

**APPROVED MINUTES OF THE AUGUST 23, 2021 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: SBC Members

Joseph Underwood (Braddock), Gwyn Whittaker (Hunter Mill), Chris Vernon (Springfield)

Staff

Chris McGough, DPMM

Guests

Shawnequa Alleyne

Absent: SBC Members

John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Tracey Wood (At-Large), Gigi Thompson Jarvis (Dranesville), Kelly Hebron (Lee), Daren Shumate (Mason), Melody Thorson (Mt. Vernon), Melvin Murphy (Providence), Marvin Powell (Sully)

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 7:10 p.m. and was facilitated by Commissioner Underwood in Chairman Powell's absence.

- **Commissioner Underwood 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.
 - Commissioner Underwood stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.
- **Staff updates**
 - Chris McGough, Dept. of Procurement and Material Management (DPMM), provided a brief reminder about the process that Boards and Commissions will take when the emergency order is lifted and a return to in person meetings is required.
- **Committee Updates**
 - Commissioner Wood provided an update for the Communications Committee via email prior the meeting: Channel 16 interviews with Commissioners Thompson Jarvis and Shumate have been completed. Scheduling for Commissioner Murphy's interview is in process. Commissioner Wood invited all Commissioners to volunteer for future interviews. Commissioner Wood also shared that the previously noted Fairfax County Restaurant Report is still in process.

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- **Old Business**
 - None
- **New Business**
 - None

Adjournment – Commissioner Underwood adjourned the meeting at 7:22 p.m.