

**UNAPPROVED MINUTES OF THE SEPTEMBER 27, 2021 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Electronic: conference call and zoom to provide video options

Attending: **SBC Members**

USE TO CREATE ATTENDEE LIST: Tracey Wood (At-Large), Gigi Thompson Jarvis (Dranesville), Melody Thorson (Mt. Vernon), Melvin Murphy (Providence), Chris Vernon (Springfield), Marvin Powell (Sully)

Staff

Cathy Muse, Ron Shoram, DPMM, Meaghan Kiefer, April Kellum, DEI

Guests

Shawnequa Alleyne

Absent: **SBC Members**

USE TO CREATE ATTENDEE LIST: John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Joseph Underwood (Braddock), Gwyn Whittaker (Hunter Mill), Kelly Hebron (Lee), Daren Shumate (Mason), Melvin Murphy (Providence), Chris Vernon (Springfield), Marvin Powell (Sully)

The Small Business Commission conducted a wholly electronic meeting (using a conference call option as well as a video conference option) because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. The public was encouraged to participate with notices providing call-in info and contact information for alternative accommodations. The meeting was called to order at 7:22 p.m. and was facilitated by Chairman Powell.

- **Chairman Powell conducted the following actions relevant to electronic meetings:**
 - A sound and video check was conducted to ensure that each member of the BAC may be adequately heard and that all members could hear each other.
 - Chairman Powell stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.
- **Staff updates**
 - Cathy Muse, Director of the Dept. of Procurement and Material Management (DPMM), provided an update on general county operations and an update on the emergency response. Ms. Muse also provided updates regarding the County’s review of use of collective bargaining with its workforce and the use of project labor agreements in some contracts. Ms. Muse encouraged feedback from small construction companies on the potential impact on their business if project labor agreements were implemented.
 - April Kellum of DEI introduced herself as new member of DEI, help small businesses through County licensing regulations.

- **Committee Updates**

- Commissioner Wood provided an update for the Communications Committee: Commissioner Wood is working on a restaurants project with Meaghan Kiefer, materials are being shared with owners via email after meeting. Channel 16 interviews with Commissioners Thompson Jarvis and Shumate have been completed.
 - Commissioner Wood and DPMM staff will insure that Channel 16 is not running videos of previous commissioners.
- Chairman Powell provided an update for the Outreach Committee: Chairman Powell is meeting with chairman of the Department of Economic Initiatives (DEI) to discuss what DEI is doing to assist small businesses. Chairman Powell encourages increased involvement from members of local chambers of commerce.

- **Old Business**

- None

- **New Business**

- Tracy Wood. Asked for volunteers for a stepping stone interview in the Channel 16 studio. Commissioner Thomson Jarvis and Commissioner Thomson expressed interest.

Adjournment – Chairman Powell adjourned the meeting at 7:50 p.m.