

**APPROVED MINUTES OF THE APRIL 26, 2021 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Electronic: conference call and zoom to provide video options

Attending: SBC Members

Shalonda Scott-Boyd (At-Large), Tracey Wood (At-Large), Joseph Underwood (Braddock), Gwyn Whittaker (Hunter Mill), Kelly Hebron (Lee), Daren Shumate (Mason), Chris Vernon (Springfield), Marvin Powell (Sully)

Staff

Cathy Muse, Ron Shoram, Chris McGough, DPMM, Meaghan Kiefer, DEI

Guests

Sabrina Mattin

Absent: SBC Members

John Pellegrin (At-Large), Gigi Thompson Jarvis (Dranesville), Melody Thorson (Mt. Vernon), Nalin Jain (Providence)

The Small Business Commission conducted a wholly electronic meeting (using a conference call option as well as a video conference option) because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. The public was encouraged to participate with notices providing call-in info and contact information for alternative accommodations. The meeting began at 7:00 p.m. and was facilitated by Chairman Powell.

Minutes from the 2/22 and 3/22 meetings were approved without amendment.

- **Chairman Powell conducted the following actions relevant to electronic meetings:**
 - A sound and video check was conducted to ensure that each member of the BAC may be adequately heard and that all members could hear each other.
 - Chairman Powell stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.
- **Staff updates**
 - Cathy Muse, Director of the Dept. of Procurement and Material Management (DPMM), provided an update on general county operations and an update on the emergency response. Ms. Muse also provided a legislative and budget update. Ms. Muse and the SBC discussed the recently adopted Economic Recovery Plan. The SBC will discuss in more detail at the next meeting:
<https://www.fairfaxcounty.gov/economic-initiatives/economic-framework-sets-roadmap-fairfax-county-recovery>.

- **Committee Updates**

- Commissioner Wood provided an update for the Communications Committee.
- Commissioner Hebron provided an update about the EAC, SBC and CBP.

- **Old Business**

- The SBC continued discussing Committee appointments.

- **New Business**

- Commissioner Whittaker discussed County insurance requirements for vendors of County operated farmers markets.
- Chairman Powell discussed an opportunity for the SBC to help with a local elementary school seminar on small businesses.
- Chairman Powell facilitated a discussion about recent Zoning Ordinance changes, how they affect home based business, and what supports are available/should be available. Commissioner Underwood will research the issue and report back at a future meeting.
- Chairman Powell facilitated a discussion about the small business forum or alternative workshop series in 2021. The SBC discussed hosting a series of virtual workshops instead of a single event. Commissioners are encouraged to read the recovery plan linked above and the SBC will continue discussing opportunities to assist the small business community at the next meeting.

Adjournment – Chairman Powell adjourned the meeting at 8:25 p.m.