

Started 8:39am \*Master  
→ Rabbi Doug, Donna

# HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

September 28, 2023

1pm  
Meetings  
w Donna

Family Center Conference Room 118

ROLL CALL: Attendance record sign in sheet

Adjourn  
9:47am

1. Chairperson Donna Ruse call of order-comments:
2. Minutes: *- repayments*
3. Financial Discussion *(change date on WL)*
4. Directors Report
5. Old Business
6. New Business
7. Next meeting date:
8. Adjourn



## Hancock Metropolitan Housing Authority

**Board Minutes Regular Meeting August 24, 2023, at The Family Center, room 118 at 8:38 am**

**Roll Call:**

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

**Minutes:**

**(Donna Ruse) asked the Board for approval of the minutes. (Doug West) proposed a motion with (Dow Campbell) seconding. Motion voted and carried minutes can be filed for audit.**

### Financial Update

**A. Financials Admin and HAP**

- A. Monthly HAP received \$284,113 for HCV; Mainstream HAP received \$27,783
- B. Expended \$276,711 for HCV and \$13,599 for Mainstream
- C. NRA as of July 31, 2023, \$11,263
- D. July HCV Admin Fee was \$35,898, Mainstream Admin received \$4,474
- E. P/L of \$1,424.98

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

	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	\$ 2,520.00	\$ 2,520.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	35,898.00	31,677.28	4,220.72	255,599.00	221,740.96	33,858.04	380,127.38
MS Voucher Admin Fee	4,474.00	3,949.03	524.97	31,218.00	27,643.21	3,574.79	47,388.30
HUD Tenant/LI. Repayment \$	2,012.00	1,043.58	968.42	5,774.50	7,305.00	(1,530.50)	12,523.00
Repayment NRA	2,012.00	0.00	2,012.00	5,774.50	0.00	5,774.50	0.00
Coordinating Fee "CAC"	0.00	20.83	(20.83)	0.00	145.81	(145.81)	250.00
<b>Total Revenue</b>	<b>\$ 44,756.00</b>	<b>\$ 37,059.72</b>	<b>\$ 7,796.28</b>	<b>\$ 300,886.00</b>	<b>\$ 259,355.04</b>	<b>\$ 41,530.96</b>	<b>\$ 444,608.68</b>
<b>Expenses</b>							
Admin Salaries	23,531.22	20,531.26	(2,999.96)	146,718.54	143,718.82	(2,999.72)	246,375.17
Travel / Meal Expense	64.65	83.33	18.68	269.62	583.31	313.69	1,000.00
Vehicle Expense	40.01	108.33	68.32	351.72	758.31	406.59	1,300.00
Subcontract Labor	267.12	333.33	66.21	1,869.84	2,333.31	463.47	4,000.00
Office Rent	1,621.20	1,555.10	(66.10)	10,348.40	10,885.70	537.30	18,661.23
Utility Expense - Phone	460.08	385.42	(74.66)	3,019.81	2,697.04	(322.77)	4,625.00
Utility Expense- Network	147.06	541.67	394.61	1,386.02	3,791.69	2,405.67	6,500.00
Audit	2,560.50	1,000.00	(1,560.50)	7,870.50	7,000.00	(870.50)	12,000.00
Accounting Expense	1,080.00	83.33	(996.67)	2,430.00	583.31	(1,846.69)	1,000.00
Bank Service Fees	110.64	175.00	64.36	675.59	1,225.00	349.41	2,100.00
Contract Cost	108.99	183.33	74.34	889.63	1,283.31	393.68	2,200.00
Employee Policy Procedure	60.00	0.00	(60.00)	360.00	0.00	(360.00)	0.00
Insurance Exp.	1,091.00	583.33	(507.67)	6,428.00	4,083.31	(2,344.69)	7,000.00
Health Insurance	4,058.07	4,074.16	16.09	28,530.68	28,519.12	(11.56)	48,889.92
Employee Benefits	3,929.80	3,372.75	(557.05)	23,741.47	23,609.35	(132.12)	40,472.96
Education Expense	0.00	250.00	250.00	937.33	1,750.00	812.67	3,000.00
Meetings Expense	0.00	0.00	0.00	167.38	0.00	(167.38)	0.00
Advertising	0.00	25.00	25.00	30.87	175.00	144.13	300.00
Maintenance/Cleaning	153.25	50.00	(103.25)	250.25	350.00	99.75	600.00
Miscellaneous Expense	101.63	0.00	(101.63)	138.68	0.00	(138.68)	0.00
Office Supplies	1,848.31	416.67	(1,431.64)	4,077.69	2,916.69	(1,161.00)	5,000.00
Postage	400.00	316.67	83.33	3,237.80	3,616.69	378.89	6,200.00
Square Reader Fee	3.13	4.17	1.04	55.47	29.19	(26.28)	50.00
Membership & Subscriptions	450.00	141.67	(308.33)	1,496.50	991.69	(504.81)	1,700.00
Technical Support	950.00	890.83	(59.17)	6,650.00	6,235.81	(414.19)	10,690.00
HAPPY Tech Support	0.00	1,500.00	1,500.00	525.00	10,500.00	9,975.00	18,000.00
Electronic Imaging "Alchemy"	196.69	0.00	(196.69)	1,272.31	0.00	(1,272.31)	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	87.63	100.00	12.37	630.82	700.00	69.18	1,200.00
<b>Total Expenses</b>	<b>\$ 43,331.02</b>	<b>\$ 34,905.35</b>	<b>\$ (8,425.67)</b>	<b>\$ 254,200.10</b>	<b>\$ 257,437.45</b>	<b>\$ 3,237.35</b>	<b>\$ 442,844.28</b>
<b>Net Income (Loss)</b>	<b>\$ 1,424.98</b>	<b>\$ 2,154.37</b>	<b>\$ 3,779.61</b>	<b>\$ 46,685.90</b>	<b>\$ 1,717.59</b>	<b>\$ 44,968.31</b>	<b>\$ 1,744.40</b>



B. 2023 Income Limits

Persons	Hancock	Hardin	Putnam	Wyandot
1	\$ 31,350	\$ 27,450	\$ 32,800	\$ 27,700
2	\$ 35,800	\$ 31,400	\$ 37,500	\$ 31,650
3	\$ 40,300	\$ 35,300	\$ 42,200	\$ 35,600
4	\$ 44,750	\$ 39,200	\$ 46,850	\$ 39,550
5	\$ 48,350	\$ 42,350	\$ 50,600	\$ 42,750
6	\$ 51,950	\$ 45,500	\$ 54,350	\$ 45,900
7	\$ 55,500	\$ 48,650	\$ 58,100	\$ 49,050
8	\$ 59,100	\$ 51,750	\$ 61,850	\$ 52,250

Effective May 15, 2023

emily

C. Auditor of State

  
**THE STATE OF OHIO**  
  
**KEITH FABER**  
OHIO AUDITOR OF STATE

**OHIO AUDITOR OF STATE AWARD**  
*Presented to*  
**Hancock**  
**Metropolitan Housing Authority**

*This award is presented for excellence in financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and compliance with applicable laws for the fiscal year ended in 2022.*

*The citizens you represent are well-served by your effective and accountable financial practices.*



  
Keith Faber, Auditor of State



## Directors Report

### A. Waiting List

- A. We pulled 14 folks in July and 20 in August, focus is to finish 2023 4<sup>th</sup> quarter in a consistent range around \$273,658 to maximize 2024 funding opportunities.
- B. Voucher Briefings will be taking place onsite for the first time in 3 years.
- C. HMHA's waiting list did close in the beginning of July, I am anticipating opening up the Waiting List towards the end of the year.

## Statistics Report

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

### TOTALS

Applicants on the HCV 1 List	144	
Families with Children	28	19.44%
Elderly Families	24	16.67%
Families with Disabilities	117	81.25%

### TOTALS BY INCOME PERCENTAGE

Extremely Low Income	98	68.67%
Very Low Income	31	21.53%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	17	11.81%

### TOTALS BY ETHNICITY

Hispanic	5	3.47%
Non-Hispanic	137	95.14%

### TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	2	1.39%	Native Hawaiian/Pac. Island	1	0.69%
Asian	0	0.00%	White	119	82.64%
Black/African American	18	12.50%			

### TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	104	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

- A. As of July 31, 2023, HMHA is currently assisting 623 HCV families plus 75 Mainstream for a total of 698 total households. PUC cost currently sits at \$444





- C. ADAMHS Update / Affordable Housing Alliance Update Low Barrier Housing
- D. 2024 Annual Plan and 5 Year Plan; full plan will be on display at Board Meeting

<b>Streamlined Annual PHA Plan</b> <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-HCV is to be completed annually by HCV-Only PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

**Definitions.**

- High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

**COPY**

PHA Information				
A.1	PHA Name: <u>Hancock Metropolitan Housing Authority</u> PHA Code: <u>OH082</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>1/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>870</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission  <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.  Hancock Metropolitan Housing Authority will post the Annual Plan in HMHA's front lobby for the public to view in a binder which is located at 1800 N. Blanchard St. Suite 114, Findlay Ohio 45840. HMHA will also post the Annual Plan on our website at <a href="http://www.hancockmetro.com">www.hancockmetro.com</a>			
<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia No. of Units in Each Program
	Lead HA:			



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Rob / Doug

OPY

<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A. PHA Information.</b>					
A.1 <b>PHA Name:</b> <u>Hancock Metropolitan Housing Authority</u> <b>PHA Code:</b> <u>OH082</u>					
<b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY) _____					
<b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> <u>2024-2028</u>					
<b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission					
<p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The 5 Year PHA Plan will be in HMHA's front lobby located at 1800 N. Blanchard St, Suite 114 Findlay, Ohio 45840. The 5 Year PHA Plan will also be available on HMHA's website at <a href="http://www.hancockmetro.com">www.hancockmetro.com</a>. If at anytime someone would request a copy of HMHA's plan, HMHA will copy the Approved Plan for the requestor.</p>					
<input type="checkbox"/> <b>PHA Consortia.</b> (Check box if submitting a Joint PHA Plan and complete table below.)					
<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b>	
Lead PHA				<b>PH</b>	<b>HCV</b>
<b>B. Plan Elements.</b> Required for all PHAs completing this form.					

E. Next meeting is scheduled for September 28, 2023, at 8:30am in Conference Room 118

Meeting Adjourned at 9:28 am

Respectfully,

*Robert J. Fox*

Robert Fox  
September 28, 2023



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