

Westchester County Board of Legislators


Meeting Management Web Portal Guide




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The Welcome Page

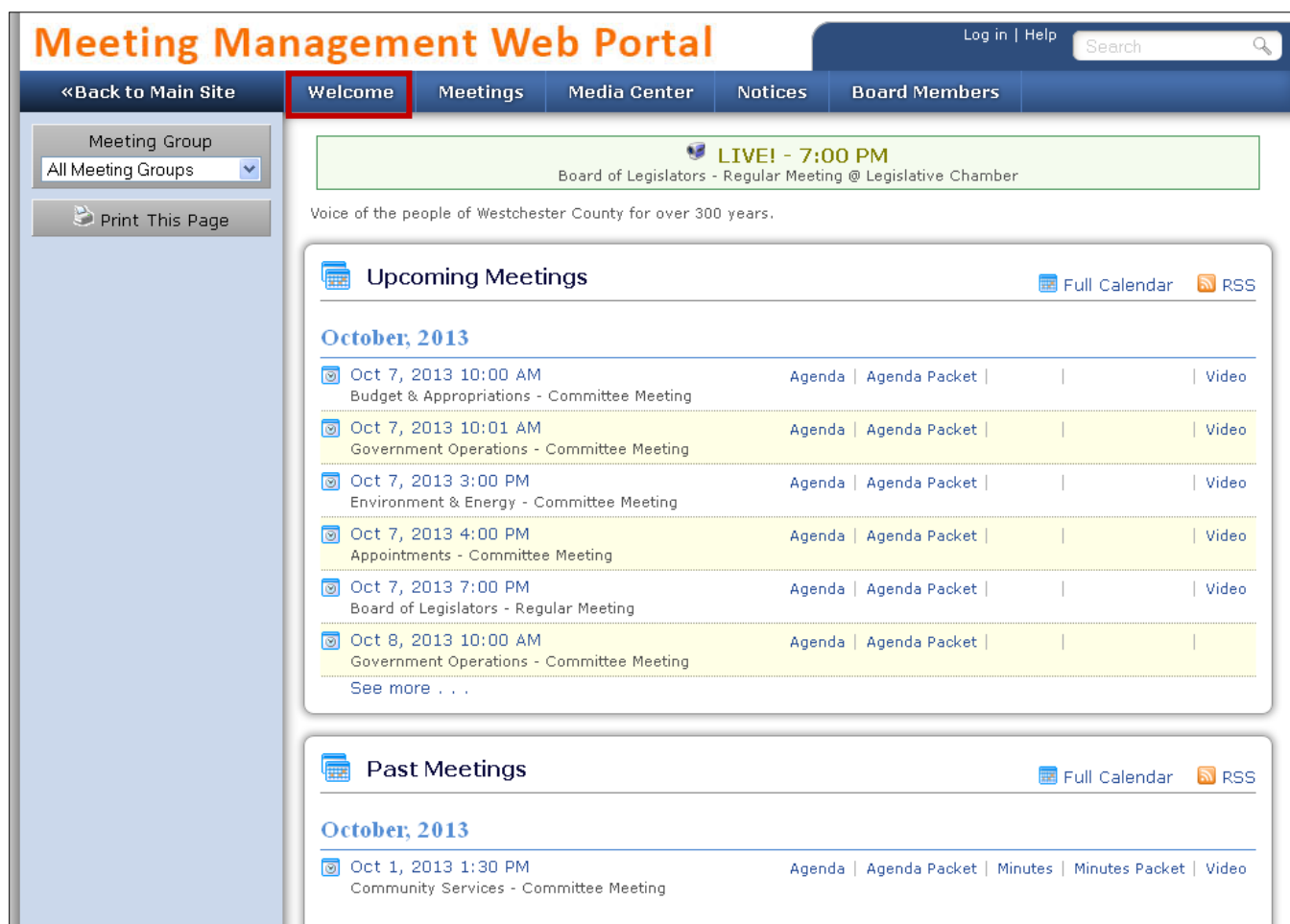
Live Banner - displays when there is a live meeting taking place. Click banner to watch.

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), 'Media Center', 'Notices', and 'Board Members'. The main content area is titled 'Meeting Calendar' and includes a search bar, a 'Print This Page' button, and an RSS feed icon. Below the title, it states 'Displaying 214 meetings from 1/1/2013 to 12/31/2013 for All Meeting Groups'. There are filters for 'Date' (2013, 2012, 2011, 2010, 2009, 2008, 2007, All), 'Group' (All Meeting Groups), and 'View' (List | Calendar). A section for 'January, 2013' lists three meetings: 'Public Safety & Security - Committee Meeting' at 9:00 AM, 'Rules - Committee Meeting' at 9:30 AM, and 'Budget & Appropriations - Committee Meeting' at 10:00 AM. 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 for the 'Board of Legislators Regular Meeting' on '1/7/2013 7:00 PM' in the 'Legislative Chamber'. The address is '148 Martine Avenue, 8th Floor White Plains, NY 10601'. Under 'Downloads:', there are links for 'Agenda', 'Agenda Packet', 'Minutes', 'Minutes Packet', and 'Video'. Below this, it says 'CALENDAR 1 (CONSENT)' and 'CALL TO ORDER'. The text continues: '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 our flag 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.

MediaTraq Webcast

Westchester County, New York

Act 6429

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

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

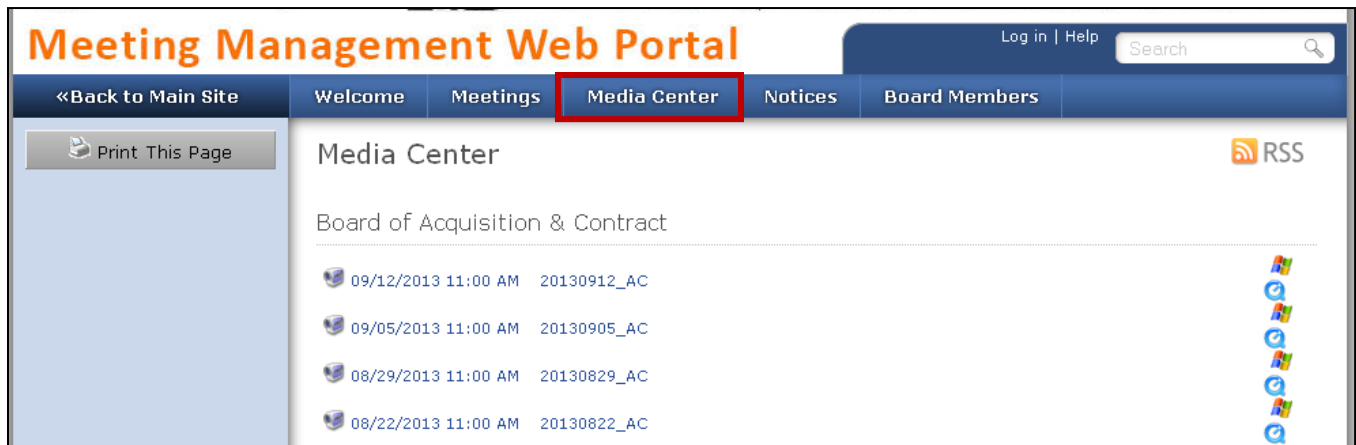
B. COUNTY ATTORNEY

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:

Date and 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

On the right side of the list, there are vertical columns of icons for Windows Media and QuickTime.

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)

P : 914-995-2848
F : 914-995-3884
E : Kaplowitz@westchesterlegislators.com

800 Michaelian Office Bldg.
148 Martine Avenue
White Plains, NY 10601

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

P : 914-995-2833
F : 914-995-3884
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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.

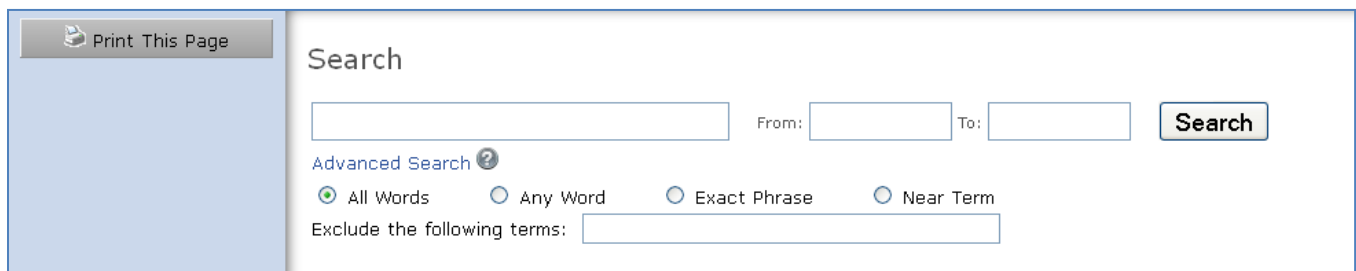


Basic search – allows you to search for a word or series of words and lets you choose a date range using the *From:* and *To:* fields.



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 heading is "Meeting Management Web Portal" in orange. Below the heading is a navigation bar with links: "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, there is a list of meetings for October 2013:

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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