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# **HANCOCK METROPOLITAN HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

### **Regular Meeting**

**February 27, 2025**

**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 October 24, 2024, at The Family Center, conference room 118. Doug West called to order HMHA's Board Meeting at 8:46am**

**Roll Call:**

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

**Minutes:**

**(Doug West) asked the Board for approval of the minutes. (Dionne Kinninger) 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 \$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	YTD Budget	Total Annual B
<b>Revenues</b>								
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 3,240.00	\$ 3,240.00	\$ 0.00	\$ 0.00	\$ 4.
Voucher ADMIN Fee - HUD	39,158.00	34,079.40	5,078.60	356,376.00	306,714.60	49,661.40	49,661.40	408.
MS Voucher Admin Fee	6,397.00	4,162.83	2,234.17	58,983.00	37,465.47	21,517.53	21,517.53	49.
HUD Tenant/LL Repayment \$	801.00	552.33	248.67	21,926.77	4,970.97	16,955.80	16,955.80	6.
Repayment NRA	801.00	552.33	248.67	24,314.00	4,970.97	19,343.03	19,343.03	6.
Coordinating Fee "CAC"	0.00	26.67	(26.67)	0.00	240.03	(240.03)	(240.03)	
<b>Total Revenue</b>	<b>\$ 47,817.00</b>	<b>\$ 39,733.54</b>	<b>\$ 7,783.44</b>	<b>\$ 465,839.77</b>	<b>\$ 357,462.04</b>	<b>\$ 107,437.73</b>	<b>\$ 107,437.73</b>	<b>\$ 476.</b>
<b>Expenses</b>								
Admin Salaries	21,350.70	22,101.69	(750.99)	195,637.64	198,915.21	(3,277.57)	3,277.57	265.
Travel / Meal Expense	0.00	125.00	(125.00)	73.51	1,125.00	1,051.49	1,051.49	1.
Vehicle Expense	64.39	116.67	(52.28)	2,259.05	1,050.03	(1,209.02)	(1,209.02)	1.
Subcontract Labor	383.25	341.67	41.58	2,913.18	3,075.03	(161.85)	161.85	4.
Misc/Discretionary	8.52	30.00	(21.48)	35.76	450.00	414.24	414.24	
Office Rent	1,904.08	1,621.67	(282.41)	16,521.42	14,595.03	(1,926.39)	(1,926.39)	19.
Utility Expense - Phone	495.49	435.42	(60.07)	4,497.43	3,918.78	(578.65)	(578.65)	5.
Utility Expense - Network	129.99	266.67	(136.68)	1,186.98	2,400.03	1,213.05	1,213.05	3.
Audit	233.70	1,000.00	(766.30)	10,366.70	9,000.00	(1,366.70)	(1,366.70)	12.
Accounting Expense	800.00	125.00	(675.00)	3,200.00	1,125.00	(2,075.00)	(2,075.00)	1.
Bank Service Fees	143.39	127.08	(16.31)	1,124.92	1,143.72	(18.80)	18.80	1.
Contract Cost	167.01	216.67	(49.66)	1,856.40	1,950.03	(93.63)	93.63	2.
Employee Policy Procedure	120.00	0.00	(120.00)	480.00	0.00	(480.00)	(480.00)	
Insurance Exp.	0.00	625.00	(625.00)	6,061.00	5,625.00	(436.00)	(436.00)	7.
Health Insurance	4,361.13	4,354.02	(7.11)	39,250.17	39,186.18	(63.99)	(63.99)	52.
Employee Benefits	3,329.49	3,615.38	(285.89)	31,524.34	32,538.42	(1,014.08)	(1,014.08)	43.
Education Expense	0.00	500.00	(500.00)	425.00	4,500.00	4,075.00	4,075.00	6.
Advertising	0.00	25.00	(25.00)	157.20	225.00	69.80	225.00	
Maintenance/Cleaning	0.00	83.33	(83.33)	157.20	749.97	592.77	592.77	1.
Miscellaneous Expense	19.99	0.00	(19.99)	74.99	0.00	(74.99)	(74.99)	
Office Supplies	903.72	450.00	(453.72)	5,604.78	4,050.00	(1,554.78)	(1,554.78)	5.
Postage	800.00	520.83	(279.17)	3,200.00	4,687.47	1,487.47	1,487.47	6.
Software Reader Fee	20.69	0.00	(20.69)	206.64	0.00	(206.64)	(206.64)	
Membership & Subscriptions	0.00	152.08	(152.08)	1,595.00	1,368.72	(226.28)	(226.28)	1.
Technical Support	2,713.48	916.67	(1,796.81)	12,292.48	8,250.03	(4,042.45)	(4,042.45)	11.
HAPPY Tech Support	0.00	1,583.33	(1,583.33)	18,449.92	14,249.97	(4,199.95)	(4,199.95)	19.
HAP Financial Errors	0.00	0.00	0.00	198.00	0.00	(198.00)	(198.00)	
HUD FORT-OUTS ADMIN Paid Out	51.80	100.00	(48.20)	753.46	900.00	146.54	900.00	1.
<b>Total Expenses</b>	<b>\$ 39,809.32</b>	<b>\$ 39,453.18</b>	<b>\$ 356.14</b>	<b>\$ 359,547.97</b>	<b>\$ 355,078.62</b>	<b>\$ 4,469.35</b>	<b>\$ 4,469.35</b>	<b>\$ 473.</b>
<b>Net Income (Loss)</b>	<b>\$ 9,516.18</b>	<b>\$ 280.36</b>	<b>\$ 9,235.82</b>	<b>\$ 106,291.80</b>	<b>\$ 2,523.42</b>	<b>\$ 103,768.38</b>	<b>\$ 103,768.38</b>	<b>\$ 3.</b>



**B. 2025 COLA for Social Security at 2.5%**

*(Doug West) asked the Board for approval of the Financials. (Dionne Kinninger) 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 22 families from the waiting list in October. We currently have 15 families with an outstanding voucher.
- B. HMHA's Waiting List opened on October 8, 2024, at 12pm. On the first week we served over 35 families. I would like to keep the waiting list open till we have 150 families and the potential of allowing Fairshare preference an opportunity for one week.

**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		61			
Families with Children	14		22.95%		
Elderly Families	24		39.34%		
Families with Disabilities	36		59.02%		
<b>TOTALS BY INCOME PERCENTAGE</b>		<b>TOTALS BY ETHNICITY</b>			
Extremely Low Income	41	67.21%	Hispanic	1	1.64%
Very Low Income	14	22.95%	Non-Hispanic	60	98.36%
Low Income	0	0.00%			
Over Income Limit	0	0.00%			
Incomplete Income Data	0	0.84%			
<b>TOTALS BY RACIAL GROUP</b>			<b>TOTALS BY PREFERENCE</b>		
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%			
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.



Rob  
Dionne

**B. VMS Review update**

**C. UML Update**

As of September 30, 2024, HMHA is currently assisting 604 HCV families plus 75 Mainstream for a total of 679 total households.

**D. HMHA's Admin Plan has been updated to all the new requirements from the assistance with Nan McKay and Associates**

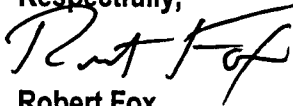
*(Doug West) asked the Board for approval of the revisions of HMHA's Admin Plan. (Dionne Kinninger) proposed a motion with (Rob Fox) seconding. Motion voted and carried, HMHA will implement the revised Admin Plan.*

**E. Next Meeting December 12, 2024, at 11:30am at place to be determined for Christmas part**

*(Doug West) asked the Board for approval of the Christmas Bonus, \$250 for Fulltime Employees and \$125 for Parttime. (Rob Fox) proposed a motion with (Dionne Kinninger) seconding. Motion voted and carried, Christmas Bonus will be ran through payroll and distributed at the Christmas Party.*

**Rob Fox made a Motion to adjourn the meeting at 9:23 am**

Respectfully,



Robert Fox

Feb 27, 2014

