

HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

May 22, 2025

The Family Center Conference Room 119

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 April 24, 2025, at The Family Center, conference room 119. Doug West called to order HMHA's Board Meeting at 8:35 am

Roll Call:

Doug West, Dow Campbell and Rob Fox were in attendance. (Casey Ricker was also in attendance). Dionne Kinninger 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 (Dow Campbell) seconding. Motion voted and carried minutes can be filed for audit.

Financial Update

A. Financials Admin and HAP

- A. Monthly HAP received \$290,229 for HCV; Mainstream HAP received \$15,453
- B. Expended \$285,088 for HCV and \$16,070 for Mainstream
- C. NRA as of March 31, 2025, \$26,921
- D. March HCV Admin Fee was \$39,262, Mainstream Admin received \$2,331 MS
- E. P/L of \$4,177.35 YTD \$9,256.57

Hancock Metropolitan Housing Authority
Income Statement
March 2025

	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	\$ 340.00	\$ 340.00	\$ 0.00	\$ 1,080.00	\$ 1,080.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	\$ 39,262.00	\$ 28,151.54	\$ 1,110.46	\$ 118,571.00	\$ 114,454.63	\$ 4,116.37	\$ 457,812.43
MS Voucher Admin Fee	\$ 2,331.00	\$ 4,590.50	\$ (2,259.50)	\$ 2,331.00	\$ 13,771.50	\$ (11,440.50)	\$ 33,046.00
HUD Tenant/LL Reimbursement	\$ 1,217.30	\$ 1,230.00	\$ (12.70)	\$ 3,522.50	\$ 3,750.00	\$ (227.50)	\$ 15,000.00
Repayment NRA	\$ 1,217.30	\$ 0.00	\$ 1,217.30	\$ 5,522.50	\$ 0.00	\$ 5,522.50	\$ 0.00
Coordinating Fee "CAC"	\$ 0.00	\$ 26.67	\$ (26.67)	\$ 0.00	\$ 80.01	\$ (80.01)	\$ 320.00
Total Revenues	\$ 44,466.89	\$ 44,378.71	\$ 88.18	\$ 132,437.80	\$ 133,136.13	\$ (698.33)	\$ 631,644.43
Expenses							
Admin Salaries	\$ 25,036.96	\$ 25,462.00	\$ (425.04)	\$ 75,116.88	\$ 76,386.00	\$ (1,269.12)	\$ 305,543.96
Travel / Meal Expense	\$ 0.00	\$ 100.00	\$ (100.00)	\$ 0.00	\$ 300.00	\$ 300.00	\$ 1,200.00
Vehicle Expense	\$ 130.72	\$ 116.67	\$ 14.05	\$ 193.31	\$ 330.01	\$ (136.70)	\$ 1,400.00
Subcontract Labor	\$ 383.67	\$ 358.33	\$ 25.34	\$ 1,182.98	\$ 1,074.99	\$ 107.99	\$ 4,300.00
Misc/Discretionary	\$ 0.00	\$ 50.00	\$ (50.00)	\$ 0.00	\$ 150.00	\$ 150.00	\$ 600.00
Office Rent	\$ 1,604.08	\$ 1,670.32	\$ (66.24)	\$ 2,712.24	\$ 5,010.96	\$ (2,301.24)	\$ 20,043.80
Utility Expense - Phone	\$ 460.39	\$ 438.33	\$ 22.06	\$ 866.19	\$ 1,374.99	\$ (508.80)	\$ 5,500.00
Utility Expense - Network	\$ 130.00	\$ 233.33	\$ (103.33)	\$ 386.98	\$ 600.00	\$ (213.02)	\$ 2,800.00
Audit	\$ 0.00	\$ 875.00	\$ (875.00)	\$ 0.00	\$ 2,625.00	\$ 2,625.00	\$ 10,500.00
Accounting Expense	\$ 0.00	\$ 350.00	\$ (350.00)	\$ 0.00	\$ 150.00	\$ 150.00	\$ 600.00
Bank Service Fees	\$ 133.39	\$ 146.83	\$ (13.44)	\$ 420.67	\$ 440.49	\$ (19.82)	\$ 1,762.00
Contract Cost	\$ 183.65	\$ 216.67	\$ (33.02)	\$ 937.10	\$ 630.01	\$ 307.09	\$ 2,600.00
Employee Policy Procedure	\$ 60.00	\$ 0.00	\$ 60.00	\$ 120.00	\$ 0.00	\$ 120.00	\$ 0.00
Insurance Exp.	\$ 0.00	\$ 687.50	\$ (687.50)	\$ 1,038.00	\$ 2,062.50	\$ (1,024.50)	\$ 8,250.00
Health Insurance	\$ 5,566.92	\$ 5,374.53	\$ 192.39	\$ 16,700.76	\$ 14,723.89	\$ 1,976.87	\$ 64,894.36
Employee Benefits	\$ 4,166.33	\$ 4,134.53	\$ 31.80	\$ 12,334.59	\$ 12,403.63	\$ (69.04)	\$ 49,614.54
Education Expense	\$ 0.00	\$ 25.00	\$ (25.00)	\$ 0.00	\$ 75.00	\$ 75.00	\$ 300.00
Advertising	\$ 0.00	\$ 25.00	\$ (25.00)	\$ 0.00	\$ 75.00	\$ 75.00	\$ 300.00
Maintenance/Cleaning	\$ 0.00	\$ 100.00	\$ (100.00)	\$ 0.00	\$ 300.00	\$ 300.00	\$ 1,200.00
Miscellaneous Expense	\$ 33.00	\$ 0.00	\$ 33.00	\$ 33.00	\$ 0.00	\$ 33.00	\$ 0.00
Office Supplies	\$ 113.57	\$ 416.67	\$ (303.10)	\$ 709.03	\$ 1,250.01	\$ (540.98)	\$ 5,000.00
Postage	\$ 0.00	\$ 320.83	\$ (320.83)	\$ 480.00	\$ 1,624.49	\$ (1,144.49)	\$ 4,250.00
Expense Reader Fee	\$ 108.63	\$ 16.67	\$ 92.00	\$ 141.68	\$ 30.01	\$ 111.67	\$ 200.00
Memberships & Subscriptions	\$ 213.00	\$ 132.04	\$ 80.96	\$ 1,139.00	\$ 436.24	\$ 702.76	\$ 1,822.00
Technical Support	\$ 1,413.00	\$ 916.67	\$ 496.33	\$ 4,757.14	\$ 2,750.01	\$ 2,007.13	\$ 11,000.00
HAPPY Tech Support	\$ 0.00	\$ 1,383.33	\$ (1,383.33)	\$ 0.00	\$ 4,749.99	\$ 4,749.99	\$ 19,000.00
HAP Financial Errors	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.00	\$ 0.00	\$ (8.00)	\$ 0.00
HUD FORT-Over ADMIN Paid Out	\$ 148.22	\$ 100.00	\$ 48.22	\$ 444.66	\$ 300.00	\$ 144.66	\$ 1,200.00
Total Expenses	\$ 60,330.65	\$ 64,379.31	\$ (4,048.66)	\$ 123,376.43	\$ 122,879.93	\$ 496.50	\$ 631,493.66
Net Income (Loss)	\$ 4,177.35	\$ 80.40	\$ 4,096.95	\$ 9,256.87	\$ 266.20	\$ 8,990.67	\$ 1,150.77



B. 2025 Funding Update Review

C. Utility Allowance Schedule

Utility Allowance Schedule

U.S. Department of Housing
and Urban Development
Office of Public Indian Housing

OMB Approval No. 2577-0169
(exp. 07/31/2022)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date
Hancock Metropolitan Housing Authority		SINGLE FAMILY DETACHED					8/1/2025
Utility/Service/Appliance		Monthly Dollar Allowance					
		0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
Heating	a. Natural Gas	\$34	\$48	\$61	\$75	\$95	\$109
	b. Electric	\$37	\$52	\$67	\$82	\$104	\$119
	c. Bottle Gas	\$63	\$89	\$114	\$139	\$177	\$203
Cooking	a. Natural Gas	\$6	\$8	\$10	\$12	\$16	\$18
	b. Electric	\$6	\$8	\$11	\$13	\$17	\$19
	c. Bottle Gas	\$11	\$15	\$19	\$30	\$30	\$34
Other Electric (Lights & Appliances)		\$18	\$25	\$32	\$39	\$50	\$57
Air Conditioning							
Water Heating	a. Natural Gas	\$15	\$21	\$27	\$33	\$42	\$48
	b. Electric	\$19	\$26	\$33	\$41	\$52	\$59
	c. Bottle Gas	\$28	\$39	\$50	\$61	\$78	\$89
Water		\$14	\$20	\$26	\$32	\$40	\$46
Sewer		\$16	\$23	\$29	\$36	\$46	\$52
Trash Collection		\$25	\$25	\$25	\$25	\$25	\$25
Range		\$8	\$8	\$8	\$8	\$8	\$8
Refrigerator		\$8	\$8	\$8	\$8	\$8	\$8
Actual Family Allowances				Utility or Service		Per month cost	

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



Didner
Rob

Directors Report

A. Waiting List

- A. We pulled 22 families from the waiting list in April and will issue 10 vouchers. We currently have 19 families with an outstanding voucher.
- B. Waiting List update, as of April 16, 2025, we have had 58 families apply.

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	81	
Families with Children	15	18.52%
Elderly Families	26	32.10%
Families with Disabilities	52	64.20%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	54	66.67%
Very Low Income	17	20.99%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	10	12.35%

TOTALS BY ETHNICITY

Hispanic	7	8.64%
Non-Hispanic	74	91.36%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	1.23%	Native Hawaiian/Pac. Island	1	1.23%
Asian	0	0.00%	White	64	79.01%
Black/African American	10	12.35%			

TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference	
First Preference	6	Seventh Preference	
Second Preference	35	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. UML Update

As of March 31, 2025, HMHA is currently assisting 592 HCV families plus 75 Mainstream for a total of 667 total households per unit cost of subsidy \$484.12

C. SEMAP was submitted and is still pending

D. 2025 Income Limits

**General Information
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

Visit our website: www.hancockmetro.com

Our staff can help clients complete their annual re-certification packets on Tuesdays
between 2:00 – 4:00 PM.

LOBBY HOURS:

MONDAY 8:30 AM – 4:00 PM (closed 11:45 AM – 12:45 PM for lunch)

TUESDAY 12:00 PM – 5:00 PM

WEDNESDAY 8:30 AM – 12:00 PM

THURSDAY - CLOSED

FRIDAY - CLOSED

2025 ANNUAL GROSS INCOME LIMITS*				
Household Size	Hancock	Hardin	Putnam	Wyandot
1	\$ 32,900	\$ 29,850	\$ 37,800	\$ 31,750
2	\$ 37,600	\$ 34,100	\$ 43,200	\$ 36,300
3	\$ 42,300	\$ 38,350	\$ 48,600	\$ 40,850
4	\$ 47,000	\$ 42,600	\$ 53,950	\$ 45,350
5	\$ 50,800	\$ 46,050	\$ 58,300	\$ 49,000
6	\$ 54,550	\$ 49,450	\$ 62,600	\$ 52,650
7	\$ 58,300	\$ 52,850	\$ 66,900	\$ 56,250

E. Next Meeting May 22, 2025, at 8:30am at The Family Center room 118

Dow Campbell made a motion to adjourn at 9:20am

Respectfully,

Robert Fox
May 22, 2025



Financial Update

A. Financials Admin and HAP

- A. Monthly HAP received \$290,229 for HCV; Mainstream HAP received \$15,453
- B. Expended \$279,891 for HCV and \$15,453 for Mainstream
- C. NRA as of April 30, 2025, \$34,627
- D. April HCV Admin Fee was \$39,262, Mainstream Admin received \$2,331 MS
- E. P/L of \$1,862.33 YTD \$11,118.90

Hancock Metropolitan Housing Authority Income Statement April 2025

	Current Month	Current Monthly Budget	Current vs Monthly Budget	YTD Actual	YTD Budget	Variance YTD Actual vs YTD Budget	Total Annual Budget
Revenues							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 1,440.00	\$ 1,440.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	39,262.00	38,151.54	\$ 1,110.46	157,833.00	152,606.16	5,226.84	457,818.42
MS Voucher Admin Fee	2,331.00	4,590.50	(\$ 2,259.50)	4,662.00	18,362.00	(13,700.00)	55,086.00
HUD Tenant/LL Repayment \$	843.00	1,250.00	(\$ 407.00)	6,165.50	5,000.00	1,165.50	15,000.00
Repayment NRA	1,310.00	0.00	\$ 1,310.00	6,632.50	0.00	6,632.50	0.00
Coordinating Fee "CAC"	0.00	26.67	(\$ 26.67)	0.00	106.68	(106.68)	320.00
Total Revenue	\$ 44,106.00	\$ 44,378.71	\$ (272.71)	\$ 176,733.00	\$ 177,514.84	\$ (781.84)	\$ 532,544.42
Expenses							
Admin Salaries	25,036.96	25,462.00	425.04	100,147.84	101,848.00	1,700.16	305,543.98
Travel / Meal Expense	0.00	100.00	100.00	0.00	400.00	400.00	1,200.00
Vehicle Expense	96.59	116.67	20.08	288.80	466.68	177.88	1,400.00
Subcontract Labor	386.19	358.33	(27.86)	1,569.17	1,433.32	(135.85)	4,300.00
Misc/Discretionary	9.49	50.00	40.51	9.49	200.00	190.51	600.00
Office Rent	1,904.08	1,670.32	(233.76)	7,616.32	6,681.28	(935.04)	20,043.80
Utility Expense - Phone	322.86	458.33	135.47	1,189.05	1,833.32	644.27	5,500.00
Utility Expense- Network	130.00	233.33	103.33	519.98	933.32	413.34	2,800.00
Audit	0.00	875.00	875.00	0.00	3,500.00	3,500.00	10,500.00
Accounting Expense	0.00	250.00	250.00	600.00	1,000.00	400.00	3,000.00
Bank Service Fees	144.39	146.83	2.44	565.06	587.32	22.26	1,762.00
Contract Cost	302.82	216.67	(86.15)	1,239.92	866.68	(373.24)	2,600.00
Employee Policy Procedure	60.00	0.00	(60.00)	180.00	0.00	(180.00)	0.00
Insurance Exp.	673.00	687.50	14.50	1,711.00	2,750.00	1,039.00	8,250.00
Health Insurance	5,566.92	5,574.53	7.61	22,267.68	22,298.12	30.44	66,894.36
Employee Benefits	4,193.13	4,134.55	(58.58)	16,447.72	16,538.20	90.48	49,614.54
Education Expense	0.00	125.00	125.00	0.00	500.00	500.00	1,500.00
Advertising	0.00	25.00	25.00	0.00	100.00	100.00	300.00
Maintenance/Cleaning	13.90	100.00	86.10	13.90	400.00	386.10	1,200.00
Miscellaneous Expense	107.00	0.00	(107.00)	162.00	0.00	(162.00)	0.00
Office Supplies	1,022.67	416.67	(606.00)	1,821.72	1,666.68	(155.04)	5,000.00
Postage	680.00	520.83	(159.17)	1,160.00	2,083.32	923.32	6,250.00
Square Reader Fee	30.45	16.67	(13.78)	172.43	66.68	(105.75)	200.00
Membership & Subscriptions	0.00	152.08	152.08	1,159.00	608.32	(550.68)	1,825.00
Technical Support	1,415.00	916.67	(498.33)	6,172.14	3,666.68	(2,505.46)	11,000.00
HAPPY Tech Support	0.00	1,583.33	1,583.33	0.00	6,333.32	6,333.32	19,000.00
HAP Financial Errors	0.00	0.00	0.00	8.00	0.00	(8.00)	0.00
HUD PORT-Outs ADMIN Paid Out	148.22	100.00	(48.22)	592.88	400.00	(192.88)	1,200.00
Total Expenses	42,243.67	44,290.31	\$ 2,046.64	\$ 165,614.10	\$ 177,161.24	\$ 11,547.14	\$ 531,483.68
Net Income (Loss)	\$ 1,862.33	\$ 88.40	\$ 1,773.93	\$ 11,118.90	\$ 353.60	\$ 10,765.30	\$ 1,060.74

