

# BROOKE COUNTY ECONOMIC DEVELOPMENT AUTHORITY

PO Box 11, Wellsburg, WV 26070 • [bceda-2003@outlook.com](mailto:bceda-2003@outlook.com)

DATE: BCEDA Quarterly Meeting, 5/2/19, 5:30 PM  
 Follansbee Community Center Follansbee, WV

#	NAME	EMAIL	TELEPHONE	Volunteer Hours
1	Johanna Weiler	weilerj@me.com	3046700530	3
2	MARY Blum	maggieblum@comcast.com	304-670-8567	3
3	Phil DISERIO	Philibewo@yahoo.com	740/632-3876	3
4	Coray Murphy	CMurphy@K12.WV.US	304-280-4069	3
5	Tim Ennis	tennis013@aol.com	304-737-4224	3
6	ED DiPINO	LJQUATRACCHI@GMAIL.COM	3047488273	3
7	Bobbie Elliott			3
8	Jerry Sligh			3
9	John A. Caswell			3
10	Shari Beckstrand	beckstrandshari@gmail.com	304-604-2561	3
11	Stacy Wise			3
12	Wesley Stone			3
13	Roe Riddle	ruriddle@yahoo.com	3048793601	3
14	Taryn Linder	HindereKeroldsteronline.com taryn		3
15	Stacy Hooper	stacyhooper51@icloud.com	3046705721	3
16	Paul Bud Billiard	paultalkbud@comcast.com	304-670-7274	3
17	B. H. Hentfeld	william.hentfeld@wvstate.edu	304 280 6135	3
18	M. E. Yancoek			3
19	RUBY GREATHOUSE	BROOKE		3
20	LAERY SWANSON	LSWANSON120@YAHOO.COM	304.281.6390	3
			<b>Total Page 1</b>	

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#	NAME	EMAIL	TELEPHONE	Volunteer Hours
21	Joan Simonetti			3
22	Johanna Weiler	Fatema		3
23				
24				
25				
26				
27				
28	Note: 29 headcount - some did not sign roster.			
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
			21/7 Total Page 2	to 366 hrs

**Brooke County Economic Development Authority  
Treasures Report  
As of: May 05, 2019**

<b>Date</b>	<b>Check Number</b>	<b>Description</b>	<b>Amount</b>
4/5/2019		Beginning Balance	<b>\$6662.88</b>
<b>INCOME</b>			
4/17/2019		2019 Yearly funding from Brooke County Commissioners	(10,000.00)
5/3/2019		Member donations to cover food at Quarterly Business meeting at Follansbee Center	(100.00)
<b>INCOME SUB-TOTAL</b>			<b>(\$1100.00)</b>
<b>EXPENSES</b>			
5/1/2019	470	City of Follansbee – Clean up fee for Community Center to support our Quarterly meeting	80.00
<b>EXPENSES SUB-TOTAL</b>			<b>\$80.00</b>
Checked with Statement		<b>Balance as of 5/05/2019</b>	<b>\$16,682.00</b>

\_\_\_\_\_  
Larry D. Swanson, Treasurer

\_\_\_\_\_  
Date

AmeriCorps/VISTA Report

May 2, 2019

**SUPPORT FOCUS AREAS:**

- Brooke County Economic Development Authority
- Brooke County Business, Community, Economy, and Workforce Development

**BUSINESS EDUCATION TEAM:**

- **SBDC Workshop** – Coordinated our first series of community training programs titled *Business Fundamentals* and *Show Me the Money*, 2-27-19, presented by Donna Schramm, WWSBDC, and Tim James, SBA Microloan Program.
  - Established opportunity for future workshops and small business support through WWSBDC
  - Added to small business startup resources (portal)
  - Plan to schedule future workshops (post-survey)
- **Business Survey** – Prepared a business survey document to pilot with BCEDA/Chamber participation; survey data will provide valuable input to Business Education Team. – IN PROCESS
- **Speakers Bureau:** Page 2 of survey is asking you to advise of your interest in being contacted by the schools to talk on special topics and/or teach an upcoming workshop in your area of business expertise. – IN PROCESS  
I have been identifying a list of speakers with associated costs to create a resource data base.
- **Business Plan Competition** - Served as a judge in the WV High School Business Plan Competition on 4/12/19 with M. E. Yancosek Gamble.
  - This partnership with WVU, John Chambers School of Business and Economics, provided us important connections and information to benefit our “Pitch Contest”
  - Obtained resources for county use, e.g., 100+ Ways to Get Startup Capital (pamphlet), Lean Entrepreneurship, etc.
- **Ohio Valley Greats** – Working with Tim Pierce and M. E. Yancosek Gamble to identify Profiles in Entrepreneur Success in Brooke County and the area. **STATUS:** In Development **FUNDING:** TBD.
- **Web Site** – Finished web site template for review by Business Education Team; will seek an intern to support this project – IN PROCESS
- **WVMA/EXPLORE Program** – Supported Northern Panhandle pilot. Eagle-Brooke Middle School were recognized on 4/4/19 at WVNCC; special kudos to Bethany College Media/Communications Department for technology training support.

**COMMUNICATIONS, MARKETING, ADMINISTRATIVE:**

- Prepared a regional **Media Contact List** for use with our community development events; this has been shared as a resource for others in the community.
- **Social Media** - Actively market business and community events as well as recognized inter-organizational accomplishments; in addition, we started to use the Facebook site for the Brooke County Economic Development Authority to maximize event communications and identify workforce needs, etc. – ONGOING
- **Press Releases/Public Service Announcements** - I have prepared numerous press releases and public service announcements to support key projects and community initiatives, e.g., BCEDA, BC Historic Museum and Cultural Center, BC Farmers Market, etc. - ONGOING
- **General Administrative** - Assisted in training our new Secretary. Supported organization with meeting preparation, telephone calls, minutes, research, etc. Developing a resource file of studies, research papers, and reports, at WVU Extension which can be accessed by Board Members. – ONGOING

**COMMUNITY HEALTH:**

- **Brooke County Farmers Market:** Currently working to support new vendor recruitment, marketing, operations’ expansion. Our 7<sup>th</sup> season launches June 19/22, 2019!! – IN PROCESS ( )
- Support **WVU Extension** health and related initiatives. – ONGOING



AmeriCorps/VISTA Report

May 2, 2019

**ENTREPRENEURISM:**

- **Entrepreneur Portal** – Created an online portal to help guide entrepreneurs and small business owners looking to expand or improve operations by providing a list of resources to support small business
- **Pitch Team** – Working with the PITCH Team in support of resource development and event planning; currently recruiting judges for the event along with Luke DiSerio, M. E. Yancosek Gamble, Paul (Bud) Billiard, and other team members. – IN PROCESS
- **Small Business Support:** - ONGOING
  - Connected a Follansbee business with BC Farmer's Market as a new vendor (B2B partnering)
  - Met with prospective new business persons to assess needs and refer mentors/resources
  - Met with Forney Charities, periodically, to stay current with their new business development initiative, House of Hope of Ohio Valley, an opiate treatment/recovery nonprofit with potential for 40+ jobs; Brooke County site selection-pending.

**INTERNSHIPS:**

- **Mondi Group Pilot:** Coordinated our first manufacturing internship project with Mondri, an international manufacturing corporation. In collaboration with Mr. Matt Burch, Comptroller, and Ms. Christine Graves, Human Resource Manager, we developed 4 job descriptions (3 internships, 1 full time production supervisor). I develop an Education/**Academic Network Contact List**; we distributed these leads to those contacts and share the list with HR for future reference.
- **Business Tour:** Coordinated our first business tour with members of the EDA at Mondri Manufacturing. The team met with Supervisors and HR. Our roundtable discussion identified resource/information needs with which we could assist. Touring the operation was a great way to learn about the business as well as identify ways we could support the business through partnered efforts with BDC, Chambers, SBDC, etc.
- **Train & Retain WV Talent:** I will continue to work with our businesses, government agencies, nonprofits, and schools to expand the use of internships in the county. Your suggestions shall be greatly appreciated. – ONGOING

**RESOURCE DEVELOPMENT:**

- **BCEDA Resource Portal:**
- **Funding Sources:** - ONGOING
  - Perform sourcing using the WEIR LIBRARY FOUNDATION DIRECTORY
  - Research grants to support various community initiatives
  - Catalogue grant sources by initiative in the portal, e.g., agriculture, farmers market, emergency services, senior services, etc.
- **Grantwriting:** - IN PROCESS
  - **Training:** Community Foundation of West Virginia, 5/14/19; and VISTA Trainings
  - **Writing:** Begin the research and development of grants as assigned
- **Workforce Resources:** - IN PROCESS
  - With the help of the community, identify key projects that could capitalize on **volunteers**
  - With the help of the community, identify key projects that could capitalize on **internships** (unpaid)

**OTHER:**

- **Brooke County AG Day** – Working with the team to provide day of event support on May 16/17, including a “Careers in Agriculture” update – IN PROCESS
- **Community Calendar** – Supported Luke Diserio, Bud Billiard, and others in the development of a tool that permits more efficient event/resource scheduling – IN PROCESS
- **Community Clean-up:** Recruiting resources for community events – ONGOING
- **Upper Ohio Valley Regional Tourism** – Write minutes for this tri-state consortium; the next meeting is planned for May 29, 11 am, at the Barnwithinn, Wellsburg, WV – ONGOING

Respectfully Submitted By:

*Joan E. Simonetti*

304.670.9292

### FUNDING PROPOSAL

DATE: 4/30/19  
 TO: Brooke County Economic Development Authority  
 SUBJECT: Business Education Team, 2018-2019 Budget Proposal  
 SUBMITTED BY: M. E. Yancosek Gamble/Joan Simonetti

- 1. Workshops: \$ 250.00 (Support Business Plan Competition) \*
- 2. Internships: \$ 250.00 (cover incidental expenses for BET/BCEDA interns)
- 3. Ohio Valley Greats: \$ 500.00
- 4. Speakers Bureau: \$ TBD
- 5. Web Site: \$ 500.00 (Web Site Design/Security Renewal)
- 6. Other: \$ 250.00

NOTE: Financial *sponsorships* and *services-in-kind* may be needed in the future

- \* Developing a Business Plan
- \* Small Business Start Up Financial Planning
- \* Social Media & Your Marketing Plan
- \* Accounting & Bookkeeping Basics
- \* Customer Service/Dealing with Difficult People

DATE REVIEWED WITH BCEDA: 5/2/19

COMMENTS:

*\$250 - Added for Contingency.*

*\$1750*

DATE APPROVED BY BCEDA:

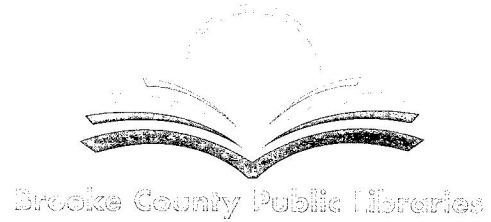
5/2/19

AMOUNT \$

\$ 2000

*Approved*

*Joan E. Simonetti  
for BET*



5/2/19 QTLY EDA Report

- There is no direct representation from the libraries tonight due to an unexpected important meeting that I had to make.
  - o Most of the libraries in WV are in one of a few consortia's. As such, we also share library service platforms, the backbone of our business. Prices are currently rising and our technology is aging and time sensitive, so we are coming together at the library commission for the first of many meetings in order to figure out what our future is with this topic.
- I apologize to the EDA board for having to miss, and also thank you to Joan for compiling the minutes for her.
- Library Report
  - o The libraries will host 4 Census Job Fairs. Interest parties interested in applying are encouraged to attend one of the 4 events and/or call 1-855-JOB-2020 for more information
    - Flyer is attached with the following dates:
      - 5/7/19 @ (Follansbee Library) 11-3pm
      - 5/14/19 @ (Wellsburg Library) 10-2pm
      - 6/6/19 @ (Wellsburg Library) 1-4pm
      - 6/11/19 @ (Follansbee Library) 11-3pm
  - o Summer Reading which is our biggest program of each year begins July 1 for all ages.
    - Currently 100% sponsored by the Wellsburg ELKs 1553.
  - o Still looking for a potential unpaid intern to help with the development of their future new website on WordPress.

Respectfully submitted,  
- Alexandra Eberle, BCPL Library Director



*Presents*

# Monthly Monday Music Madness

6:00-8:00 PM – Follansbee Park

**May 27, 2019**

249<sup>th</sup> WV Army  
National Guard Band



**June 24, 2019**

The Driftin' Hoopie  
Experience



**July 29, 2019**

The Ron Retzer Trio



**August 26, 2019**

Wheeling Symphony  
On the Go



*Special Performances*

**Morgan Collene Matt VanFossen**

