

Westchester County Board of Legislators


Meeting Management Web Portal Guide




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The Welcome Page

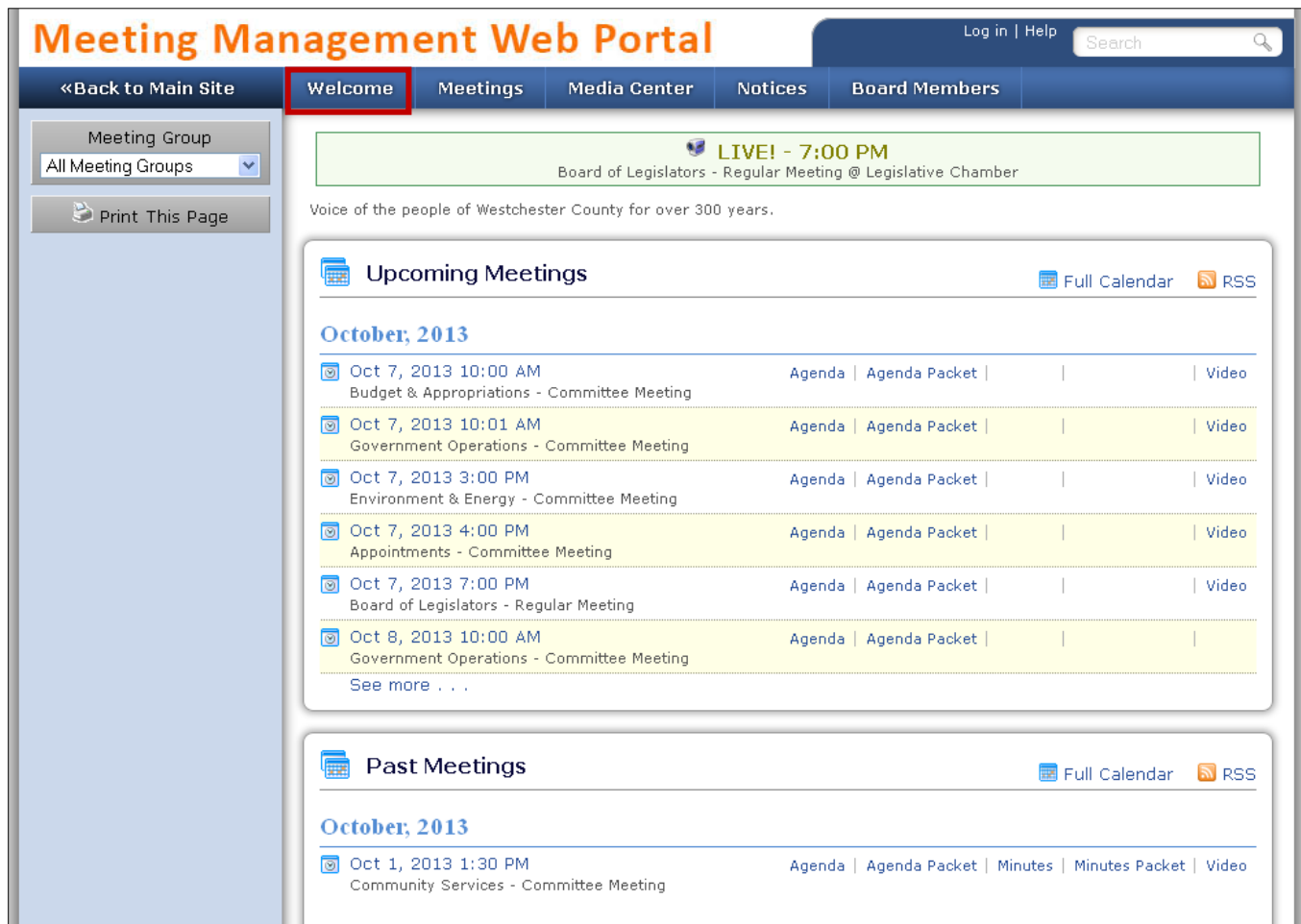
Live Banner - displays when there is a live meeting taking place. Click banner to watch.

Upcoming Meetings – a list of several impending meetings. Click  [Full Calendar](#) or [See more . . .](#) to expand.

Past Meetings – a list of several past meetings. Click  [Full Calendar](#) or [See more . . .](#) to expand.

Other Media – a list of media (video or audio files) not related to board or committee meetings.

Meeting Group - choose from the drop-down to display information for the board meetings only or a specific committee.



The screenshot displays the Meeting Management Web Portal interface. At the top, the title "Meeting Management Web Portal" is shown in orange. A navigation bar includes links for "Welcome" (highlighted with a red box), "Meetings", "Media Center", "Notices", and "Board Members". A search bar and "Log in | Help" link are also present. On the left, a sidebar contains a "Meeting Group" dropdown menu set to "All Meeting Groups" and a "Print This Page" button. The main content area features a green "LIVE! - 7:00 PM" banner for the "Board of Legislators - Regular Meeting @ Legislative Chamber". Below this is a section for "Upcoming Meetings" for October 2013, listing several meetings with links to agendas, agenda packets, and videos. A "Past Meetings" section follows, listing a meeting from October 1, 2013, with links to agendas, agenda packets, minutes, minutes packets, and videos.

Meetings

Display specific information using the **Date** and **Group** features. Change the **View** to list or calendar.

Agenda – Short version (PDF); Agenda outline with no backup/attachments.

Agenda Packet – Full version (PDF); Agenda outline with backup/attachments.

Minutes – Short version (PDF); Minutes outline with no backup/attachments.

Minutes Packet – Full version (PDF); Minutes outline with backup/attachments.

Video – On-Demand video of meeting opens in new window with agenda outline. (See p.4 for more)

The screenshot shows the 'Meeting Management Web Portal' with a navigation bar including 'Welcome', 'Meetings' (highlighted), 'Media Center', 'Notices', and 'Board Members'. The main content area is titled 'Meeting Calendar' and includes filters for 'Date' (2013-2007), 'Group' (All Meeting Groups), and 'View' (List | Calendar). A section for 'January, 2013' lists three meetings: 'Public Safety & Security - Committee Meeting', 'Rules - Committee Meeting', and 'Budget & Appropriations - Committee Meeting', each with links for Agenda, Agenda Packet, Minutes, Minutes Packet, and Video.

Click a meeting date to view the web-based outline. *It will look similar to this:*

The screenshot shows a meeting agenda for the 'Board of Legislators Regular Meeting 1/7/2013 7:00 PM' in the 'Legislative Chamber'. It provides the address '148 Martine Avenue, 8th Floor White Plains, NY 10601' and a 'Downloads' section with links for Agenda, Agenda Packet, Minutes, and Minutes Packet. The main text begins with 'CALENDAR 1 (CONSENT)' and 'CALL TO ORDER', followed by the start of the meeting minutes.

On-Demand Meeting Video

When a user clicks the video link, a window opens similar to the one below.

- When the window opens the meeting will immediately start playing.
- Click on an agenda item to jump through the video to that spot in the meeting.
- To the right of the video is all the information relating to the item you clicked, including attachments, the vote record and the vote history.

The screenshot displays the MediaTraq Webcast interface. On the left is a video player showing a live session of the Board of Legislators. Below the video is a download list and an agenda for the Board of Legislators Regular Meeting on 10/7/2013 at 7:00 PM. The agenda includes items like 'CALL TO ORDER', 'MINUTES APPROVAL', and 'PUBLIC COMMENT'. Under 'I. COMMUNICATIONS', item 3. 6429: Playland Improvement Plan is listed with a sub-item 'a. ACT-Playland Improvement Plan-DRAFT'. The main content area on the right shows details for 'Act 6429 Playland Improvement Plan'. It includes the Westchester County seal, a 'Postponed' status for Oct 8, 2013 at 10:00 AM, and information that the Department and Sponsors are the County Executive. The meeting history shows that on Oct 7, 2013, the item was referred to a committee, and on Oct 8, 2013, it was postponed.

MediaTraq Webcast

Board of Legislators
Regular Meeting
10/7/2013 7:00 PM

Downloads:

- Agenda
- Agenda Packet
- Minutes
- Minutes Packet
- CALENDAR 19 (CONSENT)

CALL TO ORDER

- Roll Call

MINUTES APPROVAL

- Minutes of Sep 23, 2013 7:00 PM

PUBLIC COMMENT

PUBLIC HEARING

UNFINISHED BUSINESS

I. COMMUNICATIONS

A. COUNTY EXECUTIVE

- 6421 : IMA-Preventive Respite Care & Svcs.-Rockland County
 - IMA-Preventive Respite Care & Svcs.-Rockland County-DRAFT
- 6428 : ENV RES-Playland Improvement Plan
 - ENV RES-Playland Improvement Plan-DRAFT
- 6429 : Playland Improvement Plan
 - ACT-Playland Improvement Plan-DRAFT

B. COUNTY ATTORNEY

Westchester County
New York

Act
6429

Postponed
Oct 8, 2013 10:00 AM

Playland Improvement Plan

Information

Department: County Executive
Category: Act

Sponsors: County Executive

Attachments

- ACT-Playland Improvement Plan-DRAFT

Body


An ACT approving the First Annual Playland Improvement Plan.



Meeting History

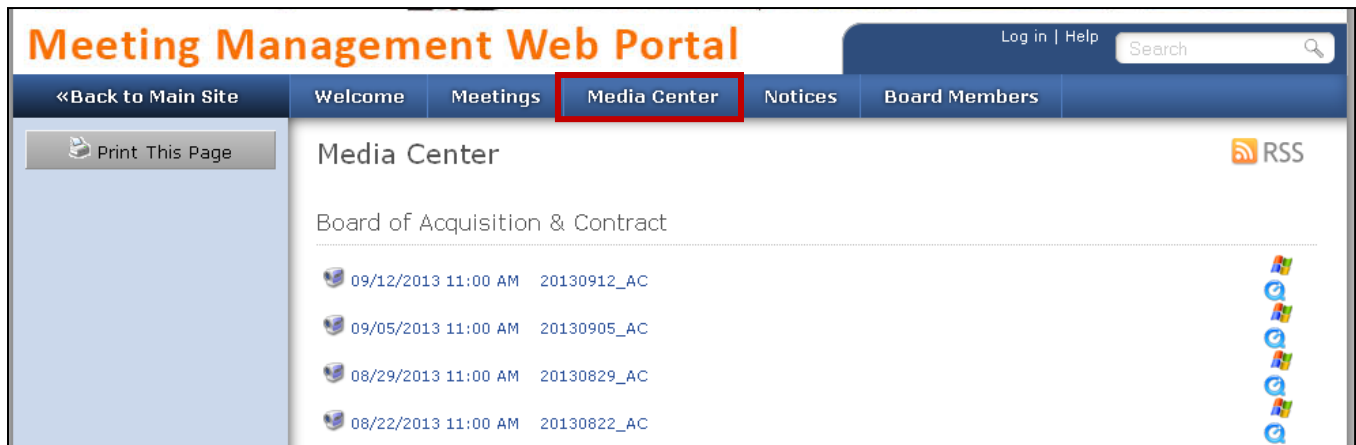
Date	Meeting Type	Result
Oct 7, 2013 7:00 PM Video	Board of Legislators Regular Meeting	REFERRED TO COMMITTEE
Oct 8, 2013 10:00 AM Video	Government Operations Committee Meeting	POSTPONED

Media Center

The Media Center is the complete inventory of all video and audio files for meetings, press conferences, events and more.

Click the video icon and date link to open video. (**Example:**  09/12/2013 11:00 AM 20130912_AC)

Click the Windows Media or QuickTime icons   to download a video file for viewing on your local PC or to share with others.



The screenshot shows the 'Meeting Management Web Portal' interface. The main navigation bar includes 'Welcome', 'Meetings', 'Media Center' (highlighted with a red box), 'Notices', and 'Board Members'. A search bar is located in the top right corner. On the left side, there is a 'Print This Page' button. The main content area is titled 'Media Center' and features an RSS feed icon. Below the title, the section is labeled 'Board of Acquisition & Contract'. A list of meeting entries is displayed, each with a video icon, a date and time, and a unique ID. The entries are: 09/12/2013 11:00 AM 20130912_AC, 09/05/2013 11:00 AM 20130905_AC, 08/29/2013 11:00 AM 20130829_AC, and 08/22/2013 11:00 AM 20130822_AC. On the right side of the list, there are vertical columns of icons for Windows Media and QuickTime.

Date & Time	ID
09/12/2013 11:00 AM	20130912_AC
09/05/2013 11:00 AM	20130905_AC
08/29/2013 11:00 AM	20130829_AC
08/22/2013 11:00 AM	20130822_AC

Board Members

The Board Members page contains a list of the Boards and Committees (current and past), including any contact information.

Meeting Management Web Portal Log in | Help Search

«Back to Main Site Welcome Meetings Media Center Notices **Board Members**

Print This Page

Board of Legislators



Michael Kaplowitz
D4 Legislator (Chairman of the Board)

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800 Michaelian Office Bldg.
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Board Members:

Catherine Borgia, D9 Legislator (Majority Leader)
John G. Testa, D1 Legislator (Minority Leader)
Benjamin Boykin, D5 Legislator
Gordon A. Burrows, D15 Legislator (Minority Whip)
David B. Gelfarb, D6 Legislator
Peter Harckham, D2 Legislator
Kenneth W. Jenkins, D16 Legislator
James Maisano, D11 Legislator (Vice-Chairman of the Board)
Sheila Marcotte, D10 Legislator
Catherine Parker, D7 Legislator
Virginia Perez, D17 Legislator
Mary Jane Shimsky, D12 Legislator
Michael J. Smith, D3 Legislator
Bernice Spreckman, D14 Legislator
Alfreda Williams, D8 Legislator
Lyndon Williams, D13 Legislator (Majority Whip)
Michael Kaplowitz, D4 Legislator (Chairman of the Board)

Click a member’s name to view a member’s page which includes the following: *(See example below)*

- Contact Information
- Attendance record for the committees they currently/previously serve(d) on
- Vote record for all adopted legislation
- Sponsored items – only adopted items are displayed



Alfreda Williams
D8 Legislator

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Board Name	Title	Attendance
Board of Legislators	D8 Legislator	95%
Community Services	Chair	99%
Term 2012-13 (Government Reform, Efficiency & Innovation)	D8 Legislator	82%
Legislation	D8 Legislator	92%
Term 2010-11 (Public Works, Parks, Labor & Transportation)	D8 Legislator	88%
Term 2012-13 (Government Operations)	D8 Legislator	90%
Economic Development & Capital Projects	D8 Legislator	67%
Infrastructure	D8 Legislator	100%
Seniors & Constituencies	D8 Legislator	100%
Committee of the Whole	D8 Legislator	

Vote History

◀ Prev 1 2 3 4 5 6 7 8 9 10 Next ▶ All Items | Sponsored Items

Title	Vote	Result
Mar 10, 2014 - Board of Legislators Regular Meeting		
Motion - Adjourn	Yes/Aye	Adopted [Unanimous]
Memorial Resolution - M-RES-2014-4 : 4 - 2014	Yes/Aye	Adopted [Unanimous]
...

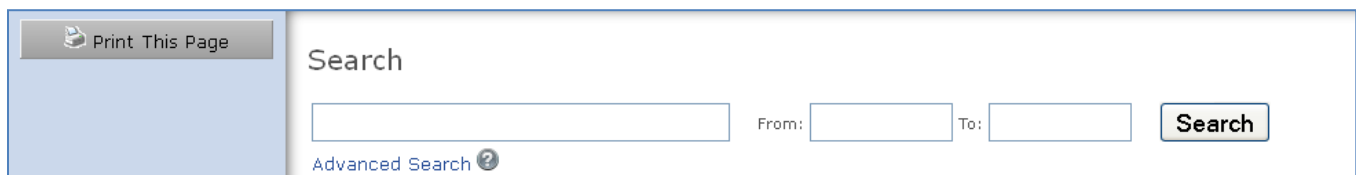
Searching

The meeting portal has a powerful search engine that will search through the documentation in a few ways.


To begin a search, type a word or words in the search field located in the top right-hand corner of the screen. Or click the magnifying glass for a more Advanced search.

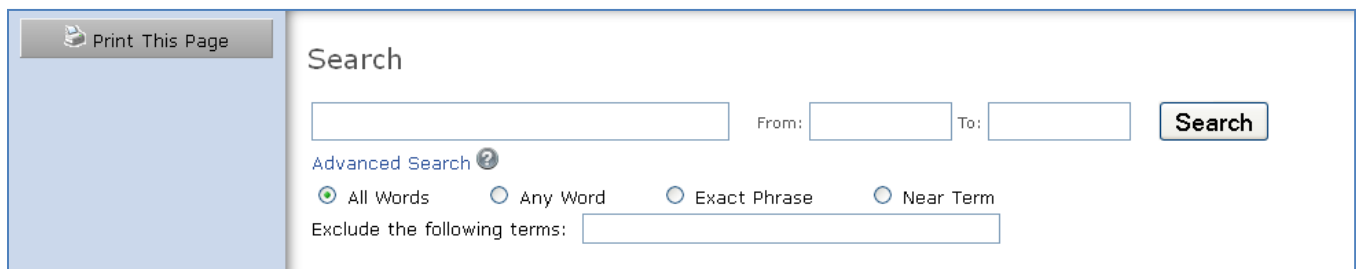


Basic search – allows you to search for a word or series of words and lets you choose a date range using the *From:* and *To:* fields.



Advanced Search – expandable by clicking on the link below the search box.

This gives you access to special searching similar to Google using not only the options above but special shortcut commands. Click the  for more information on these commands.



Sample Results Page

Notice the search term is highlighted. Click on an item for further information.

Search

From: To:

[Advanced Search](#)

◀ Prev **1** 2 3 Next ▶ 42 Results (0.50 seconds)

[Meeting Request-Tobbets Brook Improvements Update](#)
HON. KEN JENKINS: Meeting Request-Tobbets Brook Improvements Update; Forwarding his memo to the Chairs of the Committees on Public Works, Parks, Labor & Transportation and Budget & Appropriations requesting a joint committee meeting be held for the pur..
Apr 26, 2011 7:00 PM - May 2, 2011 10:00 AM | Meeting Topic : 4286 | Media

[Meeting Request-Tobbets Brook Parking Fees](#)
LEGISLATORS JENKINS, PEREZ, BURROWS AND SPRECKMAN: Meeting Request-Eliminate Tobbets Brook Parking Fees; Forwarding their memo requesting a meeting of the Committee on Government Operations be convened and the Chair of the Parks Board be invited in to..
Mar 26, 2012 7:00 PM - Oct 23, 2012 10:00 AM | Meeting Topic : 5164 | Media

[Spreckman - Letter from Tobbets Brook Constituent](#)
Jul 7, 2009 7:00 PM | Attachment : 2462 | Media


Sort by Date

Everything

All Meeting Topics	3
» Acts	1
» Communications	2
Attachments	4
Public Agenda	8
Full Agenda	11
Public Minutes	7
Full Minutes	9

Media Only 7


[View Media by Meeting](#)



Narrow your results even further using the filter breakdown to the right of your results.

RSS Feeds

The meeting management web portal allows for RSS (Really Simple Syndication) signups. This allows any citizen to register to be notified of any updates done to the meeting web portal. All that is required to sign up for a feed is a valid email address. There are two feeds that can be signed up for. You can receive RSS messages when the Meeting Calendar is updated or when any new Media is uploaded.

Click the RSS Feed icon  RSS located anywhere on the meeting web portal to sign up.



The screenshot shows the Meeting Management Web Portal interface. The main header includes the title "Meeting Management Web Portal" and navigation links for "Welcome", "Meetings", "Media Center", "Notices", and "Board Members". A search bar is located in the top right corner. On the left side, there is a "Meeting Group" dropdown menu set to "All Meeting Groups" and a "Print This Page" button. The main content area features a section titled "Upcoming Meetings" with a "Full Calendar" link and an "RSS" link highlighted in a red box. Below this, a list of meetings for October 2013 is displayed:

October, 2013	
Oct 21, 2013 9:00 AM Board of Legislators - Special Meeting	Agenda Agenda Packet Video
Oct 21, 2013 10:00 AM Budget & Appropriations - Committee Meeting	Agenda Agenda Packet Video
Oct 21, 2013 3:30 PM Appointments - Committee Meeting	Agenda Agenda Packet Minutes Minutes Packet Video

Contact Us

If you have any questions regarding the Meeting Management Web Portal, please contact us.

Legislative Information

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