

Master

11:17am
→ min Approved
Dow-Doug

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

- Approve
Dow-Doug

Regular Meeting

Adjourned 11:35 am

December 14, 2023

Logan's at 11:15am

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 October 26, 2023, at The Family Center, room 118 at 9am

Roll Call:

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

Minutes:

(Donna Ruse) asked the Board for approval of the minutes. (Doug West) 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 \$281,903 for HCV; Mainstream HAP received \$15,582**
- B. Expended \$277,448 for HCV and \$13,396 for Mainstream**
- C. NRA as of September 30, 2023, \$13,778**
- D. September HCV Admin Fee was \$77,465, Mainstream Admin received \$6,594**
- E. HMHA received VMS Reconciliation for the first and second quarter with an increase of the proration which inflated the P/L**
- F. P/L of \$48,449.41**

Hancock Metropolitan Housing Authority
Income Statement
September 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	\$ 3,240.00	\$ 3,240.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	77,465.00	31,677.28	45,787.72	387,067.00	285,095.52	101,971.48	380,127.38
VMS Voucher Admin Fee	6,594.00	3,949.03	2,644.97	42,286.00	35,541.27	6,744.73	47,388.30
HUD Tenant/LI. Reimbursement \$	0.00	1,043.58	(1,043.58)	6,778.50	9,392.22	(2,613.72)	12,523.00
Coordinating Fee "CAC"	0.00	20.83	(20.83)	0.00	187.47	(187.47)	250.00
Total Revenues	\$ 84,419.00	\$ 37,058.72	\$ 47,360.28	\$ 439,371.50	\$ 333,456.48	\$ 105,915.02	\$ 444,608.68
Expenses							
Admin Salaries	20,531.22	20,531.26	0.04	187,780.98	184,781.34	(2,999.64)	246,375.17
Travel / Meal Expense	0.00	83.33	83.33	337.48	749.97	(412.49)	1,000.00
Vehicle Expense	116.23	108.33	(7.90)	1,164.95	974.97	(189.98)	1,300.00
Subcontract Labor	267.12	333.33	66.21	2,404.08	2,999.97	(595.89)	4,000.00
Office Rent	1,781.02	1,555.10	(225.92)	14,230.08	13,995.90	(234.18)	18,661.23
Utility Expense - Phone	331.18	385.42	54.24	3,941.77	3,468.78	(472.99)	4,625.00
Utility Expense- Network	147.06	541.67	394.61	1,680.14	4,875.03	3,194.89	6,500.00
Audit	2,970.00	1,000.00	(1,970.00)	10,889.70	9,000.00	(1,889.70)	12,000.00
Accounting Expense	0.00	83.33	83.33	2,430.00	749.97	(1,680.03)	1,000.00
Bank Service Fees	146.14	175.00	28.86	1,057.36	1,575.00	517.64	2,100.00
Contract Cost	297.69	183.33	(114.36)	1,357.86	1,649.97	292.11	2,200.00
Employee Policy Procedure	60.00	0.00	(60.00)	480.00	0.00	(480.00)	0.00
Insurance Est.	0.00	58.33	58.33	6,428.00	5,249.97	(1,178.03)	7,000.00
Health Insurance	4,068.07	4,074.16	6.09	36,666.82	36,667.44	0.62	48,889.92
Employee Benefits	3,200.47	3,372.75	172.28	30,340.84	30,354.75	13.91	40,472.96
Education Expense	0.00	250.00	250.00	937.33	2,250.00	1,312.67	3,000.00
Meetings Expense	23.65	0.00	(23.65)	191.03	0.00	(191.03)	0.00
Advertising	0.00	25.00	25.00	30.87	225.00	194.13	300.00
Maintenance/Cleaning	0.00	50.00	50.00	250.25	450.00	199.75	600.00
Miscellaneous Expense	0.00	0.00	0.00	178.91	0.00	(178.91)	0.00
Office Supplies	172.55	416.67	244.12	4,619.62	3,750.03	(869.59)	5,000.00
Postage	640.00	516.67	(123.33)	4,329.80	4,650.03	320.23	6,200.00
Square Reader Fee	2.84	4.17	1.33	66.21	37.53	(28.68)	30.00
Membership & Subscriptions	0.00	141.67	141.67	1,496.50	1,275.03	(221.47)	1,700.00
Technical Support	950.00	890.83	(59.17)	8,550.00	8,017.47	(532.53)	10,690.00
HAPPY Tech Support	0.00	1,500.00	1,500.00	16,430.12	13,500.00	(2,930.12)	18,000.00
Electronic Imaging "Alchemy"	176.35	0.00	(176.35)	1,448.66	0.00	(1,448.66)	0.00
HAP Financial Errors	0.00	0.00	0.00	551.00	0.00	(551.00)	0.00
HUD PORT-Outs ADMIN Paid Out	87.65	100.00	12.35	806.13	900.00	93.87	1,200.00
Total Expenses	\$ 35,949.59	\$ 24,995.35	\$ 10,954.24	\$ 340,378.24	\$ 331,348.15	\$ 9,030.09	\$ 443,864.28
Net Income (Loss)	\$ 48,469.41	\$ 12,063.37	\$ 36,406.04	\$ 99,013.26	\$ 2,298.33	\$ 96,714.93	\$ 1,744.40



- B. Stopgap spending bill AKA continuing resolution was passed to avoid a Government shutdown on October 1, 2023. The continuing resolution will provide fiscal year appropriation to Federal agencies through November 17, 2023
- C. 2024 FMR Rates, discuss the Waiver for 120% of FMR. 83% of previous 120% acceptations have been for Hancock County, 11% for Wyandot, 5% Putnam and 1% Wyandot

HMHA PAYMENT STANDARDS 11 vs 12 vs 13 vs 14 vs 15 vs 16 vs 17 vs 18 vs 19 vs 20 vs 21 vs 22 vs 23 vs 24																		
	FMRS						Change from 2023	FMR % CHANGE from 2023	PAYMENT STANDARDS						Change from 2023	Payment Standard % CHANGE from 2023		
	2019	2020	2021	2022	2023	2024			2019	2020	2021	2022	2023	2024				
Hancock	0	\$ 601	\$ 676	\$ 624	\$ 662	\$ 605	\$ 650	\$ 45	7.1%	\$ 581	\$ 676	\$ 624	\$ 662	\$ 605	\$ 650	\$ 45	7.1%	100%
	1	\$ 664	\$ 680	\$ 625	\$ 647	\$ 709	\$ 740	\$ 31	8.7%	\$ 604	\$ 680	\$ 625	\$ 647	\$ 709	\$ 740	\$ 31	8.7%	
	2	\$ 743	\$ 757	\$ 801	\$ 820	\$ 905	\$ 959	\$ 54	9.4%	\$ 743	\$ 757	\$ 801	\$ 820	\$ 905	\$ 959	\$ 54	9.4%	
	3	\$ 1,014	\$ 1,018	\$ 1,063	\$ 1,075	\$ 1,170	\$ 1,242	\$ 72	8.1%	\$ 1,014	\$ 1,018	\$ 1,063	\$ 1,075	\$ 1,170	\$ 1,242	\$ 72	8.1%	
4	\$ 1,177	\$ 1,316	\$ 1,387	\$ 1,404	\$ 1,477	\$ 1,534	\$ 57	4.9%	\$ 1,177	\$ 1,316	\$ 1,387	\$ 1,404	\$ 1,477	\$ 1,534	\$ 57	4.9%		
Hardin	0	\$ 498	\$ 517	\$ 548	\$ 547	\$ 587	\$ 639	\$ 52	6.8%	\$ 498	\$ 517	\$ 548	\$ 547	\$ 587	\$ 639	\$ 52	6.8%	100%
	1	\$ 616	\$ 636	\$ 686	\$ 688	\$ 655	\$ 701	\$ 46	7.2%	\$ 616	\$ 636	\$ 686	\$ 688	\$ 655	\$ 701	\$ 46	7.2%	
	2	\$ 682	\$ 696	\$ 734	\$ 738	\$ 794	\$ 860	\$ 66	7.1%	\$ 682	\$ 696	\$ 734	\$ 738	\$ 794	\$ 860	\$ 66	7.1%	
	3	\$ 918	\$ 917	\$ 967	\$ 948	\$ 1,021	\$ 1,079	\$ 58	7.1%	\$ 918	\$ 917	\$ 967	\$ 948	\$ 1,021	\$ 1,079	\$ 58	7.1%	
4	\$ 822	\$ 943	\$ 995	\$ 1,001	\$ 1,105	\$ 1,215	\$ 110	9.4%	\$ 822	\$ 943	\$ 995	\$ 1,001	\$ 1,105	\$ 1,215	\$ 110	9.4%		
Putnam	0	\$ 498	\$ 517	\$ 548	\$ 547	\$ 587	\$ 639	\$ 52	6.8%	\$ 498	\$ 517	\$ 548	\$ 547	\$ 587	\$ 639	\$ 52	6.8%	100%
	1	\$ 650	\$ 686	\$ 612	\$ 628	\$ 665	\$ 710	\$ 45	5.6%	\$ 650	\$ 686	\$ 612	\$ 628	\$ 665	\$ 710	\$ 45	5.6%	
	2	\$ 682	\$ 696	\$ 734	\$ 738	\$ 794	\$ 860	\$ 66	7.1%	\$ 682	\$ 696	\$ 734	\$ 738	\$ 794	\$ 860	\$ 66	7.1%	
	3	\$ 854	\$ 885	\$ 913	\$ 912	\$ 966	\$ 1,040	\$ 74	6.6%	\$ 854	\$ 885	\$ 913	\$ 912	\$ 966	\$ 1,040	\$ 74	6.6%	
4	\$ 822	\$ 967	\$ 1,002	\$ 1,001	\$ 1,067	\$ 1,145	\$ 78	6.2%	\$ 822	\$ 967	\$ 1,002	\$ 1,001	\$ 1,067	\$ 1,145	\$ 78	6.2%		
Wyandot	0	\$ 498	\$ 517	\$ 548	\$ 547	\$ 587	\$ 639	\$ 52	6.8%	\$ 498	\$ 517	\$ 548	\$ 547	\$ 587	\$ 639	\$ 52	6.8%	100%
	1	\$ 626	\$ 639	\$ 679	\$ 697	\$ 652	\$ 712	\$ 60	8.4%	\$ 626	\$ 639	\$ 679	\$ 697	\$ 652	\$ 712	\$ 60	8.4%	
	2	\$ 682	\$ 696	\$ 734	\$ 738	\$ 794	\$ 860	\$ 66	7.1%	\$ 682	\$ 696	\$ 734	\$ 738	\$ 794	\$ 860	\$ 66	7.1%	
	3	\$ 854	\$ 867	\$ 913	\$ 912	\$ 966	\$ 1,040	\$ 74	6.6%	\$ 854	\$ 867	\$ 913	\$ 912	\$ 966	\$ 1,040	\$ 74	6.6%	
4	\$ 837	\$ 943	\$ 995	\$ 1,005	\$ 1,148	\$ 1,355	\$ 207	12.5%	\$ 837	\$ 943	\$ 995	\$ 1,005	\$ 1,148	\$ 1,355	\$ 207	12.5%		

D. 2024 Budget Discussion

Donna Ruse proposed a motion with Rob Fox seconding to go into Executive Session to discuss HMHA's 2024 Budget and Christmas Bonus at 9:17am. At 9:35am Donna Ruse proposed a motion to go out of Executive Session at 9:35am

(Donna Ruse) asked the Board for approval of HMHA's 2024 Budget. (Dow Campbell) proposed a motion with (Doug West) seconding. Motion voted and carried; HMHA will implement 2024 Budget as listed below.



Income		Description
HUD Voucher Admin Fee	\$ 408,952.80	2024 Projected Admin Fee based on Monthly Average of \$15 UML Prorated at 80%
Bridge #311 Processing	\$320.00	Inspections for CAC
Prop. Management Fee	\$3,600.00	Mgmt. Fee HCCIL
Mainstream Admin & Interest	\$ 49,954	75 vouchers
HUD Tenant / LL Repayment	\$13,256.00	Estimated HUD Tenant / LL New Repayment Agreements Executed
HCCIL Fiscal Agent Fee	\$720.00	Fiscal Agent Fee for HCCIL
Home Program	\$0.00	TBRA Admin. fee HOME Program
Subtotal	\$476,802.40	
Expenses		
Salaries	\$ 265,220.22	All Regular Staff Salaries
Atac / Discretionary	\$600.00	Monthly Prep and Staff Meetings
Travel / Meal Expense	\$1,500.00	Mileage Reimbursements and Meal Expenses
Subcontract Labor / Security	\$4,100.00	(2) Building Security
Rent / Storage	\$19,450.00	Cold Storage and Office Space (BUDGETED 3% INCREASE)
Utility Expense - Phones	\$5,225.00	Office Phones, Fax Line, Cellular Phones
Utility Expense - Network	\$3,200.00	Computer Network Connection, Hosted Exchange, Anti-virus
Accounting & Audit	\$13,500.00	YE Audit and Fee Accountant, Opinion Letter from Attorney for YE Audit
Contract Cost	\$2,600.00	Maintenance Plan Copiers
Insurance (COMA)	\$7,500.00	Commercial Package, Director & Officers, Employment Practice, Fidelity Bond, Cyber Insurance
Health Insurance	\$ 52,248.24	Employee Health Insurance. 1 Family plan. 3 single plans HMAA subsidize 100%
Benefits	\$ 43,384.52	OPERS, Medicare, Workers Comp, and Unemployment
Educational	\$6,000.00	Staff Training and Materials
Advertising	\$300.00	The Courier, Public Notices
Legal Hearing Exp	\$0.00	Legal Counsel
Maintenance / Cleaning	\$1,000.00	Airshred
Vehicle Expense	\$1,400.00	Gas and maintenance
Office Supplies	\$5,400.00	Paper, Expendable, Office Necessities
Postage	\$6,250.00	Postage
Memberships & Subscriptions	\$1,825.00	OHAC/ Courier, Nan McKay, Housing Consortium, Apt Association, Clemons Nelson, Hancock Co. Coord. Council
Technical Support	\$ 30,000.00	HAPPY Software Administration Support 3% cost increase each year, RCR backup anti-virus, Peachtree Support
Bank Fees	\$1,525.00	Huntington bank fees
HUD Port Out Admin Paid Out	\$1,200.00	HUD Port out Admin Paid Out
Subtotal	\$473,437.99	Total Expense
Profit / Loss	\$3,364.41	Net Income



(Donna Ruse) asked the Board to Authorize a Christmas Bonus to HMHA's employees in the amount of \$1,000 for full time employees and \$500 for part-time employees to show gratitude and to retain competent employees. (Rob Fox) proposed a motion with (Dow Campbell) seconding. Motion voted and carried, checks will be issued and disbursed at HMHA's Christmas party, checks will be processed through payroll with applicable taxes.

(Donna Ruse) asked the Board for approval of the Financials. (Rob Fox) proposed a motion with (Doug West) seconding. Motion voted and carried; Financials can be filed for audit.

Directors Report

A. Waiting List

A. We will be pulling 16 families from the waiting list in November. We issued 14 vouchers on October 24, 2023.

B. HMHA's waiting list will open on November 7, 2023, at 12pm till November 15, 2023, 12pm

Statistics Report

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

TOTALS

Applicants on the HCV 1 List	117	
Families with Children	21	17.95%
Elderly Families	27	23.06%
Families with Disabilities	69	59.02%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	82	70.09%
Very Low Income	22	18.80%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	13	11.11%

TOTALS BY ETHNICITY

Hispanic	3	2.56%
Non-Hispanic	112	95.73%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	2	1.71%
Asian	0	0.00%
Black/African American	12	10.20%

Native Hawaiian/Pac. Island	1	0.85%
White	99	84.62%

TOTALS BY PREFERENCE

Targeted Preference	
First Preference	
Second Preference	77
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.

B. UML Update

A. As of September 30, 2023, HMHA is currently assisting 620 HCV families plus 75 Mainstream for a total of 695 total households. PUC cost currently sits at \$444, PUC has increased \$24 from the beginning of the year.

C. Social Security 2024 Increase 3.2% compared to 2023 rate of 8.7%



Press Release

Thursday, October 12, 2023
For Immediate Release



Mark Hinkle, Press Officer
press.office@ssa.gov

News Release

SOCIAL SECURITY

Social Security Announces 3.2 Percent Benefit Increase for 2024

Social Security and Supplemental Security Income (SSI) benefits for more than 71 million Americans will increase 3.2 percent in 2024, the Social Security Administration announced today. On average, Social Security retirement benefits will increase by more than \$50 per month starting in January.

More than 66 million Social Security beneficiaries will see the 3.2 percent cost-of-living adjustment (COLA) beginning in January 2024. Increased payments to approximately 7.5 million people receiving SSI will begin on December 29, 2023. (Note: some people receive both Social Security and SSI benefits).

"Social Security and SSI benefits will increase in 2024, and this will help millions of people keep up with expenses," said Kilolo Kijakazi, Acting Commissioner of Social Security.

- D. We will not have a meeting in the month of November and will discuss several options for our meeting in December.

Meeting Adjourned at 9:50 am

Respectfully,

Robert Fox
December 14, 2023

Dirk West
12/14/23

