

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, March 19, 2025
1:00 p.m. – 3:00 p.m.

A meeting of the Office of Civil Rights Business Advisory Council (BAC) was held on Wednesday, March 19, 2025, from 1:00 p.m. to 3:00 p.m. at BART Headquarters, Room #161, 2150 Webster Street, Oakland, CA 94612 via Zoom video conference and in person at BART Headquarters.

Members Present: Erin Hanigan, Debra Roak, H. Seng Kwok, Arash Firouzjaei, Que Alicea, Emanuel Hyppolite, Paola Santana, Mydria Clark, Danelle Tucker, and Mahsa Azad

Absent Members: Shaune Gbana

Guests and Staff: Alexandra Arroyo, Rudy Garza, Joseph Towner, Director Robert Raburn, Byron Toma, Lilian Lopez, Tiffany Newhouse, Hoa Sin, Sonia Jennifer, Clair Song, John Webber, Allan Wong, Sameer Bawa, and Betsy Sava

AGENDA

1. Roll Call and Public Introductions
 - Introduction of new BAC Member: Tiffany Newhouse
2. Approval of Meeting Minutes (For Action)
 - January 15, 2025, meeting minutes were approved.
3. New BAC Quarterly Meeting Calendar (For Action)
 - Action to adjust BAC meeting schedule to quarterly approved through majority vote.
4. Update from Procurement on Upcoming Contracts (Presentation by John Mazza) (For Information)
 - Joseph Towner presented the upcoming construction contracts and professional service agreements currently advertised on BART's Doing Business webpage at:
<https://www.bart.gov/about/business/procurement/lookahead>.
5. Disparity Study (Presentation by BBC Research and Consulting) (For Information)
 - Sameer Bawa from BBC Research & Consulting outlined his company's role and responsibilities in conducting BART's Disparity Study and developing BART's Triennial Goal. The Disparity Study aims to evaluate whether businesses owned by people of color (POC), or women encounter barriers or discrimination in the contracting

process. Triennial Goal development will include public participation meetings with a goal to be completed and submitted to the U.S. DOT by August 1, 2025.

6. Small Business Summit Planning (For Information)

- Alexandra Arroyo and Joseph Towner presented an overview of the upcoming 2025 Small Business (SB) Summit, which will be hosted by the BART's Office of Civil Rights. BAC members emphasized the importance of targeted outreach to engage small businesses and innovative strategies to enhance impact. Members also expressed interest in participating in the SB Summit by hosting a vendor table to share their experiences and knowledge to small businesses.

7. Administrative Discussion (For Information)

- Strategic Planning Subcommittee Update was moved to the next meeting.

8. 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 Comment

9. Adjournment

- Mydria Clark made the motion to adjourn. Rudy Garza seconded the motion.

New 2025 Meeting Schedule

The Business Advisory Council will meet in person on the following dates in the San Francisco Bay Area Rapid Transit District (BART) Headquarters (HQ) designated conference room located at 2150 Webster Street, Oakland, California 94612, unless noted otherwise.

DATE TIME LOCATION

July 16	1:00pm – 3:00pm	Via Zoom/BART HQ
September 17	1:00pm – 3:00pm	Via Zoom/BART HQ
December 17	1:00pm – 3:00pm	Via Zoom/BART HQ