



Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

## Meeting Agenda

### Bay Area Headquarters Authority

*Sue Noack, Chair    Stephanie Moulton-Peters, Vice Chair*

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Wednesday, April 23, 2025

9:50 AM

Board Room - 1st Floor

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The Bay Area Headquarters Authority (BAHA) is scheduled to meet at 9:50 a.m. or immediately following the preceding meeting, whichever occurs later.

Meeting attendees may opt to attend in person for public comment and observation at 375 Beale Street, Board Room (1st Floor). In-person attendees must adhere to posted public health protocols while in the building. The meeting webcast will be available at <https://mtc.ca.gov/whats-happening/meetings/live-webcasts>. Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Members of the public participating by Zoom wishing to speak should use the “raise hand” feature or dial \*9. When called upon, unmute yourself or dial \*6. In order to get the full Zoom experience, please make sure your application is up to date.

Attendee Link: <https://bayareametro.zoom.us/j/87369536078>

iPhone One-Tap: US:

+16694449171,,87369536078# US

+16699006833,,87369536078# US

Join by Telephone (for higher quality, dial a number based on your current location) US:

888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 873 6953 6078

International numbers available: <https://bayareametro.zoom.us/u/kb6cYvpIRY>

Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/u/kdR1hznEgA>

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>

Members of the public may participate by phone or Zoom or may submit comments by email at [info@bayareametro.gov](mailto:info@bayareametro.gov) by 5:00 p.m. the (business) day before the scheduled meeting date.

Please include the committee or board meeting name and agenda item number in the subject line. All comments received will be submitted into the record.

Clerk: Kimberly Ward

**Roster:**

**Sue Noack (Chair), Stephanie Moulton-Peters (Vice Chair),  
Margaret Abe-Koga, Amber Manfree, Nate Miley, Gina Papan**

**1. Call to Order / Roll Call / Confirm Quorum**

*A quorum of the Authority shall be a majority of its voting members (4).*

**2. Chair's Report****3. Consent Calendar**

- 3a.**     [25-0452](#)     Approval of the Authority Minutes of the March 26, 2026 Meeting

**Action:**             Authority Approval

**Attachments:**     [3a 25-0452 March 26 2025 Draft BAHA Minutes.pdf](#)

- 3b.**     [25-0454](#)     Contract Amendment - Temporary Employment Services: Accel  
Employment Services (\$59,500)

**Action:**             Authority Approval

**Presenter:**        DeNise Blake

**Attachments:**     [3b 25-0454 Summary Sheet Temp Employment Services.pdf](#)

**4. Public Comment / Other Business**

*Commissioners and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial \*9. When called upon, unmute yourself or dial \*6.*

**5. Adjournment / Next Meeting**

**The next regular meeting of the Bay Area Headquarters Authority is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on Wednesday, May 28, 2025.**

**Public Comment:** The public is encouraged to comment on agenda items at Authority meetings by completing a request-to-speak card (available from staff) and passing it to the Authority secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Meeting Conduct:** If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Authority may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

**Record of Meeting:** Authority meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site ([mtc.ca.gov](http://mtc.ca.gov)) for public review for at least one year.

**Accessibility and Title VI:** MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

**可及性和法令第六章:** MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

**Acceso y el Titulo VI:** La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

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Attachments are sent to Authority members, key staff and others as appropriate. Copies will be available at the meeting.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 25-0452      **Version:** 1      **Name:**

**Type:** Minutes      **Status:** Consent

**File created:** 3/11/2025      **In control:** Bay Area Headquarters Authority

**On agenda:** 4/23/2025      **Final action:**

**Title:** Approval of the Authority Minutes of the March 26, 2026 Meeting

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3a\\_25-0452\\_March\\_26\\_2025\\_Draft\\_BAHA\\_Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Approval of the Authority Minutes of the March 26, 2026 Meeting

**Recommended Action:**  
Authority Approval



Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

## Meeting Minutes

### Bay Area Headquarters Authority

*Sue Noack, Chair    Stephanie Moulton-Peters, Vice Chair*

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Wednesday, March 26, 2025

9:55 AM

Board Room - 1st Floor

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**Roster:**

**Sue Noack (Chair), Stephanie Moulton-Peters (Vice Chair),  
Margaret Abe-Koga, Victoria Fleming, Gina Papan,  
Vacant**

Chair Noack called the meeting to order at 12:19 p.m.

#### 1. Call to Order / Roll Call / Confirm Quorum

**Present:** 4 - Commissioner Fleming, Vice Chair Moulton-Peters, Chair Noack and Commissioner Papan

**Absent:** 1 - Commissioner Abe-Koga

#### 2. Chair's Report

There was nothing to report.

#### 3. Consent Calendar

**Upon the motion by Vice Chair Moulton-Peters and seconded by Commissioner Papan, the Authority unanimously approved the Consent Calendar by the following vote:**

**Aye:** 4 - Commissioner Fleming, Vice Chair Moulton-Peters, Chair Noack and Commissioner Papan

**Absent:** 1 - Commissioner Abe-Koga

**3a.**    [24-1569](#)    Approval of the Authority Minutes of the December 9, 2024 special meeting

**Action:** Authority Approval

**3b.**    [25-0268](#)    Fiscal Year (FY) 2024-25 Bay Area Headquarters Authority (BAHA) Statement of Revenues and Expenses for the Period Ended December 31, 2024 (Unaudited)

**Action:** Information

**Presenter:** Grace Martinez

**4. Public Comment / Other Business**

**5. Adjournment / Next Meeting**

**The next regular meeting of the Bay Area Headquarters Authority is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on Wednesday, April 23, 2025**



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 25-0454      **Version:** 1      **Name:**

**Type:** Contract      **Status:** Consent

**File created:** 3/11/2025      **In control:** Bay Area Headquarters Authority

**On agenda:** 4/23/2025      **Final action:**

**Title:** Contract Amendment - Temporary Employment Services: Accel Employment Services (\$59,500)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3b\\_25-0454\\_Summary\\_Sheet\\_Temp\\_Employment\\_Services.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Contract Amendment - Temporary Employment Services: Accel Employment Services (\$59,500)

**Presenter:**  
DeNise Blake

**Recommended Action:**  
Authority Approval

**Bay Area Headquarters Authority**

**(BAHA)**

**April 23,2025**

**Agenda Item 3b - 25-0454**

**Contract Amendment – Temporary Employment Services: Accel Employment Services  
(\$59,500)**

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**Subject:**

Authorization to negotiate and enter into a contract amendment in an amount not to exceed \$59,500 with Accel Employment Services for temporary staff support to fill immediate staffing operational needs at the Bay Area Metro Center (BAMC).

**Background:**

Since 2016, Accel Employment Services, a trusted local staffing agency, has provided temporary recruitment and placement services for the Bay Area Headquarters Authority (BAHA). Their expertise has been essential in sourcing qualified temporary staff to support the growing demands of public meetings and events, ensure timely restocking of supplies, assist with office relocations, coordination of ergonomic assessments, and optimize space utilization at BAMC. The additional staff have ensured seamless event coordination, enhanced the attendee experience, and maintained operation efficiency. Temporary agency personnel services fall under the pre-approved exceptions to our competitive procurement requirements. In accordance with Executive Director’s Management Memorandum – Third Party Contracting Policies & Procedures (EDMM 352), the Executive Director approved the maximum funding allowed under the initial contract. As additional funding is now required to continue the provision of services, Authority approval is required to amend the agreement to include the necessary supplemental funding. The proposed amendment would add an additional \$59,500 for a new contract not to exceed the amount of \$259,500 for the remainder of Fiscal Year 24/25.

Funds for this proposed contract amendment are included in the FY 2024/25 BAHA Operating Fund and 375 Beale Street Operating Fund.

**Issues:**

None.

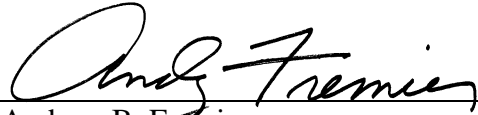


**Recommendations:**

Staff recommends that the Authority authorize the Executive Director or their designee to negotiate and enter into a contract amendment in an amount not to exceed \$59,500 for a new contract not to exceed amount of \$259,500, for temporary staff support to fill immediate staffing operational needs at BAMC located at 375 Beale Street, San Francisco.

**Attachments:**

- Attachment A: Small and Disadvantage Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Contract Amendment.

  
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Andrew B. Fremier

**Attachment A**

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**Disadvantaged Business Enterprise and Small Business Enterprise Status**

	<b>Firm Name</b>	<b>Role on Project</b>	<b>DBE* Yes / No</b>	<b>If DBE Yes, List #</b>	<b>SBE** Yes / No</b>	<b>If SBE Yes, List #</b>
Prime Contractor	Accel Employment Services	Consultant	YES	20147003		
Subcontractor						
Subcontractor						

\*Denotes certification by the California Unified Certification Program (CUCP).

\*\*Denotes certification by the State of California.

## Request for Committee Approval

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### Summary of Proposed Contract Amendment

Work Item No.: 9110, 9120

Consultant: Accel Employment Services  
Alameda, CA

Work Project Title: Professional Temporary Staffing Services

Purpose of Project: Provide temporary staff for 375 Beale Street

Brief Scope of Work: Provide recruiting and placement services for temporary staffing needs.

Project Cost Not to Exceed: This amendment: \$59,500  
Current contract before this amendment: \$200,000  
New contract not to exceed amount: \$259,500

Funding Source: BAHA FY2024/25 BAHA Operating Fund and 375 Beale Street Operating Fund.

Fiscal Impact: Funding is included in the FY 2024-25 BAHA Operating Fund and 375 Beale Street Operating Fund.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment not to exceed \$59,500 with Accel Employment Services for recruiting and placement services as described above and in the Bay Area Headquarters Authority Summary Sheet dated April 23, 2025 and that the Chief Financial Officer is authorized to set aside \$59,500 for such contract.

Administration Committee:

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Sue Noack, Chair

Approved: April 23, 2025