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8:34 am

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# HANCOCK METROPOLITAN HOUSING AUTHORITY

## BOARD OF COMMISSIONERS

### Regular Meeting

**September 26, 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 August 29, 2024, at The Family Center, conference room 118. Doug West called to order HMHA's Board Meeting at 8:39am**

**Roll Call:**

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

**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.**

### Financial Update

**A. Financials Admin and HAP**

- A. Monthly HAP received \$287,750 for HCV; Mainstream HAP received \$14,515**
- B. Expended \$284,146 for HCV and \$13,326 for Mainstream**
- C. NRA as of July 31, 2024, \$35,795**
- D. July HCV Admin Fee was \$39,158, Mainstream Admin received \$7,103**
- E. P/L of (9,171.46)**
- F. Received VMS reconciliation of HCV admin of \$1,370 and Mainstream in the amount of \$706**

Hancock Metropolitan Housing Authority  
Income Statement  
July 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	\$ 300.00	\$ 60.00	\$ 2,520.00	\$ 2,520.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	40,528.00	34,079.40	6,448.60	275,784.00	238,555.80	37,228.20	408,952.80
MS Voucher Admin Fee	7,809.00	4,162.83	3,646.17	44,777.00	29,139.81	15,637.19	49,994.00
HUD Tenant/LI. Repayment \$	1,156.50	552.33	594.17	19,946.27	3,866.31	16,079.96	6,678.00
Equipment NRA	1,136.50	952.33	184.17	21,115.50	3,866.31	17,249.19	6,628.00
Coordinating Fee "CAC"	0.00	26.67	(26.67)	0.00	186.69	(186.69)	320.00
<b>Total Revenue</b>	<b>\$ 66,976.00</b>	<b>\$ 39,473.54</b>	<b>\$ 27,502.46</b>	<b>\$ 344,142.77</b>	<b>\$ 276,134.91</b>	<b>\$ 68,007.86</b>	<b>\$ 474,891.88</b>
<b>Expenses</b>							
Admin Salaries	23,850.70	22,161.69	(1,689.01)	152,936.24	154,711.83	1,775.59	265,320.23
Travel / Meal Expense	0.00	125.00	(125.00)	75.81	875.00	801.49	1,500.00
Vehicle Expense	240.60	116.67	(123.93)	1,827.26	816.69	(1,010.57)	1,400.00
Subcontract Labor	360.53	341.67	(18.86)	2,168.56	2,391.69	223.13	4,100.00
Misc/Discretionary	0.00	50.00	(50.00)	27.24	350.00	322.76	600.00
Office Rent	1,904.08	1,621.67	(282.41)	12,713.26	11,351.69	(1,361.57)	19,460.00
Utility Expense - Phone	700.20	435.42	(264.78)	3,679.23	3,047.94	(631.29)	5,275.00
Utility Expense - Network	129.99	266.67	(136.68)	927.00	1,866.69	899.69	3,200.00
Audit	0.00	1,000.00	(1,000.00)	8,123.00	7,000.00	(1,123.00)	12,000.00
Accounting Expense	0.00	125.00	(125.00)	2,400.00	875.00	(1,525.00)	1,500.00
Bank Service Fees	98.89	127.08	(28.19)	857.98	889.56	31.58	1,525.00
Contract Cost	286.47	216.67	(69.80)	1,321.98	1,516.69	194.71	2,600.00
Employee Policy Procedure	60.00	0.00	(60.00)	360.00	0.00	(360.00)	0.00
Insurance Exp.	4,296.00	625.00	(3,671.00)	4,061.00	4,375.00	(1,884.00)	7,500.00
Health Insurance	4,361.13	4,354.02	(7.11)	30,527.91	30,478.14	(49.77)	52,248.24
Employee Benefits	3,409.52	3,615.38	205.86	24,669.10	25,307.66	638.56	43,384.52
Education Expense	0.00	500.00	(500.00)	425.00	3,500.00	3,075.00	6,000.00
Advertising	0.00	25.00	(25.00)	0.00	175.00	175.00	300.00
Maintenance/Cleaning	0.00	83.33	(83.33)	157.20	583.31	426.11	1,000.00
Miscellaneous Expense	0.00	0.00	0.00	55.00	0.00	(55.00)	0.00
Office Supplies	426.99	450.00	23.01	4,622.04	3,150.00	(1,472.04)	5,400.00
Postage	480.00	520.83	40.83	2,360.00	3,645.81	1,285.81	6,250.00
Square Reader Fee	11.64	0.00	(11.64)	182.88	0.00	(182.88)	0.00
Membership & Subscriptions	0.00	152.00	(152.00)	1,595.00	1,064.24	(530.76)	1,825.00
Technical Support	825.00	916.67	91.67	6,629.00	6,416.69	(2,212.31)	11,000.00
HAPPY Tech Support	18,449.92	1,583.33	(16,866.59)	18,449.92	11,083.31	(7,366.61)	19,000.00
HAP Financial Errors	198.00	0.00	(198.00)	198.00	0.00	(198.00)	0.00
HUD PORT-Dues ADMIN Paid Out	51.80	100.00	48.20	451.86	700.00	248.14	1,300.00
<b>Total Expenses</b>	<b>\$ 66,141.66</b>	<b>\$ 39,453.18</b>	<b>\$ (26,688.48)</b>	<b>\$ 285,999.11</b>	<b>\$ 276,172.14</b>	<b>\$ (9,827.97)</b>	<b>\$ 473,577.86</b>
<b>Net Income (Loss)</b>	<b>\$ (9,171.46)</b>	<b>\$ (219.38)</b>	<b>\$ (9,201.86)</b>	<b>\$ 78,143.66</b>	<b>\$ (1,991.69)</b>	<b>\$ 76,169.99</b>	<b>\$ 3,344.82</b>



B. Replacing the Ford Escape, was purchased in September 2007  
 (Doug West) asked the Board for approval to purchase a company car up to \$25,000. (Dow Campbell) proposed a motion with (Dionne Kinninger) seconding. Motion voted and carried, HMHA will be comparing vehicles in the local area.

C. MRI Long Term Contract, current savings of \$1,670.03

**HANCOCK MHA ESTIMATED NEW SUPPORT**

**Long Term Contract (Annual Support Increase capped at 5.5% - 3 Year; 4% - 5 Year)**

**\*\*\*PRICES ARE ESTIMATED AND Subject To Final Contract Terms and Conditions; Based on Currently Licensed Modules and # of Users\*\*\***

<b>SUPPORT AGREEMENT TERM - 1 Year - NO CAP</b>	<b>Annual Support Amount</b>
August 1, 2024 - July 31, 2025	\$ 18,449.92
<b>SUPPORT AGREEMENT TERM - 3 Years - 5% CAP</b>	<b>Annual Support Amount</b>
August 1, 2024 - July 31, 2025	\$ 16,779.89
August 1, 2025 - July 31, 2026	\$ 17,702.78
August 1, 2026 - July 31, 2027	\$ 18,676.44
<b>SUPPORT AGREEMENT TERM - 5 Years - 3.5% CAP</b>	<b>Annual Support Amount</b>
August 1, 2024 - July 31, 2025	\$ 16,541.31
August 1, 2025 - July 31, 2026	\$ 17,202.96
August 1, 2026 - July 31, 2027	\$ 17,891.08
August 1, 2027 - July 31, 2028	\$ 18,606.72
August 1, 2028 - July 31, 2029	\$ 19,350.99
<b>Potential Savings Associated with a 5 Year LTC vs a 3 Year LTC After 3 Years of Use</b>	<b>\$ 1,523.76</b>



## Directors Report

### A. Waiting List

- A. We pulled 20 families from the waiting list in July and 20 in August. We currently have 18 families with an outstanding voucher.
- B. I would like to open the Waiting List on October 8, 2024, at 12pm  
*(Doug West) asked the Board for approval to open HMHA's waiting list on October 8, 2024, at 12pm. (Dionne Kinninger) proposed a motion with (Rob Fox) seconding. Motion voted and carried, the waiting list notification will be sent to The Courier and posted on HMHA's website.*

### C. Stats Report

<b>Statistics Report</b>			
Agency:	1 - Hancock Metropolitan Housing Authority		
Waiting List:	1 - HCV 1		
Status:	Waiting for Assistance, Active		
<b>TOTALS</b>			
Applicants on the HCV 1 List	77		
Families with Children	15	19.48%	
Elderly Families	24	31.17%	
Families with Disabilities	52	67.53%	
<b>TOTALS BY INCOME PERCENTAGE</b>		<b>TOTALS BY ETHNICITY</b>	
Extremely Low Income	54	70.13%	Hispanic
Very Low Income	15	19.48%	Non-Hispanic
Low Income	0	0.00%	2
Over Income Limit	0	0.00%	74
Incomplete Income Data	8	10.39%	98.10%
<b>TOTALS BY RACIAL GROUP</b>		<b>TOTALS BY PREFERENCE</b>	
Amer. Indian/Alaska Native	1	1.30%	Sixth Preference
Asian	0	0.00%	Seventh Preference
Black/African American	10	12.99%	Eighth Preference
			Ninth Preference
			Tenth 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 FMR's**

**The FY 2025 Hancock County, OH FMRs for All Bedroom Sizes**

Final FY 2025 & Final FY 2024 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2025 FMR	\$683	\$761	\$996	\$1,296	\$1,524
FY 2024 FMR	\$650	\$740	\$959	\$1,242	\$1,534

**The FY 2025 Hardin County, OH FMRs for All Bedroom Sizes**

Final FY 2025 & Final FY 2024 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2025 FMR	\$664	\$703	\$884	\$1,103	\$1,213
FY 2024 FMR	\$639	\$701	\$860	\$1,079	\$1,215

**The FY 2025 Putnam County, OH FMRs for All Bedroom Sizes**

Final FY 2025 & Final FY 2024 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2025 FMR	\$690	\$724	\$919	\$1,107	\$1,218
FY 2024 FMR	\$639	\$710	\$860	\$1,040	\$1,145

**The FY 2025 Wyandot County, OH FMRs for All Bedroom Sizes**

Final FY 2025 & Final FY 2024 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2025 FMR	\$664	\$737	\$884	\$1,118	\$1,361
FY 2024 FMR	\$639	\$712	\$860	\$1,040	\$1,355

*(Doug West) asked the Board to approve the 2025 Payment Standards at 100%. (Dionne Kinninger) proposed a motion with (Dow Campbell) seconding. Motion voted and carried, HMHA staff will be notified to update 2025 payment standards to 100%*

**C. SEMAP- High Performance 140/140**





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Public Housing  
Cleveland Office, Region V – Midwest Region  
1001 Lakeside Avenue, Suite 350  
Cleveland, Ohio 44114  
Phone (216) 357-7900 FAX (216) 357-7916

August 13, 2024

Mr. Casey Ricker  
Executive Director  
Hancock Metropolitan Housing Authority  
The Family Center, Suite #114  
1800 N. Blanchard Street  
Findlay, Ohio 45840

Dear Mr. Casey:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) Certification for the Hancock Metropolitan Housing Authority (HMHA). We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Hancock Metropolitan Housing Authority's final SEMAP score for the fiscal year ended 12/31/2023 is 140 points. The following are your scores on each indicator:

Indicator 1	Selection from the Waiting List (24CFR982.54(d)(1) and 982.204(a))	15
Indicator 2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator 3	Determination of Adjusted Income (24 CFR part 5 Subpart f and 982.516)	20
Indicator 4	Utility Allowance Schedule (24CFR 982.517)	5
Indicator 5	HQS Quality Control (24 CFR 982.405(b))	5



6

Indicator 6	HQS Enforcement (24 CFR 982.404)	10
Indicator 7	Expanding Housing Opportunities	N/A
Indicator 8	Payment Standards (24 CFR 982.503)	5
Indicator 9	Annual Reexaminations (24 CFR 5.617)	10
Indicator 10	Correct Tenant Rent Calculations (24 CFR 982, subpart k)	5
Indicator 11	Pre-contract HQS (24 CFR 982.305)	5
Indicator 12	Annual HQS (24 CFR 982.405(a))	10
Indicator 13	Lease-up	20
Indicator 14	Family Self Sufficiency (24 CFR 984.105 and 984.305)	10
Indicator 15	Deconcentration bonus	0

The HMHA has earned 100% of the 130 points potential. Your overall performance rating is High Performer.

In the unlikely event that either conflicting information appearing in your agency's annual IPA audit for the rated fiscal year or other conflicting information is discovered, your agency's overall performance rating is subject to later modification. If this were to occur, an appeal would be considered.

Congratulations on achieving high performer status under SEMAP.

If you have any questions or need additional information, feel free to contact Felicia Davis, Portfolio Management Specialist at [felicia.l.davis@hud.gov](mailto:felicia.l.davis@hud.gov) or (216) 357-7733.

Sincerely,

Susan M. Zanghi  
 Division Director  
 Cleveland Office of Public Housing

#### D. UML Update



Dow 3 Rob

As of July 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

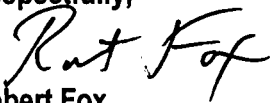
E. 2025 Annual Plan and 5 Year Plan will be presented

F. *(Doug West) asked the Board for approval of the 2025 Annual Plan and the 2025 5Year Plan. (Dionne Kinninger) proposed a motion with (Dow Campbell) seconding. Motion voted and plans will be submitted to HUD.*

G. Next Meeting September 26, 2024.

Dow Campbell made a Motion to adjourn the meeting at 9:24 am

Respectfully,



Robert Fox

September 26, 2024



6