

**UNAPPROVED MINUTES OF THE March 28, 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), Marvin Powell (Sully), Shawnequa Albert (At-Large), Kelly Hebron (Lee), Joseph Underwood (Braddock)

Staff

Ron Shoram

Guests: None

Absent: **SBC Members:** Melody Thorson (Mt. Vernon), Tracey Wood (At-Large), Ken Biberaj (At-Large) Chris Vernon (Springfield), Gwyn Whittaker (Hunter Mill), Gigi Thompson Jarvis (Dranesville)

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 7:18 p.m. and was facilitated by Chairman Powell.

- **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**
 - Lee Ann Pender named Director and Purchasing Agent by Board of Supervisors
 - Chris McGough hired as supplier diversity coordinator
 - Two positions added via FY23 budget process
- **Committee Updates:**
 - Communications Report
 - Commissioner Murphy to do interview with Channel 16 Stepping Stones episode with Karla Bruce.
 - Outreach:
 - Coffee Tea, You & Me – every Friday on YouTube, Facebook, and LinkedIn – looking for volunteer speakers. Upcoming topics include developing professional relationships.
- **Old Business**

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- Bea Malone application process link was shared (<https://www.fairfaxcounty.gov/procurement/small-business-commissions-bea-malone-award>). Please promote, and utilize #FairfaxSmallBiz.
- Thrive grant updates were requested. The Department of Economic Initiatives is currently working to contract with a third party to administer the grant process.
- Commissioner Powell encourage participation in the JA Entrepreneurship Summit. <https://www.myja.org/entrepreneurship-summit>
- **New Business**
 - Virginia Community Capital – Economic Equity Fund grant funding is available – more information to come.
 - Commissioner Powell is participating in the Ignite program – will be doing a live networking – FC economic development and Northern Virginia Chamber of Commerce.
 - Commissioner Powell reminded the SBC that Virginia Department of Small Business and Supplier Diversity provides a number of resources in the way of business development and outreach. <https://www.sbsd.virginia.gov/business-development-and-outreach/>

Adjournment – Chairman Powell adjourned the meeting at 7:35 p.m.