

**UNAPPROVED MINUTES OF THE DECEMBER 7, 2020 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: **SBC Members**

John Pellegrin (At-Large), Tracey Wood (At-Large), Joseph Underwood (Braddock), Malachi B. Jones, Jr. (Dranesville), Gwyn Whittaker (Hunter Mill), Kelly Hebron (Lee), Daren Shumate (Mason), Melody Thorson (Mt. Vernon), Marvin Powell (Sully)

Staff

Cathy Muse and Chris McGough, DPMM

Guests

None

Absent: **SBC Members**

Sha Scott-Boyd (At-Large), Nalin Jain (Providence)

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 10/26 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. Chris McGough, Staff Liaison and DPMM's Sustainable Procurement Coordinator provided an update on the County's Supplier Corporate Social Responsibility (CSR) [pilot](#). More information will be presented to the SBC at a future meeting.
 - As a reminder: RISE program updates can be viewed on the [Dashboard](#) and [Award Page](#)

- **Committee Updates**
 - Chairman Powell provided an update of education and outreach activities.
 - No other committee updates were delivered.

- **Old Business**
 - SBC discussed the annual Chair and Vice Chair selection process. Commissioner Wood is chairing this year's selection committee and presented the 2021 slate of nominees. The vote will take place at the January 2021 meeting.
 - The SBC discussed the Bea Malone Award process. Voting has been completed and Chairman Powell will lead efforts to deliver the award to the winner in a creative manner. The SBC will also recognize the winner on their [website](#).

- **New Business**
 - The SBC discussed changing the bylaws to enable Chair/Vice Chair voting in December rather than January. Commissioner Wood will present draft changes at the next meeting for SBC review.
 - Chairman Powell discussed the SBC's annual report. Commissioners who are interested in helping to draft the report are asked to contact Chairman Powell.

Adjournment – Chairman Powell adjourned the meeting at 7:53 p.m.