 | 102,656.10 | 102,656.30 | 0.20 | 246,375.17 |
| Travel / Meal Expense | 165.97 | 83.33 | 82.64 | 165.97 | 416.65 | (250.68) | 1,000.00 |
| Vehicle Expense | 0.00 | 108.33 | (108.33) | 311.71 | 541.65 | (229.94) | 1,300.00 |
| Subcontract Labor | 267.12 | 333.33 | (66.21) | 1,335.60 | 1,666.65 | (331.05) | 4,000.00 |
| Office Rent | 1,621.20 | 1,555.10 | 66.10 | 7,106.00 | 7,775.50 | (669.50) | 18,661.23 |
| Utility Expense - Phone | 459.77 | 385.42 | 74.35 | 2,099.65 | 1,927.10 | 172.55 | 4,625.00 |
| Utility Expense- Network | 147.06 | 541.67 | (394.61) | 1,091.90 | 2,708.35 | (1,616.45) | 6,500.00 |
| Audit | 0.00 | 1,000.00 | (1,000.00) | 0.00 | 5,000.00 | (5,000.00) | 12,000.00 |
| Accounting Expense | 0.00 | 83.33 | (83.33) | 1,350.00 | 416.65 | (933.35) | 1,000.00 |
| Bank Service Fees | 89.89 | 175.00 | (85.11) | 548.45 | 875.00 | (326.55) | 2,100.00 |
| Contract Cost | 111.74 | 183.33 | (71.59) | 713.31 | 916.65 | (203.34) | 2,200.00 |
| Employee Policy Procedure | 60.00 | 0.00 | 60.00 | 240.00 | 0.00 | (240.00) | 0.00 |
| Insurance Exp. | 0.00 | 583.33 | (583.33) | 5,337.00 | 2,916.65 | (2,420.35) | 7,000.00 |
| Health Insurance | 4,068.07 | 4,074.16 | (6.09) | 20,394.54 | 20,370.80 | 23.74 | 48,889.92 |
| Employee Benefits | 3,179.39 | 3,372.75 | (193.36) | 16,632.28 | 16,863.75 | (231.47) | 40,472.96 |
| Education Expense | 0.00 | 250.00 | (250.00) | 279.33 | 1,250.00 | (970.67) | 3,000.00 |
| Meetings Expense | 0.00 | 0.00 | 0.00 | 125.14 | 0.00 | (125.14) | 0.00 |
| Advertising | 0.00 | 25.00 | (25.00) | 0.00 | 125.00 | (125.00) | 300.00 |
| Maintenance/Cleaning | 97.00 | 50.00 | 47.00 | 97.00 | 250.00 | (153.00) | 600.00 |
| Miscellaneous Expense | 29.28 | 0.00 | (29.28) | 37.03 | 0.00 | (37.03) | 0.00 |
| Office Supplies | 303.08 | 416.67 | (113.59) | 2,145.51 | 2,083.35 | (62.16) | 5,000.00 |
| Postage | 520.00 | 516.67 | (3.33) | 2,363.60 | 2,583.35 | (219.75) | 6,200.00 |
| Square Reader Fee | 0.91 | 4.17 | (3.26) | 39.46 | 20.85 | (18.61) | 50.00 |
| Membership & Subscriptions | 0.00 | 141.67 | (141.67) | 1,046.50 | 708.35 | (338.15) | 1,700.00 |
| Technical Support | 950.00 | 890.83 | (59.17) | 4,750.00 | 4,454.15 | (295.85) | 10,690.00 |
| HAPPY Tech Support | 0.00 | 1,500.00 | (1,500.00) | 525.00 | 7,500.00 | (6,975.00) | 18,000.00 |
| Electronic Imaging "Alchemy" | 195.68 | 0.00 | 195.68 | 866.46 | 0.00 | (866.46) | 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) | 459.95 | 500.00 | (40.05) | 1,200.00 |
| Total Expenses | \$ 32,889.37 | \$ 34,905.35 | \$ 2,015.98 | \$ 172,728.54 | \$ 184,026.75 | \$ 11,298.21 | \$ 442,864.28 |
| Net Income (Loss) | \$ 7,952.63 | \$ 2,145.37 | \$ 5,807.26 | \$ 41,694.46 | \$ 506.85 | \$ 41,387.61 | \$ 1,744.40 |



B. MRI Housing Pro Invoice

A. I am currently having them remove FSS and HAP Check from the invoice, by removing those two services, our total is estimated at \$15,905.11

B. Cost in 2022 was \$18,729.76

(Donna Ruse) asked the Board for approval of the MRI Housing Pro Invoice to not exceed \$17,000 (Dow Campbell) proposed a motion with (Doug West) seconding. Motion voted and carried, Invoice came in at \$15,905.12 on August 1, 2023, check was issued also on August 1, 2023, to avoid any interruption in service.

| | | | | | |
|---|--|---|---|-------------|------------------|
| Customer ID | K624999 | | | | |
| Customer Name | Hancock Metropolitan Housing Authority | | | | |
| | | | LICENSE RENEWAL DETAIL | | |
| | | | for Re-Issued Invoice # MRIUS1409176 | | |
| Support Period | 8/1/2023 | - | 7/30/2024 | | |
| Support Modules/Assets: | | | | Qty: | Price |
| 1099s and Payment History | | | | 1 | 1,164.86 |
| Direct Deposit | | | | 1 | 748.07 |
| FSS Pro | | | | 1 | 1,896.25 |
| IDIA (Integrated Document Imaging Archive) System | | | | 1 | 1,461.15 |
| IFile (formerly known as FileMTC5) | | | | 1 | 1,164.36 |
| Inspections | | | | 1 | 1,558.27 |
| Occupancy | | | | 1 | 2,834.83 |
| Payments | | | | 1 | 1,164.86 |
| Remote Screen Sharing | | | | 1 | 819.88 |
| Waiting List | | | | 1 | 1,164.36 |
| 2.5 PM Server/Users (9) | | | | 1 | 4,306.47 |
| TOTAL Subscription License Renewal | | | | | 17,801.86 |
| HAPCheck | | | | 1 | 1,198.28 |
| TOTAL SaaS License Renewal | | | | | 1,198.28 |
| TOTAL Renewal | | | | | 18,999.64 |

C. Applied for CY 2023 HCV Set Aside Funding for Portability on May 30, 2023, we are estimating to receive around \$31,736.10

(Donna Ruse) asked the Board for approval for a mid-year stipend to HMHA employees in the amount of \$500 per employee. (Rob Fox) proposed a motion with (Doug West) seconding. Motion voted and carried, stipend will be released to HMHA employees on July 1, 2023, which will also be ran through payroll.

D. Audit Update

(Donna Ruse) asked the Board for approval of a new Copier from Perry Pro Corp in the amount of \$5,125.32 (Dow Campbell) proposed a motion with (Rob Fox) seconding. Motion voted and carried, invoice was paid in full to Perry Pro Corp on August 1, 2023, for the amount which was authorized of \$5,125.32

E. 2023 Admin Fee Rates 4.1% Increase Based on our 2023 Budget, this increase is estimated to bring in an additional \$17,528.12

| | 2022 Rates | 2023 Rates |
|----------|------------|------------|
| Column A | \$66.65 | \$69.38 |
| Column B | \$62.19 | \$64.75 |



Directors Report

1. Waiting List

- A. We pulled 7 folks in May and June due to the increase of leasing and HAP cost we will be monitoring future leasing strategies.
- B. Due to the increase in PUC and successful lease ups, I would like to close HMHA's waiting list effective July 5, 2023.

(Donna Ruse) asked the Board for approval to close down HMHA's Waiting List on July 5, 2023, at 12pm. (Dow Campbell) proposed a motion with (Doug West) seconding. Motion voted and carried, HMHA's WL will be closed and notified to the Courier and update HMHA's website.

Statistics Report

Status: Waiting for Assistance, Active

TOTALS

| | | |
|------------------------------|-----|--------|
| Applicants on the HCV 1 List | 153 | |
| Families with Children | 33 | 21.57% |
| Elderly Families | 25 | 16.34% |
| Families with Disabilities | 128 | 82.35% |

TOTALS BY INCOME PERCENTAGE

| | | |
|------------------------|----|--------|
| Extremely Low Income | 98 | 62.75% |
| Very Low Income | 38 | 24.84% |
| Low Income | 0 | 0.00% |
| Over Income Limit | 0 | 0.00% |
| Incomplete Income Data | 19 | 12.42% |

TOTALS BY ETHNICITY

| | | |
|--------------|-----|--------|
| Hispanic | 7 | 4.58% |
| Non-Hispanic | 144 | 94.12% |

TOTALS BY RACIAL GROUP

| | | | | | |
|----------------------------|----|--------|-----------------------------|-----|--------|
| Amer. Indian/Alaska Native | 1 | 0.65% | Native Hawaiian/Pac. Island | 1 | 0.65% |
| Asian | 0 | 0.00% | White | 128 | 83.66% |
| Black/African American | 19 | 12.42% | | | |

TOTALS BY PREFERENCE

| | | | |
|---------------------|-----|--------------------|--|
| Targeted Preference | | Sixth Preference | |
| First Preference | 2 | Seventh Preference | |
| Second Preference | 111 | 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 May 31, 2023, HMHA is currently assisting 640 HCV families plus 75 Mainstream for a total of 715 total households. PUC cost currently sits at \$432

3. SEMAP Received 130/130 Point and we are High Performer

May 30, 2023

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

Dear Mr. Ricker:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) Certification for the Hancock Metropolitan Housing Authority (HMHA). We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Hancock Metropolitan Housing Authority's final SEMAP score for the fiscal year ended 12/31/2022 is 130 points. The following are your scores on each indicator:

| | | |
|-------------|--|-----|
| Indicator 1 | Selection from the Waiting List (24CFR982.54(d)(1) and 982.204(a)) | 15 |
| Indicator 2 | Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507) | 20 |
| Indicator 3 | Determination of Adjusted Income (24 CFR part 5 Subpart f and 982.516) | 20 |
| Indicator 4 | Utility Allowance Schedule (24CFR 982.517) | 5 |
| Indicator 5 | HQS Quality Control (24 CFR 982.405(b)) | 5 |
| Indicator 6 | HQS Enforcement (24 CFR 982.404) | 10 |
| Indicator 7 | Expanding Housing Opportunities | N/A |
| Indicator 8 | Payment Standards (24 CFR 982.503) | 5 |



5

| | | |
|--------------|--|-----|
| Indicator 9 | Annual Reexaminations (24 CFR 5.617) | 10 |
| Indicator 10 | Correct Tenant Rent Calculations (24 CFR 982, subpart k) | 5 |
| Indicator 11 | Pre-contract HQS (24 CFR 982.305) | 5 |
| Indicator 12 | Annual HQS (24 CFR 982.405(a)) | 10 |
| Indicator 13 | Lease-up | 20 |
| Indicator 14 | Family Self Sufficiency (24 CFR 984.105 and 984.305) | N/A |
| Indicator 15 | Deconcentration bonus | N/A |

The HMHA has earned 100% of the 130 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, 2022, 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 or (216) 357-7733.

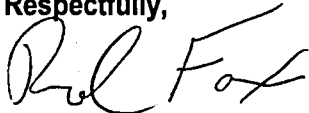
Very sincerely yours,

Susan M. Zanghi
Division Director
Cleveland Office of Public Housing

4. Next meeting is scheduled for August 24, 2023, at 8:30am in Conference Room 118

Meeting Adjourned at 9:17 am

Respectfully,



Robert Fox
August 24, 2023

