

**APPROVED MINUTES OF THE MAY 23, 2011 MEETING OF THE FAIRFAX  
COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway,  
Fairfax, Virginia, Conference Area Room 9/10

Attending: **SBC Members**

Marsha Senack, Braddock, Chair	John Pellegrin, At-Large
Kelly Pride-Hebron, Lee	Margaret Schottler, At-Large
Joe Brooks, Providence	Beatrice Malone, Hunter Mill
Cyrus Sobhani, Dranesville, Vice-Chair	Marvin Powell, Sully

**Staff (Department of Purchasing and Supply Management)**

Cathy Muse, Director  
Ingrid Abernathy, Assistant to the Director

Absent: Brett Coffee, Springfield  
Katy Fike, Mt. Vernon  
April S. Tan, At Large  
Elizabeth Novak, Mason

Marsha Senack called the meeting to order at 7:16 p.m.

The minutes from the January 25, 2011 meeting were reviewed by the Commission. John Pellegrin motioned to approve the minutes seconded by Katy Fike. A vote ensued and the motion carried.

**Annual Report**

Marsha reported the SBC Annual Report will be presented to the Board of Supervisors at the June 21<sup>st</sup> meeting at 10:30 a.m. in the Government Center board auditorium. All commissioners were encouraged to attend as a photo opportunity will follow, along with a small reception. The annual report is currently being copied and will be made available to the commissioners prior to the next meeting.

**Retreat**

Marsha distributed a summary of the SBC's recent retreat. Everyone agreed that Karen Cleveland was an excellent facilitator, and it was noted that the commission was able to better clarify their mission statement, identify possible stumbling blocks, and a need for more data on small businesses identified by their respective districts. Cathy indicated that this request has been made in the past, and that Fairfax County cannot provide the data they seek, and advised the Commission to follow up with their local Chambers of Commerce.

### **Staff Report**

Cathy Muse reported on the status of the FOCUS project. She indicated the county has a GO-LIVE date of Tuesday, July 5<sup>th</sup> and stated the new system is designed to integrate/coordinate all Fairfax County & FCPS business processes in the areas of Finance, Procurement, Budget, Human Resources, and Payroll that will greatly enhance how we do business.

She also reported that the Monthly Workshop is now available on CD, and that a cover memo will be drafted under Marsha's signature to the Board of Supervisors informing them of its availability. Cathy asked the Commission for their input on whether additional information should be added, and noted that Mike Estelle will ensure copies of the cd are distributed to them.

Cathy suggested that the Commission view the County's registered vendors through eVA, adding that sometime this fall, the FOCUS Supplier Relationship Management module will allow data to be extracted for review. \*More on this in the coming months.

Lastly she reported to the Commission that this year's Fairfax County Purchasing Resolution will be updated with new legislation, and the 2011 Purchasing Resolution will become available sometime in August and/or available for review on-line at the DPSM website.

### **Ombuds**

Commissioner Pellegrin reported that there is a need to get the word out to the chambers that the SBC exists. In response, Commissioner Powell suggested the committee draft a letter to send to the Chambers introducing the SBC.

Commissioner Brooks reported that Chair Senack had met with Sharon Bulova in May to discuss what the SBC needed for growth, development. It was discussed to reach out more to the ethnic communities and identify people who would be a good fit for the commission and to increase participation in the vendor forum from these communities. It was also discussed that there is no funding for the Vendor forum and can we explore seeking funding options to include entry fees and sponsorships. (Christine Fullmore)

### **Commissioner Absentee**

Chair Senack reported that she had reached out to absent commissioners numerous times unsuccessfully, and will proceed with the removal process. She also requested that the commissioner's provide recommendations for a replacement no later than June 15th.

### **New Committees**

Chair, Marsha Senack appointed the following ad-hoc committees:

**Communications** - Chaired by Commissioner Joe Brooks, Vice-Chaired by Commissioner Katy Fike and assisted by Commissioner Marsha Senack. The committee will focus on raising the awareness of the Commission within the business community. With the formation of this committee Commissioner Powell offered his LinkedIn expertise and community for the development of the new committee and Cathy Muse stated she would forward an Office of Public Affairs contact to the Chair as well.

**Strategic Planning** - Chaired by Commissioner Libby Novak with assistance from Commissioners Bea Malone and Kelly Hebron. The Strategic Planning Committee will focus on what the commission should be doing and communicating that to the business community.

### **Vendor Forum**

Commissioner Powell currently leads the committee, and will continue to do so. Cathy Muse advised the commission that sponsorship is appropriate for commercial entities but said entities cannot receive endorsement from the county or the commission. While the date has yet to be finalized, discussion was held on moving the annual event to May to coincide with Small Business Week. The commission was reminded that currently the forum is held every March as it coincides with Purchasing Month. The committee expressed its concern for the lack of participation from county agencies this past year, and Cathy indicated that she will increase her out-reach efforts earlier, but informed the Commission the lack of participation/resources was due to the FOCUS project pulling staff from multiple agencies. Ms. Muse suggested that the commission could invite the neighborhood jurisdictions to next year's event.

### **Adjournment**

The meeting adjourned at 8:35 p.m.

The next meeting will be held on June 27, 2011 7:00– 9:00PM Conference Room 10.