

**APPROVED MINUTES OF THE APRIL 24, 2017 UNOFFICIAL MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035,
Conference Room 232

Attending: **SBC Members**

John Pellegrin, Ed Reniker, Cyrus Sobhani, Kelly Hebron, Elizabeth Novak (NO QUORUM)

Staff (Department of Procurement and Material Management)

Cathy Muse, Jason Im

The meeting was called to order at 7:12 p.m. by Chairman Pellegrin

Minutes from the March 27, 2017 meeting were reviewed by the commission

Ashleigh Dorfman joined as a guest from the Greater Reston Chamber of Commerce

Committee Reports

Communications – No report

Community Business Partnership – No report

Economic Advisory Council – No report

Education and Outreach – No report

Executive

- Commissioner Pellegrin updated the commission on the outreach to the chambers of commerce and will continue its outreach to the Economic Development Authority to add the SBC to the list of resources
- Action Item:
 - DPMM to make edits to the SBC by-laws and update with changes to the Purchasing Resolution

Legislative and Policy

- Commissioner Sobhani shared a summary of the April 2017 newsletter
- Action Item:
 - DPMM to update the committees page with the April 2017 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)

Media Productions – No report

Office of Emergency Management

SBC Meeting Minutes – April 24, 2017

- Commissioner Novak has contacted Avery Church at the OEM about presenting on the topic of cybersecurity with small businesses and business continuity and may potentially address the SBC at the May or June meeting

Ombuds

- DPMM has sent outreach letters with the contact information of commissioners as detailed above in the Executive Committee report

Strategic Planning

- Commission Reniker announced that Commissioners Fogarty, Freund, and Tse volunteered to join the committee

Transparency

- Commissioner Reniker reported on the work plan of the review on the SWaM reporting by County departments – met with auditor’s office 4/24 to find that the plan is for all purchasing groups to meet and compare current reporting methods and available data
- Due to the complexity and scope of the work plan the timeline may need to be extended

Vendor Comments Board – No report

Vendor Forum

- Commissioner Pellegrin tasked the recruitment of speakers and panelists to two consultants who will update the SBC at the May meeting

Old Business

- The Bea Malone Award deadline is currently 5/1 – Nominations should continue to be sent to DPMM via Jason Im
- The group photo has been canceled at the April meeting and may be changed to headshots to be taken at a future meeting

New Business – No new business

Staff Report

- Ms. Muse provided copies of the bills passed at the latest session of the General Assembly highlighting notable items and will be available to answer any questions on them at future meetings
- The B2G Matchmaking Conference hosted by the Greater Reston Chamber of Commerce will be at the Hilton Dulles Washington Airport on May 3
- The 2016 Annual Report is available for distribution from DPMM

Announcements – No announcements

Action Items

- DPMM to make edits to the SBC by-laws and update with changes to the Purchasing Resolution

SBC Meeting Minutes – April 24, 2017

- DPMM to update the committees page with the April 2017 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)

Adjournment – Chairman Pellegrin adjourned the meeting at 8:06 p.m.