

**UNAPPROVED MINUTES OF THE JUNE 25, 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, Carmen Powell, Elizabeth Novak, Melody Thorson, Eva Freund,  
Marvin Powell

**Staff (Department of Procurement and Material Management)**

Ron Shoram, Jason Im

**Guests**

National Minority Technology Council, Roberto Quinones

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The meeting was called to order at 7:04 p.m. by Chairman Pellegrin

Minutes from the May 21, 2018 meeting were approved without amendment

**Guest Presentation: National Minority Technology Council**

- Mr. Karl Cureton provided a presentation on minority technology company outreach and growth

**Guest Comment**

- Mr. Roberto Quinones submitted a letter raising issues and questions on diversity issues

**Committee Reports**

**Communications** – No Report

**Community Business Partnership (Quarterly Report)** – No Report

**Economic Advisory Council (Quarterly Report)** – No Report

**Education and Outreach**

- Commissioner Marvin Powell reported on his attendance at the meeting of the National Women’s Council of Realtors

**Executive** – No Report

**Legislative and Policy** – No Report

**Media Productions** – No Report

### **Office of Emergency Management**

- The Office of Public Private Partnership will meet with the Small Business Forum Committee about a potential workshop for the Small Business Forum on business preparedness

### **Ombuds – No Report**

### **Small Business Forum**

- Commissioner Tse provided an update on the list of speakers and coaches for October 11<sup>th</sup>
- 29 exhibitors have been confirmed to attend to date
- Commissioner Marvin Powell suggested the AARP venture capital group as a potential exhibitor
- The Bea Malone Award will be closed to nominations and will not be awarded in 2018 due to a lack of nominations and upon review of the nomination criteria
- Action Item:
  - Commissioners to send potential speakers to the Small Business Forum Committee

### **Strategic Planning – No Report**

### **Transparency**

- A motion to vote was raised by Commissioner Freund to enter her recommendation to direct DPMM to create a written report on the progress in the county-wide SWaM report; the motion was postponed until a clarification can be made to a part of the recommendation
- Commissioner Freund requested a detailed update on SWaM reporting and received an update reporting that DPMM identifying that:
  - DPMM has developed a process for reporting the required data pertaining to comprehensive County-wide SWaM spend. The goal is to mirror the Commonwealth's process as closely as possible.
  - The process includes extracting all payment data from the County enterprise resource planning system (FOCUS), which means that there will be a homogeneity of data since procurement organizations will not be self-reporting.
  - DPMM has completed the correlation of county general ledger codes to the state's codes (used to identify discretionary spend) and is seeking input from other procurement organizations regarding the results. These meetings are expected to take place in the beginning of August.
  - The Department of Management and Budget will assist with the extraction of spend via the FOCUS system which will be used to compile the SWaM report
  - Action Item:
    - DPMM to send an email to the SBC on the milestones/steps taken to compile county SWaM data and explanations previously provided detailing the spend that was reportable and not

### **Vendor Comments Board – No Report**

### **Old Business – No Report**

**New Business**

- DPMM to check on including Small Business Forum advertising in county paper mailing

**Staff Report**

- DPMM will participate in the Summit for Success on 6/26
- Several Fairfax County departments, including DPMM, will participate in the Metropolitan Washington Area Reverse Trade Show 7/26 – information at <https://www.eventbrite.com/e/metropolitan-washington-area-reverse-trade-show-tickets-41742094729>
- 26 attendees have registered for the Small Business Forum

**Adjournment** – Chairman Pellegrin adjourned the meeting at 8:30 p.m.