

**APPROVED MINUTES OF THE March 28, 2022 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: **SBC Members**

Joseph Underwood (Braddock), Daren Shumate (Mason), Melvin Murphy (Providence), Chris Vernon (Springfield), Marvin Powell (Sully), Gigi Thompson Jarvis (Dranesville), Shawnequa Alleyne (At-Large), Tracey Wood (At-Large), Kelly Hebron (Lee), Gwyn Whittaker (Hunter Mill), Melody Thorson (Mt. Vernon)

**Staff**

Ron Shoram

Guests:

Absent: **SBC Members:** none.

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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 was called to order at 7:10 p.m. and was facilitated by Chairman Powell.

Minutes from the 2/28/22 meeting was approved without amendment.

- **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**
  - Ron Shoram provided an update to requirements and options related to in person and remote meetings. The commission requested additional information regarding meeting options for in person meetings that create the opportunity for the community to participate remotely.
  - Ron Shoram responded to an email inquiry from Supervisor Thompson Jarvis regarding the ability of local businesses to be included in Fairfax County’s “SWaM program”. Staff member Shoram clarified that Fairfax County does not have a SWaM certification program, and suppliers are asked to self-certify as they are added to our vendor database. The County does not currently have a preference or set-aside program. The County’s vendor diversity program focuses on vendor education (Selling to Fairfax), outreach, and policies that encourage the inclusion of diverse suppliers in bidding processes.

Date Posted:

- **Committee Updates:**
  
- **Old Business**
  - Bea Malone application process link was shared (<https://www.fairfaxcounty.gov/procurement/small-business-commissions-bea-malone-award>). Applications can be received starting March 15th. Please promote, and utilize #FairfaxSmallBiz.
  
- **New Business**
  - Commissioner Alleyne inquired when the last outreach or engagement survey with vendors occurred. Staff were directed to identify previous surveys issued during Small Business Forums.
  - A motion was made by Commissioner Underwood to continue meeting virtually, seconded by Commissioners Jarvis and Murphy. The vote passed unanimously
  - Chairman Powell requested that staff look into the possibility of a virtual Small Business Forum.

**Adjournment** – Chairman Powell adjourned the meeting at 7:56 p.m.