

**UNAPPROVED MINUTES OF THE JULY 25, 2022 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: **SBC Members**

Daren Shumate (Mason), Melvin Murphy (Providence), Shawnequa Albert (At-Large), Joseph Underwood (Braddock), Chris Vernon (Springfield), Kelly Hebron (Lee), Gigi Thompson Jarvis (Dranesville), Prince Howard (Sully), Gwyn Whittaker (Hunter Mill)

Staff

Ron Shoram (DPMM), Kristen Hushour (DPMM)

Absent: **SBC Members:**

Melody Thorson (Mt. Vernon), Ken Biberaj (At-Large), Tracey Wood (At-Large)

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 7:13 p.m. and was facilitated by Vice Chairman Shumate.

- **Vice Chairman Shumate 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.
 - Stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.
 - Introduced Prince Howard, who has been appointed as the Sully District Commissioner and thanked Mr. Marvin Powell for his years of service on the SBC.
 - Asked for nominations to elect a new chairman to fill the vacancy from Marvin Powell. Commissioner Melvin Murphey was elected to be Chairman unanimously.
- **Chairman Murphey:**
 - Welcome to Commissioner Prince Howard
 - Introductions
 - Minutes from the June 2022 meeting were unanimously approved.
- **Staff updates:**
 - Results of the purchase order spend data collected on small, women, and minority owned (SWaM) businesses in fiscal year 2022.
 - Highlights of the Purchasing Resolution adopted by the Board of Supervisors (BOS) earlier in the month of July.
 - The SBC is still operating meetings in accordance with the Covid-19 emergency and that there is no date set for a return to in-person meetings.

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- **Committee Updates:**
 - Education and Outreach Report – Commissioner Albert
Research is underway for hosting a virtual Forum in early 2023. Contacted the Virginia Community Capitol organization on dates for their webinar series. Discussed historical outreach methods for the Forum including posting online versus direct communications.

 - **Old Business**
 - Mr. Marvin Powell volunteered to help with Prince Howard’s transition to the SBC.

 - **New Business**
 - Mr. Marvin Powell will share information on the small business forum that he plans to attend in Loudoun County, Virginia.
 - No new information was reported on the Thrive Grant.
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Adjournment – Chairman Murphey adjourned the meeting at 7:48 pm.