

**APPROVED MINUTES OF THE JANUARY 23, 2023 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Electronic: conference call and MS teams to provide video options

Attending: **SBC Members**

Melvin Murphy (Providence), Shawnequa Albert (At-Large), Joseph Underwood (Braddock), Tracey Wood (At-Large), Prince Howard (Sully), Chris Vernon (Springfield), Gigi Thompson Jarvis (Dranesville), Melody Thorson (Mt. Vernon), Gwyn Whittaker (Hunter Mill),

**Staff**

Ron Shoram (DPMM)

Guests:

Absent: **SBC Members:** Ken Biberaj (At-Large) Vacant (Lee) Vacant (Mason)

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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 Murphy. The minutes from the December 5, 2022 SBC meeting were approved.

- **Vice Chairman Underwood 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.
- **Committee Updates:**
  - Commissioner Albert requested access to the Vendor Comments Board – staff to provide access.
- **Staff updates:**
  - Thrive Grant: DEI is hopeful to have an application process in place by April, updates will be provided to this commission in meetings and via email as they become available.
  - Regional analysis of impediments was presented to the SBC.

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- **Old Business**
  - Annual Report
    - CY 2022 Annual report is due to clerk services by the end of the first quarter in 2023
  - Discussion of Chambers of Commerce participation – Commissioner Wood recommends: Mount Vernon-Lee Chamber & Northern Virginia Chamber. South Fairfax Chamber is a permanent membership. DEI suggested use of a County Geospatial Information System (GIS) tool to identify Chambers within the County [Step 1: Plan & Research | Topics \(fairfaxcounty.gov\)](https://www.fairfaxcounty.gov/step1-plan-research-topics). Staff to provide a list of previously subscribed Chamber membership
- **New Business**
  - Small Business Forum (SBF)
    - Committee for planning of the SBF was formed, composed of commissioners Albert, Howard, Underwood and Murphy.
    - A subcommittee meeting is scheduled via MS teams on 2/9/23
- **Announcements**
  - None

**Adjournment** – Chairman Murphy adjourned the meeting at 8:10.