

**APPROVED MINUTES OF THE JANUARY 27, 2020 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), Sha Scott-Boyd (At-Large), Joseph Underwood (Braddock), Malachi B. Jones, Jr. (Dranesville), Gwyn Whittaker (Hunter Mill), Daren Shumate (Mason), Melody Thorson (Mt. Vernon), Nalin Jain (Providence), Kyle McDaniel (Springfield), Marvin Powell (Sully)

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

Chris McGough, Cathy Muse

**Guests**

Meaghan Kiefer

**Absent: SBC Members**

Tracey Wood (At-Large), Kelly Hebron (Lee)

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

The SBC conducted elections for Chair and Vice Chair. Commissioner Powell was elected Chair and Commissioner Pellegrin was elected Vice Chair. Minutes from the December 2, 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 discussed monthly outreach activities and feedback from the small business community. There was a discussion about how Commissioners could conduct engagement in their districts.

**Executive** – No Report

**Legislative and Policy** – No Report

**Office of Emergency Management** – No Report

**Small Business Forum**

- The SBC will discuss future event opportunities at the next meeting.

**Strategic Planning** – No Report

**Vendor Comments Board/Ombuds** – No Report

**Bea Malone Award** – No Report

**Staff Report**

- Cathy Muse provided an update regarding the state’s legislative session. The following proposed bills were discussed: HB558 would allow local governments to provide assistance to micro businesses, HB1709 adds LGBT-owned businesses to the existing SWaM program, resources and certifications, HB452 raises the small procurement threshold from \$100,000 to \$200,000, HB432 changes the definition of a small business. Two additional updates were provided: the county’s budget process is underway and will be presented to the Board of Supervisors soon and the strategic plan will also be presented to the Board soon.

**Old Business**

- None

**New Business**

- Commissioner Underwood proposed establishing a closer relationship with the new Department of Economic Initiatives and their programs supporting the small business community. The Small Business Commission discussed possible future actions to better align with existing county initiatives and generally support small business development in Fairfax County. The discussion included establishing a liaison or sub-committee to the new department, updating the SBC’s Charter or Strategic Plan, gathering/analyzing data to identify the biggest challenges/opportunities, conducting an engagement campaign with local chambers, etc. The SBC will continue discussion at the next meeting.

**Adjournment** – Chairman Pellegrin adjourned the meeting at 8:40 p.m.