

## Trish Ernst-Malcolm

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**From:** Karen Dinsmore  
**Sent:** Monday, August 22, 2011 3:39 PM  
**To:** Trish Ernst-Malcolm  
**Subject:** Some more events

Louise is moving to Anna K's vacant spot on 2<sup>nd</sup> tomorrow. I'm having her computer moved down here. Colleen got set up faster than anyone over at the college and David Weeks says he would have no problem bringing things back and forth. So I think she is set and I'm trying to keep it that way.

As if things weren't bad enough, [REDACTED] wants part time and [REDACTED] advised Trisha that she is thinking about resigning later this year. God help us.....

employee  
names  
Redacted  
as to  
personnel  
exemption  
under  
OPRA.



## Trish Ernst-Malcolm

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**From:** Karen Dinsmore  
**Sent:** Wednesday, August 17, 2011 6:08 PM  
**To:** Trish Ernst-Malcolm  
**Subject:** Re: K-538

Thanks Trish. Phew! BTW, my eyes are bothering me today....guess it was not enuf crying.

**From:** Trish Ernst-Malcolm  
**Sent:** Wednesday, August 17, 2011 05:20 PM  
**To:** 'gorin@ucc.edu' <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) [<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](mailto:gorin@ucc.edu)



## Trish Ernst-Malcolm

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

*a redaction made  
exempted under OPRA  
personnel matter*

Matt and I toured 4<sup>th</sup> 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 5<sup>th</sup> once the other moves are done. [REDACTED] has been advised NOT to return to 4<sup>th</sup> Floor. She went to Multi Care today. [REDACTED]
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

## Trish Ernst-Malcolm

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**From:** Karen Dinsmore  
**Sent:** Wednesday, August 24, 2011 10:00 AM  
**To:** Trish Ernst-Malcolm  
**Subject:** Building Services

I asked staff yesterday for a list. Please coordinate or delegate to Megan with Bldg Svcs movement of chairs and boxes.  
Thanks.  
Karen

**From:** Lisa Colicchio  
**Sent:** Wednesday, August 24, 2011 09:46 AM  
**To:** Karen Dinsmore  
**Cc:** [Pburnswyatt@ucnj.org](mailto:Pburnswyatt@ucnj.org) <[Pburnswyatt@ucnj.org](mailto:Pburnswyatt@ucnj.org)>  
**Subject:** packing

Good Morning Karen,

As per our conversation at the meeting yestreday afternoon I am attaching a list of items from 2 other co-workers that need to be moved to the appropriate sites: They are as follows

### **Pld (1Stop)**

**Pam Burns- Wyatt** - need her boxes transported to her new work assignment as well as her specially ordered chair....as well as a few additional boxes for packing.

Ana Martinez- Has a box and also would like her special Chair

### **Elizabeth (1 Stop)**

**Lisa Bonanno-Colicchio** - 2 boxes need to be transported to my new worksite a few additional boxes for the final bit of packing and my special chair for my back!! asap.....

Much Thanks for your assistance in this matter

## Trish Ernst-Malcolm

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**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 2<sup>nd</sup> 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 5<sup>th</sup> 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  
908-527-1809  
[kdinsmore@ucnj.org](mailto:kdinsmore@ucnj.org)

## Frank Guzzo

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**From:** Matthew DiRado  
**Sent:** Wednesday, September 28, 2011 4:25 PM  
**To:** Frank Guzzo  
**Cc:** Alfred Faella; Sebastian Delia  
**Subject:** RE: Final Draft

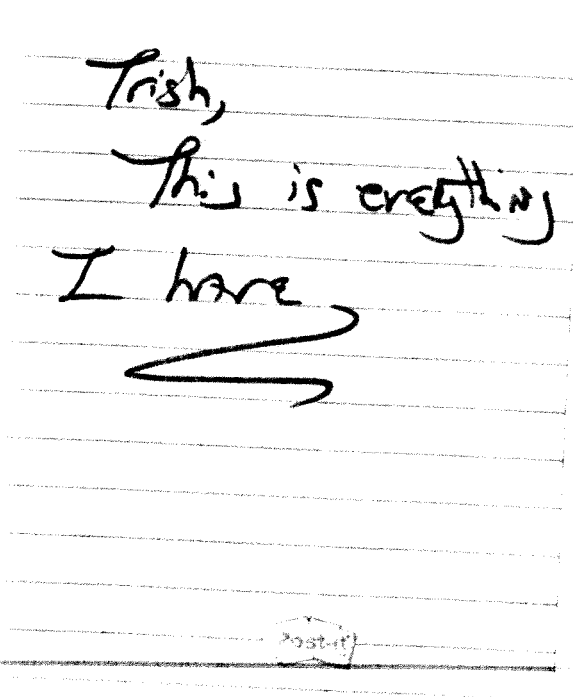
The original intent was to distribute to all employees in the building. I would like to have copies for your employees tomorrow.

**From:** Frank Guzzo  
**Sent:** Wednesday, September 28, 2011 4:21 PM  
**To:** Matthew DiRado  
**Cc:** Alfred Faella; Sebastian Delia  
**Subject:** Re: Final Draft

Is the intent to send this to the 4th floor employees only or beyond that. I'm fine with my signature or if Al wants it under his cover I'm fine with that too.

**From:** Matthew DiRado  
**Sent:** Wednesday, September 28, 2011 03:51 PM  
**To:** Frank Guzzo  
**Cc:** Alfred Faella; Sebastian Delia  
**Subject:** Final Draft

Attached is the final draft of the letter to employees regarding the 4<sup>th</sup> floor. Whose letterhead is it going on? Yours, mine or CMs?



Trish,  
This is everything  
I have

Post-it

## Frank Guzzo

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**From:** Matthew DiRado  
**Sent:** Friday, September 23, 2011 3:09 PM  
**To:** Frank Guzzo; Garner, Ryan  
**Cc:** Trish Ernst-Malcolm  
**Subject:** RE: Meetings w/4th floor staff

I have a doctors appt at 9am. Will join you straight there, will be a few minutes late.

**From:** Frank Guzzo  
**Sent:** Friday, September 23, 2011 2:48 PM  
**To:** Garner, Ryan; Matthew DiRado  
**Cc:** Trish Ernst-Malcolm  
**Subject:** Meetings w/4th floor staff

I have scheduled meetings with my staff to discuss the results of the tests conducted to determine air quality on the 4<sup>th</sup> floor of the admin building. The first meeting will be held on Thursday, 9/29 @ 9:30 in the Parks Conference Room on the 2<sup>nd</sup> floor of the admin building. The second meeting will be held on the same day @ 10:30 on the 5<sup>th</sup> floor of the Kellogg Building in Union County College, Elizabeth Campus.

I will have copies of the report(s) available upon request.

Thanks

**Frank Guzzo**

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**From:** Trish Ernst-Malcolm  
**Sent:** Monday, September 12, 2011 9:42 AM  
**To:** Frank Guzzo; Karen Dinsmore  
**Subject:** Fw:

Fyi

**From:** Renee Goldstein  
**Sent:** Monday, September 12, 2011 09:26 AM  
**To:** Trish Ernst-Malcolm  
**Subject:** FW:

FYI....

Renee Goldstein, Supervisor/Contracts  
Union County Dept. of Human Services  
Administration Building  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
(908) 527-4830  
Fax: (908) 558-6680

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

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

FYI I will not be in tomorrow. I have been advised by [REDACTED]  
[REDACTED]  
[REDACTED]

## Frank Guzzo

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**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) [<mailto:tonia.butlerperez@ucc.edu>]  
**Sent:** Thursday, August 11, 2011 10:39 AM  
**To:** Trish Ernst-Malcolm  
**Cc:** [lenihan@ucc.edu](mailto:lenihan@ucc.edu) <[lenihan@ucc.edu](mailto:lenihan@ucc.edu)>; [nacco@ucc.edu](mailto:nacco@ucc.edu) <[nacco@ucc.edu](mailto:nacco@ucc.edu)>; [gorin@ucc.edu](mailto:gorin@ucc.edu) <[gorin@ucc.edu](mailto: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

## Frank Guzzo

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**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*

## Frank Guzzo

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**From:** Trisha Stone  
**Sent:** Monday, September 26, 2011 2:50 PM  
**To:** Frank Guzzo  
**Subject:** FW: Meeting with Frank Guzzo

**Importance:** High

Sorry, sent this to Fran by mistake instead of you.

**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 4<sup>th</sup> floor and plans for staff to return. We will be meeting on the 5<sup>th</sup> floor in room 514. (As you get off the elevator on the 5<sup>th</sup> 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

## **Frank Guzzo**

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**From:** Trisha Stone  
**Sent:** Friday, September 02, 2011 3:16 PM  
**To:** Frank Guzzo  
**Subject:** Thanks!

My staff and I thank you. Have a great weekend.

T

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

**Frank Guzzo**

---

**From:** Trisha Stone  
**Sent:** Friday, September 02, 2011 10:38 AM  
**To:** Frank Guzzo  
**Subject:** relocated staff

\* Reduction of personal  
info and medical information  
pursuant to OPRA + HIPAA

Frank,

A follow up on our conversation yesterday about returning to the admin building . . . All my clerical staff are out except for [REDACTED] who is over here. I had asked [REDACTED] to go over to the admin building to make copies of vouchers that need to be processed and the HSAC packet for next week's meeting. [REDACTED]

I understand your frustration and I don't know what the answer is, but there is something there. I think it is important that not only staff hear from you, but that you hear from the staff - just my opinion. Thought I'd voice it here since I may not be at the Division Head meeting on Tuesday (jury duty!).

Also just FYI, Sarah is out of the office sick today, and since we have no voice mail or hold buttons on the phone, if you call and no one picks up - just call me on my cell (908-956-4644).

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

## Frank Guzzo

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**From:** Trisha Stone  
**Sent:** Friday, August 19, 2011 3:18 PM  
**To:** Frank Guzzo  
**Subject:** RE: 4th Floor

Understood – will remind staff.

Now start thinking cruise, sun, fun, and there is always lots of food on those ships!. Enjoy.

**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 4<sup>th</sup> floor is off limits for everything except quick file retrieval. See me if you have questions.

Thanks

## Frank Guzzo

---

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

Matt and I toured 4<sup>th</sup> 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 5<sup>th</sup> once the other moves are done. Karen Jirinec has been advised NOT to return to 4<sup>th</sup> Floor. She went to Multi Care today. [REDACTED]
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

## Frank Guzzo

---

**From:** Karen Dinsmore  
**Sent:** Thursday, August 11, 2011 11:38 AM  
**To:** [gorin@ucc.edu](mailto:gorin@ucc.edu)  
**Cc:** [nacco@ucc.edu](mailto: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  
908-527-4809  
[kdinsmore@ucnj.org](mailto:kdinsmore@ucnj.org)

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



**Frank Guzzo**

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**From:** Karen Dinsmore  
**Sent:** Monday, August 08, 2011 2:28 PM  
**To:** Frank Guzzo  
**Subject:** OCCUPATIONAL EXPOSURE SPECIALIST

Dr. Lanza called from Runnells. He spoke with:

**Dr. Clifford Weisel**  
**Deputy Director of Exposure Science Division**  
**UMDNJ Dept. of Environmental and Occupational Medicine**  
**732-445-0154**

Dr. Weisel wants to speak with someone here – he has several questions regarding what measures have been taken to date; what were the Birdsall findings to determine if he can lend any further expertise to our environmental problem.

Dr. Weisel is available this afternoon or not until tomorrow afternoon at the above number.

Karen

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

**Frank Guzzo**

**From:** Karen Dinsmore  
**Sent:** Friday, August 05, 2011 4:20 PM  
**To:** Matthew DiRado  
**Cc:** Frank Guzzo  
**Subject:** 4th Floor

\* Redactions of  
personnel info and  
medical information  
pursuant to OPRA +  
HIPAA

Matt,  
We received this email today. I met with [redacted] this afternoon. I ran through the protocol with them and I may send one or [redacted] They may also want to be relocated, which we will address on Monday.  
Karen

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

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

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 [redacted]

[redacted]

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 [redacted]

Gratefully yours,

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

[REDACTED]  
[REDACTED]  
[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 4<sup>th</sup> 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 4<sup>th</sup> 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](mailto:kdinsmore@ucnj.org)

**Frank Guzzo**

---

**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

\* Redaction of  
personnel info and  
medical information  
pursuant to OFRA  
+ HIPAA

Frank,

On Friday we had [REDACTED] I 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.

Today one of these [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](mailto:kdinsmore@ucnj.org)

## Frank Guzzo

---

**From:** Karen Dinsmore  
**Sent:** Wednesday, July 27, 2011 11:16 AM  
**To:** Megan Connors; Katie Vaniska; Louise O'Neil; Trish Ernst-Malcolm; Donna Karlik  
**Cc:** Frank Guzzo  
**Subject:** FW: Phone extensions and Office Numbers for Planning Staff at UCC

Post these numbers for the coming weeks, if you need to get any of these people in Planning.

Karen

**From:** Sarah Cordoma  
**Sent:** Wednesday, July 27, 2011 11:11 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

Sarah Cordoma	- 908-527-7205	Room 541
Trisha Stone	- 908- 527-7205	Room 541

## Frank Guzzo

---

**From:** Karen Dinsmore  
**Sent:** Wednesday, July 27, 2011 9:27 AM  
**To:** Fran Benson  
**Cc:** Frank Guzzo  
**Subject:** RE: 4th Floor

Not sure. Will try to find out once I get Planning settled.  
Karen

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

**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*

**Frank Guzzo**

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

Redaction of personnel  
info and medical info.  
HIPAA + OPRA

Trisha Stone spoke to her staff when she returned today. [REDACTED]

[REDACTED] In addition, there is an [REDACTED] here from [REDACTED] who has been here the past two weeks and [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 3<sup>rd</sup> 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](mailto:kdinsmore@ucnj.org)

**Frank Guzzo**

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**From:** Karen Dinsmore  
**Sent:** Friday, July 15, 2011 5:45 PM  
**To:** Matthew DiRado; Joseph Graziano; Frank Guzzo; James McCrady  
**Subject:** END OF WEEK REPORT ON 4th FLOOR

*\* Redactions  
of personnel info  
and medical info  
pursuant to O.P.R.A. + HIPAA*

The sweet scent was on the 4<sup>th</sup> floor again today. It has taken a wider berth - down the middle of that Division, as well as the original location (ground zero, as I call it). I have relocated three employees to the 2<sup>nd</sup> floor and set them up with temporary offices and their own computers. [REDACTED]

[REDACTED] I met with the entire division today. They understand their offices will be searched for fragrant items; they have already taken home bags of personal items so they are no longer in the workplace. Staff are interested in next steps, if the odor [REDACTED]  
Karen

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

## Frank Guzzo

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**From:** Joseph Graziano  
**Sent:** Wednesday, July 27, 2011 2:33 PM  
**To:** Frank Guzzo; Matthew DiRado  
**Cc:** Niel Palmieri; Thomas MacDermant  
**Subject:** Core Mechanical

Gentlemen,

At my request, Core Mechanical inspected the 4<sup>th</sup> floor for a glycol leak. While inspecting glycol piping they also inspected the VAV units on the 4<sup>th</sup> floor in the affected areas. All inspections came back negative, that is, there is not a glycol leak anywhere in the system at this point. All VAV units are running properly at this time.

Please be aware that duct cleaning for the administration building is being scheduled. Please let employees know that facilities will be taking down any personally made air deflectors that are currently taped or attached to the ceiling.

If you have any other questions please do not hesitate to contact me.

Sincerely,

*Joseph A. Graziano Sr.* CPWM  
Director  
Department of Engineering, Public Works and Facilities  
County of Union

## Frank Guzzo

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**From:** Garner, Ryan [RGarner@birdsall.com]  
**Sent:** Tuesday, September 13, 2011 4:05 PM  
**To:** Frank Guzzo  
**Subject:** Re: Executive Safety Committee Meeting 9-21-11

Matt has everything we have sent (most I believe have been e-mail reports as this was evolving on the fly). The final formal report will be finished tonight. Should have it over to you tomorrow.

**Ryan Garner**  
**Business Development Director**  
**Birdsall Services Group, Inc.**

65 Jackson Drive  
Cranford, New Jersey 07016  
P: 908-497-8900 x6166 | F: 908-497-2086  
[RGarner@birdsall.com](mailto:RGarner@birdsall.com)  
[www.birdsall.com](http://www.birdsall.com)

**From:** Frank Guzzo [<mailto:fguzzo@ucnj.org>]  
**Sent:** Tuesday, September 13, 2011 04:02 PM  
**To:** Garner, Ryan  
**Subject:** Re: Executive Safety Committee Meeting 9-21-11

Hey

I need all of the final reports for the 4th floor. Starting to meet with staff and want to be able to provide the reports if asked.

Do you know who has them.

Frank

**From:** Garner, Ryan [<mailto:RGarner@birdsall.com>]  
**Sent:** Tuesday, September 13, 2011 03:17 PM  
**To:** Joseph Graziano; Alfred Faella; Matthew DiRado; Joan Wheeler; Brian P. Riordan; Rack, Timothy <[TRack@birdsall.com](mailto:TRack@birdsall.com)>; Daniel Vaniska; Vincent Detrollo; Bruce Strazdon; Frank Guzzo; James McCrady; Andrew Moran; Niel Palmieri; Carolyn Sullivan; [THOMAS.CIPOLLA@CIGNA.com](mailto:THOMAS.CIPOLLA@CIGNA.com) <[THOMAS.CIPOLLA@CIGNA.com](mailto:THOMAS.CIPOLLA@CIGNA.com)>; [Justin\\_Wilkinson@pmagroup.com](mailto:Justin_Wilkinson@pmagroup.com) <[Justin\\_Wilkinson@pmagroup.com](mailto:Justin_Wilkinson@pmagroup.com)>; [Jennifer\\_Sheridan@pmagroup.com](mailto:Jennifer_Sheridan@pmagroup.com) <[Jennifer\\_Sheridan@pmagroup.com](mailto:Jennifer_Sheridan@pmagroup.com)>; Ronald Zuber  
**Cc:** Claudia Martins; Deana Saba; Barbara Knapp  
**Subject:** Executive Safety Committee Meeting 9-21-11

Good Afternoon All -

Just a reminder/clarification - Please find the appended meeting minutes for the above referenced subject matter. I look forward to seeing everyone next Wednesday (9-21-11) at 9:30 am.

Thank you,

Ryan



## Frank Guzzo

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**From:** Frank Guzzo  
**Sent:** Friday, August 12, 2011 1:30 PM  
**To:** 'weisel@ehsi.rutgers.edu'  
**Subject:** Re: Report

For the most part that is true

**From:** Clifford Weisel [<mailto:weisel@ehsi.rutgers.edu>]  
**Sent:** Friday, August 12, 2011 01:29 PM  
**To:** Frank Guzzo  
**Subject:** RE: Report

Mr. Guzzo;

The report suggested that the odors were mostly occurring in the morning but not on any specific day of the week. Is that correct?

---

**From:** Frank Guzzo [<mailto:fguzzo@ucnj.org>]  
**Sent:** Thursday, August 11, 2011 4:49 PM  
**To:** Clifford Weisel  
**Cc:** Matthew DiRado  
**Subject:** Report

Dr. Weisel,

As promised I have attached a copy of the report prepared by Birsdall Services Group which investigated the air quality within the Fourth Floor of the Union County Administration Building located in Elizabeth, New Jersey.

Feel free to contact me @ 908 527-4808.

Thanks again for your assistance.

## Frank Guzzo

---

**From:** Frank Guzzo  
**Sent:** Thursday, August 11, 2011 11:35 AM  
**To:** Michael Yuska; Nicole Dirado  
**Cc:** Monica Rengifo; Niel Palmieri; Anita McNamara  
**Subject:** RE: 4th floor move.

The Division on Aging needs to move client case files belonging to our care managers. It doesn't matter to us what type of box we receive. This is a temporary move, I hope, and we have no intention of archiving anything since these are active files belonging to frail, elderly seniors.

Thanks

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

**From:** Michael Yuska  
**Sent:** Thursday, August 11, 2011 11:12 AM  
**To:** Nicole Dirado; Frank Guzzo  
**Cc:** Monica Rengifo; Niel Palmieri; Michael Brennan; Anita McNamara  
**Subject:** Re: 4th floor move.

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

**From:** Nicole Dirado  
**Sent:** Thursday, August 11, 2011 11:10 AM  
**To:** Michael Yuska; Frank Guzzo  
**Cc:** Monica Rengifo; Niel Palmieri; Michael Brennan; Anita McNamara  
**Subject:** RE: 4th floor move.

If we don't have a choice b.c time is of the essence, then it is what it is. However, Nova boxes should not be used for anything other than archiving. Once stuff gets put into a box, it will end up in Nova and we'll be paying to store boxes containing the contents of someone's desk, not actual documents which require storage. We destroyed thousands of such boxes...

Nova boxes are still more expensive than regular storage boxes.

I would recommend that Building Services buy regular brown storage boxes to keep on hand for these occasions...

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

**From:** Michael Yuska  
**Sent:** Thursday, August 11, 2011 11:05 AM  
**To:** Frank Guzzo; Nicole Dirado  
**Subject:** 4th floor move.

We've been asked to buy \$800 worth of boxes for move. Nova boxes are \$300, but facilities won't provide because they are for "archive only". Wasn't that dictum done when Iron Mountain was gouging us? Of course, they need by tomorrow so we don't have much choice. Please advise.

## Frank Guzzo

---

**From:** Alfred Faella  
**Sent:** Tuesday, August 30, 2011 4:41 PM  
**To:** Matthew DiRado; Frank Guzzo; Joseph Graziano  
**Subject:** Re: Administration Mold Sampling

Tx

**From:** Matthew DiRado  
**Sent:** Tuesday, August 30, 2011 04:39 PM  
**To:** Alfred Faella; Frank Guzzo; Joseph Graziano  
**Subject:** RE: Administration Mold Sampling

Waiting on a few more lab results. Graz is having carpets replaced and cleaning all the vents in adm building. We will patch and paint all the exploration holes. If nothing else comes back, all that will be left a general cleaning before moving employees back.

In addition, we draft a letter to all Adm. Building employees outlining all the steps that have be conducted. Kathy Hatfield is reviewing the letter, once complete I will send to you for your approval.

**From:** Alfred Faella  
**Sent:** Tuesday, August 30, 2011 4:19 PM  
**To:** Matthew DiRado; Frank Guzzo; Joseph Graziano  
**Subject:** Re: Administration Mold Sampling

Tx for clearing that up. Next steps?

**From:** Matthew DiRado  
**Sent:** Tuesday, August 30, 2011 04:13 PM  
**To:** Alfred Faella; Frank Guzzo; Joseph Graziano  
**Subject:** Re: Administration Mold Sampling

This part of tracking down the smell on 4th floor. They see mold can be ruled out.  
All air samples for mold samples came back in normal limits. In fact there was less presence then the control test air.

---

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

**From:** Alfred Faella  
**Sent:** Tuesday, August 30, 2011 03:59 PM  
**To:** Matthew DiRado; Frank Guzzo; Joseph Graziano  
**Subject:** Re: Administration Mold Sampling

?

**From:** Matthew DiRado  
**Sent:** Tuesday, August 30, 2011 03:56 PM  
**To:** Frank Guzzo; Joseph Graziano  
**Cc:** Alfred Faella



## Frank Guzzo

---

**From:** Frank Guzzo  
**Sent:** Thursday, August 11, 2011 4:49 PM  
**To:** 'weisel@eohsi.rutgers.edu'  
**Cc:** Matthew DiRado  
**Subject:** Report  
**Attachments:** 07205105000-01-R-071411-Admin-IAQ

Dr. Weisel,

As promised I have attached a copy of the report prepared by Birsdall Services Group which investigated the air quality within the Fourth Floor of the Union County Administration Building located in Elizabeth, New Jersey.

Feel free to contact me @ 908 527-4808.

Thanks again for your assistance.

**Frank Guzzo**

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**From:** Antonio Rivera  
**Sent:** Friday, August 05, 2011 3:43 PM  
**To:** Karen Dinsmore  
**Cc:** Frank Guzzo  
**Subject:** RE: BIRDSALL ENVIRONMENTAL CONTRACTOR

*Reductions of Medical  
information and  
personnel info  
pursuant to  
HIPAA + DPRA*

Karen,

I do not know what is happening on the 4<sup>th</sup> floor with respect to air quality, but I can tell you that since Tuesday, August 2<sup>nd</sup>,

[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 Sevices, 4th Floor  
10 Elizabethtown Plaza, Elizabeth, NJ 07207

[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 4<sup>th</sup> 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 4<sup>th</sup> 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](mailto:kdinsmore@ucnj.org)

Karen Dinsmore  
Notes

UNEXPLAINED ODOR ON 4<sup>th</sup> FLOOR DIVISION OF PLANNING

\* Redactions  
made based on medical  
information and  
personnel info so  
pursuant to  
OPRA HIPAA

7/1/11 – Strong sweet odor reported to me at 12:45 pm. Apparently had occurred since morning.

[REDACTED] I contacted Jim McCrady and he spoke with the Deputy County Manager who invoked HAZMAT response. Claudia Martins was also present. HAZMAT tested air; Fire Dept came. They went up on roof. One HVAC Contractor did say that there had been a Freon spill, but this was not determined to be the cause of the problem.

[REDACTED]

[REDACTED] County Manager contacted Deputy from off site and sent everyone home at 3:15 anyway, since it was a holiday weekend.

7/5/11 (Tuesday) – Return to work after long weekend. Odor was detected in the morning. Frank Guzzo was back at work and investigated along with me and Jim McCrady and Matt Dirado. HAZMAT was called back and this triggered the full response again of Fire, and EMS. Several employees evacuated to outside. EMS interviewed them. Some employees were told to go to the Care Station. Jim called in Brian from Birdsall, the County's environmental consultant. He came in along with Tom MacDermant. Brian brought meters to test air quality, went up on roof, lifted ceiling tiles and examined the ventilation system in the ceiling.

7/6/11 – Frank's last day before vacation. Brian returned and did more investigation in ceiling, cleaning supplies closet, some office areas. He asked about the HVAC system.

7/7/11 – Birdsall was not expected to be here but the smell returned first thing in the morning and was the strongest I smelled. Jim McCrady and I rushed up first thing and both of us smelled it. [REDACTED]

[REDACTED] Maureen Glenn came upstairs to tell us what her husband (head of facilities at Kean) said: County should check the pipe chase and did we rule out glycol. Brian asked more questions about the HVAC system.

Maureen developed a taste in her mouth and I told her to go downstairs. We sent several employees to the Care Station (See Trish Ernst files).

Matt Dirado, Claudia, Jim McCrady, Brian and I met to discuss options. Brian said we should bring in our HVAC guy. They called in Dennis Friend (County) who looked up in ceiling, said glycol would not be an issue, said it was a "water-based system."

\*Redaction of medical  
info and personnel info  
pursuant to O PRA +  
HIPAA

Brian (Birdsall) met with Matt Dirado and I for a discussion before leaving. He said he could not determine what caused the odor but that he did smell it on occasion. We talked about fragrances that employees may bring into the workplace and also the possibility of a disgruntled employee. Matt told me to relocate anyone who did not want to stay in that work area. We began identifying cubicles on the 2<sup>nd</sup> floor.

7/8/11 – Odor was present first thing in the morning. I moved some employees to 2<sup>nd</sup> floor. Building Services came over. Tom MacDermant said to call him first thing next week if odor was present.

7/11/11 – I was running late from home. Received word from Melissa that the odor was back before I left my home. I called Jim McCrady, he called for Tom MacDermant who was not available so he got Neil P. who said he did not know what else to do. Jim called me and I said that they should call Joe Graziano in on the conversation. Matt DiRado called Joe Graz before I got to and told me he was coming to our office. I met with Matt and Joe and gave him the history. Joe said that we should call in the HVAC contractor. He said that our boiler does emit carbon monoxide which could cause a sweet smell. I had three employees to send to Multi Care (no longer Care Station in Linden). I did not observe all of what the HVAC contractor and others did. When they were finished, Matt DiRado told me that the boilers in the building would be turned off to determine if the smell leaves. No employees were told of this action.

I relocated several employees to my floor (about 8). [REDACTED]

7/12/11 – Employees were complaining the building was freezing. My office was 62 degrees. I spoke to Joe Graz who told me they turned off the boilers which provide the heat to the air mix. He told me how to adjust my thermostat to get the VAV box to adjust. He said they would keep the boilers off today and tomorrow. He asked me if the smell was there today and I said no. He said, "Oh sh\*\*!" Matt DiRado called me because he was going on vacation 3 days. I told him there was no smell and what Joe Graz said. Matt said that he still thinks an employee may have caused it and must rule that out. He told me to have them remove all personal items and that offices would be searched. Matt said, "Any other action will be both expensive and involve relocating people."

7/13/11 – Building still cold. No smell. All employees say they are fine working on 4<sup>th</sup> floor.

Redactions made to personnel into  
an & medical INFO  
Pursuant to  
OPRA HIPAA

7/14/11 – Smell returned early a.m. [redacted] Smell was strongest by  
their usual offices. [redacted]

7/15/11 – I met with all Planning staff. They asked if we could block any vents to stop the odor; have the vents been cleaned; have other floors been investigated; what about mold; white film on Linda Kozinski's plant. They told me odor originated at Katie and Melissa's area, went past Sara Thode, Chriss Ann Wright, Linda K and by yesterday to Sarah Cordoma. I thanked employees for their cooperation, advised of protocol to inform superiors, move to 2<sup>nd</sup> Floor, go to County Medical Provider if have symptoms. I advised they have options – to be relocated, go to own doctor, take own leave time. I told them the situation is still being diagnosed and we are looking at several options such as environmental and removing unnecessary products from the workplace. Offices will be searched; keep cabinets and files unlocked.

Two people – Melissa L and Katie R were re-located. Both will be moved to 2<sup>nd</sup> Floor permanently until situation resolved.

7/25/11 – Moved Planning staff off 4<sup>th</sup> Floor over to Union County College.

7/26/11 – Reports shared from Haz Mat and Birdsall. Inconclusive with few recommendations.

7/27/11 – Joe Graziano came to see me and told me the County would be cleaning all of the ducts (cost of \$125,000) and the carpeting. He said the HVAC Contractor inspected the system this week and found no glycol leak and the VAV boxes working properly.

7/28/11 – Division on Aging on 4<sup>th</sup> Floor smelled the odor.

7/29/11 – [redacted]



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

\* Redactions of ~~press~~  
medical <sup>info</sup> and persone  
info pursuant to  
OPRA + HIPAA

Good Morning Trish

Wanted to report that by the time I left here yesterday [REDACTED]

[REDACTED]  
should go to?

Is there a certain one I

[REDACTED]

[REDACTED]

---

**From:** Renee Goldstein  
**Sent:** Tuesday, August 16, 2011 12:35 PM  
**To:** [REDACTED]  
**Subject:** RE:

\*Redactions of medical  
info ~~about~~ and personnel  
info pursuant to OPRA  
+ HIPAA

Ok...the reason I asked you to come see me earlier was to tell you that you should come to me first [REDACTED]

[REDACTED]

**From:** [REDACTED]  
**Sent:** Tuesday, August 16, 2011 12:09 PM  
**To:** Renee Goldstein  
**Subject:**

Had to leave to go to [REDACTED] Don't know if I will be back after visit. I will call you.

Redactions made ~~here~~ at  
medical information and person  
info

pursuant to  
OPRA + HIPA

**From:** Trish Ernst-Malcolm  
**Sent:** Wednesday, September 14, 2011 10:09 AM  
**To:** [Redacted]  
**Subject:** RE: doctors note

Thank you! If you have an order from your doctor, please forward that immediately, that should be on file here.

*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:** Wednesday, September 14, 2011 10:06 AM  
**To:** Trish Ernst-Malcolm  
**Subject:** FW: doctors note

FYI

**From:** [Redacted]  
**Sent:** Wednesday, September 14, 2011 10:03 AM  
**To:** Maureen Segale-Glenn  
**Subject:** RE: doctors note

Hey  
I will when I get them, I have to go back [Redacted] again next Tuesday and am in process of making

[Redacted]  
Colleen

**From:** Maureen Segale-Glenn  
**Sent:** Wednesday, September 14, 2011 9:59 AM  
**To:** [Redacted]  
**Cc:** Trish Ernst-Malcolm  
**Subject:** RE: doctors note

[Redacted]

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

[Redacted]

medical information and personnel

[Redacted]

info  
relevant to  
OPRA + HIP

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

How did you make out [Redacted] Renee is out. I am on the 4<sup>th</sup> 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. [Redacted]

[Redacted]

[Redacted]

DIVISION OF PLANNING WEEKLY TIME SHEET

WEEK 01



EMPLOYEE	MONDAY						TUESDAY						WEDNESDAY			
	8/29/11						8/30/11						8/31/11			
	IN	OUT	IN	OUT	O	INIT	IN	OUT	IN	OUT	O	INIT	IN	OUT	IN	OUT
NEWMAN, CHARLES 9:00 - 5:00																
O'NEIL LOUISE 8:30 - 4:30																
ORTIZ, DAISY 8:00 - 4:00																
REGAN, KATIE 8:30 - 4:30	8:30					C KR	8:30	12:20	1	5:20		KR	11:30	1:15	1:45	4:35
SMITH, WILLIAM 8:00 - 4:00																
STONE, PATRICIA 8:30 - 4:30	8:00	1	1:30	4:30		H	9:00	1:30	2:00	5:05		H	8:45			5:00
THODE, SARA 8:00 - 4:00						V SPT						V SPT	8	1	2	8
TOPOLOSKY, CHRISTINA 8:00 - 4:00	8:00	1:15	2:00	5:00		H	8:00	1:10	2:00	4:25		H	8:35	1:20	2:20	4:40
WRIGHT, CHRIS ANN 8:30 - 4:30	8:30	12:40	1:40	4:30		CAN	8:30	12:45	1:45	4:30		CAN	8:30	12:45	1:45	4:30
KAZMIERCZK, ANNA 8:30-4:30	8:30	11:15	12:00			BS AK	8:50	1:45	2:15	4:40		AK	8:30	12:00	1:00	4:30
PIENCIAK, COLLEEN 8:30-4:30	8:30	11:00	12:00	1:30		OP	8:30	1:00	2:00	4:30		OP	8:30	12:00	1:00	4:30

could not stay in admin bldg

8:30 Thode: 8/31  
Out: 4pm  
In: 6:30pm