

**UNAPPROVED MINUTES OF THE DECEMBER 6, 2021 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: **SBC Members**

John Pellegrin (At-Large), Tracey Wood (At-Large), Joseph Underwood (Braddock), Gwyn Whittaker (Hunter Mill), Chris Vernon (Springfield), Marvin Powell (Sully)

Staff

Chris McGough, DPMM, Meaghan Kiefer, DEI

Guests

Shawnequa Alleyne, Maddy White, Nahla Gadalla, Brianna Brown

Absent: **SBC Members**

Sha Scott-Boyd (At-Large), Gigi Thompson Jarvis (Dranesville), Kelly Hebron (Lee), Daren Shumate (Mason), Melody Thorson (Mt. Vernon), Melvin Murphy (Providence)

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 7:23 p.m. and was facilitated by Chairman Powell.

Minutes from the 10/25 meeting were approved with one amendment: the election process was clarified to include that all Commissioners were invited to participate on the nomination panel with Commissioner Wood and all Commissioners were encouraged to serve in a leadership position.

- **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**
 - Chris McGough with the Dept. of Procurement and Material Management (DPMM), provided a reminder that the next meeting is January 24th 2022.
- **Committee Updates**
 - Commissioner Wood provided an update for the Communications Committee: Commissioner Vernon will interview DPMM Director, Cathy Muse Dec 20th on Channel 16 covering the history and changes to the Small Business Forum (formerly known as the Vendor Forum). In November, Commissioner Murphy completed a Channel 16 interview on topics related to the Fairfax County small business community and SBC support.

SBC Meeting Minutes – December 6, 2021

- Commissioner Wood provided an update for the Nomination Committee in relation to the Chair and Vice Chair elections. Chairman Powell and Vice Chair Shumate signaled interest to continue in these roles. No other Commissioners have chosen to run for office at this time. Commissioner Wood contacted each Commissioner and all Commissioners were encouraged to serve in a leadership position.
- Commissioner Pellegrin provided an update of recent efforts to share county resources with the business community and bringing in speakers for future SBC meetings.
- Chairman Powell provided an update for the Outreach Committee on recent small business engagement and panel discussions. Chairman Powell invited all Commissioners who might be interested to collaborate with this existing outreach.
- **Old Business**
 - The SBC conducted elections for Chair and Vice Chair. With Chairman Powell and Vice Chair Shumate running unopposed, the SBC voted to approve them as Chair and Vice Chair for 2022.
 - Commissioner Underwood provided a status update on a project to solicit feedback from the Braddock District’s business community. Planning continues and updates will be provided at future meetings.
- **New Business**
 - Commissioner Vernon discussed the County’s draft Prevailing Wage Ordinance and impacts on the small business community. The SBC discussed the importance of collecting feedback from the small business community. Commissioners were encouraged to share this information and relevant links with their networks.
 - The Board of Supervisors will be discussing the topic at its 12/7/21 meeting. See this [link](#) for meeting materials (see the section titled ‘Administrative – 25’ for details). A public hearing is proposed for January 25th.

Adjournment – Chairman Powell adjourned the meeting at 7:46 p.m.