

**UNAPPROVED MINUTES OF THE OCTOBER 25, 2021 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: **SBC Members**

Tracey Wood (At-Large), Joseph Underwood (Braddock), Gigi Thompson Jarvis (Dranesville), Gwyn Whittaker (Hunter Mill), Daren Shumate (Mason), Melvin Murphy (Providence), Chris Vernon (Springfield), Marvin Powell (Sully)

Staff

Chris McGough, DPMM

Guests

None

Absent: **SBC Members**

John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Kelly Hebron (Lee), Melody Thorson (Mt. Vernon)

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 was called to order at 7:00 p.m. and was facilitated by Chairman Powell.

Minutes from the 7/27, 8/23 and 9/27 meetings were approved with one amendment to the 9/27 meeting minutes: Commissioner Wood was clarified as leading the Fairfax County Restaurant Report and Meaghan Kiefer was clarified as having provided additional resources.

- **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**
 - Chris McGough with the Dept. of Procurement and Material Management (DPMM), provided a general update including a reminder that the next meeting is December 6th and an overview of the Chair and Vice Chair election process.

- **Committee Updates**

- Commissioner Wood provided an update for the Communications Committee: scheduling for Commissioner Murphy's interview is in process and should be completed soon.
- Chairman Powell provided an update for the Outreach Committee: outreach efforts continue and special guests have recently been featured. Chairman Powell invited all Commissioners who might be interested to collaborate with this existing outreach. Chairman Powell's meeting with the Director of the Department of Economic Initiatives (DEI) was delayed. An update will be provided at a future meeting. Commissioner Murphy also provided information about an initiative with Northern Virginia Community College to assist students searching for internships.

- **Old Business**

- Commissioner Underwood provided a status update on a project to solicit feedback from the Braddock District's business community. The project has been delayed due to Covid. More information will be provided at a future meeting.

- **New Business**

- Chairman Powell facilitated a discussion about the next iteration of the Bea Malone Award. The SBC voted to move forward with a nomination window opening March 15th 2022 and closing June 30th 2022. The SBC's website and nomination forms will be updated according to this timeframe.
- Chairman Powell facilitated a discussion regarding Chair and Vice Chair elections. Commissioner Wood agreed to serve on the nomination panel. Elections will be held at the next meeting on December 6th.

Adjournment – Chairman Powell adjourned the meeting at 8:05 p.m.