

Master  
8:35 am  
5.00

# HANCOCK METROPOLITAN HOUSING AUTHORITY

## BOARD OF COMMISSIONERS

Regular Meeting

March 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

Admin  
Plan  
D. West + Roh



## Hancock Metropolitan Housing Authority

**Board Minutes-Regular Meeting February 27, 2025, at The Family Center, conference room 118.  
Doug West called to order HMHA's Board Meeting at 8:34am**

**Roll Call:**

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

**Minutes:**

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

### Financial Update

**A. Financials Admin and HAP**

- A. Monthly HAP received \$286070 for HCV; Mainstream HAP received \$14,774**
- B. Expended \$289,612 for HCV and \$16,115 for Mainstream**
- C. NRA as of January 31, 2025, \$24,456**
- D. January HCV Admin Fee was \$39,262, Mainstream Admin received \$0 MS reconciliation from Jan-Sep 2024, pro-ration was set at 91.7% HMHA received \$58,853 and was adjusted to \$44,086 which reduced it by \$14,767**
- E. P/L of \$(1,598.18)**

**Hancock Metropolitan Housing Authority  
Income Statement  
January 2025**

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance Actual vs YTD Budget	YTD Annual
<b>Revenues</b>							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 360.00	\$ 360.00	\$ 0.00	\$ 4
Voucher ADMIN Fee - HUD	39,262.00	38,151.54	1,110.46	39,262.00	38,151.54	1,110.46	437
MS Voucher Admin Fee	0.00	4,590.50	(4,590.50)	0.00	4,590.50	(4,590.50)	55
HUD Tenant/LL Repayment \$	538.00	1,250.00	(712.00)	538.00	1,250.00	(712.00)	15
Repayment NRA	538.00	0.00	538.00	538.00	0.00	538.00	15
Coordinating Fee *CAC*	0.00	26.67	(26.67)	0.00	26.67	(26.67)	1
<b>Total Revenues</b>	<b>\$ 40,698.00</b>	<b>\$ 44,378.71</b>	<b>\$ (3,680.71)</b>	<b>\$ 40,698.00</b>	<b>\$ 44,378.71</b>	<b>\$ (3,680.71)</b>	<b>\$ 631</b>
<b>Expenses</b>							
Admin Salaries	23,036.96	23,462.00	425.04	23,036.96	23,462.00	425.04	305
Travel / Meal Expense	0.00	100.00	100.00	0.00	100.00	100.00	1
Vehicle Expense	0.00	116.67	116.67	0.00	116.67	116.67	1
Subcontract Labor	336.32	338.33	2.01	336.32	358.33	2.01	4
Misc/Discretionary	0.00	30.00	30.00	0.00	30.00	30.00	2
Office Rent	1,904.08	1,670.32	(233.76)	1,904.08	1,670.32	233.76	20
Utility Expense - Phone	246.93	438.33	211.40	246.93	438.33	211.40	5
Utility Expense- Network	129.99	233.33	103.34	129.99	233.33	103.34	2
Audit	0.00	875.00	875.00	0.00	875.00	875.00	10
Accounting Expense	600.00	250.00	(350.00)	600.00	250.00	350.00	3
Bank Service Fees	134.39	146.83	12.44	134.39	146.83	12.44	2
Contract Cost	590.20	216.67	(373.53)	590.20	216.67	373.53	2
Insurance Exp.	1,038.00	687.50	(350.50)	1,038.00	687.50	350.50	8
Health Insurance	5,566.92	5,574.83	7.91	5,566.92	5,574.83	7.91	66
Employee Benefits	3,943.29	4,134.53	191.26	3,943.29	4,134.53	191.26	45
Education Expense	0.00	125.00	125.00	0.00	125.00	125.00	1
Advertising	0.00	25.00	25.00	0.00	25.00	25.00	1
Maintenance/Cleaning	0.00	100.00	100.00	0.00	100.00	100.00	1
Office Supplies	430.79	416.67	(14.12)	430.79	416.67	14.12	5
Postage	40.00	520.83	480.83	40.00	520.83	480.83	6
Square Reader Fee	12.09	16.67	4.58	12.09	16.67	4.58	1
Membership & Subscriptions	695.00	152.08	(542.92)	695.00	152.08	542.92	11
Technical Support	1,415.00	916.67	(498.33)	1,415.00	916.67	498.33	11
HAPPY Tech Support	0.00	1,583.33	1,583.33	0.00	1,583.33	1,583.33	15
HAP Financial Errors	8.00	0.00	(8.00)	8.00	0.00	8.00	1
HUD PORT-Out ADMIN Paid Out	148.22	100.00	(48.22)	148.22	100.00	48.22	1
<b>Total Expenses</b>	<b>\$ 42,296.18</b>	<b>\$ 44,290.31</b>	<b>\$ 1,995.87</b>	<b>\$ 42,296.18</b>	<b>\$ 44,290.31</b>	<b>\$ 1,995.87</b>	<b>\$ 631</b>
<b>Net Income (Loss)</b>	<b>\$ (1,598.18)</b>	<b>\$ 88.40</b>	<b>\$ (1,686.59)</b>	<b>\$ (1,598.18)</b>	<b>\$ 88.40</b>	<b>\$ (1,686.59)</b>	<b>\$ 631</b>



**B. Write Offs – Repayment agreements and outstanding HUD HAP checks from 2023**

M.	Howard	\$ 1,946.00	\$ 1,624.96	\$ 1,624.96	1
H	Davis	\$ 1,544.00	\$ 1,486.00	\$ 1,486.00	1
T	Cooper	\$ 933.00	\$ 933.00	\$ 933.00	1
W	May	\$ 1,444.00	\$ 794.00	\$ 794.00	1
T.	Lance	\$ 1,190.00	\$ 450.00	\$ 450.00	1
M	Beck	\$ 889.00	\$ 419.00	\$ 419.00	1
R	Lopez	\$ 755.00	\$ 37.08	\$ 37.08	1
T	Rader		\$ 21.00	\$ 21.00	1
C	Stewart	\$ 208.00	\$ 17.20	\$ 17.20	1
M.	Keeran	\$ 5.00	\$ 5.00	\$ 5.00	1
A	Stanfield	\$ 204.00	\$ 4.00	\$ 4.00	1
M	McDaniel	\$ 335.50	\$ 3.00	\$ 3.00	1
J	Morris	\$ 784.00	\$ 0.08	\$ 0.08	1

*(Doug West) asked the Board for approval to write off the outstanding HAP checks from 2023 and Repayments Agreements. (Rob Fox) proposed a motion with (Dionne Kinninger) seconding. Motion voted and carried*

**C. 2025 Funding Update**

2024 HMHA expended \$3,400,308 in HCV HAP with a unit month lease of 7,271 PUC \$467.65 Based on past funding, we normally get a 2% inflation factor built in the previous year HAP baseline. Projected 2025 funding stands at \$3,381,606, reduction of \$18,702



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-9900

FRANKLIN DEPUTY ASSISTANT SECRETARY  
FOR PUBLIC AND MEDIAN HOUSING

December 6, 2024

Dear Executive Directors and PIA Board Chairs,

I am writing to emphasize the critical importance of careful and diligent planning and management of your Housing Choice Voucher (HCV) program in Calendar Year (CY) 2025. As you are aware, a fundamental principle of the HCV program is to manage within your budget. HUD has limited funds to address public housing agencies (PIAs) HCV funding shortfalls and additional funding is not guaranteed in any given year. In other words, your agency should not rely on additional funds from HUD beyond what is provided in renewal funding when planning your HCV leasing and funding utilization for CY 2025.

Over the past two years, PIAs have experienced an unprecedented increase in voucher Housing Assistance Payment (HAP) costs, which most PIAs to date have been able to address through a combination of existing program reserves and new funding. As a result, many PIAs will enter 2025 with very limited program reserves, and the availability and amount of future shortfalls funding from HUD is uncertain. While HUD expects that voucher costs will soon stabilize, it is critical that PIAs prioritize careful leasing and funding utilization decision-making, both now and throughout CY 2025, to ensure that families currently assisted are not placed at risk of termination due to funding shortfalls.

The Department has evaluated CY 2025 funding scenarios under the draft Senate and House bills that were recently passed by their respective committees. Typically, HUD provides HCV HAP renewal funding between 99-100% HAP proration each year. Based on HUD's most recent projections, the draft Senate fiscal year (FY) 2025 bill would provide funding at an estimated 97.5% HAP proration and estimated 93.3% Administrative Fee (AF) proration. The draft House bill provides an estimated 88.52% HAP proration with an estimated 100% AF proration. (Although the House bill proposes a slightly lower amount for AF than the Senate's, it yields a higher proration because the proposed HAP funding is significantly lower and will support fewer vouchers and would therefore represent more AF funding per voucher.)

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



## Directors Report

### A. Waiting List

- A. We pulled 25 families from the waiting list in February. We currently have 15 families with an outstanding voucher.
- B. I would like to open HMHA's waiting list on April 8, 2025, at noon till April 23, 2025, 11:59am  
*(Doug West) asked the Board for approval to open HMHA's waiting list on April 8, 2025, at noon. (Dionne Kinninger) proposed a motion with (Rob Fox) seconding. Motion voted and carried, I will notify the public by newspaper and update our website.*

### C. Stats Report

#### 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	89	
Families with Children	23	25.84%
Elderly Families	25	28.09%
Families with Disabilities	63	70.79%

#### TOTALS BY INCOME PERCENTAGE

Extremely Low Income	61	68.54%
Very Low Income	17	19.10%
Low Income	1	1.12%
Over Income Limit	1	1.12%
Incomplete Income Data	9	10.11%

#### TOTALS BY ETHNICITY

Hispanic	3	3.37%
Non-Hispanic	85	95.51%

#### TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	1.12%	Native Hawaiian/Pac. Island	1	1.12%
Asian	0	0.00%	White	74	83.15%
Black/African American	10	11.24%			

#### TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	48	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

**D. SEMAP will need Board Approval and will be submitted**  
*(Doug West) asked the Board for approval to submit the 2024 SEMAP certification. (Rob Fox) proposed a motion with (Dionne Kinninger) seconding. Motion voted and carried, SEMAP will be submitted in REAC*

**E. Next Meeting March 27, 2025, at 8:30am at The Family Center room 118**

Respectfully,



Robert Fox  
March 27, 2025



6