Attendance – Julia Steinberg, Ashley Burton, David Permaloff, Holly Ellis, Leah McCall, Audrey White, Marc Craig, Erinn Johnson, Jessica Keenan, Kerrie Kennedy, Sarah Sporny, Sian Washington

Review of Income at Exit data –

- HPV/HCV program has a minimum TTP of $50 that each participant must pay. The $50 is deducted for the utility allowance 1st. If utility allowance is over $50, they don't pay anything. If utility allowance is under $50, they pay the difference of the utility allowance (if utility allowance was $35, they would pay $15). If all utilities were included in rent, tenant would pay $50 towards rent.
- If someone has $0 income and a voucher, they still need to pay the $50 Total Tenant Payment (TTP). Can any of our programs assist with the $50 payment? (CERA?)
- Follow-up registry & BNL to discuss if individuals with a voucher and $0 income are having difficulty paying the minimum TTP.

Audrey to update workflow and record a training session for updating income.

Update website HMIS info & contact info.

Training to address:

- ROI must be filled out before entering income or any other data (ROI is not retroactive)
- How to enter one-time payments

Toolkit - Increase income at exit - Google Docs – added definitions, links to HUD exchange, best practices

- Need to identify goal – Look up HUD System Performance Measures (SPM) minimum or measure against ourselves (data needed).

Next meeting: March 8 @ 11am – Working on Toolkit