Back 2 Work
Agenda

Southern California Regional Meeting
Tuesday, October 14, 2025

<u>Topic</u>	<u>Presenter</u>
• Intros & Welcome	Kimberly

• B2W Updates & Reminders
   o Before & After Photos
     ▪ Jeff Burdick from Caltrans HQ presentation – notes attached on instructions
     ▪ **Before & After Photos: Must be taken from the same angle and location.**
       • **Do not add any text to the images.**
     ▪ **File Naming: Use the following format:**
       • **Date_District_Road Name_Nearest Exit**
   o Declined Work Orders - All supervisors must use a Declined Work Order (IR) to document work ordered outside the approved scope.
     ▪ Coordination with Caltrans: Emphasis on notifying Caltrans maintenance supervisors when rerouting crews for safety reasons**.**
     ▪ **This form is crucial for documenting for Caltrans Headquarters**
   o Encampment Guidance
     ▪ No minimum distance guidance exists, but if in doubt, decline the work order or relocate the crew to a safe area, per best judgement
   o QST Calendar
     ▪ Quarterly Safety Training: Scheduled for November 10. All sites must ensure participation on this day, no more than 4 hours.
   o Non-Operating Days:
     ▪ Nov 10-10, Nov 26 – 29, two-week holiday break from December 23 to January 4
	Kimberly

• Program & Training Specialist Updates
   o Reminders on protocol on register for training
   o If other training needs exist, please reach out to Bill
	Bill

• Invoicing Discussion
   o Signature Requirements: Effective immediately, all invoices must include either original (wet) or digitally timestamped signatures. Invoices **will be kicked back** if BCOE notices copied + pasted signatures.
   o Invoice Regeneration: All previous invoices must be regenerated, re-signed, and resubmitted in line with updated standards.
   o Supervisor Inclusion: Ensure all supervisors are listed on invoices for each workday.
   o Production Hours: Confirm that production hours total 8 hours/day, with travel time included in lunch/operations calculations.
	Darrell

o Invoice Cover Sheet: Use the new BCOE invoice cover sheet, which includes QST onboarding and safety training details. o Invoice Issues: Report any issues such as formula errors or data deletion promptly for quick resolution. ▪ *For invoice-related questions, email:* b2winvoice@bcoe.org	
• Data & Salesforce o **Submission Deadline:** Intake, Monthly Participation, and Exit data must all be submitted by the **7th of each month.** o **Monthly Participation:** Submit **one entry per participant per contract** they worked on during the month. o **Returning Participants / Duplicates:** If you notice duplicates in the system or have returning participants (either from your organization or another), please send their **intake information directly to Joycelene** at **jgonzalez@bcoe.org**. I will ensure their profile is created correctly in Salesforce without overriding any existing history or data. • **Need Help?** For any Salesforce-related issues or support, reach out to **Joycelene – jgonzalez@bcoe.org**.	Joycelene
• REDF Solution Salon *We will be joined by Maggie, Mary, and Samantha from* **REDF***, who will lead us in a Solutions Salon activity as part of the ongoing B2W Community of Practice.* ***Solution Salons*** *are a chance to have your peers work with you on challenges or opportunities you are navigating in your work as a Back 2 Work subcontractor. In preparation for this interactive activity, we invite you to think about challenges you've been facing in these three areas:* *- program design & strategy* *- safety* *- data*	REDF
REMINDERS ON CONTACT INFORMATION - Invoicing Questions & Support: b2winvoice@bcoe.org - Data & Salesforce Support: jgonzalez@bcoe.org - Before & After Photos: b2w@bcoe.org - When in doubt – kcastillo@bcoe.org	