

meeting 8:30am
all present

master

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

August 29, 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 June 27, 2024, at The Family Center, conference room 118. Doug West called to order HMHA's Board Meeting at 8:36am

Roll Call:

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

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 \$285,745 for HCV; Mainstream HAP received \$14,164
- B. Expended \$282,943 for HCV and \$13,326 for Mainstream
- C. NRA as of May 31, 2024, \$39,261
- D. May HCV Admin Fee was \$38,851, Mainstream Admin received \$7,025
- E. P/L of \$14,619.14

Hancock Metropolitan Housing Authority Income Statement May 2024							
	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	\$ 1,800.00	\$ 1,800.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	38,851.00	34,079.40	4,771.60	196,098.00	170,397.00	25,701.00	408,952.80
MS Voucher Admin Fee	5,854.00	4,162.83	1,691.17	29,865.00	20,814.15	9,050.85	49,954.00
HUD Tenant/LI. Repayment \$	1,903.77	552.33	1,351.44	18,809.77	2,761.63	16,048.12	6,628.00
Repayment NRA	2,441.00	552.33	1,888.67	19,979.00	2,761.63	17,217.35	6,628.00
Coordinating Fee *CAC-	0.00	26.67	(26.67)	0.00	133.33	(133.33)	320.00
Total Revenue	\$ 49,609.77	\$ 39,733.56	\$ 9,876.21	\$ 266,551.77	\$ 196,667.80	\$ 67,883.97	\$ 476,882.80
Expenses							
Admin Salaries	21,350.70	22,101.69	(750.99)	107,734.84	110,508.45	(2,773.61)	265,220.22
Travel / Meal Expense	0.00	125.00	(125.00)	73.51	625.00	(551.49)	1,500.00
Vehicle Expense	62.58	116.67	(54.09)	1,550.66	583.33	(967.31)	1,400.00
Subcontract Labor	267.12	341.67	(74.55)	1,335.60	1,708.33	(372.73)	4,100.00
Misc/Discretionary	0.00	50.00	(50.00)	27.24	230.00	(202.76)	600.00
Office Rent	1,781.02	1,621.67	(159.35)	8,905.10	8,108.33	(796.75)	19,460.00
Utility Expense - Phone	504.73	435.42	(69.31)	2,254.74	2,177.10	(77.64)	5,225.00
Utility Expense- Network	129.99	266.67	(136.68)	667.02	1,333.33	(666.33)	3,200.00
Audit	0.00	1,000.00	(1,000.00)	83.00	5,000.00	(4,917.00)	12,000.00
Accounting Expense	0.00	125.00	(125.00)	2,400.00	625.00	(1,775.00)	1,500.00
Bank Service Fees	121.89	127.08	(5.19)	617.70	635.40	(17.70)	1,525.00
Contract Cost	156.94	216.67	(59.73)	869.10	1,083.33	(214.23)	2,600.00
Employee Policy Procedure	0.00	0.00	(0.00)	300.00	0.00	(300.00)	0.00
Insurance Exp.	0.00	625.00	(625.00)	1,765.00	3,125.00	(1,360.00)	7,500.00
Health Insurance	4,361.13	4,354.02	(7.11)	21,805.65	21,770.10	(35.55)	52,248.24
Employee Benefits	3,516.27	3,615.38	(99.11)	17,729.15	18,076.90	(347.75)	43,384.32
Education Expense	425.00	500.00	(75.00)	425.00	2,500.00	(2,075.00)	6,000.00
Advertising	0.00	25.00	(25.00)	0.00	125.00	(125.00)	300.00
Maintenance/Cleaning	0.00	83.33	(83.33)	157.20	416.65	(259.45)	1,000.00
Miscellaneous Expense	55.00	0.00	(55.00)	55.00	0.00	(55.00)	0.00
Office Supplies	346.76	450.00	(103.24)	4,195.09	2,250.00	(1,945.09)	5,400.00
Postage	11.47	0.00	(11.47)	160.33	0.00	(160.33)	0.00
Square Reader Fee	0.00	152.08	(152.08)	937.00	760.40	(176.60)	1,825.00
Membership & Subscriptions	440.00	520.83	(80.83)	1,240.00	2,250.00	(1,010.00)	11,000.00
Technical Support	1,100.00	916.67	(183.33)	6,854.00	4,583.33	(2,270.65)	19,000.00
HAPPY Tech Support	0.00	1,583.33	(1,583.33)	0.00	7,916.65	(7,916.65)	19,000.00
HUD PORT-Outs ADMIN Paid Out	100.01	100.00	(0.01)	500.05	500.00	(0.05)	1,200.00
Total Expenses	\$ 34,796.63	\$ 39,453.18	\$ 4,656.55	\$ 182,641.96	\$ 197,265.90	\$ 14,623.92	\$ 473,437.98
Net Income (Loss)	\$ 14,619.14	\$ 289.38	\$ 14,329.76	\$ 83,909.79	\$ 1,401.90	\$ 82,507.89	\$ 3,364.82


B. Audit Update

C. HAPPY Software MRI Invoice, will need Board Approval



(Doug West) asked the Board to approve the MRI invoice as stated up to \$18,449.92. (Dow Campbell) proposed a motion with (Rob Fox) seconding. Motion voted, invoice will be paid and a check will be issued and sent out to MRI to avoid any disruptions

2023 Invoice was \$15,905.12 a 16% increase



MRI Software LLC
MRI Software LLC
24925 Fountain Pkwy
Celina, OH 45319
Tel: 1 (609) 321-6770 | mrisoftware.com/us/

Client ID:	X624999	INVOICE SUMMARY	
Client Name:	Hancock Metropolitan Housing Authority	Invoice Number:	MRIUS1949711
Bill To Address:	Hancock Metropolitan Housing Authority 1800 N. Blanchard Street, Suite 114 Findlay OH 45840 United States	Invoice Date:	April 30, 2024
		Due Date:	August 01, 2024
		Invoice Balance:	\$18,449.92

[Click here to view MRI's W-9](#)
[Click Here to Pay Now](#)

Period	Memo	Price	Amount (USD)
August 01, 2024 - July 31, 2025	Annual HAPPY Subscription Renewal	18,449.92	18,449.92
		SUBTOTAL	\$18,449.92
		SALLES TAX	\$0.00
		TOTAL	\$18,449.92

Please remit below portion with your check payment

<p>USD</p> <p>Payment For: X624999 Hancock Metropolitan Housing Authority Remit To: MRI Software LLC 20596 Network Place Chicago, IL 60673-1295 United States</p>	<p>For Check Payments</p> <p>Invoice Number: MRIUS1949711 Client ID: X624999 Invoice Date: April 30, 2024 Amount Due: \$18,449.92 Due date: August 01, 2024</p>	<p>For Electronic Payments</p> <p>Account Name: MRI Software LLC Bank Name: JPMorgan Chase Account #: 200323605 Routing # For Wire: 021000021 Routing # For ACH: 044000037 Bank Address: 4 New York Plaza, Floor 15, New York, NY 10004</p>
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For questions about this invoice or to provide remittance information, please submit a request in our portal: MRIsoftware.com/billing.

D. 2024 Funding Update

Enclosure A

**Calculation of Calendar Year 2024 Renewal Funding
Housing Choice Voucher Program**

<p>1 MA Number: _____</p> <p>2 MA Name: _____</p> <p>3 CY 2024 Renewal Funding</p> <p style="margin-left: 20px;">CY 2024 HCV Renewal Funding after Offset and Amounts Owed HUD _____ \$3,326,316</p> <p style="margin-left: 20px;">CY 2024 Non-Renewal Funding</p> <p style="margin-left: 40px;">CY 2024 Non-Renewal Funding (TPVs, VASH, etc.) to Date _____ \$0</p> <p style="margin-left: 40px;">CY 2024 Estimated RAD 1 Funding for First Full Year After Conversion _____ \$0</p> <p style="margin-left: 40px;">CY 2023 Proration Increase _____ \$644</p> <p>7 Total CY 2024 HCV Renewal and Non-Renewal Funding _____ \$3,327,960</p> <p>ELIGIBILITY</p> <p style="margin-left: 20px;">8 Total Unit Months Leased per VMS - CY 2023 _____ 7,460</p> <p style="margin-left: 20px;">9 Total Unit Months Available - CY 2023 _____ 9,348</p> <p style="margin-left: 20px;">10 Capping Percentage _____ 100%</p> <p style="margin-left: 20px;">11 Total CY 2023 HAP Expenses per VMS _____ \$3,293,312</p> <p style="margin-left: 20px;">12 Total CY 2023 Capped HAP Expenses (Line 11 x Line 10) _____ \$3,293,312</p> <p style="margin-left: 20px;">13 Renewal Funding Instation Factor _____ 1.01528</p> <p style="margin-left: 20px;">14 Inflated Eligibility Sub-Total (Line 12 x Line 13) _____ \$3,343,624</p> <p style="margin-left: 20px;">15 First Time Renewals - Appen x B _____ \$0</p> <p style="margin-left: 20px;">16 Transfer in or Out _____ \$0</p> <p style="margin-left: 20px;">17 Total DHAP Eligibility _____ \$0</p> <p style="margin-left: 20px;">18 Total Renewal Eligibility (Line 14 - Line 15 - Line 16 - Line 17) _____ \$3,343,624</p> <p style="margin-left: 20px;">19 Proration Factor _____</p> <p style="margin-left: 20px;">20 Prorated Eligibility (Line 18 x Line 19) _____ 27.368%</p> <p style="margin-left: 20px;">\$3,326,316</p> <p>FUNDING</p> <p style="margin-left: 20px;">21 Total CY 2024 Renewal Funding after Offset _____ \$3,326,316</p> <p style="margin-left: 20px;">22 Renewal Funding Obligations, January through May 2024 _____ \$1,443,635</p> <p style="margin-left: 20px;">23 Remaining to Obligate for CY 2024 Prior to Reduction for Funds Due to HUD (Line 21 - Line 22) _____ \$1,882,681</p> <p style="margin-left: 20px;">24 Reduction for Funds Due to HUD _____ \$0</p> <p style="margin-left: 20px;">25 Remaining to Obligate for CY 2024 after Reduction for Funds Due to HUD (Line 23 - Line 24) _____ \$1,882,681</p> <p style="margin-left: 20px;">26 Total Eligibility through May 2024 _____ \$1,366,215</p> <p style="margin-left: 20px;">27 Additional Obligations Due to PMA through May, 2024 (Line 26 - Line 22, if Line 26 is higher; else 0) _____ \$0</p> <p style="margin-left: 20px;">28 Excess Obligations through May, 2024 (Line 22 - Line 26, if Line 22 is higher; else 0) _____ \$57,429</p> <p style="margin-left: 20px;">29 CY 2024 In-Use Per Unit Cost _____ \$446.21</p> <p style="margin-left: 40px; font-size: x-small;">This value is calculated as total inflated VMS Expenses, minus HAP Costs after the First of the Month, divided by total Unit Months Leased</p>	<p style="text-align: center; margin-bottom: 10px;">OH982</p> <p style="text-align: center; margin-bottom: 10px;">HANCOCK MPHA</p> <hr style="border: 1px solid black;"/> <p style="text-align: right; margin-bottom: 10px;">\$3,327,960</p> <hr style="border: 1px solid black;"/> <p style="text-align: right; margin-bottom: 10px;">27.368%</p> <p style="text-align: right; margin-bottom: 10px;">\$3,326,316</p> <hr style="border: 1px solid black;"/> <p style="text-align: right; margin-bottom: 10px;">\$3,326,316</p> <p style="text-align: right; margin-bottom: 10px;">\$1,443,635</p> <p style="text-align: right; margin-bottom: 10px;">\$1,882,681</p> <p style="text-align: right; margin-bottom: 10px;">\$0</p> <p style="text-align: right; margin-bottom: 10px;">\$1,882,681</p> <p style="text-align: right; margin-bottom: 10px;">\$1,366,215</p> <p style="text-align: right; margin-bottom: 10px;">\$0</p> <p style="text-align: right; margin-bottom: 10px;">\$57,429</p> <p style="text-align: right; margin-bottom: 10px;">\$446.21</p>
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30 Comments _____



SUMMARY - Calendar Year (CY) 2024 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 2023		\$ 160,085
5 Total Units Months Leased (UML) Reported in VMS for CY 2023		900
6 Total Units Months Available (UMA)		900
A. If Overleased, Number Of UMLs Deducted From Eligibility		\$ -
B. Uninflated PUC		\$177.87
C. Cost Of Overleased Units (PUC X Overleased Units)		\$ -
7 Mainstream Program Renewal Eligibility After Reduction For Cost Of Overleased Units		\$ 160,085
8 CY 2024 Inflation Factor		1.01528
9 CY 2024 Renewal Funding At 100%		\$ 162,531
<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 2024		\$ 162,531
12 CY 2024 Inflated PUC		\$180.99
<u>FUNDING SUMMARY</u>		
13 CY 2024 Renewal Funding Prior to Amounts Due to HUD		\$ 162,531
14 Reduction for Amounts due to HUD		\$ -
15 Total CY 2024 Renewals		\$ 162,531
16 Obligated Funds through May		\$ 69,187
17 To be obligated June through December		\$ 93,344

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



Directors Report

A. Waiting List

- A. We pulled 19 families from the waiting list in May and 18 in June. We currently have 16 families with an outstanding voucher.
- B. Stats Report

Statistics Report

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

TOTALS

Applicants on the HCV 1 List	114	
Families with Children	19	16.67%
Elderly Families	24	21.05%
Families with Disabilities	89	78.07%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	75	65.79%
Very Low Income	20	17.54%
Low Income	1	0.88%
Over Income Limit	0	0.00%
Incomplete Income Data	18	15.79%

TOTALS BY ETHNICITY

Hispanic	7	6.14%
Non-Hispanic	105	92.11%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	0.88%	Native Hawaiian/Pac. Island	1	0.88%
Asian	0	0.00%	White	95	83.33%
Black/African American	11	9.65%			

TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	74	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. Crystal Glen Update

C. 2024 Admin Rates 2.6% increase prorated at 91% for June thru October

Rates	2023	2024
Column A	\$69.38	\$71.17
Column B	\$64.75	\$66.41



- Dow / Rob

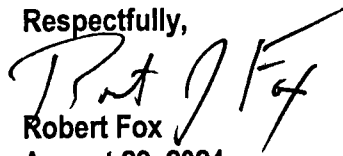
D. UML Update

As of May 31, 2024, HMHA is currently assisting 608 HCV families plus 75 Mainstream for a total of 683 total households. PUC cost currently sits at \$465

E. Next Meeting August 29, 2024.

Dow Campbell made a Motion to adjourn the meeting at 9:16 am

Respectfully,



**Robert Fox
August 29, 2024**

