

**UNAPPROVED MINUTES OF THE SEPTEMBER 28, 2020 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: **SBC Members**

John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Joseph Underwood (Braddock), Malachi B. Jones, Jr. (Dranesville), Daren Shumate (Mason), Nalin Jain (Providence), Marvin Powell (Sully)

Staff

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

Guests

Jae Lee

Absent: **SBC Members**

Tracey Wood (At-Large), Gwyn Whittaker (Hunter Mill), Kelly Hebron (Lee), Melody Thorson (Mt. Vernon), Kyle McDaniel (Springfield)

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 following meetings were approved without amendment: 2/24, 3/23, 4/27, 5/18, 6/22, 7/27 and 8/24. Prior to this approval, the unapproved versions of all minutes were posted on the SBC's website to ensure public participation and transparency.

• **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.
- Meaghan Kiefer with the Dept. of Economic Initiatives (DEI) provided an update on the County's microloan and RISE programs: the microloan program has disbursed 85% of funds as of 9/25/20. The RISE program has disbursed 72% of funds as of 9/5/20, although an additional \$12 million in funding was recently approved by the Board. More details about funding disbursement will be available in the coming weeks.
 - Additionally, the SBC may be interested in seeing this [Dashboard](#) and [Award Page](#) which provide detailed information about the RISE grant and awardees.

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- **Committee Updates**
 - None
- **Old Business**
 - None
- **New Business**
 - Chairman Powell facilitated a group discussion about the following topics.
 - The Bea Malone Award: the SBC discussed how to handle the award process and if it should continue. The SBC voted to update the award nomination due date to early November, present the award at the 12/7 SBC meeting and to update the award criteria to clarify that prior winners are not eligible (approved).
 - The SBC discussed the possible creation of a committee to support the SWaM business community in partnership with Smart HBCU Hub. The SBC determined that more information would help identify next steps. Chairman Powell will participate in the organization's upcoming conference and provide more information at a future SBC meeting.
 - There was discussion about how to handle Board and Commission annual reports in the Covid era. DPMM will reach out to the Clerk Services and provide more information at an upcoming meeting.

Adjournment – Chairman Powell adjourned the meeting at 7:45 p.m.