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445am  
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# HANCOCK METROPOLITAN HOUSING AUTHORITY

## BOARD OF COMMISSIONERS

Approved  
- Dow  
- Rob

Regular Meeting

April 25, 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

Inspections  
- 2024 FMI

to Adjourned  
→ Rob



## Hancock Metropolitan Housing Authority

**Board Minutes-Regular Meeting March 28, 2024, at The Family Center, conference room 118. Doug West called to order HMHA's Board Meeting at 8:42am**

**Roll Call:**

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

**Minutes:**

**(Doug West) asked the Board for approval of the minutes. (Rob Fox) 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 \$282,997 for HCV; Mainstream HAP received \$14,041**
- B. Expended \$282,108 for HCV and \$13,827 for Mainstream**
- C. NRA as of February 29, 2024, \$18,542**
- D. February HCV Admin Fee was \$38,990, Mainstream Admin received \$5,854**
- E. HMHA received \$1,426 in HCV Admin and \$595 in MS Admin due to VMS reconciliation**
- F. P/L of \$12,141**

Hancock Metropolitan Housing Authority  
Income Statement  
February 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	\$ 720.00	\$ 720.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	40,416.00	34,079.40	\$ 6,336.60	79,406.00	68,158.80	11,247.20	408,952.80
MS Voucher Admin Fee	6,449.00	4,162.83	\$ 2,286.17	12,303.00	8,325.66	3,977.34	49,954.00
HUD Tenant/LL Repayment \$	1,030.50	552.33	\$ 478.17	5,379.00	1,104.66	4,274.34	6,628.00
Repayment NRA	1,030.50	552.33	\$ 478.17	5,379.00	1,104.66	4,274.34	6,628.00
Coordinating Fee "CAC"	0.00	26.67	(\$ 26.67)	0.00	53.34	(\$ 53.34)	320.00
<b>Total Revenue</b>	<b>\$ 49,286.00</b>	<b>\$ 39,733.54</b>	<b>\$ 9,552.44</b>	<b>\$ 103,187.00</b>	<b>\$ 79,467.12</b>	<b>\$ 23,719.88</b>	<b>\$ 476,802.80</b>
<b>Expenses</b>							
Admin Salaries	22,332.04	22,101.69	(230.35)	43,682.74	44,203.38	520.64	265,220.22
Travel / Meal Expense	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00
Vehicle Expense	63.80	116.67	52.87	100.80	233.34	132.54	1,400.00
Subcontract Labor	267.12	341.67	74.55	534.24	683.34	149.10	4,100.00
Misc/Discretionary	0.00	50.00	50.00	0.00	100.00	100.00	600.00
Office Rent	1,781.02	1,621.67	(159.35)	3,562.04	3,243.34	(318.70)	19,460.00
Utility Expense - Phone	567.96	435.42	(132.54)	738.96	870.84	131.88	5,225.00
Utility Expense- Network	129.99	266.67	136.68	277.03	533.34	256.29	3,200.00
Audit	0.00	1,000.00	1,000.00	0.00	2,000.00	2,000.00	12,000.00
Accounting Expense	600.00	125.00	(475.00)	600.00	250.00	(350.00)	1,500.00
Bank Service Fees	123.14	127.08	3.94	249.78	254.16	4.38	1,525.00
Contract Cost	111.59	216.67	105.08	298.38	433.34	134.96	2,600.00
Insurance Exp.	0.00	625.00	625.00	0.00	1,250.00	1,250.00	7,500.00
Health Insurance	4,361.13	4,354.02	(7.11)	8,722.26	8,708.04	(14.22)	52,248.24
Employee Benefits	3,606.69	3,615.38	8.69	6,969.38	7,230.76	261.38	43,384.52
Education Expense	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000.00
Advertising	0.00	25.00	25.00	0.00	50.00	50.00	300.00
Maintenance/Cleaning	0.00	83.33	83.33	0.00	166.66	166.66	1,000.00
Office Supplies	1,504.07	450.00	(1,054.07)	2,188.44	900.00	(1,288.44)	5,400.00
Postage	640.00	520.83	(119.17)	720.00	1,041.66	321.66	6,250.00
Square Reader Fee	5.98	0.00	(5.98)	18.20	0.00	(18.20)	0.00
Membership & Subscriptions	0.00	152.08	152.08	937.00	304.16	(632.84)	1,825.00
Technical Support	950.00	916.67	(33.33)	3,854.00	1,833.34	(2,020.66)	11,000.00
HAPPY Tech Support	0.00	1,583.33	1,583.33	0.00	3,166.66	3,166.66	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>\$ 57,144.54</b>	<b>\$ 39,453.18</b>	<b>\$ 17,691.36</b>	<b>\$ 73,553.28</b>	<b>\$ 78,864.36</b>	<b>\$ 5,311.08</b>	<b>\$ 473,437.98</b>
<b>Net Income (Loss)</b>	<b>\$ 12,141.46</b>	<b>\$ 289.36</b>	<b>\$ 11,861.08</b>	<b>\$ 29,633.72</b>	<b>\$ 640.76</b>	<b>\$ 28,992.96</b>	<b>\$ 3,364.82</b>



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



## Real Estate Assessment Center Financial Assessment Subsystem (FASS-PH)

<b>Work Items</b>	<b>Search</b>		
<a href="#">Create Submission</a>	Submission Type	<input type="text" value="All"/>	PHA Code <input type="text" value="OH082"/>
<a href="#">Delete Draft Submission</a>	Status	<input type="text" value="All"/>	
<a href="#">Link to 3/31/2008 and prior Submissions Inbox</a>	Fiscal Year End	<input type="text" value="12/31"/> <input type="text" value="2023"/>	<input type="button" value="Search"/>

One item found.1

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Approved	OH082	Hancock Metropolitan Housing Authority	Unaudited/Single Audit	12/31/2023	02/27/2024	H15770

**Resources**

<a href="#">User Guide and System Documentation</a>	<a href="#">Technical Assistance Center</a>	<a href="#">FASS-PH website</a>
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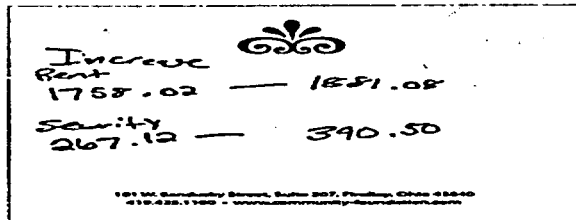
### C. Rental Lease Schedule

Lease Increase schedule  
Renewal Agency: June Metro

2226 sqft

3 year option	Jun 1, 2024 and ending May 31 2025		
Year	2024-25	2025-26	2026-27
Annual Increase %	7.0%	10.0%	10.0%
Annual Cost	\$22,572.96	\$24,830.16	\$27,318.20
Monthly Cost	\$1,881.08	\$2,069.18	\$2,276.10
Annual \$/sqft	\$10.14	\$11.15	\$12.27

Security Costs	7.10%	TFC Total	Metro Share
	ESTIMATE at current rate*	\$5,500.00	\$390.50



(Doug West) asked the Board to approve the Financials. (Dow Campbell) proposed a motion with (Donna Ruse) seconding. Motion voted Financials will be filed for audit.



## Directors Report

### A. Waiting List

- A. We pulled 23 families from the waiting list in March. We currently have 13 families with outstanding vouchers.
- B. Waiting List update

### Statistics Report

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

#### TOTALS

Applicants on the HCV 1 List	87	
Families with Children	19	21.84%
Elderly Families	24	27.59%
Families with Disabilities	62	71.26%

#### TOTALS BY INCOME PERCENTAGE

Extremely Low Income	54	62.07%
Very Low Income	20	22.99%
Low Income	1	1.15%
Over Income Limit	0	0.00%
Incomplete Income Data	12	13.79%

#### TOTALS BY ETHNICITY

Hispanic	2	2.30%
Non-Hispanic	85	97.70%

#### TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	1.15%	Native Hawaiian/Pac. Island	1	1.15%
Asian	0	0.00%	White	70	80.46%
Black/African American	12	13.79%			

#### TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	47	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 February 29, 2024, HMHA is currently assisting 615 HCV families plus 75 Mainstream for a total of 690 total households. PUC cost currently sits at \$458

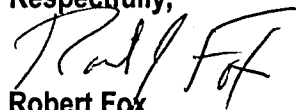
### C. Landlord Association Update



D. Next Meeting April 25, 2024.

Dionne made Motion to adjourn the meeting at 9:36 am

Respectfully,



Robert Fox  
March 28, 2024



## Financial Update

### A. Financials Admin and HAP

- A. Monthly HAP received \$288,451 for HCV; Mainstream HAP received \$14,164
- B. Expended \$282,528 for HCV and \$13,980 for Mainstream
- C. NRA as of March 31, 2024, \$25,614
- D. March HCV Admin Fee was \$38,990, Mainstream Admin received \$5,854
- E. P/L of \$21,875.96

Hancock Metropolitan Housing Authority  
Income Statement  
March 2024

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance YTD Actual vs YTD Budget	Total Annual Budget
<b>Revenues</b>							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	38,990.00	34,079.40	4,910.60	118,396.00	102,238.20	16,157.80	408,952.80
MS Voucher Admin Fee	5,854.00	4,162.83	1,691.17	18,157.00	12,488.49	5,668.51	49,954.00
HUD Tenant/LL Repayment \$	5,732.00	552.33	5,179.67	11,111.00	1,656.99	9,454.01	6,628.00
Repayment NRA	5,732.00	552.33	5,179.67	11,111.00	1,656.99	9,454.01	6,628.00
Coordinating Fee "CAC"	0.00	26.67	(26.67)	0.00	80.01	(80.01)	320.00
<b>Total Revenue</b>	<b>\$ 56,668.00</b>	<b>\$ 39,733.56</b>	<b>\$ 16,934.44</b>	<b>\$ 159,855.00</b>	<b>\$ 119,200.68</b>	<b>\$ 40,654.32</b>	<b>\$ 476,802.80</b>
<b>Expenses</b>							
Admin Salaries	21,350.70	22,101.69	750.99	65,033.44	66,305.07	1,271.63	265,220.22
Travel / Meal Expense	0.00	125.00	125.00	0.00	375.00	375.00	1,500.00
Vehicle Expense	84.67	116.67	32.00	185.47	350.01	164.54	1,400.00
Subcontract Labor	267.12	341.67	74.55	801.36	1,025.01	223.65	4,100.00
Misc/Discretionary	17.75	50.00	32.25	17.75	150.00	132.25	600.00
Office Rent	1,781.02	1,621.67	(159.35)	5,343.06	4,865.01	(478.05)	19,460.00
Utility Expense - Phone	505.58	435.42	(70.16)	1,244.54	1,306.26	61.72	5,225.00
Utility Expense- Network	129.99	266.67	136.68	407.04	800.01	392.97	3,200.00
Audit	0.00	1,000.00	1,000.00	0.00	3,000.00	3,000.00	12,000.00
Accounting Expense	0.00	125.00	125.00	600.00	375.00	(225.00)	1,500.00
Bank Service Fees	124.39	127.08	2.69	374.17	381.24	7.07	1,525.00
Contract Cost	206.42	216.67	10.25	504.80	650.01	145.21	2,600.00
Employee Policy Procedure	60.00	0.00	(60.00)	60.00	0.00	(60.00)	0.00
Insurance Exp.	727.00	625.00	(102.00)	727.00	1,875.00	1,148.00	7,500.00
Health Insurance	4,361.13	4,354.02	(7.11)	13,083.39	13,062.06	(21.33)	52,248.24
Employee Benefits	3,710.37	3,615.38	(94.99)	10,679.75	10,846.14	166.39	43,384.52
Education Expense	0.00	500.00	500.00	0.00	1,500.00	1,500.00	6,000.00
Advertising	0.00	25.00	25.00	0.00	75.00	75.00	300.00
Maintenance/Cleaning	0.00	83.33	83.33	0.00	249.99	249.99	1,000.00
Office Supplies	329.86	450.00	120.14	2,518.30	1,350.00	(1,168.30)	5,400.00
Postage	40.00	520.83	480.83	760.00	1,562.49	802.49	6,250.00
Square Reader Fee	46.03	0.00	(46.03)	64.23	0.00	(64.23)	0.00
Membership & Subscriptions	0.00	152.08	152.08	937.00	456.24	(480.76)	1,825.00
Technical Support	950.00	916.67	(33.33)	4,804.00	2,750.01	(2,053.99)	11,000.00
HAPPY Tech Support	0.00	1,583.33	1,583.33	0.00	4,749.99	4,749.99	19,000.00
HUD PORT-Outs ADMIN Paid Out	100.01	100.00	(0.01)	300.03	300.00	(0.03)	1,200.00
<b>Total Expenses</b>	<b>\$ 34,792.04</b>	<b>\$ 39,453.18</b>	<b>\$ 4,661.14</b>	<b>\$ 108,445.33</b>	<b>\$ 118,359.54</b>	<b>\$ 9,914.21</b>	<b>\$ 473,437.98</b>
<b>Net Income (Loss)</b>	<b>\$ 21,875.96</b>	<b>\$ 280.38</b>	<b>\$ 21,595.58</b>	<b>\$ 51,409.67</b>	<b>\$ 841.14</b>	<b>\$ 50,568.53</b>	<b>\$ 3,364.82</b>

### B. Audit Update



6