



The 2018 Small Business Forum (formerly known as the Vendor Forum) was again very successful. Well over 400 attendees were able to garner very useful information from no less than eight presentations and panels. Each panel consisted of several subject matter experts. Over 60 exhibitors were available during the all-day reverse tradeshow to showcase their operations and discuss their needs with attendees.

Keynote Presentation: **Bryan O’Byrne**, Chief, International Affairs, Trade, & Regulatory Policy, Small Business Administration

Panels included: The Story of Michael & Son  
Credibility & Trust  
Demystifying HR for Small Businesses  
Cybersecurity  
Securing Government Contracts  
Defense & Small Business  
Emergency Preparedness Simulation  
Selling to Fairfax County

**2018 Small Business Commission:**



2018 Small Business Commission (left to right): John Pellegrin (At-Large, Chair), Claire Tse (At-Large, Vice-Chair), Tracey Wood (At-Large), Joe Underwood (Braddock), Malachi B. Jones, Jr. (Dranesville), Carmen L. Powell (Hunter Mill)



2018 Small Business Commission continued (left to right): Kelly Hebron (Lee), Elizabeth Novak (Mason), Melody McGuin Thorson (Mount Vernon), Eva Freund (Providence), Grace Chung Becker (Springfield), Marvin Powell (Sully)



**Annual Report 2018**

**Mission & Purpose**

The purpose of the Fairfax County Small Business Commission (SBC) is to advise and assist the Board of Supervisors, County Executive and County Purchasing Agent on any matter that will enhance the capability of small, minority-owned, women-owned, service-disabled veterans, and emerging businesses to succeed. Such matters are the formulation of policies or procedures which may affect the management, operation or financial stability of these businesses to better position them to do work in or for Fairfax County.

**Strategic Plan**

The Small Business Commission not only accepts and agrees with the aspirations of the One Fairfax policy as it applies to the SBC’s goals and objectives, but would extend those aspirations to eliminating any cultural, gender, and/or sexual preference barriers to equal treatment. None of these distinctions should be decisive in business opportunities, distribution of services received from the county or fair and just execution of policy or practice.



## Small Business Commission Committee Accomplishments in 2018:

**Communications** - Commissioner Tracey Wood continued the committee's surveying of attendees/presenters at the Small Business Forum (SBF) to ascertain the relevancy of issues addressed, as well as demographics of small businesses whose representatives attended the SBF. She also supported and assisted the Executive Committee with the SBC's Annual Report.

**Community Business Partnership** - Commissioner Kelly Hebron serves as the SBC's representative to the CBP and the Women's Business Center (WBC). Both the CBP and WBC provide mentoring and counseling for new and growing SWaM and veteran-owned businesses.

**Economic Advisory Council (EAC)** - Commissioner Hebron also serves as the SBC's representative to the EAC, which strives to provide business opportunities for growth in Fairfax County. The EAC is affiliated with the CBP/WBC.

**Education & Outreach** - Long-serving Commissioner Marvin Powell chairs this Committee. His weekly free coaching meetings for SWaM business owners is celebrating its 15th year in business. Over this past year alone, hundreds of attendees received professional coaching through Commissioner Powell's efforts and guidance.

**Executive** - The Executive Committee consists of the current Chairman, John Pellegrin, and Vice Chairman, Claire Tse. Thanks to the responsiveness of the supporting DPMM staff and fellow SBC Commissioners, there were no major issues which needed the Executive Committee's attention or action.

**Legislative & Policy** - New SBC Commissioner Joe Underwood continued in the footsteps of previous Commissioners by keeping fellow SBC Commissioners and the DPMM aware of proposed and recently enacted legislation at the local, state and federal level. This committee's focus is on legislative and policy positions of various government agencies which might potentially affect small businesses in the County.

**Media Productions** - Commissioner Tracey Wood completed the SBC's series of informational/educational videos, with the much appreciated assistance of the County's media production team. This past year, four episodes were coordinated, with three videos being produced. These videos have been viewed by thousands of County residents and businesses, and continue to be available through cable television on the County's Public Access Channel 16, as well as the SBC's and Supervisors' individual websites. They are designed to make all aware of local small businesses and the role of the SBC in promoting small businesses.

**Office of Emergency Management (OEM)** - Commissioner Elizabeth Novak continued to chair the OEM Committee and was instrumental in having an OEM executive address the SBC at one of its monthly meetings to amplify on OEM's critical role with respect to supporting agencies and businesses so that they will be prepared for and able to continue functioning in times of adverse weather and other potential disasters or interruptions in agency and business functioning.

**Ombuds/Vendor Comments Board** - Commissioner Underwood co-chaired this combined committee with Commissioner Thorson. Based on the consistent and timely responsiveness of the County's procurement staff in all offices, there were no incidents which warranted intervention.

**Strategic Planning** - Commissioner Malachi Jones, Jr. chaired the Strategic Planning Committee, which underwent a thorough review of its mandate in an off-site full review planning session. The session was facilitated by an independent expert in organizational/strategic planning. Based on this retreat and review, the committee recommended to the full SBC that the Strategic Plan be expanded with action plans prioritized to further the SBC's mission and goals.

**Small Business Forum** - Commissioners Claire Tse and Carmen Powell organized the SBC's annual Small Business Forum (SBF). The change in name from "Vendor Forum" reflects the change in emphasis of this annual event from small businesses selling to Fairfax County, while acknowledging and promoting small businesses selling to other businesses and the consuming public, as well as Fairfax County.

**Transparency** - Through the efforts of our commissioners, especially that of Commissioners Novak and Freund, the SBC continued to seek meaningful data as to all county departments with delegated purchasing authority and their efforts to award contracts to small businesses. Statistical data continues to be collected with the goal being an annual department-by-department report on purchase order spend with SWaM businesses. The SBC was instrumental in having the Board of Supervisors previously adopt a resolution requiring additional transparency by departments with delegated purchasing authority.

### Note from the Chair:

I was honored to be re-elected by his fellow commissioners as Chairman of the SBC. Also elected as Vice-Chairman was Claire Tse. The SBC amplified on a somewhat new concept of inviting Fairfax County government leaders and new businesses with interesting business concepts to address the SBC at some of its monthly meetings. We were very pleased to have Dr. Gerry Gordon of the Fairfax County Economic Development Authority and County Executive Bryan Hill address the SBC. We anticipate continuing this outreach and will be contacting outgoing Board of Supervisors Chairman Sharon Bulova, the new Fire Marshall, new County Auditor, County Permitting & Inspection Office, CBP/WBC Executive Director, and new FCEDA President/CEO address the SBC, as well as the I-66 HOT Lanes extension general contractor, and a representative from the Purveyors Club (vendors to restaurants and other venues). The SBC and its commissioners are members of several Fairfax County-based chambers of commerce and we work with various chambers to promote the Small Business Forum and other initiatives of the SBC.

In my capacity as Chairman, I also participated on a panel, hosted by the U.S. Postal Service's Inspector General's Office, on the topic of "Micro Businesses, Impact & the Role of the USPS."

The SBC is also looking to replace four commissioners who due to the press of business and other commitments resigned during 2018.

*John Pellegrin, Chair and At-Large Commissioner*