

**APPROVED MINUTES OF THE MARCH 28, 2016 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

**Location:** Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035,  
Conference Room 7

**Attending: SBC Members**

John Pellegrin, April Tan, Tracey Wood, Ed Reniker, Cyrus Sobhani, Bea Malone, Kelly  
Hebron, Elizabeth Novak, Marvin Powell

**Staff (Department of Procurement and Material Management)**

Cathy A. Muse, Jason Im

**Guests**

Patrick Fogarty

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The meeting was called to order at 7:01 p.m. by Chairman Wood

Minutes from the February 29, 2016 meeting were approved unanimously.

**Committee Reports**

**Communications**

- Action Item:
  - Commissioner Reniker will publicize the new committee assignments, once finalized

**Community Business Partnership** – No report

**Economic Advisory Council** – No report

**Education and Outreach**

- Action Item:
  - Commissioner Sobhani will publish the April newsletter to be posted by DPMM

**Executive**

- Commissioner Wood shared the list of committee assignments to the Commission
- The Vendor Forum committee will be headed by Commissioner Powell as Commissioner Barnes has not confirmed his involvement

**Legislative and Policy**

- Action Item:
  - Commissioner Sobhani will publish the April newsletter to be posted by DPMM

### **Media Productions**

- Commissioner Wood shared the progress made in upcoming projects in collaboration with Fairfax County Channel 16
- A proposal will be submitted by March 31 to go into production by Q1 FY 2017
- SBC Committee heads will potentially be provided time to introduce how small businesses can use SBC committees to enhance their business
- Action Item:
  - Commissioner Wood to provide the proposal to the SBC once approved by Channel 16

### **Office of Emergency Management**

- Commissioner Novak advised OEM is available to provide a presentation to the SBC once a topic or question is requested
- A potential topic raised is how businesses can manage when metro closes due to an emergency
- OEM remains an option to present at the Vendor Forum and also for a presentation at a SBC meeting

**Ombuds** – No report

**Strategic Planning** – No report

### **Transparency**

- Commissioner Reniker provided an update in finding data on regional small business spend in place of Commissioner Freund
- The Fairfax County Economic Development Agency (FCEDA) publishes business data, but the committee has found that it generally pertains to overall business and not small businesses
- Action Items:
  - Commissioner Reniker will research with the data provided by the Business/Professional/Occupational Licenses (BPOL) to show how many small businesses exist based on NAICS codes
  - DPMM to check with the Department of Tax Administration on what information from the BPOL can be released publicly
  - DPMM to ask the FCEDA whether a statistician or data analyst is available to provide a report to the SBC

### **Vendor Comments Board**

- Action Items:
  - DPMM to check on the status of the Vendor Comments Board (sbcfairfax@gmail.com) email account and provide an update to the SBC

### **Vendor Forum**

- Commissioner Novak raised the issue of increasing attendance for the plenary session. DPMM suggested the following ideas:

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- Increase the time allotted for breakfast/networking
- Moving the plenary session start time from 8:30 a.m. to 9:00 a.m. to allow for more attendees to arrive
- Provide a formal networking time between attendees and SBC members and Fairfax County department representatives before the plenary session
- Commissioner Sobhani suggested providing information on the history of the SBC at the Vendor Forum via a presentation or with material at the SBC table
- Ideas on the event theme centered on the role of technology on small businesses
  - “Finding Real Information Fast”
  - “Technology Meets Reality”
- Action Items:
  - DPMM will confirm whether room reservations can be extended into the afternoon
  - Commissioner Powell to arrange for a speaker to cover Google tools
  - Commissioners Hebron and Pellegrin to send to the SBC speaker options to cover cybersecurity

### **Old Business**

- The Commission awaits a report from Commissioner Barnes regarding a proposal to the Springfield District Supervisor to introduce a Board matter to initiate a disparity study and request spend data with SWaM participation rates from County Departments that currently do not provide them

### **New Business**

- No new business

### **Staff Report**

- Cathy Muse reported on the DPMM Lines of Business presentation to the Board of Supervisors (BOS) including the major questions asked by the BOS – percentage of sole source contracts, spend on cooperative agreements, spend on p-card
- The DPMM Lines of Business presentations can be found at <http://www.fairfaxcounty.gov/dmb/2016-lines-of-business.htm>
- Action Item:
  - DPMM to provide update on Virginia bill to switch business categories from NIGP to NAICS

**Announcements** – No announcements

**Adjournment** – Chairman Wood adjourned the meeting at 8:25 p.m.