



Northern & Central Regional Meeting Minutes

Wednesday, October 15, 2025

Topic	Presenter
<ul style="list-style-type: none">• Welcome & Introductions	B2W
<ul style="list-style-type: none">• Department Updates<ul style="list-style-type: none">○ Quarterly Safety Training (QST)<ul style="list-style-type: none">▪ All sites must ensure staff participation, with training lasting no more than 4 hours.▪ Approved QST Dates:<ul style="list-style-type: none">• 2025-2026 QST Dates<ul style="list-style-type: none">○ Q2: Nov 10th 2025 (COMING UP)○ Q3: Feb 13th 2026○ Q4: May 22nd 2026• 2026-2027 QST Dates<ul style="list-style-type: none">○ Q1: Sept 4th 2026○ Q2: Nov 10th 2026○ Q3: Feb 12th 2027○ Q4: May 22nd 2027▪ There are NO other approved QST dates; training must be conducted on the designated blackout dates.○ Denying Work Orders<ul style="list-style-type: none">▪ All supervisors must understand the new Scope of Work and be able to identify any work orders that should be declined. Any denied work orders must be documented on an Incident Report (IR) form to record activities falling outside the approved scope of work.<ul style="list-style-type: none">• This form is essential for providing proper documentation to Caltrans Headquarters.▪ Coordination with Caltrans: Emphasize the importance of notifying Caltrans Maintenance Supervisors when rerouting crews for safety reasons○ November: Non-Operating Days<ul style="list-style-type: none">▪ November 10–11, November 26–30, the two-week holiday break from December 23 to January 4, and January 16–20	Jessica Estrada

<ul style="list-style-type: none"> • Program & Training Specialist Updates <ul style="list-style-type: none"> ○ Trainings <ul style="list-style-type: none"> ▪ Reminders on following the proper protocols when registering for training ▪ If additional training is needed, please contact your assigned PaTS ○ Invoicing <ul style="list-style-type: none"> ▪ Ensure that live data including supervisors, crew members, locations, and other relevant details is accurately entered into the daily timesheets. ▪ Signature Requirements: Effective immediately, all invoices must include either an original (wet) or digitally timestamped signature. Invoices with copied and pasted signatures will be returned for correction. ▪ Production Hours: Ensure that production hours total 8 hours per day, with travel time included in lunch and operations calculations. ▪ We want to assist you in real time with any invoicing issues. Please report problems as they occur ideally the same day so we can address them promptly. ○ For invoice-related questions, email: b2winvoice@bcoe.org 	<p>Bill Kinlaw</p> <p>Darrell Loomis</p>
<ul style="list-style-type: none"> • Caltrans Presentation: Before & After Photos <ul style="list-style-type: none"> ○ PowerPoint Attached: Instructions for Before and After Photos. ○ Before & After Photos: Must be taken from the same angle and location, with a focus on litter. <ul style="list-style-type: none"> ▪ Do not add any text to the images. ▪ File Naming: Use the following format: <ul style="list-style-type: none"> • <i>Date_District_RoadName_NearestExit</i> ○ All Before and After Photos must be emailed directly to: b2w@bcoe.org 	<p>Jeff Burdick</p>
<ul style="list-style-type: none"> • Data & Salesforce <ul style="list-style-type: none"> ○ Intake, Monthly Participation, and Exit data must be submitted by the 7th of each month. ○ Monthly Participation: Submit one entry per participant for each contract they worked on during the month. ○ Returning Participants / Duplicates: If you notice duplicates in the system or have returning participants (from your organization or another), send their intake information directly to Joycelene at jgonzalez@bcoe.org. She will ensure their profile is correctly created in Salesforce without overwriting any existing data. <ul style="list-style-type: none"> ▪ For any Salesforce-related issues or support, contact Joycelene at jgonzalez@bcoe.org 	<p>Joycelene Gonzalez</p>
<ul style="list-style-type: none"> • REDF Solution Salon <ul style="list-style-type: none"> ○ We were joined by the REDF team to lead the Solutions Salon activity as part of the ongoing B2W Community of Practice. ○ Solutions Salons provided an opportunity for peers to collaborate with participants on challenges or opportunities they were navigating in their work as Back 2 Work subcontractors. ○ For this interactive activity, participants were asked to consider challenges they had been facing in the following areas: <ul style="list-style-type: none"> ▪ Program design & strategy ▪ Safety ▪ Data 	<p>REDF</p>

<ul style="list-style-type: none">• Closeout<ul style="list-style-type: none">○ New Monthly Reporting Template<ul style="list-style-type: none">▪ New Template: Attached. Please use this form moving forward.▪ Reports are due from each site for all crews and contracts no later than the 15th of the month, covering the previous month.○ These reports should be emailed to Regional Manager Jessica Estrada, with your respective assigned PaTS copied (CC'd) on the email.	Jessica Estrada
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