

Westchester County Board of Legislators


Meeting Management Web Portal Guide




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The Welcome Page

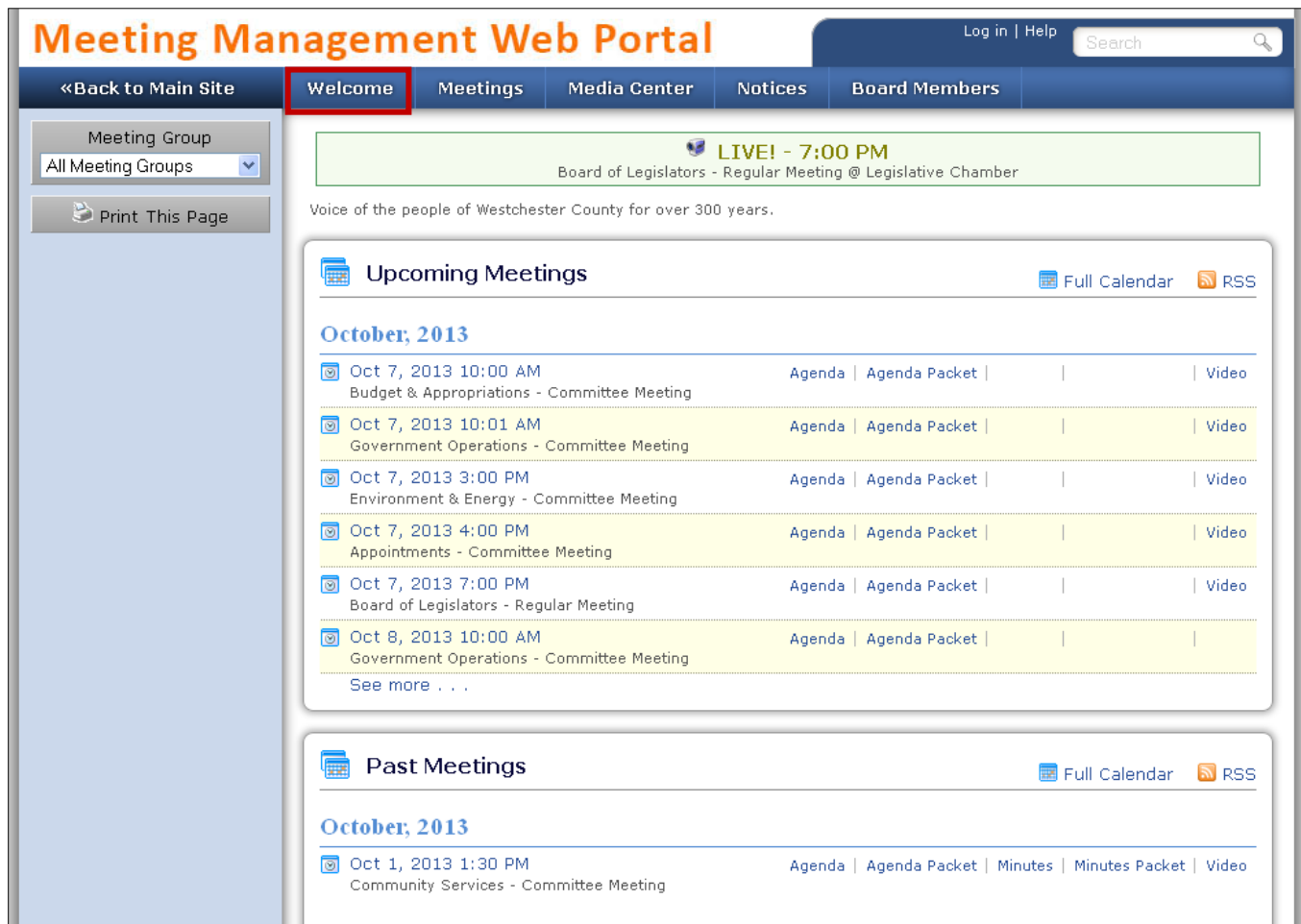
Live Banner - displays when there is a live meeting taking place. Click banner to watch.

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 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 in the top right. 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 for "October, 2013" lists 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 containing 'Welcome', 'Meetings' (highlighted with a red box), 'Media Center', 'Notices', and 'Board Members'. Below the navigation bar is a 'Meeting Calendar' section with a search bar and an RSS icon. The calendar displays a list of meetings for January 2013, including 'Public Safety & Security - Committee Meeting', 'Rules - Committee Meeting', and 'Budget & Appropriations - Committee Meeting'. Each meeting entry has 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 page for the 'Board of Legislators Regular Meeting 1/7/2013 7:00 PM Legislative Chamber'. The address is '148 Martine Avenue, 8th Floor White Plains, NY 10601'. Below the address is a 'Downloads:' section with links for 'Agenda', 'Agenda Packet', 'Minutes', and 'Minutes Packet'. The agenda item is 'CALENDAR 1 (CONSENT) CALL TO ORDER'. The text below the agenda item reads: 'The County Board met pursuant to adjournment. The Honorable Kenneth W. Jenkins in the Chair. The Chairman opened the proceedings at (MinutesOpened:h:mm tt) with the salutation of the day and a pra'.

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 for Westchester County, New York. On the left, a video player shows a live feed of a meeting. Below the video, a download list includes items like 'Agenda Packet', 'Minutes Packet', and 'CALENDAR 19 (CONSENT)'. The main content area on the right provides details for a specific agenda item: 'Act 6429 Playland Improvement Plan'. This section includes the department (County Executive), sponsors (County Executive), attachments (ACT-Playland Improvement Plan-DRAFT), and a meeting history table. The meeting history table shows two entries: one from Oct 7, 2013 (7:00 PM) at a Board of Legislators Regular Meeting, which was referred to a committee, and another from Oct 8, 2013 (10:00 AM) at a Government Operations Committee Meeting, which was postponed. A 'Postponed' stamp is visible in the top right corner of the agenda item details, indicating the meeting was postponed on Oct 8, 2013 at 10:00 AM.

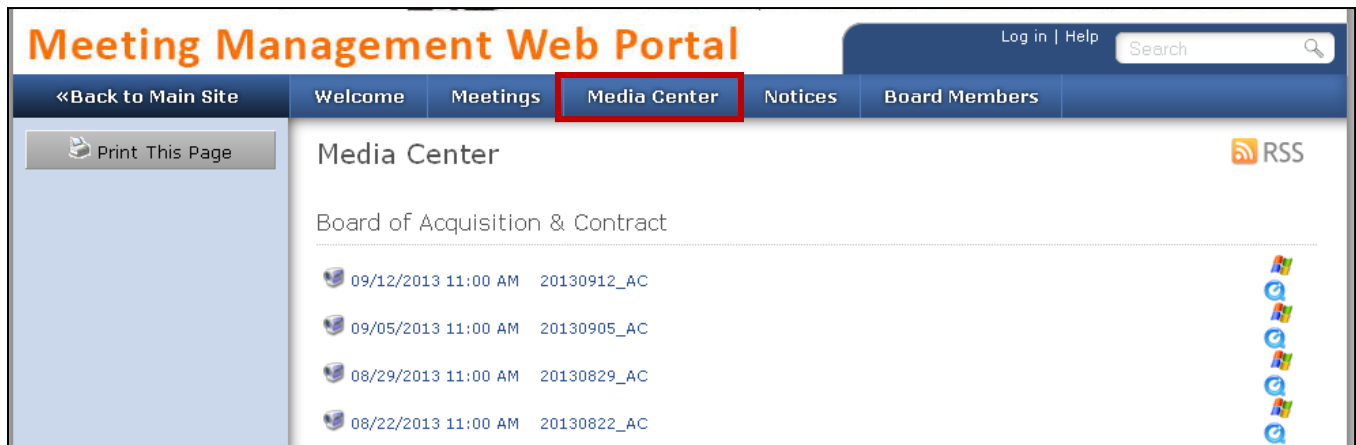
Meeting Date	Meeting Type	Meeting Name	Status
Oct 7, 2013 7:00 PM	Board of Legislators	Regular Meeting	Referred to Committee
Oct 8, 2013 10:00 AM	Government Operations	Committee Meeting	Postponed

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.



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

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D4 Legislator (Chairman of the Board)

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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 & Modernization)	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.

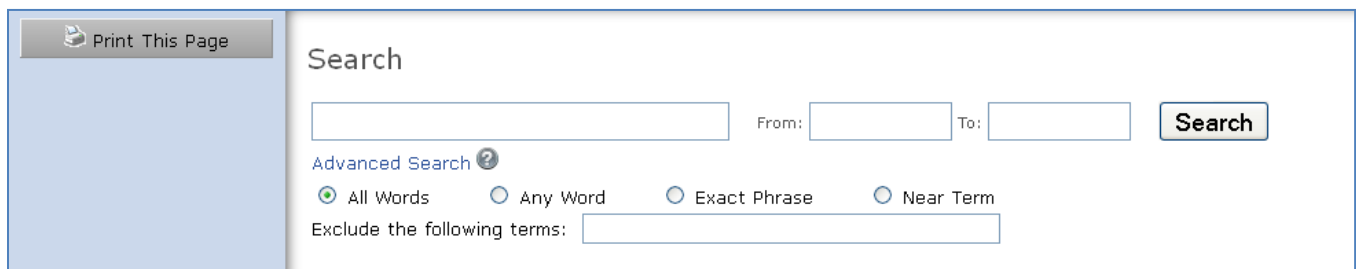


Basic search – allows you to search for a word or series of words and lets you choose a date range using the *From:* and *To:* fields.



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, including "Board of Legislators - Special Meeting", "Budget & Appropriations - Committee Meeting", and "Appointments - Committee Meeting". Each meeting entry includes a date and time, and links for "Agenda", "Agenda Packet", "Minutes", "Minutes Packet", and "Video".

Contact Us

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

Legislative Information

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