

*M. Stein*

# **HANCOCK METROPOLITAN HOUSING AUTHORITY**

## **BOARD OF COMMISSIONERS**

**Regular Meeting**

**December 18, 2025**

**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 23, 2025, at The Family Center, conference room 119. Doug West called to order HMHA's Board Meeting at 8:40am**

**Roll Call:**

**Dionne Kinninger, Doug West, Dow Campbell and Rob Fox were in attendance. (Casey Ricker was also in attendance). 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.**

**HMHA Update**

**A. Government Shutdown update**

- B. Employee J. Radcliff put in her resignation, HMHA will hire a new employee once the shutdown is lifted. Once lifted, the Board authorized an increase for Abby Mercer, Vickie Davenport and Teresa Russell**

**(Doug West) asked the Board for approval of the increases in pay for Abby Mercer (\$1.00), Vickie Davenport (.79) and Teresa Russell (1.00) per hour once the shutdown is lifted. (Dow Campbell) proposed a motion with (Dionne Kinninger) seconding. Motion voted and increases will be effective once the shutdown is lifted.**

- C. Christmas Party / Board Meeting will be held on December 18, 2025, place to be determined**

**D. Christmas Bonus**

**(Doug West) asked the Board for approval of HMHA staff Christmas Bonus in the amounts of \$500 per fulltime employee and \$200 for parttime employees. (Dow Campbell) proposed a motion with (Dionne Kinninger) seconding. Motion voted and carried.**

**E. Waiting List**

- A. We pulled 20 families from the waiting list in October. We currently have 11 families with an outstanding voucher.**
- B. Waiting list opened on September 30, 2025, received over 75 applications during the time it has been opened, goal is to have 150 applicants on the waiting list before we close it up.**



Rob/Pow



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**ATTENTION:**

**On September 30, 2025, at 12:00 pm**

The Hancock Metropolitan Housing Authority will open its rental assistance waiting list at 12pm on September 30, 2025, for preferences strictly for Non-Elderly Disabled, and those who are Veterans ONLY.

Veteran Preference is offered to a family whose head of household or spouse is a veteran or current member of the four branches of U.S. military who was discharged or released from such services for other than dishonorable conditions. A widow/widower of a discharged or released service person for other than dishonorable conditions is also eligible for this preference, if he or she has not remarried. Please provide HMHA with a copy of your DD214 when you return your application.

HMHA also has targeted funding for Non-Elderly Disabled. The head of household, spouse or co-head of household must be income eligible, under the age of 62 and disabled. Families with only a minor child with a disability are not eligible for this funding. Please provide HMHA with a copy of the head of household, spouse or co-head's Social Security disability award letter when you return your application.

**If you do not meet either preference, you will be denied.**

You can pick up an application at HMHA's office located at 1800 N. Blanchard St, Suite 114 Findlay Ohio 45840. We will only accept completed applications during our normal business hours. Any questions or concerns, please call 419.424.7848

Office Hours:

Monday	8:30am – 4:00pm
Tuesday	12:00pm – 5:00pm
Wednesday	8:30am – 12:00pm
Thursday	CLOSED
Friday	CLOSED



Dionne Kinninger made a motion to adjourn at 9:01 am

Respectfully,

Robert Fox  
December 18, 2025



## Financial Update

### A. Financials Admin and HAP

- A. Monthly HAP received \$277,714 for HCV; Mainstream HAP received \$13,960
- B. Expended \$297,258 for HCV and \$13,25 for Mainstream
- C. NRA as of November 30, 2025, \$13,044
- D. November HCV Admin Fee was \$36,098 Mainstream Admin received \$4,280 MS
- E. P/L of \$4,839.13 YTD \$41,580.98

### Hancock Metropolitan Housing Authority Income Statement November 2025

	Current Month	Current Monthly Budget	Variance Current vs Monthly	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	\$ 3,960.00	\$ 3,960.00	\$ 0.00	\$ 4,320.00
VOUCHER ADMIN FEE - HUD	36,098.00	38,151.54	(\$ 2,053.54)	458,988.00	419,666.94	39,321.06	457,818.42
MS VOUCHER ADMIN FEE	4,280.00	4,590.50	(\$ 310.50)	36,580.00	50,495.50	(13,915.50)	55,086.00
HUD TENANT/LL REPAYMENT	0.00	1,250.00	(\$ 1,250.00)	12,212.50	13,750.00	(1,537.50)	15,000.00
REPAYMENT NRA	0.00	0.00	\$ 0.00	15,809.50	0.00	15,809.50	0.00
COORDINATING FEE "CAC"	0.00	26.67	(\$ 26.67)	0.00	293.37	(293.37)	320.00
<b>Total Revenue</b>	<b>\$ 40,738.00</b>	<b>\$ 44,378.71</b>	<b>\$ (3,640.71)</b>	<b>\$ 527,550.00</b>	<b>\$ 488,165.81</b>	<b>\$ 39,384.19</b>	<b>\$ 532,544.42</b>
<b>Expenses</b>							
ADMIN SALARIES	22,036.70	25,462.00	3,425.30	276,100.84	280,082.00	3,981.16	305,543.98
TRAVEL / MEAL EXPENSE	0.00	100.00	100.00	0.00	1,100.00	1,100.00	1,200.00
VEHICLE EXPENSE	0.00	116.67	116.67	671.30	1,283.37	612.07	1,400.00
SUBCONTRACT LABOR	482.11	358.33	(123.78)	4,499.67	3,941.63	(558.04)	4,300.00
MISC/DISCRETIONARY	0.00	50.00	50.00	28.49	550.00	521.51	600.00
OFFICE RENT	2,092.18	1,670.32	(421.86)	22,073.48	18,373.52	(3,699.96)	20,043.80
UTILITY EXPENSE - PHONE	274.00	458.33	184.33	3,413.09	5,041.63	1,628.54	5,500.00
UTILITY EXPENSE- NETWORK	130.00	233.33	103.33	1,429.98	2,566.63	1,136.65	2,800.00
AUDIT	0.00	875.00	875.00	12,349.40	9,625.00	(2,724.40)	10,500.00
ACCOUNTING EXPENSE	210.00	250.00	40.00	3,435.00	2,750.00	(685.00)	3,000.00
BANK SERVICE FEES	0.00	146.83	146.83	1,417.49	1,615.13	197.64	1,762.00
CONTRACT COST	173.47	216.67	43.20	3,112.72	2,383.37	(729.35)	2,600.00
EMPLOYEE POLICY PROCEDUR	0.00	0.00	0.00	805.00	0.00	(805.00)	0.00
INSURANCE EXP.	0.00	687.50	687.50	6,198.00	7,562.50	1,364.50	8,250.00
HEALTH INSURANCE	4,721.40	5,574.53	853.13	60,301.60	61,319.83	1,018.23	66,894.36
EMPLOYEE BENEFITS	3,404.66	4,134.55	729.89	44,120.26	45,480.05	1,359.79	49,614.54
EDUCATION EXPENSE	0.00	125.00	125.00	658.00	1,375.00	717.00	1,500.00
MEETINGS EXPENSE	0.00	0.00	0.00	17.99	0.00	(17.99)	0.00
ADVERTISING	0.00	25.00	25.00	0.00	275.00	275.00	300.00
MAINTENANCE/CLEANING	0.00	100.00	100.00	68.90	1,100.00	1,031.10	1,200.00
MISCELLANEOUS EXPENSE	174.84	0.00	(174.84)	527.54	0.00	(527.54)	0.00
OFFICE SUPPLIES	0.00	416.67	416.67	5,370.01	4,583.37	(786.64)	5,000.00
POSTAGE	400.00	520.83	120.83	4,000.00	5,729.13	1,729.13	6,250.00
SQUARE READER FEE	0.00	16.67	16.67	310.91	183.37	(127.54)	200.00
MEMBERSHIP & SUBSCRIPTION	99.50	152.08	52.58	1,258.50	1,672.88	414.38	1,825.00
TECHNICAL SUPPORT	1,415.00	916.67	(498.33)	16,077.14	10,083.37	(5,993.77)	11,000.00
HAPPY TECH SUPPORT	0.00	1,583.33	1,583.33	16,032.75	17,416.63	1,383.88	19,000.00
HAP FINANCIAL ERRORS	185.00	0.00	(185.00)	298.00	0.00	(298.00)	0.00
HUD PORT-OUTS ADMIN PAID	100.01	100.00	(0.01)	1,392.96	1,100.00	(292.96)	1,200.00
<b>Total Expenses</b>	<b>35,898.87</b>	<b>44,290.31</b>	<b>\$ 8,391.44</b>	<b>\$ 485,969.02</b>	<b>\$ 487,193.41</b>	<b>\$ 1,224.39</b>	<b>\$ 531,483.68</b>
<b>Net Income (Loss)</b>	<b>\$ 4,839.13</b>	<b>\$ 88.40</b>	<b>\$ 4,750.73</b>	<b>\$ 41,580.98</b>	<b>\$ 972.40</b>	<b>\$ 40,608.58</b>	<b>\$ 1,060.74</b>

B. 2026 Annual Plan was Approved on 11/18/2025, Annual Plan has been posted on HMHA's website and in our office.

