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HANCOCK METROPOLITAN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

Regular Meeting

August 28, 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**



EQUAL HOUSING
OPPORTUNITY

Hancock Metropolitan Housing Authority

Board Minutes-Regular Meeting July 24, 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, Rob Fox, and Dow Campbell were in attendance. (Casey Ricker was also in attendance) along with Nancy Stephani. Donna Ruse was 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 \$289,961 for HCV; Mainstream HAP received \$16,381**
- B. Expended \$293,134 for HCV and \$13,421 for Mainstream**
- C. NRA as of June 30, 2025, \$7,517**
- D. June HCV Admin Fee was \$38,786 Mainstream Admin received \$4,526 MS**
- E. P/L of \$(12,418) YTD \$10,494, Paid MRI Housing Pro Invoice**

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

	Current Month	Current Monthly Budget	Variance Current vs Monthly	YTD Actual	YTD Budget	Variance YTD Actual vs YTD Budget	Total Annual Budget
Revenues							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 2,160.00	\$ 2,160.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	40,598.00	38,151.54	\$ 2,446.46	237,262.00	228,909.24	8,352.76	457,818.42
MS Voucher Admin Fee	4,526.00	4,590.50	(\$ 64.50)	14,196.00	27,543.00	(13,347.00)	55,086.00
HUD Tenant/LL Repayment \$	1,107.00	1,250.00	(\$ 143.00)	11,000.00	7,500.00	3,500.00	15,000.00
Repayment NRA	1,492.00	0.00	\$ 1,492.00	12,303.00	0.00	12,303.00	0.00
Coordinating Fee "CAC"	0.00	26.67	(\$ 26.67)	0.00	160.02	(160.02)	320.00
Total Revenue	\$ 48,083.00	\$ 44,378.71	\$ 3,704.29	\$ 276,921.00	\$ 266,372.26	\$ 10,548.74	\$ 532,544.42
Expenses							
Admin Salaries	25,036.96	25,462.00	425.04	150,221.76	152,772.00	2,550.24	305,543.96
Travel / Meal Expense	0.00	100.00	100.00	0.00	600.00	600.00	1,200.00
Vehicle Expense	33.21	116.67	83.46	384.26	700.02	315.76	1,400.00
Subcontract Labor	483.37	358.33	(125.04)	2,433.26	2,149.98	(283.28)	4,300.00
Misc/Discretionary	0.00	50.00	50.00	28.49	300.00	271.51	600.00
Office Rent	2,092.18	1,670.32	(421.86)	11,612.38	10,021.92	(1,590.66)	20,043.80
Utility Expense - Phone	322.85	458.33	135.48	1,834.75	2,749.98	915.23	5,500.00
Utility Expense- Network	130.00	233.33	103.33	779.98	1,399.98	620.00	2,800.00
Audit	0.00	875.00	875.00	0.00	5,250.00	5,250.00	10,500.00
Accounting Expense	2,625.00	250.00	(2,375.00)	3,225.00	1,500.00	(1,725.00)	3,000.00
Bank Service Fees	145.39	146.83	1.44	833.34	880.98	47.64	1,762.00
Contract Cost	329.91	216.67	(113.24)	1,741.91	1,300.02	(441.89)	2,600.00
Employee Policy Procedure	125.00	0.00	(125.00)	430.00	0.00	(430.00)	0.00
Insurance Exp.	0.00	687.50	687.50	1,711.00	4,125.00	2,414.00	8,250.00
Health Insurance	5,558.02	5,574.53	16.51	33,348.12	33,447.18	99.06	66,894.36
Employee Benefits	4,351.73	4,134.55	(217.18)	24,675.48	24,807.30	131.82	49,614.54
Education Expense	658.00	125.00	(533.00)	658.00	750.00	92.00	1,500.00
Advertising	0.00	25.00	25.00	0.00	150.00	150.00	300.00
Maintenance/Cleaning	0.00	100.00	100.00	0.00	600.00	586.10	1,200.00
Miscellaneous Expense	0.00	0.00	0.00	252.70	0.00	(252.70)	0.00
Office Supplies	577.49	416.67	(160.82)	3,002.62	2,500.00	(502.60)	5,000.00
Postage	440.00	320.83	119.17	3,124.98	1,124.98	(2,000.00)	2,000.00
Square Reader Fee	45.07	16.67	(28.40)	244.79	100.00	(144.79)	6,250.00
Membership & Subscriptions	0.00	152.08	152.08	1,159.00	912.48	(246.52)	1,825.00
Technical Support	1,415.00	916.67	(498.33)	9,002.14	5,500.02	(3,502.12)	11,000.00
HAPPY Tech Support	16,032.75	1,583.33	(14,449.42)	16,032.75	9,499.98	(6,532.77)	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	100.01	100.00	(0.01)	792.90	600.00	(192.90)	1,200.00
Total Expenses	60,501.94	44,290.31	\$ (16,211.63)	\$ 266,426.73	\$ 265,741.84	\$ (684.87)	\$ 531,483.68
Net Income (Loss)	\$ (12,418.94)	\$ 88.40	\$ (12,507.34)	\$ 10,494.27	\$ 530.40	\$ 9,063.87	\$ 1,060.74



- B. Financial Audit Update. We will be filling out the questionnaire that the Auditor requested.
- C. Mid-Year Stipend update
- D. 2025 Funding Update Review

2	HA Name:	HANCOCK MHA	
CY 2025 Renewal Funding			
3	CY 2025 HCV Renewal Funding after Offset and Amounts Owed HUD	\$3,532,187	
CY 2025 Non-Renewal Funding			
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	Total CY 2025 HCV Renewal and Non-Renewal Funding		\$3,532,187
Eligibility			
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
Offset			
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	OH082	
2	HA Name	HANCOCK MHA	
Summary of Funding Eligibility			
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	CY 2025 Prorated Renewal Eligibility	\$	164,265

E. Financial Audit Update. We will be filling out the questionnaire that the Auditor requested.

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



Directors Report

A. Waiting List

- A. We pulled 20 families from the waiting list in July. We currently have 16 families with an outstanding voucher.
- B. Purge Update 53% of the people responded to the Purge letter

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	66	
Families with Children	14	21.21%
Elderly Families	25	37.88%
Families with Disabilities	41	62.12%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	43	65.15%
Very Low Income	14	21.21%
Low Income	0	0.00%
Over Income Limit	0	0.00%
Incomplete Income Data	9	13.64%

TOTALS BY ETHNICITY

Hispanic	2	3.03%
Non-Hispanic	64	96.97%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	1	1.52%	Native Hawaiian/Pac. Island	1	1.52%
Asian	0	0.00%	White	53	80.30%
Black/African American	9	13.64%			

TOTALS BY PREFERENCE

Targeted Preference		Sixth Preference
First Preference		Seventh Preference
Second Preference	26	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.



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B. UML Update

As of June 30, 2025, HMHA is currently assisting 582 HCV families plus 75 Mainstream for a total of 657 total households per unit cost of subsidy \$498

C. HMHA Disaster Plan (Included in Packet)

D. SEMAP was approved, HMHA was High Performer 130/130

clevelandpublichousing@lmd.gov

July 11, 2025

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

Subject: SEMAP Scoring FYE 12/31/2024

Dear Mr. Hancock:

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.

HMHA's final SEMAP score for the fiscal year ending December 31, 2024, is 100%, and your overall performance rating is High. Your agency has earned 130 out of 130 possible points as outlined below:

Indicator	Score
1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
3 Determination of Adjusted Income (24 CFR Part 5 subpart F and 24 CFR 982.516)	20
4 Utility Allowance Schedule (24 CFR 982.517)	5
5 HQS Quality Control (24 CFR 982.405(b))	5
6 HQS Enforcement (24 CFR 982.404)	10
7 Expanding Housing Opportunities (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a), (b)(4) and (b)(12))	N/A
8 Payment Standards (24 CFR 982.503)	5
9 Annual Reexaminations (24 CFR 5.617)	10
10 Correct Tenant Rent Calculations (24 CFR 982, subpart (k))	5
11 Pre-contract HQS Inspections (24 CFR 982.305)	5
12 Continuing HQS Inspections (24 CFR 982.405(a))	10
13 Lease-up	20
14 Family Self Sufficiency (24 CFR 984.105 and 984.305)	N/A

E. 2026 Annual Plan



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- Dow
- Rob

Talking Points

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

F. Next Meeting August 28, 2025, at 8:30am at The Family Center room 118

Rob Fox made a motion to adjourn at 9:24 am

Respectfully,

Robert Fox
August 28, 2025



Financial Update

A. Financials Admin and HAP

- A. Monthly HAP received \$305,828 for HCV; Mainstream HAP received \$16,358
- B. Expended \$298,588 for HCV and \$13,686 for Mainstream
- C. NRA as of July 31, 2025, \$11,040
- D. July HCV Admin Fee was \$38,786 Mainstream Admin received \$4,526 MS
- E. P/L of (\$759.32) YTD \$9,734.95,

Hancock Metropolitan Housing Authority
Income Statement
July 2025

	Current Month	Current Monthly Budget	Variance Current vs Monthly	YTD Actual	YTD Budget	Variance YTD Actual vs YTD Budget	Total Annual Budget
Revenues							
HCCIL Management Fee	\$ 360.00	\$ 360.00	\$ 0.00	\$ 2,520.00	\$ 2,520.00	\$ 0.00	\$ 4,320.00
Voucher ADMIN Fee - HUD	38,786.00	38,151.54	\$ 634.46	276,048.00	267,060.78	8,987.22	457,818.42
MS Voucher Admin Fee	4,526.00	4,590.50	(\$ 64.50)	18,722.00	32,133.50	(13,411.50)	55,086.00
HUD Tenant/LL Repayment \$	0.00	1,250.00	(\$ 1,250.00)	11,000.00	8,750.00	2,250.00	15,000.00
Repayment NRA	0.00	0.00	\$ 0.00	12,303.00	0.00	12,303.00	0.00
Coordinating Fee "CAC"	0.00	26.67	(\$ 26.67)	0.00	186.69	(186.69)	320.00
Total Revenue	\$ 43,672.00	\$ 44,378.71	\$ (706.71)	\$ 320,593.00	\$ 310,650.97	\$ 9,942.03	\$ 532,544.42
Expenses							
Admin Salaries	25,036.96	25,462.00	425.04	175,258.72	178,234.00	2,975.28	305,543.98
Travel / Meal Expense	0.00	100.00	100.00	0.00	700.00	700.00	1,200.00
Vehicle Expense	76.82	116.67	39.85	461.08	816.69	355.61	1,400.00
Subcontract Labor	366.84	358.33	(8.51)	2,800.10	2,508.31	(291.79)	4,300.00
Misc/Discretionary	0.00	50.00	50.00	28.49	350.00	321.51	600.00
Office Rent	2,092.18	1,670.32	(421.86)	13,704.76	11,692.24	(2,012.52)	20,043.80
Utility Expense - Phone	487.62	458.33	(29.29)	2,322.37	3,208.31	885.94	5,500.00
Utility Expense- Network	130.00	233.33	103.33	909.98	1,633.31	723.33	2,800.00
Audit	0.00	875.00	875.00	0.00	6,125.00	6,125.00	10,500.00
Accounting Expense	0.00	250.00	250.00	3,225.00	1,750.00	(1,475.00)	3,000.00
Bank Service Fees	127.03	146.83	19.80	960.37	1,027.81	67.44	1,762.00
Contract Cost	306.34	216.67	(89.67)	2,048.25	1,516.69	(531.56)	2,600.00
Employee Policy Procedure	125.00	0.00	(125.00)	555.00	0.00	(555.00)	0.00
Insurance Exp.	3,362.00	687.50	(2,674.50)	5,073.00	4,812.50	(260.50)	8,250.00
Health Insurance	5,558.02	5,574.53	16.51	38,906.14	39,021.71	115.57	66,894.36
Employee Benefits	4,015.13	4,134.55	119.42	28,690.61	28,941.85	251.24	49,614.54
Education Expense	0.00	125.00	125.00	658.00	875.00	217.00	1,500.00
Meetings Expense	17.99	0.00	(17.99)	17.99	0.00	(17.99)	0.00
Advertising	0.00	25.00	25.00	0.00	175.00	175.00	300.00
Maintenance/Cleaning	0.00	100.00	100.00	13.90	700.00	686.10	1,200.00
Miscellaneous Expense	0.00	0.00	0.00	252.70	0.00	(252.70)	0.00
Office Supplies	1,116.78	416.67	(700.11)	4,119.40	2,916.69	(1,202.71)	5,000.00
Postage	80.00	520.83	440.83	2,080.00	3,645.81	1,565.81	6,250.00
Square Reader Fee	17.60	16.67	(0.93)	262.39	116.69	(145.70)	200.00
Membership & Subscriptions	0.00	152.08	152.08	1,159.00	1,064.56	(94.44)	1,825.00
Technical Support	1,415.00	916.67	(498.33)	10,417.14	6,416.69	(4,000.45)	11,000.00
HAPPY Tech Support	0.00	1,583.33	1,583.33	16,032.75	11,083.31	(4,949.44)	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	100.01	100.00	(0.01)	892.91	700.00	(192.91)	1,200.00
Total Expenses	44,431.32	44,290.31	\$ (141.01)	\$ 310,858.05	\$ 310,032.17	\$ (825.88)	\$ 531,483.68
Net Income (Loss)	\$ (759.32)	\$ 88.40	\$ (847.72)	\$ 9,734.95	\$ 618.80	\$ 9,116.15	\$ 1,060.74



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