

**APPROVED MINUTES OF THE JULY 25, 2016 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 4

Attending: SBC Members

John Pellegrin, April Tan, Tracey Wood, Ed Reniker, Cyrus Sobhani, Elizabeth Novak, Eva Freund

Staff (Department of Procurement and Material Management)

Cathy Muse, Jason Im, Art Quintana

The meeting was called to order at 7:08 p.m. by Vice-Chairman Pellegrin

Minutes from the June 27, 2016 meeting were approved as amended unanimously

Committee Reports

Communications

- Action Items:
 - Commissioner Reniker to begin publicity with the help of the Office of Public Affairs once speakers are confirmed by the Vendor Forum Committee

Community Business Partnership – No report

Economic Advisory Council – No report

Education and Outreach – No report

Executive – No report

Legislative and Policy

- Commissioner Sobhani shared a summary of the July 2016 newsletter
- Action Item:
 - DPMM to update the committees page with the July 2016 newsletter (<http://www.fairfaxcounty.gov/dpsm/osb/sbc/committees.htm>)

Media Productions

- Commissioner Wood provided an update on the Channel 16 project
- The program produced will be approximately 5 minutes and will inform the public on the role and purpose of the Small Business Commission

SBC Meeting Minutes – July 25, 2016

- A motion was set and carried unanimously to set the dates of 8/22 and 9/19 at 5:30pm to carry out a mock meeting (scripted) of the SBC for Channel 16 to record
- Action Items:
 - Commissioner Wood to send an email requesting all commissioners whether they intend to participate in the video on either the 8/22 or 9/19 dates
 - DPMM to confirm that Conference Room 232 will be available from 5:30pm to 7:00pm for recording once date is set for recording
 - DPMM to provide catering for the SBC in between the Channel 16 recording and the regularly scheduled meeting of the commission

Office of Emergency Management

- Commissioner Novak provided a list of potential presentation topics for the Vendor Forum:
 - Emergency Management and Community Preparedness
 - Personal and Family Preparedness
 - Severe Warning Awareness
 - Continuity of Operations Planning (COOP)
 - Business Continuity Planning (BCP) for Small Businesses
 - Special Needs Planning and Special Needs Registry
 - Manmade and Natural Disasters
 - Critical Infrastructure Protection
 - Emergency Preparedness for Faith Based Organization and for Special Needs Organizations
- The Business Continuity Planning for Small Businesses topic was selected as a potential Vendor Forum session if currently planned session topics and speakers are not finalized by the 8/22 SBC meeting
- Action Item:
 - Commissioner Novak to reach out to contact at OEM and ask for preliminary interest and availability to speak at the Vendor Forum without a full confirmation until 8/22

Ombuds – No report

Strategic Planning

- Commissioner Tan shared the progress of the Strategic Planning Committee and led a discussion on the level of consistency within the Small Business Commission in communicating with each commissioners' respective Supervisor
- Action Item:
 - Strategic Planning Committee to finalize and submit four goals and objectives to help set the direction of the SBC

Transparency

- Commissioner Freund shared a document with talking points to facilitate discussions between each commissioner and their respective Supervisor to promote the following goals:

SBC Meeting Minutes – July 25, 2016

- Supervisor support for transparency from County agencies and departments to report their procurement/acquisition numbers as specified in a MATTER
 - Support of each of the Supervisors for a MATTER to be brought before the Board of Supervisors
- A motion was set and carried unanimously to move forward with an email sent by the Transparency Committee seeking input and agreement on the content of the talking points document with the goal of seeking unanimous agreement – instructions will make explicit that agreement is implied should there be no response from commissioners
- Ms. Muse suggested that the talking points document be edited to recommend that each agency or department, “provide consistent data to a central authority” in its body
- Action Item:
 - DPMM to provide the definition of small business used by the County to the Transparency Committee
 - Transparency Committee to send the talking points document via email seeking input and agreement on its content

Vendor Comments Board – No report

Vendor Forum

- The following speakers and topics must be confirmed at the latest by the 8/22 meeting of the Small Business Commission to proceed with scheduling and advertising for the Vendor Forum:
 - Networking Your Pitch – Sylvia Henderson (plenary session)
 - Personal Branding – Dan Cunubis
 - Organizing Your Business to Generate Value – Greg Fellwood
 - Cybersecurity
 - Finance
 - Networking
 - *Special project by Commissioners Sobhani and Powell
- Action Items:
 - DPMM to send communication to the Vendor Forum Committee seeking confirmation on each of the topics/sessions above including a scheduling request for any conference calls prior to the 8/22 SBC meeting

Old Business

- No old business

New Business

- No new business

Staff Report

- DPMM will share SWaM data for FY16 at the August meeting of the Small Business Commission

Announcements – No announcements

Action Items

- **Commissioner Reniker** to begin publicity with the help of the Office of Public Affairs once speakers are confirmed by the Vendor Forum Committee
- **Commissioner Wood** to send an email requesting all commissioners whether they intend to participate in the video on either the 8/22 or 9/19 dates
- **Commissioner Novak** to reach out to contact at OEM and ask for preliminary interest and availability to speak at the Vendor Forum without a full confirmation until 8/22
- **Strategic Planning Committee** to finalize and submit four goals and objectives to help set the direction of the SBC
- **Transparency Committee** to send the talking points document via email seeking input and agreement on its content
- **DPMM** to confirm that Conference Room 232 will be available from 5:30pm to 7:00pm for recording once date is set for recording
- **DPMM** to provide catering for the SBC in between the Channel 16 recording and the regularly scheduled meeting of the commission
- **DPMM** to provide the definition of small business used by the County to the Transparency Committee
- **DPMM** to send communication to the Vendor Forum Committee seeking confirmation on each of the topics/sessions above including a scheduling request for any conference calls prior to the 8/22 SBC meeting

Adjournment – Chairman Wood adjourned the meeting at 8:50 p.m.