

*Copy
\$125.32
8:35 am
Dionne absent*

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

June 29, 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**



Hancock Metropolitan Housing Authority

Board Minutes Regular Meeting April 27, 2023, at The Family Center, room 117 at 8:40 am

Roll Call:

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

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 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	380,127.36
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)	12,323.00
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	\$ 37,950.72	\$ 2,566.28	\$ 130,154.00	\$ 111,182.16	\$ 19,001.84	\$ 444,408.68
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	503.21	549.99	(46.78)	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	12,238.40	12,222.48	15.92	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	362.23	416.67	54.43	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	2,850.00	2,672.49	177.51	10,690.00
HAPPY Tech Support	\$25.00	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	435.23	0.00	435.23	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	351.17	0.00	351.17	0.00
Total Expenses	\$ 33,629.72	\$ 36,905.35	\$ 3,275.63	\$ 101,781.44	\$ 110,416.05	\$ 8,634.61	\$ 442,864.28
Net Income (Loss)	\$ 6,887.28	\$ 1,045.37	\$ 5,841.91	\$ 28,402.56	\$ 736.11	\$ 27,666.45	\$ 1,744.40



2. 2023 HCV Funding Exhibit

Calculation of Calendar Year 2023 Renewal Funding Housing Choice Voucher Program			
1	HA Number:	OH082	
2	HA Name:	HANCOCK MHA	
CY 2023 Renewal Funding			
3	CY 2023 HCV Renewal Funding after Offset and Amounts Owed HUD	\$3,220,921	
CY 2023 Non-Renewal Funding			
4	CY 2023 Non-Renewal Funding (TPVs, VASH, etc.) to Date	\$47,384	
5	CY 2023 Estimated RAD 1 Funding For First Full Year After Conversion	\$0	
6	CY 2022 Proration Increase	\$13,685	
7	Total CY 2023 HCV Renewal and Non-Renewal Funding		\$3,281,990
ELIGIBILITY			
8	Total Unit Months Leased per VMS - CY 2022	7,223	
9	Total Unit Months Available - CY 2022	9,486	
10	Capping Percentage	100%	
11	Total CY 2022 HAP Expenses per VMS	\$2,983,216	
12	Total CY 2022 Capped HAP Expenses (Line 11 x Line 10)	\$2,983,216	
13	Renewal Funding Inflation Factor	1.07903	
14	Inflated Eligibility Sub-Total (Line 12 x Line 13)	\$3,218,980	
15	First Time Renewals - Appendix II	\$1,941	
16	Transfers In or Out	\$0	
17	Total DHAP Eligibility	\$0	
18	Total Renewal Eligibility (Line 14 + Line 15 + Line 16 + Line 17)	\$3,220,921	
19	Proration Factor		100%
20	Prorated Eligibility (Line 18 x Line 19)		\$3,220,921
FUNDING			
21	Total CY 2023 Renewal Funding after Offset		\$3,220,921
22	Renewal Funding Obligations, January through May 2023		\$1,419,306
23	Remaining to Obligate for CY 2023 prior to reduction for funds due HUD (Line 21 - Line 22)		\$1,801,615
24	Reduction for Funds due HUD		\$0
25	Remaining to Obligate for CY 2023 after reduction for funds due HUD (Line 23 - Line 24)		\$1,801,615
26	Total Eligibility Through May 2023		\$1,342,050
27	Additional Obligations Due Through May, 2023 (Line 26 - Line 22, if Line 26 is higher; else 0)		\$0
28	Excess Obligations Through May, 2023 (Line 22 - Line 26, if Line 22 is higher; else 0)		\$77,256
29	CY 2023 Inflated Per Unit Cost		\$445.65

Estimated Monthly Distribution \$273,499

3. 2023 MS Funding Exhibit



SUMMARY - CY 2023 MAINSTREAM VOUCHERS RENEWAL FUNDING

1	HA Number	OH082	
2	HA Name	HANCOCK MHA	
3	Summary of Funding Eligibility		
4	Total Mainstream Program HAP Expenses Reported In VMS for CY 2022		\$ 145,389
5	Total UMLS Reported In VMS for CY 2022	900	
6	Total UMAS	900	
	A. If Overleased, Number Of Umls Deducted From Eligibility		\$ -
	B. Uninflated PUC		\$161.54
	C. Cost Of Overleased Units (PUC X Overleased Units)		\$ -
7	Mainstream Program Renewal Eligibility After Reduction For Cost Of Overleased Units		\$ 145,389
8	Inflation Factor	1.07903	
9	CY 2022 Renewal Funding At 100%		\$ 156,879
	<i>CY Renewal Funding difference is due to rounding</i>		
10	Renewal Funding Inflation Adjustment For New Increments		\$ -
11	Total Mainstream Program Renewal Funding For CY 2023		\$ 156,879
12	CY 2023 Inflated PUC		\$174.31
	<u>FUNDING SUMMARY</u>		
13	CY 2023 Renewal Funding Prior to Amounts Due to HUD		\$ 156,879
14	Reduction for Amounts due to HUD		\$ -
15	Total CY 2023 Renewals		\$ 156,879
16	Obligated Funds through April		\$ 52,792
17	To be obligated May through December		\$ 104,087

Estimated Monthly Distribution \$13,073



Directors Report

1. Waiting List

- A. We pulled 27 folks in the month of March, of those 27 families that were pulled, 16 received a voucher on March 21, 2023. We pulled 9 Veterans for the month of April, which was vouchered on April 24, 2023.
- B. Purging of HMHA's waiting list was completed last month. HMHA's waiting list has been updated and cleaned, we received only 27% of the applicants still needing assistance.

Statistics Report					
Waiting List: 1 - HCV 1					
Status: Waiting for Assistance, Active					
TOTALS					
Applicants on the HCV 1 List		126			
Families with Children		29	23.02%		
Elderly Families		23	18.25%		
Families with Disabilities		98	77.78%		
TOTALS BY INCOME PERCENTAGE		TOTALS BY ETHNICITY			
Extremely Low Income	80	63.49%	Hispanic	7	5.56%
Very Low Income	32	25.40%	Non-Hispanic	119	94.44%
Low Income	0	0.00%			
Over Income Limit	0	0.00%			
Incomplete Income Data	14	11.11%			
TOTALS BY RACIAL GROUP					
Amer. Indian/Alaska Native	1	0.79%	Native Hawaiian/Pac. Island	1	0.79%
Asian	0	0.00%	White	104	82.54%
Black/African American	17	13.49%			
TOTALS BY PREFERENCE					
Targeted Preference			Sixth Preference		
First Preference	3		Seventh Preference		
Second Preference	84		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 March 31, 2023, HMHA is currently assisting 623 HCV families plus 75 Mainstream for a total of 698 total households. PUC cost currently sits at \$428.

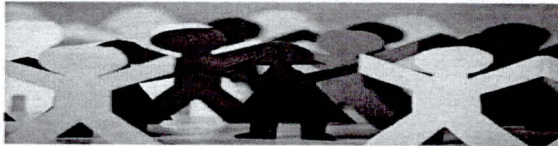
3. Second Chance Month

DO YOU NEED A SECOND CHANCE?

JOIN US

Thursday, April 20, 2023
10 am - 2 pm
Refreshments provided

THE DOCK
800 South Main Street
Findlay, Ohio 45840



HEAR PERSONAL EXPERIENCES WITH STARTING OVER

GET ANSWERS TO IMPORTANT QUESTIONS

Agencies Available to Help You!

- Hancock Co. Job & Family Services
- Welcome to a New Life
- Financial Opportunity Center
- Toledo/Lucas County CareNet
- Legal Aid of Northwest Ohio
- Mobile Health Clinic
- Hancock County Municipal Court
- FOCUS Wellness & Recovery
- and many more.....

WHAT IS SECOND CHANCES MONTH?

Second Chance Month is a nationwide effort to raise awareness, in April, of the collateral consequences of a criminal conviction, and unlock second-chance opportunities for people who have completed their sentences to become contributing citizens.



SPONSORED BY THE HANCOCK COUNTY SECOND CHANCES COALITION. CONTACT CHERYL MILLER AT 867-250-6192 OR CMILLER@HANCOCKPH.COM

4. Next meeting is scheduled for June 29, 2023, at 8:30am in Conference Room 118

Meeting Adjourned at 9:22am

Respectfully,

Robert Fox
June 29, 2023

