



Northern & Central Regional Meeting Minutes

Wednesday, December 10, 2025

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

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

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