

OPRS

Improving records integrity, staff productivity, cost-effectiveness, and OPRA compliance

MEETING MANAGER MODULE

Centralized tracking of all your Meeting Agendas and Minutes

- **FREEHOLDER MEETINGS (WORK SESSION AND REGULAR MEETINGS)**

Major Benefits include:

- Central system to store and track Agendas, Resolutions, and Minutes
- Google-type keyword search and lookup for Agenda items and Resolutions
- Concurrent access for multiple users for preparation and review of Agenda items
- Automated Numbering of Pages and Resolutions
- Capture Vote Tallies for each Agenda item in the system
- Electronic stamping of Vote Tallies on the individual resolution
- Ability to print Agenda, Resolutions, and Attachments from the system
- Supports departmental workflow with Purchasing and other departments
- Electronic conversion of Agendas to Minutes after Freeholder meeting
- Streamline publication of Agenda and Minutes on the county website
- Satisfy OPRA requests with certified electronic copies
- Ease of integration with County's existing OPRS system
- Improved records integrity, staff productivity, and cost-effectiveness