

**UNAPPROVED MINUTES OF THE OCTOBER 26, 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), Gwyn Whittaker (Hunter Mill), Kelly Hebron (Lee), Daren Shumate (Mason), Nalin Jain (Providence), Marvin Powell (Sully)

Staff

Cathy Muse, Chris McGough & Ron Shoram DPMM

Guests

Roberto Quinones

Absent: **SBC Members**

John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Malachi B. Jones, Jr. (Dranesville), Melody Thorson (Mt. Vernon), Kyle McDaniel (Springfield)

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.

Minutes from the 9/28 meeting were 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 on general county operations and an update on the emergency response.
 - For RISE program updates, please refer to this [Dashboard](#) and [Award Page](#)

- **Committee Updates**
 - Chairman Powell provided an update of education and outreach activities, including a future event being co-planned with the CBP.

- **Old Business**
 - The SBC discussed the Bea Malone Award process and applications received thus far. As a reminder, a winner will be recognized at the SBC's December 7th meeting.

- **New Business**
 - SBC discussed the annual Chair and Vice Chair selection process. Commissioner Wood volunteered to serve on this year's selection committee. Commissioner Pellegrin was nominated for Vice Chair and Chairman Powell for Chair. Additional nominations should be sent to Commissioner Wood. The vote will take place at the January 2021 meeting.
 - Mr. Quinones addressed the SBC and shared feedback on the importance of Latino representation on the Small Business Commission, diversity on all Boards and Commissions, the State's Disparity Study and the County's supplier diversity efforts. A group discussion followed.
 - See the following links for more information regarding the State's [Disparity Study](#), Fairfax County's [Supplier Diversity](#) and [Responsible and Sustainable Sourcing](#) efforts.

Adjournment – Chairman Powell adjourned the meeting at 8:15 p.m.