

**APPROVED MINUTES OF THE MAY 23, 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, Ed Reniker, Cyrus Sobhani, Elizabeth Novak, Eva Freund, Marco Barnes, Marvin Powell

Staff (Department of Procurement and Material Management)

Jason Im, Art Quintana, George Monge

Guests

Patrick Fogarty

The meeting was called to order at 7:03 p.m. by Vice-Chairman Pellegrin

Minutes from the April 25, 2016 meeting were approved as amended unanimously.

Committee Reports

Communications

- Commissioner Reniker provided a reminder that the finalized committee assignments list has been distributed via email by Chairman Wood

Community Business Partnership – No report

Economic Advisory Council – No report

Education and Outreach – No report

Executive – No report

Legislative and Policy

- Action Item:
 - Commissioner Sobhani to distribute the May newsletter and will be posted on the SBC website once finalized (<http://www.fairfaxcounty.gov/dpsm/osb/sbc/committees.htm>)

Media Productions – No report

Office of Emergency Management

- Commissioner Novak solicited feedback from fellow commissioners on how OEM can be involved with the upcoming Vendor Forum as part of a panel or exhibitor

Ombuds – No report

Strategic Planning – No report

Transparency

- Commissioner Freund reported on the progress of the Transparency Committee
- Talking points will be developed by the committee for use by the SBC when meeting with their respective Supervisor about using up-to-date tools for diversity issues
- The talking points will highlight the current challenges with supplier diversity in the County with the goal of finding time to speak at a meeting of the Board of Supervisors
- Action Item:
 - Transparency Committee to develop talking points (subject above) within a 30-45 day timeframe

Vendor Comments Board – No report

Vendor Forum

- Commissioner Powell will organize a teleconference on Friday, May 27 with the SBC to discuss the vision/theme of the Vendor Forum along with generating ideas on speakers for the plenary session and panels
- Idea to provide two awards as part of the plenary session was discussed
 - Award for small business innovation – The award recipient to be nominated and voted upon by the SBC
 - Award for Fairfax County departmental small business excellence – The department award recipient to be determined by DPMM utilizing supplier diversity data
- The Vendor Forum and its alignment with the mission of the SBC was discussed in trying to keep its scheduling and execution as close to it as possible
- Action Items:
 - Commissioner Powell to provide technical information for the teleconference discussing Vendor Forum ideas on Friday, 5/27 at 2:00 p.m.
 - DPMM to provide to Commissioners Barnes and Powell a project schedule for Vendor Forum planning and preparation

Old Business

- No old business

New Business

- No new business

Staff Report

- DPMM advised the Office of Public Affairs would be able to receive any SBC members seeking to meet during regular business hours for help with Vendor Forum communications; otherwise, DPMM will provide guidance and help for communications with assistance from OPA

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- The Department of Tax Administration will be available to meet with interested members regarding data from Business/Professional/Occupational Licenses (BPOL) – A meeting can be scheduled via DPMM

Announcements – No announcements

Adjournment – Vice-Chairman Pellegrin adjourned the meeting at 7:50 p.m.