

**APPROVED MINUTES OF THE MARCH 28, 2016 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 7

Attending: SBC Members

John Pellegrin, April Tan, Tracey Wood, Ed Reniker, Cyrus Sobhani, Bea Malone, Kelly Hebron, Elizabeth Novak, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy A. Muse, Jason Im

Guests

Patrick Fogarty

The meeting was called to order at 7:01 p.m. by Chairman Wood

Minutes from the February 29, 2016 meeting were approved unanimously.

Committee Reports

Communications

- Action Item:
 - Commissioner Reniker will publicize the new committee assignments, once finalized

Community Business Partnership – No report

Economic Advisory Council – No report

Education and Outreach

- Action Item:
 - Commissioner Sobhani will publish the April newsletter to be posted by DPMM

Executive

- Commissioner Wood shared the list of committee assignments to the Commission
- The Vendor Forum committee will be headed by Commissioner Powell as Commissioner Barnes has not confirmed his involvement

Legislative and Policy

- Action Item:
 - Commissioner Sobhani will publish the April newsletter to be posted by DPMM

Media Productions

- Commissioner Wood shared the progress made in upcoming projects in collaboration with Fairfax County Channel 16
- A proposal will be submitted by March 31 to go into production by Q1 FY 2017
- SBC Committee heads will potentially be provided time to introduce how small businesses can use SBC committees to enhance their business
- Action Item:
 - Commissioner Wood to provide the proposal to the SBC once approved by Channel 16

Office of Emergency Management

- Commissioner Novak advised OEM is available to provide a presentation to the SBC once a topic or question is requested
- A potential topic raised is how businesses can manage when metro closes due to an emergency
- OEM remains an option to present at the Vendor Forum and also for a presentation at a SBC meeting

Ombuds – No report

Strategic Planning – No report

Transparency

- Commissioner Reniker provided an update in finding data on regional small business spend in place of Commissioner Freund
- The Fairfax County Economic Development Agency (FCEDA) publishes business data, but the committee has found that it generally pertains to overall business and not small businesses
- Action Items:
 - Commissioner Reniker will research with the data provided by the Business/Professional/Occupational Licenses (BPOL) to show how many small businesses exist based on NAICS codes
 - DPMM to check with the Department of Tax Administration on what information from the BPOL can be released publicly
 - DPMM to ask the FCEDA whether a statistician or data analyst is available to provide a report to the SBC

Vendor Comments Board

- Action Items:
 - DPMM to check on the status of the Vendor Comments Board (sbcfairfax@gmail.com) email account and provide an update to the SBC

Vendor Forum

- Commissioner Novak raised the issue of increasing attendance for the plenary session. DPMM suggested the following ideas:

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- Increase the time allotted for breakfast/networking
 - Moving the plenary session start time from 8:30 a.m. to 9:00 a.m. to allow for more attendees to arrive
 - Provide a formal networking time between attendees and SBC members and Fairfax County department representatives before the plenary session
- Commissioner Sobhani suggested providing information on the history of the SBC at the Vendor Forum via a presentation or with material at the SBC table
- Ideas on the event theme centered on the role of technology on small businesses
 - “Finding Real Information Fast”
 - “Technology Meets Reality”
- Action Items:
 - DPMM will confirm whether room reservations can be extended into the afternoon
 - Commissioner Powell to arrange for a speaker to cover Google tools
 - Commissioners Hebron and Pellegrin to send to the SBC speaker options to cover cybersecurity

Old Business

- The Commission awaits a report from Commissioner Barnes regarding a proposal to the Springfield District Supervisor to introduce a Board matter to initiate a disparity study and request spend data with SWaM participation rates from County Departments that currently do not provide them

New Business

- No new business

Staff Report

- Cathy Muse reported on the DPMM Lines of Business presentation to the Board of Supervisors (BOS) including the major questions asked by the BOS – percentage of sole source contracts, spend on cooperative agreements, spend on p-card
- The DPMM Lines of Business presentations can be found at <http://www.fairfaxcounty.gov/dmb/2016-lines-of-business.htm>
- Action Item:
 - DPMM to provide update on Virginia bill to switch business categories from NIGP to NAICS

Announcements – No announcements

Adjournment – Chairman Wood adjourned the meeting at 8:25 p.m.