

# **HANCOCK METROPOLITAN HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

**Regular Meeting**

**July 24, 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 May 22, 2025, at The Family Center, conference room 119. Doug West called to order HMHA's Board Meeting at 8:38am**

**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.**

**Financials**

**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 \$11,118.89**

**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
<b>Revenues</b>							
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	38,151.34	1,110.66	157,833.00	152,606.16	5,226.84	437,818.42
MS Voucher Admin Fee	2,331.00	4,590.30	(2,259.30)	4,662.00	18,362.00	(13,700.00)	55,086.00
HUD Tenant/LL Repayment \$	843.00	1,250.00	(407.00)	6,165.30	5,000.00	1,165.30	15,000.00
Repayment NRA	1,310.00	0.00	1,310.00	6,632.30	0.00	6,632.30	0.00
Coordinating Fee "CAC"	0.00	26.67	(26.67)	0.00	106.68	(106.68)	320.00
<b>Total Revenue</b>	<b>\$ 44,196.00</b>	<b>\$ 44,378.71</b>	<b>\$ (182.71)</b>	<b>\$ 174,733.60</b>	<b>\$ 177,514.84</b>	<b>\$ (2,781.24)</b>	<b>\$ 831,544.42</b>
<b>Expenses</b>							
Admin Salaries	23,036.96	23,462.00	(425.04)	100,147.84	101,848.00	(1,700.16)	303,543.98
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	406.68	(117.88)	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)	563.06	587.32	(24.26)	1,762.00
Connect 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)	8,230.00
Health Insurance	3,366.92	3,374.53	(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)	3,000.00
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	66.88	(105.55)	200.00
Membership & Subscriptions	0.00	122.08	122.08	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
<b>Total Expenses</b>	<b>42,243.67</b>	<b>44,290.31</b>	<b>\$ 2,046.64</b>	<b>\$ 165,614.18</b>	<b>\$ 177,363.24</b>	<b>\$ 11,749.06</b>	<b>\$ 831,483.68</b>
<b>Net Income (Loss)</b>	<b>\$ 1,952.33</b>	<b>\$ 88.40</b>	<b>\$ 1,773.93</b>	<b>\$ 11,118.90</b>	<b>\$ 351.60</b>	<b>\$ 10,769.30</b>	<b>\$ 1,060.74</b>



**B. 2025 Funding Update Review**

2	HA Name:	HANCOCK MHA	
<b>CY 2025 Renewal Funding</b>			
3	<b>CY 2025 HCV Renewal Funding after Offset and Amounts Owed HUD</b>	<b>\$3,532,187</b>	
<b>CY 2025 Non-Renewal Funding</b>			
4	CY 2025 Non-Renewal Funding (TPVs, VASH, etc.) to Date	\$0	
5	CY 2025 Estimated RAD 1 Funding For First Full Year After Conversion	\$0	
6	CY 2024 Proration Increase	\$0	
7	<b>Total CY 2025 HCV Renewal and Non-Renewal Funding</b>		<b>\$3,532,187</b>
<b>Eligibility</b>			
8	Total CY 2024 Unit Months Leased per VMS	7,271	
9	Total CY 2024 Unit Months Available	9,540	
10	Capping Percentage	100%	
11	Total CY 2024 HAP Expenses per VMS	\$3,400,310	
12	Total CY 2024 Capped HAP Expenses (Line 11 x Line 10)	\$3,400,310	
13	Renewal Funding Inflation Factor	1.03226	
14	Inflated Eligibility Sub-Total (Line 12 x Line 13)	\$3,510,004	
15	First Time Renewals - Appendix II	\$0	
16	Transfers In or Out	\$0	
17	Total DHAP Eligibility	\$0	
18	Total Renewal Eligibility (Line 14 + Line 15 + Line 16 + Line 17)	\$3,510,004	
19	Proration Factor		100.632%
20	Prorated Eligibility (Line 18 x Line 19)		\$3,532,187
<b>Offset</b>			
21	Offset Amount (Total Funds Available for Offset, See Appendix I)		\$0

Enclosure A Calendar Year (CY) 2025 Mainstream Vouchers Renewal Funding			
1	HA Number	OM082	
2	HA Name	HANCOCK MHA	
<b>Summary of Funding Eligibility</b>			
3	Total Mainstream Vouchers HAP Expenses Reported in VMS for CY 2024	\$	172,138
4	Total Units Months Leased (UML) Reported in VMS for CY 2024		900
5	Total Units Months Available (UMA)		900
	A. If Overleased, Number Of UMLs Deducted From Eligibility		-
	B. Uninflated PUC		\$191.26
	C. Cost Of Overleased Units (PUC X Overleased Units)	\$	-
6	Eligibility After Reduction For Cost Of Overleased Units	\$	172,138
7	CY 2025 Inflation Factor		1.03226
8	Inflated Eligibility	\$	177,691
9	CY 2025 Proration Factor		92.444%
10	<b>CY 2025 Prorated Renewal Eligibility</b>	\$	<b>164,265</b>



C. MRI Software Invoice Due July 31, 2025, Will need Board Approval.

Customer ID	X624999		
Customer Name	Hancock Metropolitan Housing Authority		
<b>LICENSE RENEWAL DETAIL</b> for Invoice # MRIUS2373024			
Support Period	8/1/2025	-	7/31/2026
<b>HAPPY Support Modules / Assets:</b>			<b>2025 \$1</b>
1099s and Payment History			\$1,714.93
Direct Deposit			\$1,129.84
IDIA (Integrated Document Imaging Archive) System			\$3,793.01
IFile (formerly known as FileMTCS)			\$1,714.93
Inspections			\$2,542.13
Occupancy			\$2,127.19
Payments			\$1,714.93
Remote Screen Sharing			\$1,008.78
Waiting List			\$1,957.04
Production Database for PHA Pro			\$0.00
<b>TOTAL Subscription License Renewal</b>			<b>\$17,702.78</b>
CMMRIUS140031 applied to invoice			-\$1,670.03
<b>Net Invoice Total:</b>			<b>\$16,032.75</b>

*(Doug West) asked the Board for approval of the HAPPY Support Invoice at \$16,032.75. (Dionne Kinninger) proposed a motion with (Rob Fox) seconding. Motion voted and carried, Invoice will be paid as stated and mailed out to MRI.*

*(Doug West) asked the Board for approval of 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 26 families from the waiting list in May. We currently have 13 families with an outstanding voucher.

### B. 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	115	
Families with Children	19	16.52%
Elderly Families	25	21.74%
Families with Disabilities	89	77.39%

#### TOTALS BY INCOME PERCENTAGE

Extremely Low Income	78	67.83%
Very Low Income	21	18.26%
Low Income	1	0.87%
Over Income Limit	0	0.00%
Incomplete Income Data	15	13.04%

#### TOTALS BY ETHNICITY

Hispanic	5	4.35%
Non-Hispanic	110	95.65%

#### TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	0.87%	Native Hawaiian/Pac. Island	1	0.87%
Asian	0	0.00%	White	97	84.35%
Black/African American	12	10.43%			

#### TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	74	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 April 30, 2025, HMHA is currently assisting 590 HCV families plus 75 Mainstream for a total of 665 total households per unit cost of subsidy \$485.62

**C. SEMAP was submitted and is still pending**

**D. HUD Secretary Scott Turner**

## Scott Turner

HUD Secretary



Scott Turner was confirmed by the United States Senate on February 5, 2025, to be the 19th Secretary of the U.S. Department of Housing and Urban Development (HUD).

He previously served as Executive Director of the White House Opportunity and Revitalization Council (WHORC).

During his tenure, Turner led the interagency Opportunity Zones Initiative working with state, local, tribal, and territorial governments across the country to revitalize economically distressed areas, promote affordable housing, and the creation of new businesses.

A lifelong Texan, he also served as an Associate Pastor at Prestonwood Baptist Church in Plano, Texas, and represented the 33rd District in the Texas State Legislature from 2013-2017.

Prior to his career in public service, Turner played nine seasons in the National Football League (NFL) with the Washington Redskins, San Diego Chargers, and Denver Broncos.

If you are looking to invite the HUD Secretary to your event, please fill out the form found here.



8:38 am  
all here →  
Guest Nancy Sappho  
Dionne B  
Rob

**General Information**  
**Hancock Metropolitan Housing Authority**



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

Visit our website: [www.hancockmetro.com](http://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 June 26, 2025, at 8:30am at The Family Center room 118

Rob Fox made a motion to adjourn at 9:19 am

Respectfully,

Robert Fox  
July 24, 2025

