

**UNAPPROVED 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)

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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.