



Novus BOARD VIEW - Executive Portal

Training Manual V4.4

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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.


Username

Password

[Forgot Password](#)



Dashboard View / Meeting Preparation



[Search](#)
[Change Password](#)
[Logout](#)


Meeting Date	Meeting Type	Meeting Location	HTML	Agenda PDF	Minutes PDF
2/24/2015	School Board Meeting	Conf Room			
2/24/2015	Workshop	test			
3/1/2015	Special Meeting				
3/1/2015	School Board Meeting	Boardroom - Canal Street Milton, Florida	HTML	PDF	
3/2/2015	School Board Meeting	Boardroom, 5098 Canal St. Milton, FL	HTML	PDF	PDF


23 items in 5 pages

FLAGGED

Recognitions Resolutions Proclamations	7
Public Hearing	1
Public Forum	1
Pledge of Allegiance	0
Oral Written Communications	0
Call to Order and Roll Call	0
Approval of Minutes	1
Approval of Agenda	0
Administrative Operational Items	2
Administrative Human Resource	4
Administrative Financial	3
Administrative Curriculum	4
Adjournment	0
Action Agenda Superintendent	1
Action Agenda Human Resource	2
Action Agenda Financial	0
Action Agenda Curriculum	9
Action Agenda Board Members	0
Action Agenda Board Attorney	9
Action Agenda Administrative Operational	0

DAYS UNTIL MEETING: 10


 43 Approved



37

5

■ Viewed
 ■ Un-Reviewed
 ■ Changed

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

Meeting Date	Meeting Type	Meeting Location	HTML	Agenda PDF	Minutes PDF
2/24/2015	School Board Meeting	Conf Room			
2/24/2015	Workshop	test			
3/1/2015	Special Meeting				
3/1/2015	School Board Meeting	Boardroom - Canal Street Milton, Florida	HTML	PDF	
3/2/2015	School Board Meeting	Boardroom, 5086 Canal St. Milton, FL	HTML	PDF	PDF

Navigation: 1 2 3 4 5 (Left arrow highlighted)

23 items in 5 pages

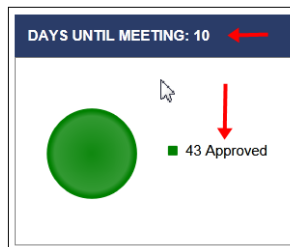
The Calendar shows all upcoming meetings in the system. It also shows the previous days meetings in order to review those that just passed. Use the scroll buttons at the bottom to navigate to see all of the meetings listed.

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.

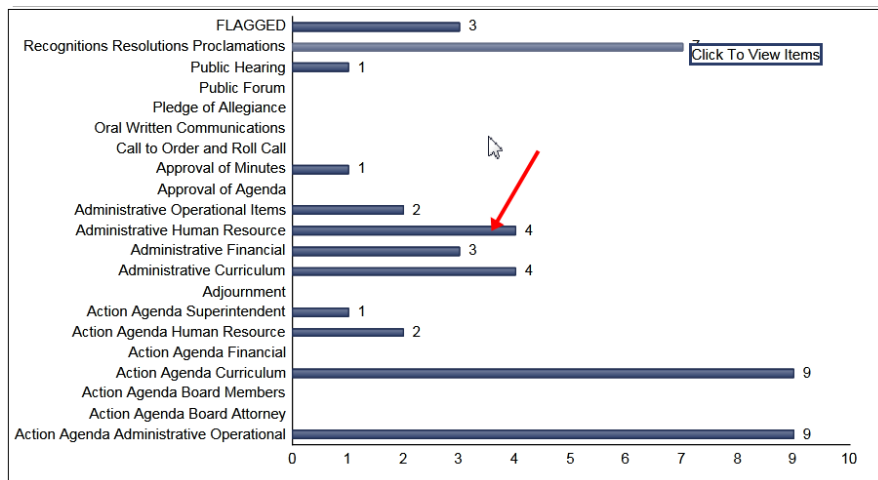
The meetings marked for viewing will be available when the HTML link is shown in the column. You can also download the agenda PDF and the minutes PDF if available. We suggest using the HTML version for the meeting since it is more efficient.

Number of Days Until Meeting

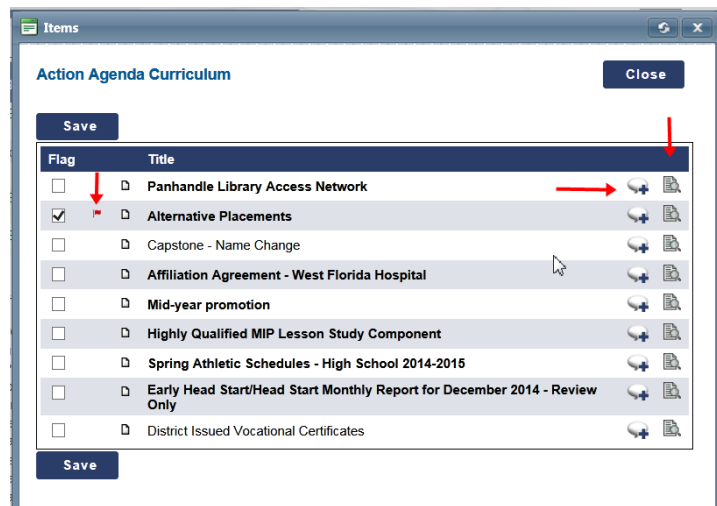


This chart shows the number of days left until the meeting, how many items are on the agenda and how many items still need to be approved by staff.

Number of Items by Agenda Category



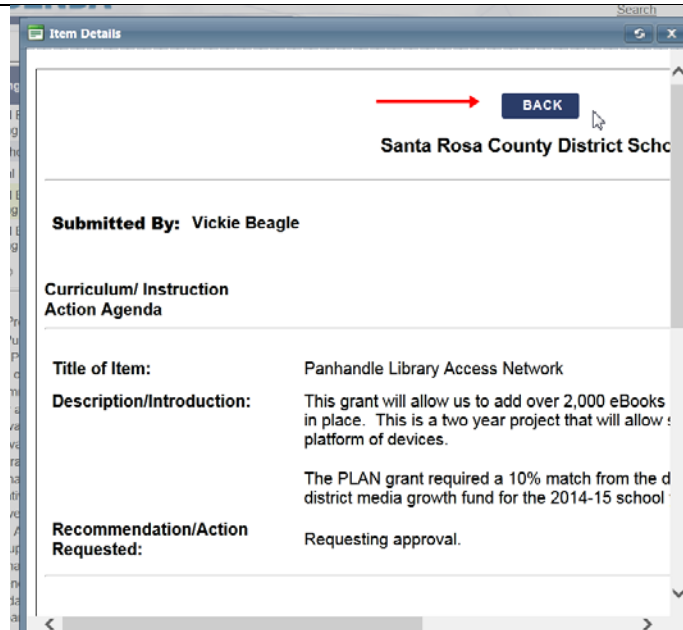
Shows you how many items are in each agenda category. To view the items click on the blue indicator bar for that category.



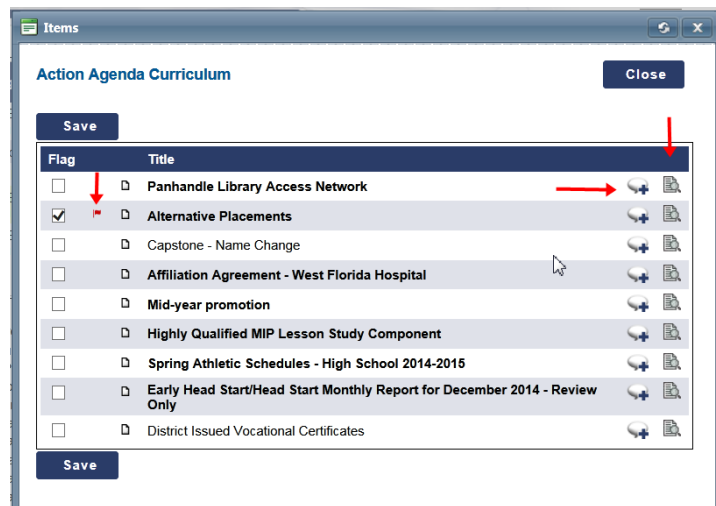
A screen listing all of the items in that category appears. Use the cover sheet link to view the item details and access Attachments. Next to the coversheet link is the comment link allowing users to add private personal comments as part of their meeting preparation.

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.



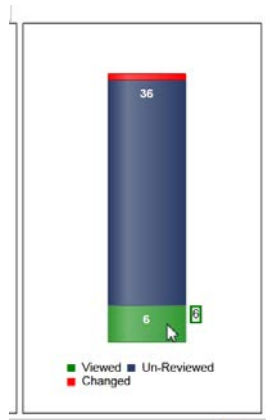
Once the cover sheet is open you can review the details on this individual item. When you are finished viewing this item scroll to the top and use the back button to return to the list. Attachments are at the bottom of the cover sheet and you can open them by clicking on the attachment link



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.

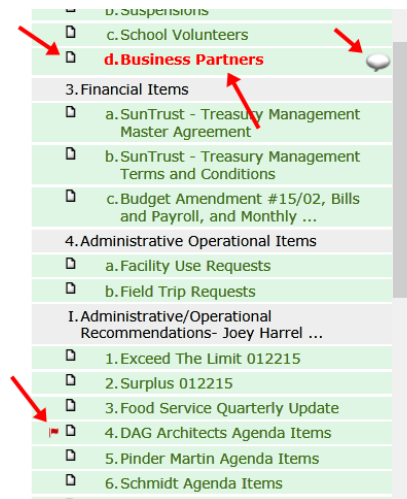
To review any of the items that need to be reviewed you can click on the blue portion of the bar and it will bring up a list of the items needing review. You can then scroll through and review those items. You can also view the already viewed and changed items by clicking the green or red portions respectively.

During the Meeting

Meeting Date	Meeting Type	Meeting Location	HTML	Agenda PDF	Minutes PDF
2/24/2015	School Board Meeting	Conf Room			
2/24/2015	Workshop	test			
3/1/2015	Special Meeting				
3/1/2015	School Board Meeting	Boardroom - Canal Street Milton, Florida	HTML	PDF	
3/2/2015	School Board Meeting	Boardroom, 5086 Canal St. Milton, FL	HTML	PDF	PDF

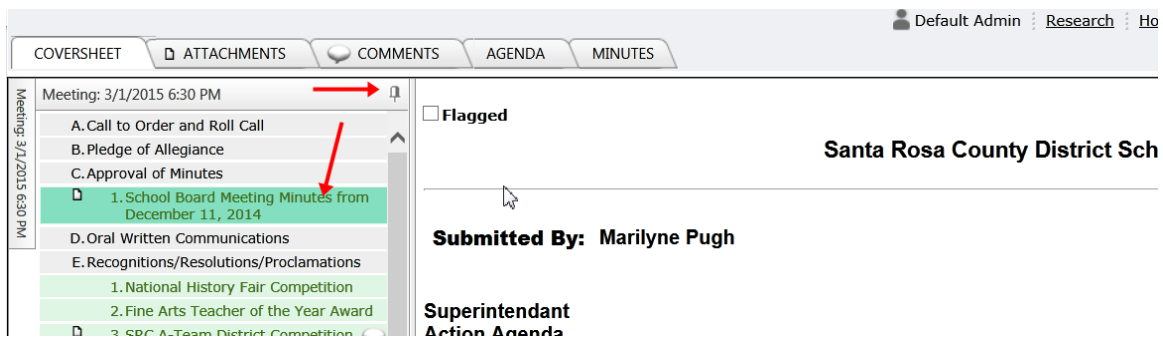
23 items in 5 pages

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.

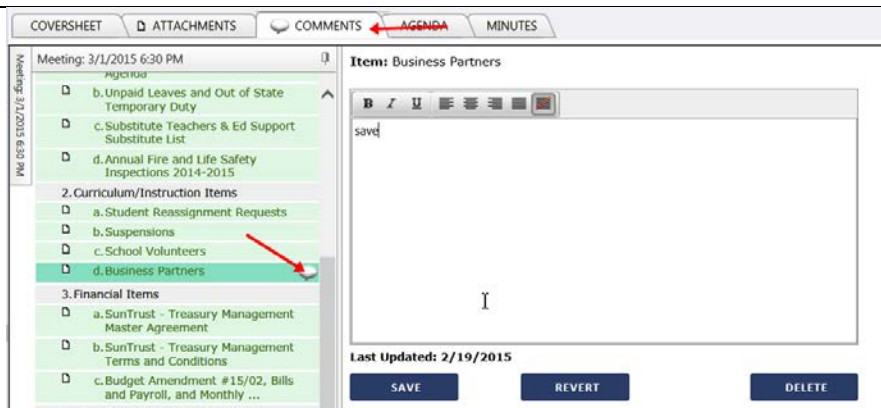


On the left side of the screen is the list of all the items on this meeting agenda. We suggest using this list view because it is very efficient to navigate particularly on tablet devices which are common in today's meetings.

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.

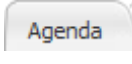



Click on a comment bubble to bring up the comment or an alternate method for the bubble comment it to select the comments tab at the top.

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:

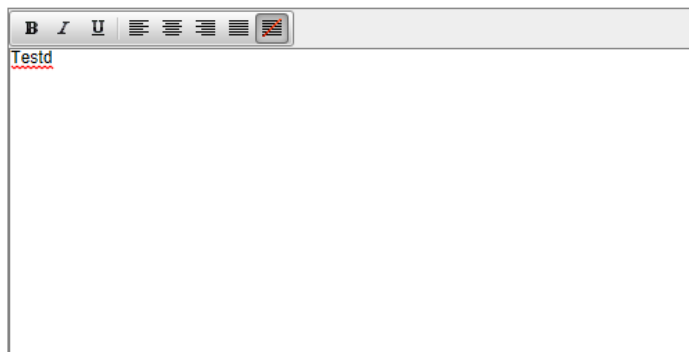
Minutes have not yet been published for this meeting.

Comments

1. Special Session
1. Item Title 3.9.6 TEST
2. Care Test Cat
2. Item Title 3.9.6
3. Item Title 3.9.6 
4. Item Title 3.9.6

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



A rich text editor window with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, and Undo. The text area contains the word "Testd" with a red squiggly underline.

Last Updated: 5/15/2013

[SAVE](#) [CANCEL](#)

[DELETE](#)

You can then 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.

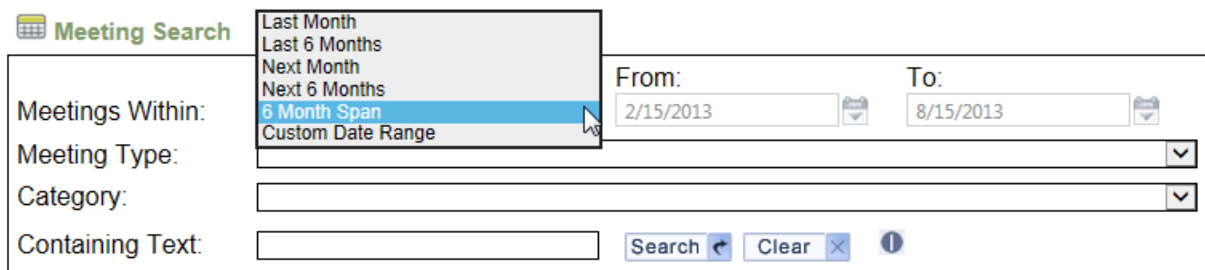
Once you press **Save**, your comments will be saved for this item, and the window will close. Or click the cancel if comment should not be changed.

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




The screenshot shows a "Meeting Search" form. On the left, there are four input fields: "Meetings Within:", "Meeting Type:", "Category:", and "Containing Text:". The "Meetings Within:" dropdown menu is open, showing options: "Last Month", "Last 6 Months", "Next Month", "Next 6 Months", "6 Month Span" (which is highlighted), and "Custom Date Range". To the right of these fields are two date input boxes labeled "From:" and "To:", with dates "2/15/2013" and "8/15/2013" respectively. Below the date boxes are "Search" and "Clear" buttons, along with a help icon.

To Search for a meeting, click the  button.

Search for by **Meetings Within**

Last Month
Last 6 Months
Next Month
Next 6 Months
6 Month Span
Custom Date Range

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

 Meeting Search

Meetings Within:	Custom Date Range	From:	2/15/2013	To:	8/15/2013																																																														
Meeting Type:		<table border="1"> <tr><td colspan="7">May 2013</td></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>18</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>19</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>20</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>22</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr> <tr><td>23</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>				May 2013							S	M	T	W	T	F	S	18	28	29	30	1	2	3	4	19	5	6	7	8	9	10	11	20	12	13	14	15	16	17	18	21	19	20	21	22	23	24	25	22	26	27	28	29	30	31	1	23	2	3	4	5	6	7	8
May 2013																																																																			
S	M	T	W	T	F	S																																																													
18	28	29	30	1	2	3	4																																																												
19	5	6	7	8	9	10	11																																																												
20	12	13	14	15	16	17	18																																																												
21	19	20	21	22	23	24	25																																																												
22	26	27	28	29	30	31	1																																																												
23	2	3	4	5	6	7	8																																																												
Category:																																																																			
Containing Text:																																																																			

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.

Meeting Type:		
Category:		
Containing Text:		<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="i"/>

Viewing Item Details in Your Search Results

Meetings		Items		Comments	
Date	Title	Category	Meeting Type	Location	
5/30/2013	pk test item changed agenda	Reports to the Board	Default Meeting	test	
5/22/2013	PK Test Item one	General Session	IDPBuilder	Conference Room	
5/22/2013	PK Test Item two	Proclamations	IDPBuilder	Conference Room	

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.



IDP Builder Coversheet

Ordinance Number:

Bill Number:

Report Number:

Resolution Number:

Staff:

Novus Item PK test one

Displayed Title:

Novus Item PK test one

Item Type:

Checkbox List Test:



Date Test:


ATTACHMENTS:

No Attachments Available





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.

 **Meeting Search**

Meetings Within:	Custom Date Range	From:	2/15/2013	To:	8/15/2013
Meeting Type:					
Category:					
Containing Text:		<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Info"/>			

Meetings	Items	Comments		
Meeting Date	Meeting Type	Meeting Location	Agenda PDF	Minutes PDF
5/30/2013	Default Meeting	test		
5/22/2013	IDPBuilder	Conference Room		
4/24/2013	IDPBuilder	Test Location	<input type="button" value="PDF"/> 	<input type="button" value="PDF"/> 
4/1/2013	Default Meeting	test	<input type="button" value="PDF"/> 	
3/31/2013	IDPBuilder	Test Location		
3/31/2013	Default Meeting	PK Test Location		
2/28/2013	IDPBuilder	Mike's Office	<input type="button" value="PDF"/> 	

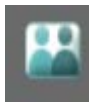
Request to Speak

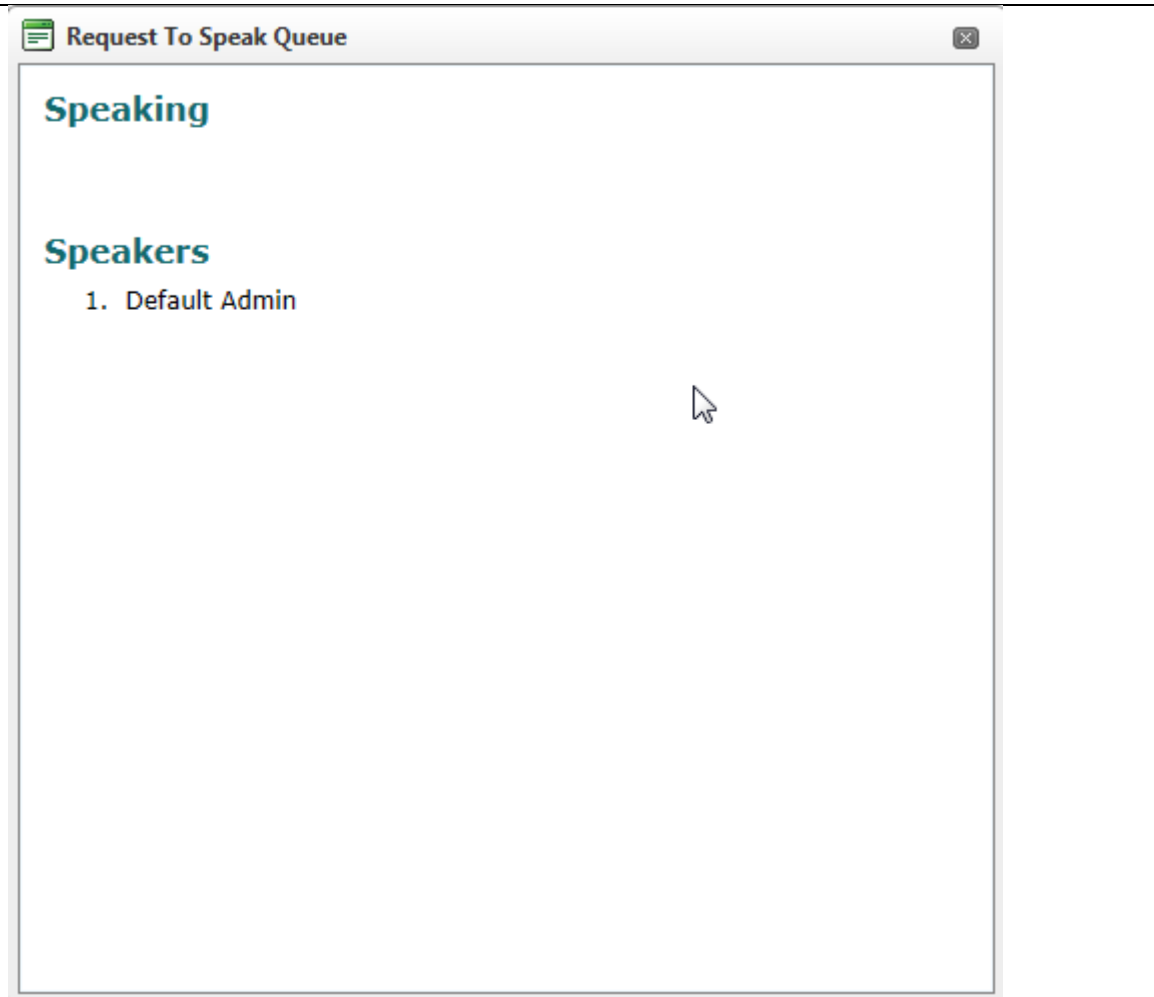
This button will appear on the top left of your screen if the minutes taker has activated the speaker queue option. Once activated you can request to speak on an item by simply clicking Request to speak.

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

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  - allows you to edit or add comments to an item

Delete Comment  - allows you to delete comments

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

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	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Jamie Romeo			County Clerk	1/1/2021-12/31/2024	8	21.02	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Sandra Doorley			District Attorney	1/1/2020-12/31/2023	8	28.53	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Todd Baxter			Sheriff	1/1/2022-12/31/2025	8		<input checked="" type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
G. Blake Keller			County Legislator, 1 st District	1/1/2024-12/31/2027	6		<input checked="" type="checkbox"/>	Bi-Weekly	
Jackie Smith			County Legislator, 2 nd District	1/1/2024-12/31/2027	6	8.25	<input type="checkbox"/>	Bi-Weekly	
Tracy DiFlorio			County Legislator, 3 rd District	1/1/2024-12/31/2027	6	14.42	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Virginia E. McIntyre			County Legislator, 4 th District	1/1/2024-12/31/2027	6	13.12	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Richard Milne			County Legislator, 5 th District	1/1/2024-12/31/2027	6	7.39	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Sean McCabe			County Legislator, 6 th District	1/1/2024-12/31/2027	6		<input checked="" type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Kirk Morris			County Legislator, 7 th District	1/1/2024-12/31/2027	6	6.97	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Mark Johns			County Legislator, 8 th District	1/1/2024-12/31/2027	6		<input checked="" type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Paul Dondorfer			County Legislator, 9 th District	1/1/2024-12/31/2027	6	7.09	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Howard Maffucci			County Legislator, 10 th District	1/1/2024-12/31/2027	6		<input checked="" type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>

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

Ricky Frazier			County Legislator, 28 th District	1/1/2024- 12/31/2027	6	6.20	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
William Burgess			County Legislator, 29 th District	1/1/2024- 12/31/2027	6	6.88	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Appointed Officials				1/1/2024- 12/31/2027					
Joshua Barouth			Parliament arian	1/1/2024- 12/31/2027	6	3.42	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>

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: Quincy Bello DATE: 7/16/2024

EFFECTIVE DATE OF RESOLUTION: 7/16/2024