

**APPROVED MINUTES OF THE DECEMBER 3, 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, Tracey Wood, Malachi Jones Jr., Kelly Hebron, Elizabeth Novak, Melody
McGuin Thorson, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Ron Shoram

The meeting was called to order at 7:02 p.m. by Chairman Pellegrin

Minutes from the September 24, 2018 meeting were approved with amendment:

- Transparency report from September 2018 is modified to read: Ms. Muse informed the SBC of the continued efforts to provide discretionary spend with Small, Women and Minority Owned Business (SWaM) spend from all agencies of Fairfax County Government.

Committee Reports

Communications/Media Productions – No Report

Community Business Partnership (Quarterly Report)

- Commissioner Hebron announced the creation of a new website for the CBP as well as the hiring of two positions, including a Director of Business Finance and an assistant to the Executive Director.

Economic Advisory Council (Quarterly Report) – No Report

Education and Outreach

- Commissioner Powell announced that he is compiling a list of educational speakers to work with small businesses and form a “speakers bureau”

Executive – No Report

Legislative and Policy – No Report

Office of Emergency Management – No Report

Small Business Forum

- Commissioner John Pellegrin noted the need to identify a new committee chair

Strategic Planning – No Report

Transparency

- Mr. Shoram orally presented the commission with FY18 SWaM spend for all Fairfax County agencies.

Vendor Comments Board/Ombuds – No Report

Staff Report

- Ms. Muse shared the retirement of Deputy County Executive Rob Stalzar

Old Business

- The committee to elect a new Chair and Vice-Chair nominated Commissioner John Pellegrin as Chair and Commissioner Marvin Powell as vice chair. Commissioner John Pellegrin reminded the commission that anyone may run for the positions.

New Business - None

Adjournment – Chairman Pellegrin adjourned the meeting at 7:47 p.m.