

8/2am

# **HANCOCK METROPOLITAN HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

**Regular Meeting**

**March 28, 2024**

**The Family Center Conference Room 118**

**ROLL CALL: Attendance record sign in sheet.**

- 1. Chairperson Doug West 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 February 22, 2024, at The Family Center, conference room 118.  
Doug West called to order HMHA's Board Meeting at 8:35am**

**Roll Call:**

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

**Minutes:**

**(Doug West) asked the Board for approval of the minutes. (Donna Ruse) 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 \$282,997 for HCV; Mainstream HAP received \$14,041
- B. Expended \$282,795 for HCV and \$13,886 for Mainstream
- C. NRA as of January 31, 2024, \$16,185
- D. January HCV Admin Fee was \$38,990, Mainstream Admin received \$5,854
- E. P/L of \$17,392.25

**Hancock Metropolitan Housing Authority  
Income Statement  
January 2024**

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance Actual vs YTD Budget	Total Annual Budget
<b>Revenues</b>							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 360.00	\$ 360.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	38,990.00	34,079.40	4,910.60	38,990.00	34,079.40	4,910.60	405,952.80
MS Voucher Admin Fee	5,854.00	4,162.83	1,691.17	5,854.00	4,162.83	1,691.17	49,854.00
HUD Tenant/LL Repayment \$	4,348.50	532.33	3,786.17	4,348.50	532.33	3,786.17	6,628.00
Repayment NRA	4,348.50	532.33	3,786.17	4,348.50	532.33	3,786.17	6,628.00
Coordinating Fee "CAC"	0.00	26.67	(26.67)	0.00	26.67	(26.67)	320.00
<b>Total Revenues</b>	<b>\$ 52,901.00</b>	<b>\$ 39,733.54</b>	<b>\$ 14,167.46</b>	<b>\$ 83,001.00</b>	<b>\$ 39,733.54</b>	<b>\$ 44,267.46</b>	<b>\$ 476,803.50</b>
<b>Expenses</b>							
Admin Salaries	21,350.70	22,101.69	(750.99)	21,350.70	22,101.69	750.99	265,220.22
Travel / Meal Expense	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00
Vehicle Expense	37.00	116.67	79.67	37.00	116.67	79.67	1,400.00
Subcontract Labor	267.12	341.67	74.55	267.12	341.67	74.55	4,100.00
Misc/Discretionary	0.00	50.00	50.00	0.00	50.00	50.00	600.00
Office Rent	1,781.02	1,621.67	(159.35)	1,781.02	1,621.67	(159.35)	19,440.00
Utility Expense - Phone	171.00	435.42	264.42	171.00	435.42	264.42	5,225.00
Utility Expense- Network	147.00	266.67	119.67	147.00	266.67	119.67	3,200.00
Audit	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	12,000.00
Accounting Expense	0.00	125.00	125.00	0.00	125.00	125.00	1,500.00
Bank Service Fees	126.64	127.08	0.44	126.64	127.08	0.44	1,525.00
Contract Cost	186.79	216.67	29.88	186.79	216.67	29.88	2,600.00
Insurance Exp.	0.00	625.00	625.00	0.00	625.00	625.00	7,500.00
Health Insurance	4,361.13	4,354.02	(7.11)	4,361.13	4,354.02	(7.11)	52,248.24
Employee Benefits	3,362.69	3,615.38	252.69	3,362.69	3,615.38	252.69	43,384.53
Education Expense	0.00	500.00	500.00	0.00	500.00	500.00	6,000.00
Advertising	0.00	25.00	25.00	0.00	25.00	25.00	300.00
Maintenance/Cleaning	0.00	83.33	83.33	0.00	83.33	83.33	1,000.00
Office Supplies	684.37	450.00	(234.37)	684.37	450.00	(234.37)	2,400.00
Postage	80.00	520.83	440.83	80.00	520.83	440.83	6,250.00
Square Rooter Fee	12.22	0.00	(12.22)	12.22	0.00	(12.22)	0.00
Membership & Subscriptions	617.00	132.08	(484.92)	617.00	132.08	(484.92)	1,825.00
Technical Support	2,904.00	916.67	(1,987.33)	2,904.00	916.67	(1,987.33)	11,000.00
HAAPPY Tech Support	0.00	1,583.33	1,583.33	0.00	1,583.33	1,583.33	19,000.00
HUD PORT-Outs ADMIN Paid Out	100.01	100.00	(0.01)	100.01	100.00	(0.01)	1,200.00
<b>Total Expenses</b>	<b>\$ 34,988.75</b>	<b>\$ 29,453.18</b>	<b>\$ 5,535.57</b>	<b>\$ 34,988.75</b>	<b>\$ 29,453.18</b>	<b>\$ 5,535.57</b>	<b>\$ 473,637.50</b>
<b>Net Income (Loss)</b>	<b>\$ 17,912.25</b>	<b>\$ 10,280.36</b>	<b>\$ 7,686.89</b>	<b>\$ 48,012.25</b>	<b>\$ 10,280.36</b>	<b>\$ 37,731.89</b>	<b>\$ 3,166.50</b>



B. The Fee Accountant will be here on February 27, 2024, to submit the Unaudited REAC submission.

C. 2023 Income Statement

	Current Month	Current Monthly Budget	YTD Actual	YTD Budget	Total Annual Budget
<b>Revenues</b>					
HCCIL Management Fee	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	505,277.00	380,127.38	505,277.00	380,127.38	380,127.38
MS Voucher Admin Fee	36,648.00	47,388.30	36,648.00	47,388.30	47,388.30
HUD Tenant/LL Repayment \$	5,565.99	12,523.00	5,565.99	12,523.00	12,523.00
Repayment NRA	5,566.75	0.00	5,566.75	0.00	0.00
Coordinating Fee "CAC"	320.00	250.00	320.00	250.00	250.00
HUD Voucher HAP Earned	3,272,036.00	0.00	3,272,036.00	0.00	0.00
HUD Vchr HAP Earned -PORT-O	23,590.00	0.00	23,590.00	0.00	0.00
MS Voucher HAP Earned	163,308.00	0.00	163,308.00	0.00	0.00
<b>Total Revenues</b>	<b>4,036,631.74</b>	<b>444,608.68</b>	<b>4,036,631.74</b>	<b>444,608.68</b>	<b>444,608.68</b>
<b>Expenses</b>					
Admin Salaries	261,432.29	246,375.17	261,432.29	246,375.17	246,375.17
Travel / Meal Expense	337.48	1,000.00	337.48	1,000.00	1,000.00
Vehicle Expense	1,374.72	1,300.00	1,374.72	1,300.00	1,300.00
Subcontract Labor	3,203.44	4,000.00	3,203.44	4,000.00	4,000.00
Office Rent	19,373.14	18,661.23	19,373.14	18,661.23	18,661.23
Utility Expense - Phone	5,694.57	4,623.00	5,694.57	4,623.00	4,623.00
Utility Expense- Network	2,121.32	6,500.00	2,121.32	6,500.00	6,500.00
Audit	10,889.70	12,000.00	10,889.70	12,000.00	12,000.00
Accounting Expense	2,430.00	1,000.00	2,430.00	1,000.00	1,000.00
Bank Service Fees	1,404.68	2,100.00	1,404.68	2,100.00	2,100.00
Contract Cost	2,019.55	2,200.00	2,019.55	2,200.00	2,200.00
Employee Policy Procedure	720.00	0.00	720.00	0.00	0.00
Insurance Exp.	7,381.50	7,000.00	7,381.50	7,000.00	7,000.00
Health Insurance	48,871.03	48,889.92	48,871.03	48,889.92	48,889.92
Employee Benefits	41,991.66	40,472.96	41,991.66	40,472.96	40,472.96
Education Expense	1,387.33	3,000.00	1,387.33	3,000.00	3,000.00
Meetings Expense	542.19	0.00	542.19	0.00	0.00
Advertising	30.87	300.00	30.87	300.00	300.00
Maintenance/Cleaning	250.23	600.00	250.23	600.00	600.00
Miscellaneous Expense	178.91	0.00	178.91	0.00	0.00
Office Supplies	6,047.54	5,000.00	6,047.54	5,000.00	5,000.00
Postage	5,809.80	6,200.00	5,809.80	6,200.00	6,200.00
Square Reader Fee	118.11	50.00	118.11	50.00	50.00
Membership & Subscriptions	1,656.00	1,700.00	1,656.00	1,700.00	1,700.00
Technical Support	14,719.70	10,690.00	14,719.70	10,690.00	10,690.00
HAPPY Tech Support	16,430.12	18,000.00	16,430.12	18,000.00	18,000.00
Electronic Imaging "Alchemy"	1,448.66	0.00	1,448.66	0.00	0.00
HAP Financial Errors	681.00	0.00	681.00	0.00	0.00
HUD Occupied	3,229,836.00	0.00	3,229,836.00	0.00	0.00
HUD Occupied - PORT-Outs	23,590.00	0.00	23,590.00	0.00	0.00
HUD Utility Allow.	42,200.00	0.00	42,200.00	0.00	0.00
HUD PORT-Outs ADMIN Paid O	1,093.79	1,200.00	1,093.79	1,200.00	1,200.00
MS Occupied	156,833.00	0.00	156,833.00	0.00	0.00
MS Utility Allowance	6,473.00	0.00	6,473.00	0.00	0.00
Depreciation Expense	7,362.96	0.00	7,362.96	0.00	0.00
<b>Total Expenses</b>	<b>3,926,138.31</b>	<b>442,864.28</b>	<b>3,926,138.31</b>	<b>442,864.28</b>	<b>442,864.28</b>
<b>Net Income (Loss)</b>	<b>\$ 110,493.43</b>	<b>\$ 1,744.40</b>	<b>\$ 110,493.43</b>	<b>\$ 1,744.40</b>	<b>\$ 1,744.40</b>

D. Write offs for HUD HAP Checking Account for all outstanding checks in 2022 in the amount of \$8,852 and Repayment Agreements in the amount of \$8,249.50. Will need Board approval.

K.	Kingery	\$ 50.00	\$ 50.00	\$ 50.00
R	Hilkert	\$ 3,360.00	\$ 1,110.00	\$ 1,110.00
A	Cook	\$ 2,915.00	\$ 1,860.50	\$ 1,860.50
K	Watson	\$ 2,485.00	\$ 2,485.00	\$ 2,485.00
J	Miller	\$ 2,744.00	\$ 2,744.00	\$ 2,744.00
			\$ 53,540.50	\$ 8,249.50

Jan 1, 2022	(250.00)
Jan 1, 2022	(21.00)
Jan 1, 2022	(639.00)
Jan 1, 2022	(328.00)
Jan 1, 2022	(828.00)
Jan 1, 2022	(4.00)
Jan 1, 2022	(520.00)
Feb 1, 2022	(250.00)
Feb 1, 2022	(639.00)
Feb 1, 2022	(12.00)
Mar 1, 2022	(398.00)
Mar 1, 2022	(4.00)



Mar 1, 2022	(250.00)
Mar 1, 2022	(639.00)
Apr 1, 2022	(462.00)
Apr 1, 2022	(4.00)
May 1, 2022	(560.00)
May 1, 2022	(4.00)
May 1, 2022	(274.00)
May 1, 2022	(7.00)
Jun 1, 2022	(510.00)
Jun 1, 2022	(9.00)
Jun 1, 2022	(7.00)
Jul 1, 2022	(71.00)
Jul 1, 2022	(14.00)
Jul 1, 2022	(9.00)
Aug 1, 2022	(374.00)
Aug 1, 2022	(55.00)
Sep 1, 2022	(9.00)
Sep 1, 2022	(66.00)
Oct 1, 2022	(9.00)
Oct 1, 2022	(32.00)
Oct 1, 2022	(207.00)
Oct 1, 2022	(216.00)
Nov 1, 2022	(34.00)
Nov 1, 2022	(178.00)
Nov 1, 2022	(305.00)
Nov 1, 2022	(207.00)
Nov 1, 2022	(2.00)
Nov 1, 2022	(3.00)
Dec 1, 2022	(30.00)
Dec 1, 2022	(207.00)
Dec 1, 2022	(2.00)
Dec 1, 2022	(190.00)
Dec 1, 2022	(13.00)
	<hr/>
	(8,852.00)

***(Doug West) asked the Board to approve the write offs as stated in the Board packet. (Rob Fox) proposed a motion with (Donna Ruse) seconding. Motion voted and write offs will be filled for audit.***



## Directors Report

### A. Waiting List

A. We pulled 28 families from the waiting list in February. We currently have 15 families with outstanding vouchers.

B. I would like to open HMHA's waiting list on March 19, 2024, at 12pm till April 9, 2024, 4pm

*(Doug West) asked the Board for approval to open HMHA's Waiting List on March 19, 2024 at 12pm till April 9, 2024, 4pm. (Donna Ruse) proposed a motion with (Rob Fox) seconding. Motion voted and carried, The Courier and HMHA's website will be updated to notify the public.*

## Statistics Report

Waiting List: 1 - HCV 1  
Status: Waiting for Assistance, Active

### TOTALS

Applicants on the HCV 1 List	108	
Families with Children	22	20.37%
Elderly Families	25	23.15%
Families with Disabilities	82	75.93%

### TOTALS BY INCOME PERCENTAGE

Extremely Low Income	71	65.74%
Very Low Income	21	19.44%
Low Income	1	0.93%
Over Income Limit	0	0.00%
Incomplete Income Data	15	13.89%

### TOTALS BY ETHNICITY

Hispanic	3	2.78%
Non-Hispanic	105	97.22%

### TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	0.93%	Native Hawaiian/Pac. Island	1	0.93%
Asian	0	0.00%	White	89	82.41%
Black/African American	13	12.04%			

### TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference	
First Preference		Seventh Preference	
Second Preference	68	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.



Rob Dow

**B. UML Update**

As of January 31, 2024, HMHA is currently assisting 599 HCV families plus 75 Mainstream for a total of 674 total households. PUC cost currently sits at \$464,

**C. SEMAP will need Board approval, a copy of SEMAP will be provided.**

*(Doug West) asked the Board for approval of SEMAP. (Rob Fox) proposed a motion with (Donna Ruse) seconding. Motion voted and carried, SEMAP will be entered and submitted to HUD*

**D. Ohio NSPIRE in the HCV Program**

**E. Free Driving**

**FREE RIDES**

Findlay - Hancock County  
**The Community Foundation**

**FREE RIDES TO APPOINTMENTS AT THE FAMILY CENTER!**

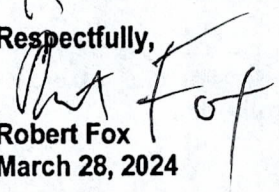
**How?**

- ✓ Call HATS to schedule a ride
- ✓ 419-423-7261
- ✓ Ride paid for by the Community Foundation!

OHIO COMMUNITY ACTION COMMISSION

Meeting Adjourned at 9:26 am

Respectfully,



Robert Fox  
 March 28, 2024

