

**APPROVED MINUTES OF THE JULY 22, 2019 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 (At-Large), Shay Scott-Boyd (At-Large), Malachi B. Jones, Jr. (Dranesville), Gwyn Whittaker (Hunter Mill), Marvin Powell (Sully)

Staff (Department of Procurement and Material Management)

Chris McGough, Cathy Muse

Guests

Karen Walz-Fuentes, Fairfax County DHR

Public: None

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

A special presentation was made by Karen-Walz-Fuentes of the Fairfax County Dept. of HR. Ms. Fuentes updated the SBC on the implementation of a new tracking and recruiting system for Boards and Commissions.

Minutes from the June 24, 2019 meeting were approved without amendment.

Committee Reports

Communications/Media Productions – No Report

Community Business Partnership (Quarterly Report) – No Report

Economic Advisory Council (Quarterly Report) – No Report

Education and Outreach

- Commissioner Powell solicited new ideas for education and outreach initiatives such as presentations, newsletters, etc that could be conducted in each district. Commissioners are asked to contact Marvin Powell.

Executive

- Commissioner Pellegrin provided a general update on challenges affecting the small business community.

Legislative and Policy – No Report

Office of Emergency Management – No Report

Small Business Forum

- Commissioner Thorson provided an update via email before the meeting:
 - Rachel Flynn, Deputy County Executive, has been asked to be the keynote speaker.
 - Breakout session planning is nearly complete. Programs and other materials will be finalized soon.
 - Please reach out to Melody with ideas/suggestions as the planning process continues.
- As a reminder, the date of the Small Business Forum will be October 10, 2019. The website for the 2019 event is live. There are 101 registrations to date. Link: <https://www.fairfaxcounty.gov/small-business-commission/forum>

Strategic Planning

- Commissioner Jones provided an update. The SBC's strategic plan will be posted on the SBC website soon. The countywide strategic planning process continues. No specific feedback has been requested of the SBC after the initial phase.

Vendor Comments Board/Ombuds – No Report

Bea Malone Award

- Commissioner Powell provided an update. The nomination deadline was 7/3 and the SBC received eight nominations for six nominated businesses. Two businesses received multiple nominations. The SBC discussed and approved the following evaluation process: commissioners will review applications individually, rank the nominations per the published criteria and provide the rankings to Chris McGough. Chris will compile the results and share with the SBC at its next meeting. The nominee with the highest cumulative ranking will become the 2019 awardee.

Staff Report

- Cathy Muse provided the following updates: changes (minor) to the County's Purchasing Resolution were approved by the Board. DPMM anticipates hosting additional 'Selling to Fairfax Workshops' in partnership with EDA. There are a number of new departments in the County.

Old Business

- None

New Business

- Chamber memberships were discussed. The annual cost of maintaining chamber memberships is around \$4,000-\$5,000 per year. There was a discussion about whether this is the best use of the funds to create an impact in the Fairfax County small business community. The SBC will evaluate the costs and benefits of such memberships and consider alternative uses of the funds at a future meeting.
- Commissioner Scott-Boyd will chair a new committee focusing on cybersecurity.

Adjournment – Chairman Pellegrin adjourned the meeting at 8:45 p.m.