**Present:**
Basia Adamczak, City of Youngstown  
Kedar Bhide, City of Youngstown  
Tito Brown, City of Youngstown  
Sara Daugherty, Eastgate  
James Dignan, Regional Chamber  
Paul Homick, Mercy Health  
Cynthia Jones, DriveOhio (by phone)  
Jim Kinnick, Eastgate  
Justin Mondok, Eastgate  
Gery Noirot, ODOT District 4  
Charlie Nelson, Nelson Development  
Lisa Pompeo, Eastgate  
Chad Root, ODOT District 4  
Charles Shasho, City of Youngstown  
Ken Sympsone, Eastgate  
Julius Oliver, City of Youngstown  
Peter Voderburg, DriveOhio (by phone)  
Stephen Zubyk, Eastgate

**Welcome and Introductions**
Jim Kinnick opened meeting and introductions were made by those in attendance. He then recapped the group's efforts and initiated discussion on the process of moving forward including holding weekly BUILD Team meetings which will take place each Thursday at 8:00 a.m. at Eastgate.

**Project Status**
Jim Kinnick discussed the grant award disbursement informing the group that the Federal Transit Authority is the federal agency that is currently holding the award. Eastgate is not a designated recipient of FTA funds, and staff are working to get the award shifted from FTA to the Federal Highway Administration. He then went through the thought process of the project, and how it will be built/designed, including the RFQ and consultant selection process. There is no funding committed to BUILD now, and BUILD project money can not be assigned until FHWA/FTA release the funds. The group discussed using any in-kind contributions that were not tied directly to specific project application for Request for Qualification work. The City of Youngstown, Eastgate, and ODOT will coordinate the RFQ process.
**Project Identity**
- **Brand** – the group discussed rebranding the project name to more closely reflect the life of the project now that it will be moving forward.
- **Logo/Mission Statement/Project Goals** – the group discussed the need to add these three items to the rebranding efforts. Ideas will be discussed at the January 17, 2019 meeting.

Eastgate is looking to host a general stakeholder meeting in early February to update everyone and continue the project momentum in 2019.

**Project Budget**
Stephen Zubyk reviewed the funding breakdown and reviewed the information included on the meeting agenda.

**Project Management**
Stephen Zubyk reviewed the project management subcommittees and offered suggestions of members, focus, and goals of each, with an Eastgate staff person as the lead for organizational purposes. The suggested subcommittees discussed were:
- Autonomous Shuttles/DriveOhio
- Streetscape/Technology
- Finance/Other Funding
- Public Outreach

**Design Consultant LOI Review Team**
The team will have no more than five (5) on the Review Team, which will consist of the City of Youngstown, Eastgate, ODOT, Mercy Health, and the WRTA.

The next meeting will be held on Thursday, January 17, 2019 at 8:00 am. at Eastgate.