

# AGENDA

## Basic JPA Training Ad hoc Committee

June 17, 2026

Dial-in by phone: **1-323-591-9687** Phone Conference ID: **259 034 589#**  
**Microsoft Teams** Meeting ID: **251 395 885 064 018** Passcode: **ci27XM3v**

### Important Notice:

Only SCJPC staff may record this meeting or use AI note-taking tools for official documentation. Members and their guests are not permitted to record the meeting or use AI note-taking tools.

### Prioritize Agenda Items

1. **Review of prior month's meeting minutes**
  
2. **Final Billing Information**
  - Training Videos
    - Completed videos can be found under:  
<https://scjpc.net/members/basic-jpa-training/>
  
  - Explaining Final memos/errors through videos
    - Next recorded videos by SCJPC for review
    - Action Items from last month
    - Members to send examples to Ms. Allen two Fridays before the monthly meeting.
    - Ms. Allen is still waiting on SCE to send information on the anchors in order to record the anchor video.
    - Ms. Allen to record videos on arms, billing out of sequence, PTX, and possibly a video on anchors.
    - Mr. Bacon or any other member to send Ms. Allen an example of a PTX JPA if they could find one.
    - Members to write a note explaining the history under the "Location and Nature of Work" for BOS JPAs.
    - Ms. Black and Ms. Allen will continue collaborating to streamline a new process for handling Billing Out of Sequence (BOS) JPAs. – **ON HOLD**
    - Members will complete their review of the Bill Out of Sequence sample developed by Ms. Black and Ms. Allen. – **ON HOLD**
    - Ms. Allen will continue to collect and analyze data related to Bill Out of Sequence JPAs as they are received and report findings as appropriate.

**3. Interpretation of Billing (standing agenda item – 11/16/2022)**

**4. Misc. Items**

**5. Review if Action Items**