



Northern & Central Regional Meeting Minutes

Wednesday, April 15, 2026 at 10AM PST

Description	Presenter	Time
<p>Welcome & Introduction</p> <ul style="list-style-type: none"> ○ Staff Intros---- Cara Bush has returned to Back2Work as our Senior Administrative Assistant! 	Jessica	5 Minutes
<p>Department Updates:</p> <ul style="list-style-type: none"> ○ Recap on April Convening <ul style="list-style-type: none"> ○ Back2Work Resource Page is updated with resources from breakout sessions - https://redfworkshop.org/bcoe-back2work-program/ ○ If you attended the B2W convening, please complete the 2-minute feedback survey - https://redf.qualtrics.com/jfe/form/SV_2r9gILrKhZ4XTQg ○ Updating Processes (training dates TBA) <ul style="list-style-type: none"> ○ Incident Report <ul style="list-style-type: none"> ▪ Incident Report (May 1st launch) ○ Invoicing <ul style="list-style-type: none"> ▪ Invoicing (May 1st launch) <ul style="list-style-type: none"> • All current users will be removed and re-added only after completing the new invoice training. If you do not attend the training, you will not have access. ○ Before & After Photos <ul style="list-style-type: none"> ○ Goal of one set of photos (of litter-based activities) per crew each daily - email to b2w@bcoe.org ○ Attached: Before & After Photo Guide ○ 2026 Caltrans Fallen Worker Memorial 	Jessica	10 minutes

<ul style="list-style-type: none"> ○ HQ has approved up to 2 hours to attend the Sacramento event virtually on April 23RD - https://youtube.com/live/KbWn8Acf3Ss ○ Regardless of attendance plans, please coordinate with local yards for projects the crews can do solo 		
<p>PaTS Updates:</p> <ul style="list-style-type: none"> ○ Updated Supervisor Certification Process <ul style="list-style-type: none"> ○ B2W will transition from an email-based certification submission process to a centralized shared folder system designed to improve organization, accessibility, and compliance. (MORE TO COME) ○ Attached: B2W Supervisor Certification Process Update ○ Onboarding Approvals <ul style="list-style-type: none"> ○ Prior to conducting an onboarding, approval must be requested from your assigned B2W Regional Manager <ul style="list-style-type: none"> ▪ You must specify which SPP crew each individual will be onboarded to at the start. ○ Onboarding sessions are 8 hours in duration ○ Attached: B2W Onboarding Process ○ Pre-filling Invoicing <ul style="list-style-type: none"> ○ All data must be entered live, at the time of the activity or immediately following completion. Pre-filling data in advance is not permitted ○ Attached: B2W Backup Invoice Data Entry Guidance 	Darrell	10 Minutes
<p>Workbay + Untapped Talent Tutorial</p> <ul style="list-style-type: none"> ○ All partners and participants can access the upskilling and training platform ○ Access can be done directly through the Back2Work website (https://back2work.bcoe.org/ under the "Hiring or Job Seeking" button) or via untappedtalent.com ○ For direct training needs, please reach out to: <ul style="list-style-type: none"> ○ Ron Scheibel (ron.s@workbay.net), Melissa Doramus (Melissa@workbay.net), or Jay Christensen (Jay@workbay.net) 	Ron Scheibel	30 Minutes
Closing, End of Meeting	Jessica	5 Minutes