

**APPROVED MINUTES OF THE AUGUST 24, 2020 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Electronic: conference call and zoom to provide video options

Attending: **SBC Members**

Tracey Wood (At-Large), Joseph Underwood (Braddock), Malachi B. Jones, Jr. (Dranesville), Kelly Hebron (Lee), Daren Shumate (Mason), Marvin Powell (Sully)

**Staff**

Cathy Muse, Chris McGough & Ron Shoram DPMM, Meaghan Kiefer, DEI

**Guests**

None

Absent: **SBC Members**

John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Gwyn Whittaker (Hunter Mill), Melody Thorson (Mt. Vernon), Nalin Jain (Providence), Kyle McDaniel (Springfield)

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The Small Business Commission conducted a wholly electronic meeting (using a conference call option as well as a video conference option) because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. The public was encouraged to participate with notices providing call-in info and contact information for alternative accommodations. The meeting began at 7:00 p.m. and was facilitated by Chairman Powell.

- **Chairman Powell conducted the following actions relevant to electronic meetings**
  - A sound and video check was conducted to ensure that each member of the BAC may be adequately heard and that all members could hear each other.
  - Chairman Powell stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.
  
- **Staff updates**
  - Cathy Muse, Director of the Dept. of Procurement and Material Management (DPMM), provided an update on general county operations and an update on the emergency response. Updates to the Fairfax County Purchasing Resolution were recently adopted by the Board. The new version is now available on DPMM's website. One notable change is the increase in the threshold for formal procurements which was changed from \$100,000 to \$200,000. There was also a discussion about the progress of the RISE grant program.
    - Meaghan Kiefer of the Dept. of Economic Initiatives provided the following information regarding the RISE grant: Information is available for grants awarded through 8/7/20. The recipients of the 248 grants (totaling \$2,685,000) self-identified as: 53% minority-owned, 43% woman-owned, 5% veteran-owned.

- **Committee Updates**
  - **Communications/Media Productions – no update**
  - **Strategic Planning**
    - Commissioner Jones shared that while the County’s strategic planning process was completed earlier in the year, voting was postponed. More to come as new information becomes available.
  - **Legislative and Policy Committee – no update**
- **Old Business**
  - None
- **New Business**
  - Chairman Powell facilitated a group discussion about education/outreach and opportunities for the SBC to take action. Commissioners discussed their views on effective education and outreach. Additional ideas discussed include: identifying and publicizing Black businesses in Fairfax, generating a list of SWaM businesses in Fairfax, efforts to create a Braddock Chamber of Commerce as none currently exists, a discussion about efforts the SBC could take to support the Made in Fairfax Initiative, and a general discussion about the continued importance of sharing high-quality content with the SWaM business community. The SBC will continue this discussion at the next meeting.

**Adjournment** – Chairman Powell adjourned the meeting at 8:00 p.m.