

**APPROVED MINUTES OF THE JANUARY 22, 2018 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, Claire Tse, Tracey Wood, Joseph Underwood, Elizabeth Novak, Eva Freund,
Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Ron Shoram, Jason Im

The meeting was called to order at 7:05 p.m. by Chairman Pellegrin

Minutes from the December 4, 2017 meeting were approved as read

Election of Officers

- Elections for Chair and Vice-Chair were held by vote of the SBC
- Commissioner Pellegrin was elected Chair
- Commissioner Tse was elected Vice-Chair

Committee Reports

Communications – No Report

Community Business Partnership – No Report

Economic Advisory Council – No Report

Education and Outreach

- Commissioner Powell shared an update on his program – Coffee, Tea, You, and Me
- An idea to present the program on the Stepping Stones series was raised by Commissioner Wood

Executive – No Report

Legislative and Policy – No Report

Media Productions

- Commissioner Freund will be interviewed in February to highlight the Transparency Committee

Office of Emergency Management

SBC Meeting Minutes – January 22, 2018

- Avery Church from the Office of Emergency Management continues to be available to speak to the SBC and present at the Vendor Forum

Ombuds

- Commissioner Pellegrin raised the possibility of a guest addressing the SBC raising issues with permitting in Fairfax County
- Action Item:
 - Ms. Muse will speak with relevant county officials about the efforts of the Board of Supervisors to improve the current issues with permitting

Strategic Planning – No Report

Transparency

- Commissioner Freund reported that the Transparency Committee is seeking ways to communicate with the Auditor of the Board
- Ms. Muse highlighted the progress with finding data to be compiled for SWaM reporting – the first report will be based on Fiscal Year 2018 data and will not be available until at least September 2018
- Ms. Muse clarified that setting goals for SWaM spend must be based on a rational basis or a disparity study
- Action Item:
 - DPMM will check with Supervisor Foust’s office on whether the Office of the County Attorney’s response to Supervisor Foust can be made available to the SBC

Vendor Comments Board – No Report

Vendor Forum

- The 2018 date for the Vendor Forum will be Thursday, October 11, 2018
- Nominations are still open for the Bea Malone Award and the Education and Outreach Committee will take a more active role in receiving and evaluating nominations
- Action Item:
 - DPMM to email the SBC with the link to the Bea Malone Award nomination form

Old Business – No Report

New Business

- Commissioner Pellegrin will reach out to individual commissioners about serving on committees in 2018

Staff Report

- Ms. Muse reported that the county budget is in development and public hearings will be 4/10 – 4/12

Adjournment – Chairman Pellegrin adjourned the meeting at 8:00 p.m.