Novus BOARD VIEW - Executive Portal

Training Manual
V4.4

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NovusAGENDA

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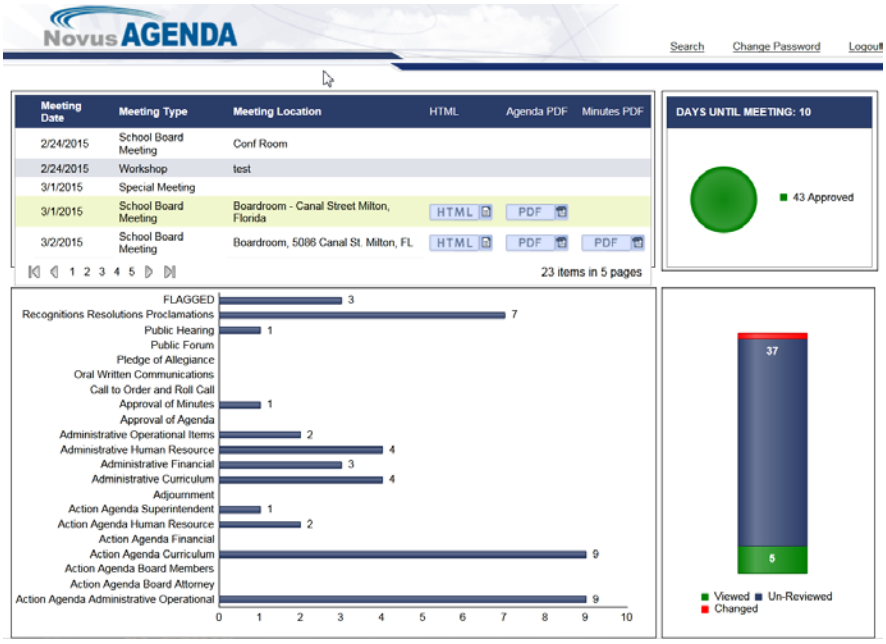
Board View

The Board Portal is where users login with a secure username and password. This ensures that each user has access to their private information. On this site you have the ability to view the Agenda and make comments in preparation for the board meeting.

Dashboard View / Meeting Preparation

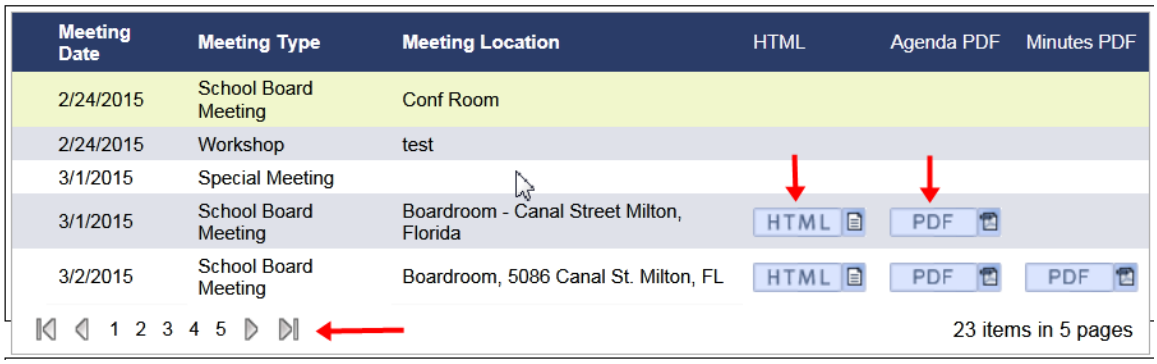


The Dashboard is the starting screen that you will be directed to upon logging into Board View.

The Dashboard View contains 4 main components for meeting preparation.

- Calendar – Shows all upcoming meetings.
- No. of Days until the meeting and No. of items that have been fully approved by staff to go on this agenda.
- Items by category, the blue bar shows the number of items in each agenda category.
- Items Reviewed and the item not yet reviewed. Items in red have had a significant change and need a last minute review.

Calendar



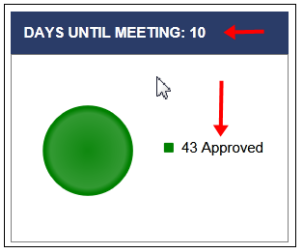
The Calendar shows all upcoming meetings in the system. It also shows the previous days meetings in order to review those that just passed. Use the scroll buttons at the bottom to navigate to see all of the meetings listed.

All future meetings will be listed here. Even though a meeting is listed, all of the items may not have been approved yet and it may not

be marked for viewing. This is the difference between those with the HTML/PDF buttons available and those that do not have these.

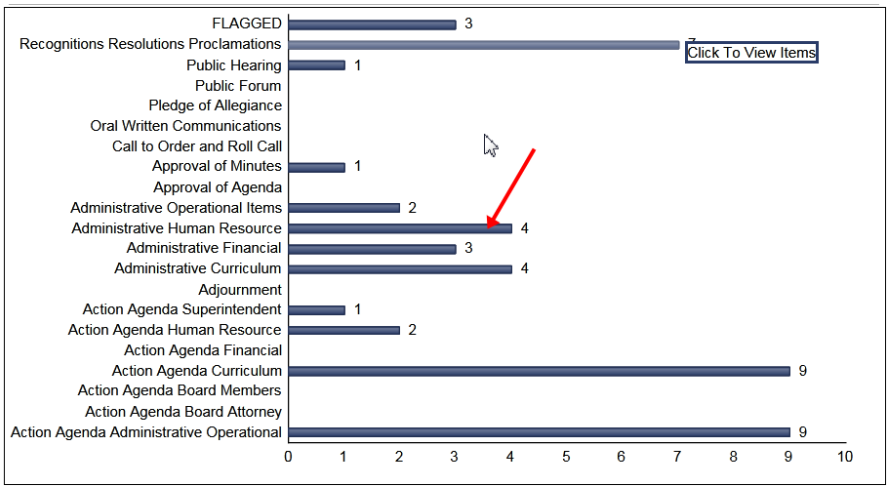
The meetings marked for viewing will be available when the HTML link is shown in the column. You can also download the agenda PDF and the minutes PDF if available. We suggest using the HTML version for the meeting since it is more efficient.

Number of Days Until Meeting

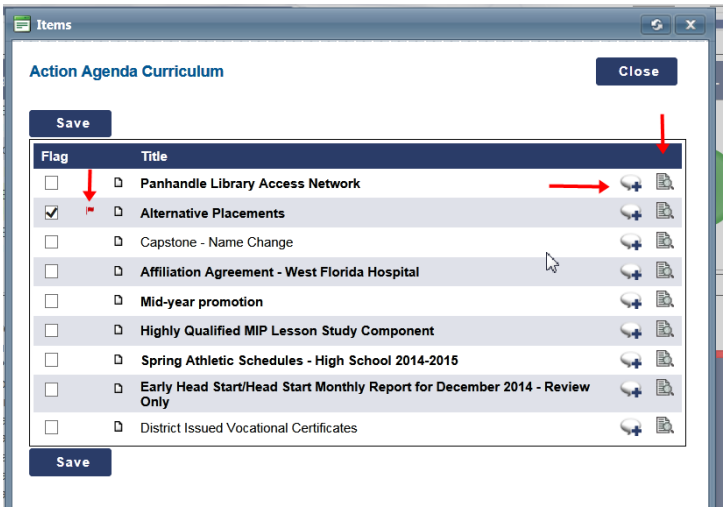


This chart shows the number of days left until the meeting, how many items are on the agenda and how many items still need to be approved by staff.

Number of Items by Agenda Category



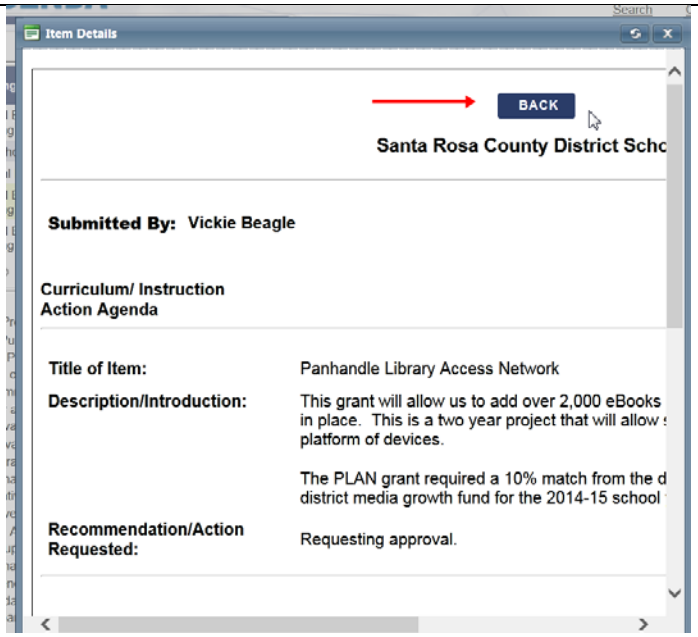
Shows you how many items are in each agenda category. To view the items click on the blue indicator bar for that category.



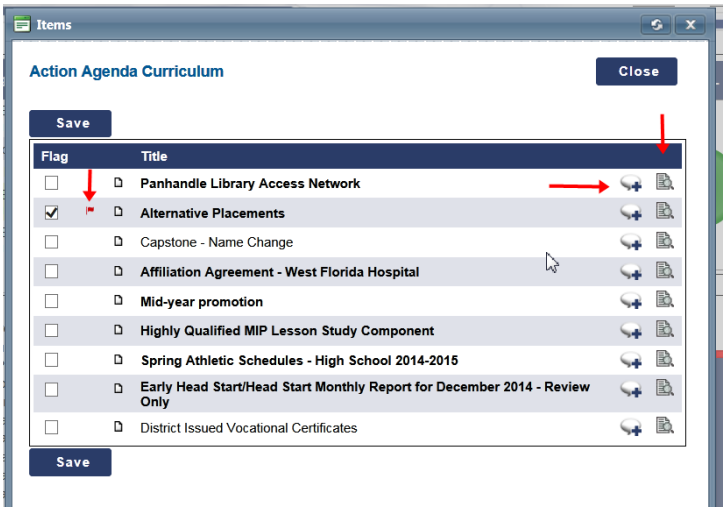
A screen listing all of the items in that category appears. Use the cover sheet link to view the item details and access Attachments. Next to the coversheet link is the comment link allowing users to add private personal comments as part of their meeting preparation.

To the left of each item title is the attachment indicator. When present it alerts the user that there are attachments on this item. Users access attachment by viewing the cover sheet.

The flag feature, far left allows users to flag items for their personal attention. Individual flags are set by each users and are only viewed by that user, not others.



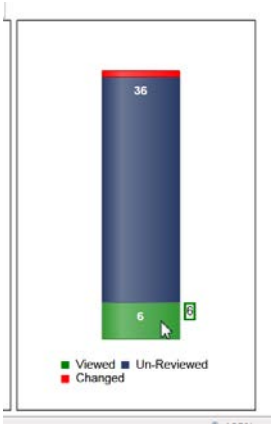
Once the cover sheet is open you can review the details on this individual item. When you are finished viewing this item scroll to the top and use the back button to return to the list. Attachments are at the bottom of the cover sheet and you can open them by clicking on the attachment link



Back on the items screen you can add or access comments that you had previously added by clicking the comment bubble. Be sure to

save any comments after entering them. You can access them during the meeting. Comments are unique to you. Only you can see your comments. If the comment bubble has a Plus sign, +, on it that indicates there are no existing comments on that item.

Flag



Click the check box next to an item to flag it for further review or for special note to come back to it later. This will put the item in category called FLAGGED on the Dashboard for that particular meeting. Clicking the blue bar for FLAGGED will bring up all items flagged for additional review. Flagged items are private and only seen by you.

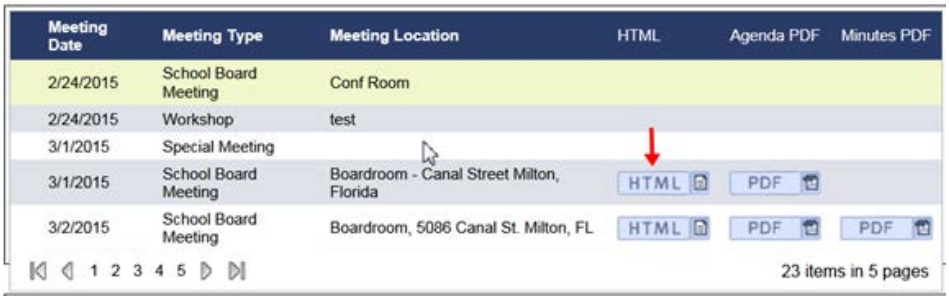
Once you are finished reviewing all of the items in this category, use the close button to return to the dashboard and go to the next category.

Items Reviewed

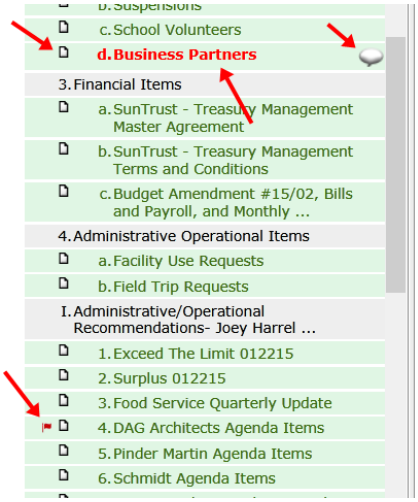
Shows how many items have been reviewed, how many items need to still be reviewed, and how many have been changed since your last viewing. A red indicator will appear at the top of the chart if any items have been changed since the last time you reviewed this item. This means that the agenda preparer has made a change to an item and used the notify feature to make you aware of the change.

To review any of the items that need to be reviewed you can click on the blue portion of the bar and it will bring up a list of the items needing review. You can then scroll through and review those items. You can also view the already viewed and changed items by clicking the green or red portions respectively.

During the Meeting

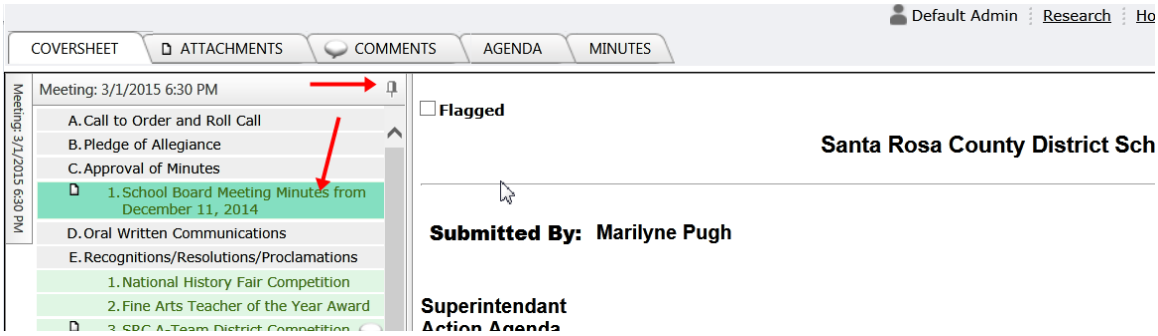


From the dashboard, click on the HTML link to the right of the meeting that you want to participate in and you will be taken to the in meeting view.

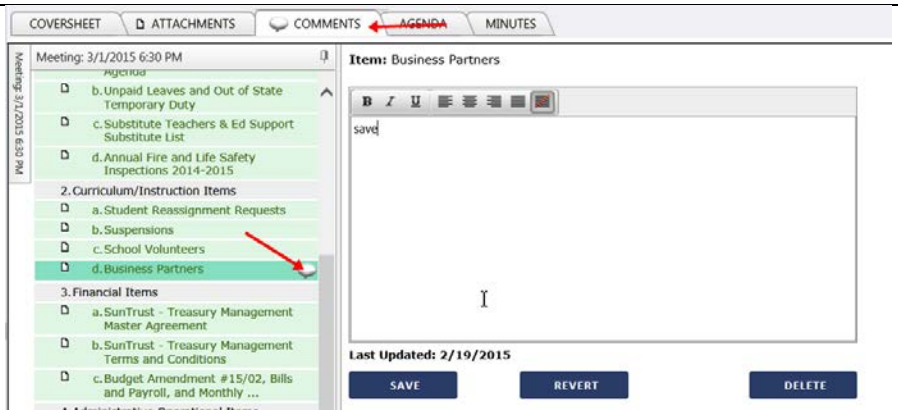


On the left side of the screen is the list of all the items on this meeting agenda. We suggest using this list view because it is very efficient to navigate particularly on tablet devices which are common in today's meetings.

This list displays all the categories and items for that particular meeting. Categories have a gray background and items have a green background. From this view you can see items cover sheets, items that have comments, Attachments, and items with Flags for personal attention.



Click on an item to view the cover sheet, which will appear in the right window. If you would to make this the size of the full page, use the tack to PIN and unpin the tree view for more viewing area.
Notice that the item that you selected is now highlighted. Across the top there are tabs that you can toggle through for the comments, attachments, agenda and minutes. Minutes will be available when the have been published.

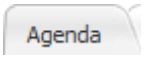


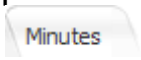
Click on a comment bubble to bring up the comment or an alternate method for the bubble comment it to select the comments tab at the top.

Traditional Agenda View

Toggling between Agenda and Minutes tabs

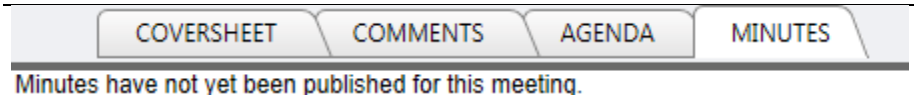
Once the desired meeting or comment has been selected, the meeting for that date will display on the next screen.

You now have options to view the AGENDA or MINUTES for that particular meeting date. Simply click on the 

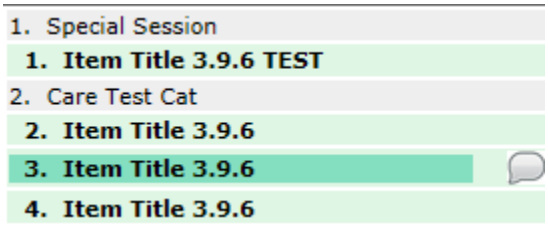
"Agenda tab" or 

"Minutes tab" to toggle between the two screens.

If there are no minutes for that particular date, a message will be displayed:



Comments



With an item selected, click the comment tab to add/remove comments. The comment bubble displays on the list view to the right of an item title if there is a comment for that particular item.

To Add a Comment

You can than start typing in the rich text box to add a comment or edit existing text.

The Item Comment box is a rich text box. You can have options to **bold**, **italicize**, **underline** and **align** the comments. Once you have completed adding your comments, simply press "**Save**" to save or "**Cancel**" to close the window and cancel your comments.

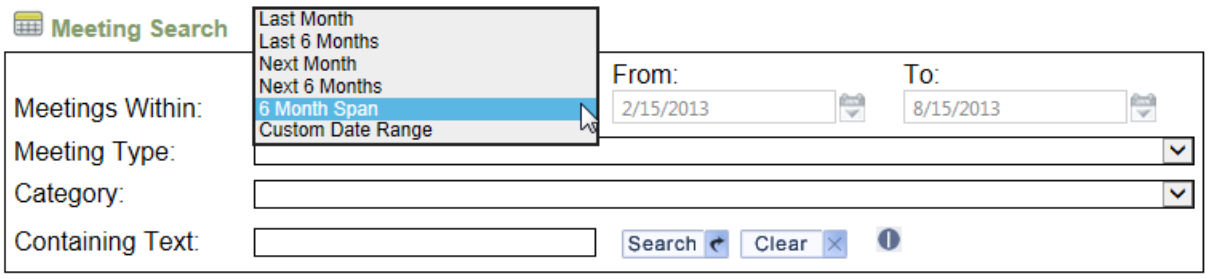
Once you press **Save**, your comments will be saved for this item, and the window will close. Or click the cancel if comment should not be changed.

Your item will now show a **White Comments Icon** beside the item, indicating there is already a comment for that item. You can click on that comment again at any time to edit or delete the comment.

Delete an Existing Comment

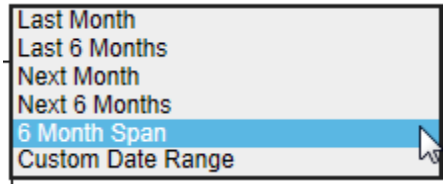
If there is an existing comment and you want to delete it, click Delete Comment to remove the comment added.

Search Screen / Doing Research on Past Meetings

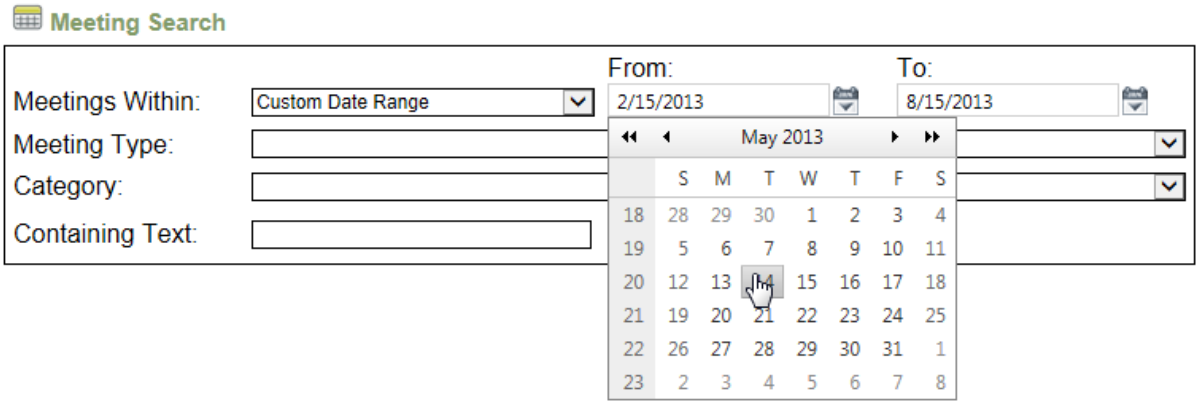


To Search for a meeting, click the SEARCH button.

Search for by **Meetings Within**

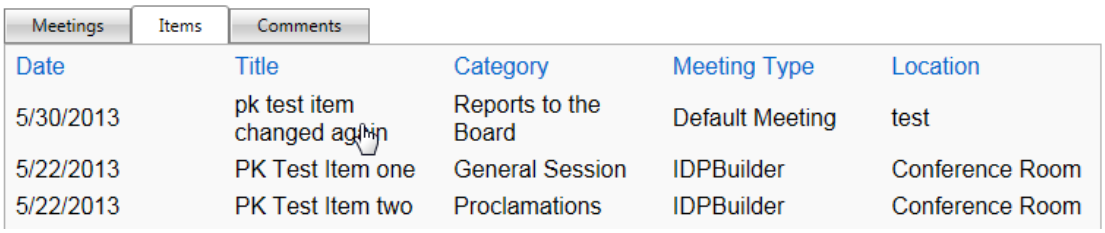


To use the date fields, you must select "custom date range" from the "Meetings Within" filter.



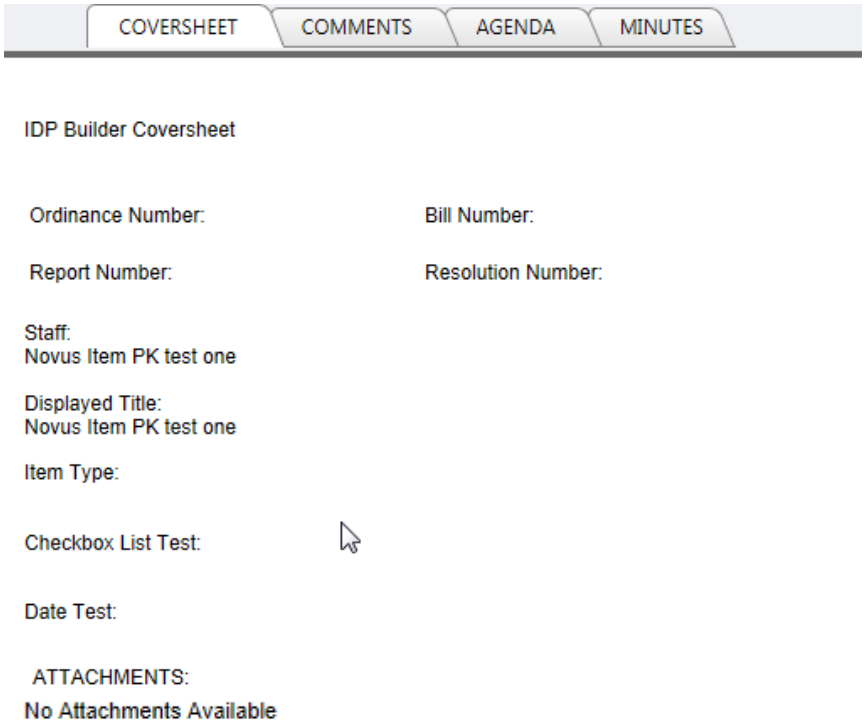
Other filters are *Meeting Type*, agenda *Category* and *Containing text*. Once you make your selection, press the Search button, or to clear search choose the clear button.

Viewing Item Details in Your Search Results



You can view each of the item's details, by clicking on the item title.

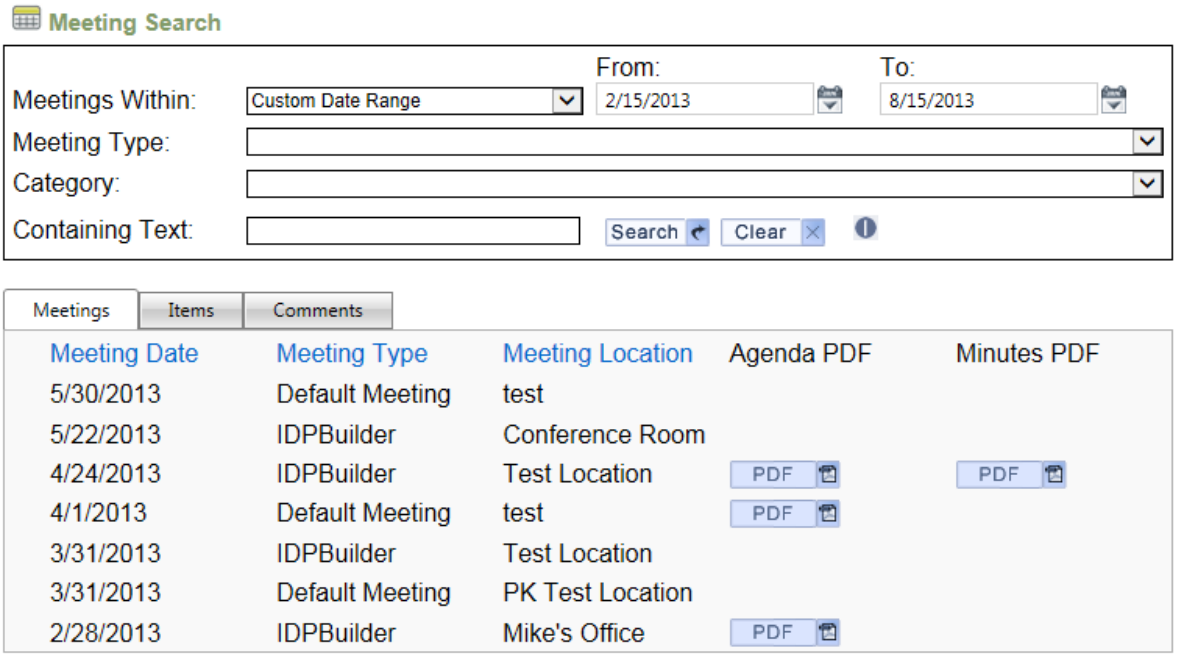
Once you click on the item, the *Item Details* window will open with that item cover sheet displaying the details of the item.



Using the Research

Use this Research feature to search for other meetings without leaving the meeting you are currently on. It works the same way the regular search feature does.

You can do this by clicking the SEARCH button and searching for meeting dates that contact information you are interested in. Once there, you can view and copy important information, close the search window and paste your comments in any of the comments sections.

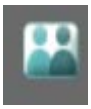


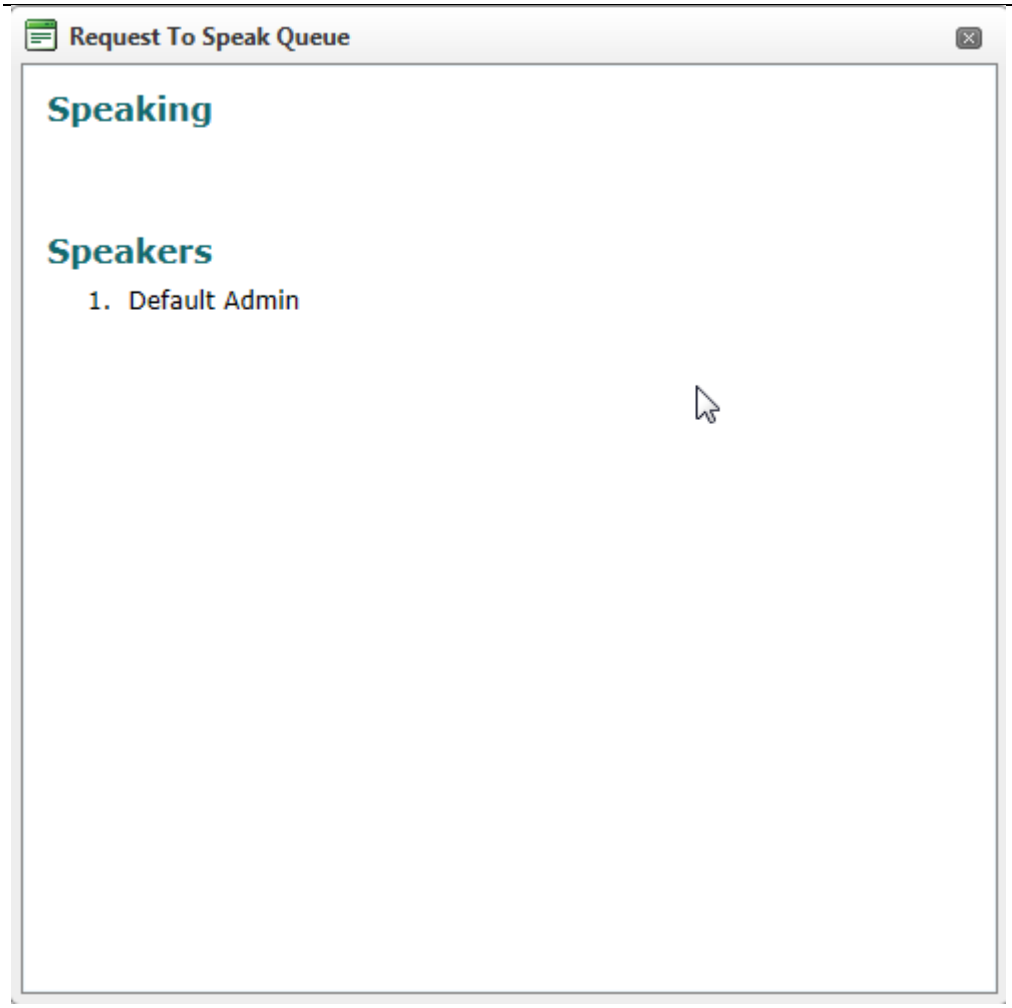
Request to Speak

This button will appear on the top left of you screen if the minutes taker has activated the speaker queue option. Once activated you can request to speak on an item by simply clicking Request to speak.

Note that this feature may not be active in your system and if you want to activate have your system administrator contact NovusAGENDA.

The speaker queue will allow you to see who is queued up to speak and in what order. Click on the queue button to see that information.





- Allows users to view a queue for speakers during a meeting.

Buttons & Descriptions

Search SEARCH - allows you to search for new meeting dates with various filters

Research RESEARCH - allows you research for other meetings while you are currently on a particular meeting

Comment - Opens the current comments for a particular item

Edit Comment EDIT COMMENT - allows you to edit or add comments to an item

Delete Comment DELETE COMMENT - allows you to delete comments

Request to Speak

- allows users to manage a queue for speakers during a meeting.

By Legislators Maffucci and Yudelson

Intro. No. 247

RESOLUTION NO. 196 OF 2024

STANDARD WORK DAY AND REPORTING RESOLUTION FOR COUNTY ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT CREDIT PURPOSES

BE IT RESOLVED BY THE LEGISLATURE OF THE COUNTY OF MONROE, as follows:

Section 1. The County of Monroe hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials									
Adam Bello			County Executive	1/1/2024-12/31/2027	8	26.80	☐	Bi-Weekly	☐
Jamie Romeo			County Clerk	1/1/2021-12/31/2024	8	21.02	☐	Bi-Weekly	☐
Sandra Doorley			District Attorney	1/1/2020-12/31/2023	8	28.53	☐	Bi-Weekly	☐
Todd Baxter			Sheriff	1/1/2022-12/31/2025	8		x	Bi-Weekly	☐
G. Blake Keller			County Legislator, 1st District	1/1/2024-12/31/2027	6		x	Bi-Weekly	
Jackie Smith			County Legislator, 2nd District	1/1/2024-12/31/2027	6	8.25	☐	Bi-Weekly	
Tracy DiFlorio			County Legislator, 3rd District	1/1/2024-12/31/2027	6	14.42	☐	Bi-Weekly	☐
Virginia E. McIntyre			County Legislator, 4th District	1/1/2024-12/31/2027	6	13.12	☐	Bi-Weekly	☐
Richard Milne			County Legislator, 5th District	1/1/2024-12/31/2027	6	7.39	☐	Bi-Weekly	☐
Sean McCabe			County Legislator, 6th District	1/1/2024-12/31/2027	6		x	Bi-Weekly	☐
Kirk Morris			County Legislator, 7th District	1/1/2024-12/31/2027	6	6.97	☐	Bi-Weekly	☐
Mark Johns			County Legislator, 8th District	1/1/2024-12/31/2027	6		x	Bi-Weekly	☐
Paul Dondorfer			County Legislator, 9th District	1/1/2024-12/31/2027	6	7.09	☐	Bi-Weekly	☐
Howard Maffucci			County Legislator, 10th District	1/1/2024-12/31/2027	6		x	Bi-Weekly	☐

John B. Baynes			County Legislator, 11th District	1/1/2024-12/31/2027	6	11.46	☐	Bi-Weekly	☐
Steve Brew			County Legislator, 12th District	1/1/2024-12/31/2027	6	23.61	☐	Bi-Weekly	☐
Michael Yudelson			County Legislator, 13th District	1/1/2024-12/31/2027	6		X	Bi-Weekly	☐
Susan Hughes-Smith			County Legislator, 14th District	1/1/2024-12/31/2027	6		X	Bi-Weekly	☐
Frank Ciardi			County Legislator, 15th District	1/1/2024-12/31/2027	6	4.00	☐	Bi-Weekly	☐
David Long			County Legislator, 16th District	1/1/2024-12/31/2027	6		X	Bi-Weekly	☐
Rachel Barnhart			County Legislator, 17th District	1/1/2024-12/31/2027	6	10.03	☐	Bi-Weekly	☐
Lystra Bartholomew McCoy			County Legislator, 18th District	1/1/2024-12/31/2027	6	4.99	☐	Bi-Weekly	☐
Tom Sinclair			County Legislator, 19th District	1/1/2024-12/31/2027	6		X	Bi-Weekly	☐
Robert Colby			County Legislator, 20th District	1/1/2024-12/31/2027	6		X	Bi-Weekly	☐
Santos E. Cruz			County Legislator, 21st District	1/1/2024-12/31/2027	6	14.25	☐	Bi-Weekly	☐
Mercedes Vazquez Simmons			County Legislator, 22nd District	1/1/2024-12/31/2027	6	17.94	☐	Bi-Weekly	☐
Linda Hasman			County Legislator, 23rd District	1/1/2024-12/31/2027	6		X	Bi-Weekly	☐
Albert Blankley			County Legislator, 24th District	1/1/2024-12/31/2027	6		X	Bi-Weekly	☐
Carolyn Delvecchio Hoffman			County Legislator, 25th District	1/1/2024-12/31/2027	6	18.56	☐	Bi-Weekly	☐
Yversha M. Roman			County Legislator, 26th District	1/1/2024-12/31/2027	6	16.06	☐	Bi-Weekly	☐
Rose E. Bonnick			County Legislator, 27th District	1/1/2024-12/31/2027	6	2.73	☐	Bi-Weekly	☐

Ricky Frazier			County Legislator, 28th District	1/1/2024-12/31/2027	6	6.20	☐	Bi-Weekly	☐
William Burgess			County Legislator, 29th District	1/1/2024-12/31/2027	6	6.88	☐	Bi-Weekly	☐
Appointed Officials				1/1/2024-12/31/2027					
Joshua Barouth			Parliamentarian	1/1/2024-12/31/2027	6	3.42	☐	Bi-Weekly	☐

Section 2. The Clerk of the Legislature is hereby directed to post the Resolution on the County website for thirty (30) days after its adoption.

Section 3. The Clerk of the Legislature is hereby directed to file a certified copy of this Resolution together with all necessary forms and documentation with the Office of the State Comptroller within fifteen (15) days after the public posting period has ended.

Section 4. This resolution shall take effect in accordance with Section C2-7 of the Monroe County Charter.

Matter of Urgency
File No. 24-0221

ADOPTION: Date: July 9, 2024 Vote: 29-0

ACTION BY THE COUNTY EXECUTIVE

APPROVED: ✓ VETOED: _____

SIGNATURE: Adam Bello DATE: 7/16/2024

EFFECTIVE DATE OF RESOLUTION: 7/16/2024