

Karen Dinsmore

From: [REDACTED]
Sent: Tuesday, July 05, 2011 11:52 AM
To: Karen Dinsmore
Cc: Trisha Stone
Subject: HOW ARE THINGS?

*Redaction of personnel information and medical information pursuant to OIRA + HIPAA

Yes and Yes. [REDACTED] is feeling a [REDACTED]. The rest of us can smell the sweet and [REDACTED] Can Jim McCreery follow-up?

[REDACTED]
[REDACTED]
*Union County Dept. of Human Services
Administration Building, 4th floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207*

From: Karen Dinsmore
Sent: Tuesday, July 05, 2011 11:51 AM
To: Melissa Lespinasse
Subject: RE: HOW ARE THINGS?

People have symptoms now? Today?

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

From: [REDACTED]
Sent: Tuesday, July 05, 2011 11:48 AM
To: Karen Dinsmore
Subject: HOW ARE THINGS?

Hi Karen. How are you? This morning was more of a stale smell. About five minutes ago, there is a sweet smell in the air. Anything going on with the vents? [REDACTED] le [REDACTED] who was out Friday has a [REDACTED] There is a faint odor in here but nothing like Friday. Although nothing specific was found by Hazmat. I'm wondering if it was antifreeze from the air conditioners or some metallic fume. That would cause the sweet taste in the mouth.

[REDACTED]
[REDACTED]
*Union County Dept. of Human Services
Administration Building, 4th floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207*

[REDACTED]
From: Karen Dinsmore
Sent: Tuesday, July 05, 2011 10:36 AM
To: [REDACTED]
Subject: HOW ARE THINGS?



Hi [REDACTED]
How are things up there and how is everyone feeling?
Karen

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

Karen Dinsmore

From: Trish Ernst-Malcolm
Sent: Tuesday, July 05, 2011 2:32 PM
To: Karen Dinsmore; Megan Connors
Subject: FW:
Attachments: Authorization to Treat Form.doc; Medical Care Providers.docx

Please store this in your records, in the event I am not here and someone has an oji...you fill out the authorization to treat form and fax it to one of the medical providers...then notify Cheryl Pantina at extension 4319 that you are sending someone to be evaluated/treated.

*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: Cheryl Pantina
Sent: Tuesday, July 05, 2011 1:56 PM
To: Trish Ernst-Malcolm
Subject:

Cheryl Pantina
Union County Division of Personnel
Administration Building, 6th floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207
P (908) 527-4319
F (908) 558-2566

Karen Dinsmore

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

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*

Karen Dinsmore

From: Claudia Martins
Sent: Thursday, July 07, 2011 12:09 PM
To: Trish Ernst-Malcolm; Karen Dinsmore; Cheryl Pantina
Subject: RE: Foul smelling air on 4th floor

Follow Up Flag: Follow up
Flag Status: Flagged

* Redaction
of personnel info
and medical info
pursuant to OPRA
+ HIPAA

Trish, can you remind [redacted] that if [redacted] come back, we can send him to complete care to get evaluated. Also, where does he sit in connection to the affected area?

From: Trish Ernst-Malcolm
Sent: Thursday, July 07, 2011 11:58 AM
To: Karen Dinsmore; Claudia Martins; Cheryl Pantina
Subject: FW: Foul smelling air on 4th floor

FYI

*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: [redacted]
Sent: Thursday, July 07, 2011 11:56 AM
To: Trish Ernst-Malcolm
Subject: Foul smelling air on 4th floor

* see top

Trish:

Just for the record, during the week of June 26 thru July 6, 2011, I did experience [redacted] when I would leave the building from work. Also [redacted] was determined. [redacted] however, nothing new

Even during the prior week of June 19th I also had [redacted] as it built up during the following week (June 26th) No one had mentioned to me that there was an extreme smell on the third floor but I did pick it up a little bit of it on Friday July 1st thru yesterday.

I would like to point out it probably wasn't necessary for me to have [redacted] there was nothing new going with [redacted]. As of now I don't feel too bad, so I hope the county will certainly let me know about working here on the 4th floor because I do not want to be in "harm's way". Hopefully the problem has been determined so the working environment will be acceptable.

Karen Dinsmore

From: Trish Ernst-Malcolm
Sent: Thursday, July 07, 2011 11:58 AM
To: Karen Dinsmore; Claudia Martins; Cheryl Pantina
Subject: FW: Foul smelling air on 4th floor



Follow Up Flag: Follow up
Flag Status: Flagged

FYI

*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: [REDACTED]
Sent: Thursday, July 07, 2011 11:56 AM
To: Trish Ernst-Malcolm
Subject: Foul smelling air on 4th floor

** Identification of
identifying personnel
info and medical
info pursuant to
OPRA +
HIPAA*

Trish:

Just for the record, during the week of June 26 thru July6, 2011, I did experience [REDACTED] when I would leave the building from work. Also my [REDACTED] [REDACTED] [REDACTED] however, nothing new was determined.

Even during the prior week of June 19th I also had [REDACTED] as it built up during the following week (June 26th) No one had mentioned to me that there was an extreme smell on the third floor but I did pick it up a little bit of it on Friday July 1st thru yesterday.

I would like to point out it probably wasn't necessary for me to have [REDACTED] there was nothing new going with [REDACTED] As of now I don't feel too bad, so I hope the county will certainly let me know about working here on the 4th floor because I do not want to be in "harms way". Hopefully the problem has been determined so the working environment will acceptable.

[REDACTED]

VSO

Karen Dinsmore

From: Trish Ernst-Malcolm
Sent: Thursday, July 07, 2011 12:19 PM
To: Claudia Martins; Karen Dinsmore; Cheryl Pantina
Subject: RE: Foul smelling air on 4th floor

Follow Up Flag: Follow up
Flag Status: Flagged

I will.

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: Claudia Martins
Sent: Thursday, July 07, 2011 12:16 PM
To: Trish Ernst-Malcolm; Karen Dinsmore; Cheryl Pantina
Subject: RE: Foul smelling air on 4th floor

Ok thank you, please keep us posted.

From: Trish Ernst-Malcolm
Sent: Thursday, July 07, 2011 12:15 PM
To: Claudia Martins; Karen Dinsmore; Cheryl Pantina
Subject: RE: Foul smelling air on 4th floor

Yes, I will, I will respond in email and call him. He sits on the Jail side of the building, across from Anna Kazmierczyck and close to Elena Martinez. I just got off the phone with Trish Stone, there was another "odor" employees noticed. Both Jim Mc Crady and the outside contractor are currently on the floor. She requested to move two employees out of the office, Linda Kosinski and Chris Ann Wright. I am making arrangements to relocate them to the 2nd floor now.

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: Claudia Martins
Sent: Thursday, July 07, 2011 12:09 PM
To: Trish Ernst-Malcolm; Karen Dinsmore; Cheryl Pantina
Subject: RE: Foul smelling air on 4th floor

Trish, can you remind [REDACTED] that if [REDACTED] come back, we can send him to complete care to get evaluated. Also, where does he sit in connection to the affected area?

From: Trish Ernst-Malcolm
Sent: Thursday, July 07, 2011 11:58 AM
To: Karen Dinsmore; Claudia Martins; Cheryl Pantina
Subject: FW: Foul smelling air on 4th floor



FYI

*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: [REDACTED]
Sent: Thursday, July 07, 2011 11:56 AM
To: Trish Ernst-Malcolm
Subject: Foul smelling air on 4th floor



Trish:

Just for the record, during the week of June 26 thru July 6, 2011, I did experience [REDACTED] when I would leave the building from work. Also my [REDACTED] was determined. [REDACTED] however, nothing new

Even during the prior week of June 19th I also had [REDACTED] as it built up during the following week (June 26th) No one had mentioned to me that there was an extreme smell on the third floor but I did pick it up a little bit of it on Friday July 1st thru yesterday.

I would like to point out it probably wasn't necessary for me to have [REDACTED] there was nothing new going with [REDACTED] As of now I don't feel too bad, so I hope the county will certainly let me know about working here on the 4th floor because I do not want to be in "harm's way". Hopefully the problem has been determined so the working environment will be acceptable.

[REDACTED]
VSO

Karen Dinsmore

From: Trish Ernst-Malcolm
Sent: Thursday, July 07, 2011 12:21 PM
To: [REDACTED]
Cc: Karen Dinsmore; Claudia Martins
Subject: RE: Foul smelling air on 4th floor

Follow Up Flag: Follow up
Flag Status: Flagged

[REDACTED]
If any of your symptoms return, please let me or Karen know immediately so that we can send you to be evaluated immediately.

*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: [REDACTED]
Sent: Thursday, July 07, 2011 11:56 AM
To: Trish Ernst-Malcolm
Subject: Foul smelling air on 4th floor

Trish:

Just for the record, during the week of June 26 thru July6, 2011, [REDACTED] experience [REDACTED] when I would leave the building from work. Also my [REDACTED] [REDACTED] [REDACTED] however, nothing new was determined.

Even during the prior week of June 19th I also had [REDACTED] as it built up during the following week (June 26th) No one had mentioned to me that there was an extreme smell on the third floor but I did pick it up a little bit of it on Friday July 1st thru yesterday.

I would like to point out it probably wasn't necessary for me to have [REDACTED] there was nothing new going with [REDACTED] As of now I don't feel too bad, so I hope the county will certainly let me know about working here on the 4th floor because I do not want to be in "harms way". Hopefully the problem has been determined so the working environment will acceptable.

[REDACTED]
VSO

Karen Dinsmore

From: Melissa Lespinasse
Sent: Monday, July 11, 2011 8:28 AM
To: Trisha Stone; Karen Dinsmore
Subject: odor

* Redaction of
personnel information
and medical information
pursuant to DPRA +
HIPAA

Fyi from [redacted] this morning. A few coughs this morning so far. Most notice the smell. It has the same strawberry scent. Should I call Jim McCreery?



From: [redacted]
Sent: Monday, July 11, 2011 8:16 AM
To: Trisha Stone; Melissa Lespinasse
Subject: odor

Trish, The odor was here when I came in at 8 a.m. I immediately [redacted]. I may want to relocate but will need a computer today. Thanks, [redacted].

[redacted]
[redacted]
[redacted]

10 Elizabethtown Plaza
Elizabeth, NJ 07207

[redacted]
[redacted]
[redacted]

 Print only what you need. Recycle what you print. 

Karen Dinsmore

From: Melissa Lespinasse
Sent: Monday, July 11, 2011 8:44 AM
To: Karen Dinsmore
Subject: RE: odor

* Redaction of personnel matter information and medical information pursuant to OPRA & HIPAA

Ok will do.

From: Karen Dinsmore
Sent: Monday, July 11, 2011 8:42 AM
To: Melissa Lespinasse
Subject: Re: odor

No don't call him. I will. Begin to collect names of who needs to move. I'm not in yet.

From: Melissa Lespinasse
Sent: Monday, July 11, 2011 08:27 AM
To: Trisha Stone; Karen Dinsmore
Subject: odor

Fyi from [redacted] this morning. A few coughs this morning so far. Most notice the smell. It has the same strawberry scent. Should I call Jim McCreery?

From: [redacted]
Sent: Monday, July 11, 2011 8:16 AM
To: Trisha Stone; Melissa Lespinasse
Subject: odor

Trish, The odor was here when I came in at 8 a.m. I immediately [redacted] I may want to relocate but will need a computer today. Thanks, [redacted]

[redacted]

10 Elizabethtown Plaza
Elizabeth, NJ 07207

[redacted]

Karen Dinsmore

From: Trisha Stone
Sent: Monday, July 11, 2011 9:30 AM
To: Trish Ernst-Malcolm; Karen Dinsmore
Subject: FW: UNUSUAL ODOR ON FOURTH FLOOR OF ADMIN BUILDING

Follow Up Flag: Follow up
Flag Status: Flagged

FYI

* Reduction of
personnel information
and medical info
relevant to OPR A
& HIPAA

From: [REDACTED]
Sent: Monday, July 11, 2011 8:22 AM
To: Trisha Stone
Subject: RE: UNUSUAL ODOR ON FOURTH FLOOR OF ADMIN BUILDING

Trish. I also wanted to report that over the weekend I had more than usual [REDACTED]. I don't have an opinion about the cause but thought if you were gathering [REDACTED] it might be useful. [REDACTED]

[REDACTED]
[REDACTED]
10 Elizabeth Town Plaza
Elizabeth, NJ 07207
[REDACTED]
[REDACTED]

Print only what you need. Recycle what you print.

From: Trisha Stone
Sent: Friday, July 08, 2011 4:38 PM
To: Aleia Moore; Charles Newman; Cheryl Hathaway; Chris Ann Wright; Christina Topolosky; Daisy Ortiz; Helen Gamova; James Baker; James Frazilus; Karen Jirinec; Katie Regan; Linda Kosinski; Louise O'Neil; Melissa Lespinasse; Raymond Gora; Reginald Johnson; Robert Colicchio; Sara Thode; Sarah Cordoma; William Smith
Subject: FW: UNUSUAL ODOR ON FOURTH FLOOR OF ADMIN BUILDING
Importance: High

All Planning (Admin Building) staff –
Please see the message from Karen below.
If anyone notices the odor again when we return next week, please tell me immediately so I can let Karen know, as well as make arrangements for you through her office for medical care or temporary office relocation if needed. Also note the request to refrain from using sprays/products in the workplace that may interfere with identifying the problem odor. Thanks for your cooperation.
Trisha

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
kdinsmore@ucnj.org

Karen Dinsmore

From: Katie Vaniska
Sent: Monday, July 11, 2011 1:19 PM
To: Karen Dinsmore
Subject: [REDACTED]

* Retraction of personnel information and medical information pursuant to ePRA + HIPAA

[REDACTED] called after the Care Station [REDACTED] has all the paperwork with [REDACTED], and will bring it in tomorrow when [REDACTED] comes back to work. [REDACTED] is taking [REDACTED] lunch hour from 1 pm - 2 pm and taking 2 hours of Comp time. The doctor told [REDACTED] he didn't want to test for anything since he didn't know what was going on. He told [REDACTED] to take Tylenol/Advil and get plenty of rest until [REDACTED] feels better. [REDACTED] is calling up to [REDACTED] division to give them an update as well.

Karen Dinsmore

From: Trish Ernst-Malcolm
Sent: Monday, July 11, 2011 1:32 PM
To: Karen Dinsmore
Subject: Re: [REDACTED]

We will get the report...but u can forward to cheryl.

From: Karen Dinsmore
Sent: Monday, July 11, 2011 01:27 PM
To: Trish Ernst-Malcolm
Subject: Fw: Aleia Moore

Should I send this to anyone?

From: Katie Vaniska
Sent: Monday, July 11, 2011 01:18 PM
To: Karen Dinsmore
Subject: [REDACTED]

[REDACTED] called after the Care Station [REDACTED] has all the paperwork with [REDACTED] and will bring it in tomorrow when [REDACTED] comes back to work. [REDACTED] is taking [REDACTED] lunch hour from 1 pm – 2 pm and taking 2 hours of Comp time. The doctor told [REDACTED] he didn't want to test for anything since he didn't know what was going on. He told [REDACTED] to take Tylenol/Advil and get plenty of rest until [REDACTED] feels better. [REDACTED] is calling up to [REDACTED] division to give them an update as well.

Karen Dinsmore

From: [REDACTED]
Sent: Monday, July 11, 2011 2:23 PM
To: Trisha Stone; Karen Dinsmore
Subject: everything ok

* Redaction of personnel
info and medical information
pursuant to OPR +
HIPA

The doc said to relocate when the smell comes. I checked out OK. I felt OK when I was outside and notice a little change inside but only have a couple of hours to go so will stay here for the rest of the day unless I get a headache. I have an [REDACTED] tomorrow morning at Runnells so won't be in until around noon. Thanks, [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Elizabeth, NJ 07207

10 Elizabethtown Plaza

Print only what you need. Recycle what you print.

Karen Dinsmore

From: Trisha Stone
Sent: Monday, July 11, 2011 3:33 PM
To: Karen Dinsmore
Cc: Katie Vaniska
Subject: RE: [REDACTED]

* Reductions of
personnel information
and medical information
pursuant to HIPAA

Follow Up Flag: Follow up
Flag Status: Flagged

She leaves at 4pm. [REDACTED] just called me to tell me [REDACTED] is going home early at 3:30 ([REDACTED] was scheduled to leave at 4 pm).
[REDACTED] So Donna's office is open too.

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

From: Karen Dinsmore
Sent: Monday, July 11, 2011 3:31 PM
To: Trisha Stone
Cc: Katie Vaniska
Subject: Re: [REDACTED]

She may use my computer in my office.

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

From: Trisha Stone
Sent: Monday, July 11, 2011 03:24 PM
To: Karen Dinsmore
Subject: RE: [REDACTED]

She is in the 2nd floor conference room. I approved her request to take tomorrow off (personal day).

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

From: Karen Dinsmore
Sent: Monday, July 11, 2011 2:51 PM
To: Trisha Stone
Subject: [REDACTED]

Any idea where she is?

Karen Dinsmore

From: Trisha Stone
Sent: Monday, July 11, 2011 3:37 PM
To: [REDACTED]
Cc: Karen Dinsmore
Subject: RE: everything ok

*Redactions of personnel information and medical info pursuant to 6 PRA + HIPAA

[REDACTED]

As we discussed, thanks for going down to the 2nd floor. It is a precautionary measure, an effort to be protective of staff's health. I know it is disruptive, I appreciate everyone's understanding.

Trisha

From: [REDACTED]
Sent: Monday, July 11, 2011 2:23 PM
To: Trisha Stone; Karen Dinsmore
Subject: everything ok

The doc said to relocate when the smell comes. I checked out OK. I felt OK when I was outside and notice a little change inside but only have a couple of hours to go so will stay here for the rest of the day unless I get a headache. I have an [REDACTED] tomorrow morning at Runnells so won't be in until around noon. Thanks [REDACTED]

[REDACTED]

10 Elizabethtown Plaza
Elizabeth, NJ 07207

[REDACTED]

Karen Dinsmore

From: [REDACTED]
Sent: Monday, July 11, 2011 4:19 PM
To: Trisha Stone
Cc: Karen Dinsmore
Subject: RE: everything ok

* Redactions of
personnel info and medical
info pursuant to OPRA
and HIPAA

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks Trish and Karen, The air is better here. Will do what is needed. [REDACTED]

From: Trisha Stone
Sent: Monday, July 11, 2011 3:37 PM
To: [REDACTED]
Cc: Karen Dinsmore
Subject: RE: everything ok

[REDACTED]

As we discussed, thanks for going down to the 2nd floor. It is a precautionary measure, an effort to be protective of staff's health. I know it is disruptive, I appreciate everyone's understanding.

Trisha

From: [REDACTED]
Sent: Monday, July 11, 2011 2:23 PM
To: Trisha Stone; Karen Dinsmore
Subject: everything ok

The doc said to relocate when the smell comes. I checked out OK. I felt OK when I was outside and notice a little change inside but only have a couple of hours to go so will stay here for the rest of the day unless I get a headache. I have an [REDACTED] tomorrow morning at Runnells so won't be in until around noon. Thanks. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

10 Elizabethtown Plaza
Elizabeth, NJ 07207

Karen Dinsmore

From: Trisha Stone
Sent: Tuesday, July 12, 2011 4:53 PM
To: Karen Dinsmore
Subject: FW: odor

Oh no!



The scent is light . . . but sweet.

From: [REDACTED]
Sent: Tuesday, July 12, 2011 4:50 PM
To: Trisha Stone
Subject: odor

Reduction of personnel info
and medical info pursuant
to OIRA + HIPAA

Trish, at 4:45-49 the odor was stronger and affected eyes and head. Just for timeline purposes. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
10 Elizabethtown Plaza
Elizabeth, NJ 07207
[REDACTED]
[REDACTED]
[REDACTED]

 Print only what you need. Recycle what you print. 

Karen Dinsmore

From: Trisha Stone
Sent: Thursday, July 14, 2011 10:47 AM
To: Karen Dinsmore
Subject: odor

Again the sweet smell is outside Melissa's area – but not strong. Also, Sarah there is a light sweet smell (Sarah describes as initially like perfume that turned real sweet like 'old lady perfume'). No one complaining of symptoms.

*Trisha Stone, Director
Division of Planning
Union County Dept. of Human Services
10 Elizabethtown Plaza
Elizabeth, NJ 07207
Phone 908-558-2290
Fax 908-558-2562
Email tstone@ucnj.org*

Karen Dinsmore

From: Trisha Stone
Sent: Friday, July 15, 2011 11:08 AM
To: Karen Dinsmore
Subject: FW: symptoms

Just FYI – for the record.

From: [REDACTED]
Sent: Friday, July 15, 2011 9:49 AM
To: Trisha Stone
Subject: symptoms

Left here about 4:30-5, went home and slept off and on until morning. Didn't feel [REDACTED]. Felt much better this morning.

When I came to 4th floor close to my office I smelled the odor and began to feel [REDACTED]. I had [REDACTED]. Am downstairs now and have a [REDACTED].

I realize [REDACTED] may be attributed to a [REDACTED] something else. Just wanted to [REDACTED].

I do not want to go to care station.

[REDACTED]

Karen Dinsmore

From: Melissa Lespinasse
Sent: Monday, July 18, 2011 9:03 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. [REDACTED], 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

Redaction of personnel info
and medical info
as to OPRA/HIPAA.

Karen Dinsmore

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*

Karen Dinsmore

From: [REDACTED]
Sent: Thursday, July 21, 2011 11:07 AM
To: Karen Dinsmore; Trisha Stone
Subject: odor update

* Redaction of personal information and medical information pursuant to DPRA + HICAA

Just wanted to let you know that the state auditors and Sarah C. have moved into the 4th floor training room because of the odor. [REDACTED] but do not want to move yet. [REDACTED]
[REDACTED] From being up there this morning and now I have the [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Union County Dept. of Human Services
Administration Building, 4th floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207
[REDACTED]

Karen Dinsmore

From: Trisha Stone
Sent: Monday, July 25, 2011 4:15 PM
To: Karen Dinsmore
Subject: RE: [REDACTED]

* Reduction of personnel
information and medical
information pursuant to
OPRA + HIPAA

She will be staying in the admin building. She offered to come up to cover the phones, but I wasn't sure that was a good idea because she had been [REDACTED]

From: Karen Dinsmore
Sent: Monday, July 25, 2011 4:11 PM
To: Trisha Stone
Subject: [REDACTED]

Did you say she is staying in this building? You don't want her up on 4 to cover front desk phones, right?
Karen

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

Karen Dinsmore

From: Fran Benson
Sent: Wednesday, July 27, 2011 9:26 AM
To: Karen Dinsmore
Subject: 4th Floor

I have had some staff ask about the extent of the vent cleaning; will they also do our area? Also rumor has it the rugs are going to be cleaned as well.

Thanks
Fran

Karen Dinsmore

From: Melissa Lespinasse
Sent: Thursday, July 28, 2011 1:56 PM
To: Renee Goldstein; Maureen Segale-Glenn; Diane Jakubowski
Cc: Karen Dinsmore; Trisha Stone; Daisy Ortiz
Subject: Planning In-House numbers

Importance: High

Good afternoon. Most staff in Planning have been temporarily re-located to the Kellogg building at UCC. Below are the In-House numbers (not to be given to the public) for those at UCC. Note that I am in the Administration Building along with Daisy, Bill, Bob, Cheryl, and Karen J. These extensions remain the same.

To help coordinate workflow pick-up/drop offs, please have all contract documents forwarded to Daisy Ortiz (located in the alcove between Bonnie/Maureen's offices). Normal process for signature remains the same. All Planning staff have email, so they can be emailed directly with contract/IMU issues. Please forward this information to your staff. Thanks.

Aleia Moore	908-965-6033
Sara Thode	908-965-6032
Linda Kosinski	908-965-6028
Chris Ann Wright	908-527-7221
Raymond Gora	908-965-6016
Helen Gamova	908-965-6015
Reginald Johnson	908-527-7220
Christina Topolosky	908-965-6008
Katie Regan	908-965-6013
James Baker	908-527-7219
James Frazilus	908-527-7218
Sarah Cordoma	908-527-7205
Trisha Stone	908-527-7204

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

Karen Dinsmore

From: Fran Benson
Sent: Friday, July 29, 2011 9:16 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

Karen Dinsmore

From: Fran Benson
Sent: Friday, August 05, 2011 2:18 PM
To: Karen Dinsmore
Subject: [REDACTED]

* Reduction of personnel
information and medical
information pursuant to
OBRA + HIPAA

Just so you know the odor is evident over by where Karen J sits. [REDACTED]
[REDACTED] I told [REDACTED] to let you know.

Fran

Karen Dinsmore

From: [REDACTED]
Sent: Friday, August 05, 2011 3:43 PM
To: Karen Dinsmore
Cc: Frank Guzzo
Subject: RE: BIRDSALL ENVIRONMENTAL CONTRACTOR

* Redaction of
investigating information and
medical information
pursuant to OPRA + HIPAA

Karen,

I do not know what is happening on the 4th floor with respect to air quality, but I can tell you that since Tuesday, August 2nd, I have been feeling [REDACTED] culminating with today wherein I had [REDACTED] and a [REDACTED]. Also, I have sand-grain size black specks floating into my office.

Also [REDACTED]

I will respectfully ask for the County, through Frank, to expedite plans to have access to the WIB's satellite office in the new Union County College Building, which was offered to the WIB for free, as per Frank's request. This move will not solve the problem, but will allow me to at least breath some clean air.

Gratefully yours,

[REDACTED]
Union County Department of Human Services, 4th Floor
10 Elizabethtown Plaza, Elizabeth, NJ 07207

[REDACTED]
[REDACTED]
ULR: www.ucnj.org
[REDACTED]

From: Karen Dinsmore
Sent: Thursday, August 04, 2011 5:27 PM
To: Fran Benson; Jean Koszulinski; Antonio Rivera; Monica Lallo; Richard Thompson
Cc: Trisha Stone; Melissa Lespinasse
Subject: BIRDSALL ENVIRONMENTAL CONTRACTOR
Importance: High

Brian Nemetz our indoor Air Quality Consultant (IAQ) from Birdsall will return to the Admin Building 4th Floor on Monday and Tuesday, 8/8 and 8/9 at 10:00 a.m. on both days. Brian will be setting up IAQ Monitoring Equipment on Monday 10 AM on the 4th floor and he will return on Tuesday 10 AM to pick it up. Just a heads-up for you and your staff.
Karen

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

Karen Dinsmore

From: Fran Benson
Sent: Monday, August 08, 2011 11:51 AM
To: Karen Dinsmore
Subject: This AM

* Reduction of personnel
information and medical
information pursuant to
OBRA + HIPAA

About ten minutes ago four staff indicated they

Fran

Karen Dinsmore

From: Trish Ernst-Malcolm
Sent: Monday, August 08, 2011 3:35 PM
To: Karen Dinsmore
Subject: Fw: Admin Bldg, 4th fl

Fyi

From: Cheryl Pantina
Sent: Monday, August 08, 2011 03:13 PM
To: Matthew DiRado; Claudia Martins
Cc: James McCrady; Trish Ernst-Malcolm
Subject: RE: Admin Bldg, 4th fl

A redaction of personnel information and medical information pursuant to OPRA + HIPAA.

[redacted] normal exam – returned to work full duty and discharged.

From: Cheryl Pantina
Sent: Monday, August 08, 2011 2:53 PM
To: Matthew DiRado; Claudia Martins
Cc: James McCrady; Trish Ernst-Malcolm
Subject: Admin Bldg, 4th fl

4 rec'd Multi-Care reports for the following employees [redacted]
[redacted] – normal exam – returned to work full duty and discharged.
[redacted] – normal exam – returned to work full duty and discharged.
[redacted] – normal exam – returned to work full duty and discharged.

I understand 2 or 3 more may have sought treatment and will keep you apprised of the status.

Cheryl Pantina
Union County Division of Personnel
Administration Building, 6th floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207
P (908) 527-4319
F (908) 558-2566

Karen Dinsmore

From: Trish Ernst-Malcolm
Sent: Tuesday, August 09, 2011 4:25 PM
To: Darrell Hatchett
Cc: Frank Guzzo; Karen Dinsmore

We have moved Monica Lallo from the 4th Fl Training Room to the 2nd Floor Parks and Community Renewal Conference Room on both Wednesday the 10th from 10am -12pm and Thursday the 11th from 12pm to 2pm.

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

Karen Dinsmore

From: Trisha Stone
Sent: Wednesday, August 10, 2011 1:43 PM
To: Aleia Moore; Sara Thode; Linda Kosinski; Reginald Johnson; Raymond Gora; Helen Gamova; Chris Ann Wright; Christina Topolosky; Katie Regan; James Baker; James Frazilus; Sarah Cordoma
Cc: Karen Dinsmore; Melissa Lespinasse
Subject: files

Tomorrow and Friday you will have access to the 4th floor of the admin building. If you are going to pick up plants only, you are to go late in the day, on your way home. Please leave a half hour early. I am trying to see if we can get parking under the building for convenience. You are to take your plants home. Do not bring them back to the Kellogg building.

If you anticipate that you will need any files over the next 2 weeks, make sure you make a list and get them on Thursday or Friday afternoon. I don't not know how long it will be until we get access to the 4th floor again. If you are taking files, please go over to the admin building at around 3 pm and return the files here to the Kellogg building before going home.

As of now, no one should be going up onto the 4th floor for any reason. This is not because anything was found to be harmful, but rather to limit the number of people accessing the area as well as exposure until they can identify/resolve whatever the problem is.

Thank you for your cooperation.

Trisha

Karen Dinsmore

From: [REDACTED]
Sent: Thursday, August 11, 2011 8:27 AM
To: Karen Dinsmore; Trish Ernst-Malcolm
Importance: High

*Redaction of personnel
identifying info and
Medical info
pursuant to
OPRA + HIPAA*

Good Morning Trish

Wanted to report that by the time I left here yesterday [REDACTED]
[REDACTED] Is there a certain one I
should go to?

[REDACTED]

Karen Dinsmore

From: Frank Guzzo
Sent: Friday, August 12, 2011 4:46 PM
To: Karen Dinsmore
Subject: Re: 4th Floor

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks Karen

From: Karen Dinsmore
Sent: Friday, August 12, 2011 04:41 PM
To: Frank Guzzo; Trish Ernst-Malcolm
Subject: 4th Floor

Matt and I toured 4th Floor. We are in better shape than I thought as far as evacuating by Monday.

1. All of **WDO** is gone and only thing is Pam's plants. They are trying to call her on vacation because Matt says they will remove all remaining plants on Monday.
2. **Ivette and Monica** should be moved by Monday. Ivette will go to YSB on Monday, I met with her. She moved her own box today. Yvette needs her computer and printer moved to YSB.
3. **WIB** will move to Kellogg on Monday. I confirmed with UCC that their room is ready on Monday. You still need to get those UCC Computer forms signed by Phil and Liz (they will use the UCC computers). Antonio and Jose will probably use laptops....it's up to Antonio. All WIB staff were in today and I met with them. Trish, they don't have enough boxes yet and may need help moving.
4. **Aging** is on target and mostly packed. Only problem is the Care Managers who I told need to leave the floor on Monday rather than Tuesday, if possible. Some people are on vacation though, so they will be packing on Monday. Matt helped me move the meals counting operation down to our conference room. The counting will be done by Claire and Sam on Monday morning first thing. Money should go in Frank's safe so they will need help getting in there.
5. **Youth Services Bureau** – Pat Scala is handling that end. All but one desk at YSB has computer monitors, staff just need to move their hard drives. All desks have working phones but there is no voicemail so callers will get a busy signal of the care mgr is on the phone. Marlene has opened 7 numbers at the YSB as of Monday for use by Aging staff (Pat Scala has details).
6. **IDRC** – Needs a file cabinet moved to 5th once the other moves are done. Karen Jirinec has been advised NOT to return to 4th Floor. She went to Multi Care today. However, she is noncompliant.
7. **Monday morning** – Scheduled out are me, Donna, Megan, Katie, Betty and Bonnie. Louise and Gina will cover the phones and sit at Katie and Megan's desks. Liz from Aging will sit in Donna K's office but her files are in Trish's office. Claire and Sam will be in our conference room to count money.
- 8.

If I remember anything else, I will email Trish over the weekend. If you hear any arrangements for Katie's mom, please let me know. We plan an email chain to let our office know.

Have a good weekend you guys.

Karen

Karen Dinsmore

From: Frank Guzzo
Sent: Friday, August 19, 2011 2:14 PM
To: Jean Koszulinski; Antonio Rivera; Trisha Stone; Fran Benson
Cc: Karen Dinsmore
Subject: 4th Floor

Let me clarify something. Until further notice the 4th floor is off limits for **everything** except quick file retrieval. See me if you have questions.

Thanks

Karen Dinsmore

From: Fran Benson
Sent: Tuesday, August 23, 2011 12:18 PM
To: Karen Dinsmore
Subject: Status

As I mentioned we have a staff meeting this coming Thursday at 9. If by then you have any information to share about the situation on 4 I am sure staff will be asking. I know this is beyond your control but just in case.

Thanks

Fran

Karen Dinsmore

From: Matthew DiRado
Sent: Thursday, August 25, 2011 3:47 PM
To: Karen Dinsmore
Cc: Trish Ernst-Malcolm; 'jsalemme@conventusllc.org'
Subject: Re: UCC

Follow Up Flag: Follow up
Flag Status: Flagged

I agree.

Matthew N. DiRado, Esq.
Director, Division of Personnel & Labor Management
County of Union

From: Karen Dinsmore
Sent: Thursday, August 25, 2011 03:27 PM
To: Matthew DiRado
Cc: Trish Ernst-Malcolm; 'jsalemme@conventusllc.org' <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,

Karen Dinsmore

From: Maureen Segale-Glenn
Sent: Wednesday, September 14, 2011 9:51 AM
To: Trish Ernst-Malcolm
Cc: Frank Guzzo; Karen Dinsmore
Subject: FW:

See below....

From: [REDACTED]
Sent: Wednesday, September 14, 2011 9:48 AM
To: Maureen Segale-Glenn
Subject: RE:

** Redaction of personnel
identifying information and
medical information pursuant to
OPRA + HIPAA*

I am having [REDACTED] g. Under Dr.'s orders I am not to return to Admin Bldg until problem is taken care of. A letter is being sent to PMA-Workmans Comp company stating this. [REDACTED] For my protection I have notified the Union of the problem I am having.

From: Maureen Segale-Glenn
Sent: Wednesday, September 14, 2011 9:25 AM
To: [REDACTED]
Subject: RE:

How did you make out at the dr.? Renee is out. I am on the 4th floor. Let me know if you need anything today.

From: [REDACTED]
Sent: Monday, September 12, 2011 9:09 AM
To: Renee Goldstein
Cc: Maureen Segale-Glenn
Subject:

FYI I will not be in tomorrow. I have been advised by my personal doctor to see an [REDACTED]
[REDACTED]
[REDACTED]

Karen Dinsmore

From: Trisha Stone
Sent: Monday, September 26, 2011 2:47 PM
To: Aleia Moore; Charles Newman; Cheryl Hathaway; Chris Ann Wright; Christina Topolosky; Daisy Ortiz; Helen Gamova; James Baker; James Frazilus; Karen Jirinec; Katie Regan; Linda Kosinski; Louise O'Neil; Melissa Lespinasse; Raymond Gora; Reginald Johnson; Robert Colicchio; Sara Thode; Sarah Cordoma; William Smith
Cc: Fran Benson; Megan Connors; Karen Dinsmore
Subject: Meeting with Frank Guzzo
Importance: High

To all Planning staff at the Admin building and Kellogg building –
This Thursday – 9/29 at 10:30 am, Frank Guzzo will be coming to the UCC Kellogg building to meet with staff to give an update on the work that has been done on the 4th floor and plans for staff to return. We will be meeting on the 5th floor in room 514. (As you get off the elevator on the 5th floor, enter the conference center area; as you pass the reception desk, cross the lounge area on the right and you will be facing room 514.)

Please mark your calendars and plan to attend. For those who are scheduled out of the office due to meetings or previously scheduled leave time, you will need to follow-up with co-workers to get an update of the information shared. Let me know if you have any questions. Thanks.
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

Karen Dinsmore

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

Follow Up Flag: Follow up
Flag Status: Flagged

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 accidentally 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

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

Karen Dinsmore

From: [REDACTED]
Sent: Friday, October 07, 2011 3:24 PM
To: Karen Dinsmore
Subject: today
Importance: High



*Redaction of personnel
identifying information and
medical information pursuant
OPRA + HIPAA

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, I started [REDACTED]

[REDACTED] That is [REDACTED] that I have faced before when I was in the admin building. I have not had that [REDACTED] for weeks until today. 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]

 Print only what you need. Recycle what you print. 

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

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
Union County Department of Human Services
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
Union County Department of Human Services
10 Elizabethtown Plaza
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

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

MORVA

8-11-11

✓ Monsie Lello 5th Floor by CH + HT
155 office
Wiring by IT

Hours

YSB

8:00-4:30

✓ Irette Anzelone YSB

Pat Sank

908-403-2217

Tues + Thurs

8:30pm

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

~~Wed 8/10~~

Kellogg 2 computers needed

✓ WJB Antonio L2 to Kellogg 5th Floor
Phil Alliant #
507

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

✓ Jean K. ~~Kim A's~~ office on 3rd George B

Kathy A

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

Tues 8/16

✓ ? Aging YSB (E-12) do they all need phones?
2 desks have no phones

✓ MDW Jeri Elaine Montes

Mon 8/15

✓ 14 Aging Lessner

Moves

- ① Boxes Monica in Bldg 5ves
x 4240
Monday 8/15
- ② Phone Code to FAB
- ③ Handicapped Parking Chair
- ④ YSB - 5 cubicles 2 offices no phones
4 computers, not connected
3 offices 10P3 has computer

7 Div on Aging Care Mgrs
Ivette Anderson

Pat Seala is point person
What time do they start?

win } Katie M. Wissu - Sara - Chris Ann - Linda K → Sarah L

Search - unlocked

Sarah L
April 7/14

Block vents?

Clean vents?

Other floors →

Tile @ James F. for mold per Katie R.

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

4:30 ~~4:30~~

Planning Mtg

1. Cooperation + Professional
2. Protocol

TS or ML

KA or FB

Mover to 2nd Fl

Medical Provider

3. Options

Own Dr

Own leave time

Relocated

4. Update on Situation

Hazmat + Birdsell

Bldg Sves / Risk Mtg / Personal

Eliminate unneeded odors

5. S + K Crise

Call at 8:45. Faint odor.

7/14/11

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

Katie is worried so I reassured her.

Advised Matt + Joe via PIN

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

Odor

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

Sarah C "strong odor"

Karen Dinsmore

From: [REDACTED]
Sent: Tuesday, July 05, 2011 11:48 AM
To: Karen Dinsmore
Subject: HOW ARE THINGS?

* Redaction of personnel
identifying information and medical
information pursuant to
OPRA + HIPAA

Hi Karen. How are you? This morning was more of a stale smell. About five minutes ago, there is a sweet smell in the air. Anything going on with the vents? [REDACTED] le [REDACTED] [REDACTED] who was out Friday has a [REDACTED] There is a faint odor in here but nothing like Friday. Although nothing specific was found by Hazmat. I'm wondering if it was antifreeze from the air conditioners or some metallic fume. That would cause the sweet taste in the mouth.

[REDACTED]
[REDACTED]
*Union County Dept. of Human Services
Administration Building, 4th floor
10 Elizabethtown Plaza
Elizabeth, NJ 07207*

From: Karen Dinsmore
Sent: Tuesday, July 05, 2011 10:36 AM
To: [REDACTED]
Subject: HOW ARE THINGS?

Hi [REDACTED]
How are things up there and how is everyone feeling?
Karen

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