

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, August 29, 2011 6:01 AM
To: Trish Ernst-Malcolm; Maureen Segale-Glenn; Katie Vaniska; William Inglefield; 'w.t.inglefield@gmail.com'
Subject: Placing our staff today
Importance: High

All,

I will be at OEM early this morning, so please coordinate placing staff throughout Admin who have been displaced. Matt DiRado has already secured several conference rooms, including the 6th floor.

x medical condition redacted pursuant to HIPAA, FMLA, ADA

I've instructed both Colleen and Anna K to come into the Admin Building despite their [redacted] until noon when Kellogg opens. Put them on the 6th floor, in the Freeholder Meeting Room or Freeholder Conf Room.

The Elizabeth One Stop building may be inhabitable (we were aware of problems here on Sunday), and if so, Rossi Jackson and his crew will report to Admin.

The YSB may have water damage which will be assessed by Pat Scala at 7:30 am. Darrell is on vacation. Karen Robinson and YSB staff and Betrice and her Aging care managers should be instructed to report to Admin, not to go home.

Everyone's Div Head or supervisor will have to assist in determining what they can do until lunch time, or all day in the case if the YSB or One Stop show up. Al was adamant that he did not want staff going home due to building issues. If any calls come in this is how you should respond. Anyone who stays home today will be charged a vacation day.

Thanks for your help. See you later.
Karen

-----Original Message-----

From: Matt DiRado
To: Karen Dinsmore
To: Trish Ernst
Cc: Claudia Martins
Subject: Re: Tomorrow
Sent: Aug 28, 2011 9:44 PM

Ok. So far I have lined up parks 2 conference rooms, the freeholder conf room and chambers if needed. I will try and get responses for other areas.

-----Original Message-----

From: Karen Dinsmore
To: Matt DiRado
Subject: Re: Tomorrow
Sent: Aug 28, 2011 9:30 PM

Thx. Just got word to reposer to OEM in morn so Trish or Maureen will have to handle initially.

-----Original Message-----

From: Matt DiRado
To: Karen Dinsmore
Subject: Fw: Tomorrow
Sent: Aug 28, 2011 9:29 PM

Parks is a go.

-----Original Message-----

From: Ron Zuber
To: Matt Dirado
Subject: Re: Tomorrow
Sent: Aug 28, 2011 9:27 PM

Yes

-----Original Message-----

From: Matt Dirado
To: Joe Sharp
Cc: Karen Dinsmore
Subject: Fw: Tomorrow
Sent: Aug 28, 2011 9:23 PM

Ron can HS use your 2 conference rooms on 2 tomorrow morning. See emails below.

-----Original Message-----

From: Karen Dinsmore
To: Matt DiRado
Subject: Re: Tomorrow
Sent: Aug 28, 2011 9:20 PM

Yes, he told me to line em up in conf rooms.

-----Original Message-----

From: Matt DiRado
To: Karen Dinsmore
To: Trish Ernst
Cc: Claudia Martins
Subject: Re: Tomorrow
Sent: Aug 28, 2011 9:18 PM

Redaction of personal matter not relevant to UC Business

Ok. I am out in morning [REDACTED]. But will work to accommodate. Does the County Manager know?

-----Original Message-----

From: Karen Dinsmore
To: Matt DiRado
Cc: Trish Malcolm
Subject: Tomorrow
Sent: Aug 28, 2011 9:17 PM

Two UCC buildings will open at noon. Eliz One Stop may be uninhabitable. Youth Services in Linden damage will be assessed in am. All employees are to report to Admin Building. May need some help placing them in conf rooms. Min 30, max 70 staff is if all show...
Karen

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, July 11, 2011 12:47 PM
To: Trish Ernst-Malcolm
Subject: Re: FOR THE RECORD

Not that I know of but I haven't followed up.

From: Trish Ernst-Malcolm
Sent: Monday, July 11, 2011 12:46 PM
To: Karen Dinsmore
Subject: Re: FOR THE RECORD

I will print this out....do they have any other theories?

From: Karen Dinsmore
Sent: Monday, July 11, 2011 12:24 PM
To: Trish Ernst-Malcolm
Subject: FOR THE RECORD

Trish,

Today, July 11th, I had the following employees feel uncomfortable on the 4th floor and I relocated them to our floor:

Anna Kazmierczyk (will be on Floor 2 all week)

Katie Regan

Linda Kosinski

Chris Ann Wright

Helen Gamova

Bob Colicchio

In addition, I sent the following people to Multi Care in Clark (under direction of Cheryl Pantina):

[REDACTED]
[REDACTED]
[REDACTED]

* Redaction of individual's medical encounters pursuant to HIPAA, FMLA + ADA.

Files are in your drawer. Joe Graziano was contacted by Matt Dirado and investigated the 4th Floor today. No word yet on the outcome.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services

10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Friday, July 22, 2011 4:27 PM
To: Marlene Froehlich
Subject: RE: voice mail

I really appreciate your help....Thank you! Have a great weekend!

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

From: Marlene Froehlich
Sent: Friday, July 22, 2011 4:21 PM
To: Trish Ernst-Malcolm
Subject: voice mail

Concerning the employees that were given voice mail!!!!

They will have to go to their phones on either the 6th or 7th button (vm button) to set up the voice mail or they can simply dial 2001 if they cannot locate their voice mail button.

Have them each think of a 6 digit password/ask them to write it down so they don't forget it? The voice prompt will walk them through the process. It will ask for a temporary password which is [REDACTED] for each of them. They will enter their name and record a greeting. If they have a problem call me for help.

*Once they are in the other location they will access their voice mail by calling their County extension. When the voice mail picks up hit *7. Enter the extension number followed by the # sign. Enter their password followed by the # sign. They will get their messages just as if they were sitting at their desk. Just follow the prompts!!!!*

Good Luck;

Marlene Froehlich

Supervisor of Telephone Operations
Division of Information Technologies
County of Union
908 527-4000 Fax: 908 558-2543

** REDACTION
OF PASSWORD*

Karen Dinsmore

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 5:15 PM
To: 'gorin@ucc.edu'
Cc: Fran Benson
Subject: LESSNER MOVE

Thanks, Beth. That's great. The staff moving in on Monday works for our Division on Aging. Fran Benson is the Division Director, who will be your point person. However, since the move on Monday is not in stages and boxes as well as computers are coming over the same morning, Fran will be back and forth between the two buildings. Fran's cell phone is [REDACTED] if you need me you may reach me on cell: [REDACTED] or email. I will be off on Monday, but will respond via Blackberry.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Cell # Redacted

From: gorin@ucc.edu [mailto:gorin@ucc.edu]
Sent: Thursday, August 11, 2011 3:52 PM
To: Karen Dinsmore
Subject: RE: ALLIANCE OFFICE

We are ok with the Parking Spots. They just need to have the NJ Handicap sticker on the car. Nick will work out the rest. Beth

Karen Dinsmore

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 5:15 PM
To: 'gorin@ucc.edu'
Cc: Fran Benson
Subject: LESSNER MOVE

Thanks, Beth. That's great. The staff moving in on Monday works for our Division on Aging. Fran Benson is the Division Director, who will be your point person. However, since the move on Monday is not in stages and boxes as well as computers are coming over the same morning, Fran will be back and forth between the two buildings. Fran's cell phone is [REDACTED] If you need me you may reach me on cell: [REDACTED] email. I will be off on Monday, but will respond via Blackberry.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Cell #'s redacted

From: gorin@ucc.edu [mailto:gorin@ucc.edu]
Sent: Thursday, August 11, 2011 3:52 PM
To: Karen Dinsmore
Subject: RE: ALLIANCE OFFICE

We are ok with the Parking Spots. They just need to have the NJ Handicap sticker on the car. Nick will work out the rest. Beth

Karen Dinsmore

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 5:37 PM
To: Monica Lallo
Cc: Darrell Hatchett; Ivette Anzelone; Trish Ernst-Malcolm
Subject: MOVE FROM 4th FLOOR

Importance: High

Monica,
You are moving to the 5th Floor of the Admin Building, since you requested to remain in this complex. Tricia Malcolm was able to find you a space in this building. IT is in the process of wiring the cubicle so you will be able to use your computer. Please be patient as IT is moving close to 40 people in the next 3 days, so everyone is stressed out. Any questions should come to me. You may email me because I am at PROCEED much of tomorrow. But I will get back to you and I will be back in this building on Friday afternoon.

Ivette will be going to the Youth Services Bureau on Tuesday.

Thank you for your cooperation. This is an unpleasant situation for all of us.
Karen

Karen Dinsmore, Assistant Director
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10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Karen Dinsmore

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 5:33 PM
To: Ivette Anzelone
Cc: Patricia Scala; Trish Ernst-Malcolm; Monica Lallo; Darrell Hatchett; Fran Benson
Subject: MOVE OFF THE 4th FLOOR

Importance: High

Ivette,

Frank and I have arranged for you to move to the Youth Services Bureau on Tuesday 8/16. The Division on Aging care managers will also be moving there on Tuesday. We are working on placement of staff and also phones and computers. IT and Communications are working with us. I'm not sure yet if we are moving your computer, because there are some computers already out there. IT will help us make that decision.

I wanted you to know the plan as I will be at a meeting much of tomorrow. You should begin to pack up what you need to take and we will help you move next week. Building Services is coming to move boxes for Aging on Tuesday morning at 9am, so please coordinate with Fran Benson so the Building Services guys will know where your boxes are.

Thanks for your cooperation. You may email me if you have questions, or call me Friday afternoon.
Karen

Karen Dinsmore, Assistant Director
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Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Karen Dinsmore

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 5:17 PM
To: Patricia Scala
Cc: Darrell Hatchett
Subject: AGING MOVE

Importance: High

Pat,

7 Aging Care Managers and Ivette Anzelone will be moving to YSB, probably on Tuesday morning. Building Services will start bringing boxes over after 9am. I need you to check on the telephone situation for me. Please call Marlene Froehlich and ask about the two spaces that need phones. Find out if they have lines or if there is any way the lines from the Admin Building may be transferred there. Keep me posted via email, as I will be in an outside meeting on Friday and Trish is not in.

Thanks, Pat.

Karen

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MOVES OFF ADMINISTRATION BUILDING 4th FLOOR

Aging

UCC Lessner Building, 7th Floor, Room 711 - 13 staff

Youth Services Bureau, Linden - Care Managers and Maria Valera

Planning

**UCC Kellogg Building, 5th Floor (Rooms 529, 531, 538, 539, 541) –
13 staff**

5th Floor UC Admin Bldg - IDRC – Cheryl Hathaway and Karen Jirinec

**2nd Floor Admin Bldg - Melissa Lespinasse, Daisy Ortiz, Bob Colicchio,
Bill Smith, Louise O'Neil**

Youth Services

Youth Services Bureau – Ivette Anzelone

5th Floor Admin Bldg – Monica Lallo

WIB

**UCC Kellogg Building, 5th Floor (Room 537) – Antonio Rivera, Jose
Perez, Phil Kandl, Liz Paskewich**

2nd Floor Admin Bldg - Gina Tuesta

MOVES OFF ADMINISTRATION BUILDING 2nd FLOOR

Office of the Director

UCC Kellogg Building, 5th Floor (Room 538) – Anna Kazmierczyk

UCC Kellogg Building, 5th Floor (Room ???) – Colleen Pienciak

2nd Floor

9/15/11

✓ Carpet to be replaced

When?

✓ Outside contractor to clean

✓ F6 to prepare letter for County Staff per Claudia

FLW wks

✓ Staff returning after carpet put down

✓ If staff can document

✓ Share reports w/ Div Hqs 1st (Bridgeway)

✓ Env. Engineer will come back OWE TIME
w/ STAFF

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Sunday, August 28, 2011 9:34 PM
To: Trish Ernst-Malcolm; Maureen Segale-Glenn; Katie Vaniska
Subject: Monday

Just got word to report to OEM in morning. Whomever is in, please place Aging, Planning, One Stop and maybe YSB in conference rooms throughout. Aging can go in our room, Planning in Parks and if the others show up ask 5th or 6th for space, per the CM. I'll be in after OEM briefing.

Have to go to sleep now. Been active for too long!

Thanks,
Karen

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, August 26, 2011 4:09 PM
To: Trish Ernst-Malcolm
Subject: FW: Union County College

Importance: High

FYI

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: Karen Dinsmore
Sent: Friday, August 26, 2011 4:09 PM
To: Antonio Rivera; Jose Perez; Phil Kandl; Elizabeth Paskewich; Gina Tuesta
Subject: Union County College
Importance: High

WIB Staff,

This is a follow up to brief discussions I've had with some of you this week regarding protocol and procedures while you are working at the Kellogg building. In the past, there was discussion to utilize space at that building for the WIB staff. However, let me be clear, you are expected to respect the wishes of the college staff who run the building, as well as the requests outlined by me below.

When I arranged the movement of 32 staff to the Kellogg and Lessner buildings, there was never an intent that our staff would conduct the amount of copying that you have done this week. However, in fairness, I misjudged the scope of the project that Jami Simon would set in place when she and the others came on site. Therefore, it is my mistake and not that of the College when they balked at the extent of the job you all engaged in. Also, the number of people who became involved in the Green Skills/Jobs operation exceeded my expectations. Therefore, you needed more rooms than we had communicated in advance, individuals were congregating in the hallway and conversations were being conducted outside of office confines.

If you are unable to appreciate how this activity has changed the nature of the work environment at the College, then I will share with you the impact it had on me when I walked over the afternoon of Wednesday. However, it is easy to lose one's objectivity when you are in the midst of a consuming project, so we will all take this as a lesson learned and move on.

Insofar as your grant requirements will cause you to continue to have to work quickly, intently and with PROCEED if not other with others who are sent in to assist, it is critical that you immediately alter some of your activity.

1. Copies of files will be made on County copiers. Until I can get a copier moved over there, you will have to send the copies to this building. Individual copies in moderation may continue to be made. Bulk copying of files is no longer permissible. **LET ME KNOW WHAT YOU NEED AND WHETHER YOU NEED**

ADDITIONAL STAFF TO COORDINATE THE COPYING OVER HERE. You are welcome to come work on the 2nd floor of this building.

2. Please let me know how many rooms are needed for your activity next week. You have Room 522 and your office there. If you need other rooms, send me an email with the request.
3. Conversations must be contained to the conference room, your office, the cafeteria or outside. If this is impossible, then some of you will have to return to this building, even temporarily. Breaks and cell phone calls should be taken in the cafeteria or outside. No exceptions.

As employees of the County of Union, please advise me immediately if you will be unable to comply with this request. Next week, the College has a three day event that will be held on the 5th floor. In addition, classes resume after Labor Day. The number of visitors and activity will increase dramatically. Administration and maintenance will be very busy addressing the start of the new semester. If anyone has any issues or concerns, please do not contact maintenance or other college staff directly. Please contact me and we will see how we may accommodate you.

Thank you for your anticipated cooperation.
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, August 26, 2011 3:09 PM
To: Phil Kandl; Trish Ernst-Malcolm
Cc: Antonio Rivera
Subject: MOVING COPIERS

Importance: High

No until next week. Trish. Please ask Rich NEXT WEEK to move over the copiers. Right now we are in emergency preparedness mode.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: Phil Kandl
Sent: Friday, August 26, 2011 11:31 AM
To: Karen Dinsmore
Cc: Antonio Rivera
Subject: Request to Provide Lunch for PROCEED Case Management Meetings next week

Karen,

PROCEED is scheduled to work Tuesday through Thursday next week (Aug. 30 – Sept. 1) at the UCC Kellogg Building -

Jami Simon has requested that food be provided for the meetings.

Estimated Cost: \$200 per day for 3 days = \$600.00

The food would be paid for out of the "Green Skills = Green Jobs" Grant.

Also, due to the excessive copying of files and tying up UCC's copy machine, it was suggested that we bring over the WIB's and the Division of Planning's copiers –

Can I arrange with IT to move the copiers?

Respectfully,

Phil

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 25, 2011 3:28 PM
To: Matthew DiRado
Cc: Trish Ernst-Malcolm; 'jsalemme@conventusllc.org'
Subject: RE: UCC

If we are open on Monday (Admin Building) we can tell the 32 people to report here (I would call the 2 division heads on Sunday). However, I don't recommend we put them back on the 4th floor. So, we would need to use conference rooms throughout the building and/or vacant cubicles (vacations/disability) for the day. I'm not suggesting they would be fully productive, but it prevents having them stay home.

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: Matthew DiRado
Sent: Thursday, August 25, 2011 3:16 PM
To: Karen Dinsmore
Cc: Trish Ernst-Malcolm; 'jsalemme@conventusllc.org'
Subject: RE: UCC

Ok. Any thoughts?

From: Karen Dinsmore
Sent: Thursday, August 25, 2011 3:15 PM
To: Matthew DiRado
Cc: Trish Ernst-Malcolm
Subject: UCC

Matt,

Another issue for emergency plans, the College approached us today to advise if they declare an emergency they could close their college facilities, say Monday. Our staff that are sited in either Kellogg or Lessner (down the street from here) would need an alternate location to report, unless the County is also in a state of emergency.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 25, 2011 3:15 PM
To: Matthew DiRado
Cc: Trish Ernst-Malcolm
Subject: UCC

Matt,

Another issue for emergency plans, the College approached us today to advise if they declare an emergency they could close their college facilities, say Monday. Our staff that are sited in either Kellogg or Lessner (down the street from here) would need an alternate location to report, unless the County is also in a state of emergency.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Tuesday, August 02, 2011 6:43 PM
To: 'basso@ucc.edu'
Cc: 'conlon@ucc.edu'; 'hiscano@ucc.edu'; 'lenihan@ucc.edu'; 'nacco@ucc.edu'; 'gorin@ucc.edu'; 'scott@ucc.edu'; 'bell@ucc.edu'; Frank Guzzo; Trish Ernst-Malcolm; Trisha Stone; Melissa Lespinasse
Subject: Injury

Nick,

I will make sure our staff follow up tomorrow to complete an injury report with your public safety officers.
Karen Dinsmore

From: basso@ucc.edu [<mailto:basso@ucc.edu>]
Sent: Tuesday, August 02, 2011 06:17 PM
To: Karen Dinsmore
Cc: conlon@ucc.edu <conlon@ucc.edu>; hiscano@ucc.edu <hiscano@ucc.edu>; lenihan@ucc.edu <lenihan@ucc.edu>; nacco@ucc.edu <nacco@ucc.edu>; gorin@ucc.edu <gorin@ucc.edu>; scott@ucc.edu <scott@ucc.edu>; bell@ucc.edu <bell@ucc.edu>
Subject:

Hi Karen,

My public safety officers routinely respond to all reports of injuries sustained by persons on College property. Although Mr. Frazilus correctly sought emergency medical attention today, I would like to ensure that the matter is properly documented by one of the officers assigned to the Kellogg Building as soon as is practical. This report is necessary to provide me the information that I am required to pass along to the appropriate College personnel.

Please feel free to contact me if you have any questions. Thank you for your anticipated cooperation.

Regards,

Nick J. Basso
Associate Director of Public Safety
Union County College
Tel. 908-709-7152
E-mail: basso@ucc.edu

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Wednesday, July 20, 2011 12:48 PM
To: Frank Guzzo; Trish Ernst-Malcolm
Subject: PLANNING STAFF

*Redacted because
contains personnel info
and medical INFO
Pursuant to
OPRA + HI RAA*

Trisha Stone spoke to her staff when she returned today. [REDACTED]
[REDACTED] In addition, there is an auditor here from the State who has been here the
past two weeks and she mentioned [REDACTED]. All staff and the auditor
have been offered an accommodation (move to our floor).

Six Planning staff and Anna Kazmierczyk have asked for a "semi-permanent" relocation until the problem is resolved.

Anna Kazmierczyk (already relocated)
Melissa Lespinasse (already relocated)
Katie Regan (already relocated)
Chris Ann Wright
Helen Gamova
Sarah Thode
Linda Kosinski

I've located one cubicle on the 3rd Floor (Parks and Community Renewal). We need to identify 3 more spaces minimum
for the coming week (s).

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Tuesday, July 19, 2011 8:47 AM
To: Frank Guzzo; Karen Dinsmore

Morning! Melissa said the smell is there faintly, this am it is over by Kristina Topolosky, we will be moving Katie Regan down to Mary Krech's office, Helen (Gamova) doesn't come in until 9am...so far that is it.

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Wednesday, August 24, 2011 4:46 PM
To: Trish Ernst-Malcolm
Subject: RE: Sign in

Daisy is adding them to next week and beyond. I handwrote them in to this week's sheet. It's fine.

Karen Dinsmore, Assistant Director
Union County Department of Human Services 10 Elizabethtown Plaza Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

-----Original Message-----

From: Trish Ernst-Malcolm
Sent: Wednesday, August 24, 2011 4:07 PM
To: Karen Dinsmore
Subject: RE: Sign in

Sure, or we can make them their own sheet, b/c we will need copies of it. Trish can sign or intital it.

Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax

-----Original Message-----

From: Karen Dinsmore
Sent: Wednesday, August 24, 2011 4:00 PM
To: Trish Ernst-Malcolm
Subject: Sign in

Can Anna and Colleen sign in and out on Planning's sign in sheet.

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Wednesday, August 24, 2011 4:07 PM
To: Karen Dinsmore
Subject: RE: Sign in

Sure, or we can make them their own sheet, b/c we will need copies of it. Trish can sign or intital it.

Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax

-----Original Message-----

From: Karen Dinsmore
Sent: Wednesday, August 24, 2011 4:00 PM
To: Trish Ernst-Malcolm
Subject: Sign in

Can Anna and Colleen sign in and out on Planning's sign in sheet.

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Tuesday, August 23, 2011 10:48 AM
To: Trisha Stone; Melissa Lespinasse; Robert Colicchio
Cc: Maureen Segale-Glenn; Renee Goldstein; Colleen Pienciak; Trish Ernst-Malcolm
Subject: Colleen's Office on 2nd Floor

Now that Colleen has moved to the Kellogg Building, I met with Bob today about moving into Colleen's office here in the Admin Building. This move will give Bob a desk and space to spread out his files and will free up the scanning area so that we may resume scanning here. I anticipate the move will occur this week. Melissa and Bob: Please let me know when you are ready for me to notify IT to have Bob's computer set up in this office. Also, Bob needs the phone moved (not the jack, just the phone).

Thank you for your cooperation in this matter.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 18, 2011 11:14 AM
To: Diego Otero
Cc: Trish Ernst-Malcolm
Subject: Re: Aging

That's ok.

From: Diego Otero
Sent: Thursday, August 18, 2011 11:01 AM
To: Karen Dinsmore; Trish Ernst-Malcolm
Subject: Re: Aging

Sure. Just to make sure we are all on the same page. The phone number will not be the same as it is here in this building.

From: Karen Dinsmore
Sent: Thursday, August 18, 2011 10:48 AM
To: Diego Otero; Trish Ernst-Malcolm
Subject: Aging

UCC has a line for the Aging Fax machine. Can we work with them to set that up?
Karen

From: Fran Benson
Sent: Thursday, August 18, 2011 10:36 AM
To: Karen Dinsmore
Subject: will call

As soon as I am off the conf call, just fyi the UCC phone guy has here helping with some problems with our phones and I mentioned our need for a fax and he said no problem as there is a line..i'll call you ASAP

Fran B

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 18, 2011 10:49 AM
To: Diego Otero; Trish Ernst-Malcolm
Subject: Aging

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Karen

From: Fran Benson
Sent: Thursday, August 18, 2011 10:36 AM
To: Karen Dinsmore
Subject: will call

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Fran B

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Wednesday, August 17, 2011 5:21 PM
To: 'gorin@ucc.edu'; Karen Dinsmore
Subject: Re: K-538

Thank you Beth....have a great night also (u 2 kd)!

From: gorin@ucc.edu [mailto:gorin@ucc.edu]
Sent: Wednesday, August 17, 2011 04:36 PM
To: Trish Ernst-Malcolm; Karen Dinsmore
Subject: K-538

Karen and Trish, just wanted to let you know that the table has been put in the room as you requested. Please have the person bring their computer with them.

Have a great evening. Beth

Beth R. Gorin

Director, Events & Conferencing
1033 Springfield Avenue
Cranford, NJ 07016
Tel: 908-709-7039
Fax: 908-709-7116
Email: gorin@ucc.edu



Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Wednesday, August 17, 2011 9:37 AM
To: Trish Ernst-Malcolm
Subject: WIB

Hi,
Forgot...as of 5 last night, WIB still needs their computers and a printer over at Kellogg.
K

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Tuesday, August 16, 2011 2:11 PM
To: Gordon Campbell
Subject: Re: voicemail for the relocated

Thank u!

From: Gordon Campbell
Sent: Tuesday, August 16, 2011 01:31 PM
To: Trish Ernst-Malcolm
Subject: voicemail for the relocated

Hi Trish. I am attaching a file that I would like you to pass along to group heads so they can pass them along to anyone who has been relocated from the 4th floor to outside locations. Many of them are having problems checking their voicemail due to differences in the two systems. This attachment should educate the users as to the proper way of checking voicemail in each of the systems from outside locations. The same as if they were checking from home. Let me know if you need any further help with this.

Gordon Campbell

908 527-4758

908 527-4000

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Tuesday, August 16, 2011 1:24 PM
To: Trisha Stone; Jean Koszulinski; Fran Benson; Antonio Rivera; Monica Lallo
Cc: Karen Dinsmore
Subject: mail distribution

Just an FYI that we moved the mail slots to the second floor Xerox/kitchen room. Please have one of your staff check periodically if your division has any mail.

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabethtown, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Tuesday, August 16, 2011 11:33 AM
To: Diego Otero
Cc: Karen Dinsmore

The WIB staff going to Kellogg building bringing their computers are Antonio Rivera, Jose Perez, Elizabeth Paskewich and Phil Kandl. Additionally, Monica Lallo's computer should be moved to the 5th floor, near where Karen Jirinec and Cheryl Hathaway are.

Thank you again!

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, August 12, 2011 4:28 PM
To: Phil Kandl
Cc: Antonio Rivera; Trish Ernst-Malcolm
Subject: RE: Files to be Moved to Storage

Trish Malcolm will help arrange moving boxes, but we already have Building Services moving Aging on Monday, so there may be a delay. We will do the best we can.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: Phil Kandl
Sent: Friday, August 12, 2011 4:07 PM
To: Karen Dinsmore
Cc: Antonio Rivera
Subject: Files to be Moved to Storage

Karen,

What arrangements can be made to have the records in the WIB/YSC storage room moved to another location?

Also, I put in for a vacation day on Monday – due to the move I will have to change my request for another day –

Respectfully,

Phil

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, August 12, 2011 4:23 PM
To: Beth Gorin (gorin@ucc.edu)
Cc: Trish Ernst-Malcolm
Subject: Insurance
Attachments: UNICOL304-11.pdf

Beth,
Attached is an Insurance Cert for the County.
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services 10 Elizabethtown Plaza Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

-----Original Message-----

From: Trish Ernst-Malcolm
Sent: Friday, August 12, 2011 11:25 AM
To: Karen Dinsmore
Subject: Fw: Union County College

----- Original Message -----

From: Claudia Martins
Sent: Friday, August 12, 2011 10:44 AM
To: Frank Guzzo; Trish Ernst-Malcolm
Cc: Megan Connors
Subject: FW: Union County College

As requested, attached are the 2 certificates of insurance for Union County College.

-----Original Message-----

From: CS.MB.NJCounty [<mailto:njcounty@connerstrong.com>]
Sent: Friday, August 12, 2011 10:43 AM
To: Claudia Martins
Subject: Union County College

Attached please find the certificate(s) you requested for the above

Kathlene

Kathlene Atkins | Technical Support Representative | Customer Service Representative Conner Strong & Buckelew Companies, Inc.
NJ Offices: Bridgeton 856-451-9314 | Marlton 856-552-4500 | Parsippany 973-659-6400 | Toms River 732-736-5207

P: 856-459-4155 | F : 856-685-2229
katkings@connerstrong.com | connerstrong.com

-----Original Message-----

From: RightFax E-mail Gateway [<mailto:helpdesk@connerstrong.com>]

Sent: Friday, August 12, 2011 10:00 AM
To: CS.MB.NJCounty
Subject: A new fax has arrived from (Part 1 of 1) on Channel 0

8/12/2011 9:58:31 AM Transmission Record
Received from remote ID:
Inbound user ID 8566852230, routing code 2230
Result: (0/352;0/0) Successful Send
Page record: 1 - 2
Elapsed time: 01:02 on channel 0

Fax Images: [double-click on image to view page(s)]

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Please remember requests to bind or change coverage cannot be considered bound until you have received confirmation from an authorized Conner Strong representative.

PRODUCER
Conner Strong & Buckelew
MEL/JIF Underwriting Unit
231 Main Street, CN 2017
Toms River, NJ 08754

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
County of Union
Administration Building - 6th Floor Personnel
10 Elizabethtown Plaza
Elizabeth, NJ 07207-000

INSURER A: County of Union - Self Insured Retention
INSURER B: New Jersey Counties Excess Joint Insurance Fund
INSURER C: Star Insurance Excess Liability
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	Self Insured	3/1/2011	1/1/2012	EACH OCCURRENCE	\$ 250,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any One Fire)	\$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				MED. EXP. (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV. INJURY	\$
	<input type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> LOC				GENERAL AGGREGATE	\$
					PRODUCTS-COMP/OP AGG.	\$
A	AUTOMOBILE LIABILITY	Self Insured	3/1/2011	1/1/2012	COMBINED SINGLE LIMIT (EA accident)	\$ 250,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per Person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per Accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY	EA ACC \$ AGG \$
B	EXCESS LIABILITY	NJCE201103-11	3/1/2011	1/1/2012	EACH OCCURRENCE	\$ 250,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE					
	<input type="checkbox"/> RETENTION \$					
A	WORKERS' COMPENSATION AND EMPLOYERS LIABILITY	Self Insured	3/1/2011	1/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$ 250,000	
	E.L. DISEASE - EA EMPLOYEE				\$ 250,000	
	E.L. DISEASE - POLICY LIMIT				\$ 250,000	
C	OTHER Excess Liab	CP0513737	3/1/2011	1/1/2012	\$10,000,000 Per Occ XS of \$500,000	
B	WC & Emp Liab	NJCE291903-11	3/1/2011	1/1/2012	\$250,000 Excess of \$250,000	
C	WC & Emp Liab	CP0513737	3/1/2011	1/1/2012	\$10,000,000 Per Occ XS of \$500,000	

DESCRIPTION OF OPERATIONS: ANY ALTERATIONS WILL VOID THIS CERTIFICATE. \$10,000,000 ANNUAL AGGREGATE.

All operations usual to County Governmental Entity including certificate holder as additional insured but only with respects to the negligent acts of the named insured as respects to (while engaging in) use of space in the Kellogg building. KAF

CERTIFICATE HOLDER

ADDITIONAL INSURED:INSURER LETTER:

CANCELLATION

Union County College
1033 Springfield Avenue
Cranford, NJ 07016
Attn: Tonla Butler Perez

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Trish Ernst-Malcolm

From: Trisha Stone
Sent: Friday, October 28, 2011 11:44 AM
To: Trish Ernst-Malcolm
Subject: RE: 4th Floor Moving

Well that was last week . . . I understand that the carpet is down up to about Ray and Reggie. Maybe they will even get to the main walkway today/Monday. If so, maybe the end of next week or the week after I will ask staff to return to start refilling their file cabinets. When we actually start to move back, we might be able to use SLAP.

FYI - Right now, Joe Spirito is trying to come up with some space saving ideas for us and as well as find a way of keeping all our file cabinets out of the walkways. We lost the space next to Carol that had 2-3 large file cabinets. And as far as the rest of the floor, it looks kinda tacky – some old cabinets, some new, all different shades and sizes . . . If we are going to make a change, we need to do it while the cabinets are empty.

T

From: Trish Ernst-Malcolm
Sent: Friday, October 28, 2011 11:22 AM
To: Trisha Stone
Subject: FW: 4th Floor Moving

I was going thru emails, and realized that I sent this email to my friend Trish, not you. Opps, sorry.

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

From: Trish Ernst-Malcolm
Sent: Thursday, October 20, 2011 10:32 AM
To: Frank Guzzo; Karen Dinsmore; 'Tricia.Sclama@judiciary.state.nj.us'; Melissa Lespinasse; Fran Benson; Darrell Hatchett; Jean Koszulinski
Subject: 4th Floor Moving

The SLAP guys working with the carpet guys keep getting called away...For that reason,I arranged for a SLAP guy to be permanently assigned to the 4th Floor for the next week, starting tomorrow. He or she will be available to move boxes or get organized. If we need it beyond next week, I will make sure they are available.

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, October 07, 2011 3:28 PM
To: Trish Ernst-Malcolm
Subject: [REDACTED]
Importance: High

*redacted
personnel info +
medical info +
pursuant to
OPRA + HIPAA

From: [REDACTED]
Sent: Friday, October 07, 2011 03:23 PM
To: Karen Dinsmore
Subject: today

Karen,
I was in the admin building today from about 10:00-1:00, as you know, because we saw each other up on the fourth floor. While I was there, [REDACTED]
[REDACTED] I was on the second, third and fourth floors today. This is very concerning since we are due back to the building soon.

[REDACTED]
*County of Union
Department of Human Services
Office of Veterans Affairs
10 Elizabethtown Plaza
Elizabeth, NJ 07207*
[REDACTED]

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Wednesday, October 05, 2011 12:29 PM
To: Trish Ernst-Malcolm
Subject: NEED SLAP

Need SLAP for Veterans, but also Fran has asked for some SLAP assistance with file removal, under supervision of Aging staff. Also, Richard T is off all of next week.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org



Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Tuesday, October 04, 2011 12:08 PM
To: Niel Palmieri
Cc: Frank Guzzo; Karen Dinsmore; Monica Rengifo
Subject: FW: meeting with staff

In Tom's absence, please see the following concerns/issues listed below regarding the 4th Floor of the Administration Building including: The ceiling tile over James Frazilus in Planning that continually needs to be replaced b/c of condensation of a pipe-has the pipe been wrapped, can an electrician look at a block of cubes to see if additional electric can be added and finally, in Charlie Newman's office, the carpet tile's lift quickly and catch on Charlie's wheelchair. Is there anything you can think of to prevent this?

Thank you for looking at these issues for us.

Tricia Malcolm

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

From: Trisha Stone
Sent: Tuesday, October 04, 2011 11:42 AM
To: Karen Dinsmore; Trish Ernst-Malcolm
Subject: meeting with staff

I met with staff that were not able to attend last week's meeting on the return to the 4th floor.

Didn't Birdsall say that the leak/discolored ceiling tiles over James Frazilus' cube was due to condensation? Or did I misspeak? When I mentioned that, staff reminded me that the tile was replaced repeatedly and at some points they had a bucket under it. (Birdsall was aware of this.) Regardless, I explained that the county was aware and that it was supposed to be repaired.

When I told staff about the new carpet, they asked if one or more electrical lines could be added to the six-cube area where James Frazilus, Sara, Ray, Reggie, and Chris are. It may affect Helen's area too; I'm not sure. They told me that they are operating surge to surge with the one in JF's office being the 'master'. Intermittently their computers will go down when the line is either overloaded or maybe accidently kicked. They feel it may be a safety hazard as well.

As a follow-up, was it possible to get a single piece of carpeting for Charlie's office as the tiles sometimes lift due to the wheelchair?

Let me know. Thanks
Trisha

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, September 29, 2011 2:49 PM
To: Frank Guzzo; Trish Ernst-Malcolm
Subject: PLANNING

FYI, Trisha's email to those who could not attend today's meeting.

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: Trisha Stone
Sent: Thursday, September 29, 2011 1:23 PM
To: Katie Regan; Aleia Moore; Sara Thode; James Frazilus; Charles Newman
Cc: Melissa Lespinasse; Karen Dinsmore
Subject: 9/29 Meeting on Status of 4th Floor

Due to scheduled meetings or leave time, you were unable to attend the meeting held today when Frank and representatives from the County (Frank, Karen, Trish M, Matt DiRado and Claudia Martins) and Birdsall (the environmental specialist vendor) spoke to the staff that had been relocated. Written reports were provided from Birdsall and Core Mechanical, Inc., along with a memo from Matt DiRado. You will be provided a copy.

Staff were advised of the extensive efforts that were made to identify the source of the odor/irritant and improve the conditions on the 4th floor.

Staff had the opportunity to ask questions and advised that should additional questions arise, they may contact Frank or any of the other people that presented to the staff. For those in the Kellogg building, most everyone who couldn't attend today will be back in the office. I'd like to meet with you around 10 am so I can go over what was discussed. (Charlie, I'll give you a call.)

Trisha

Trisha Stone
Director – Division of Planning
Department of Human Services
Union County Administration Building
10 Elizabethtown Plaza
Elizabeth, NJ 07207
Phone: 908-558-2290
Fax: 908-558-2562

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, September 15, 2011 2:04 PM
To: Trisha Stone; Antonio Rivera; Jose Perez; Phil Kandl; Elizabeth Paskewich; Gina Tuesta; Colleen Pienciak; Anna Kazmierczyk
Cc: Trish Ernst-Malcolm
Subject: UCC - PAPER

Just to follow up, please use County paper not paper purchased by the College for your printing and copies. If you only make occasional copies in the copier, you may occasionally replenish their stock from now until you move out of there. As we said all along, big copying jobs (contracts, files, meetings, etc) should be done at the Admin Building. The code they gave you for use of their copier was to give you access, but we were always expected to use our own paper.

If you have any guests over there, please make sure they know this rule.

Thanks.
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, September 01, 2011 9:51 AM
To: Trish Ernst-Malcolm
Subject: Re: volunteers to help pack IDRC files

Yes

From: Trish Ernst-Malcolm
Sent: Thursday, September 01, 2011 09:50 AM
To: Karen Dinsmore
Subject: FW: volunteers to help pack IDRC files

Do you think they should continue you doing this?

Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax

From: Trisha Stone
Sent: Thursday, September 01, 2011 9:46 AM
To: Aleia Moore; Chris Ann Wright; Christina Topolosky; Helen Gamova; James Baker; James Frazilus; Katie Regan; Linda Kosinski; Raymond Gora; Reginald Johnson; Sara Thode; Sarah Cordoma; Trisha Stone
Cc: Melissa Lespinasse; Trish Ernst-Malcolm; Karen Dinsmore
Subject: volunteers to help pack IDRC files

Good morning Kellogg staff –

Another filing cabinet for the IDRC program needs to be packed to be moved up to the 5th floor. If any staff - who have not experienced ill symptoms being on the 4th floor, are comfortable going back up onto the 4th floor, and have some available time they could offer (check with supervisor) - please let me know. Thanks.

Trisha

Trisha Stone
Director – Division of Planning
Department of Human Services
County Administration Building
10 Elizabethtown Plaza, NJ 07207
Phone: 908-558-2290
Fax: 908-558-2562

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, August 29, 2011 8:31 AM
To: Trish Ernst-Malcolm; Maureen Segale-Glenn
Subject: OS and YSB

Will not have to move to Admin. Just Lessner and Kellogg until noon.

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, July 08, 2011 2:44 PM
To: Fran Benson; Trisha Stone; Antonio Rivera; Phil Kandl; Jose Perez; Elizabeth Paskewich; Gina Tuesta; Monica Lallo; Ivette Anzelone; Jean Koszulinski; Richard Thompson; Anna Kazmierczyk; Maureen Segale-Glenn; Trish Ernst-Malcolm; Donna Karlik; Megan Connors; William Inglefield; Katie Vaniska; Elizabeth Sebring; Shanon Mettlen; Bonnie Herrmann; Elvira Lozano
Subject: UNUSUAL ODOR ON FOURTH FLOOR OF ADMIN BUILDING
Importance: High

As an update on the unusual odor experienced on the 4th Floor of this building, as you may know, the County has taken several measures in response to the complaints. We have issued a HAZMAT response which included collecting air samples of the affected area. Additionally, the County has directed its environmental contractor to examine the area and to take additional air samples. To date, no source of the odor has been identified, much to the frustration of all of those involved in the investigation. Issues with the air and ventilation system have also been explored but have resulted in no further explanation. Please note, and remind your staff that the following actions will continue to be in place should the odor continue next week.

1. Contact my office as soon as you smell any unusual odor. Please speak to either Tricia Malcolm or to me. Do not call Jim McCrady of Risk Management directly.
2. I will ask any employee who does not feel well to be relocated to another floor within this building. We will work with you so that you have the tools you need to continue to do your job. This is a temporary move, until the problem is resolved.
3. Should you continue to feel ill, we will refer you to one of the County's medical providers. It is important if you continue to feel ill, and/or you wish to see a doctor, that you go to one of the County's medical facilities. You are not discouraged from seeing your own physician, however, a visit to the County's designated physician is also in order.

We will continue to investigate this matter next week, if it continues. Therefore, for the time being, until you hear otherwise from me, all employees, both on Floor 4 and on Floor 2 are asked to **refrain from using or spraying any products in the workplace that might interfere with our ability to isolate the odor and source of the problem. Please do not use in the workplace perfumes, cologne, after shave, deodorant, air freshener, scented hand sanitizer. You may use these products at home (e.g. you may wear perfume or cologne into work), but please do not spray or apply them at work. This is a temporary directive; you will be able to resume your normal habits once we are satisfied that the odor that has affected some people has been addressed.**

Thank you for your cooperation. Please see me with any questions or concerns.
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, July 07, 2011 11:14 AM
To: Trish Ernst-Malcolm
Subject: Re:

Thanks Trish.

From: Trish Ernst-Malcolm
Sent: Thursday, July 07, 2011 11:12 AM
To: Diego Otero
Cc: Karen Dinsmore; Claudia Martins
Subject:

As per our conversation, please move Anna Kazmierczyk's computer to the 2nd floor, on the other side of Elvira. They are moving boxes out of a vacant office to make room. I believe there is a phone jack in the office, if so, I need can put a phone in and forward her number. Any questions, please call me.

Thank you I appreciate you moving so quickly on this for me.

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Friday, July 22, 2011 2:26 PM
To: Marlene Froehlich; Gordon Campbell
Cc: Trisha Stone
Subject: Voice Mail

Hi there! As per our conversation, please add voicemail to the following phone #'s...thank you so much for helping us out with this.

Robert Colicchio 527-4845
Sarah Ann Cordoma 527-4842
James Frazilus 527-4841
Helen Gamova 527-4874
Raymond Gora 527-4837
Karen Jirinec 527-4791
Linda Kosinski 527-4857
Louise O'Neill 527-4811
William Smith 527-4840
Sara Thode 527-4852
Chris Ann Wright 527-4311

Thank you again!

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Friday, August 12, 2011 11:25 AM
To: Karen Dinsmore
Subject: Fw: Union County College
Attachments: A0e63abe3-e2d6-442a-9d2a-7a8421f67d7f.PDF; UNICOL304-11.pdf

----- Original Message -----

From: Claudia Martins
Sent: Friday, August 12, 2011 10:44 AM
To: Frank Guzzo; Trish Ernst-Malcolm
Cc: Megan Connors
Subject: FW: Union County College

As requested, attached are the 2 certificates of insurance for Union County College.

-----Original Message-----

From: CS.MB.NJCounty [<mailto:njcounty@connerstrong.com>]
Sent: Friday, August 12, 2011 10:43 AM
To: Claudia Martins
Subject: Union County College

Attached please find the certificate(s) you requested for the above

Kathlene

Kathlene Atkins | Technical Support Representative | Customer Service Representative Conner
Strong & Buckelew Companies, Inc.
NJ Offices: Bridgeton 856-451-9314 | Marlton 856-552-4500 | Parsippany 973-659-6400 | Toms
River 732-736-5207

P: 856-459-4155 | F : 856-685-2229
katkins@connerstrong.com | connerstrong.com

-----Original Message-----

From: RightFax E-mail Gateway [<mailto:helpdesk@connerstrong.com>]
Sent: Friday, August 12, 2011 10:00 AM
To: CS.MB.NJCounty
Subject: A new fax has arrived from (Part 1 of 1) on Channel 0

8/12/2011 9:58:31 AM Transmission Record
Received from remote ID:
Inbound user ID 8566852230, routing code 2230
Result: (0/352;0/0) Successful Send
Page record: 1 - 2
Elapsed time: 01:02 on channel 0

Fax Images: [double-click on image to view page(s)]

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Please remember requests to bind or change coverage cannot be considered bound until you have received confirmation from an authorized Conner Strong representative.

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Friday, August 12, 2011 10:03 AM
To: Marlene Froehlich
Subject: Fw: Voice Mail

Can u add these numbers to voicemail....I m sorry, I was told everyone had it. Thank you...I'm not in the office today (friday) or I would have called.

From: Maggie Mazza
Sent: Friday, August 12, 2011 09:53 AM
To: Trish Ernst-Malcolm
Cc: Fran Benson
Subject: Voice Mail

Hi Trish,

Per Fran's request, there are six employees that need voice mail. I'm giving you their phone numbers too in case you need them. They are:

Claire Fenster – 527-4866

Barbara Smart – 527-4869

Fe Casera – 558-2286

Arlene Patrusевич – 527-4859

Maria Valera – 527-4859

Maggie Mazza – 527-4868

Thanks!

Maggie

Maggie Mazza

UC Division on Aging
Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4868
908-659-7410 (fax)

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, August 12, 2011 9:19 AM
To: Fran Benson
Cc: Trish Ernst-Malcolm
Subject: Parking

Fran,
Please handle. Thanks.
Karen

From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Friday, August 12, 2011 09:11 AM
To: Karen Dinsmore
Cc: nacco@ucc.edu <nacco@ucc.edu>
Subject: Fw: County of Union

Good morning Karen. Below is the information regarding the parking for those employees we spoke about.

Let me know if you have any questions or need anything else. Have a wonderful weekend and enjoy your day off. Beth

Sent from my Verizon Wireless BlackBerry

From: Nick J Basso <basso@ucc.edu>
Date: Thu, 11 Aug 2011 20:03:35 +0000
To: Beth R Gorin <gorin@ucc.edu>
Cc: Dr. Stephen D Nacco <nacco@ucc.edu>; Bernard Lenihan <lenihan@ucc.edu>; Kevin Conlon <conlon@ucc.edu>; Henry Key <key@ucc.edu>; John R Hone <hone@ucc.edu>; Dr. Barbara L Gaba <gaba@ucc.edu>; Keith T Troutman <troutman@ucc.edu>; Lloyd M Pearson <pearson@ucc.edu>; William G Peters <peters@ucc.edu>; Jon D Scott <jscott@ucc.edu>; David Ray Jr <ray@ucc.edu>
Subject: RE: County of Union

Hi Beth,

Union County employees eligible for handicap parking privileges will be requested to present their State of NJ Disabled Person Identification Card to one of the public safety officers assigned to the Lessner Building. Upon presentation of this document, they will be issued a Union County College Disabled Parking Permit along with a Visitor/Guest placard.

Thanks,

Nick

From: Beth R Gorin
Sent: Thursday, August 11, 2011 3:39 PM
To: Nick J Basso
Cc: Dr
Subject: RE: County of Union

Nick, good afternoon. Karen Dinsmore, Union County, asked me if it was possible for the County to use the Handicap spots behind Lessner building. I appreciate your assistance.

Beth

From: Nick J Basso
Sent: Thursday, August 11, 2011 8:54 AM
To: Beth R Gorin
Subject: RE: County of Union

You're welcome Beth.

From: Beth R Gorin
Sent: Thursday, August 11, 2011 8:44 AM
To: Nick J Basso
Subject: RE: County of Union

Thank you.

From: Nick J Basso
Sent: Thursday, August 11, 2011 8:43 AM
To: Beth R Gorin
Cc: Keith T Troutman; Lloyd M Pearson; William G Peters; Jon D Scott; David Ray Jr.
Subject: RE: County of Union

Hi Beth,

Thanks for the update. I'll inform my staff by copy of this e-mail.

Nick

Nick J. Basso
Associate Director of Public Safety
Union County College
Tel. 908-709-7152
E-mail: basso@ucc.edu

From: Beth R Gorin
Sent: Wednesday, August 10, 2011 5:56 PM
To: John R Hone
Cc: Dr. Stephen D Nacco; Bernard Lenihan; Dr. Barbara L Gaba; Kevin Conlon; Henry Key; Nick J Basso
Subject: Re: County of Union

The hours they work are from 8-5 pm. I will double check with them tomorrow.

Yes, I am taking care of coordinating with IT. Beth

Sent from my Verizon Wireless BlackBerry

From: John R Hone <hone@ucc.edu>

Date: Wed, 10 Aug 2011 21:13:19 +0000

To: Beth R Gorin<gorin@ucc.edu>; Nick J Basso<basso@ucc.edu>

Cc: Dr. Stephen D Nacco<nacco@ucc.edu>; Bernard Lenihan<lenihan@ucc.edu>; Dr. Barbara L Gaba<gaba@ucc.edu>; Kevin Conlon<conlon@ucc.edu>; Henry Key<key@ucc.edu>

Subject: RE: County of Union

Beth,

We will get the area ready tomorrow. Dr. Gaba asked us to add a desk or two in the area behind where her secretary used to sit. Do you have a total number of people who will be coming to 711? Also: some desks have computers some do not. Are you doing the coordination with IT regarding computers, phones and printers?

John

From: Beth R Gorin

Sent: Wednesday, August 10, 2011 4:30 PM

To: Nick J Basso

Cc: Dr. Stephen D Nacco; Bernard Lenihan; Dr. Barbara L Gaba; Kevin Conlon; John R Hone

Subject: County of Union

Nick, as you are aware, Union County Department of Human Services is utilizing several offices within the Kellogg Building. They are also going to be utilizing room 711 within the Lessner Building. They are planning on moving in on Monday, August 15. Therefore, these employees will be working in Lessner on Friday, August 19.

Let me know if you have any questions or need additional information. Thanks and have a nice evening.

Yours, Beth

Beth R. Gorin

Director, Events & Conferencing

1033 Springfield Avenue

Cranford, NJ 07016

Tel: 908-709-7039

Fax: 908-709-7116

Email: gorin@ucc.edu



Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 5:37 PM
To: Monica Lallo
Cc: Darrell Hatchett; Ivette Anzelone; Trish Ernst-Malcolm
Subject: MOVE FROM 4th FLOOR

Importance: High

Monica,

You are moving to the 5th Floor of the Admin Building, since you requested to remain in this complex. Tricia Malcolm was able to find you a space in this building. IT is in the process of wiring the cubicle so you will be able to use your computer. Please be patient as IT is moving close to 40 people in the next 3 days, so everyone is stressed out. Any questions should come to me. You may email me because I am at PROCEED much of tomorrow. But I will get back to you and I will be back in this building on Friday afternoon.

Ivette will be going to the Youth Services Bureau on Tuesday.

Thank you for your cooperation. This is an unpleasant situation for all of us.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 5:33 PM
To: Ivette Anzelone
Cc: Patricia Scala; Trish Ernst-Malcolm; Monica Lallo; Darrell Hatchett; Fran Benson
Subject: MOVE OFF THE 4th FLOOR

Importance: High

Ivette,

Frank and I have arranged for you to move to the Youth Services Bureau on Tuesday 8/16. The Division on Aging care managers will also be moving there on Tuesday. We are working on placement of staff and also phones and computers. IT and Communications are working with us. I'm not sure yet if we are moving your computer, because there are some computers already out there. IT will help us make that decision.

I wanted you to know the plan as I will be at a meeting much of tomorrow. You should begin to pack up what you need to take and we will help you move next week. Building Services is coming to move boxes for Aging on Tuesday morning at 9am, so please coordinate with Fran Benson so the Building Services guys will know where your boxes are.

Thanks for your cooperation. You may email me if you have questions, or call me Friday afternoon.
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Thursday, August 11, 2011 4:42 PM
To: Claudia Martins
Subject: FW: Union County College and Union County

Here ya go....

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

From: tonia.butlerperez@ucc.edu [mailto:tonia.butlerperez@ucc.edu]
Sent: Thursday, August 11, 2011 10:39 AM
To: Trish Ernst-Malcolm
Cc: lenihan@ucc.edu; nacco@ucc.edu; gorin@ucc.edu
Subject: Union County College and Union County

Dear Ms. Ernst,

Per our conversation, Union County should include Union County College as an additional insured with regard to general liability on their insurance coverage and should indemnify and hold the college harmless for any claim or suit with regard to the use of space in the Kellogg building and send a copy of your Certificate of Coverage to:

Union County College
1033 Springfield Avenue,
Cranford, NJ 07016,
Attn. Tonia Butler Perez.

Thanks.

Tonia D Butler Perez

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Thursday, August 11, 2011 4:41 PM
To: Claudia Martins
Subject: Additional Insured

Hi there! The two buildings that need to be added to the insurance are 40 West Jersey St., Elizabeth, NJ and 12 West Jersey Street, Elizabeth, NJ, both Union County College.

The contact person is Tonia ButlerPerez . I will forward you what she emailed me earlier.

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 3:41 PM
To: Trish Ernst-Malcolm
Subject: Kellogg Building

Importance: High

We can have the Alliance Office. How many people go in there?
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 3:41 PM
To: Richard Pelesko; Diego Otero
Cc: Trish Ernst-Malcolm; Fran Benson
Subject: FW: FLOOR PLAN - UNION COUNTY COLLEGE ROOM 711

Rich/Diego,

According to Fran, I accidentally switched Joe Ascione and Maggie Mazza. Please switch them, but they were the last set-ups anyway.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: Fran Benson
Sent: Thursday, August 11, 2011 3:38 PM
To: Karen Dinsmore
Subject: RE: FLOOR PLAN - UNION COUNTY COLLEGE ROOM 711

Karen you have Joe and Maggie mixed up

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 3:24 PM
To: Richard Pelesko; Diego Otero
Cc: Fran Benson; Trish Ernst-Malcolm
Subject: FLOOR PLAN - UNION COUNTY COLLEGE ROOM 711

Rich and Diego,

Attached is the Floor Plan for Union County College Room 711 (7th Floor). There are 10 cubicles and 5 desks in the open floor.

14 members of the Division on Aging will be moving there on Monday. This shows where they will sit and the order in which we want their computers hooked up (e.g. "Set Up #1,2,3, etc.). On Friday at 2:00 you can come to the 4th Floor and begin to take their computers down. Staff will be moving to Union County College with files and other office materials on Monday morning.

Any questions, let me know. I will be out of the office on Monday, so you may get me on Friday or email me on Monday if necessary.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 3:24 PM
To: Richard Pelesko; Diego Otero
Cc: Fran Benson; Trish Ernst-Malcolm
Subject: FLOOR PLAN - UNION COUNTY COLLEGE ROOM 711
Attachments: Floor Plan UCC Room 711.pdf

Rich and Diego,

Attached is the Floor Plan for Union County College Room 711 (7th Floor). There are 10 cubicles and 5 desks in the open floor.

14 members of the Division on Aging will be moving there on Monday. This shows where they will sit and the order in which we want their computers hooked up (e.g. "Set Up #1,2,3, etc.). On Friday at 2:00 you can come to the 4th Floor and begin to take their computers down. Staff will be moving to Union County College with files and other office materials on Monday morning.

Any questions, let me know. I will be out of the office on Monday, so you may get me on Friday or email me on Monday if necessary.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Division on Aging
 Union County College
 Room 5711 5th Floor

Setup #6
Claire Fenster
 Setup #5
Barbara Smart

711A OFFICE
 (NOT COUNTY)

Setup #12
Sam Hankins

Setup #14
Joe Ascare

Setup #13
Maggie Mezza

6	NOT COUNTY	Setup #10 Fe Casera	1
7 Setup #11	Arlene Patrosevich	Setup #4 Annmarie LaFree	2
8 Setup #2	Neelie Barveco	Setup #9 Michele Robinson	3
9 Setup #1	Fran Benson	Hector Santillan Setup #8	4
10 Setup #3	Bernadette McCarthy	Setup #7 Donna Ferrell	5

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 11:59 AM
To: gorin@ucc.edu
Cc: nacco@ucc.edu; Trish Ernst-Malcolm
Subject: RE: MOVE TO LESSNER

Yes, if you can help us like Facilities did with the Kellogg move, that would be helpful. That frees up our Facilities people to help the folks moving to Linden and Westfield. Please call me I have another question. Thanks.
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Thursday, August 11, 2011 11:40 AM
To: Karen Dinsmore
Cc: nacco@ucc.edu; Frank Guzzo; Trish Ernst-Malcolm
Subject: RE: MOVE TO LESSNER

Karen, thank you for the response. Will you be needing assistance from our facilities department with your files, etc.. on Monday?

Thanks Beth

From: Karen Dinsmore [<mailto:kdinsmore@ucnj.org>]
Sent: Thursday, August 11, 2011 11:38 AM
To: Beth R Gorin
Cc: Dr. Stephen D Nacco; Frank Guzzo; Trish Ernst-Malcolm
Subject: MOVE TO LESSNER

Frank and Trish are working on fitting all our people in several spaces. We will be bringing materials over on Monday. Files, etc. We will get back to you today.
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Thursday, August 11, 2011 8:49 AM
To: Karen Dinsmore
Cc: nacco@ucc.edu
Subject: Hello

Karen, good morning. I we are in the process of preparing the space in Lessner for Union County Employees to utilize as of Monday. Can you let me know how many people will be using Lessner Room 711. Will you be bringing any materials with you over on Monday?

Let me know. Thanks Beth

Beth R. Gorin

Director, Events & Conferencing
1033 Springfield Avenue
Cranford, NJ 07016
Tel: 908-709-7039
Fax: 908-709-7116
Email: gorin@ucc.edu



Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, August 11, 2011 11:38 AM
To: gorin@ucc.edu
Cc: nacco@ucc.edu; Frank Guzzo; Trish Ernst-Malcolm
Subject: MOVE TO LESSNER

Frank and Trish are working on fitting all our people in several spaces. We will be bringing materials over on Monday. Files, etc. We will get back to you today.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-1809
kdinsmore@ucnj.org

From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Thursday, August 11, 2011 8:49 AM
To: Karen Dinsmore
Cc: nacco@ucc.edu
Subject: Hello

Karen, good morning. I we are in the process of preparing the space in Lessner for Union County Employees to utilize as of Monday. Can you let me know how many people will be using Lessner Room 711. Will you be bringing any materials with you over on Monday?

Let me know. Thanks Beth

Beth R. Gorin

Director, Events & Conferencing
1033 Springfield Avenue
Cranford, NJ 07016
Tel: 908-709-7039
Fax: 908-709-7116
Email: gorin@ucc.edu



Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Thursday, August 11, 2011 11:00 AM
To: Frank Guzzo
Subject: Fw: Union County College and Union County

Here's what they need.

From: tonia.butlerperez@ucc.edu [<mailto:tonia.butlerperez@ucc.edu>]
Sent: Thursday, August 11, 2011 10:39 AM
To: Trish Ernst-Malcolm
Cc: lenihan@ucc.edu <lenihan@ucc.edu>; nacco@ucc.edu <nacco@ucc.edu>; gorin@ucc.edu <gorin@ucc.edu>
Subject: Union County College and Union County

Dear Ms. Ernst,

Per our conversation, Union County should include Union County College as an additional insured with regard to general liability on their insurance coverage and should indemnify and hold the college harmless for any claim or suit with regard to the use of space in the Kellogg building and send a copy of your Certificate of Coverage to:

Union County College
1033 Springfield Avenue,
Cranford, NJ 07016,
Attn. Tonia Butler Perez.

Thanks.

Tonia D Butler Perez

Trish Ernst-Malcolm

From: tonia.butlerperez@ucc.edu
Sent: Thursday, August 11, 2011 10:39 AM
To: Trish Ernst-Malcolm
Cc: lenihan@ucc.edu; nacco@ucc.edu; gorin@ucc.edu
Subject: Union County College and Union County

Dear Ms. Ernst,

Per our conversation, Union County should include Union County College as an additional insured with regard to general liability on their insurance coverage and should indemnify and hold the college harmless for any claim or suit with regard to the use of space in the Kellogg building and send a copy of your Certificate of Coverage to:

Union County College
1033 Springfield Avenue,
Cranford, NJ 07016,
Attn. Tonia Butler Perez.

Thanks.

Tonia D Butler Perez

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Wednesday, August 10, 2011 2:53 PM
To: Trish Ernst-Malcolm
Subject: Fw: space

From: Melissa Lespinasse
Sent: Wednesday, August 10, 2011 02:50 PM
To: Karen Dinsmore
Subject: space

Hi Karen. Spoke with Trish a bit ago. She mentioned that there are 3 offices available at the Westfield building where RCC is. She can have Tamara follow up with specifics if you like.

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Tuesday, August 09, 2011 5:11 PM
To: Trish Ernst-Malcolm
Subject: PHONES

I got Planning access to make phone calls at the College.

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Tuesday, August 09, 2011 9:19 AM
To: Trish Ernst-Malcolm
Subject: WDO Staff List

From: Perle Almeida
Sent: Tuesday, August 09, 2011 09:17 AM
To: Karen Dinsmore
Subject: RE: Staff List

Staff List:

Charlene
Gerry
Perle
Jean
Karen
Elena
Jeffrey
Pam
Ana
Lisa
Gisela

Carol

From: Jean Koszulinski
Sent: Monday, August 08, 2011 6:42 PM
To: Perle Almeida
Subject: Fwd: Staff List

J Koszulinski

Begin forwarded message:

From: Jean Koszulinski <jkoszulinski@ucnj.org>
Date: August 8, 2011 6:40:57 PM EDT
To: Karen Dinsmore <kdinsmore@ucnj.org>
Subject: Re: Staff List

Karen
Outside of Carol, all have voicemail in workforce

J Koszulinski

On Aug 8, 2011, at 6:39 PM, "Karen Dinsmore" <kdinsmore@ucnj.org> wrote:

Need a list of staff on 4th Floor, who currently has voicemail and who does not. For relocation purposes.

Karen

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, August 08, 2011 6:39 PM
To: Jean Koszulinski; Perle Almeida
Cc: Trish Ernst-Malcolm
Subject: Staff List

Need a list of staff on 4th Floor, who currently has voicemail and who does not. For relocation purposes.

Karen

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Monday, August 08, 2011 6:25 PM
To: Karen Dinsmore
Subject: Re: Cell phones

Ok

----- Original Message -----

From: Karen Dinsmore
Sent: Monday, August 08, 2011 06:23 PM
To: Trish Ernst-Malcolm
Subject: Cell phones

Trish,
Can you also find out if we can get any cell phones to borrow. They can't call all of UC over at the College. Thx. Frank said ok. Today Trisha let them use her personal cell.
Karen

----- Original Message -----

From: Trisha Stone
Sent: Monday, August 08, 2011 01:50 PM
To: Karen Dinsmore
Subject: RE: I called you

Any chance on getting one or two county cell phones here that we can share? Staff have been using personal cell phones to respond to agency and client calls. I was depending on using Katie's but she is out today and tomorrow and frequently has meetings out of the office.

-----Original Message-----

From: Karen Dinsmore
Sent: Monday, August 08, 2011 12:57 PM
To: Trisha Stone
Subject: I called you

Email me your issue/question or call back after 2pm.
Karen

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, August 08, 2011 6:16 PM
To: Trish Ernst-Malcolm
Subject: Aging
Attachments: MoveDOA.doc

From: Fran Benson
Sent: Monday, August 08, 2011 04:29 PM
To: Frank Guzzo
Cc: Karen Dinsmore
Subject: Per your request

Attached is a profile of my staff and anticipated phone/computer needs.

Fran

Division on Aging

25 in house staff

P = Phone V= Voice Mail S= Shared Drive

Phone/Computer Needs

Care management: Betrice Thompson, Supervisor	V	S
Anka Petty	V	S
Elizabeth D'Antonio	V	S
Miesha White	V	S
Rahel Lubow	V	S
Anna Maria Owens	V	S
New hire pending	V	S
Maria Valera, Staff support*	P	S Internet
Nutrition Staff: Jeri Beaumont, Nutrition supervisor	V	S
Elaine Montes	P	S
Sam Hanciles*	No	S
Contracts: Arlene Patrusevich	One phone would be sufficient for this group	S internet
Fe Casera		S internet
Maggie Mazza		S internet
I & A, Outreach, Donna Farrell	P	S internet
Michele Robinson	V	S internet Financial
Hector Santillan	V	S internet
Joseph Ascione	V	
Robert Klein (on sick leave)		
Respite: Ann Marie Laface	V	S Respite
Support Staff: Claire Fenster*	P	S Respite Billing
Admin. Staff: Fran Benson	V	S internet Financial & Edmunds
Bernadette McCarthy	V	S internet Financial & Edmunds
Neelie Barrueco	V	S internet Financial & Edmunds
Staff support: Barbara Smart*	P	S Personnel Finance

***All count incoming meal donations. I would need a safe for donations.**

Phones: All staff except noted above: most importantly public must have access to 1-908-527-4870, 4872, and toll free 1-888-280-8226

Preferably we could remain together; if not possible, the following work groups could be located elsewhere:

Care management staff Supervisor plus 7 staff

Nutrition staff supervisor and two staff

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, August 08, 2011 5:14 PM
To: Trish Ernst-Malcolm
Subject: UPDATE

Here's the start of an update - since I am off tomorrow morning.

1. Louise O'Neil will touch base with you in the morning, but I told her she can probably sit in Betty's office tomorrow.
2. Gina Tuesta was "permanently assigned to down here/Lisa McDonald's cube

Will continue with more when I get to the nail salon...my only night to go.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, August 01, 2011 12:06 PM
To: Frank Guzzo
Cc: Trish Ernst-Malcolm; Matthew DiRado; James McCrady
Subject: 4th Floor

* Redacted Personnel
information and
medical INFO
Person + +0
OPRA + HIPA

Frank,
On Friday we had [REDACTED]
went to their area around 11:00 am, I did smell the "sweet odor" although faintly. Each of the employees was given the option to be relocated and each wanted to stay at their desk. One employee was using her own fan to affect the air flow.

[REDACTED]

The division director and the employees know that they may be relocated if they choose.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Friday, July 29, 2011 9:19 AM
To: Trish Ernst-Malcolm
Subject: Fw: 4th Floor

From: Fran Benson
Sent: Friday, July 29, 2011 09:16 AM
To: Karen Dinsmore
Subject: RE: 4th Floor

Not yet.

From: Karen Dinsmore
Sent: Friday, July 29, 2011 9:15 AM
To: Fran Benson
Subject: Re: 4th Floor

OK, am over at the College. Be back soon. Do they want to move to 2nd.

From: Fran Benson
Sent: Friday, July 29, 2011 09:13 AM
To: Frank Guzzo; Karen Dinsmore
Subject: 4th Floor

The smell has migrated to our area. I have an employee complaining; several smell it.

Fran B

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Wednesday, July 27, 2011 4:32 PM
To: Trish Ernst-Malcolm
Subject: Update on Planning

Trish,
UCC people are over there, kinks worked out, they can get email through the Internet and were told they'd have Outlook by today and the shared drive tomorrow but as of last check, no Outlook yet or shared drive. The IT people at UCC were there all day and helpful. Not sure where it stands on our end.

I moved Bill, Bob, Daisy down to 2nd floor. I put Bill in Colleen's office, Bob in Scanning (he should stay there) and Daisy in Mary Krech's office. Bill and Bob should be separated, so they each have a semi-confidential phone. If you want to put Bill permanently in Mary's office, you could construct a separate space for Daisy. She wants to move her computer and printer down. Daisy needs both email and Edmonds. She had neither as of this afternoon. It took them most of the day to move down here, so we didn't worry so much about access today.

Cheryl and Karen need to be moved to the 5th Floor. I told Karen and Spirito that they were going there, probably Thursday. Spirito really hammered me coming in this morning and I finally told him not until Thursday and that I wouldn't know where they are going until then. So they will all be chomping at the bit Thursday. Right now they are the only ones left up in Planning and it's a ghost town.

Meanwhile Graz is leaving this Saturday for 2 week vacation. He and Matt both told me they really have no idea what the problem is. They are going to clean all ducts and the carpeting but none of us thinks that is the problem. The HVAC contractor who examined the space yesterday found no glycol leak.

Tomorrow is a busy day and a couple other things came up today that have to be handled. Frank went home after his lunch date today, so it was busy here this afternoon with phone calls.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Wednesday, July 27, 2011 11:27 AM
To: Megan Connors; Katie Vaniska; Louise O'Neil; Donna Karlik; Trish Ernst-Malcolm
Cc: Frank Guzzo
Subject: FW: Planning Phone extensions

Yikes! Use this list instead. Other one was wrong.
Karen

From: Trisha Stone
Sent: Wednesday, July 27, 2011 11:26 AM
To: Karen Dinsmore; Melissa Lespinasse
Subject: FW: Phone extensions and room numbers

Discard previous list; below has been updated.
Melissa, could you share with our staff over there but let them know these numbers are for in-house use - not to be given out to the public. We will be checking voice mail as soon as we get phone access (or checking through our cell phones). Bob in Security also asked for a listing in case he needs to contact us. If someone shows up at the building, as does happen now and then, maybe someone there can meet with them. I don't know the security procedure here for visitors. I'll check into it.
T

From: Sarah Cordoma
Sent: Wednesday, July 27, 2011 11:10 AM
To: Aleia Moore; Sara Thode; Linda Kosinski; Chris Ann Wright; Raymond Gora; Helen Gamova; Reginald Johnson; Christina Topolosky; Katie Regan; Trisha Stone; Sarah Cordoma
Cc: Karen Dinsmore; Melissa Lespinasse; Daisy Ortiz
Subject: Phone extensions and room numbers

These are our temporary room numbers and also our phone extensions (if needed).

Aleia Moore	- 908-527-6033	Room 541
Sara Thode	- 908-527-6032	Room 541
Linda Kosinski	- 908-527-6028	Room 541

Chris Ann Wright	- 908-527-7221	Room 539
Raymond Gora	- 908-527-6016	Room 539
Helen Gamova	- 908-527-6015	Room 539
Reginald Johnson	- 908-527-7220	Room 539

Christina Topolosky	- 908-527-6008	Room 538
Katie Regan	- 908-527-6013	Room 538

James Baker	- 908-527-7219	Room 531
James Frazilus	-908-527-7218	Room 531

Sarah Cordoma	- 908-527-7205	Room 529
Trisha Stone	- 908- 527-7205	Room 529

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Tuesday, July 26, 2011 11:36 AM
To: Trish Ernst-Malcolm
Subject: FW: MOVING

FYI

From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Tuesday, July 26, 2011 11:07 AM
To: Karen Dinsmore
Cc: haa1@hotmail.com
Subject: RE: MOVING

Will do. Thanks I will be there all day tomorrow in case your team needs anything. Beth

From: Karen Dinsmore [<mailto:kdinsmore@ucnj.org>]
Sent: Tuesday, July 26, 2011 10:37 AM
To: Beth R Gorin
Subject: Re: MOVING

Tell Harry we will be over there at 2pm. We will need help at the rear door. Trish Malcolm will be with them.
Thanks.
Karen

From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Tuesday, July 26, 2011 10:19 AM
To: Karen Dinsmore
Cc: haa1@hotmail.com <haa1@hotmail.com>; conlon@ucc.edu <conlon@ucc.edu>; velez@ucc.edu <velez@ucc.edu>
Subject: RE: MOVING

Sure. Just ask for Harry.

From: Karen Dinsmore [<mailto:kdinsmore@ucnj.org>]
Sent: Tuesday, July 26, 2011 10:18 AM
To: Beth R Gorin
Subject: MOVING

Hi Beth,
Can I have maintenance guys bring over boxes of files today, labeled for each office? How do we hook them up with your people at Kellogg?
Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Tuesday, July 26, 2011 11:33 AM
To: George Valladares
Cc: Maria Hardoby; Trisha Stone; Trish Ernst-Malcolm
Subject: RE: temporary parking

Importance: High

George,

These are the 11 people who currently park in Lot #4 and need a Lot 2 tag through the end of August. I will send them to the first floor to exchange their Lot 4 tags for Lot 2. Thank you. Karen

James Baker
James Frazilus
Helen Gamova
Ray Gora
Reggie Johnson
Linda Kozinski
Aleia Moore
Katie Regan
Sara Thode
Christina Topolosky
Chris Ann Wright

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

From: Maria Hardoby
Sent: Tuesday, July 26, 2011 11:04 AM
To: Karen Dinsmore
Cc: George Valladares
Subject: temporary parking

Hi Karen,

Please email the names of the 11 employees who park in Lot 4 to Lt. Valladares. These employees should then come down to the first floor Admin to return their Lot 4 tags to the Lt.

He will give them each a Lot 2 tag, which can be used through the end of August.

Maria Hardoby
Union County Sheriff's Office
Ten Elizabethtown Plaza, 1st Floor

Elizabeth, New Jersey 07207

908-527-4940 tel

908-527-4956 fax

www.elpa.org

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, July 25, 2011 4:28 PM
To: gorin@ucc.edu; Trish Ernst-Malcolm; cherubino@ucc.edu
Subject: RE: Scan from a Xerox WorkCentre

8:00 - 4:30 unless that is a problem for you and we would have to improvise.

Karen Dinsmore, Assistant Director
Union County Department of Human Services 10 Elizabethtown Plaza Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

-----Original Message-----

From: gorin@ucc.edu [mailto:gorin@ucc.edu]
Sent: Monday, July 25, 2011 4:26 PM
To: Trish Ernst-Malcolm; cherubino@ucc.edu
Cc: Karen Dinsmore
Subject: RE: Scan from a Xerox WorkCentre

What time will you need access to the building on Friday? BRG

-----Original Message-----

From: Trish Ernst-Malcolm [mailto:ternst@ucnj.org]
Sent: Monday, July 25, 2011 4:00 PM
To: Thomas A Cherubino
Cc: Karen Dinsmore; Beth R Gorin
Subject: FW: Scan from a Xerox WorkCentre

Hi there! Attached are the Information Technology forms for Union County employees. Note that I put the office number each employee is assigned to. Please let me know if you require any additional information.

Thank you!

Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax

-----Original Message-----

From: HSxerox@ucnj.org [mailto:HSxerox@ucnj.org]
Sent: Thursday, August 25, 2011 5:05 PM
To: Trish Ernst-Malcolm
Subject: Scan from a Xerox WorkCentre

~~Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.~~

Attachment File Type: PDF

WorkCentre Location: machine location not set
Device Name: XRX000AACFE67B

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, July 25, 2011 3:56 PM
To: Trish Ernst-Malcolm
Subject: SCANNED FORMS

Importance: High

Send forms to Cherubino@ucc.edu with a cc to me and to Beth Gorin at gorin@ucc.edu

Karen

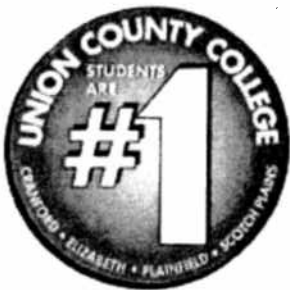
From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Monday, July 25, 2011 3:55 PM
To: Karen Dinsmore
Cc: nacco@ucc.edu
Subject: Hello

Karen, nice speaking with you today. You can email the forms to Tom Cherubino at Cherubino@ucc.edu.

Let me know if you have any questions. Thanks Beth

Beth R. Gorin

Director, Events & Conferencing
1033 Springfield Avenue
Cranford, NJ 07016
Tel: 908-709-7039
Fax: 908-709-7116
Email: gorin@ucc.edu



Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, July 25, 2011 1:23 PM
To: Trish Ernst-Malcolm
Subject: Fw: Form and instructions for a "non-UCC employee" to get a UCC computer account and telephone access
Attachments: Computer_Telephone Access Authorization Form_Non UCC Emp.pdf; Computer_Telephone Access Authorization Form_Non UCC Emp_Instructions.pdf

Tell Rich and Diego we don't have to move any computers.

Karen

From: gorin@ucc.edu [<mailto:gorin@ucc.edu>]
Sent: Monday, July 25, 2011 01:19 PM
To: Karen Dinsmore
Subject: FW: Form and instructions for a "non-UCC employee" to get a UCC computer account and telephone access

Karen, attached are the forms that need to be filled out to have computer and phone access. Also with regard to room K-538 we will be able to supply you with the computers and phones. Call me to discuss. Thanks beth

From: Thomas A Cherubino
Sent: Monday, July 25, 2011 1:11 PM
To: Beth R Gorin
Subject: Form and instructions for a "non-UCC employee" to get a UCC computer account and telephone access

Beth –

Attached is the form and instructions for a "non-UCC employee" to get a UCC computer account and telephone access.

- Tom

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Tuesday, July 19, 2011 8:51 AM
To: Trish Ernst-Malcolm
Subject: Re:

K

From: Trish Ernst-Malcolm
Sent: Tuesday, July 19, 2011 08:46 AM
To: Frank Guzzo; Karen Dinsmore
Subject:

Morning! Melissa said the smell is there faintly, this am it is over by Kristina Topolosky, we will be moving Katie Regan down to Mary Krech's office, Helen (Gamova) doesn't come in until 9am...so far that is it.

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

Trish Ernst-Malcolm

From: Trish Ernst-Malcolm
Sent: Monday, July 18, 2011 12:36 PM
To: Melissa Lespinasse
Subject: RE: Thank you

Your welcome!

*Tricia E. Malcolm
Department of Human Services
10 Elizabethtown Plaza
Administration Building - 2nd Floor
Elizabeth, NJ 07207
(908) 527-4810
(908) 527-4875-Fax*

From: Melissa Lespinasse
Sent: Monday, July 18, 2011 12:36 PM
To: Karen Dinsmore; Trish Ernst-Malcolm; Megan Connors; Katie Vaniska; Derek Armstead; Colleen Pienciak
Subject: Thank you

Just wanted to say thank you for helping out with coverage and the move. Much appreciated. ☺

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Monday, July 18, 2011 9:04 AM
To: Trish Ernst-Malcolm
Subject: Fw: update

Fyi

From: Melissa Lespinasse
Sent: Monday, July 18, 2011 09:02 AM
To: Karen Dinsmore
Cc: Trisha Stone
Subject: update

Good morning Karen. Hope you had a good weekend. Just wanted to give you a quick update. So far it will be me, Katie, and Sara Thode relocating. Linda is feeling ok today, she does not want to relocate. Reminder to you to speak with Linda per our conversation on Friday. I did not smell the odor this morning. Katie said it was very faint. However, I did smell someone's perfume walking in but nowhere else on the floor. We will be downstairs shortly.

Melissa Lespinasse
Assistant Director-Division of Planning
Union County Dept. of Human Services
Administration Building, 4th floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207
P (908) 527-4883 F (908) 558-2562

Trish Ernst-Malcolm

From: Karen Dinsmore
Sent: Thursday, July 14, 2011 12:28 PM
To: Fran Benson; Trisha Stone; Antonio Rivera; Phil Kandl; Jose Perez; Elizabeth Paskewich; Gina Tuesta; Monica Lallo; Ivette Anzelone; Jean Koszulinski; Richard Thompson; Anna Kazmierczyk
Cc: Trish Ernst-Malcolm
Subject: URGENT: REMOVAL OF PERSONAL ITEMS
Importance: High

Fourth Floor Staff,

Please share this with your co-workers on the 4th Floor and your staff. You are asked to **take home with you today** all personal items that may emit a fragrance or aroma. These may include but are not limited to: fragrances/colognes; lotions, body sprays, hand sanitizers, candles, air fresheners, cleaning supplies. Any other item that you believe may emit an odor **should be removed from your work area as you leave today.**

Your workspace may be investigated to rule out the origin of scents. Therefore, any personal items you do not want seen or touched should also be taken home with you today. You will be advised when you may bring your personal items back to your office.

This action is necessary to rule out all possible origins of the unusual odor on the 4th Floor. As such, this is a serious matter and you should respond accordingly.

If you have any questions let me know. Thank you for your cooperation.

Karen

Karen Dinsmore, Assistant Director
Union County Department of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
908-527-4809
kdinsmore@ucnj.org

Mon - L2 to SK

Movers

8-11-11

✓ Monsie Lallo 5th Floor by CH + NT
1st office
Wiring by IT

Hours
YSB
8:00-4:30

✓ Irette Anzelone YSB Pat Scale
908-403-2229

Tues + Thurs
8:30pm

✓ Richard Thompson by Maureen
Bring his computer down on Fri
TTE phone to that line

~~Wed 8/17~~
Kellery

✓ WJB Antonio L2 to Kellery 5th Floor
2 computers Jose Phil Alliance office #
needed # 507

✓ Carol Taskula 3rd Floor Arch +
Bisela Corrections
Charlene Diego knows Spirito Table
Diego knows Brulle phone

✓ Jean K. ~~from the~~ office on 3rd floor B

Kathy A

✓ Perle A. Kim McClusker's office on 3rd

Tues 8/16

✓ 7 Aging YSB (F-16) Do they all need phones?
Leser here no phones

✓ MDW Jeri Elaine Montes

Mon 8/15

✓ 14 Aging Lesser

Moves

- ① Boxes Monica in Bldg 5ves
x424D
Monday 8/15
- ② Phone Code to FAB
- ③ Handicapped Parking Clearance
- ④ YSB - 5 cubicles 2 offices no phones
4 computers, not connected
3 offices 10F3 has computer

7 Div on Aging Care Mgrs
Ivette Anderson

Pat Seala is point person
What time do they start?

11/10/14 - Sara - Chris Ann - Linda K → Sarah L

Search - unlocked

Sarah L
11/11/14

Block vents?

Clean vents?

Other floors →

Tile @ James F. Ben Mold per Katie R.

White film on plant - ~~test~~ TEST Linda K

9:30 ~~AM~~

Planning Mtg

1. Cooperation + Professional
2. Protocol

TS or ML

KA or FB

Move to 2nd Fl

Medical Provider

3. Options

Own Dr

Own leave time

Relocated

4. Update on Situation

Hazmat + Birdsell

Bldg Svcs / Risk Mtg / Personnel

Eliminate unusual odors

5. S + K Drive

Call at 8:45. Faint odor.

7/14/11

I smelled it at 9:45 by Melissa Z
Katie R

Katie is worried so I moved her.

Advised Matt + Jk via PIN

Matt told me to advise staff to take
home personal items + office may
be searched.

Odor

4:30 Linda R Had to take a break
Melissa L.
Katie R
Trisha J.

Sarah C "strong odor"