



**NOACA ITS Architecture Comprehensive Update  
Monthly Project Meeting  
Thursday, May 31, 2018, 9:30 AM – 10:30 AM (EDT)**

**Meeting Minutes**

**1. Introductions**

The meeting was conducted via teleconference and WebEx. The following individuals attended the meeting:

- Brian Blayney, NOACA Project Manager
- Marvin Hays, NOACA
- Ming-Shiun Lee, AECOM Project Manager
- Dale Schiavoni, AECOM
- Peter Voorhees, AECOM
- Dan Nelson, AECOM
- Dan Krechmer (for Sam Van Hecke), Cambridge

**2. Project Status Report**

Ming-Shiun Lee reported the project status. A Monthly Project Status Report was provided to the participants via email prior to the meeting. Project is currently on schedule and on budget.

**3. Project Management Plan**

- Ming-Shiun Lee noted that a draft Project Management Plan (PMP) was submitted to NOACA for review and comment on May 29.
- **Action:** Brian Blayney noted that NOACA will review the PMP and provide comments to AECOM.

**4. Stakeholder Engagement Plan**

- Ming-Shiun Lee noted that AECOM has prepared a draft Stakeholder Engagement Plan but wanted to discuss items related to the Steering Committee and stakeholder workshops prior to submitting a formal draft for NOACA review and comment.
- Ming-Shiun Lee asked the group about the best way to engage steering committee members, whether it be through face-to-face or teleconferences during the project.
- Brian Blayney recommended that the first steering committee meeting would be best as a face-to-face meeting. Marvin Hays noted that this would help increase project buy-in and could increase attendance at upcoming stakeholder workshops.
- Brian Blayney also noted that the last meeting with the steering committee could be face-to-face as well. In between these meetings, updates could be provided to the steering committee members at milestone events via email updates.
- **Action:** AECOM to update Stakeholder Engagement Plan based on the discussion as noted in these meeting minutes and per meeting discussion.



## 5. Project Steering Committee

- Group reviewed the initial draft of the Steering Committee candidates prepared by AECOM.
- Brian Blayney noted that NOACA also internally developed a list. He will review the list with Kathy Sarli and Grace Gallucci. That list can incorporate some of the members from the initial draft provided by the AECOM team.
- Brian Blayney noted that Grace had suggested adding the following public officials:
  - o City manager of Paynesville,
  - o Mayor of Lakewood and / or Parma that also serves as a safety service director, and
  - o Greg Zilka as Mayor of Avon Lake.
- Dale Schiavoni noted that Bruce Landeg from Lake County would be a good candidate to serve on the committee.
- Marvin Hays noted that the data fusion center in Cleveland (the Northeast Ohio Regional Fusion Center) would be good to include on the list, since the center's representative can speak of the data integration among public safety, security and transportation/ITS.
  - o **Action:** AECOM to look into this further and identify a representative.
- Peter Voorhes noted that City of Lorain and City of Elyria should be reviewed in terms of involvement in the stakeholder workshops, but their use of ITS is not well known.
  - o **Action:** Brian to look for a representative from Lorain, perhaps law enforcement given that there are many public safety types of ITS applications that could be discussed.
- **Action** - Brian Blayney to talk with Kathy Sarli and Grace Gallucci about involving FHWA in general on the project progress and inviting them to meetings or stakeholder workshops.
- Peter Voorhes noted the GCRTA and Laketran are key transit agencies. Dale noted that Ben Capelle would be a good candidate to include based on his experience with transit technologies.
- **Action:** AECOM can draft an email for the first steering committee meeting.
- **Action:** Brian to look at NOACA calendars to recommend a date for the first steering committee meeting.
  - o Ming noted that the week of July 23<sup>rd</sup> would work well for this first face-to-face meeting.
  - o Brian noted that the meeting could be at NOACA offices in Cleveland at their Board Room.
- **Action:** Brian Blayney and NOACA to update the list of Steering Committee members and share with the AECOM Team prior to finalizing the list.

## 6. Other Discussion

- Regarding the two rounds of stakeholder workshops planned for the project, Brian Blayney recommended combining Medina and Lorain Counties into one group stakeholder meeting, with Lake and Geauga Counties combined into another group stakeholder meeting.
- This would allow each round of stakeholder workshops to occur within one week of time, as opposed to two weeks for the initial plan of five separate county stakeholder workshops.
- AECOM and NOACA staff were in agreement with the proposed plan of combining counties as proposed by NOACA.