

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

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

Thursday, September 19, 2024  
1:00 p.m. – 3:00 p.m.

A meeting of the Office of Civil Rights Business Advisory Council (BAC) was held on Thursday, September 19, 2024, from 1:00 p.m. to 3:00 p.m. in the BART Board Room, 2150 Webster Street, Oakland, CA 94612 and via Zoom videoconference.

**Members Present:** Debra Roak, Erin Hanigan, Leo Scott, Emanuel Hyppolite, Ethan Hartsell, Que Alicea, Darolyn Davis, Cameryn Erickson, Mydria Clark, Arash Firouzjaei, and H Seng Kwok.

**Absent Members:** Lydia So, Shane Gbana, Oscar Zavaleta, Cameryn Erickson, Paola Santana, Mahsa Azad, and Danelle Tucker.

**Guests and Staff:** Director Rudy Garza, Sharlana Anthony, Lilian Lopez, Alexi Chacon, Joseph Towner, Nikhila Pai, and Elizabeth Linnelly.

**AGENDA**

1. Roll Call and Public Introductions
2. Approval of Meeting Minutes (For Action)
  - July 17, 2024, meeting minutes were approved. Erin Hanigan moved to approve, and Emanuel Hyppolite seconded the motion.
3. Introduction of New Business Advisory Council Members (Presentation by Alexi Chacon) (For Information)
  - The BAC Chair, Rudy Garza, extended a welcome to new members and shared his expectations for the group. Returning BAC members shared their experience with the council.
4. Administrative Discussion (For Information)
  - a. New Business Advisory Council Members will have the opportunity to introduce themselves and highlight the skills that they bring to the role.
    - New BAC members shared why they joined the BAC and their expertise.
5. Performance & Data Analytics (PDA) Presentation on Updated Small Business Outreach Feedback Survey (Presentation by Alexi Chacon) (For Information)

- Alexi Chacon provided an update on the Updated Small Business Outreach Feedback Survey, which included amendments to the survey language that listed a point of contact for follow up questions, the survey language will include satisfaction ratings and open-ended questions.
6. PDA Presentation on the Office of Civil Rights' Mentor-Protégé Program (Presentation by Joseph Towner) (For Information)
    - Joseph Towner presented the Mentor-Protégé Program overview and posed a question regarding what can be done for oversight. Rudy Garza suggested to discuss this topic in more detail.
    - BAC members suggested to include an exit interview, ensure Mentor and Protégé aren't competing companies, ensure the Protégé representative has authority to communicate within the company, and increase incentive by matching the Mentor with a Protégé of their choice.
  7. Update from Procurement on Upcoming Contracts (Presentation by John Mazza) (For Information)
    - Nikhila Pai presented on the behalf of John Massa for the upcoming construction and Professional Services Agreements contracts.
  8. Update from Office of Civil Rights on Upcoming Small Business Outreach Events (Presentation by Alexi Chacon) (For Information)
    - Learn About the DOT's DBE Rule Update BART's Equity Program  
Date: 9/30/24  
Time: 2:00pm. - 3:00pm  
Place: Zoom
    - "Meet the Primes" Event w/ Business Outreach Committee  
Date: 10/17/24  
Time: 10:00am - 1:00pm  
Place 101 8th Str, Oakland, CA 94606
    - Alexi Chacon is moving on to a new position within the District. Lana Anthony, Administrative Analyst, Office of Civil Rights, will be the new Business Advisory Council Liaison.
  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)
    - No public comments.
  10. Adjournment
    - Que Alicea moved to adjourn, and Debra Roak 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

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