

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**  
2150 Webster Street, Oakland, CA 94612

**NOTICE OF MEETING MINUTES**  
**OFFICE OF CIVIL RIGHTS**  
**BUSINESS ADVISORY COUNCIL**

Wednesday, July 17, 2024  
1:00 p.m. – 3:00 p.m.

A meeting of the Office of Civil Rights Business Advisory Council (BAC) was held on Wednesday, July 17, 2024, from 1:00 p.m. to 3:00 p.m. at BART Headquarters, Room 161, 2150 Webster Street, Oakland, CA 94612 via Zoom videoconference and in person at BART Headquarters.

**Members Present:** Lydia So, Oscar Zavaleta, Leo Scott, Erin Hanigan, Emanuel Hyppolite, Ethan Hartsell, Danelle Tucker, Que Alicea, Debra Roak, Paola Santana

**Absent Members:** Darolyn Davis, Cameryn Erickson, Shaune Gbana, Mahsa Azad

**Guests and Staff:** Director Robert Raburn, Rudy Garza John Mazza, Byron Toma, Lilian Lopez, Devika Anand, Alexi Chacon, Joseph Towner, Joe Partida, Mydria Clark, Marika Levidow

**AGENDA**

1. Roll Call and Public Introductions
2. Approval of Meeting Minutes (For Action)
  - May 22, 2024, meeting minutes were approved. Que Alicea moved to approve, and Ethan Hartsell seconded the motion.
3. Introduction of the Director of the Office of Civil Rights, Rudy Garza (Deputy General Manager, Michael Jones) (For Information)
  - Rudy Garza provided an overview of his nearly 30 years in public service, including working in the California Highway Patrol's Civil Rights Office and serving on the Steering Committee for the California Civil Rights Officers Council.
4. Performance & Data Analytics (PDA) Presentation on Small Business Outreach Feedback Survey (Presentation by Alexi Chacon) (For Information)
  - Alexi Chacon presented the initial draft of a Small Business Outreach Feedback Survey aimed at identifying strengths of current outreach strategies and knowledge gaps in the small business community on BART's equity programs.
  - BAC members suggested defining a Key Performance Indicator in the survey that could be used to measure progress towards a goal.
5. Update on Business Advisory Council Recruitment Efforts (Presentation by Alexi Chacon) (For Information)

- Alexi Chacon provided an update on Business Advisory Council recruitment efforts, which included an update that the Application Advisory Committee, made up of BAC members, will be reviewing applications in August and final offers will be extended in September.
6. Update from Procurement on Upcoming Contracts (Presentation by John Mazza) (For Information)
    - John Mazza provided an update that the Procurement Division will make an effort to align quarterly updates to the “Upcoming Contracts” page with the next soonest BAC meeting.
  7. PDA Presentation on BAC Member Feedback Survey (Presentation by Alexi Chacon) (For Information)
    - Alexi Chacon presented the results of a feedback survey completed by members of the Business Advisory Council. Responses specified a desire for increased participation from other stakeholders generally involved in BART’s procurement process, including BART Board Directors and Prime Contractors.
  8. Administrative Discussion (For Information)
    - Solicited feedback on strengths and opportunities for improvement regarding BAC members’ experiences serving their terms.
    - BAC members suggested that long term projects for the council be defined and for a long-term strategy to developed that is focused on completing those projects.
  9. General Discussion and Public Comment (an opportunity for members of the public to address the BAC on matters under their jurisdiction and not on the agenda) (For Information)
    - Walter Allen submitted a public comment requesting that further efforts be dedicated to ensure that small businesses are paid promptly after submitting an invoice to a Prime Contractor.
  10. Adjournment
    - Que Alicea moved to adjourn, and Danelle Tucker seconded the motion.

BART provides services/accommodations upon request to persons with disabilities and individuals who are limited English proficient who wish to address Committee matters. A request must be made within one and five days in advance of Board/Committee meetings, depending on the service requested. Please contact the Office of the District Secretary at (510) 464-6083 for information.

### **2024 Meeting Schedule**

The Business Advisory Council will meet on the following dates in The San Francisco Bay Area Rapid Transit District - in the BART Bid Room, 2150 Webster Street, Oakland, California 94612, unless noted otherwise.

### **DATE TIME LOCATION**

<del>January 31</del>	<del>1:00pm—3:00pm</del>	<del>Via Zoom/BART HQ</del>
<del>March 27</del>	<del>1:00pm—3:00pm</del>	<del>Via Zoom/BART HQ</del>
<del>May 22</del>	<del>1:00pm—3:00pm</del>	<del>Via Zoom/BART HQ</del>
<del>July 17</del>	<del>1:00pm—3:00pm</del>	<del>Via Zoom/BART HQ</del>
September 19	1:00pm – 3:00pm	Via Zoom/BART HQ
November 6	1:00pm – 3:00pm	Via Zoom/BART HQ