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Meetings

Master  
of 35  
- Donna, Rob, Dave

# HANCOCK METROPOLITAN HOUSING AUTHORITY

## BOARD OF COMMISSIONERS

### Regular Meeting

**February 22, 2024**

**The 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

April 8th  
Solar Eclipse



## Hancock Metropolitan Housing Authority

**Board Minutes Regular Meeting December 14, 2023, at Logan's at 11:17 am**

**Roll Call:**

**Donna Ruse, Dow Campbell, Dionne Kinninger, 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. (Dow Campbell) proposed a motion with (Doug West) seconding. Motion voted and carried minutes can be filed for audit.**

### Financial Update

**A. Financials Admin and HAP**

- A. Monthly HAP received \$277,364 for HCV; Mainstream HAP received \$14,288
- B. Expended \$282,795 for HCV and \$13,886 for Mainstream
- C. NRA as of November 30, 2023, \$9,367
- D. November HCV Admin Fee was \$41,156, Mainstream Admin received \$4,944
- E. P/L of \$13,764.81

**Hancock Metropolitan Housing Authority  
Income Statement  
November 2023**

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance Actual vs YTD Budget	YTD Annual Budget	Total Annual Budget
<b>Revenues</b>								
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 3,960.00	\$ 3,960.00	\$ 0.00	\$ 4,320.00	
Voucher ADMIN Fee - HUD	41,156.00	31,677.28	9,478.72	464,121.00	348,450.08	115,670.92	380,127.38	
AVR AHI Processing Fee	0.00	0.00	0.00	320.00	229.00	91.00	47,388.30	
MS Voucher Admin Fee	4,944.00	3,949.03	994.97	51,704.00	43,439.33	8,264.67	12,523.00	
HUD Tenant/LL Repayment \$	0.00	1,043.58	(1,043.58)	9,224.24	11,479.38	(2,255.14)	250.00	
<b>Total Revenue</b>	<b>\$ 46,460.00</b>	<b>\$ 37,029.89</b>	<b>\$ 9,430.11</b>	<b>\$ 529,329.24</b>	<b>\$ 407,557.79</b>	<b>\$ 121,771.45</b>	<b>\$ 444,688.68</b>	
<b>Expenses</b>								
Admin Salaries	20,531.22	20,531.26	0.04	228,843.42	225,843.86	(2,999.56)	246,375.17	
Travel / Meal Expense	0.00	83.33	83.33	337.48	916.63	579.15	1,000.00	
Vehicle Expense	89.39	108.33	18.94	1,318.60	1,191.63	(126.97)	1,300.00	
Subcontract Labor	267.12	333.33	66.21	2,938.32	3,666.63	728.31	4,000.00	
Office Rent	1,781.02	1,555.10	(225.92)	17,792.12	17,106.10	(686.02)	18,661.23	
Utility Expense - Phone	506.86	385.42	(121.44)	4,809.91	4,239.62	(570.29)	4,625.00	
Utility Expense- Network	147.06	241.67	94.61	1,974.26	5,958.37	3,984.11	6,500.00	
Audit	0.00	1,000.00	1,000.00	10,889.70	11,000.00	110.30	12,000.00	
Accounting Expense	0.00	83.33	83.33	2,430.00	916.63	(1,513.37)	1,000.00	
Bank Service Fees	122.14	175.00	52.86	1,282.04	1,925.00	642.96	2,100.00	
Contract Cost	(54.47)	183.33	237.80	1,779.12	2,016.63	237.51	2,200.00	
Employee Policy Procedure	60.00	0.00	(60.00)	600.00	0.00	(600.00)	0.00	
Insurance Exp.	0.00	583.33	583.33	7,516.00	6,416.63	(1,099.37)	7,000.00	
Health Insurance	4,068.07	4,074.16	6.09	44,802.96	44,515.76	(287.20)	48,589.92	
Employee Benefits	3,172.03	3,372.73	200.70	36,687.18	37,100.25	413.07	40,472.96	
Education Expense	0.00	250.00	250.00	937.33	2,750.00	1,812.67	3,000.00	
Meetings Expense	21.52	0.00	(21.52)	253.78	0.00	(253.78)	0.00	
Advertising	0.00	25.00	25.00	30.87	275.00	244.13	300.00	
Maintenance/Cleaning	0.00	50.00	50.00	250.25	550.00	299.75	600.00	
Miscellaneous Expense	0.00	0.00	0.00	178.91	0.00	(178.91)	0.00	
Office Supplies	425.73	416.67	(9.06)	5,653.80	4,583.37	(1,070.43)	5,000.00	
Postage	400.00	516.67	116.67	4,969.80	5,683.37	713.57	6,200.00	
Square Reader Fee	7.97	4.17	(3.80)	115.38	45.87	(69.51)	50.00	
Membership & Subscriptions	99.50	141.67	42.17	1,656.00	1,558.37	(97.63)	1,700.00	
Technical Support	950.00	890.83	(59.17)	10,450.00	9,799.13	(650.87)	10,600.00	
HAPPY Tech Support	0.00	1,500.00	1,500.00	16,430.12	16,300.00	(130.12)	18,000.00	
Electronic Imaging "Alchemy"	0.00	0.00	0.00	1,448.66	0.00	(1,448.66)	0.00	
HAP Financial Errors	0.00	0.00	0.00	681.00	0.00	(681.00)	0.00	
HUD PORT-Outs ADMIN Paid Out	100.01	100.00	(0.01)	993.78	1,100.00	106.22	1,200.00	
<b>Total Expenses</b>	<b>\$ 32,665.19</b>	<b>\$ 36,905.35</b>	<b>\$ 4,240.16</b>	<b>\$ 487,857.81</b>	<b>\$ 494,858.95</b>	<b>\$ (7,001.14)</b>	<b>\$ 443,844.28</b>	
<b>Net Income (Loss)</b>	<b>\$ 13,794.81</b>	<b>\$ 124.54</b>	<b>\$ 13,670.27</b>	<b>\$ 121,371.23</b>	<b>\$ 2,698.94</b>	<b>\$ 118,672.29</b>	<b>\$ 1,744.40</b>	



**B. 2023 Set-Aside Funding Results**

SUMMARY - CY 2023 SET-ASIDE CATEGORIES 2A THROUGH 7		
Line	PHA NUMBER	OH082
2	PHA NAME	HANCOCK MHA
SUMMARY OF FUNDING ELIGIBILITY		
CATEGORIES:		ELIGIBILITY
3	2a. UNFORESEEN CIRCUMSTANCES	\$ -
4	2b. PORTABILITY	\$ 10,423
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	\$ 10,423
12	EXCESS PROGRAM RESERVES AFTER CY 2023 RENEWAL OFFSET	\$ -
13	NET FUNDING ELIGIBILITY (Categories 2a, 2b, 3a, 3b, 4, 5 and 7)	\$ 10,423
14	SHORTFALL FUNDING (Category 1)	\$ -
15	NET AWARD AFTER SHORTFALL FUNDING	\$ 10,423

*(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.*



Rob / Donnie

### Directors Report

#### A. Waiting List

A. We will be pulling 18 families from the waiting list in December. We issued 12 vouchers on November 21, 2023.

B. HMHA's waiting list was open on November 7, 2023, at 12pm till November 15, 2023, 12pm, during which, 76 people applied for assistance.

<b>Statistics Report</b>			
Status: Waiting for Assistance, Active			
<b>TOTALS</b>			
Applicants on the HCV 1 List	145		
Families with Children	27	18.62%	
Elderly Families	29	20.00%	
Families with Disabilities	110	80.00%	
<b>TOTALS BY INCOME PERCENTAGE</b>			
Extremely Low Income	103	71.03%	
Very Low Income	27	18.62%	
Low Income	0	0.00%	
Over Income Limit	0	0.00%	
Incomplete Income Data	15	10.34%	
<b>TOTALS BY RACIAL GROUP</b>			
Amer. Indian/Alaska Native	2	1.38%	
Asian	0	0.00%	
Black/African American	13	8.97%	
<b>TOTALS BY ETHNICITY</b>			
Hispanic	3	2.07%	
Non-Hispanic	140	96.93%	
<b>TOTALS BY PREFERENCE</b>			
Targeted Preference			Sixth Preference
First Preference	4		Seventh Preference
Second Preference	102		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

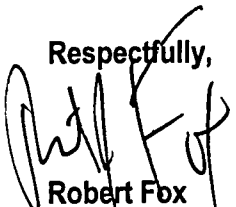
As of November 30, 2023, HMHA is currently assisting 621 HCV families plus 75 Mainstream for a total of 696 total households. PUC cost currently sits at \$455,

#### C. SEMAP

#### D. Next Meeting February 22, 2024.

Meeting Adjourned at 11:39 am

Respectfully,



Robert Fox  
February 22, 2024

