

**APPROVED MINUTES OF THE APRIL 25, 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, Cyrus Sobhani, Bea Malone, Kelly Hebron, Elizabeth Novak, Marco Barnes

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

Cathy A. Muse, Jason Im, Art Quintana

**Guests**

Patrick Fogarty

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

Minutes from the March 28, 2016 meeting were approved as amended unanimously.

**Committee Reports**

**Communications** – No report

**Community Business Partnership**

- Commissioner Hebron provided a summary of her April 7 meeting with the CBP and can provide the reports shared upon request
- Highlights from the meeting included an update on CBP's Community Development Financial Institutions (CDFI) Fund that can provide an opportunity to secure greater funding

**Economic Advisory Council** – No report

**Education and Outreach** – No report

**Executive** – No report

**Legislative and Policy**

- Commissioner Sobhani summarized the April 2016 newsletter, which can also be found online (<http://www.fairfaxcounty.gov/dpsm/osb/sbc/committees.htm>)

**Media Productions**

- Commissioner Wood provided an update with the Media Productions Committee's Channel 16 proposal that was submitted on time to Chairman Bulova's office

## SBC Meeting Minutes – April 25, 2016

- Committee leads will be tasked with proposing candidates to participate in subject interviews on Channel 16
- Action Items:
  - DPMM to ask a representative from the Office of Public Affairs to speak to the SBC at the next meeting (5/23)
  - Media Productions Committee will receive names from SBC committee leads by 6/1 to put together a finalized project proposal

**Office of Emergency Management** – No report

**Ombuds** – No report

### **Strategic Planning**

- Discussions were held regarding the merits and challenges associated with broadcasting online meetings of the SBC
- Action Items:
  - DPMM to check on options available with the Office of Public Affairs for broadcasting SBC meetings online
  - Commissioner Tan to follow up possible proposals from the Strategic Planning committee via email

### **Transparency**

- Commissioner Barnes provided an update on his discussions with Supervisor Herrity on bringing a board matter to commission a disparity study and advises Supervisor Herrity is open to the idea, but the SBC may have to wait for further progress
- DPMM offered its assistance in prepping the board matter should it be requested
- Action Item:
  - Commissioner Barnes and the SBC will continue to encourage Supervisor Herrity and respective supervisor offices to commission the board matter

**Vendor Comments Board** – No report

### **Vendor Forum**

- Commissioner Barnes will serve as the co-chair of the Vendor Forum committee
- Commissioner Pellegrin suggested that the SBC should also invite experts to fit into the theme of technology that are not associated with Google to balance the panel's backgrounds
- Action Item:
  - Commissioners and DPMM to send Commissioner Barnes suggestions on panel topics and potential speakers

### **Old Business**

- No old business

### **New Business**

## SBC Meeting Minutes – April 25, 2016

- Eva Newton from the George Mason Regional Library has asked the SBC to present an information session in November as part of Entrepreneurship month
- Commissioner Sobhani announced the B2G Conference and Expo held for small businesses at the Hyatt Regency Reston on May 5<sup>th</sup>

### **Staff Report**

- Ms. Muse informed the Commission that the legislative session has adjourned and DPMM is currently working on edits to the Fairfax County Purchasing Resolution
- Ms. Muse followed-up on an action item from the March 28<sup>th</sup> meeting and reported that the Department of Tax Administration collects the business category information (NAICS codes) of Fairfax County businesses along with names and addresses. Ms. Muse advised that the information collected would not show SWaM information and would only include businesses registered in Fairfax County

**Announcements** – No announcements

**Adjournment** – Chairman Wood adjourned the meeting at 8:06 p.m.