

**UNAPPROVED MINUTES OF THE MARCH 23, 2020 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

**CONFERENCE CALL ON CORONAVIRUS EMERGENCY**

Location: Conference Call

Attending: **SBC Members**

John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Tracey Wood (At-Large), Joseph Underwood (Braddock), Malachi B. Jones, Jr. (Dranesville), Gwyn Whittaker (Hunter Mill), Marvin Powell (Sully)

**Staff**

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

**Guests**

Denise Lane

Absent: **SBC Members**

Daren Shumate (Mason), Kelly Hebron (Lee), Melody Thorson (Mt. Vernon), Nalin Jain (Providence), Kyle McDaniel (Springfield)

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The Small Business Commission convened by conference call to discuss the coronavirus emergency and impacts to the small business community. The call began at 7:00 p.m. and was facilitated by Chairman Powell.

• **Staff updates:**

- Meaghan Kiefer with the Dept. of Economic Initiatives (DEI) provided an update on the County's response and available resources to the business community. DEI has partnered with a large number of internal and external stakeholders, both inside and outside the business community, to compile resources for the business community. The output of this work is posted on the County's website: <https://www.fairfaxcounty.gov/covid19/information-businesses-impacted-coronavirus>. Additionally, there are efforts to triage incoming inquiries and build/refine FAQs as the situation evolves. This is done in collaboration and coordination with a broad range of partners. A summary of operational actions was also provided. The SBC then discussed a range of related issues: the challenge of redundancy and repeat messaging, SBA loans, leveraging partnerships with chambers and specific resources listed on the website above.
  - Commissioners were encouraged to keep an open dialogue with the Dept. of Economic Initiatives to strengthen our community's response.

- Cathy Muse, Director of the Dept. of Procurement and Material Management, provided an update. Ms. Muse discussed the challenges of conducting business within the current parameters as well as operational continuity. DPMM is fielding a large number of inquiries from suppliers on a range of issues from service changes to supplier hardships. Supply chain impacts were discussed, as were ways the County is trying to leverage supplier relationships to create innovative community responses and alleviate needs. The County is also monitoring current federal legislation and its broad potential impacts. The SBC then discussed related issues. A question was asked about whether the county is having issues paying suppliers (no issues reported). There was also a discussion about helping suppliers pivot to support the community's needs and whether information about the most urgent of community/county needs could be posted externally for the business community. All innovative options to support the community are being explored.
  - Ms. Muse asked that the SBC continue to funnel information and ideas from the business community to DPMM.
- **Discussion of resources available to small businesses.**
  - The SBC discussed existing resources and the development of additional resources.
- **Discussion of how Commissioners can help disseminate the message.**
  - The SBC discussed communication of existing resources and the importance of sharing credible information broadly in the business community.

**Adjournment** – Chairman Powell ended the conference call at 7:50 p.m.