

**UNAPPROVED MINUTES OF THE JANUARY 24, 2022 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), Daren Shumate (Mason), Kelly Hebron (Lee), Melvin Murphy (Providence), Chris Vernon (Springfield), Marvin Powell (Sully)

Staff

Cathy Muse, Lee Ann Pender, Ron Shoram, Chris McGough, DPMM

Guests

Shawnequa Alleyne

Absent: **SBC Members**

John Pellegrin (At-Large), Gigi Thompson Jarvis (Dranesville), Gwyn Whittaker (Hunter Mill), Melody Thorson (Mt. Vernon)

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 12/6/21 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**
 - Cathy Muse, Director of the Dept. of Procurement and Material Management (DPMM), provided an update covering the following topics: the ongoing Covid response, a state legislative update, the draft prevailing wage ordinance and general DPMM updates. Ms. Muse is retiring 1/28/22 and Lee Ann Pender will become the Acting DPMM Director. Additionally, Chris McGough, DPMM Staff Liaison will depart Fairfax County on 1/28/22. Ron Shoram will serve as DPMM's staff liaison moving forward.

- **Committee Updates**

- Commissioner Wood provided an update for the Communications Committee:
 - Commissioner Vernon hosted the December 20th Stepping Stone show on Channel 16 and interviewed Cathy Muse. During the SBC meeting, the group viewed the recorded segment during which airs regularly on Channel 16.
 - The next Stepping Stone episode is scheduled to record in studio on Thursday, February 10 at 6:00pm. Commissioner Thompson-Jarvis will host as she interviews Rebecca Moudry, Director of the Dept. of Economic Initiatives about Fairfax County’s Economic Recovery Plan.
 - In the pipeline for April is Commissioner Murphy hosting an interview with Karla Bruce, Chief Equity Office of Fairfax County on the topic of One Fairfax.
 - Meaghan Kiefer of the Dept. of Economic Initiatives will be interviewed in June on the topic of home businesses in Fairfax County and new policy & procedures.
- Chairman Powell provided an update for the Outreach Committee: outreach efforts continue and special guests including other Commissioners have been featured. Outreach has also included video segments to reach a wider audience. Chairman Powell invited all Commissioners who might be interested to collaborate with this existing outreach.

- **Old Business**

- Commissioner Underwood provided a status update on the project to solicit feedback from the Braddock District’s business community. Planning continues and more information will be shared with the SBC at a future meeting.
- Chairman Powell discussed the upcoming Bea Malone Award and invited Commissioners to start spreading the word. More information about the award is available on the SBC’s website [here](#).

- **New Business**

- Chairman Powell facilitated a discussion about One Fairfax and impacts to the minority-owned business community. The discussion included how to ensure the voices of diverse community groups such as the Northern Virginia Black Chamber, Minority Supplier Development Council and others are included in future discussions. The topic will continue to be discussed at future meetings.

Adjournment – Chairman Powell adjourned the meeting at 8:05 p.m.