



## Northern & Central Regional Meeting Minutes

**Wednesday, December 10, 2025**

Description	Presenter	Time
<b>Welcome</b> <ul style="list-style-type: none"> <li>○ Meeting opened with a welcome to all attendees.</li> <li>○ REDF joined for a Community of Practice segment on California's upcoming minimum wage increases.</li> <li>○ Appreciation expressed to everyone who completed the survey, which informed REDF of the group's areas of interest regarding minimum wage discussions.</li> </ul>	Jessica	3 Minutes
<b>Department Updates:</b> <ul style="list-style-type: none"> <li>○ Monthly 1:1 Check-Ins           <ul style="list-style-type: none"> <li>○ Monthly check-in invites have been sent; some meetings have already occurred.</li> <li>○ Purpose: casual space to discuss pending items, questions, or clarifications.</li> <li>○ Goal: reduce back-and-forth emails and improve communication.</li> </ul> </li> <li>○ Monthly Reporting Form/Supervisor Form           <ul style="list-style-type: none"> <li>○ Thanks for timely submission of monthly reports; new format aims to be more intentional.</li> <li>○ Minor PDF issues reported.</li> <li>○ Clarification on success stories: only required in monthly reports, no duplicate submission needed.</li> <li>○ Reminder: Supervisor form must be submitted whenever a new supervisor is onboarded for BCOE crews.</li> <li>○ <b>Attachments:</b> Updated Monthly Reporting Form and Supervisor Form</li> </ul> </li> <li>○ Referral &amp; Interest Form           <ul style="list-style-type: none"> <li>○ Thanks for submitting details of your referral process, including waiting times and main points of contact.</li> </ul> </li> </ul>	Jessica	10 minutes

<ul style="list-style-type: none"> <li>○ Follow-up will occur for those who have not yet provided information.</li> <li>○ Declined Work Orders <ul style="list-style-type: none"> <li>○ Supervisors must understand the scope of work.</li> <li>○ Refused work orders (e.g., encampments, on and off ramps without Caltrans) require an Incident Report within 24 hours.</li> <li>○ Photos are encouraged to support documentation.</li> <li>○ <b>Attachments:</b> Most updated IR Form</li> </ul> </li> <li>○ Inclement Weather <ul style="list-style-type: none"> <li>○ No alternative work allowed under the new contract; focus remains strictly on litter abatement.</li> <li>○ Make-up shifts: not guaranteed, may be scheduled by Caltrans Maintenance Supervisor based on staffing and operational need.</li> <li>○ Make-up shifts must occur within the same workweek and require Caltrans staff presence.</li> <li>○ <b>Attachments:</b> Inclement Weather Memo</li> </ul> </li> <li>○ December: Non-Operating days <ul style="list-style-type: none"> <li>○ Two-week holiday break: December 23 – January 4; crews will be non-operational. Days will not be billable.</li> <li>○ Acknowledgment of potential hardship for participants missing two weeks of pay.</li> <li>○ Optional training (e.g., supervisor training) may be scheduled during this time, also non-billable. Interested parties should coordinate with Jessica Estrada via email.</li> </ul> </li> </ul>		
<p><b>PaTS Updates:</b></p> <ul style="list-style-type: none"> <li>○ Office Hours <ul style="list-style-type: none"> <li>○ PaTS hosts weekly open office hours for subcontractors to ask questions regarding crew operations, invoicing, training, and related topics.</li> <li>○ Current schedule: <ul style="list-style-type: none"> <li>■ Darrell: Every Tuesdays, 10:00 – 11:00 AM</li> <li>■ Abraham: Every Fridays, 10:00 – 11:00 AM</li> </ul> </li> <li>○ Office hours are listed on the B2W calendar for reference.</li> </ul> </li> <li>○ Tailgate/JHA Revision <ul style="list-style-type: none"> <li>○ Subcontractors should have received an email requesting submission of specific dates for tailgates and JHA per site.</li> <li>○ Submitted dates are currently under review; feedback and suggestions will be provided.</li> <li>○ If you have not yet submitted your dates, please do so by <b>end of day Monday, December 15th</b></li> </ul> </li> </ul>	Darrell and Abraham	2 Minutes
<p><b>Invoicing Updates</b></p> <ul style="list-style-type: none"> <li>○ Significant improvement in invoicing accuracy from September to October.</li> </ul>	Alyssia	2 Minutes

<ul style="list-style-type: none"> <li>○ All October invoices have been fully reviewed and processed.</li> <li>○ Reminder: Invoices are due by the <b>10th of each month</b>.</li> <li>○ Short-hour approvals must be sent to Jessica before submitting invoices that include them.</li> <li>○ Invoices submitted after the cutoff delay processing and increase the likelihood of payment delays.</li> <li>○ When removing an individual from an invoice:           <ul style="list-style-type: none"> <li>○ Do not delete the entire row. Only delete the person's name and hours.</li> </ul> </li> <li>○ For questions or support, please contact: <b>b2winvoice@bcoe.org</b></li> </ul>		
<b>REDF Community of Practice - California's upcoming minimum wage increase Discussion</b> <ul style="list-style-type: none"> <li>○ <b>Presenter:</b> Ryan Souza, consultant at Mosaic Solutions, provided a 15-minute overview of the law, drawing on his experience as an attorney, lobbyist, and policy expert with California State Government.</li> <li>○ Key discussion points:           <ul style="list-style-type: none"> <li>○ <b>Budgetary Impact:</b> Managing higher wage costs and funding strategies.</li> <li>○ <b>Program Design Adjustments:</b> Balancing resources to maintain meaningful programming.</li> <li>○ <b>Impact on Labor Markets:</b> Anticipated shifts in transitional and permanent employment.</li> </ul> </li> <li>○ Additional resources shared by REDF:           <ul style="list-style-type: none"> <li>○ <a href="#">B2W Resource Page</a> – includes Community of Practice content, B2W contact sheet, B2W advocacy materials &amp; more!</li> <li>○ <a href="#">Managing a Social Enterprise: Compensation &amp; Benefits Overview</a></li> <li>○ <a href="#">CA RISE California Human Resource Upskilling Series</a></li> <li>○ <a href="#">Non-profit Finance Fund Budgeting Resilience Tools</a></li> <li>○ <a href="#">B2W Transition Toolkit</a></li> <li>○ <b>Attachments:</b> 2026 Employment Law Updates</li> </ul> </li> </ul>	REDF	40 Minutes
<b>Closing, End of Meeting</b>	Jessica	1 Minutes