

**APPROVED MINUTES OF THE DECEMBER 7, 2015 MEETING OF THE FAIRFAX COUNTY  
SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia, Conference Room 232.

Attending: **SBC Members:** John Pellegrin, April Tan, Tracey Wood, Ed Reniker, Bea Malone, Kelly Hebron, Elizabeth Novak, Eva Freund, Marco Barnes, Marvin Powell

**Staff (Department of Purchasing and Supply Management)**  
Cathy A. Muse, Jason Im

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The meeting was called to order at 7:00 p.m. by Chairman Malone.

Minutes from the October 26, 2015 meeting were approved unanimously, as amended.

**Committee Reports**

**Communications** – Commissioner Reniker has received all responses for the Annual Report and is progressing on its completion

**Ombuds** - No report

**Office of Emergency Management** – Commissioner Novak reported that Dean Sherick is the main point of contact from the Office of Emergency Management to the SBC. Mr. Sherick has offered to provide information sheets and emergency kits that can be distributed to local businesses in preparation for possible disasters and emergencies upon request.

**Vendor Forum** – A small discussion and recap of the Vendor Forum was held based on the notes taken from the October meeting

**Strategic Planning** – Commissioner Novak solicited feedback on the SBC calendar (annual timeline). DPSM has committed to preparing a new member toolkit. The adoption of a long term campaign will be discussed at the strategic planning committee meeting in the near future.

**Legislative and Policy** – Commissioner Freund introduced a position paper discussing the state of public purchasing in Fairfax County. The Commission took the time to read the paper and the discussion points below:

- Ms. Muse provided a clarification to amend the paper pointing out that certain departmental exemptions from DPSM’s purchasing authority is not a policy set forth by the Purchasing Resolution
- Chairman Malone commended the paper in its efforts and scope, but expressed the desire to narrow the paper’s focus into something that can be raised as a single Board of Supervisors matter
- Ms. Muse clarified that a disparity study would be a pre-requisite for the County to develop goals for SWaM utilization as full spend data is unavailable to DPSM that includes

## SBC Meeting Minutes

December 7, 2015

information from other entities such as FCPS and Capital Construction

- Commissioner Reniker led a discussion on the barriers to receiving SWaM participation data from all departments within Fairfax County
- Commissioner Barnes volunteered to propose to his District Supervisor to introduce a Board matter that can initiate a disparity study and request spend data information that includes SWaM participation data from County Departments that currently do not provide them
- Commissioner Powell suggested including more outreach events to supplement the current events sponsored by the SBC
- Chairman Malone moved approval of raising a Board matter via Commissioner Barnes to commission a disparity study and ask current County departments that do not disclose spend data to do so. Commissioner Reniker seconded the motion and it carried by unanimous vote.
- Commissioner Powell moved approval of establishing a task force to increase transparency in Fairfax County departments via better data collection and public disclosure
- Action Item:
  - Chair of task force to be appointed during the March meeting of the SBC.

**Community Business Partnership** – No report

**Economic Advisory Committee** - No report

**Executive** – No report

**Vendor Comments** -No report

**Education and Outreach** – No report

**New Business** - No new business

**Staff Report** – No report

**Old Business** – No old business

**Announcements** – No announcements

**Adjournment**

Chairman Malone adjourned the meeting at 8:47 p.m.