

Mason

*ver me
846*

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

October 24, 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 September 26, 2024, at The Family Center, conference room 118.
Doug West called to order HMHA's Board Meeting at 8:34am**

Roll Call:

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

Minutes:

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

A. Financials Admin and HAP

- A. Monthly HAP received \$288,602 for HCV; Mainstream HAP received \$14,260**
- B. Expended \$282,079 for HCV and \$14,405 for Mainstream**
- C. NRA as of August 31, 2024, \$43,810**
- D. August HCV Admin Fee was \$39,158, Mainstream Admin received \$7,103**
- E. P/L of \$17,432**
- F. Received VMS reconciliation of HCV admin of \$2,476**

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

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance Actual vs YTD Budget	Total Annual E
Revenues							
HCCCL MANAGEMENT FEE	\$ 360.00	\$ 360.00	\$ 0.00	\$ 2,880.00	\$ 2,880.00	\$ 0.00	\$ 4,
VOUCHER ADMIN FEE - HUD	41,634.00	34,079.40	\$ 7,554.60	317,418.00	272,635.20	44,782.80	408,
MS VOUCHER ADMIN FEE	7,809.00	4,162.83	\$ 3,646.17	52,586.00	33,302.64	19,283.36	49,
HUD TENANT/LL REPAYMENT	1,179.50	552.33	\$ 627.17	21,125.77	4,418.64	16,707.13	6,
REPAYMENT NRA	2,397.50	552.33	\$ 1,845.17	23,513.00	4,418.64	19,094.36	6,
COORDINATING FEE "CAC"	0.00	26.67	(\$ 26.67)	0.00	213.36	(213.36)	
Total Revenue	\$ 53,380.00	\$ 39,733.56	\$ 13,646.44	\$ 417,522.77	\$ 317,868.48	\$ 99,654.29	\$ 476,
Expenses							
ADMIN SALARIES	21,350.70	22,101.69	750.99	174,286.94	176,813.52	2,526.58	265,
TRAVEL / MEAL EXPENSE	0.00	125.00	125.00	73.51	1,000.00	926.49	1,
VEHICLE EXPENSE	367.40	116.67	(250.73)	2,194.66	933.36	(1,261.30)	1,
SUBCONTRACT LABOR	361.37	341.67	(19.70)	2,529.93	2,733.36	203.43	4,
MISC/DISCRETIONARY	0.00	50.00	50.00	27.24	400.00	372.76	
OFFICE RENT	1,904.08	1,621.67	(282.41)	14,617.34	12,973.36	(1,643.98)	19,
UTILITY EXPENSE - PHONE	322.71	435.42	112.71	4,001.94	3,483.36	(518.58)	5,
UTILITY EXPENSE- NETWORK	129.99	266.67	136.68	1,056.99	2,133.36	1,076.37	3,
AUDIT	2,010.00	1,000.00	(1,010.00)	10,133.00	8,000.00	(2,133.00)	12,
ACCOUNTING EXPENSE	0.00	125.00	125.00	2,400.00	1,000.00	(1,400.00)	1,
BANK SERVICE FEES	123.55	127.08	3.53	981.53	1,016.64	35.11	1,
CONTRACT COST	367.41	216.67	(150.74)	1,689.39	1,733.36	43.97	2,
EMPLOYEE POLICY PROCEDUR	0.00	0.00	0.00	360.00	0.00	(360.00)	
INSURANCE EXP.	0.00	625.00	625.00	6,061.00	5,000.00	(1,061.00)	7,
HEALTH INSURANCE	4,361.13	4,354.02	(7.11)	34,889.04	34,832.16	(56.88)	52,
EMPLOYEE BENEFITS	3,525.74	3,615.38	89.63	28,194.83	28,923.04	728.19	43,
EDUCATION EXPENSE	0.00	500.00	500.00	425.00	4,000.00	3,575.00	6,
ADVERTISING	0.00	25.00	25.00	0.00	200.00	200.00	
MAINTENANCE/CLEANING	0.00	83.33	83.33	157.20	666.64	509.44	1,
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	55.00	0.00	(55.00)	
OFFICE SUPPLIES	78.98	450.00	371.02	4,701.06	3,600.00	(1,101.06)	5,
POSTAGE	40.00	520.83	480.83	2,400.00	4,166.64	1,766.64	6,
SQUARE READER FEE	3.07	0.00	(3.07)	185.95	0.00	(185.95)	
MEMBERSHIP & SUBSCRIPTION	0.00	152.08	152.08	1,595.00	1,216.64	(378.36)	1,
TECHNICAL SUPPORT	950.00	916.67	(33.33)	9,579.00	7,333.36	(2,245.64)	11,
HAPPY TECH SUPPORT	0.00	1,583.33	1,583.33	18,449.92	12,666.64	(5,783.28)	19,
HAP FINANCIAL ERRORS	0.00	0.00	0.00	198.00	0.00	(198.00)	
HUD PORT-OUTS ADMIN PAID	51.80	100.00	48.20	703.66	800.00	96.34	1,
Total Expenses	\$ 35,947.94	\$ 39,453.18	\$ 3,505.24	\$ 321,947.15	\$ 315,425.44	\$ (6,521.71)	\$ 473,
Net Income (Loss)	\$ 17,432.06	\$ 280.38	\$ 17,151.68	\$ 95,575.62	\$ 2,243.04	\$ 93,332.58	\$ 3,

B. Asset Tags – cleaning up the depreciation schedule



Asset Tags			
Number	Descriptions of Asset	Reviewed	Board Reviewed
1	Copier Covid Money K8534	CJR 9/4/2024	
2	Vehicle Covid Money	CJR 9/4/2024	
3	Server	CJR 9/4/2024	
4	Copier M6070	CJR 9/4/2024	
5			
6			
7			
8			
9			
10			

Rob
Down

C. Ohio Auditor of State Award



(Doug West) asked the Board for approval of the Financials. (Rob Fox) proposed a motion with (Donna Ruse) seconding. Motion voted and carried, Financials will be filed for audit



Directors Report

A. Waiting List

- A. We pulled 17 families from the waiting list in September. We currently have 17 families with an outstanding voucher.
- B. HMHA's Waiting List will be opening on October 8, 2024, at 12pm. If you know anyone who may need our assistance, please have them contact me.



Hancock Metropolitan Housing Authority

1800 N Blanchard Street, Suite 114, Findlay, Ohio 45840

Phone: 419-424-7848 / Fax: 419-424-7831 / E-mail: hmhamain@hancockmetro.com

www.hancockmetro.com

ATTENTION:

On October 8, 2024, at 12:00 pm till

November 5, 2024, 5pm

The Hancock Metropolitan Housing Authority will open its rental assistance waiting list at 12pm on October 8, 2024, for preferences strictly for Non-Elderly Disabled, and those who are Veterans ONLY.

Veteran Preference is offered to a family whose head of household or spouse is a veteran or current member of the four branches of U.S. military who was discharged or released from such services for other than dishonorable conditions. A widow/widower of a discharged or released service person for other than dishonorable conditions is also eligible for this preference, if he or she has not remarried. Please provide HMHA with a copy your DD214 when you return your application.

HMHA also has targeted funding for Non-Elderly Disabled. The head of household, spouse or co-head of household must be income eligible, under the age of 62 and disabled. Families with only a minor child with a disability are not eligible for this funding. Please provide HMHA with a copy of the head of household, spouse or co-head's Social Security disability award letter when you return your application.

If you do not meet either preference, you will be denied.

You can pick up an application at HMHA's office located at 1800 N. Blanchard St, Suite 114 Findlay Ohio 45840. We will only accept completed applications during our normal business hours. Any questions or concerns, please call 419.424.7848

C. Stats Report



4

Statistics Report

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

TOTALS

Applicants on the HCV 1 List	61	
Families with Children	14	22.95%
Elderly Families	24	39.34%
Families with Disabilities	38	59.02%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	41	67.21%
Very Low Income	14	22.95%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	6	9.84%

TOTALS BY ETHNICITY

Hispanic	1	1.64%
Non-Hispanic	60	98.36%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	1.64%	Native Hawaiian/Pac. Island	1	1.64%
Asian	0	0.00%	White	48	78.69%
Black/African American	10	16.39%			

TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference	
First Preference		Seventh Preference	
Second Preference	21	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. 2025 Budget Review

2025 Budget Proposed			
Income		Description	
HUD Voucher Admin Fee	\$ 457,818.42	2025 Projected Admin Fee based on Monthly Average of 625 UML Prorated at 86%	
Backlog #811 Processing	\$320.00	Inspections for CAC	
HCCIL Prop. Management Fee	\$3,600.00	Mgmt. Fee HCCIL	
Streamline Admin & Interest	\$ 55,085	75 vouchers	
HUD Tenant / LL Repayment	\$15,000.00	Estimated HUD Tenant / LL New Repayment Agreements Executed	
HCCIL Fiscal Agent Fee	\$720.00	Fiscal Agent Fee for HCCIL	
Home Program	\$0.00	TBRA Admin. fee HOME Program	
Subtotal	\$532,544.00		
Expenses			
Salaries	\$ 305,543.99	All Regular Staff Salaries w mid year and Christmas bonus included	x
Misc / Discretionary	\$500.00	Monthly Prep and Staff Meetings	x
Travel / Meal Expense	\$1,200.00	Mileage Reimbursements and Meal Expenses	x
Subcontract Labor / Security	\$4,300.00	(2) Building Security	x
Rent / Storage	\$20,043.80	Cold Storage and Office Space (BUDGETED 3% INCREASE)	x
Utility Expense - Phones	\$5,500.00	Office Phones, Fax Line, Cellular Phones	x
Utility Expense - Network	\$2,800.00	Computer Network Connection, Hosted Exchange, Anti-virus	x
Accounting & Audit	\$13,500.00	YE Audit and Fee Accountant, Opinion Letter from Attorney for YE Audit	x
Contact Cost	\$2,600.00	Maintenance Plan Copiers	x
Insurance (COMM.)	\$8,250.00	Commercial Package, Director & Officers, Employment Practice, Fidelity Bond, Cyber Insurance	x
Health Insurance	\$ 66,894.36	Employee Health Insurance. 1 Family plan, 4 single plans HMHA subsidize 100%	
Benefits	\$ 49,614.54	OPERS, Medicare, Workers Comp, and Unemployment	x
Educational	\$1,500.00	Staff Training and Materials	x
Advertising	\$300.00	The Courier, Public Notices	x
Legal Hearing Exp	\$0.00	Legal Counsel	x
Maintenance / Cleaning	\$1,200.00	Alshred	x
Vehicle Expense	\$1,400.00	Gas and maintenance	x
Office Supplies	\$5,000.00	Paper, Expendable, Office Necessities	x
Postage	\$5,250.00	Postage	x
Memberships & Subscriptions	\$2,025.00	OHAC/ Courier, Nan McKay, Housing Consortium, Apt Association, Clemons Nelson, Hancock Co. Coord. Council	x
Technical Support	\$ 30,000.00	HAPPY Software Administration Support 3% cost increase each year, RCR backup anti-virus, Peachtree Support	x
Bank Fees	\$1,762.00	Huntington bank fees	x
HUD Port Out Admin Paid Out	\$1,200.00	HUD Port out Admin Paid Out	x
Subtotal	\$531,483.68	Total Expense	
Profit / Loss	\$1,060.32	Net Income	

(Doug West) asked the Board for approval of the 2025 HMHA's Financial Budget. (Dow Campbell) proposed a motion with (Rob Fox) seconding. Motion voted and carried, HMHA will implement the 2025 Budget set forth.



Financial Update

A. Financials Admin and HAP

- A. Monthly HAP received \$288,602 for HCV; Mainstream HAP received \$13,593
- B. Expended \$280,461 for HCV and \$14,484 for Mainstream
- C. NRA as of September 30, 2024, \$52,425
- D. September HCV Admin Fee was \$39,158, Mainstream Admin received \$6,397
- E. P/L of \$9,516.18

Hancock Metropolitan Housing Authority Income Statement September 2024

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance Actual vs YTD Budget	Total Annual B
Revenues							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 3,240.00	\$ 3,240.00	\$ 0.00	\$ 4,080.00
Voucher ADMIN Fee - HUD	39,158.00	34,079.40	\$ 5,078.60	356,576.00	306,714.60	49,861.40	408,000.00
MS Voucher Admin Fee	6,397.00	4,162.83	\$ 2,234.17	58,983.00	37,465.47	21,517.53	49,000.00
HUD Tenant/LL Repayment \$	801.00	552.33	\$ 248.67	21,926.77	4,970.97	16,955.80	6,000.00
Repayment NRA	801.00	552.33	\$ 248.67	24,314.00	4,970.97	19,343.03	6,000.00
Coordinating Fee "CAC"	0.00	26.67	(\$ 26.67)	0.00	240.03	(240.03)	0.00
Total Revenue	\$ 47,517.00	\$ 39,733.56	\$ 7,783.44	\$ 465,039.77	\$ 357,602.04	\$ 107,437.73	\$ 476,000.00
Expenses							
Admin Salaries	21,350.70	22,101.69	750.99	195,637.64	198,915.21	3,277.57	265,000.00
Travel / Meal Expense	0.00	125.00	125.00	73.51	1,125.00	1,051.49	1,000.00
Vehicle Expense	64.39	116.67	52.28	2,259.05	1,050.03	(1,209.02)	1,000.00
Subcontract Labor	383.25	341.67	(41.58)	2,913.18	3,075.03	161.85	4,000.00
Misc/Discretionary	8.52	50.00	41.48	35.76	450.00	414.24	0.00
Office Rent	1,904.08	1,621.67	(282.41)	16,521.42	14,595.03	(1,926.39)	19,000.00
Utility Expense - Phone	495.49	435.42	(60.07)	4,497.43	3,918.78	(578.65)	5,000.00
Utility Expense- Network	129.99	266.67	136.68	1,186.98	2,400.03	1,213.05	3,000.00
Audit	233.70	1,000.00	766.30	10,366.70	9,000.00	(1,366.70)	12,000.00
Accounting Expense	800.00	125.00	(675.00)	3,200.00	1,125.00	(2,075.00)	1,000.00
Bank Service Fees	143.39	127.08	(16.31)	1,124.92	1,143.72	18.80	1,000.00
Contract Cost	167.01	216.67	49.66	1,856.40	1,950.03	93.63	2,000.00
Employee Policy Procedure	120.00	0.00	(120.00)	480.00	0.00	(480.00)	0.00
Insurance Exp.	0.00	625.00	625.00	6,061.00	5,625.00	(436.00)	7,000.00
Health Insurance	4,361.13	4,354.02	(7.11)	39,250.17	39,186.18	(63.99)	52,000.00
Employee Benefits	3,329.49	3,615.38	285.89	31,524.34	32,538.42	1,014.08	43,000.00
Education Expense	0.00	500.00	500.00	425.00	4,500.00	4,075.00	6,000.00
Advertising	0.00	25.00	25.00	0.00	225.00	225.00	0.00
Maintenance/Cleaning	0.00	83.33	83.33	157.20	749.97	592.77	1,000.00
Miscellaneous Expense	19.99	0.00	(19.99)	74.99	0.00	(74.99)	0.00
Office Supplies	903.72	450.00	(453.72)	5,604.78	4,050.00	(1,554.78)	5,000.00
Postage	800.00	520.83	(279.17)	3,200.00	4,687.47	1,487.47	6,000.00
Square Reader Fee	20.69	0.00	(20.69)	206.64	0.00	(206.64)	0.00
Membership & Subscriptions	0.00	152.08	152.08	1,595.00	1,368.72	(226.28)	1,000.00
Technical Support	2,713.48	916.67	(1,796.81)	12,292.48	8,250.03	(4,042.45)	11,000.00
HAPPY Tech Support	0.00	1,583.33	1,583.33	18,449.92	14,249.97	(4,199.95)	19,000.00
HAP Financial Errors	0.00	0.00	0.00	198.00	0.00	(198.00)	0.00
HUD PORT-Outs ADMIN Paid Out	51.80	100.00	48.20	755.46	900.00	144.54	0.00
Total Expenses	\$ 38,000.82	\$ 39,453.18	\$ 1,452.36	\$ 359,947.97	\$ 355,078.62	\$ (4,869.35)	\$ 473,000.00
Net Income (Loss)	\$ 9,516.18	\$ 280.38	\$ 9,235.80	\$ 105,091.80	\$ 2,523.42	\$ 102,568.38	\$ 3,000.00

B. 2025 COLA for Social Security at 2.5%



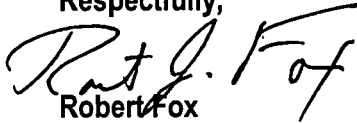
*Admin
- Done
- Done*

C. UML Update As of August 31, 2024, HMHA is currently assisting 607 HCV families plus 75 Mainstream for a total of 682 total households. PUC cost currently sits at \$468

D. Next Meeting October 24, 2024, along with our Annual Meeting.

Rob Fox made a Motion to adjourn the meeting at 9:28 am

Respectfully,



Robert Fox

October 24, 2024

