Back 2 Work
Meeting Agenda

Southern California Regional Meeting
Tuesday, October 20, 2026 at 10AM PST

Time	Topic	Presenter
5 Minutes	Intros & Welcome	Kimberly
10 Minutes	B2W Announcements and Updates • New Safety Training Sign-in Sheet ○ Updated form (provided by Caltrans HQ) must be used for all **onboarding safety trainings, quarterly safety trainings (QSTs), and daily tailgates** ○ Forms must have printed names + signatures, and list specific topics (not overarching terms like "roadside safety") • Onboarding ○ New sign-in sheet is required for anyone onboarding for B2W crews ○ If onboarding for multiple crews, please complete a separate sign-in sheet for each SPP number ○ Onboarding safety training sign-in sheets must now be submitted with invoice packets **regardless if invoicing for the onboarding** • Short Hours, Early Dismissals ○ All early dismissals and short hours require an Incident Report to be submitted within 24 hours ○ Regional Manager email approval is no longer required ○ PaTS will conduct regular audits of short hours and reconcile early dismissals with documentation, and will reach out if missing IRs • Supervisor Roadside Safety Training ○ BCOE has still seen concerning behaviors for the required Supervisor Training ○ All crew supervisors should be prepared to follow proper training protocols → showing up on time, in front of a computer, ready to engage with camera on ○ **Anyone who joins 15-30 minutes late, is falling asleep or unengaged/distracted, may be asked to leave and attend the next available training session** • Monthly Reporting Forms ○ Due by the 15th of each month, according to the contract amendment	Kimberly
5 Minutes	Program & Training Specialist Updates • Vehicles/Trailer Inspections ○ Southern CA inspections have started, and will continue through remainder of the calendar year ○ **Inspection form is attached** for transparency on what BCOE will be looking for	PaTS

	• Invoicing
	  ○ Invoice sheets must be filled out in real time, and signed by Caltrans weekly – PaTS conduct weekly reviews to help identify any concerns or errors prior to final submission at the end of the month
	  ○ All invoices to be submitted by the 10th of the month with the new naming convention **(attached)**	

40 Minutes	Community of Practice with Redefine Alliance • Employment Partnership Conversation – *Employment Partnership in Practice* ○ Presentation and discussion worksheet are attached	Redefine Alliance
End of Meeting	• Closeout, Final Thoughts	Kimberly