



Jamaica Civil Service Association ANNUAL REPORT 2020-2021



102nd

ANNUAL GENERAL MEETING

**“Persistent and Consistent, Advocating for the Worker:
Moving from Surviving to Thriving”**

Jamaica Civil Service Association

Annual Report 2020 - 2021

Presented
to the

102nd

Annual General Meeting

May 28, 2021

Theme:

***“Persistent and Consistent, Advocating for the Worker:
Moving from Surviving to Thriving***



Mission Statement

The Jamaica Civil Service Association seeks to uphold the highest qualities of professional service to the nation, through the guarantee of a highly trained workforce of competent and committed persons whose legitimate interest are safeguarded and affirmed through membership in the organization.

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NOTICE

The Jamaica Civil Service Association hereby gives notice of its **102nd Annual General Meeting** to be held on **Friday May 28, 2021, commencing at 10:00 a.m.**

- 1) To discuss the ordinary business of the Association.
- 2) To present the Annual Report and Financials for the period 2020/2021.
- 3) To move any motions and resolutions coming out of the Annual General Meeting.
- 4) To discuss any other business of the Association.
- 5) To conduct the JCSA Election of Officers.

Members are invited to join the meeting virtually in order to comply with the Disaster Risk Management Orders issued by the Government of Jamaica for our health and safety. Registration should be done by visiting our website: www.jacisera.org.

Registration opens on May 14, 2021 and closes on May 26, 2021 at mid night.

The 2020/2021 Annual Report will be available on our website.

For further information on attendance, registration and the voting process, please contact our Secretariat at 876-968-7087.

Signed: Tifonie Powell-Williams (Mrs.)
General Secretary

NOTICE OF GRANT OF POLL

Notice is hereby given to members of **the Jamaica Civil Service Association** that a poll has been granted for **election officers to the positions of President and Second Vice President**. The poll will be taken on the **13th day of May, 2021** in the rural parishes and on **28th day of May, 2021** at the Annual General Meeting of the Association at Jacisera Park and other voting locations.

The names of the candidates as they will appear on the ballot are:

PRESIDENT	SECOND VICE PRESIDENT
1. Anderson, Sharon	1. James, Keisha
2. Byfield, Leo	2. Kerr, Michael
3. Corrodus, Gillian	3. Thomas, Kelvin
4. DaCosta, Julette	
5. Grant, O'Neil	

Signed:  r.)
Honorary Election Officer
Electoral Office, Duke Street

Tifonie Powell-Williams (Mrs.)
General Secretary



AGENDA

Annual General Meeting: Friday May 28, 2021 at 10:00 a.m.

- Call to Order – Bro. O’Neil. Grant, MBA,
President/Chairman
- Reading of Convening Notice – Sis. Tifonie Powell-Williams,
General Secretary
- Prayer – Sis. Charmaine Gillette-McLellan,
Executive Committee Member

Welcome/Introduction/Apologies – Bro. O’Neil Grant

Confirmation of Minutes (101st Special AGM)

Matters Arising

Presentation of Annual Report

Financial Statement

Motions/Resolutions

Presentation of Awards

Awards of Honoraria

New and other Business

Appointment of Auditors

Declaration of Officers

Termination



MESSAGE FROM HIS EXCELLENCY THE GOVERNOR-GENERAL THE MOST HON. SIR PATRICK ALLEN ON, GCMG, CD, KSt.J

The theme of the **Jamaica Civil Service Association's** (JCSA) 102nd Annual General Meeting "***Persistent and Consistent, advocating for the Worker: Moving from Surviving to Thriving,***" captures the essence of the rewards that can be attained by employees giving their best service. It also inspires hope for the over 30,000 Civil Servants and underscores - membership empowerment - a key pillar of the JCSA's Strategic Plan.

Attaining 102 years of existence is no small feat for any organization. I, therefore, congratulate the JCSA on this achievement while remaining relevant, vibrant and progressive throughout the years.

As the JCSA pivots, devises new strategies and plans for the future in the new norm and challenging circumstances, I encourage you to identify ways in which you can continue to meet the expectations of your members.

This Annual General Meeting is taking place at a time of significant change in the Public Service as efforts continue to streamline and rationalize the sector. I trust that the deliberations will be meaningful and equip participants with more efficient strategies to enhance the quality of work they perform for the effective governance of the country.

Continue to display the highest professional standards as you set the stage for many more years of valuable public service delivery in Jamaica.



His Excellency The Most Hon. Sir Patrick Allen ON, GCMG, CD, KSt.J



MESSAGE FROM THE MOST HON. ANDREW HOLNESS, ON, MP PRIME MINISTER

I extend hearty greetings and congratulations to the Jamaica Civil Service Association (JCSA) as it celebrates its 102nd Annual General Meeting.

The JCSA has been pivotal in the advancement of the trade union movement and to date, the Association represents over 100,000 civil servants in the island.

Indeed, civil servants comprise a significant portion of government employees and are the backbone of the public sector. They work diligently to make valuable contributions and we are ever so grateful for their demonstrated commitment to national development.

The JCSA must be applauded for its timely formation of two major services that offer assistance to its members; the Jamaica Civil Service Housing Company, a pioneer multi-family housing development, and the Jamaica Civil Service Thrift Company, which offers financial support.

In performing its duties, the Association must take into consideration the needs of the public to provide quality service, thus enabling civil servants to adequately offer Government services. Additionally, a non-partisan public sector is of paramount importance to our democracy, as they maintain the trust of the public and operate with integrity..



In that regard, as we evolve the way in which we operate as a Government, all stakeholders must encourage positive and impactful contributions that will greatly bolster national development.

After 102 years of valuable work and unrelenting contributions to the public sector, I encourage the JCSA to continue to uphold the highest qualities of professional service to the nation, by guaranteeing a highly trained workforce of competent and committed persons.

I wish for all members of the Jamaica Civil Service Association the very best in future endeavors; keep up the excellent work.

The Most Hon. Andrew Holness, ON, MP
Prime Minister



MESSAGE FROM **HON. MARK GOLDING, MP** **LEADER OF THE OPPOSITION**

The 102nd Annual General Meeting of the Jamaica Civil Service Association is being celebrated under the theme “Persistent and Consistent, Advocating for Worker: Moving from Surviving to Thriving”.

It is an honour and a pleasure for me to join in this celebration. The Jamaica Civil Service Association plays a vital role in the function of Government. Civil Servants keep the wheels of government turning in the interests of the entire country, providing continuity and clarity across successive political administrations. The Nation's public servants uphold the traditions of nonpartisan professionalism, and are repositories of the State's institutional knowledge. They guide and assist elected officials to navigate the requirements of good governance, with the benefit of a career of understanding how our public sector systems are supposed to function.

The Jamaica Civil Service Association's mission statement states that "The Jamaica Civil Service Association seeks to uphold the highest qualities of professional service to the nation, through the guarantee of a highly trained workforce of competent and committed persons whose legitimate interests are safeguarded and affirmed through membership in the organization." This year's theme for your Annual General Meeting speaks to your steadfast efforts to actualize that great mission.

As an elected official and, in that capacity, a public servant, I express profound gratitude to our civil servants for their tireless work and dedication to the Nation. I also thank the Jamaica Civil Service Association for its support of and investment in our civil servants.

Congratulations on this milestone achievement! I wish you continued success in all your endeavours.

Mark J. Golding, MP
Leader of the Opposition





Message from **JAMAICA CIVIL SERVICE MUTUAL THRIFT SOCIETY LTD**

On behalf of the Committee of Management, the staff and the general membership of the Jamaica Civil Service Mutual Thrift Society Limited, I extend warmest congratulations to the Executive, staff and members of the Jamaica Civil Service Association on the occasion of your 102nd Annual General Meeting.

Few organizations survive for 100 years and it must be a testament to the dedication, fortitude and commitment of the ideals of the Association that allows you to achieve that milestone and progressing seamlessly along a historic pathway. Indeed your endurance during these 102 years epitomizes the gravamen of your theme **“Persistent and Consistent, Advocating for the Worker: Moving from Surviving to Thriving”**.

As worker representatives, your primary focus would be on improving the economic and welfare needs of your members leading them to a better quality of life. That advocacy has also cushioned and protected them against adverse working conditions and minimized any efforts to take advantage of their circumstances. But, your activism and support have correspondingly assisted in showcasing the excellent contributions that Civil Servants continue to make to the stability, growth and

development of our nation. This contribution to national development takes place almost effortlessly and without any fanfare and happens despite the increasing complexities of their jobs.



As you continue to advocate for your members for whom we share a common bond, the Thrift Society remains committed to work in partnership with you. We will pursue our mission to ‘provide exceptional financial services for our growing membership through improved customer service in a technology-driven environment’. Evidently, your goal to move from surviving to thriving is mutual.

Once again, heartiest congratulations for a successful Annual General Meeting.

Errol Miller
Chairman



**Message from
Caribbean Public Services Association (CPSA)
Dominica Public Service Union (DPSU)**

Comrade,

On behalf of the Executive and officers of the Caribbean Public Services Association (CPSA) as well as the Executive, general membership and staff of the Dominica Public Service Union (DPSU) please accept our best wishes for a successful conference. This is being held at a time when the world is plagued by the presence of COVID19.

In the past the JCSA was able to successfully deal with the many challenges which surfaced.

We are confident that the JCSA remains positioned to deal with the many challenges including those posed by COVID19. This is well reflected in your conference theme "Persistent and Consistent, Advocating for the Worker: Moving from Surviving to Thriving".

Long Live the JCSA!

Solidarity!

Thomas Letang
General Secretary
DPSU and CPSA



Message from National Union of Government and Federated Workers

Greetings from the President General Bro. James Lambert, General Secretary Sis. Cecelia London-Chapman, National Executive Committee, Staff and Members of the National Union of Government and Federated Workers (NUGFW). It is with great pride and pleasure that we celebrate with you, in recognition of your Union's many years of dedicated service to the working-class people of Jamaica.

Your theme "Persistent and Consistent, Advocating for the Worker: Moving from Surviving to Thriving" is quite pertinent to the times that we are in. The pandemic has thrust us into unprecedented times and the definition of normal has been drastically transformed. Fear has run rampant throughout the world and it is now more than ever, that the working class needs to be reassured. Unions are key players in managing change and bringing about the much-needed adjustment within their various economies.

The truth is that in the face of the pandemic, survival mode may very well lead us down the path of self-destruction. We have no choice but to assemble all of the chaos, fears and uncertainties and use them as the intense pressure from which precious diamonds are formed, and let them fuel our drive to overcome our adversities.

We are now the authors of the future of our generations to come. We are the ancestors that our future generations will thank for our ability to adjust our mindsets and capitalize on the opportunities that can arise in the midst of a world crisis. As Trade Unions, we are the catalysts of growth and opportunity and we will emerge stronger from these perilous times that have been drenched with uncertainty. We cannot thrive by accident. We must be intentional as we readjust, restructure and evolve into resilient beings.

The NUGFW is proud to commend your efforts to improve the lives of the working class and the entire citizenry of Jamaica, which is the cause that lies at the heart and soul of the Trade Union Movement. We applaud your achievements and honour you as exemplars to the Caribbean Trade Union Movement. We encourage you to continue to be leaders of the movement to thrive in this new era and continue to effect change for all working-class people, and blaze the trail of transformation as we move into a sustainable future.

In solidarity,

Bro. James Lambert
President General
National Union of Government and Federated
Workers (NUGFW)



Message from Bermuda Public Services Union

On behalf of President Bro. Arnel Thomas, the Executive and General Council Officers of the Bermuda Public Services Union, we extend fraternal greetings on the occasion of the 102nd Annual General Meeting (AGM) of the Jamaica Civil Service Association to be held May 27-28, 2021 where the theme will be "Persistent and Consistent, Advocating for the Workers: Moving from Surviving to Thriving"

We are all well aware, that recent times have seen significant changes within the workplace causing significant stress and uncertainty among our members and the wider workforce. Navigating the "new normal" will be challenging, however, unions must realize that changes can also present opportunities. Your theme for the AGM is timely as unions worldwide must be steadfast in our fight to reinforce our position and be the voice that continues the never-ending fight for workers' rights!!

May your deliberations inspire meaningful dialogue for the betterment of the members of JCSA.

In Solidarity!!

Kevin Grant, MMHRM, CMgr, MCMI
General Secretary-Designate

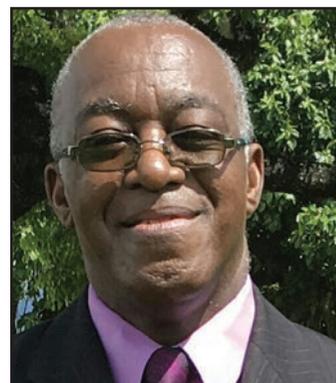


Message from Jamaica Government Pensioners Association

It gives me great pleasure once again to bring this message on behalf of the Jamaica Government Pensioners Association to the Jamaica Civil Service Association (JCSA) on the occasion of your 102nd Annual General Meeting.

We commend and applaud the leadership and Association as a whole, as you strive to live up to your theme "Persistent and Consistent, Advocating for the Worker: Moving from Surviving to Thriving". We commend you also on your continued efforts to effectively support and advocate for your members over these many years and for striving towards and upholding professionalism and integrity. Undoubtedly, integrity, professionalism, the love of service and the will are critical to surviving the many challenges that confront us; in those, your organisation and your members have shown yourselves to be persistent and consistent. Certain improvements are now needed for the Association and members to move from "Surviving to Thriving", and that is the challenge now facing the JCSA.

We do believe you have the capacity to overcome such a challenge and will ultimately make and seek to have opportunities made available to the members towards growth and prosperity, in light of the tremendous challenges faced by all.



We at the JGPA, also remain committed to work in tandem with you as we strive to improve the quality of life and general welfare of your members and the wider public sector group, as they proceed into retirement from the Jamaica Government Service, and again, we extend our invitation to your members to join us.

Best wishes for a productive and successful 102nd Annual General Meeting and year as well!

Yours in service.

Johnathan Brown, BH (M)
President
Jamaica Government Pensioners Association



Public Service International - Solidarity with St. Vincent & the Grenadines

May 1, 2021

Dear Brothers Boucher and Bailey

Happy May Day 2021. As we all celebrate and reflect on this day, we bring greetings and solidarity to our Sisters and Brothers in St Vincent & the Grenadines from the PSI Caribbean family.

We have seen photographs and videos of the disaster. We see the damage and we also share in your heartache. This is a humanitarian disaster and we know that many public workers together with volunteers are working very hard to help ease the pain and frustrations. You are facing and dealing with three crises all at the same – COVID- 19, dengue, and the volcanic eruption. Our Sisters and Brothers throughout the Caribbean have mobilised assistance and aid through their national disaster management agencies.

From various reports we've learnt that the eruptions and more recently the heavy rainfall have displaced about twenty thousand people and that many people are now in shelters, traumatised from their experiences and in many ways unsure of what will happen next. Some of these include your own members. And for those who work in emergency and critical services they still have to provide services to the others who are affected.

The impact and consequences of these multiple events yet once again reinforce the need for quality public services and the fact that the public service plays an important role in sustainable development. There is a saying that we must never let a good crisis go to waste. These back-to-back crises are certainly telling us

that we have to boldly demand the changes that are needed to create a better future for the people of St Vincent & the Grenadines and for all countries and territories in the Caribbean. We must have increase public investment in the services that matter to people: well-prepared and resourced emergency and relief services, safe and secure housing, education and training, health and care services, utilities and other infrastructure among others. No matter the country that we talk about, the public sector and public services are what save us, especially when we need them most.

We use this opportunity to laud the various efforts of workers on the frontline as they work tirelessly to help the nation to recover. We are standing with you as you navigate through these hard times. We also have to prepare for the upcoming hurricane season.

It is through our collective efforts that we will continue to demand increased investment in public services that will build the resilience that we need. We must be and will be bold and vocal in our demands for that increased investment.

Tifonie Powell-Williams (JCSA) and Shamir Brown (JALGO)

Co-chairs, Emergencies, Disasters and Climate Change (EDCC) Steering Group



PRESIDENT’S MESSAGE

As a Country we have weathered many storms and triumphed over adversities and as a public sector we have stood in the breach through them all well before Jamaica became an independent nation.

Long before the 6th of May 1919, the forerunners of the Jamaica Civil Service Association (JCSA) had many challenges to deal with as the world was in crisis then as it is now. There was a Global war and there was also a pandemic. We are fighting a global war and this one is being waged on the economic front and has been exacerbated by the Covid 19 Pandemic just as we were impacted by the 1919 Spanish flu. This all brings to mind the old adage “the more things change the more they remain the same” this was true in 1849, when Jean-Baptiste Alphonse Karr coined the phrase, and it still rings true today.

My Involvement in the JCSA from being an ordinary member right up to being President has been characterized by the Union and its membership going through many changes as we grapple with one crisis or another. Some caused by our own decisions, others we have no control over, but we have held the center and things did not fall apart.

The public sector is under attack and public services are undervalued, the lack of investment from 1962 to now is striking. The use of contract employment for established jobs is bordering on inhumane...however we are seeing a change in that paradigm with a renewal of focus on the role and function of public services brought about by how we have responded to our triple threats of Crime, Covid 19 and a weak economy.

Public sector transformation, the deepening of the use of technology, the strengthening of the capacity of the public sector through training and education and the rightsizing of the compensation structure of the Public Sector will

in the medium to long run yield significant rewards to the country.

However, all these changes must be institutionalized, and the public sector be that place of choice to work, where the best and the brightest come to secure their careers.

In this our 102nd year of existence the JCSA has laid the foundation for the future of its members and by extension all public officers. Our persistent and consistent championing of the legitimate interest and concerns of our members will allow us to move them from surviving to thriving. We are well on our way with the involvement in the legislative process in making submissions to the Joint Select Committees examining certain bill, our representation of our members all the way to the UK Privy Council, the Certification of all our delegates in industrial relations, the launch of our fitness and wellness center, the strengthening of our Thrift society to manage the finances of our members, the lobbying for more and better housing solutions for JCSA members, to assist our members to own a car for less than they would pay at the car mart, all this while negotiating with our employer for better benefits to include economic gains.

As we were in 1919, we have been persistent, we have been consistent and we are committed now more than ever to move our members from surviving to thriving.

O’Neil W. Grant, MBA





The JCSA Team



JCSA OFFICER CORPS



JCSA Executive Committee



Management Team



Industrial Relations Unit



Administrative Team



Member Services Unit



Accounts Team



Public Relations Officer



Bearer



South Central Team



GENERAL SECRETARY'S OVERVIEW

The year under review came with many challenges as the country grappled with the coronavirus pandemic and while the pandemic brought about its challenges, there were also opportunities which the Association seized in its quest to increase and maintain its membership through recruitment and retention strategies. The Association entered its new strategic plan period, 2020 – 2025, with the focus of strengthening our core functions - Industrial Relations, Members Services and Accounts.

Our legacy projects carried over from the centenary activities are being implemented with the Association focusing on launching a Fitness and Wellness Center at JACISERA Park, the Western Region Minimart, the Resource and Learning Center, and a Motor Vehicle Help Desk to assist members who want to import motor vehicles.

Other activities such as the restoration of the well at JACISERA Park and setting up of beach cottages for members are also being done under the project initiatives.

We achieved success in many areas such as the distribution of JCSA E-Pay MasterCard, provision of membership IDs, Education Grants, Scholarships, and successful outcomes for members who were reinstated to their substantive posts. Additionally, during our walk-throughs we were able to distribute care packages to members island wide. We are committed to fulfilling the priorities outlined in our strategic plan by 2025:

PRIORITY #1: Service Delivery

Programmes:

- Improve Access to JCSA's Services
- Improve levels of congruence between the members' expectations and JCSA Service offerings



- Representative Development model to improve the sustainability of the JCSA'S membership interventions
- Reshape the JCSA's programs to improve access to services

PRIORITY #2: Human Capital Development

Programmes:

- People and Performance Management for Results
- Staff engagement
- Strengthen the JCSA'S Performance Management Capabilities

PRIORITY #3: Operation Efficiency

Programmes:

- Improve the member satisfaction rating
- Improve operational cost and transactional efficiency across the JCSA
- Revise processes and provide technological solutions aimed at improving cost and transactional efficiency



PRIORITY #4: Revenue Enhancement

Programmes:

- Increased cash flows
- Optimize use of resources in the operations of the JCSA
- Increase Revenue sources
- Review and revise the organization's use of resources to yield improved financial performance
- Utilize surplus revenue to increase JCSA pool of investments
- Increase the use of JACISERA park as a revenue center

The pandemic has affected all sectors and the Jamaica Civil Service Association was able to reopen the discussions with the Ministry of Finance and the Public Service, on the Flexi-Work and Remote work arrangements as well as Occupational Safety and Health. Now more than ever the dialogue needs to take place, with the level of commitment and engagement from all stakeholders to put the necessary mechanisms in place to fully incorporate those policies into the world of work. Public services have been tried, tested and proven many times and if there was ever a doubt about the role that public services play, then this pandemic should by now dispel those doubts, as despite the various challenges we have triumphed.

I thank those of you who continue to show your commitment as public officers. Many of you have given selfless commitment and worked tirelessly to keep this country going especially during the pandemic. Thank you on behalf of the Jamaica Civil Service Association. I would also like to express my gratitude to the hard-working team at the JCSA, who have demonstrated great dedication to the organization during these trying times.

There is no certainty that the pandemic will make an exit any time soon, but what we do know is that it has taught us how to adapt and be efficient and in that we can take great pride. The year ahead will present its own challenges and onerous tasks, we have to rethink, reshape and adopt to new approaches that will come as new work modalities will form the basis for the future of work. Let us move forward with confidence and togetherness as we remain persistent and consistent in advocating for the worker, and we will achieve great things.



HUMAN RESOURCES AND ADMINISTRATION

For the administrative year we continued our focus on the following strategic priorities as was approved:

- Strategic Priority 1: Improved Access to JCSA Services
- Strategic Priority 2: To optimize Financial

Performance.

- Strategic Priority 3: To improve operational efficiency and service delivery.
- Strategic Priority 4: To improve people and performance management for results.

The chart below outlined our major tasks as it relates to these activities:

Strategic Priority				
	Major Task	Target 2020-2021	Update	Owner
Strategic Priority 1: Improved Access to JCSA Services				
Strategic Objective 1.1 To improve the JCSA contact with membership through increased visibility	Parish Chapter Annual General Meetings	January 2021	The 14 elected Chapter Chairs had their Annual General Meetings 100% completed	Admin Coord/ GS
	Departmental Representative Meetings	February – April 2021	Confirmed	Admin. Coord
1.1.2 Secretariat Strengthening	Team Members- IR Unit	June -September 2021	One additional IR Officer to be employed.	Admin Coord/ GS
1.1.3 Strengthen Regional Offices	Two (2) Clerical Officers to be employed: 1-North East Region 1- Western Region	June – September 2021	Two Clerical Officers to be employed.	Admin Coord/ GS
1.1.4 Chapters	Quarterly Meetings by regions		Virtual quarterly meetings were held 100% complete	GS/ Admin Coord.



Strategic Priority				
	Major Task	Target 2020-2021	Update	Owner
Strategic Priority 1: Improved Access to JCSA Services				
2.1.1. Implement measures to increase subscription compliance rate to 100%	Collect all subscriptions by using accounts receivable methodologies	January 2021	To be completed	HT
	Fully populate Membership database with details of all members	August 2021	Database is being populated. WIP	GS/ Admin. Coord
2.1.2 Increase use of JPark as revenue centre	Develop and implement a utilization plan	June 2021	To be completed	JPark Committee
2.1.3. Utilize surplus revenue to increase JCSA pool of investments	Develop an investment policy for funds surplus	August 2021	To be completed	HT
Strategic Staffing Plan	Develop and implement the Strategic Staffing Programme	February 2020	Plan developed	GS / Admin Coord.



Staffing Matters

In keeping with our strategic plan to fully staff our offices with the required personnel the following team members were employed as follows:

- Sis. Natoya Simms- Data Entry Officer
- Sis. Kadia Green-Blair – Data Entry Officer

With the resignation of Bro. George Thorpe from the Department of Correctional Services, he expressed his desire for fulltime engagement with the Association and this was approved. As such, effective 1st November 2020, Bro. Thorpe was employed and appointed fully to the post of Industrial Relations Manager. We welcome Bro. Thorpe to the team and look forward to his continued hard work and dedication to the Union and our members.

Additionally, Sis. Samantha Taylor and Sis. Claudette Walcott were engaged temporarily as Data Processing Officers whose focus is to gather the necessary information re the JCSA's MasterCard and the speedy distribution of same to our members. However, due to the Covid-19 measures imposed by the Government of Jamaica Sis. Walcott's engagement was suspended.

Contractual Employment

Bro. Michael Dixon was re-engaged as Project Officer on a two (2) year fixed term contract with effect January 18, 2021 to bring several projects within the JCSA to a point of execution.

Congratulations

Congratulations were extended to the following team members on their recent educational achievements:

- Sis. Natasha Wright-Rankine, Regional

Administrator for the South Central Region on the successful completion of her Diploma in Business Management (Supervisory) at the National Council on Technical and Vocational Education and Training (NCTVET).

- Sis. Racquel Stephenson, Administrative Assistant on the successful completion of her Bachelor of Science Degree in Business Administration at the University of the Commonwealth Caribbean (UCC).
- Sis. Christina Parchment, Administrative Assistant on the successful completion of her Bachelor of Science Degree in Human Resource Management at the Portmore Community College.
- Sis. Mellissa Woolcock - Member Service Officer on the successful completion of her Certificate in Supervisory Management at the UWI Open Campus.
- Sis. Shanna-Dee McDonald - First Impression Officer on the successful completion of her Certificate in Customer Relations and Telephone Techniques at UWI Open Campus
- Sis. Nadine Robinson – Records Management Officer on the successful completion of her Certificate in Records Management at the University of the Commonwealth Caribbean (UCC).

Additionally, Sis. Christina Parchment was promoted from Data Entry Officer to Administrative Assistant and Sis. Shanna-Dee McDonald was promoted from Office Attendant to First Impression Officer.

Congrats to our team members, Cheers to never giving up! Enjoy the fruits of your labor and may you always succeed in whatever you do.

Resignation

Miss Delicia Barker - Data Entry Officer, resigned from the Association with effective February 22,



2021. We thanked Sis. Barker for her service to the organization and wish her all the best in her future endeavors.

Staff Training

1 The following team members were identified and sent on a two-day virtual workshop in Supervisory Management which was conducted by the Human Resource Management Association of Jamaica:

- Sis. Crystal Lee-Brown – Accountant
- Bro. Fabio Johnson – Facility and Maintenance Manager
- Sis. Michelle Williamson - Member Service Supervisor

2. Sisters Tifonie Powell-Williams, General Secretary, Patrice Porter, Administration Coordinator and Helen Hutchinson-Mason, Executive Assistant to the President participated in the Hugh Lawson Shearer Labour Studies Virtual Blended Summer Training Courses in the areas of:

- Flexible Work Arrangement
- Employment Termination and Redundancy Payment Act
- Conflict and Grievance Handling Post - Covid-19
- Sexual Harassment from Office to Home
- Emotional Intelligence for the Virtual Workplace

3. The Accounting Staff: Sisters Crystal Lee-Brown, Cherian Bowyer and Denisha Smit were identified to be trained in Payroll, Staff Benefits and Statutory Deductions. The certificate course is being offered by the University College of the Caribbean (UCC) and commenced February 24, 2021 for a duration of six (6) weeks.

Staff Retreat

A virtual one-day Staff Retreat was held on October 30, 2020. Presentations and discussions were aligned to the JCSA Strategic Plan. Special thanks to our presenters First Vice President - Techa Clarke Griffiths.

Professional Certificate in Industrial Relations (PCIR)

The partnership between the Management Institute for National Development (MIND) and the Jamaica Civil Service Association (JCSA) to provide customized training in Industrial Relations for General Council Members, commenced October 6, 2020 and will be done for three (3) cohorts.

The start time for cohort two (2) and three (3) will depend on the end dates for the prior intervention delivery, the course is being held online only.

Additionally, congratulations to Sisters Geraldine Miles, Yanique Ameir Cummings, Helen Hutchinson-Mason, Shawna-Kay Reeves and Brother Geoffrey Marshall on successfully completing the PCIR course.

Island Tour

President O'Neil W. Grant and his team of Officers, General Secretary and Staff commenced an all-island tour during the period September 2020 – December 2020. Several MDAs were visited to hear the concerns of our members as they work during the pandemic, what are their rights, what the JCSA had done, What the JCSA planned to do and to inform our members on benefits offered by the Association. Visits were done in the North East Region, South Central Region and the Western Region covering all fourteen (14) parishes, we had some giveaways such as JCSA branded face mask,



JCSA 100 Stamps and JCSA Things to do notepads and care packages for members. IDs were also taken in each Parish. The members were happy to see the team, several concerns were treated with and questions answered, and follow-ups will be done in some areas. Our members expressed their appreciation to the team for the visits.

Get Well Wishes

The Officers, staff, and members of the JCSA sent Get Well Wishes and a Gift basket to Sis. Tifonie Powell-Williams, General Secretary, who was involved in a motor vehicle accident in Trelawny on January 29, 2021. We thanked God for his speedy recovery of our GS and to have her back in office.

Sis. Paulette Ferguson our Manchester Chapter Chair underwent surgery. JCSA sent her Get Well wishes and a Gift basket. Sis. Kalesha Fogarthy – Administrator, JCS Housing also met in a Motor Vehicle accident, a get-well basket was sent to her and we are happy for her recovery.

General Council Retreat 2020

Our Annual General Council Retreat was held on October 22, 2020 via Zoom where the JCSA's Strategic Plan 2020-2025 was presented, and the following organizational targets were discussed. The 2021- 2023 Claims was presented and discussed before submission.

- Membership
- Field Services and Industrial Relations
- Communication
- Member Service
- Current & Proposed Structure for the Regions
- Special Projects

The presentation was done by First Vice President, Sis. Techa Clarke-Griffiths.

Christmas Treat

General Council members and staff were treated with Christmas Treat Bags courtesy of President O'Neil W. Grant in recognition of the service given in support of the President's mandate in 2020. This took the place of the usual President's Luncheon which was cancelled given the Covid-19 Pandemic and the inability to host same.

Chapter Annual General Meeting

The Chapter Annual General Meetings were held as scheduled in each parish. The Chapter Chairs presented their reports of activities for the year. The Covid-19 protocols were followed with the stipulated number of persons in the physical space and other members on the virtual platform.

Condolences

During the administrative year, the Association said farewell to some of our members as well as close family members of our Council: "Gone from our sight, but never from our hearts."

Condolences were expressed to the following:

- President, O'Neil Grant on the passing of his Sister
- Sis. Tifonie Powell-Williams on the passing of her Uncle
- To the Family and Friends of our former Administration Coordinator, Sis. Ruth Grace Clayton who served the Association for over seventeen (17) years
- The staff of the Supreme Court on the passing of our members Sis. Sonia Roache and Rohan Morrison
- Bro. Kevin Cornwall on the passing of his Mother



- Sis Melaini Mullings Arnold on the passing of her Grandmother
- Sis Melissa Woolcock on the passing of her Father
- Bro. Richard Hutchinson on the passing of his Mother
- Bro. Ervin Miller on the passing of his Father
- Sis Carole Brown on the passing of her Uncle
- The Department of Correctional Services on the passing of three (3) Correctional Officers
- to include Sis. Thelma Grayson-Linton former Departmental Representative - Fort Augusta Adult Correctional Centre and Chapter Chair for the St. Catherine Chapter.
- Sis Carole Clarke on the passing of her Mother
- The JCSA's Clarendon Chapter, Family, Co-workers and Friends on the passing of Sis. Georgina Edwards former Assistant Public Relations Officer for the Chapter.
- The Bellevue Hospital on the passing of our member Sis. Marlene White.

SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
Caledonia Crescent Parking Facility	1.Source of funding identified. 2.Owners located. 3.Lease agreement signed. 4.KSAMC Permit Received 5.Design Drawing Completed 6.Draft Operating Procedures 7.Contract Security Company 8.Handover to Controlling Committee.	1,2 and 4 completed. 4 is verbal and will be formalized based on 3. 3 was refused based on owner having immediate plans.	[1] Re-Engage persons in an effort to determine if there is a change in decision to lease/sell property and if so, repeat relevant steps 1 – 7.



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
Jacisera Park General Preparation	<ol style="list-style-type: none"> 1. Complete Measured Survey Drawing 2. Complete Structural Engineering Report 3. Complete Electrical Infrastructure Assessment 4. Obtain Copy of Lease Agreement. 5. Install Video Surveillance System 6. Install Security Access Control System 7. Install Fire Detection and Suppression System 8. Install/Expand Panic Alarm System 	<p>1, 2, 3, 4 and 5 completed.</p> <p>6, 7 and 8 is more than 80% completed.</p>	[1] Complete 6, 7 and 8 during 1st quarter of 2021.
Jacisera Park Well and Irrigation System	<ol style="list-style-type: none"> 1. Locate/Confirm site of old well 2. Identify site of proposed well 3. Perform exploratory drilling to confirm availability and volume of water available 4. Encase the well 5. Design proposed well 6. Obtain permission/licence from WRA 7. Implement well design 8. Commission the well 	<p>1 and 2 completed.</p> <p>3 is 80% complete. Equipment failure and terrain impacting timelines.</p> <p>4 and 5 is to be completed in the remaining 20% of Phase 1 of the exercise.</p> <p>7 and 8 are for Phase 2 of the exercise.</p> <p>Approval subject to findings during Phase 1.</p> <p>Current depth 165 feet 6 inches of a possible 240 feet.</p>	<p>[1] Complete Phase 1</p> <p>[2] Complete Phase 2 subject to findings of Phase 1 and the availability of funds.</p>



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
JCSA Resource Centre	<ol style="list-style-type: none"> 1. Complete Measured Survey Drawing 2. Identify sources of funding. 3. Complete Structural Engineering Assessment of Building. 4. Obtain NWA permission to control building and location. 5. Obtain NLA permission to control building and location. 	<p>1, 3, 9 and 10 have been completed.</p> <p>4 and 5 no longer relevant owing to building being on JCSA leased lands.</p>	[1] Review and re-draft project requirements and scope based on new information.
JCSA Resource Centre	<ol style="list-style-type: none"> 6. Document and approve operational plan. 7. Agree on design/ layout of refurbished building. 8. Complete Measured Survey Drawing for New JCSA Resource Centre design. 9. Obtain Surveyor’s ID Report 10. Obtain Site Plan 11. Engage QS for building and location renovation. 12. Engage Building Contractor for refurbishing building and location. 13. Prepare business Plan. 14. Engage and receive commitment and/or approval from stakeholders and funding agencies. 	<p>2, 6, 7 and 8 are subject to documents being awaited from the Controlling Committee. Document should specify the intended operations. Eg: Does Special Needs (in this context) caters for Physically Impaired but not Visual Impaired? Does Children refers to Minors between 12 – 15 years old or younger?</p> <p>11 – 16 is subject to the completion of 2, 6, 7 and 8.</p>	



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
JCSA Resource Centre	15. Begin Building & location Renovation, Employee engagement and training. 16. Operationalize and hand-over facility.	Project Scope being re-drafted owing to new information received in February 2020 which shows that JCSA holds a valid lease for the lands on which the building is situated.	
Gym and Wellness Centre	1. Obtain Structural Engineering Report 2. Obtain Measured Survey Drawing of base of building. 3. Obtain Measured Survey Drawing of Proposed Gym. 4. Design Fire Suppression Network and Evacuation Plan. 5. Obtain Bills of Quantities for proposed construction. 6. Identify source of funding. 7. Obtain NLA No Objection to build on land. 8. Obtain KSAMC Approval to construct Gym. 9. Obtain Fire Department Approval to construct gym as proposed. 10. Identify and Select Contractor 11. Begin Construction 12. Monitoring and evaluation. 13. Develop Operating Procedures.	1, 2, 3, 4, 5, 6, 7,8, 9, 10 and 14 completed. 11 is ongoing. About 90% completed. 12 is ongoing and subject to project completion. 13 will be completed (in draft) then reviewed after 3 and 6 months of operations.	[1] Complete all steps. [2] Identify and prepare location for EMS Team. [3] Renovate Courtyard, Kitchen and Bar Area. [4] Operationalize.



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
Gym and Wellness Centre	14. Acquire Gym Equipment 15. Acquire Wellness Centre Equipment 16. Handover operations.		
Panic, Security, EMS Response System	1. Determine System Requirements. 2. Invite Quotations and Proposals by prospective Bidders. 3. Identify Source of funding. 4. Select Most Suitable Bidder. 5. Award Contract. 6. Begin Implementation. 7. Monitoring and control. 8. Testing, Orientation and Training 9. Handover Operations.	1, 2, 3, 4, 5 and 7 completed. 6 is more than 90% completed and is dependent on building contractor installing some windows and doors. 8* (training) and 9 to be done on completion of project.	This is already operational.
Jacisera Security Access Control System	1. Determine System Requirements. 2. Invite Requests for Quotations and Proposals by prospective Bidders. 3. Identify Source of funding. 4. Select Most Suitable Bidder. 5. Award Contract. 6. Begin Implementation 7. Monitoring and control. 8. Testing, Orientation and Training. 9. Handover Operations	1, 2, 3, 4, 5 and 7 completed. 6 is more than 90% completed and is dependent on building contractor installing some windows and doors. 8* (training) and 9 to be done on completion of project	This is already operational.



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
Jacisera Video Surveillance System	<ol style="list-style-type: none"> 1. Determine System Requirements. 2. Invite Requests for Quotations and Proposals by prospective Bidders. 3. Identify Source of funding. 4. Select Most Suitable Bidder. 5. Award Contract. 6. Begin Implementation. 7. Monitoring and control. 8. Testing, Orientation and Training. 9. Handover Operations. 	<p>1, 2, 3, 4, 5 and 7 completed.</p> <p>6 is more than 90% completed and is dependent on building contractor installing some windows and doors.</p> <p>8* (training) and 9 to be done on completion of project.</p>	This is already operational.
Solarize, Enclose and Cooling of Auditorium	<ol style="list-style-type: none"> 1. Perform Structural Integrity Assessment. 2. Obtain Measured Survey Drawing of proposed new auditorium layout. 3. Obtain Management’s Approval of New Proposed Layout. 4. Obtain Bills of Quantities. 5. Develop Funding Proposal 	<p>1, 2, 3 and 4 have been completed.</p> <p>5 will commence during at a time to be determined.</p>	<p>[1] complete item 5 subject to assigned project priority.</p> <p>[2] Determine projected hourly energy consumption (daytime/night-time conditions), Scope and cost projected required solar equipment.</p>



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
JCSA Mini-Mart in Western Jamaica (Mo- Bay)	<ol style="list-style-type: none"> 1. Identify suitable location in Montego Bay. 2. Secure lease agreement. 3. Obtain requisite permission from the St. James Municipal Corporation. 4. Renovate location. 5. Hand-over location to relevant Committee. 	<p>1 and 2 completed.</p> <p>3 is no longer necessary.</p> <p>4 is to begin in March/April 2021.</p> <p>5 is scheduled for April/May 2021 (subject to receipt of keys from property owner).</p>	This will be operational by end of 2nd quarter.
Petrol Station (in Cross Roads Vicinity) for JCSA Members	<ol style="list-style-type: none"> 1. Determine Application and licensing procedures. 2. Identify location. 3. Obtain Lease or Purchase agreement. 4. Obtain or renew Permits (NEPA, Health, KSAMC, Fire Dept.) 5. Renovate / Design location. 6. Develop and document Business Plan. 7. Establish partnership with Marketing Company (Rubis, Texaco, Total) 8. Develop and document Operational Plan. 9. Recruit and Train Staff 	<p>1 completed.</p> <p>2 - No available location identified in required area of Kingston and Saint Andrew in the Cross Roads/ Downtown Kingston Area.</p> <p>3 – 12 is dependent on 2.</p>	Subject to availability of land and/or location or to change in the location requirement to establish facility.



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
Petrol Station (in Cross Roads Vicinity) for JCSA Members	<ol style="list-style-type: none"> 10. Commence Operations. 11. Monitor and Control Operations. 12. Hand-over operations. 		
Multipurpose Courts [MPC] at Jacisera Park (2)	<ol style="list-style-type: none"> 1. Obtain Surveyor’s ID Report for Jacisera Park. 2. Obtain Engineering Report for proposed site. 3. Obtain Design and Measured Survey Drawing for proposed MPC. 4. Design Fire Suppression Network and Evacuation Plan. 5. Obtain Bills of Quantities for proposed construction. 6. Identify source of funding. 7. Obtain NLA No Objection to build on land. 8. Obtain KSAMC Approval to construct MPC .9. Obtain Fire Department Approval to construct MPC as proposed. 	<p>1 is completed.</p> <p>2 to 14 is dependent on internal permission to proceed with project.</p>	<p>This is dependent on internal permission to proceed with project.</p>



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
Multipurpose Courts [MPC] at Jacisera Park (2)	10. Prepare Cost Proposal for Sports Development Foundation. 11. Identify and Select Building Contractor 12. Begin Construction 13. Monitoring and eval- uation. 14. Handover operations.		
Albion St. Thomas Housing Project	1. Clear Land of all unau- thorized occupants and man-made structures. 2. Obtain Surveyor’s ID Report. 3. Obtain Engineering / Geology Report. 4. Developmental Plan Produced. 5. Financial Plan Produced. 6. Development Partner Identified. 7. Development Approved. 8. Development Commence.	1 is ongoing. NLA performed an initial operation in June 2020. Matter escalated to the CEO of NLA who tasked the Senior Director in-charge of Estate Management to lead the initiative. Company identified by NLA to remove squatters from land [Nov 2020]. 2 – 8 is dependent on 1.	[1] This is dependent on the NLA’s action and approval. [2] Dependent on internal approvals and availability of project resources and funding.



SPECIAL PROJECTS			
Major Activity/ Initiative	Key Performance Indicators	Status Jan – Dec., 2020	End-of-Year Target 2021
Braco Beach Vacation Cottage	<ol style="list-style-type: none"> 1. Identify and locate Landowners 2. Identify source of funding 3. Obtain Engineering / Geo Technical Studies reports 4. Obtain security brief and threat assessment of the area (JCF) 5. Secure Lease agreements 6. Design Cottages 7. Develop business Case 8. Obtain Bills of Quantity 9. Obtain Fire Department’s approval 10. Obtain Regulatory Agencies/Endorsement/ Approval/Support/Licence 11. Obtain Trelawny Parish Council permission to build. 12. Obtain agreement to fix road leading to cottage(s) 13. Identify bids for construction work. 14. Select most suitable bidder 15. Obtain signed contract 16. Commence construction 17. Monitoring and control 18. Handover to committee 	<p>1, 2, 4, 5, 6 have been completed.</p> <p>3 is to be completed during 2nd quarter of 2021.</p> <p>8 – 11 to be obtained during 2021.</p> <p>6 – 7 Completed in concept stage. Measured Survey Drawings to be completed in 3rd quarter of 2021.</p> <p>8 is subject to 9 and 10.</p> <p>9 – 18 to commence during the 3rd quarter of 2021.</p>	<p>11 – 16 Subject to 9 and 10.</p>
Transform JCSA Housing Company to issue Mortgages	<ol style="list-style-type: none"> 1. Legislative Compliance Achieved (BoJ, FSC, etc.). 2. Operational Compliance Achieved (ICT, FATCA, etc). 3. GoJ Certification received. 	<p>1 – 3 Subject to availability of additional project resources.</p>	<p>Complete assessment with a view to begin implementation.</p>



INDUSTRIAL RELATIONS UNIT

INDUSTRIAL RELATIONS HIGHLIGHTS

Overview

One of the main objectives of the Jamaica Civil Service Association (JCSA) is to promote the legitimate interest of its members thus offering excellent advocacy service and support to its members who are from all areas of the Public Service of Jamaica.

The Covid-19 pandemic has severely affected the nation and the industrial relations landscape within the public sector. Several Industrial Relations matters to include hearings, meetings and other employee related issues were further delayed with the change in working hours, intensified with curfews and lockdowns. Work from home and the need to observe social distancing also presented its challenges. Workers within the sector encountered a myriad of socioeconomic, psychological and financial challenges at work and home which were never experienced before wherein some members who have young children and elderly persons under their care experienced difficulties in getting approval from their employers to work from home. There were instances in which the employers would remind us that there was no written policy or documents that would address this issue and that it was heavily dependent of the discretion of the employers. Despite the fact that some of these workers could be facilitated with the Work from Home protocol.

Some of the challenges faced by our members includes the fear factor involved in their daily interaction and discourses with both their colleagues at work and to a greater extent the close interactive exchanges with clients which comprises the public to whom they provide public services. Social distancing and constant sanitation, working from home and monitoring of their children at home were the new normal

in their daily lives. The expected understanding, sensitivity, and moral support from the employer inclusive of managers were woefully lacking, resulting in frustration and hardship being experienced by the worker.

The team experienced challenges with a few disciplinary proceedings been convened via virtual platforms which at times experienced technical glitches. However, we persevered these obstacles and successfully accomplished our goals and objectives by providing the necessary representation to our members. The team although consisting of five IR Officers inclusive of the Manager was up to the task of addressing the concerns of the members who contacted the Union for support, information, guidance and counselling.

Several cases that would have been settled earlier were delayed. There were reductions in the number of persons calling in or visiting the secretariat due to changes in the work hours and the prohibition of visitors due to the need for observing the Disaster Risk Management protocols.

Notwithstanding, it is noteworthy that this current year which is a shorter period in comparison to the other years saw an increase in the number of grievances received from our members. A lot of the grievances were related to issues surrounding the Covid-19 pandemic such as Non-payment of Covid-19 Incentive, Overseas Travel, Quarantine periods not being treated as Special Leave were applicable, Work from home issues among others.

A number of breaches were observed in how charges are laid by MDAs. Fraud was a prominent charge laid by MDAs in error, which for the most part they were reluctant in making the necessary adjustments. Other concerns ranged from performance evaluation, non-appointment and non-payment of emoluments



to poor management practices and treatment emanating from Human Resource Management and Supervisors.

The active involvement of our elected Officers was a very welcomed and successful mission wherein the numerous visits and presentations experienced by members across the island provided face to face and one-on-one interaction. The members were delighted and happy for this innovative approach in serving their needs.

Industrial Relations Climate

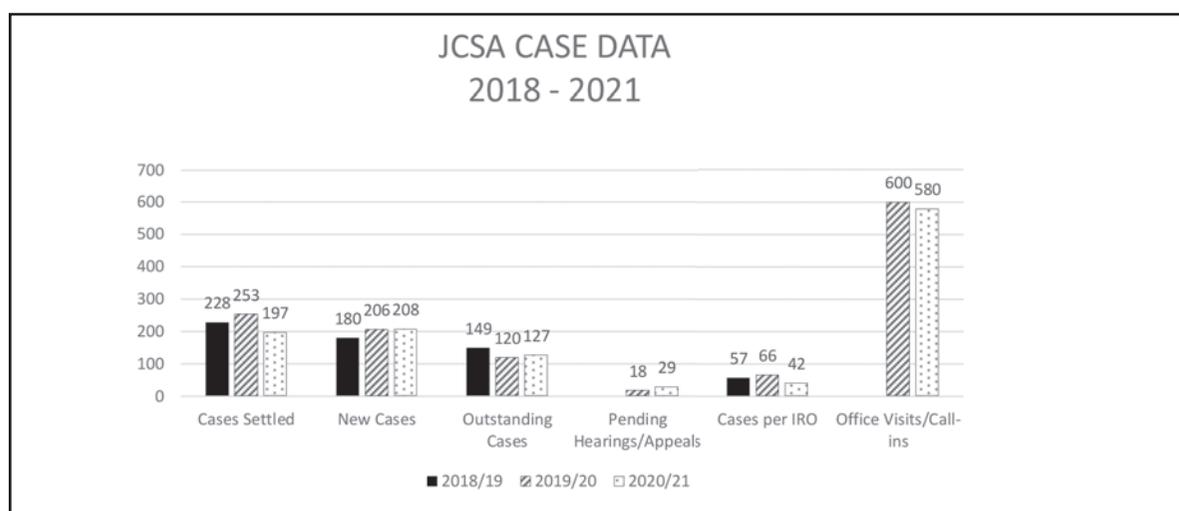
The period May 2020 to January 2021 commenced with one hundred and twenty (120) cases being carried forward; one hundred and ninety-seven (197) cases were settled; while we received two hundred and eight (208) new grievances, five hundred and eighty (580) members visited the office or called in for advice and other work-related matters. The outstanding grievances that remained in-house at the end of this period is one hundred and twenty-seven (127), from that amount twenty-nine (29) are waiting on results from disciplinary

hearings and appealed matters, for the said period. An average of 42 cases were settled per Industrial Relations Officer/Manager.

Human Resources Department Deficiencies

During the period in review the Industrial Relations Unit experienced many challenges in treating with the various grievances brought to us by our members. Some of the challenges faced by the Unit includes the slow pace in which Ministries, Departments and Agencies (MDAs) attempt to resolve issues. This inefficiency stems from non-adherence to the proper handling of grievance policies and procedures. It is important to add that a lack of expertise in Industrial Relations has posed a great challenge in the handling of grievances by some MDAs. It is safe to say that at least thirty percent (30%) of grievances that comes into the Unit for our intervention could have been easily treated internally.

Another challenge faced by the unit is the phenomenal increase in micromanagement of the Human Resources Department by the head



Comparison between 2018/19, 2019/20 and 2020/21. Data for 2018/19 and 2019/20 represent eleven (11) months while 2020/21 represents nine (9) months.



of entity. It is to be highlighted that some MDAs do not following protocols in its handling of disciplinary/grievance procedures which is a responsibility to be executed by the Human Resource Department (HRD) and may be instructed by the Head of Entity.

Performance Management Appraisal System (PMAS)

The issue of Performance Evaluation continues to be seen by many employees as being subjective, and in most cases is done in contravention to the approved guidelines, the JCSA has been called upon on numerous occasions to resolve these issues between workers and supervisor especially if the workers are to get a gratuity. The scores are used as punishment to prevent the workers from being appointed or paid their gratuity.

The members are objecting to the rating scores and the comments affixed to the form without any prior dialogues or discussions being entertained/facilitated by the supervisors.

In most of the Performance management related issues brought to the JCSA it is noted that some Reviewing Officers endorses whatever the supervisors put on the report without exercising the reviewing process as per the PMAS Policy guidelines.

It is quite evident that the proper protocols in treating with this matter is being ignored by some Human Resource Managers and Directors as they have been reluctant to abide with the principles outlined in the PMAS.

The JCSA is recommending that all Ministry Department Agency (MDA's) fully adopt and adhere to the requirements of PMAS to achieve uniformity and fair treatment in the assessment of workers performance.

Disciplinary Hearings

Disciplinary Hearings within MDA's continues to be a matter of concern, the delay in convening these hearings is having serious negative

impacts on our members. Workers are placed on extended interdiction periods and therefore unduly suffer and experience serious financial and emotional challenges in fulfilling their obligations to their families and debtors.

We are recommending that set timelines are established by the Ministry of Finance and the Public Service (MOFPS) with regards to the holding of these Hearings, and to institute procedurals and penalties for managers who breach the guidelines.

Delayed Appointments

The issue of delayed appointment within the Public Sector is a chronic problem which continues to affect our members adversely especially when it comes to remuneration and time for them to retire with a pension. Human Resource Practitioners within the MDAs need to ensure that appointments are carried out in a timely manner.

Covid-19 Challenges

Based on the level of complaints/issues within the health sector The IR unit has undertaken the task to urgently make visits to all or most of the health centers throughout the island in an effort to ascertain the issues being encountered by workers in the undertaking of their duties; this is as a result of a number of lingering matters of complaints by members within these institutions. This is as a result of the nonadherence to the COVID-19 policies and procedures by management and workers.

Covid-19 pandemic has negatively impacted the nation, in which Jamaica has seen the number of persons infected continuously rising as well as the death toll. It is evident that the wearing of masks and social distancing are not being practiced by most of our citizens.

Several of our grievance meetings had to be rescheduled and conducted via zoom, however,



even with the zoom platform, some meetings were postponed due to technological glitches. In light of the recent spikes in Covid-19 cases and deaths, the Industrial Relations Unit is recommending that the Government reinstitute the Work from Home Order where feasible within the Public Service and the country at large to help stem the spread of the virus.

Special Highlights/ Reinstatements And Awards

MDAs to some extent continue to deviate from policies and procedures approved by the MOFPS which are geared toward policing discipline within the public sector.

This non-adherence saw two of our members being unfairly dismissed. The members sought the intervention of the JCSA and following our rigorous representation and appeal to the Office of the Services Commission and the Privy Council, the decisions were overturned, and the MDAs ordered to reinstate the members. Both members are to receive compensation amounting to millions of dollars.

We will continue to reiterate that the policies and procedures be adhered to in order to mitigate against these occurrences within the Public Sector.

Jamaica Fire Brigade

The Jamaica Civil Service Association (JCSA) rights to represent one of its members has been challenged, by the Jamaica Fire Brigade (JFB) who is contending that the JCSA does not have bargaining rights and therefore are not at liberty to provide the JCSA with any information pertaining to members.

This was challenged pursuant to section 124 (2) of the Constitution of Jamaica, whereby the JCSA is recognized as the representative for all Public Sector workers. The JCSA does not need

to have bargaining rights to represent any of its members. Section 124 (2) of the Constitution of Jamaica states "...Provided that one such member shall be so appointed by the Governor-General from a list of persons, not disqualified for appointment under this section, submitted by the Jamaica Civil Service Association..."

Further to our inquiry regarding the protracted matter of no increase in salary and fringe benefits for the Drivers and Mechanics at JFB. The Permanent Secretary, Ministry of Local Government and Rural Development (MLGRD) had advised that approval was granted by the Ministry of Finance and the Public Service for the positions to be remunerated and that the JFB was in the process of finalizing the compensation.

Further inquiry was made for the details of the compensation and scheduled timeline for the payments. The JCSA also requested that the Drivers and Mechanics be paid the current rate of salaries for March 2021 while the retroactive payments are being worked on. We await the response of the Permanent Secretary.

The Jamaica Fire Brigade (JFB) issued a General Order which indicates that persons working on the 24-Hour Shift System require three (3) Departmental leaves to cover the 24-Hour duty and two (2) days Sick Leaves to cover the 24-Hour duty. Members were also instructed to follow these guidelines, failing which disciplinary action will be taken.

It is to be noted that notwithstanding that these persons work on a 24-hour shift system this does not change the way departmental and sick leave are treated. Therefore, the directives are ultra vires to the spirit of the Holidays with Pay Act and the Staff Orders for the Public Service, 2004.

Consequently, the Jamaica Civil Service



Association recommended that the directives in the General Orders regarding Departmental and Sick leave be withdrawn and that the Ministry of Finance and the Public Service be consulted on how to treat the matter.

We await the response from the JFB.

Office of the Services Commissions

On March 25, 2015, a member assigned to the Department of Correctional Services was accused on the grounds of misconduct for allegedly taking in prohibited articles within a Penal Institution. Subsequent to investigations that were carried out, the Ministry of National Security based on the findings, made recommendation for the member to be terminated. The matter was referred to the Office of the Services Commissions (OSC) for a ruling. Unfortunately, it took over four years and many correspondences from the JCSA for this process to be executed. This included a review of the case by the Legal Services Unit at OSC. The OSC advised that it took this long because there is only one Legal Officer employed to OSC. On completion of this review the matter was referred to the Public Service Commission (PSC) for final decision.

The matter was heard by the PSC on November 17, 2020, in making the ruling the commission agreed that the time that had elapse was too extensive and that the pertinent witnesses would either have retired or resigned. Therefore, it was recommended that the member be given a warning. The JCSA challenged the recommendation in keeping with the Staff Orders Section 10.6 which stipulates that a warning is a penalty. As a matter of fact, the member was never tried and found guilty of an offence. The JCSA wrote to the OSC outlining this. They responded by referring to the Public Service Regulations, 1961 37(1) indicating that a warning is not one of the penalties listed that may be imposed on an

Officer against whom a disciplinary charge has been established. Hence, their stance is that a warning does not constitute a penalty.

The OSC will be advised that the Public Service Regulations, 1961 Section 37 (1) (f) stipulates that a reprimand is a penalty, and a reprimand is in fact a verbal or written warning. Therefore, the decision to give our member a warning needs to be withdrawn.

It is recommended that the OSC recruit additional Legal Officers to address the extensive delays in cases being reviewed by them.

Dual Representation

There has been an increase in the number of occasions where the union is confronted with the task of providing representation whenever two or more of its members are involved/embroiled in matters of grievances. This has created challenges especially when the advice of the Union is not followed by those involved. This sometimes causes embarrassment to the workers and Union alike and; therefore, a protocol is needed in addressing these occurrences.

Therefore, it is being recommended that the JCSA seek to obtain an independent third party to provide dual representation when two members are involved in the same grievance. The practice of mediation should continue however, where there is an unwillingness from one or both members, the independent representative would provide representation.

Representation and Collection of Dues

Several workers have hastily applied and became members of the Union due to urgent issues they faced at work. While the requirements stipulated that worker's membership should proceed a grievance, they are nonetheless accepted. However, a few of these members have left the Union as soon as



their matter is addressed or settled.

The matter of payments to the JCSA with regards to successful reinstatements after representation which sometimes incur financial and extensive legal costs is to be addressed by the JCSA.

Currently there is no set protocol in recovering outstanding dues and or other costs from these retroactive payments to workers whenever they are reinstated, The IR unit will be working on a proposal which if approved by the Executive/Council will alleviate the situation.

The Disciplinary Policy for Public Bodies

It is to be noted that the Disciplinary Policy for Public Bodies (DPPB) section 9.2 Schedule of Disciplinary Breaches and Penalties offence no. 19 which states "Absence from work for more than four (4) days without permission except in cases whereby reason of illness or other unavoidable circumstance permission cannot be obtained prior to such absence" should in fact indicate that it is referring to consecutive days.

The Ministry of Finance and the Public Service, Industrial Relations Unit was contacted for verification, it was confirmed that it is referring to consecutive days.

Offence no. 22 "Fraud" is too broad a term, it should be broken down to indicate whether it is for example falsification of records or tampering with records etc. Human Resource Departments do not have the jurisdiction to initiate disciplinary proceedings against employees for fraud, which is a criminal offense and is therefore a police matter in keeping with the Public Service Regulations, 1961 Part V – Discipline, section 28 (3) and 30 which stipulates that fraud should be referred to the Attorney General Department for a decision to be made as to whether the employee should face

criminal charges and if so within a court of law.

The DPPB section 3.1 Informal Procedure authorizes Supervisors in giving written warnings for minor offences without due process as stipulated by the Staff Orders for the Public Service section 10.4 and 10.6. However, we are contending that this could result in conflict of interest, the lack of objectivity and natural justice. Hence, due process must be observed at all levels.

It further states on page 17 under 4.2 First Written Warning that prior to issuing a written warning, the immediate supervisor should hold a discussion with the employee to ascertain the circumstances that led up to the offense. The written warning, in effect, is to place the incident on record, confirming the discussion with the employee.

However, it has been observed that some Supervisors have issued warnings without following this process.

The DPPB also stipulates that for disciplinary enquiries, the employee is entitled to have a representative in singular form, this clause has been used by some panels to prevent joint representation (Lawyer and IR Officer) and two (2) Industrial Relation Officers from representing an employee.

Therefore, the IR Unit is recommending that the necessary review and amendments be made to the Disciplinary Policy for Public Bodies.

Reimbursement to Worker for Legal Expenses incurred in Criminal Proceedings after Acquittal of Charges

It has been observed by the IR Unit that there are no policy guidelines for the reimbursement of legal expenses paid by our members in criminal proceedings for charges proffered against them in the execution of their duties of



which they eventually were acquitted of. Consequently, the IR Unit is recommending that section 34 of the Public Service Regulations, 1961 be amended to include that where an officer is acquitted of a criminal charge, all legal expenses incurred must be borne by the MDA, in keeping with other bodies such as the Department of Correctional Services (DCS) and the Jamaica Constabulary Force (JCF).

Non-adherence to the Grievance Policy from the Ministry of Finance and the Public Service

It has been observed that some of our members are not adhering to the grievance policy for the public service, this has caused their matter to be delayed due to the lack of due process. The JCSA IR unit will seek to have one on one discussion with our Departmental Representative in the various MDAs that the following must be observed when reporting a grievance:

- **Stage 1** - The matter must first be reported to the immediate supervisor preferably in writing. If the matter is not resolved, then it should be advanced to the next stage within five (5) working days.
- **Stage 2** – The matter should be presented in writing to the Head of Department/Section/Division within the prescribed time. The employee may choose to be accompanied by his/her union representative to the meeting at this stage. If the matter is unresolved, then it is to be advanced to the next stage within five (5) working day.
- **Stage 3** – The matter should be presented in writing to the Head of the Human Resource Department. The Head of HR should seek to have the matter resolved within ten (10) working days. The employee has the right to attend the meeting with his/her union representative. If the matter is still unresolved then the matter can be advanced to the next stage within five (5) working days.
- **Stage 4** - At this stage the matter is referred

to the Permanent Secretary/Head of Department/Chief Executive Officer and should be disposed of within fifteen (15) working days. The employee has the right to be accompanied by his/her union representative. If the worker is dissatisfied, then the matter is to be referred to stage five (5) within ten (10) working days.

- **Stage 5** – The Ministry of Finance and the Public Service upon being apprised of the matter should seek to resolve the matter within three (3) months, failing which it should be referred to Stage six (6) to the Ministry of Labour and Social Security (MLSS) as a dispute.
- **Stage 6** – Ministry of Labour and Social Security will seek to resolve the matter in discussion with the parties, if a resolution is not arrived at, the matter may be referred to the Minister of MLSS for a determination.

It is also to be noted that the grievance procedure is time bound.

Permission to travel overseas while on vacation leave

It is noteworthy to note that the Staff Orders for the Public Service (2004) 7.12 i) stipulates “employees who hold positions that are critical to the national interest or who are employed in essential services must inform their Permanent Secretary or Head of Department of their intention to travel overseas...” while the Public Service Regulations, 1961 37 (3) states that “the absence of an officer from the island without permission renders him liable to summary dismissal with effect from the date of his departure”.

The Staff Orders 7.12 ii) states that “permanent secretaries and head of departments must designate those employees who fall within the categories above”. It is to be noted that there is no such listed categories.

The Public Service Regulation indicates that all



officers must be given permission while the Staff Orders indicates a category of officers that are required to inform. Therefore, it is evident that the Staff Orders which is a guide is in conflict with the Public Service Regulation, which is an Act of parliament.

The Industrial Relations unit is recommending that in order to prevent any form of misunderstanding that the Ministry of Finance and the Public Service take the necessary steps to remedy this matter. The remedy being sought are:

1. Amend the Public Service Regulation to reflect what obtains in the Staff Orders or
2. Amend the Staff Orders to reflect what is in the Public Service Regulations.

It was also noted that some of our members have travelled overseas without the requisite permission. This has resulted in management proffering charges in keeping with the Public Service Regulation which states that persons should seek the requisite permission before travelling overseas. The JCSA is requesting that the HR management sensitize workers on the provision of the various regulations as it relates to leaves and other relevant issues.

MEMBER SERVICES UNIT

The Member Services Unit plays an integral role in the growth and development of the membership of the Jamaica Civil Service Association.

The unit acts in the capacity of first responders to all matters, we assess and diagnose member issues and disseminate information to the relevant units within the organization.

Our ability to physically interact with our members was severely affected in 2020 by the onset of the Coronavirus Pandemic and the same continues for 2021. We have had to change our mode of operation to facilitate the

members without bringing the operations of the unit to a complete halt or compromising the quality of service that we offer.

Strengths

Staff

The addition of 2 data entry officers in September 2020 has strengthened our capacity and enabled us to increase the level of service provided to our members.

The staff in the unit are well trained, knowledgeable and equipped to answer all queries relating to membership and the benefits of membership.

Challenges

Dues

There are Ministries Departments and Agencies who continue to submit the dues through the Jamaica Civil Service Mutual Thrift Society or submit the dues as a bulk amount with the loan or saving for the J.C.S.M.T.S. This has caused a delay in the confirmation of members for these MDAs.

There are also a small number of Ministries Department and Agencies whose dues are still not reflecting 1% of the members basic salary, instead it reflects a half of 1% or in cases where member's salaries have increased the dues did not reflect this increase.

The island wide curfews implemented by the government, resulted in a reduction in the unit's output and interaction time with members because of the adjustments in working hours at the different MDAs and the Secretariat. Alternatives such as the acceptance of applications for membership by email were put in place to allow prospective members to safely apply.



Opportunities

Membership

The Civil Service is made up of between 110,000- 120,000 members. The membership of the Jamaica Civil Service Association forms just about 30% of this number. There are prime opportunities for additional members in the different Ministries Departments and Agencies.

We continue to take advantage of this by presenting on the benefits of membership at “Desks for a Day” and when invitations are extended to us to make presentations.

All Island Tour

Officers from the Member Service Unit travelled across the hills and valleys of Jamaica as a part of our All Island Tour. We were welcomed with open arms by our members. The members were happy to receive their ID cards within minutes of having the picture taken. They were provided with brochures and assisted regarding questions about membership and it's benefits.

The members were also provided with Update Forms to capture their information which is used to populate our Member Database. Applications for membership were also distributed and collected.

Field Visits

- **Departmental Elections**

An officer from the Unit accompanied by 2 Industrial Relations officers attended elections at the following MDAs:

- The National Council for Senior Citizens
- The Institute of Jamaica
- Tax Administration Jamaica
- Office of Disaster Preparedness and Emergency Management

Election of Officers

Election of officers for the positions of 1st Vice President and 3rd Vice President and Honorary Treasurer was conducted in July 2020.

The preparation of the Voter's List was undertaken by the Unit. This process ensured that all eligible members were able to cast their ballots on Election day.

Members of the Unit also provided support with registration and verification at the 3 polling stations.

Member ID cards

The Unit ensured that members are able to take advantage of discounts offered by merchants and to shop at our Mini Mart by producing a total of 1,744 ID cards over the period.

The ID cards were done in office on Fridays, on our All-Island Tour and by visiting MD.

Membership Growth

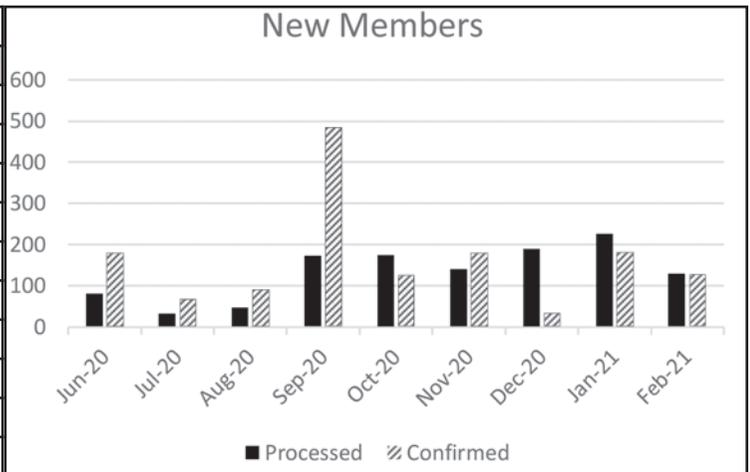
Campaigning for the July 2020 elections increased the application received by the department and this increase was evidenced in the September figures. The addition of the two Data Entry Officers in September allowed for greater processing of confirmed members. The all-island tour in December 2020 and vacation leave saw the unit operating with skeleton staff which caused a drop in the number of confirmed members for the month December 2020.

Revenue

Projected revenue for the period June 2020- Feb 2021 was \$856,700.74 we exceeded that amount by 34.7 % confirming revenue of \$1,154,564.51.

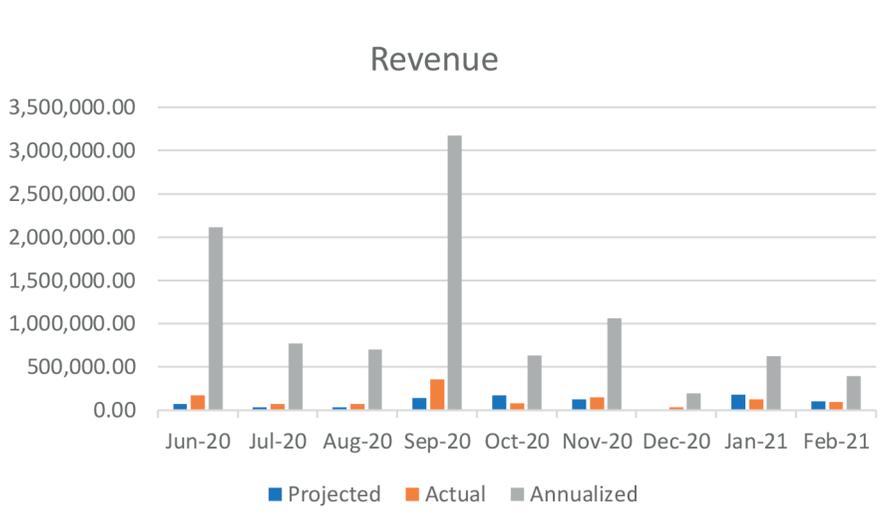


	Processed	Confirmed
Jun-20	81	180
Jul-20	32	69
Aug-20	48	91
Sep-20	173	484
Oct-20	174	127
Nov-20	141	179
Dec-20	189	34
Jan-21	227	182
Feb-21	129	128
Total	1194	1474



New Revenue from Membership broken down by Month and Annualized

	Projected	Actual	Annualized
Jun-20	69,838.02	175,822.63	2,109,871.56
Jul-20	33,867.40	70,200.24	772,202.64
Aug-20	37,588.39	69,996.79	699,967.90
Sep-20	140,665.50	352,648.27	3,173,834.43
Oct-20	171,432.53	78,659.80	629,278.40
Nov-20	124,778.36	151,367.97	1,059,575.79
Dec-20	227,529.15	32,185.87	193,115.22
Jan-21	178,182.19	125,529.42	627,647.10
Feb-21	100,348.35	98,153.52	392,614.08
Total	\$856,700.74	\$1,154,564.51	\$9,658,107.12





Resignations

The unit received 72 resignation requests for the period June 2020 – February 2021 of this amount 52 were processed. The annual dollar value for the processed resignations is \$943,460.52.

Processed Resignation Requests

Month of Request	Requests	Processed requests	Annual dollar value
Jun-20	4	5	\$110,050.44
Jul-20	17	9	\$133,640.04
Aug-20	5	2	\$43,286.64
Sep-20	7	3	\$135,861.24
Oct-20	3	2	\$11,804.64
Nov-20	13	11	\$156,788.28
Dec-20	5	3	\$51,511.68
Jan-21	13	6	\$134,941.20
Feb-21	7	11	\$165,576.36
Total	74	52	\$943,460.52

JCSA Prepaid Mastercard

The long-anticipated member benefit- the JCSA Branded Prepaid Mastercards were received by the association in September 2020. The Unit worked on organizing the cards alphabetically and separating the current members from those who are no longer members of the Association. The cards are in the process of being delivered to the different MDAs.

This benefit will put convenience, control over funds, accessibility, and security in the hands of our members.

Mastercard is the most widely accepted card in the world and allows online purchases, access at Point of Sale and Automated Banking Machines and access to funds while overseas.

Zoom Presentations

The pandemic necessitated presentations which were normally done in person to be done using the electronic meeting platforms such as Zoom and Google Meet.

Presentations were done for the following Ministries and Department:

- Ministry of Agriculture and Commerce
- Ministry of Culture, Gender, Entertainment and Sport
- Ministry of Ministry of Labour and Social Security
- National Environment and Planning Agency

Ministry of National Security- in person presentation done.

“Desk for a Day”

“Desk for a day” was conducted to drum up new members, present the membership benefits, complete update forms for the database and to take pictures for ID cards.

We conducted “desk for a day” at the following locations:

- Administrator General’s Department
- Office of the Prime Minister
- National Library of Jamaica

The members of the Member Service Unit remain committed to providing quality service to our members as we move our membership from “Surviving to Thriving”

Public Relations and Communications

Communication is the cornerstone of an organization’s success. Effective communication ensures the flow of information between all relevant parties. The Public Relations and Communications unit is a new arm of the Jamaica Civil Service Association being imple-



mented only one (1) year ago. The Unit plays a very critical function in ensuring that all necessary information gets to the membership of the organization using various communication tools.

Quarterly Newsletters (The Cornerstone)

The production of a quarterly JCSA newsletter started in January 2020. For the period 2020-2021, three (3) Newsletters were published. The newsletter was given the name the "Cornerstone" for the 3rd publication in January 2021.

Newsletter Partnership with Public Sector Transformation and Modernization Division

The PSTMD expressed an interest in partnering with JCSA for our quarterly newsletter in order to reach a wider cross-section of persons from the Public Sector. The JCSA has a membership of over 28,000. Hence this inclusion in our newsletter will be a good way of helping them to achieve this goal. The aim of the Division is to lead the transformation of the entire public sector, working with Ministries, departments and agencies (MDAs) to design and implement programmes and projects aimed at improving the operation of government and the quality of services delivered, therefore we believe that the partnership will be mutually beneficial as we will also be able to provide our members with useful information and updates from the PSTMD.

End Domestic Violence Against Women Campaign

JCSA joined in the Public Services International Campaign to Stop Violence against women during the pandemic.

According to Public Services International, reports from frontline activists **indicated that Domestic and sexualized violence is spiking** during the Covid-19 Pandemic. In some places, rates of violence against women are up 300 percent. In Afghanistan, the national domestic

violence has been shuttered and converted to a virus hotline. And where hotlines are open, they are crashing due to high volume. Women and children are **forced to shelter with their abusers amid the necessary lockdowns.**

The women of JCSA came together to support this cause.

A photoshoot was done and a collage to show that we are in support of the movement.

Press Releases

For the period a total of 22 press releases were written some of which were also mentioned in the media.

Special General Annual General Meeting 2020

The Annual General Meeting was inevitably cancelled for 2020 and a Special General Meeting was called to discuss constitutional matters. The Public Relations and Communications Unit played an instrumental role in organizing live streaming and ensuring a smooth flow so that members were able to tune in and participate in the proceeding via online platforms such as Zoom, Facebook, Instagram, and YouTube.

Registration for Special AGM

Members had to register online using Google forms. There were two (2) registration forms (i) For persons to attend the Physical meeting at Jacisera Park (ii) To attend the meeting via zoom. After registration, the names were screened to ensure that these were members.

Elections

Elections were held on the day of the special AGM. The PRO visit and took photos at 3 of 5 locations to keep the members updated of the election process.

Annual Report 2019/2020

The PR Officer was responsible for the production of the annual report.



- ✓ Book Cover Designed by PRO and Approved by GS
- ✓ Unit and Committee Reports Edited
- ✓ Unit and Committee Reports proofread
- ✓ Photographs were taken by PRO for both EXCO Members, Officers and Secretariat Staff
- ✓ Photos were added to the booklet from last year's centenary celebrations.
- ✓ Verbatim notes from day 1 and 2 of last AGM summarized.
- ✓ The booklet was produced on the day of the Special General Meeting on July 31, 2020.

Denham A. Whilby Scholarship

The Denham A. Whilby Scholarship is to honor the memory of Denham A. Whilby and provide financial assistance in the education of members of the Jamaica Civil Service Association (JCSA) or their dependents who have demonstrated a commitment to excellence.

Promotion of the scholarship was done via email and social media. Physical copies were also made available at the secretariat's front desk.

The form for the scholarship was also created by the PRO and uploaded to the website so that members can access it there.

JCSA Debate 2020

The JCSA hosted its inaugural candidates debates to give persons who were contesting for various offices an opportunity to present their manifestos to the membership. Given the circumstances surrounding the Covid-19 pandemic, the debates were streamed online at JCSA's YouTube, Facebook and Instagram pages. The PR Officer provided the relevant PR and Communication support to ensure that this event went smoothly.

Marcus Garvey Scholarship Launch

The Marcus Garvey Scholarship Launch was held on July 30, 2020. Minister of Finance and the

Public Service Dr. the Hon. Nigel Clarke officially launched the Marcus Garvey Public Sector Graduate Scholarship Programme which will offer 30 graduate scholarships each year for the next five years for public sector employees, at an estimated cost, over the five-year period of J\$1 billion. The Scholarships will be tenable at the University of the West Indies (UWI) Mona and the University of Technology (UTECH) in Jamaica; Johns Hopkins University and Harvard University in the USA; and King's College London and Oxford University in the United Kingdom. President Grant along with the PRO attended the launch. Photos were taken at the event and information was also circulated to the membership. Members were encouraged to apply.

Contract Signing with Hydrology Consultants Ltd.

On Wednesday, August 5, 2020 an agreement was signed between the JCSA and Hydrology Consultants Limited for the exploratory drilling of a well at JACISERA Park. The PR Officer was present to capture the event and provide an update to members.

Maintenance of Website

Regular maintenance of the JCSA website was done throughout the year, consistently checking the website for issues and keeping it updated with relevant information.

All Island Tour

The JCSA leadership has embarked on a tour of MDA's across the island. The tour commenced on September 29, 2020. The leadership team interacted and updated members on new and existing benefits and hears the concerns of some of the members. The Public Relations Officer was present for the entire duration of the walk-throughs to highlight this activity.



Social Media

We continue to maintain a strong social media presence regular updates have been posted on all our Social Media platforms. Members are made aware of all activities within the JCSA. The PRO also answers questions that are asked on Social Media by the members daily.

PSI Black Lives Matter Campaign

JCSA was asked to contribute a video message to be featured along with other unions. The PRO worked along with the General Secretary to produce the video. The JCSA sent a strong message about the need to continue to push for equity for black people and to show support to the Black Lives Matter movement.

JACISERA PARK

The following is a synopsis of activities, events or work done within the months highlighted in the year 2020:

January 2020

- A verbal agreement was entered into between the Jamaica Civil Service Association (JCSA) and Molyne United F.C. regarding field related responsibilities (the JCSA is responsible for irrigating the field while Molyne United F.C. will be responsible other field maintenance duties).
- The lone set of stands, capable of seating a maximum of 100 individuals, had commenced construction and was projected to be finished by 28th of February 2020.
- Several trees on the premises were pruned.
- The car park was being repaved and was projected to be finished by February 15, 2020.
- The automated entrance gate to the

premises was installed in the third week of January 2020, however the pieces required to automate it have not yet been installed.

- Our Internet Service providers advised that the range of internet access will be increased. Additionally, the advised that currently, the bandwidth is able to facilitate live streaming of any function at the park. This is something that we intend to test as soon as the ethernet cables become available.
- February 2020:
 - The concrete stand at the Park was completed in March 2020.
 - Phase 1 of the construction and reconstruction of a section of the wall shared by Jacisera Park and Tarrant High School was completed and the commencement of Phase 2 to erect the chain link on top of the wall was set to commence in March 2020.
 - The following activities were carried out in the month of February: (a.) Check the integrity of internal wiring and make corrections as needed in auditorium, (b.) Convert main circuit panel in the "sports room" to a sub panel, (c.) Clean and remove unnecessary wires from all potheads, (d.) Make suitable circuits for outdoor functions in area between meeting room and auditorium amongst other tasks to be performed. The activities that will be carried out subsequently are: (1.) adjust, refocus and or add more lights in car park and to the premises where needed and (2.) Replace security light at entrance to Jacisera Park with suitable L.E.D. flood light.
 - Mounds of garbage and dirt were removed from the park on Sunday March 1, 2020 brightening its appearance.
 - The HEART Trust NSTA had consented to address some of the issues pertaining to the garden.



- Regular water supply was restored at the Park.
- Insect screens were made and installed to the bathrooms and storage areas to allow for ventilation and to prevent the passage of insects and lizards through these openings.
- The car park paving project was concluded in February 2020.
- March 2020:
 - The Jamaica Civil Service Association reached out to the Wisynco Group Limited requesting that they partner with the Association in a Plastic Bottle Recycling programme and indicated to them that we desired to use the Park as a collection point.
 - On March 18, 2020, the park was closed to the public for an initial 14 days because of the COVID – 19 outbreaks.
 - A team from the Sports Development Fund (SDF) in the latter part of March 2020 lined up and marked out the netball court, in the car park, free of cost.
 - The JCSA football competition commenced on February 28, 2020 and was postponed before March 18, 2020 due to the threat caused by the novel COVID – 19 pandemic and the ban implemented on public gatherings.
 - The Sports Development Fund (SDF) did not mark out the football field where JCSA sports competition matches were being played partly due to the closure of the park commencing March 18, 2020.
- April 2020:
 - Phase 1 of the construction and reconstruction of a section of the wall shared by Jacisera Park and Tarrant High School is now complete and the commencement of Phase 2 the erection of the chain link on top of the same wall will commence in the month of May 2020, after being affect by the ban implemented on public gatherings.
 - The keypad for the automatic entrance gate was installed by Technology Plus to restrict/limit access to the park.
 - A new covered garbage skip was delivered to JACISERA Park on April 17, 2020 indicating the commencement of a yearlong contract starting April 20, 2020 and concluding April 20, 2021 for the bi-weekly pickup of garbage at the park.
 - Phase 2 of the construction and reconstruction of a section of the wall shared by Jacisera Park and Tarrant High School which involves the erection of the chain link on top of the same wall commenced in April.
 - Representatives from the Heart Trust NTA did work on the fountain located in the Centennial garden, this project will be completed in short order.
- June 2020:
 - Phase 2 of the Bloomsbury Road concrete wall project commenced on the 17th of June 2020 and concluded on the 26th of June 2020.
 - Phase 2 of the construction and reconstruction of a section of the wall shared by Jacisera Park and Tarrant High School which involves the erection of the chain link on top of the same wall was completed in June.
 - The irrigation of field commenced in June 2020.
- July 2020:



- Commence phase 3 of the Bloomsbury Road concrete wall project (i.e., the closing of the gaps in the perimeter concrete wall that runs parallel to Bloomsbury Road).
- Electrical amendments were done to remedy low voltage issues previously experienced in the auditorium and the conference room.
- August 2020:
 - On August 3, 2020 phase 3 of the Bloomsbury Road concrete wall project (i.e., the closing of the gaps in the perimeter concrete wall that runs parallel to Bloomsbury Road) was completed.
 - Electrical work was done to isolate caretaker's residence and to install sub-breaker panels.
 - Emergency electrical work done to replace damaged/burnt out 3 phase electric meter panel along with its associated potheads and conductors to the 3-phase supply.
 - Drainage (small gully) located on the premises of Tarrant High School was cleaned by contractor for the Jamaica Civil Service Association.
 - On the 23rd of August 2020 JACISERA park experienced one of its worst episodes of flooding as most areas of the premises was inundated with water.
- September 2020:
 - On the 17th of September 2020, the general clean-up of the grounds of JACISERA Park began. This was to include the de-bushing, disposal of garbage/debris and grading of the land.
 - On the 19th of September 2020, a company was contracted to perform the exploratory well drilling phase commenced drilling.
- As a result of the flood that took place on the 23rd of August 2020 and the damages that occurred Technology Plus had to perform extensive repairs to the gate jacks and other aspects of the automated gate system.
- The construction of the gym, wellness center (i.e., Nail tech, Massage and Consultancy rooms) commenced on Monday, September 14, 2020 at JACISERA Park.
- October 2020:
 - Weep holes of dimension 2' x 3' were made in the common wall shared with Tarrant High school to increase the discharge rate of the flood waters into the drain.
 - The well project contractors experienced equipment problems and had to stop the drilling until they were able to obtain parts for the drilling equipment to resume operations.
 - The construction of the gym, wellness centre (i.e., Nail tech, Massage and Consultancy rooms), continued.
 - Due to the ongoing construction has caused the bathrooms to be inoperable.
- November 2020:
 - General clean-up of the grounds of JACISERA Park, which included the de-bushing, disposal of garbage/debris and grading of the land, was still ongoing hampered by the frequent and persistent rainfall on almost a daily basis and equipment issues the project, this caused the project to extend beyond the expected cut-off period.
- December 2020
 - The general clean-up of the grounds of JACISERA Park, which included the de-



bushing, disposal of garbage/debris and grading of the land, was completed and will require minor cleaning after all the construction was completed.

REGIONAL REPORTS

WESTERN REGION

Annual General Meeting:

The Western Region started the year 2020 with the constituted Annual General Meeting for the various Chapters. Elections were done which resulted in the Region moving forward with three newly elected Chairmen.

Hanover: Brother Brandon Clarke was elected Chapter Chairman following the resignation of Sister Kristie-Kay Wynter.

Westmoreland: Brother Aldon Haughton, Chapter Chairman replaced Sister Dellaceta Drummond who assumed duties as the Regional Administrator for the Western Region.

Trelawny: Brother Clance McGhie was elected Chapter Chairman when Sister Lilieth James resigned from the position.

St. James: Sister Chairmaine Gillette-McLellan was returned as the Chairman for St. James.

Orientation/Training Session:

On the 20th of February 2020, an Orientation/Training Session was held for the Western Region’s Chapter Executive in the Conference Room at RADA, Catherine Hall Montego Bay. The General Secretary, Mrs. Tifonie Powell-Williams and First Vice President and Zonal Officer, Mrs. Techa Clarke-Griffiths hosted the Session, twenty five members participated.

COVID – 19 & Its Impact

The Corona Virus, which was confirmed in the

island in March 2020, had an adverse effect on the execution of duties. However, office visits were made where specific needs were identified such as meeting with Human Resource Managers and ensuring the proper gears and effects were available to members in keeping with the safety guidelines of the virus. Where circumstances arose, specific visits were made to departments throughout the Region to maintain vigilance of the Association.

Western Region’s Walk Through:

The President and his Team from the Secretariat did a Walk Through of more than Eighty-Three (83) Departments throughout the Western Region. It was an overwhelming experience for all as members had an opportunity of airing their grouse directly to the team. Several concerns were dealt with and logged to be actioned.

Recruitments soared and tens of members had their Membership Identifications done. The Thrift Society and the JCIA was also promoted, along with the Minimart and other benefits of the JCSA.

Membership Growth & Benefits

Email Data System for Western Region

Four Hundred and Twenty-one (421) new emails were added to the database for the year 2020. Total Three Thousand and Forty (3040)

Contacts for the year 2020 are as follows:

Outward communication, Office & Site Visits :

Chapters	Added for the Year	Year To Date
St. James	120	1426
Hanover	81	506
Westmoreland	169	602
Trelawny	51	506
Total		3040



Regular office visits included: For the year 2020, Four Hundred and Fifteen (415) office visits were done and a total of Three Hundred and Fifteen Recruitments recorded.

Information Corner:

One new corner was established for the year

PARISH	OFFICE VISITS	NEW APPLICANTS
Hanover	160	71
Westmoreland	143	130
Trelawny	75	55
St. James	91	59
Total	415	315

2020, while ten others were restructured. To date 51 departments have Information Corners installed.

Desk for a Day:

Two Desks were set up for the year 2020. One at Savanna la mar Hospital and the other at Noel Holmes Hospital.

Mutual Thrift Form:

Thirteen (13) applications were collected for the year 2020.

**Member’s Request/Updates/
Resignation/Financial Aid :**

One member from Darliston Westmoreland received Financial Assistance with funeral expenses for her daughter who was a victim of domestic violence.

Another Student of Rusea’s High school in Hanover was granted a Tablet. Her father was also a victim of domestic violence.

Grievances:

Four (6) grievances were routed through the Region’s Office which were actioned by the Secretariat in the year 2020.

Chapter Updates:

St. James

The Chapter retained Sister Chairmaine Gillette-McLellan as its chapter Chairman

Westmoreland:

The chapter had a newly elected Chairman Brother Aldon Haughton.

Trelawny

The chapter had a newly elected Chairman Brother Clance McGhie.

Hanover

The chapter had a newly elected Chairman Brother Brandon Clarke.

North Eastern Regional

The year 2020 proved to be a challenging year for everyone due to the unprecedented Covid-19 pandemic. This was not a year of business as usual as of March 2020. The JCSA however put systems in place to adapt to the new norm. JCSA Activities were scaled down as a result of the pandemic. However, we kept in contact with our members via email, WhatsApp groups and telephone calls where necessary. Periodic updates and advisories were sent out to staff and members as the need arise. Some meetings had to be cancelled, others were done via the Zoom platform while adhering to protocols.

An all-island tour was scheduled and successfully executed in the North Eastern Region during late September and the month of October 2020 lead by President Grant and his team to include the General Secretary, 1st, 2nd, and 3rd Vice Presidents, Honorary Treasurer, Chapter Chairs and Executive Members from the region and the Administrator. This was a face-to face tour with a view of connecting and interact with the membership of each chapter on a personal level. The members were happy to meet with the team and have one-on-one conversations. With all protocols being observed, no member of the team contracted the dreaded Covid-19 virus during the tour.



Details below are of all activities for the year January 1-December 31, 2020 for the North Eastern Region.

North Eastern Region Annual General Meeting –January 2020

Annual General Meetings were held for all North Eastern Chapters within the region. These meetings were an overall success. Election of Executives were done, all the Chapter Chairs returned to serve for the period 2020-2022 except for the St. Thomas chapter which now has a newly elected Chapter Chair, Miss Jody-Ann Bailey.

See detail of meetings below:

JCSA Regional Meeting/Orientation Session

DATE	CHAPTER	CHAPTER CHAIR	ATTENDANCE
Jan. 8, 2020	Portland	Tamara Lawrence	39
Jan. 8, 2020	St. Mary	Karen Coleman Clarke	67
Jan. 9, 2020	St. Ann’s Bay	Erlett Findlay	38
Jan. 9, 2020	Browns Town	Carol Clarke	33
Jan. 28, 2020	St. Thomas	Jody-Ann Bailey	61

The North Eastern Region hosted a training session with the JCSA Executive Teams on

Chapter	Date	Departments Visited	New Applicants	ID’s Processed
St. Thomas	September 29-30, 2020	14	36	78
Browns Town-St. Ann	October 6, 2020	9	10	23
St. Ann’s Bay	October 7-8, 2020	20	11	59
Portland	October 20-21, 2020	15	7	12
St. Mary	October 27-28, 2020	19	28	16
Grand Total for Tour:		77	92	

August 27, 2020. It was held at the NIS Board Room. A total of 18 persons were in attendance.

Opening of JCSA North Eastern Regional Office

The Jamaica Civil Service Association opened it’s North Eastern Regional Office in July 2020 located at 6 Main Street, Port Maria St. Mary servicing the members from the St. Ann’s Bay, Brown’s Town, St. Mary, Portland and St. Thomas Chapters.

North East Tour of MDAs

The JCSA team headed by President O’Neil Grant and his Team toured the North Eastern Region sensitizing and communicating with the members and prospective members regarding benefits to be derived while moving from surviving to thriving. This was a two day visit to the Ministries, Departments and Agencies within each parish. The departments welcomed this initiative, meeting the leadership team face-to-face amidst the Covid-19 pandemic. Four parishes were visited between September and October 2020. Presentations were done by President Grant to most of the departments visited. JCSA branded mask was issued to some members and recruitment done. One hundred and eighty-eight (188) JCSA ID’s were processed during the tour and a total of ninety-two (92) new completed JCSA Application Forms collected during the tour. Outstanding JCSA applications were also collected in November 2020.

Office Visits

Over one hundred and nine (109) sight visits have been done to MDAs in the North Eastern



Region over the reporting period. The COVID - 19 pandemic caused a decrease in those visits over the period March through to May 2020. During this period the JCSA communicated via email, WhatsApp and telephone calls to our membership regarding important updates.

NB. Follow-up visits were done periodically to departments.

Offices visited January -December 2020 were:

Thirty-two (32) offices visited in the St. Ann’s Bay and Twelve (12) in Brown’s Town Chapter for the period.

Twenty-nine (29) offices visited in the St. Mary Chapter for the period.

Twenty- two (22) offices visited in the Portland

ST. ANN OFFICE VISITS-January to December 2020

St Ann’s Bay Chapter	Customs Jamaica-St. Ann’s	Jamaica Fire Brigade-St. Ann’s Bay
Victim Support Services	RADA - Claremont	North East Regional Health Authority
Discovery Bay Post Office	Electoral Office of Jamaica	Runaway Bay Post Office
Probation Office	Moneague Tax Office	Jamaica Cultural Development Commission
Claremont Post Office	Ocho Rios Health Department	Ferncourt High School
Marcus Garvey High School	Correctional Services-Runaway Bay	Registrar General Department
National Youth Service	St. Ann’s Bay Hospital	St. Ann Municipal Corporation
St. Ann’s Bay Fire Brigade	St. Ann Probation Office	Brown’s Town Chapter
North East Regional Health Authority	Browns Town Community College	St. Ann’s Bay Post Office
Brown’s Town High School	St. Ann’s Bay Parish Library	Brown’s Town Post Office
Ministry of Labour & Social Security	Brown’s Town Courts Office	St. Ann’s –Tax Administration of Jamaica
Brown’s Town Branch Library	St. Ann Infirmary	Brown’s Town Tax Office
St. Ann Health Department	Electoral Office-Browns Town	Child Protection and Family Services (CDA)
Jamaica 4H Clubs - Brown’s Town	Steer Town Academy	Browns Town Fire Brigade
RM Court – St. Ann	Ministry of Education-Region 3	



Chapter for the period.

Fourteen (14) offices visited in the St. Thomas Chapter for the period.

ST. MARY VISITS - January to December 2020		
Annotto Bay Hospital	St. Mary High School	Retreat Primary and Junior High
RADA St. Mary	Jamaica 4-H Clubs-High Gate	Oracabessa Primary School
Jamaica Foundation for Lifelong Learning	Oracabessa Post Office	Brimmer Vale High School
Oracabessa Branch Library	Port Maria Health Department	St. Mary Parish Library
Ministry of Labour and Social Security	Port Maria Hospital	St. Mary Municipal Corporation
Iona High School	Probation Office - St. Mary	Oracabessa High School
National Land Agency	Port Maria Post Office	Restorative Justice
Tax Administration of Jamaica	Jamaica Cultural Development Commission	Highgate Post Office
Tower Isle Post Office	Boscobel Post Office	Tower Isle Area 2 HQ
Electoral Office – Oracabessa	Richmond Correctional Centre	

PORTLAND VISITS - January to December 2020		
Portland Health Services	Buff Bay High School	Port Antonio RM Court
Probation Office-Portland	Port Antonio High School	National Works Agency
Port Antonio Hospital	Poor Relief	Portland Fire Brigade
Registrar General Department	Portland Parish Library	Buff Bay Branch Library
Ministry of Labour and Social Security-Portland	RADA	College of Agriculture, Science and Education
Forestry Department	Buff Bay Health Department	Titchfield High School
Tax Administration-Portland	Buff Bay Courts Office	Ministry of Education Region-2
Examination Depot		



New Members

Two hundred and fifty-nine (259) new JCSA

ST. THOMAS VISITS - January to December 2020		
Princess Margaret Hospital	Port Morant Branch Library	Morant Bay Health Centre
National Works Agency	St. Thomas Health Department	Morant Bay Tax Office
Port Morant Health Department	Ministry of Labour and Social Security	Morant Bay Fire Department
RADA- Morant Bay	Port Morant Post Office	St. Thomas Parish Library
Port Morant Tax Office	Yallahs Fire Department	

Membership application Forms were submitted by the North Eastern Regional Office for the reporting period. Please note; additional applications would have been submitted directly to Secretariat by Chapter Chairs.

Please see breakdown below:

Chapter	New Members
St. Ann's Bay	74
Brown's Town	34
St. Mary	62
Portland	74
St. Thomas	44
Total:	259

Thrift Members

Nine (9) JCSA Mutual Thrift Application Forms were submitted for reporting period. See breakdown below;

Chapter	New Applicants
St. Ann's Bay	2
St. Mary	2
Portland	3
Trelawny	2
Total:	9

Presentations

A total of eight (8) JCSA presentations were done for the reporting period at:

- St. Ann Infirmar-y-St. Ann
- St. Ann's Bay Hospital (Mental Nurses)-St. Ann.
- St. Ann's Bay Hospital (Medical Social Workers)- St. Ann.
- Brimmer Vale High School-St. Mary
- Highgate Post Office-St. Mary
- Ministry of Education Region 2- Portland
- Portland RM Court
- Ministry of Labour and Social Security-Portland

Emails added for the period January to December 2020.

Seven hundred and forty (740) emails added for reporting period and a total of one thousand one hundred and ninety-six (1196) added since the inception of the North Eastern Regional Office to December 31, 2020. Please see breakdown below:

Chapter	Reporting period	To date
St. Ann's Bay	180	607
St. Mary	148	325
Brown's Town	19	102
Portland	126	188
St. Thomas	267	267
Total:	740	1196



JCSA ID

A total of two hundred and ninety-seven (297) JCSA IDs were produced during the period January to December 31, 2020 for the North Eastern Region. See table below:

Chapter	ID's processed
St. Ann's Bay	125
Brown's Town	23
St. Mary	16
Portland	55
St. Thomas	78
Total:	297

Grievances

Seven (7) grievances were reported to the North Eastern Regional Office. Please note members may have also communicated directly with the JCSA Secretariat.

Chapter	Amount
St. Ann's Bay	2
Brown's Town	2
St. Thomas	3
Total:	7

Resignations

The North East Office received two (2) resignation letters from the St. Ann Chapter.

Members Assistance

Five (5) Members from the North Eastern Region received benefits through the JCSA Member's Assistance Program.

Chapter	Members
St. Ann's Bay	2
St. Mary	1
Portland	2
Total:	5

Scholarship Award

Mr. Otis Valentine of the South East Regional Health Authority (SEHRA) in St. Thomas received the Denham A. Whilby Memorial Scholarship Award on November 6, 2020 to further his

studies at University of Technology. He expressed gratitude for this opportunity and was happy to have been chosen as the 2020 recipient.

Discount Providers

One (1) new discount provider identified in St. Ann -Tingling Supermarket.

Parish Activities

St. Ann's Bay Chapter

- AGM – Held on January 9, 2020.
- Parish Meeting- One (1) meeting held on October 23, 2020.
- Executive Meeting- One (1) held for reporting period.
- Walk-Through with President Grant – October 7-8, 2020

Browns Town Chapter

- AGM – Held on January 9, 2020.
- Parish Meeting- No parish meeting held for the period.
- Executive Meeting- One (1) executive meeting held for the reporting period.
- Walk-Through with President Grant – October 6, 2020
- Coastal Beach Cleanup- December 13, 2020 Annual International Coastal Cleanup exercise was done at the Red Cross and Fisher Mans Beach in Discovery Bay St. Ann. The Brown's Town Chapter collaborated with the Hi-Tech Farmers Group in making this event a success. Twenty-two large bags of garbage were collected from both beaches over a three- hour period.

St Mary Chapter

- AGM – Held on January 8, 2020.
- Parish Meeting- One (1) meeting held on November 2, 2020 via Zoom.
- Executive Meeting- One (1) executive meeting held for the reporting period.



- Walk-Through with President Grant – October 27-28, 2020.
- Women’s Day Seminar Held March 10, 2020. The St. Mary Chapter Women’s Action Committee in collaboration with the St. Mary Parish Library hosted a Women’s Day Seminar to promote gender equality in today’s society. It reflected progress made, to call for change and to celebrate acts of courage and determination by ordinary women playing extraordinary role in history. Highlights of the event was captured in Jamaica Gleaner.

Portland Chapter

- AGM – Held on January 8, 2020.
- Parish Meeting- One (1) meeting held October 15, 2020 via Zoom.
- Executive Meeting- One (1) meetings held for reporting period.
- Walk-Through with President Grant – October 20-21, 2020.
- CSW Walk through to Portland MDA’s - November 19, 2020

A walk through was conducted by the Portland Chapter Chair Tamara Lawrence and Administrator Marilyn Hines in commemoration of Civil Service Week celebrated November 15-21, 2020. MDAs were visited within the parish of Portland on November 19, 2020 and presentations done.

St. Thomas Chapter

- AGM – Held on January 28, 2020.
- Parish Meeting- Non held for reporting period.
- Executive Meeting- Non held for reporting period.
- Walk-Through with President Grant – September 29-30, 2020.

The St. Thomas Chapter was assigned an Industrial Relations Officer, Miss Rosalind McKenzie during the year 2020. It has been

reported that she is doing a wonderful job of representing the members in that Chapter. Kudos to the newly elected Chapter Chair Jody-Ann Bailey who is also doing exceptionally well at her new post as well.

South Central Region

The South Central Region hosted successful Annual General Meetings (AGMs) in the Black River, Santa Cruz, Manchester, Clarendon and St Catherine Chapters. The Chapters had their Annual General Meeting, due to the Corona Virus these meetings were held via Zoom, and were well supported by members and potential-members. Our President Bro. O’Neil Grant, the Zonal Chair, Bro. Clarence Frater, General Secretary and staff from the Secretariat and all Chapter Chairs and their Executives were present at these meetings.

There was no election done for Chapter Executive Officers and the Officers remained in their appointed positions from the previous year. Identification Cards were not done as usual due to the fact that we had it done during the Walk Through in December 2020. In spite of the pandemic, South-Central Region Annual General Meeting was very exciting this year, there were presentations made, prizes were given to members during a zoom question and answer segment. Presentations were given at the Annual General Meetings for all Chapters by the Jamaica Mutual Thrift Society, Jamaica Co-operatives Insurance Agency Limited, Rural Agricultural Development Agency (RADA) and 4H Club.

An All Island Tour was conducted by the President Bro. O’Neil Grant, newly Elected Officers and the General Secretary, Sister Tifonie Powell- Williams. Other team members from the secretariat were also present. The South-Central Region walk-through was done in the month of December 2020. There were at least sixty-six (66)



Department visits, three Hundred (300) members got their Identification Cards and a total of new 56 members were registered during the tour. Members and Potential members received goodie-bags and face masks courtesy of the JCSA.

The following AGM schedule:

Chapter	Date	Attendees	
		Physical	Virtual
St. Catherine	Jan. 25,2021	9	31
Clarendon	Jan. 21,2021	12	23
Manchester	Jan. 21, 2021	15	52
St. Elizabeth (Santa Cruz)	Jan. 20, 2021	12	22
Black River	Jan. 20, 2021	16	20

Chapter Meetings

The South-Central Region hosted two (2) Chapter Executive Meetings during the period under review. An Orientation Session was conducted for Chapter Executive members of the Manchester, Black River, Clarendon and Santa Cruz. The session was held on August 21, 2020 at the Cecil Charlton Hall, Mandeville, Manchester. Presentations were done on the following topics: Roles and Functions of the Chapter Executives, JCSA Strategic Plan & Mapping-Regional Plans, Parish Project and the Project Plan of Action for 2020 through 2021. The presenters were Sister Techa Clarke-Griffiths Vice Present, Brother Clarence Frater-3rd Vice Present and Zonal Chair for South Central

Region and Sister Tifonie Powell-Williams, General Secretary.

A Zonal meeting was conducted for all Chapters. Manchester was on September 29th, Black River was the 15th October, Santa Cruz 26th October Clarendon 28th October and St Catherine 12th November. Greeting was brought to us by Brother Clarence Frater 3rd Vice President and Zonal Chair for South Central Region, he spoke on Mapping Region Plans. Sister Tifonie Powell-Williams updated members on the various plans and Activities of the Association. Sister Alecia Pusey spoke on Grievances and Sister Natasha Wright-Rankine Region Administrator spoke on the Recruitment process.

Membership Growth & Benefits

Email Data System for South-Central Region

Contacts database to date are as follows:

Chapter	Email Added
St Catherine	185
Clarendon	381
Manchester	602
Black River	49
Santa Cruz	142
Total	1359*

Outward Communication, Office & Site Visits

Regular office visits for the reporting period include:

St. Catherine Visits		
Eltham High School	Min. of Labour and Social Security	St. Catherine Municipal Corporation
St. Catherine Branch Library	RGD Spanish Town	St. Jago Health Centre
Spanish Town Hospital	Police Academy	Linstead Health Centre
Linstead Tax Administration	Linstead Hospital	Linstead Post & Tele-comm.
Greater Portmore Tax Admin.	Greater Portmore Branch Library	Greater Portmore Post & Tele-Comm.
Waterford Health Centre	Waterford Branch Library	Waterford Tele-Comm.
Bodles Research Station	Bodles Tele-Communication	Old Harbour Branch Library
Old Harbour Tax Administration	Old Harbour Health Centre	Old Harbour Electoral Office
Gregory Park Post & Tele-Comm.	Christian Pen Health Centre	Christian Pen Electoral Office
Spanish Town Electoral Office		



Chapter	Email Added		
St Catherine	185	Clarendon Visits	
Clarendon Electoral Office	381	May Pen Health Centre	Clarendon Health Department
Manchester 4H Club	602	May Pen Hospital	Lionel Town Tax Administration
Black River	49	Lionel Town Health Centre	Lionel Town Hospital
Santa Cruz	142	Lionel Town Post & Tele-Comm	Lionel Town Hospital
St Augustine Place of Safety	859	Chapelton Health Centre	Chapelton Tax Administration
Clarendon Branch Library		Clarendon Municipal Corporation	May Pen Tax Administration
May Pen Post & Tele-Comm		Min.of Labour and Social Service	Social Development Commission
National Work Agency		Raymond Health Centre	Milk River Health Centre
Summerfield Place of Safety			

Manchester Visits		
New Broughton Sunset Rehabilitation Centre	Mandeville Regional Hospital	Mile Gully Health Centre
Sydney L Blake Basic School	Mandeville Comprehensive Clinic	Mile Gully Branch Library
Mile Gully Electoral Office Jamaica	Min. of Labour and Social Service	Social Development Commission
Percy Junior Hospital	Spaulding Health Centre	Christiana Branch Library
Christiana Electoral Office	Christiana Tax Administration	Manchester Municipal Corporation
Manchester Parish Library	Mandeville Electoral Office	Kirkvine Post &Telecomm
Porus Health Centre	Williams Field Post & Telecomm	Porus Branch Library
Cross Keys Health Centre	National Work Agency	

Santa Cruz Vists		
Balaclava Health Centre	Social Development Commission	Santa Cruz Tax Administration
Victim Support	Child Protection and Family Services Agency	Santa Cruz Post & Tele-Comm
Santa Cruz Branch Library	Min. of Labour and Social Service	St Elizabeth Technical High School
St Elizabeth 4H Club	Santa Cruz Electoral Office Jamaica	RADA
Manning's Place of Safety	Southfield Health Centre	Goshen Health Centre
Munro College		

Black River Visits		
Black River Hospital	Black River Health Centre	Black River Parish Library
Police Convalescent Centre	Black River Post & Tele-Comm.	Electoral Office Jamaica
Black River Municipal Corporation	Black River Tax Administration	Black River Magistrate Office
Transport Authority		



JCSA Information Corner

No new Corners were established for the period.

Status of established Information Corners are as follows:

- Depts. Installed to date: 1359
- Depts. Pending Installation: 12
- Depts. Not able to accommodate due to lack of space availability

Presentation

A total of nineteen (19) presentations were conducted for the reported period:

St Catherine:

- Linstead Hospital
- Eltham High School
- Municipal Corporation
- Bodles Research Station

Clarendon

- Raymond Health Centre
- Milk River Health Centre
- Summerfield Place of Safety
- 4H Club

Manchester

- Mandeville Comprehensive Clinic
- Mandeville Region Hospital (4 separate time)
- Manchester Parish Library
- Percy Junior Hospital

Black River

- Black River Health Centre

Santa Cruz

- Munro College
- Ministry of Labour Social Security
- Balaclava Health Centre

Desk For A Day

A total of Three (3) desk for a day were conduct for the reported period:

- Linstead Hospital
- Mandeville Regional Hospital
- Percy Junior Hospital

New Submissions

JCSA Membership – New Applicants

Five Hundred and sixty-one (561) individuals submitted completed application forms to the Association during the period.

Chapter	New Recruits
St Catherine	164
Clarendon	42
Manchester	177
Black River	136
Santa Cruz	42
Total	561

There were One Hundred and Two (102) Department visits for the reporting period:

Chapter	Visit
St Catherine	29
Clarendon	22
Manchester	23
Black River	12
Santa Cruz	16
Total	102

Projects

There were two (2) projects conducted for South-Central Region: Manchester Chapter and Santa Cruz Chapter.

Santa Cruz Chapter had their Project launch at the Dorja Basic School on the 6th of March 2020. The Chapter assisted the School by providing material for roofing and paint. Students and teachers received stationery and treated with refreshment.

The Manchester Chapter Project was launched at the Sydney L. Blake Basic School on the January 21, 2021. The Chapter provided the Basic School with cubicles for students so that they can return to school in a safer environment. A plaque was erected on the wall of the Jamaica Civil Service Association (JCSA).



COMMITTEE REPORTS

WOMEN'S ACTION COMMITTEE (WAC)

The Jamaica Civil Services Association Women's Action Committee (WAC) was dissolved on May 31, 2020 and a new administration was reconstituted in June 2020. Our team consists of Techa Clarke Griffiths, 21st Vice President and Monitoring Officer, LaToya Spence and Geraldine Miles appointed Co-Chairperson(s), WAC and other 16 recommended committee members not limited to the following specified below:

- Patricia Jackson – Registrar General's Department
- Tashika Johnson – Court Administration Division
- Yanique Ameir Cummings – Ministry of Foreign Affairs and Foreign Trade
- Kaydian Beckford – Ministry of Justice
- Maxine Shrouder – Jamaica Information Services
- Carol Hammond – Passport Immigration and Citizenship Agency
- Anastacia Cole-Clarke – National Council for Senior Citizens
- Tamara Lawrence – Ministry of Labour & Social Secretary/Portland Chapter Chair, JCSA WAC
- Patrice Porter – Jamaica Civil Service Association (Liaison Officer)

An invitation was extended to our membership to convene our first meeting on August 20, 2020. Of the twelve-member committee, there was a complement of eleven members including the Monitoring Officer attended the meeting that was chaired by La'Toya Spence, Co-chair. New and existing members were introduced, and membership profile(s) were obtained for those present.

At the meeting, The Monitoring Officer congratulated both Co-chairs on their appointment and the work they have been doing at our first meeting, additionally, she reiterated that the WAC was congratulated for the work they did in raising funds on behalf of the JCSA, as it was the first-time funds were accounted for in the budget. In her comments, she stated that several objectives that were not achieved last administrative year was due to the challenges associated with the coronavirus pandemic.

Plans Highlighted for the Upcoming Administrative Year

1. Resource Centre – October 2020 (phase 1 still on-going)
2. Training on Sexual Harassment, Gender and Unconscious Bias (British Council and JCSA)- (on-going) – October 2020 – December 2020 – (postponed until April 2021)
3. Eliminating Violence Against Women 16 days Campaign 2020 - Under the Theme "Orange the World: Fund, Respond, Prevent, Collect" -(November 25, 2020 – December 10, 2020)
4. International Women's Day – March 8, 2021 (plans co-ordinated by PRO Department, JCSA)

Other Events Highlighted

Proposed Fundraising and Events Planning Activities for the Year 2020/2021

1. Lunch Hour Forum/Gender Forum (Jamaica Fire Brigade) - November 2020 – the event is schedule to be virtual and some face to face where individuals are present during which live streaming would be done. This activity is considered for Civil Service Week activities. (Plans were terminated and a new date to be determined in 2021)



- To partner with Bureau of Gender Affairs to highlight issues concerning gender inequality, gender bias, sexual harassment in the Workplace, entertainment and refreshment.
- 2. Engage and Visits WAC Chapters (every other month) – no visit conducted to date
 - St. Mary Chapter
 - St. James Chapter
 - Manchester Chapter
- 3. Engage MOF&PS to revisit the passing of the Sexual Harassment Bill (suggested in our technical working group in the claims for negotiation)
- 4. Engage Resource Personnel for Mental Health Issues and Counselling (no engagement done to date)

Proposed Fundraising Activities 2020/2021:

- ❖ Virtual Play (Centre-stage) – (plans postponed until further orders, intended playhouse shutdown)
- ❖ Cancer Walk (to engage the Jamaica Cancer Society to find out the plans for this year October 2020 bearing in mind the pandemic) – Plans did not materialize.
- ❖ Food Fiesta (Fish or other meals) – April 2021
- ❖ Back to School Book Drive and Fair (books to be donated by Council Member) – March 2021 to August 2021
- ❖ Fruit Smoothie Week (one week of smoothie sale at strategic locations - MDAs) – November 2020/December 2020 (postponed until a later date in 2021)

Budget Call

The Women’s Action Committee responded to Budget Call for 2020/2021 on October 9, 2020, which outline the expected income and expenses for the administrative year 2020/2021.

Accounting for Funds

As at February 26, 2020, there was no income/revenue generated or expenses incurred by the Women’s Action Committee.

Meetings attended:

- Planning Meeting with British Council and JCSA (WAC) – April 17, 2020 & May 22, 2020
- JCSA WAC and JCSA Young Worker Technical Working Group – Proposed Draft of Wage Negotiation Claims – August 29, 2020 (proposed claims submitted on October 16, 2020).

Attended and Participated in Virtual Meetings/Trainings

- OSH Workshop – September 7, 2020 & September 19, 2020 (two members attended)
- Orientation for Chairperson of JCSA Committees (face to face) – September 17, 2020 (two members attended)
- Invitation to Celebrate International Equal Pay Day Webinar – September 18, 2020 (two members of Committee attended)
- Regional Digital Workers' Academy on Trade Union Policies, Practices and Campaigns on Eliminating Violence and Harassment in the World of Work Course offered by ITC ACTRAV – November 16, 2020 – December 11, 2020 (three members attended including our Monitoring Officer)
- Professional Certificate in Industrial Relations Course offered by MIND and sponsored by JCSA – October 6, 2020 – March 31, 2021 (1 member attending) – still on-going.

Updates

1. Proposed Literacy and Numeracy Resource Centre in Tarrant Community



First phase (Monitoring by WAC and I-Park Committees):

- Drafting and signing the Proposal (NWA/JCSA)
- Drawing and creating a new gate (NWA)
- Partially demolish layout and clean the building to retrofit it
- After the MOU is prepared and signed, a date will be given for the clean-up to be done. Committee members will be informed how they can assist with the clean-up process (Build and Test)

A subsequent walkthrough of the site was schedule on September 10, 2020 with the Architect from NWA and other representatives from NWSMA and our team to include Michael Dixon, Project Manager, JCSA, Angella Burrell, Co-Chair J-Park and La'Toya Spence, Co-chair-WAC) to meet and discuss the drawings for the entrance of the site that will be used by both the NWA as well as the users of the Resource Centre. The drawings were accepted.

- Survey Questionnaire was issued by the Project Manager for the WAC to complete (to be discussed with President, JCSA and Monitoring Officer)
- Proposal Plan to be drafted by Project Manager.
- The Early Simulation Resource Centre on Michael Manley Highway managed by the Ministry of Labour was engaged by the Co-chair on November 5, 2020 to set an appointment for a walkthrough visit to be conducted by Committee members of WAC at the facility to see what the set up looks like (date has not been set to date)

2. British Council/JCSA Partnership Draft

Proposal document was submitted on February 22, 2021 to the British Council for further discussion and for inclusion in their Strategic Plan.

3. Eliminating Violence against Women 16 Days of Activism Campaign 2020 - The JCSA Women's Action Committee with the help of our Public relations Officer, Sister Shanee Grant was able to erect our virtual banner on the JCSA Facebook page, also short video of the Monitoring Officer endorsing our fight to eliminate gender-based violence against our women. A brochure was designed to highlight tips, important information that was used to sensitize the general public sector members of ways violence against women could be eliminated. The brochure along with flyers were circulated through our Executive Corps during their island-wide visits as well as our union delegates at the various MDA's.

WAC Monthly Meetings Convened

WAC Meetings were schedule and held on:

- August 20, 2020 – eleven members attended (virtual meeting)
- September 15, 2020 - five members attended (virtual meeting)
- October 15, 2020 – six members attended (virtual meeting)
- November 17, 2020 – no meeting held
- January 19, 2021 – no meeting held
- February 16, 2021 – no meeting held.

BUS COMMITTEE

Facilities

The Government Employees Transportation System (GETS) has been conducting its operations from the Lyndhurst Road Depot of the Jamaica Urban Transit Company (JUTC). A



significant amount of modification to the area now occupied by GETS is required to allow staff to work in a relatively comfortable environment. However, this cannot be realized as the necessary agreements between the parties responsible has not materialized. However, some work has been done to alleviate some of the challenges faced by employees.

Route Changes

A comprehensive review of all routes was conducted by the Committee. The intention of the Committee was to look at the feasibility of extending some routes. The merging of particular routes were possible and the re-routing of others to facilitate passengers whose MDA have been relocated.

Mergers

With the addition of three (3) new Fifty (50) Seater Buses, there is a significant reduction in the frequency of mergers that is currently taking place. The Committee is anticipating additional new buses to be added to the fleet thus making mergers a thing of the past.

Breach of conduct by passengers and drivers

The Committee has taken a zero-tolerance approach to all behaviors that constitute a breach of policy that governs how passengers and drivers alike conduct themselves whilst commuting on the buses. The Committee is reminding stake holders that behaviors that are contrary to the rules that govern the operations of (GETS) are unacceptable and will be dealt with accordingly.

Bus Pass Identification

The new Bus Pass Identification Cards pilot stage is completed and the cards are being used on all routes. The next phase of the project is to identify legitimate passengers that must be transferred between routes and issue the appropriate Bus Pass Identification Cards to them.

Passengers Safety

With the onset of the COVID 19 pandemic the

protocols as set out by the Government of Jamaica are adhere to by the GETS managers. Apart from the daily cleaning at regular intervals of the buses, additional deep cleaning of the buses takes place every weekend to reduce the risk of exposure to passengers who travel on the buses.

MEMBER SERVICES AND AFFILIATION COMMITTEE

The Members Service and Affiliation Committee held its first meeting October 14, 2020 via zoom. Members were welcomed and thanked for accepting to serve on the committee. A special meeting was also held on October 26, 2020 to continue work on the Committee's Terms of Reference.

Objective

The objectives of the Member Services and Affiliation Committee is to address the needs of members, so as to ensure that the Association fulfils its mandate to the members.

MS&A Committee Vision

MS&A Committee meets member's expectations at the highest level through service delivery and service offerings, by engaging and partnering with stakeholders to provide benefits.

Committee Members

The committee comprises of the following members:

- Melaini Mullings-Arnold, Monitoring Officer
- Michelle Williamson, Staff Assigned
- Ann Marie Campbell Bell, Co-Chair
- Carmelita Pessoa -McGregor, Co-Chair
- Sandra Cameron, Treasurer
- Livingston Burnett, Public Relations Officer
- Errol Scott, Public Relations Officer
- Micheal Thompson, Member
- Tracy-Ann Sinclair-Stewart, Secretary



Committee's Priorities

The strategic priorities of the Member Services and Affiliation Committee are as follows:

- A. Improve on service delivery
- B. Improve on service offering
- C. Meet members' expectation at the highest level
- D. Engage and partner with stakeholders to provide benefits to Members.

Plans For The Calendar Year

Update Members Benefits Booklet

The committee will review and update the JCSA Members Benefit Booklet in keeping with the deadline of February 2021.

Discount Houses

The committee will continue to engage existing partners and seek new ones. It was suggested that longer contract periods be negotiated with the institutions and it was also agreed that the Secretariat will put a monitoring system in place which will trigger reminders when contracts expire.

New Discount Partners

Contracts were signed with the Heart Foundation Jamaica and Tingling Supermarket.

JCSA Prepaid MasterCard

The cards are being sorted at the Secretariat for distribution.

Back to School Raffle

The committee will continue to coordinate the JCSA Back to School Raffle

- Timeline: Tickets 500 printed @ \$100.00 by March 2021
- Raffle drawn on JCSA birthday, 6th May 2021.

Terms of Reference (TOR)

The TOR has been developed for the Executive's approval.

Budget

The budget for the committee was completed and submitted to the Secretariat.

Meeting Dates

The committee meetings are scheduled for every first Wednesdays at 6pm via zoom and 5:30pm face to face at the JCSA Secretariat.

Proposals

One of the aims of JCSA is to add at least two (2) benefits per year.

Used Vehicle Purchase

Members of the Jamaica Civil Service Association have been requesting for some time now for the JCSA to partner with a used car dealer to ensure they can get superior value and discounts when they are purchasing used vehicles.

To solve the issue, the JCSA will be setting up a help desk to assist JCSA members to import used motor vehicles from a reputable supplier and for no profit. The help desk will be designed to create linkages to the vehicle Supplier, Trade Board, Customs and TAJ and the financing will be exclusive to the JCSMTS and FHCCU.

The JCSA will create a bridging loan fund at the FHCCU and the Thrift Society which will bear the risk associated with the total cost of importing a motor vehicle up to the point of delivering the vehicle to the member. This will include the CIF, Broker fees, Duties and Custom charges, Comprehensive Insurance (JCIA), Cost of Title, Fitness and Registration and the JCSA Legal and Administrative fee of \$50,000.00 once the interest of the financial organization is properly registered on the vehicle the Bridging loan will be converted to a motor vehicle loan.

The MS&A Committee will be working on a plan to launch the JCSA Help Desk for motor vehicle.



SPORTS COMMITTEE

The Sports Committee met on March 30, 2021 to discuss matters related to the cancellation of sporting activities and the possibilities of a resumption in the next administrative year.

The main discussions were based on the Covid-19 pandemic, the challenges brought about which resulted in the cancellation of all sports competitions, and what it meant for JCSA Competitions in the future. The key entities (Ministry of Health and Wellness, Ministry of Culture, Gender, Entertainment and Sports, and Office of Disaster Preparedness and Emergency Management) recently gave the green light for some sporting activities such as, track and field to resume.

However, several factors do not allow for the JCSA's competitions to go ahead at this stage.

These include the following:

- Covid-19 protocols do not allow for large gathering (minimum is 10)
- Teams would not be ready to participate
- The JCSA does not have the capacity to effectively manage any competition in terms of (testing, sanitization, and bio-secure bubble)
- The rising number of cases is creating a sense of anxiety, fear and apprehension
- MDAs are on remote work arrangements
- MDAs would not be willing to participate as safety of staff is the priority
- Interest in participation is not likely to be high.

Hosting virtual competitions can be seriously explored for next year. Virtual competitions would only be for some sports for example, football through FIFA Play Station, domino via Google Dominoes. It was also suggested to

introduce new sports that could be played virtually as platforms exist that could facilitate same. This included chess. There was no immediate game for females as there is no known virtual platform for netball, but this would be further explored.

In the interim, it was suggested to prepare a montage of videos and photos from previous years to showcase to MDAs as a means of interacting with members from a sporting perspective. The photos and videos shared in the WhatsApp Group would be retrieved and compiled in an orderly sequence to reflect a particular theme. It would require some amount of public relations input to promote and communicate this activity across the membership.

The montage would have to take the form of a small project with resources dedicated and assigned towards narration and editing. It is uncertain if time will allow for same to be undertaken before May 6, 2021 when JCSA would celebrate its birthday. It was further proposed that the montage could form part of the launch of the JACISERA Gym and Wellness Centre. The team will explore the possibilities.

INDUSTRIAL RELATIONS COMMITTEE

The Industrial Relations Committee comprises of the following members:

1. Bro. Kelvin Thomas (Monitoring Officer)
2. Bro. Kevin Cornwall (Co-chair)
3. Sis. Yanique Ameir Cummings (Co-chair)
4. Bro. Richard Hutchinson
5. Bro. Mark Richards
6. Sis. Geraldine Miles
7. Sis. Maud Chambers
8. Sis Patricia Jackson
9. Bro. Dwayne Goodison
10. Bro. Alrington Roberts



The Monitoring Officer, along with the Co-chairs met with the IR Manager Bro. George Thorpe at the Secretariat on September 11, 2020. This meeting was scheduled to discuss the scope and responsibility of the committee and to ascertain the systems that are currently in place to treat with members' grievances and to identify areas that can be improved.

We agreed that the JCSA Industrial Relations Committee would be predominantly policy driven and identified 4 main functions of the committee, which are also outlined in the Terms of Reference. These are:

1. To examine existing HR/IR Policy Documents/Laws that govern public sector workers and to make appropriate recommendations where they need to be amended.
 - The Public Service Regulations, 1961,
 - The Staff Orders for the Public Service 2004,
 - The Grievance Policy for the Public Sector 2012,
 - The Maternity Leave Act, etc.
2. To examine the existing JCSA Industrial Relations internal systems and to make recommendations for their improvement where necessary.
 - Review of current Case Management System
 - Technology to access grievance files remotely
 - Letter advising member of closure of grievance
 - Appeal in regard to closure of grievance etc.
3. To develop Industrial Relations policy documents to assist delegates in their representation of members.
 - JCSA IR Procedures Manual for Departmental Representatives
4. To assist the JCSA Industrial Relations Unit in reducing their workload by undertaking minor grievance matters and to create the environment for Reps especially for those who were trained in the PCIR Course to work with the I.R Unit.
 - Tuesdays of each week the IR Unit could facilitate these individuals. This would be done in consultation with the Secretariat and in keeping with the health protocols.
5. To market and enhance the brand of the JCSA Industrial Relations Team (which includes Staff & I.R Committee Volunteers). Therefore, it was suggested that Black Polo Shirts & Dress Shirts bearing the JCSA logo be worn on occasions when representing the Association in Industrial Relations matters.

JCSA TOASTMASTERS COMMITTEE

The JCSA Toastmasters Committee was established with the mandate to form/charter a Toastmasters Club in the Jamaica Civil Service Association. The named co-chairs are Geoffrey Marshall and Janet Plummer. An invitation was extended to General Council and JCSA members to join the committee. The initial committee members are: Geoffrey Marshall, Janet Plummer, Melaini Mullings-Arnold, Michael Kerr, Camille Buford, Patricia Jackson, Tashema Campbell, Stephanie Lewis-Brown and Denise James. The assigned Monitoring Officer is President O'Neil Grant, and JCSA Staff assigned is Helen Hutchinson-Mason.

The committee began its first official activities via the formation of a Whatsapp group on September 9, 2020 with the members. The Division Director (Melinda Lloyd) and Assistant Division Director Club Growth (Corren Thomas) for Division B of Toastmasters International (TI)



were also added to this WhatsApp group to provide information and guidance from the Toastmasters International (TI) perspective.

The first virtual Committee Meeting was held on September 23, 2020, where the committee finalized the Demonstration Meeting planned for September 30, 2020. This Demonstration Meeting was intended to showcase Toastmasters International to the wider JCSA body, provide an example of a Toastmasters Meeting and illustrate how TI could benefit those who participate in it. The Demonstration Meeting was a success, with approximately 60 persons attending. Subsequent to the demonstration meeting, Sis. Dionne Newman was added to the Toastmasters Committee.

The second Committee Meeting was October 4, 2020, where the prospective club executive was selected for ratification at the second Club Meeting (October 12, 2020). The club executive is as follows:

- President: Melaini Mullings-Arnold
- Vice President - Education:
Dionne Newman
- Vice President - Membership:
Patricia Jackson
- Vice President - Public Relations:
Tashema Campbell
- Secretary: Stephanie Lewis-Brown
- Treasurer: Camille Buford
- Sargent-At-Arms: Michael Kerr

Club executives normally serve for the Toastmasters Year (July-June).

From the second club meeting, it was also ratified that the club's regular meeting date, time and frequency would be every second and fourth Monday at 6:30 pm for two hours. There were about 27 persons in attendance at the second club meeting.

The third Committee Meeting was held on October 18, 2020. At this meeting, the

committee was advised that there were 22 persons who pledged to be charter members, and thus the charter process could proceed. The TM committee set the deadline of November 9, 2020 for interested persons to submit their charter application forms, as the charter documents would be submitted for all persons on record as of that date. A WhatsApp Group for Charter Members was created, and all persons who submit charter documents before the deadline will be added to that group. Another Club Meeting was held on October 26, 2020 and was attended by 27 persons. The club's official name should be confirmed by the next club meeting on November 8, 2020.

It is proposed that membership in the JCSA Toastmasters Club (pending the official name selection) be restricted to members of the Jamaica Civil Service Association, and that the JCSA pay the Charter Fee of \$125 USD, the Charter Membership fee of \$45 USD for all charter members, and the New Member Fee of \$20 for all charter members who have never been members of Toastmasters International.. It is also proposed that post-charter, the annual membership fee be shared between JCSA and members, Persons can still join the club after the stated deadline of November 9, and after the club has been chartered; however, those persons would not be named or recorded as charter members. As of writing, there are 26 charter members, of whom 23 are new Toastmasters.

Committee co-chairs Geoffrey Marshall and Janet Plummer will be named as Club Sponsors, while two Club Mentors will be appointed by the Division B Toastmasters team at the appointed time. Both co-chairs have submitted their application forms to be charter members of the Club.

Once the club is chartered, the elected club executive (led by the Club President) will have responsibility for club management and



operation as a part of Toastmasters International. The JCSA Executive Committee should consider establishing a reporting format for the Toastmasters Club for future reference, as the elected club executives in the future may not necessarily include EXCO or GC members. The Co-chairs mandate would have been achieved once the club is chartered.

TRADE UNION, EDUCATION AND TRAINING COMMITTEE

The committee approved 201 Applications(see table below)

Applications that were not Approved

The committee was unable to approve 264 applications, whereby 31 members are pursuing a master's or Doctoral programme, 36 members are not in good financial standing and 197 members had some missing original documents and several applications with no supporting original documents.

Tuition/Education Grant, Bursary and Scholarship Policy

A policy will be developed to guide members of the committee in their deliberations for the JCSA Education Grant. A first draft was coined which will also encompass bursaries and scholarships. It is anticipated that this policy after being debated by

the committee will be presented to the Executive Committee for approval.

Training

The Ministry of Finance and the Public Service had invited the JCSA to send representatives to a training, which was geared at sensitizing, testing and obtaining feedback on the proposed digitization of the tertiary grants and scholarships processes, which is administered by the Scholarship and Assistance Unit (SAU). The training was attended by Co-chairs Sis. Patricia Jackson and Bro. Sheldon Graham, Honorary Treasurer – Sis. Melaini Mullings-Arnold and Sis. Patrice Porter – Administration Coordinator.

This was to be done through an Enterprise Content Management (ECM) solution in which applicants will upload supporting documents to the online (web-based) platform, as well as complete the application form. The ECM will also allow for the TUET committee to verify the applications and the SAU officer to approve and arrange for the disbursement of the funds to the applicants, who will receive status updates as their application is being processed until disbursement. The proposed rollout is for the 2021 scholarships and grants cycle.

Terms of Reference

The Committee's Terms of Reference (TOR) was

Institution	Applications	Amount
Northern Caribbean University	8	\$ 205,000.00
University of the West Indies	21	\$ 610,000.00
University of Technology	21	\$ 415,000.00
UWI School of Continuing Studies	12	\$ 295,000.00
Management Institute for National Development	7	\$ 155,000.00
International University of the Caribbean	3	\$ 60,000.00
UCC	34	\$ 805,000.00
Community Colleges	69	\$ 1,610,000.00
Other	26	\$ 585,000.00
TOTAL:	201	\$4,740,000.00



developed and debated by the members of the committee and the Honorary Treasurer. Thereafter, the TOR was settled on October 16, 2020 with the agreed amendments, were made and the TOR now defines and addresses the committee's purpose, aims, objectives, composition, and overall operations.

Denham A. Whilby Memorial Scholarship

The Denham Whilby Memorial Scholarship was designed to provide financial assistance to members or their children who are enrolled in a tertiary institution pursuing full-time or part-time studies in the areas of Business Administration, Information Technology, Labour Studies, Public Sector Management, Medical Sciences and Law. Part of the scholarship criteria requires for the applicant to demonstrate volunteerism, which was one of the attributes of our late Denham Whilby.

In its first year - 2020, the value of the scholarship was established at \$150,000.00 and some 42 applications were received. At the inaugural meeting held on Wednesday October 14, 2020, at which Sis. Jacqueline Whilby, General Secretary – Sis. Tifonie Powell-Williams, Co-chairs Sis. Patricia Jackson and Bro. Sheldon Graham and Honorary Treasurer – Sis. Melaini Mullings-Arnold were in attendance. The review and deliberations yielded seven (7) applicants being shortlisted and their interviews were scheduled for Monday October 26, 2020. Arising from the interviews of the seven (7) applicants, the selection and recommendation was made to award the scholarship of \$150,000.00 cash value to the applicant that was found to be best suited.

The successful recipient was Mr. Otis Valentine from the St. Thomas Health Department who is pursuing his bachelor's degree in Information Technology at the University of the Commonwealth Caribbean. Mr. Valentine received his award at a presentation held at the Secretariat on Friday November 6, 2020. Photos

from the presentation were uploaded on our Social Media pages.

POLICY AND CONSTITUTION COMMITTEE

Committee Members:

Sis. Techa Clarke-Griffiths (Monitoring Officer)
 Sis. Camille Buford (Co-chair)
 Bro. Shawn Mitchell (Co-chair)
 Sis. Stacy Ann Clarke (Secretary)
 Sis. Georgia Taylor
 Bro. Kevin Cornwall
 Sis. Tasheena Campbell
 Sis. Myrna Allen-Shirley
 Sis. Carol Saunders-Hammond
 Sis. Millicent Forbes-Christie
 Bro. Geoffrey Marshall
 Sis. Racquel Campbell

Activity/Action:

1. Committee Meetings – the committee held four (4) virtual meetings during the period and the minutes prepared and submitted.
2. Policies reviewed – the following policies were reviewed and feedback submitted:
 - Service Excellence Policy
 - Fixed Term Contract
 - JCSA Secondment Policy
3. Terms of reference – the committee prepared and submitted its terms of reference which was approved by the executive committee.
4. Budget – the committee's 2020-2021 financial year budget was prepared and submitted for approval.
5. Workshop – co-chair Camille Buford attended the committee co-chair workshop on September 28, 2020.



CHAPTER REPORTS

ST. CATHERINE CHAPTER

2020 was a year filled with many ups and downs. The St. Catherine Chapter Executive with the support of the relevant stakeholders was poised to rise to its highest potential but as you would appreciate, some of our activities had to be curtailed due to the advent of COVID-19 where social-distancing protocols had to be and are still being observed. Nonetheless, we looked forward to serving in our various capacities as we sought to accomplish the JCSA's mission.

The Annual General Meeting (AGM) was scheduled and held on January 16, 2020. Members were in attendance and presentations were done and the members of the Executive were duly elected.

To serve you effectively as an Executive body, an Orientation Session was organised by the JCSA Secretariat. This was held at the People's Museum on February 27, 2020. The highlights of this session were the roles and functions of the Chapter Executives, the JCSA Strategic Plans and Mapping Regional Plans, and the Parish Project Session.

Activities and Key Accomplishments

- ❖ Site Visits- For the year 2020, St Catherine Chapter had planned and executed visits to various departments and offices. We are pleased to say that having met with Members and Potential Members; we were able to recruit a total of One Hundred and Sixty-four (164) members, had Two (2) Identification Sessions, two (2) desks for a day, and conduct four (4) Presentations.
- ❖ Brother Ramon Downer our Chapter Chair and Mr. Jeremy-Paul Bennett of the Jamaica Co-operatives Insurance Agency Limited (JCIA) made a presentation at the Spanish Town Municipal Corporation. This

meeting was very informative and our members were very happy to hear of the life insurance and motor insurance that the JCIA offered.

- ❖ Project- The St. Catherine Chapter planned to assist the Irish Pen Basic School. In September 2020, a visit was made to the Irish Pen Basic School where we met with Mrs. Brown, Principal to determine how best we could assist with their infra-structural needs. She reported what the school is in need of and information is being collected and contact will be maintained with the Secretariat regarding the way forward.
- ❖ Meetings- an Executive Meeting was held via Zoom in October 2020 and a Zonal Meeting was held via Zoom in November 2020.
- ❖ Walk through- Despite the COVID-19 pandemic, a walk through was conducted to sensitise members and non-members about new and existing JCSA benefits. This was conducted in the St. Catherine Chapter on three days: December 1st, 7th and 21st. Our President, Bro. O'Neil Grant, 3rd Vice President and Zonal Chair, Bro. Clarence Frater along with the new elected Executive officers and staff from the secretariat were present. There were challenges experienced which resulted in a cancellation of a walk-through of a specific location due to community spread of the Virus at that time, a total of twenty (20) Departments were visited, fifty-seven (57) new members were recruited and members without identification cards were able to get their Identification Cards.
- ❖ Recruitment- A total of One Hundred and Sixty-four (164) persons were recruited throughout the Chapter during the term.

With the commitment of our Chapter Executive and members located in various MDA's across the St. Catherine Chapter, we hold fast to our



mission and stand ready to continue to further the work in the Chapter in 2021 and beyond even in the face of challenges. We look forward to more collaborations and partnerships as we forge ahead to build on the effectiveness of our Chapter and as we seek to safeguard the legitimate interest of those we represent, so we can aid in the betterment of our nation.

MANCHESTER CHAPTER

The Jamaica Civil Service Association (JCSA) celebrated its 101st Anniversary on May 6, 2020, under the theme: “Persistent and Consistent, Advocating for the Worker: Moving from Surviving to Thriving”

The activities commenced with our Annual General Meeting, held at the Manchester Parish Library on January 23, 2020: The Keynote Speaker was Rev. Kevin Davis, Senior Pastor of First Assembly of God, Mandeville. Rev. Davis spoke on the theme: “Persistent and Consistent advocating for the Worker.”

Approximately one hundred and twenty-eight (128) members were in attendance to include President, Bro O’Neil Grant, Third Vice President & Zonal Chair – Sis. Sharon Anderson, Sis. Tifonie Powell-Williams – General Secretary and other members from JCSA head office.

The following persons also brought greetings at the AGM:

1. Mayor Donovan Mitchell, Manchester Division
2. Mr. Dwain Moodie - Parish Manager, Manchester 4-H Clubs
3. Bro. O’Neil Grant – President
4. Sis. Sharon Anderson - Zonal Chair

Representatives from the following entities were also in attendance: The Jamaica Biscuit Company, Jamaica 4H Clubs Healthy Lifestyle, Jamaica Co-operatives Insurance Agency Ltd. (JCIA), Pieces of Me (promoting books), Alliance

Payment Service (EPAY), National Housing Trust (NHT), Sagicor and First Heritage Credit Union (FHC).

JCSA Representatives: -

Sis. Melaini Mullings-Arnold shared with the members information re the JCSA 5K Charity Run/Walk and Bro. Clarence Frater spoke on the Roles & Function of the Chapter Executive. The entities were given the opportunity to briefly update the members about their products and services. Entertainment was provided by the Holmwood Technical High School Altogether Sing Choir who rendered two items. Eighteen students were in attendance along with their Music teacher. The Manchester Chapter awarded over twenty-five (25) persons including Agencies with certificates and gifts for their hard work, dedication and support to the Chapter over the year 2019.

Chapter Executive Meeting

The Manchester Chapter Executive comprises of the following persons:

1. Sis. Paulette Ferguson - Chapter Chair
2. Sis. Janet Roberts Bowen - Vice Chair
3. Sis Shawn Samuda – Secretary
4. Sis Camille Griffiths - Assistant Secretary
5. Bro Raymond McFarlane – Treasurer
6. Bro Joseph Robinson – Asst. Treasurer PRO
7. Sis Francella Whittaker – PRO
8. Sis. Denise Allen – Asst. PRO

Executive Meetings	Attendance
February 27, 2020	6
September 18, 2020	7

Activities

South Central Region Chapter Executive Orientation Session

An Orientation Session was conducted for all the Chapter Executive members in the South



Central Region. The session was held on August 21, 2020 at the Cecil Charlton Hall, Mandeville, Manchester. Sis Paulette Ferguson and all members of the Manchester Chapter Executive were in attendance. Presentations were done on the following topics: Roles and Function of the Chapter Executives, JCSA Strategic Plan & Mapping – Regional Plans, Parish Project and the Project Plan of Action for 2020. The presenters were Sis Tifonie Powell-Williams, General Secretary, Sis. Techa Clarke-Griffiths, 1st VP and Bro Clarence Frater - 3rd VP and Zonal Chair for the South- Central Region of the JCSA. The presentations were excellent, and the Executive were equipped with the relevant information and has a better understanding of the mandate of the organization.

At the end of the session. the members were presented with certificates of participation.

Manchester Chapter Quarterly Meeting

The Manchester Chapter held its quarterly meeting on Tuesday, September 29, 2020 commencing at 1:00 pm. Greetings was brought to us by Bro Clarence Frater, 3rd VP and Zonal Chair, South Central Region: he also spoke on Mapping Regional Plans. Sis. Natasha Wright-Rankine, Regional Administrator, South Central Region, spoke on the recruitment process. Sis Tifonie Powell-Williams updated the members on the various plans and activities of the Association. Sis. Alecia Pusey spoke on Grievances in the parish of Manchester. Sis. Paulette Ferguson and her Executive members gave a brief overview of the activities that took place over the period (January 2020 – September 2020) in the parish. The Chapter Chair also informed the members of the plans for the remainder of the calendar year. Updates on benefits, issues and concerns and the way forward for the chapter was also discussed. The meeting ended with issues and concerns from the wider membership. A total of over fifty-three (53) members from different Ministries/ Departments/Agencies were in attendance on zoom.

JCSA General Council Meetings

Chapter Chair participated in all the General Council Meetings held over the period.

Scholarships/Grants

The Chapter Chair circulated information on scholarships and grants received from the JCSA Head Office to the members.

JCSA Annual General Meeting 2020

The Manchester PRO and Treasurer attended the meeting physically, while the Chapter Chair participated via zoom. Chapter members enthusiastically participated in the election of officers with large numbers reported at the Rural Elections held on July 16, 2020

Membership

The total membership for the Manchester Chapter currently stands at Seven Hundred and Fifty-Six (756). The Chapter Chair has recruited over thirty-five (35) members for the reporting period. She also handed out membership application forms, thrift forms, brochures with JCSA information and also updated members on the current happenings in the parish and JCSA at large.

Civil Service Week Activities

The year should have concluded with our Annual Civil Service Week activities which would run from November 15-21, 2020, but this did not materialize due to the pandemic.

COVID 19 Outreach

During this period and beyond some of our members were gifted with food items and farming tools and equipment

Project Launch

The Manchester Chapter Project for 2020 at the Sydney L. Blake Basic School, Mile Gully was postponed from November 2020, to January 21, 2021.



Parish Walk-throughs

An All-Island Tour was conducted by the President and his team of Officers, General Secretary and Staff of the Jamaica Civil Service Association. The Manchester leg of the tour took place on December 2nd & 3rd, 2020. The team from Kingston visited 95% of the Agencies in Manchester and updated the membership on current happenings in the Association. The members also got the opportunity to share the issues and concerns affecting them at work.

MiniMart

The Chapter Chair is in dialogue with the Parish Manager, Mr. Winston Miller to secure a space to house the Mini Mart in Manchester. Further discussions to be held with the parish Manger in this regard.

Condolences

The Manchester Chapter would like to express condolences to our members who have lost loved ones during the period. May their souls rest in peace and let perpetual light shine upon them.

Future Plans

- Recruitment of new members
- Membership Sensitization e.g. benefits and policies
- Effective Communication
- Discount House Drive
- Parish Projects
- JCSA Mini Mart

ST. ELIZABETH (BLACK RIVER) CHAPTER

Meetings/Orientations

On Wednesday January 22, 2020; the Chapter, successfully held its 6th Annual General Meeting which saw a new Chapter Executive formed as follows; incumbent Chair and Vice Chair Sis. Fayann Mitchell and Sis. Christine Drysdale respectively; Sis. Nicola Allen-Morris as Secretary and Sis Nicola

Beadle-Murray as Public Relations Officer.

Throughout the period, executive meetings were conducted via WhatsApp messaging and calls.

On Friday August 21, 2020; Chapter Chair Sis. Fayann Mitchell and Public Relations Officer Sis. Nicola Beadle-Murray participated in the South-Central Region Chapter Executive Orientation Session.

Sis. Fayann Mitchell participated in three (3) virtual General Council Quarterly Meetings, Annual General Meeting and General Council Retreat.

Sis. Fayann Mitchell virtually chaired the Chapter Quarterly Meeting on Thursday October 15, 2020. The main purpose of the meeting was to introduce and welcome our newly elected Zonal Chair and Third Vice President Bro. Clarence Frater. In addition, members were informed of the wide range of benefits that have been advocated for us throughout our 101 years and encouraged members to utilize these benefits. Updates were also provided.

Walkthroughs/Visits

Two (2) Walkthroughs were conducted on Thursday, February 6, 2021 and Wednesday, December 9, 2020.

Ministries/Departments/Agencies (MDAs) visited on one or both occasions were Tax Administration Jamaica, Jamaica Convalescent Centre, Black River General Hospital, St. Elizabeth Parish Library, Island Traffic Authority, National Work Agency, Resident Magistrate – Court Services, St. Elizabeth Municipal Corporation, Post & Telecommunication Jamaica, and Electoral Office of Jamaica.

Throughout the period visits were conducted by Regional Administrator – Sis Natasha Rankin-Wright, as well as Sis. Fayann Mitchell – Chapter Chair.



Discount Houses

The ideal business entities in the town of Black River were approached, however, commitments were not forthcoming as a result of tremendously low sales. Nevertheless, at least three (3) have expressed to give consideration in the coming year once business picks up.

Projects

The Executive proposed to procure and distribute tablets/laptop's to an Early Childhood Institute in Black River to assist with the challenges brought on by COVID 19. Discussions were held with the principal of the ECI, and the need basis was identified.

Black River Sale Day

Suggestion by Sis. Nicola Beadle-Murray (PRO), initiated discussions in early December 2020 with the JCSA minimart Co-Chair – Bro. Rolando Noble, regarding a sale day for the Chapter, tentatively to be held on Friday February 26, 2021.

The chapter has grown not only in the number of new memberships, but in respect of members being more receptive of the importance of the Union and the relevance of the Chapter.

ST. ELIZABETH (SANTA CRUZ) CHAPTER

Chapter activity in 2020 was shaped by the restrictions of COVID-19. After the celebrations of the Centenary year, we were going forward to building on some of the strides we made in building our Chapter. However, all was not lost.

Capacity Building

2020 was a year of capacity growth. The recommendation to align the JCSA Regional Office with the work of the Chapter. was realised with the addition of a new Industrial Relations Officer Ms. Alecia Pusey and the installation of Mrs. Natasha Rankine as Regional Administrator. This has given the Chapter much needed manpower and support services to assist in achieving our goals.

The Union also paid for and facilitated the inclusion of the Santa Cruz Chapter Chair in the first cohort of the Professional Certificate in Industrial Relations course (PCIR), which is being conducted by MIND in association with the JCSA. At the end of the course, it will boost the capacity of the Chair and the Chapter team as a whole to better analyze and handle grievances and industrial matters. We also have a new Monitoring officer from the Secretariat in the form of Mr. Clarence Frater, 3rd Vice President, JCSA.

Communication

Communication was a major initiative of the Chapter. Through the WhatsApp platform as well as emails we continued to disseminate information on benefits, events, opportunities as well as motivate members.

One of the initiatives we took as a Chapter was to create and present to you our Chapter Work plan for 2020-2021. This was shared with the members as well as the Secretariat. The planned continuation of the profiling of members did not happen. This initiative will be resumed however in 2021.

Benefits

One of our objectives was the increase in benefits to our members. The Chapter was kept updated on opportunities, events and benefits. These ranged from information on scholarships, identification of lots for sale, and planned benefits. The promised JCSA MasterCards have not yet been distributed but we hope to do so in short order.

Meetings

Our Annual General Meeting was held on January 22,2020 with thirty-six members in attendance, seven members of the Secretariat and eight members of staff of the JCSA. We did not achieve everything but this was no ordinary year.



Our first executive meeting was held on February 6, 2020. Present were four of the seven Chapter executives. The meeting set the stage for planned activity and identified several gaps including the number of quarterly meetings conducted by the Chapter, poor attendance at meetings and the need to update our Chapter Member listings.

Among the plans of our initial Chapter executive meeting was the scheduling of our Chapter meetings. Four were scheduled March 19, June 18, September 11 and December 10, 2020. We achieved one. This was held on October 26, 2020 face to face and zoom.

There were two Chapter Visits by members of JCSA secretariat headed by the President. The first took place in February 6, 2020 and the second on December 10, 2020. The visits were used by the Chapter to recruit new members, update our Chapter listings, identify issues and concerns ranging from industrial matters to the need for identification cards.

The Chapter Chair attended the meetings of the JCSA General Council including the JCSA General Council Retreat on Strategic Planning held by Zoom.

Membership

The Chapter grew its membership in 2020. This was due to the concerted efforts of members of the Executive and our Regional Administrator. The departmental visits also resulted in the signing of new members. In fact, in most of the departments we have a majority membership, including TAJ and RADA and in two particular agencies (SDC and MLSS) only 2% of the staff are left to be registered and in others such as the Jamaica 4-H we have full saturation.

We also discovered that the Regional office did not have a listing of our members and other pertinent information. This was passed over to the Regional Administrator so that the Regional office and the Chapter's database could be

reconciled. We have culled persons who have left by way of resignation, death and retirement. There is still more work to be done but we have improved our Member Database considerably.

Chapter Activity

COVID-19 obliterated plans for the usual May AGM and Retreat. Everything was done via Zoom, there were no celebrations for Civil Service week either. Interestingly, one of the major activities of the period was our participation in the elections of officers held in June 2020. The exercise woke some of our members from their slumber.

Persons may not be familiar with the history of extremely low turnout of voters by this Chapter, and so it has to be mentioned that our turnout was indeed a banner year. This was despite the spread or threat of COVID-19. In the end we helped to vote in a new slate of executives to the JCSA and resulted in us being given a new Monitoring officer.

Other activities included the chapter project at Dorjan Basic School in Maggotty on March 6, 2020. The school was founded by two civil servants in Maggotty. Students at the school were treated to ice cream, cake and books. The teachers were given stationery and repairs were done on a section of the building.

We are partnered with the JCSA Mini Mart to have a sale day. The event took place on February 26, 2020. Members were asked to sign up the Order form sent via WhatsApp and by email. The initiative was part of the effort to bring tangible benefits to our members.

ST. MARY CHAPTER

Report on Activities for the Year

The following activities were carried out from January 2020 to January 2021:



Chapter Executive Meetings

The new Chapter Executive consists of:

- Karen Coleman-Clarke - Chapter Chair
- Nicole Hamilton - Vice Chair
- Christine Brooks - Secretary
- Jackie-Joe Sherwood-Burton - Assistant Secretary
- Deon Ayres - Treasurer
- Cozloy Langrin - Treasurer
- Kesha Gray - Public Relations Officer
- Devon Green - Assistant Public Relations Officer

One (1) executive meeting were held during the period under review.

Chapter Quarterly Meetings

One (1) quarterly meeting was held on zoom.

The executive met and scheduled a year of activities, but due to the pandemic they were cancelled. The only successful event was the women's seminar.

Women's Action Committee

Sunday, March 8, 2020 was observed as International Women's Day. International Women's Day is a time to reflect on progress made, to call for change and to celebrate acts of courage and determination by ordinary women who have played an extraordinary role in the history of their country, community and the association.

The Women's Action Committee (WAC) in collaboration with the St Mary Parish Library successfully executed a seminar to promote gender equality in today's society. Highlights of the event was also captured in the Jamaica Gleaner.

Walk-Through Visit

The President and his team along with members

from the secretariat visited the parish to have one-on-one communication with the members during the month of October.

PORTLAND CHAPTER

The year 2020 commenced with our Annual General Meeting and Election of Officers on Wednesday, January 8, 2020 at the Port Antonio Methodist Church Hall. The election saw three (3) new persons coming on board, while the others remained un-opposed. They are as follows:

- Chairman - Sis. Tamara Lawrence (Returned)
- Vice Chairman - Bro. Maurice Cousins (New)
- Secretary - Sis. Desmarie Minott (Returned)
- Asst Secretary - Sis. Charmaine McKenzie (New)
- Treasurer - Sis. Eldoris Vidol (New)
- P.R.O. - Sis. Rosalee Sherwood (Returned)

Meetings

Due to the impact of the coronavirus, only one general meeting was held and it was conducted virtually.

The Chapter Chairman also attended all quarterly meetings and AGM virtually and otherwise.

The Officer Corp visited the parish for two (2) days during the month of October and we visited various Government entities where President Grant and the team informed the members of the benefits that are available to them. Members also got a chance to meet the officers and have one on one discussion with them. JCSA branded masks were also presented to the members and recruitment of new members was done.

During Civil Service week, Sis Marilyn Regional Administrator and the chapter chair visited other Government Departments and also



informed them of the benefits that are available to them. Recruitment was also done during these visits.

ST. ANN’S BAY CHAPTER

Subsequent to our Annual General meeting of January 9, 2020 at the Carl Rattary Staff College, the Executive Committee of the St Ann’s Bay chapter discussed and decided its calendar of activities for year 2020 which were actualized as follows:

- (1.) **Chapter Executive Meetings:** There were challenges in ensuring attendance at meetings. Virtual meetings proved particularly difficult due to connectivity issues. The Executive continued to communicate periodically on matters via the Executive WhatsApp group.
- (2.) **Interim Members Meeting:** This was scheduled virtually for July 9, 2020 to present an opportunity for candidates of the JCSA Election of Officers to present manifestos to the members. While three candidates, the Zonal Officer and Regional Administrator were present, the meeting was cancelled as we did not have a quorum of members.
- (3.) **Communication and Correspondence:** Efficient methods were continued to communicate with members. WhatsApp groups were updated to reflect new membership of forty seven (47) totalling one hundred and eighty five (185) entries. There were one hundred and seven (107) new email addresses added to update our database to six hundred and seven (607) entries. There were sixty-four (64) new applicants from across the chapter who were referred to our Regional Administrator for further processing.
- (4.) **North Eastern Executive Orientation**

Session: This was held at the at the NIS Office in St. Mary Thursday, August 27, 2020. The meeting was convened by Bro. Kelvin Thomas, 2nd VP and Zonal Officer. He presented on a number of programmes and projects through which the Association serves its members. The Chapter Executives were encouraged to persevere in service as they encounter challenging circumstances in the work-places.

- (5.) **General Council Meetings:** The chapter was represented by the Chairman at General Council meetings for the month of February. There were difficulties encountered that prevented attendance at two other meetings which were held virtually.
- (6.) **Walk-throughs:** These were scheduled for October 7 and 8, 2020. Members of the Officer Corps accompanied by Sis Marilyn Hines our Regional Administrator visited twenty (20) ministries, departments and agencies across the chapter.
- (7.) **Quarterly Meetings:** Our only quarterly meeting was held virtually on October 23, 2020. This was attended by Sis. Techa Clarke Griffiths – 1st VP, Bro Kelvin Thomas – 2nd VP, Sis. Tifonie Powell Williams – General Secretary, Sis Marilyn Hines – Regional Administrator and twenty-nine (29) members of the chapter.
- (8.) **Civil Service Week :** There were no activities held for this event .

Budget For Calendar Year 2020-2021

	Income	Expenditure
Quarterly Meetings:	\$0,000	\$0,000.00
January AGM:	\$40,000.00	\$40,000.00
Total Income:	\$40,000.00	\$40,000.00



ST. JAMES CHAPTER

Chapter Events

Chapter AGM: The Chapter held a successful AGM and welcomed a new Executive mixed with repeat and first-time members.

JACISERA Kids for change Camp: The annual Camp for 2020 had to be cancelled due to OVID 19 protocols stipulated by the Ministry of Health and Wellness.

JCSA Elections: 2020 was an election year in the Association. The Chapter engaged vigorously in the campaign and we were able to witness the changing of the guard in the Officer Core. We welcomed Sis. Techa Clarke Griffiths back as 1st VP. and Zonal Monitoring Officer.

Walk Throughs: JCSA President and all members of the Officer Core along with our General Secretary did a 3 day walk through from the 17th to the 19th. During the period, a total of 19 MDAs were visited. 4 locations were also strategically organised for IDs to be taken and issued on spot over the 3-day period. Members were able to have one on one dialogue in their offices.

Meetings: The Chapter convened one quarterly virtual parish meeting in October. This was a successful activity as several members seen in the meeting were attending a Chapter for the first time while others had not attended one in a long time.

The Executive was able to have both face to face and virtual meetings.

The Chairman attended mandated face to face and virtual meetings and retreats of the Association's General Council.

The Chapter Chair was nominated to sit on the Executive Committee of the Association as a member of the National Staff Relations Council and attended all mandated meetings for the calendar year.

The Chapter was again well represented at the Association's National Annual General Meeting. The meeting was both face to face and virtual.

Civil Service Week: No activities were held in the Region.

Membership: The membership in the Chapter continues to grow rapidly. Communication among the membership has also seen a marked improvement with the establishment of our WhatsApp group and through our Regional Office.

HANOVER CHAPTER

The following activities were undertaken by the chapter:

- **Parish/Chapter Annual General Meeting:** Our Annual General Meeting was held at RADA
- **Labour Day Project** – An incinerator to be placed in a community that has an issue with storing their garbage until collection. We identified a community and started to seek the way forward with executing this project, but plans came to a halt because of two reasons: 1. We were informed that the Parish Council is no longer giving approval for constructing such and 2. Our budget was not submitted on time.
- A social to be held each quarter to foster good rapport between members and this will be used as well to seek new members as we will move the social to a different location each chapter.
- Follow up on the Lances Bay Basic School

Walk-throughs: The President and his team conducted a walk through and visited six offices in the chapter



Pictorial Highlights





Pictorial Highlights





MINUTES OF SPECIAL ANNUAL GENERAL MEETING

OF THE JAMAICA CIVIL SERVICE ASSOCIATION AT JACISERA PARK

THURSDAY, JULY 30, 2020

Commencement: 10:20 A.M.

CALL TO ORDER

The Chairman Bro. O'neil Grant called the meeting to order and invited the General Secretary to read the notice convening the meeting.

NOTICE CONVENING THE ANNUAL GENERAL MEETING

Sis. Tifonie Powell-Williams, General Secretary read the Notice convening the meeting.

INVOCATION

The invocation was done by Bro. Shawn Mitchell Departmental Representative from Tax Administration Jamaica.

INTRODUCTION AND APOLOGIES

The chairman welcomed all participants and introduced those seated at the head table including General Secretary, Sis. Tifonie Powell-Williams, First Vice President, Techa Clarke-Griffiths, 2nd Vice President, Bro. Kelvin Thomas, 3rd Vice President, Sis. Sharon Anderson and Honorary Treasurer, Sis. Paulette Bruce Williams. He also noted that apologies were tendered by a number of persons who were absent.

EXCERPTS FROM THE PRESIDENT'S ADDRESS

(Salutations)

On the 6th of May 2020, the Jamaica Civil

Service Association would have celebrated 101 years as a public sector staff Association, and I use the words staff association deliberately because notwithstanding the fact that we are not a registered trade union and a staff association we have all the rights and entitlements that all trade unions have. The JCSA predated all the major trade unions in the Caribbean when we were formed in 1919, and this was out of the share need that public officers had at the time to ensure that we had a voice that spoke on behalf of all public officers....

...Fast forward 101 years later, and some persons will tell you that notwithstanding the advances that we have made in technology, the advances that we have made in the process of governance we are still mired with the same challenges that we had when our Association was formed in 1919, matter of working conditions, poor compensation working, unfair treatment of workers, issues of discipline, grievances and we can continue to list them on and on....

... The Public Sector Monitoring Committee served a very critical role in guiding us through the turbulent times of the early 2000 right up to 2020 where we would have traversed the various IMF Agreements and it would have allowed for us to have an avenue where the public sector matters were dealt with in a manner that cause us not to have significant dislocation in the service because the matters were not being



treated with...

...arising from this new partnership or this evolved partnership we have had several successes, and I want to highlight some of those successes, we got the Skills Training Program, albeit not a functional as it should be, but the Skills Training Program serves a wonderful purpose and we have our dialogue with the Ministry of Finance and the Public Service to revitalize the Skills Training Program, it is still on the books, but unfortunately it has not been funded to the extent that we wanted it to be funded...

... Out of our agitation as public sector officers we formed MIND and in the early stages of moving to Executive Agency MIND is to have a greater role in the training of public officers and today I am pleased to tell you that our Professional Certificate in Industrial Relations which was the brainchild of Wayne St. Aubyn Jones gave rise to a certification of persons in industrial relations...

... Having recognized the weakness of the State in dealing with some issues the JCSA decided that we are going to take our faith in our own hands and so we looked to our membership, we recognized that as a small, relatively small trade union in the whole scheme of things we needed to do some things to boost the well-being and welfare of our membership and we went about developing a strategic plan for the Jamaica Civil Service Association...

... that gave rise to the establishment the JCSA Prepaid MasterCard which a lot of our members are complaining that they don't

have it in hand as yet, but I am assuring you that by the end of September all of our members will have the cards in their hands...

...This has led to a number of things, this has led to improvement of JACISERA Park, the property is now totally fenced and secured, this has led to us now about to start construction of our Gym as part of our Wellness Centre, by the end of August construction on the Gym would start and it is to be completed by the end of October and launched on the 6th of December this year...

... Medication often times does not cure, it is a therapy to relief the symptoms of the illness we have whether it is diabetes, hypertension, you name it, that's why we take medication, not to cure but to give us therapy. And often times you take one drug to relieve a particular malady and the side effect of that drug means that you have to another and then you end up instead of just taking the one drug for the therapy that you need you end up taking a multiplicity of drugs to counter the side effect of the original drug that you started to take...

...We are still doing the analysis and we are hoping that by the end of this year all of our members that are suffering from chronic illnesses will be enrolled in a medical management program that will be underfunded by the Jamaica Civil Service Association...

... We have had some successes over the past year as it relates to the transporting of our public officers. We had three new buses



added to the fleet and we are going to be having more buses added to the fleet each year. I have been assured by Minister Clarke at the delivery of the three buses at the Medallion Hall earlier this year that he is not only committed to adding more buses to the fleet but he has again committed the Government that they will be expanding the fleet to those areas where we have a large concentration of public officers, this will include persons who are in the western end of the island and the central part of the island where we do not have bus service readily available at the cost that public officers in Kingston and St. Andrew have them....

... We have coined a new mantra, a new strategic mantra for the Jamaica Civil Service Association, and this mantra is very very simple. We continue to be persistent; we continue to be consistent in the advocacy for workers, but we have made a new determination, we are going to be moving our members from just surviving to thriving...

...persons who have invested in shares on the stock markets these are good investments and this was instrumental on the part of JCSA to negotiate and push as a part of the Confederation's team to ensure that when State assets are being divested that we as public officers can own these assets, we now become owners of capital and as owners of capital we get our returns on that investment in the form of dividends and we get a future return on those in the form of capital appreciation we can't have it any better than this...

... By the end of 2021 we plan to pump in

about \$50 million into the Housing Company so that we can start granting mortgages through our housing company to first time homeowners who are members of the Jamaica Civil Service Association. We in our second phase of our repositioning of our Housing Company we will look at those members of the JCSA who have mortgages in double digits to come to our Association...

We have a plan for rest and recreation of our members, we are currently in dialogue with the National Land Agency for the securing of a lease for lands for a beachfront property at Braco in Trelawny. On that beachfront property the JCSA will be building a two bedroom, I want to call it a cottage, but it is not a cottage, based on the plans it is more like a villa where members of the Jamaica Civil Service Association can go to that and have 'staycation' whether it is going to be a few nights, a week, or a month, the Jamaica Civil Service Association members can have a place of their own where they can go and have rest and relaxation right there on the beach...

...I want to close my address by pointing to some changes that we have made in our organization. The JCSA Secretariat exists to serve all members of the Jamaica Civil Service Association...

...We have put staff in place, we have set targets for them and as members, as owners of the Jamaica Civil Service Association we are holding them to task, we are ensuring that they are held accountable so that every single member of the Jamaica Civil Service Association experiences the value that they



should expect from dues that they pay to our association...

... At the end of today our work will continue and the work doesn't continue a month from now or a year from now, it continues on the 31st of July, 2020, there is not time to rest, there is no time to sit around on our laurels because the members who are voting for us today and who cast their votes on the 16th of July are electing us not because they like us, not because we are popular, but because we have the competency to do the work to move our Association from surviving to thriving. Thank you, my brothers, and sisters.

Confirmation of Minutes

The president explained to the attendees that the printed copies for the Annual report would be a bit late due to issues meeting the timeline for delivery. He stated that the report would be projected on the screen so that persons could follow as the minutes were being examined. He asked for a motion to be moved to accept the minutes. Bro. Livingston Burnett pointed out that there was an error under chapter of the year which should have been Manchester Chapter and not "Chaptero". The motion was moved by Bro. Livingston Burnett and seconded by Bro. Shawn Mitchell.

Matters Arising

President Grant stated that in Minister Nigel Clarke's address at the last AGM he made some comments regarding his wish for the transformation of the public sector and plans to invest not just in the business aspect of the public sector but also education. He reminded the attendees

about the launch of the Marcus Garvey Post Graduate Scholarship Programme on June 30, which would allow persons under 45 to get an opportunity to receive financial assistance for their post graduate studies. He advised that there was another plan to come on stream which is the Public Sector Learning Framework. He said that Sisters Techa Clarke-Griffiths and Pat Jackson are working with the technical working group at MIND to complete the project.

The chairman also zeroed in on the Prime Minister's keynote address at the last AGM in which he spoke about his affinity to the public service. The president commented that he would be leveraging this. He stated that members have expressed challenges in their workplaces, he specifically mentioned dental nurses stating that the issues they have had have affected the roles they play. He said that work has began to see how the roles of dental nurses can be re-positioned so as not to "water down" their value. He said the JCSA has been at this for two years and are still working at it.

He emphasized that while we able to sit and have the ear of the Prime Minister, we should not lose the opportunity to express to him the challenges.

Mr. Grant lamented that the union has given a voice to the voiceless. He said that the union has been able to help many of its members. He shared the experiences of two (2) members who had difficulties securing homes but were able get their own home homes with the help of the JCSA.



Decent Work Agenda – Contract Employment

The President expressed that he would continue to work on the Decent Work Agenda, which was discussed at the Young Workers' Forum held at the 2019 Annual General. He shared that few years ago the union advocated on behalf of members at the Fire Licensing Authority (FLA) for the way contract employees were being treated. He stated that he was subsequently sued by the FLA for defamation of character and slander. He further stated that the matter was before the courts and gave the assurance that the JCSA would continue to be guided by its constitutional rights and to represent its members best interests.

Questions and Answers

The President opened the floor for persons both online. Sis. Stephanie Brown-Lewis asked the first question. She asked if there is scope that the vacation villa could be expanded. President Grant stated that dialogue was being made with the NLA and the property owners for the lands to have additional cottages built at the location.

Bro. Livingston stated that the NHF has a termination clause within the appointment letter that states the right to terminate a staff member's services given that they provide a 30-day notice. He stated that because of this clause, the staff work in fear of losing their jobs at any point, he asked how this could be addressed.

President Grant made mention of the Employment (Termination and Redundancy Payments) Act. He stated that many employers use this and that although it may

not be stated in the employment letter, it is usually stated in the HR manual. He stated however that though the clause is there no employee who is appointed can be separated without cause. He said whether it is a matter of performance or conduct there must be a cause given for the separation of a public officer.

Bro. Livingston asked the president if he could provide an update on what the current JCSA membership looks like. The president stated that there is a challenge determining the figure due to the attrition rate. Although new members are being recruited, members also resigning from the union. Hence, there is a replacement but not necessarily a growth in membership.

He also asked if there is an increase or decrease seen in contracts that have the 25% gratuity attached.

The president declared that he is not a fan of gratuity because it is temporary compensation that does not factor in retirement. He added that he desires for salaries to be adjusted so that it is enough for them not to rely on gratuity and that will allow individuals an opportunity to have a decent pension upon retirement.

Bro. Shawn Mitchell expressed his concern about the monitoring of children (particularly primary and younger) of persons in the public sector who may not be able to afford caretakers while they attend online school. He said he hoped that the union was prepared to have discussions with MDA's regarding work arrangements for such persons.



President Grant indicated that Bro. Mitchell hit all the discussion points that were being had with the Ministry of Finance. He stated that the Union would ensure that the rights of workers are protected and that a balance is struck between the responsibilities of the employer and the obligations of the employee and vice versa. The president said that employers have expressed that they have been able to save from allowing employees to work from home.

Bro Michael Kerr stated that at the Jamaica Information Service persons work flexi-hours while working from home, he asked if this would remain. He also stated that there were 2 female members from the JIS who just gave birth, he asked if anything was in place to allow them to W-F-H or if they would have to return to work upon completion of their maternity leave.

Bro. Grant asserted that many employees are still of the mindset that if they don't see the employee at work then they are not working. He said that employees will have to move away from this mindset. He said that members should be treated as responsible professionals and that there has to be a degree of trust on the part of employers. He said that employers should recognize that working from home is still work and that staff should be entitled to time off as necessary. He said however, that members should also recognize this and treat it as though they were working in office.

"...we have to remember, colleagues, that we are in a professional environment that if we apply to work from home the employer

is at large to come in and inspect the facilities that you have particularly if you are going to be using the Government's equipment to ensure that it can be kept safe and sound and they must have the assurance that you are not going to use the Government's laptop to do your children's work and to store and save the children's home work on it because when it is called for and it is to be reassigned to somebody else you do not want the pictures that you download from the beach trip to be on the Government's laptop or tablet or phone, so we are asking our members to be very responsible when they are being given flexible work arrangement opportunities... "

Resolution and the Dues increase

The chairman gave a reminder that this was passed at the last Annual General meeting. He said thus far we have had relatively good compliance from the membership. He said, however, that there was a challenge in terms of MDA's applying the 1% increase and some who collect dues but they are not being paid over to the Association.

The President mentioned that mechanisms were being put in place to counter these issues such as the member services unit being strengthened, the implementation of new accounting software, to not only track the dues but to periodically give members /a statement of their contribution to the organization.

Hague, Trelawny

The president explained that there was a challenge with the costing of the solutions at Hague. He said that given the challenge



with NWC on site and sewage issues the Association was unable to bring the prices down to a manageable level given the demographic of the persons in the areas. He said this has hindered the project.

Irwin, St. James

Bro. Grant informed members that the joint-venture agreement was signed, however this was cut from the NHT's construction budget for 2020/2021 unfortunately because the project had not yet started. The organization has sought to find financing elsewhere, however, there has been a decision to wait out the COVID-19 restriction in financing and pursue the matter for April 2021.

Albion, St. Thomas

Notices have been given to squatters that the JCSA will be ramping up activities to start the development in Albion. President Grant said that the number of squatters had been increased from 10 to 25. He said the union would get a bulldozer to remove the structures from the property. There was one complete structure which he said will be dealt with legally.

Identification of New Lands

President Grant said the Association is hunting for new lands. He disclosed that land was identified in Norwich Portland and an application was sent to the Ministry of Finance but there was no word yet. He said that a follow-up would be done for this.

Tuition Grant

Bro. Grant mentioned that consideration is being given to increasing the amount for tuition grants for persons pursuing their first

degree to \$30,000. He also added that the number of beneficiaries could be increases from 300 to 600.

MIND Professional Certification (PCIR)

Bro. Marlon stated that he believes persons who had the opportunity to gain Industrial Relation training through the PCIR course should give back time to the secretariat in order to enhance their ability to perform in the field.

President Grant responded that structures have been put in place for persons to do this. He said that some of these persons have volunteered to help at the secretariat. He stated that delegates go through a formal process where they see how industrial relations is managed from the point of inception to the point of going to the IDT to sit through and manage a case.

Toast Masters Club

Bro Grant said that a Toast Masters club was being established for members which would be spearheaded by Bro. Geoffrey Marshall.

Communications Policy

Bro. Shawn Mitchell asked about the status of the Communication Policy. President Grant informed that the communication policy was approved by the executive committee and that further work was being done to implement the provisions in the policy. He stated that in furtherance of communication a Public Relations Officer, Sis. Shanee Grant was engaged to aid in strengthening communication within the organization.

Flexible Work Arrangements



The President stated that the JCSA was able to make strides in terms of flexible work arrangements, however there is no overarching policy that speaks to this. He said that this has caused some challenges as MDA's are not guided by a specific policy and as a result there is no clear cohesive arrangement. He said a small team consisting of Bro. Geoffrey Marshall, Sis. Carol Clarke, Sis. Avaneta Teape, Sis. Camille Buford worked on this.

"...we came up with a position paper that we shared, and we are now going to be doing a more expansive piece of work to ensure that an overarching framework for flexible work arrangement is established for the public sector and we want to ensure that that is done very very quickly."

(PROCEEDINGS SUSPENDED AT 1:30 P.M.)

(ON RESUMPTION AT 3:00 P.M.)

Presentation of the Annual Report – Highlights

The annual report was presented by the General Secretary, Sis. Tifonie Powell-Williams

Strategic Plan

Sis. Powell- Williams advised that the strategic plan has four priority areas Improved access to the JCSA service; to optimize financial performance; to improve operational efficiency and service delivery and to improve people and performance management for results.

New Staff Members

Sis. Powell-Williams stated that the Member Services Unit was strengthened with the addition of a Member Services Supervisor. The accounts unit also received 2 new members of staff an Accounting Technician as well as an Accounting Clerk who support team members for the General Secretary, Honorary Treasurer, President and Vice Presidents. This addition of staff is in keeping with the strategic plan.

Membership database

Mrs. Powell-Williams stated that the database is being populated with information from members, she asked for the continued assistance of departmental reps and members to spread the word to other members so that we can improve our service delivery.

Renovation of the Secretariat

The GS said that the renovation of the secretariat was complete not just for the comfort of staff members but also of members visiting the office.

Centenary Celebrations

All activities for the celebration of the JCSA's 100th anniversary were complete - the Church Service, the launch of the Centenary Stamp, the Centenary Banquet, the launch of the Centenary Gardens, Young Worker's Forum, the Men's Forum. Sis. Powell-Williams thanked all those who participated and helped to make it a success.

New Revenue

Mrs. Powell- Williams indicated that the organization is doing well in terms of its revenue. She stated that the projected revenue for the month of May 2019 was



projected to be \$47,950 but a total of \$49,700 was received with an annualized figure there is \$506,400.

Industrial Relations Unit

The period June 2019 to April 2020 commenced with 149 cases being carried forward from the previous period, during the period 352 cases were settled and while for the set period 206 new grievances were received, 600 members visited the office for advice and other work-related matters. The outstanding grievance that remained in house at the end of the period was 120 and from that amount 18 are awaiting results from disciplinary hearings and appeal matters. For the said period an average of 66 cases were settled per Industrial Relations Officer.

Women's Action Committee

The Women's Action Committee carried out a number of activities throughout the period such as a Fish Fry, a Health Fair on Violence against Women. The Women's Action Committee, St. Mary Chapter, did have a Lunch Hour Forum which was a gender forum and they partnered with the Bureau of Gender Affairs and this was to highlight issues concerning gender inequality, gender bias and Sexual Harassment in the Workplace.

Sports Committee

The Sports Committee hosted the Centenary Charity 5K Grand Prix Summer Walk Run. The committee also hosted its sporting competition throughout the year where they had netball and football, dominoes and table tennis.

Presentation of the Financial Report

The Financial report was provided by the Honourary Treasurer, Sis. Paulette Bruce-Williams.

The treasurer invited auditor Sis. Karen McPherson to give her opinion of the financial report.

The report was read by Sis. Bruce-Williams. Questions followed her presentation. In her presentation she stated that she was at the end of her tenure. She expressed appreciation to the officer corps and the staff at the secretariat for their support.

President Grant asked that a motion be moved to accept the treasurers report. The motion was moved by Bro. Livingston Burnett and seconded by Sis. Sandra Brown.

Award of Honoraria

A motion for the acceptance of the Honoraria to be moved from 2 million to 3 million was moved by Sis. Paulette Bruce-Williams, Treasurer and seconded by Bro. Raymond McFarlane from the Manchester Chapter.

Motions and Resolutions

The chairman indicated that he received two resolutions from the General Secretary:

The establishment of voting centers in Kingston and St. Andrew

The amendment of the Constitution to remove "retired officers" from the constitution

Resolution one was moved by Bro. Raymond Poyser and seconded by Bro.



Michael Thompson.

Resolution two was moved by Ann-Marie Campbell-Bell and seconded by Patricia Jackson. Resolution 2 was however later withdrawn after Bro. Wayne Jones pointed out that attendance at the AGM was affected by Covid-19. Bro. Jones stated that a resolution that is so fundamental deserves a richer and fuller audience.

New and Other Business

The president advised that the union would be requesting for the Vice Presidents to be on secondment full-time for a period up to January 2021. He said that this would allow for a better reach of the association's membership as the team would go into every nook and cranny to meet with members.

Launch of Gym and Wellness Centre

The chairman spoke of activities that would be carried out for the rest to 2020. He mentioned plans to carry out the launch of the Gym and Wellness centre on December 6, 2020. He stated that the gym would offer full service with the latest equipment, managed by certified trainers and a nutritionist to look after the health and wellness of members.

JCSA Mastercard

The president advised that discussions were being had with the Thrift Society regarding utilizing the MasterCard to deliver some of its benefits.

MiniMart (Montego Bay)

Bro. Grant informed members of plans to set up another Minimart location in Montego Bay, St. James. He said that this is in an effort

to facilitate members on the western side of the island. President Grant advised that the developers guaranteed the property would be ready by September 2020.

Appointment of the Auditors

President Grant recommended that the relationship be continued between the JCSA Sis. Karen McPherson and her team. Sis. McPherson accepted to continue.

The motion was moved by Bro. Raymond McFarlane and seconded by Bro. Frater.

Declaration of Officers

The Honourary Returning Officer, Mr. Leslie Harrow reported that Sis. Techa Clarke-Griffiths was returned to the post of first vice president. Bro. Clarence Frater was elected for the position of third vice president and Sis. Melaini Mullings-Arnold was elected for the post of Honourary Treasurer.

Sis. Techa Clarke- Griffiths expressed gratitude on behalf of the elected officers, to the members for voting for electing the team needed to support the president.

President Grant also added his remarks. He thanked the membership for their continued support and thanked the outgoing third Vice president for her years of service.

Adjournment

The National Anthem was sung. There being no other business the president terminated the meeting at 7:00 p.m.



Executive Committee Meetings For the period August 2020 – May 2021

OFFICERS	OFFICE	SPECIAL (1)	REGULAR (9)	REMARKS
O'Neil Grant	President	1	8	1 excused
Techa Clarke-Griffiths	First Vice President	1	9	
Kelvin Thomas	Second Vice President	1	8	
Clarence Frater	Third Vice President	1	9	
Melaini Mullings-Arnold	Honorary Treasurer	1	8	1 excused
Camille Burford	Registrar General's Dept.	1	9	
Angela Burrell-Rodney	National Land Agency	1	9	
Sandra Cameron	Post & Telecom	1	9	
Ann Marie Campbell Bell	Jamaica Custom Dept.	1	9	
Maud Chambers	Ministry of Tourism	1	8	1 excused
Kevin Cornwall	PICA	1	8	1 excused
Geoffrey Marshall	Water Resources Authority	1	8	1 excused
Raymond Poyser	Min. of Economic Growth & Job Creation	1	9	
Rhonda Pryce	TAJ	1	9	
Alrington Roberts	Ministry of Finance & Public Service	1	9	
Michael Thompson	STATIN	1	7	2 excused
Sandra Brown	Nat. Staff Relations Coun.	1	4	4 excused
Robert Chung	Nat. Staff Relations Coun.	1	7	2 excused
Charmaine Gillette-McLellan	Nat. Staff Relations Coun.	1	8	1 excused
Peta-Gay Hodges	Nat. Staff Relations Coun.	1	7	2 excused
Patricia Jackson	Nat. Staff Relations Coun.	1	7	1 excused
Geraldine Miles	Nat. Staff Relations Coun.	1	8	



Officers	Min/Dept/Agency	Special (Aug 2020)	Quarterly (Aug 2020)	Quarterly (Nov 2020)	Quarterly (Feb 2020)	Quarterly (May 2021)	Total Attended (5)	Remarks
Grant, O'Neil	RADA	P	P	P	P	P	5	
Carke-Griffiths, Techa	Min. of Local Government	P	P	P	P	P	5	
Thomas, Kelvin	Min. of National Security	P	P	P	P	P	5	
Frater, Clarence	MICAF -Industry & Comm. Div	P	P	P	P	P	5	
Mullings-Arnold, Melaini	Tax Administration Jamaica	P	P	P	P	P	5	
Departmental Representatives Min/Dept/Agency								
Ameir Cummings, Yanique	Min. of For. Affairs & For. Trade	P	P	P	P	P	5	
Anderson, Pauline	ICAF -Industry & Com. Div	P	P	P	P	P	5	
Bailey, Dwight	Court Administration Div	A	P	P	P	...	3	
Baker, Gregory	DCS - Tower Street	A	A	A	0.	As at Oct 2020
Beale, Javette	Min of Education, Youth & Info	A	A	P	P	P	3	
Becford, Kaydian	Ministry of Justice	A	A	A	A	A	0	
Bell, Regina	Court Administration Div	A	E	A	A	A	0	
Bellamy, Churton	TAJ - Contsant Spring	P	P	P	P	P	5	
Bernard, Christopher	Post & Telecom Inspectors Assoc. A	P	A	P	A	A	1	
Brown, Latoya	Natl Public Health Lab.	P	P	P	P	P	5	
Brown, Othneil	Min. of Finance & the Pub. Service P	A	A	A	A	A	1	
Brown-Kinghorn, Jacqueline	KSA Health Dept.	P	P	P	P	P	5	
Brown-Thompson, Millicent	Bellevue Hospital	P	A	P	A	A	2	
Burford, Camille	RGD	P	P	P	P	P	5	
Burrell-Rodney, Angela	NLA - Head Office	P	P	P	P	P	5	
Byfield, Leo	MLSS	P	P	P	P	P	5	
Cameron, Sandra	Post & Telecom. Dept.	P	A	E	P	P	3	
Campbell, Leslie	DCS - Tamarind Farm	A	A	A	A	P	1	
Campbell, Nikhail	Jamaica Library Service	A	P	P	P	P	4	
Campbell, Racquel	Min. of Local Government	P	P	P	P	P	5	
Campbell, Tasheena	MICAF - Agri. & Fisheries Div.	P	P	P	P	P	5	
Campbell, Tashema	EOJ	A	P	P	A	P	3	
Campbell Bell, Ann Marie	Jamaica Customs Agency	P	P	P	P	P	5	
Carter, Allan	MOH&W	P	P	P	3	
Chambers, Maud	Min. of Tourism	P	P	P	P	P	5	
Chung, Robert (NSRC)	Retired	E	P	P	P	P	4	
Clarke, Golda	Auditor General's Dept.	A	P	P	P	P	4	
Clarke, Kevin	STATIN	A	P	P	P	P	4	
Clarke-Cole, Anastasia	Natl Council for Senior Citizens	P	P	P	P	P	5	
Clemmings, Sandra	Houses of Parliament	A	A	A	A	A	0	
Cornwall, Kevin	PICA	P	P	P	P	P	5	
Dallas, Nicholas	Companies Office of Ja.	A	P	P	P	P	4	
Davis, Melicia	JCDC	A	P	A	P	P	3	
Deslandes Brown, Keynea	Companies Office of Ja.	P	P	A	P	A	3	
Douglas, Ishmael	DCS - Head Office	A	A	A	0.	As at Sep 2020
Edwards, Annette	Shortwood Teachers' College	A	P	P	P	4		
Edwards, Charlene	Jamaica 4-H Clubs Staff Ass. A	P	P	A	A	2		

NB. P - Present, A - Absent, E - Excused



Officers	Min/Dept/Agency	Special (Aug 2020)	Quarterly (Aug 2020)	Quarterly (Nov 2020)	Quarterly (Feb 2020)	Quarterly (May 2021)	Total Attended (5)	Remarks
Edwards, Ingrid	Min. of Transport & Mining	P	P	P	P	P	5	
Fairweather-Sims, Netollia	Institute of Jamaica	P	P	P	A	P	4	
Forbes-Christie, Millicent	DCS - South Camp Adult	P	P	P	P	P	5	
Foster Cole, Deserine	JCDC	A	E	A	P	P	2	
Goodison, Dwayne	MOEY&I	P	A	A	A	P	2	
Graham, Sheldon	Post & Telecom Dept.	P	A	A	P	P	3	
Grant, Suzette	Min. of Local Government	P	P	P	P	P	5	
Gray, Herbert	DCS - Horizon	A	A	P	P	A	2	
Green, Michsica	JCF - Police Computer Centre	A	A	A	A	A	0	
Green-Livingston, Melva	Bustamante Hosp for Children	P	P	E	P	P	4	
Hall, Llewellyn	MLSS	P	A	A	P	P	3	
Hamilton, Charmaine	JLS	P	P	P	P	P	5	
Hearne-Wright, Sharon	NEPA	P	P	A	A	P	3	
Henry, Tasha	TAJ - Ocean Boulevard	P	A	1.	As at Dec 2020
Hodges, Peta-Gay (NSRC)	JIS	P	A	P	P	P	4	
Hutchinson, Leroy	National Chest Hospital	P	P	P	P	A	4	
Hutchinson, Richard	Cabinet Office	P	P	P	P	P	5	
Jackson, Patricia (NSRC)	RGD	P	A	P	P	P	4	
James, Denise	TAJ - Contsant Spring	A	P	A	A	A	1	
James. Keisha	KPH	A	A	P	P	P	3	
James, O'Niel	MICAF - Agri & Fisheries Div	P	A	P	A	P	3	
Johnson, Anthony	JNHT	P	A	A	A	A	1	
Johnston, Rolforde	National Library of Jamaica	E	E	P	P	P	3	
Kerr, Michael	JIS	P	P	P	P	A	4	
Knight, Marlene	Jamaica Fire Brigade	P	A	P	P	P	4	
Lee, Dwight	MOEY&I	A	A	A	A	A	0	
Lester, Sherene	NWA	A	P	P	P	P	4	
Loague Cargill, Sheryl	Bellevue Hospital	A	A	A	A	A	0	
Malcolm, Megan	TAJ - King Street	P	P	A	P	A	3	
Marshall, Geoffrey	Water Resources Authority	P	P	P	P	P	5	
McCurbin, Harold	Bustamante Hosp for Children	P	A	P	P	P	4	
McDonald, Faith	Min. of National Secretary	P	P	P	P	P	5	
McGregor, Akeem	DCS - Head Office	A	A	A	0.	As at Sep 2020
McKay, Oshane	Min. of Econ Growth & Job Creation	P	P	P	P	P	5	
McKoy, Fabian	DCS - St. Catherine Adult	A	A	A	A	A	0	
Mendez-Williams, Sandra	KPH	A	A	A	A	A	0	
Miles, Geraldine	Min. of For. Affairs & For. Trade	P	E	P	P	A	3	
Miller, Ervin	JCF - Finance Branch	P	A	A	A	A	1	
Mitchell, Shawn	TAJ - King Street	A	P	P	P	P	4	
Newman, Dionne	National Works Agency	A	A	P	A	P	2	
Nichoson, Junior	NEPA	A	A	A	A	A	0	
Noble, Rolando	MLSS	P	P	P	P	P	5	
Osbourne, Marlon	Food Stor & Prevent. of Infest Div.	P	P	P	P	A	3	
Palmer, Michael	NLA - Estate Mgmt Div.	A	P	P	P	P	4	

NB. P - Present, A - Absent, E - Excused



Officers	Min/Dept/Agency	Special (Aug 2020)	Quarterly (Aug 2020)	Quarterly (Nov 2020)	Quarterly (Feb 2020)	Quarterly (May 2021)	Total Attended (5)	Remarks
Patterson, Sharon	NLA - Survey & Mapping	P	A	P	P	P	4	
Patterson, Sharon	Supreme Court	P	A	1	
Pearl, Noel	RGD	A	P	P	P	P	4	
Pearl-Roberts, Loarin	SDC	A	P	A	P	A	2	
Pearl-Stewart, Tonnetta	DCS - South Camp Juvenile	A	A	P	A	A	1	
Pellington, Dona	TAJ - Stamp Office	P	P	P	P	P	5	
Pessoa-McGregor, Carmelita	Jamaica Dental Nurses Ass.	P	P	P	P	P	5	
Plummer, Peter	JDF	P	A	A	1	
Poyser, Raymond	Min. of Econ Growth & Job Creation P		P	P	P	A	4	
Pryce, Rhonda	TAJ - East Street	P	P	P	P	P	5	
Reeves, Shawna-Kay	Min. of Science, Energy & Tech.....	A	P	P	2	
Reid, Lloyd	JDF	P	P	P	3	
Richards, Jerry-Neal	Jamaica Library Service	P	P	P	P	P	5	
Richards-Henry, Michelle	MOH&W	P	P	...	2	
Roache, Andrea	NLA - Land Title Division	A	A	A	A	A	0	
Roberts, Alrington	MOF&PS	P	P	P	P	P	5	
Saunders, Peter-Gay	KSA Health Dept.	P	A	A	P	P	3	
Saunders Hammond, Carol	PICA	P	P	A	A	P	3	
Scott, Christopher	DCS - Metcalfe Street	E	P	P	P	3	
Smith, Leanord	DCS - Tower Street	A	A	A	0.	As at Oct 2020
Spaulding, Dario	IOJ	P	P	P	A	A	3	
Stewart, Morris	Psychiatric Nursing Aide Ass. P P		P	P	P	5		
Teape, Avaneta	Min. of Science, Energy & Tech.	P	P	P	3	
Thomas, O'Neil	MOJ	A	A	A	A	A	0	
Thomas-Walters, Claudine	Auditor Gen Dept.	A	A	P	P	P	3	
Thompson, Michael	STATIN	P	P	P	P	P	5	
Wentt-Hyman, Marcia	Dept. of Co-op & Friendly Soc.	A	A	0.	As at Nov 2020
West-Webb Rose-Marie	RADA	A	A	A	P	A	1	
Chapter Chairs								
	Min/Dept/Agency							
Bailey, Jody-Ann	SERHA	P	P	P	E	P	4	
Clarke, Brandon	Court Admin Div	P	A	P	A	P	3	
Clarke, Carol	Brown's Town Comm. Coll	A	P	P	P	P	4	
Coleman-Clarke, Karen	St. Mary Parish Library	P	E	E	P	P	3	
Downer, Ramon	IOJ (Museums)	A	A	P	P	P	3	
Ferguson, Paulette	Jamaica 4-H Clubs	A	P	P	E	P	3	
Findlay, Erlett	MOEY&I	A	A	A	A	A	0	
Gillette-McLellan, Charmaine	(NSRC). MLSS	P	P	P	P	P	5	
Haughton, Aldon	MLSS	P	P	P	P	A	4	
Lawrence, Tamara	MLSS	P	E	A	P	A	2	
Lewis-Brown, Stephanie	SDC	A	P	A	P	P	3	
McGhie, Clance	Trelawny Municipal Corp.	P	A	A	P	A	2	
Mitchell, Fayann	TAJ - Black River	A	P	P	P	P	4	
Sancko-Valentine, Yanike	TAJ - May Pen	P	P	P	P	P	5	

NB. P - Present, A - Absent, E - Excused



2020-2021 Sectors, Boards, Committees and Sub-committees

Existing Committee	Proposed Committee	Monitoring Officer	Chairman (ExCo /NSRC)	Staff Assigned
Jacisera Park	Jacisera Park	President	Angela Burrell-Rodney Michael Thompson	Fabio Johnson
Finance and Planning	Finance and Planning	President	Honorary Treasurer	Helen Mason
Sports	Sports	Treasurer	Alrington Roberts Raymond Poyser	Patrice Porter
Young Workers	Young Workers	1st Vice President	Rhonda Pryce Regina Bell	Racquel Stephenson
Policy & Constitution	Policy & Constitution	1st Vice President	Camille Buford Shawn Mitchell	Shanee Grant
Fundraising	Fundraising	3rd Vice President	Marlene Knight Rhonda Pryce	Crystal Lee-Brown
Women's Action	Women's Action	1st Vice President	Geraldine Miles LaToya Spence	Patrice Porter
Trade Union Education and Training	Trade Union Education and Training	Honorary Treasurer	Patricia Jackson Sheldon Graham	Patrice Porter
Mini-Mart	Mini-Mart	3rd Vice President	Rolando Noble Pauline Anderson	Crystal Lee-Brown
Member Services and Affiliation	Member Services and Affiliation	Treasurer	Ann Marie Campbell Bell Carmelita Pessoa- McGregor	Michelle Williamson
Legislation, Regulations and Industrial Relations	Legislation & Regulations	President	Jerry-Neal Richards	George Thorpe
	JCSA Toastmasters	President	Geoffrey Marshall Janet Morrison-Plummer	Helen Mason
	Industrial Relations	2nd Vice President	Kevin Cornwall Yanique Amier Cummings	George Thorpe
Men's Coalition	Men's Coalition	3rd Vice President	Herbert Gray Michael Thompson	George Thorpe
IT & Communication	IT & Communication	2nd Vice President	Peta-Gay Hodges Jody-Ann Bailey	Shanee Grant



JCSA Advisory Committee 2020-2021		
Committee	Existing Members	Proposed Members
National Staff Relations Council	Sandra Brown Angela Burrell-Rodney Patricia Jackson Charmaine Gillette-McLellan Robert Chung Peta-Gay Hodges	Sandra Brown Patricia Jackson Charmaine Gillette-McLellan Robert Chung Peta-Gay Hodges Geraldine Miles (Women's Rep)
JCSA Trustees	Edward Bailey Wayne Jones Georgia Mogg	

JCSA Affiliated Organisation		
Organisation	Current Representatives	Proposed Representatives
JCSA Limited (by appointment ratified by General Council)	Wayne Jones O'Neil Grant Techa Clarke Griffiths Georgia Mogg Jean Menzie Hastings Tifonie Powell Williams	Tifonie Powell-Williams Angela Burrell-Rodney
JCS Housing Company Limited (by appointment ratified by General Council)	Raymond Poyser Wayne Jones O'Neil Grant Tifonie Powell Williams Nicholas Henry	O'Neil Grant Tifonie Powell-Williams
Jamaica Civil Service Mutual Thrift Society	(by election by the members)	(by election by the members)

JCSA Nomination - External Committees/Commissions/Boards		
Body	Nominee	Members
Public Service Commission (Constitutional Nominee)	Brenda Cuthbert	Brenda Cuthbert
Jamaica Printing Services (1992) Ltd	Wayne Jones	Wayne Jones
Jamaica Confederation of Trade Unions	O'Neil Grant Techa Clarke Griffiths Tifonie Powell Williams	O'Neil Grant Techa Clarke Griffiths Tifonie Powell Williams
Government Employees Transport Service	Michael Thompson Patrice Porter Raymond Poyser	Michael Thompson Patrice Porter Raymond Poyser
Government Employees Administrative Services Only (GEASO) Scheme	O'Neil Grant Tifonie Powell-Williams	O'Neil Grant Tifonie Powell-Williams



JCSA Nomination - External Committees/Commissions/Boards		
Body	Nominee	Members
Board of Trustees Executive Agencies Pension Scheme	Patricia Jackson	Patricia Jackson
Computer Loans Scheme	Alrington Roberts Raymond Poyser	Alrington Roberts Raymond Poyser
Civil Service Week Planning	Patrice Porter	Patrice Porter Maud Chambers Geoffrey Marshall Pauline Anderson

Externally Nominated and Appointed (Public Bodies)	
Body	Appointee
Public Sector Transformation Oversight Committee	O'Neil Grant
Public Sector Monitoring Committee	O'Neil Grant Techa Clarke Griffiths
National Housing Trust	O'Neil Grant
Partnership for Jamaica	O'Neil Grant

Nominee to Executive Committee		
Current 2019-2020	Proposed 2020-2021	Elected 2020-2021
Allan Carter	Maud Chambers	Maud Chambers
Sandra Cameron	Geoffrey Marshall	Geoffrey Marshall
Ann Marie Campbell-Bell	Ann Marie Campbell-Bell	Ann Marie Campbell-Bell
Alrington Roberts	Alrington Roberts	Alrington Roberts
Clarence Frater	Camille Buford	Camille Buford
Melaini Mullings Arnold	Rhonda Pryce (Young worker)	Rhonda Pryce (Young worker)
Herbert Grey	Herbert Grey	Sandra Cameron
Raymond Poyser	Raymond Poyser	Raymond Poyser
Kevin Cornwall	Kevin Cornwall	Kevin Cornwall
Michael Thompson	Michael Thompson	Michael Thompson
Rhonda Pryce (Young Worker s)		Angela Burrell-Rodney

Honorary Assistant Treasurers	
Paulette Bruce Williams	Alrington Roberts
Alrington Roberts	Sandra Cameron
Sandra Cameron	Paulette Bruce-Williams (Minimart)



Sector Focus Matrix 2020-2021				
Sector Leader	Sector	Sector Focus Volunteer/Admin	Member Assigned – ExCo/NSRC	Staff Assigned
O'Neil Grant	Industry Commerce Agriculture and Fisheries	Pauline Anderson	Raymond Poyser	Helen Mason / George Thorpe
	Office of the Prime Minister and Office of the Cabinet	Tashema Campbell Richard Hutchinson	Alrington Roberts Ann Marie Campbell Bell	
	Economic Growth and Job Creation	Othneil Brown	Peta-Gay Hodges	
	Local Government and Community Development	Clance McGhie Javette Beale	Angela Burrell- Rodney	
	Finance and the Public Service	Keynea Deslandes-Brown	Camille Buford	
	Education, Youth and Information	Keynea Deslandes-Brown	Rhonda Pryce	
	Health	Nikhail Campbell	Geoffrey Marshall	
	Auditor General's Department	Charmaine Hamilton Marlene Knight Dwayne Goodison Dwight Lee Albert Fun gMichael Kerr Jerry-Neal Richards Sandra Clemmings Harold McCurbin Melva Green-Livingston Leroy Hutchinson Keisha James Sandra Mendez-Williams Jacqueline Brown- Kinghorn Peter-Gaye Saunders Millicent Brown- Thompson Sheryl Loague Latoya Brown Annette Edwards Racquel Campbell Suzette Grant Rose Marie West Webb Lorian Peart Roberts Stephanie Lewis-Brown	Sandra Brown	



Sector Focus Matrix 2020-2021				
Sector Leader	Sector	Sector Focus Volunteer/Admin	Member Assigned – ExCo/NSRC	Staff Assigned
O'Neil Grant	Auditor General's Department	Sherene Lester Dionne Newman Oshane McKay Tasheena Campbell O'Neil James Michael Palmer Sharon Patterson Andrea Roache Junior Nicholson Noel Peart Kevin Clarke Shawn Mitchell Megan Malcolm Denise James Churton Bellamy Dona Pellington Carmelita Pessoa-McGregor Morris Stewart Charlene Edwards-Butler Yanike Sancko-Valentine Paulette Ferguson Fayann Mitchell Jody-Ann Bailey Karen Coleman-Clarke Carol Clarke Erlett Findlay Keynea Deslandes-Brown Nicholas Dallas Golda Clarke Claudine Thomas-Walters		
Techa Clarke Griffiths	Justice	Kaydian Beckford	Alrington Roberts	Joy Tucker
	Foreign Affairs & Foreign Trade	O'Neil Thomas	Patricia Jackson	
	Energy, Science & Technology	Tashema Campbell	Geraldine Miles	Rosalind McKenzie
	Electoral Office of Jamaica	Regina Bell Dwight Bailey Yanique Ameir Cummings Tamara Lawrence	Sandra Cameron	



Sector Focus Matrix 2020-2021				
Sector Leader	Sector	Sector Focus Volunteer/Admin	Member Assigned – ExCo/NSRC	Staff Assigned
Techa Clarke Griffiths	Electoral Office of Jamaica	Brandon Clarke Sheldon Graham Christopher Bernard		
Kelvin Thomas	Transport and Mining	Ingrid Edwards		Andrew Latibeaudiere
	Culture, Gender, Entertainment and Sport	Deserine Foster Cole Melicia Davis Netollia Fairweather-Sims Dario Spaulding Rolforde Johnson Ramon Downer		
Clarence Frater	Labour and Social Security	Anastasia Clarke-Cole		
	National Security	Leo Byfield Rolando Noble Faith McDonald Ervin Miller Mischsica Green Aldon Houghton Tonnetta Peart-Stewart Millicent Forbes-Christie Herbert Gray Fabian McKoy Christopher Scott Leslie Campbell Carol Saunders Hammond Llewellyn Hall	Charmaine Gillette-McLellan Kevin Cornwall	Alecia Pusey
Melaini Mullings Arnold	Tourism	Maud Chambers	Andrew Latibeaudiere	

Zone 1	Western Region	Techa Clarke Griffiths	Andrew Lattibeaudiere
Zone 2	South Central Region	Clarence Frater	Alecia Pusey
Zone 3	North East Region	Kelvin Thomas	Joy Tucker Harriot
KSA	At Large St Thomas & St Catherine	O'Neil Grant	George Thorpe & Rosalind McKenzie



THE HONORARY TREASURER'S REPORT

Sisters and Brothers, it is with pleasure that I present to the Annual General Meeting the Financial Statements for the financial year ending November 30, 2020.

The Year in Review

The present leadership continues to be optimistic about the future of this noble organization. We will continue to move "from surviving to thriving" as we travel into the 2nd century. The JCSA continues to strengthen its strategies to respond to the membership needs by providing services that will improve the quality of their lives while significantly improving member's satisfaction and confidence in the organization. Some of the achievements include increasing the staff complement by nine (9) during the period. These team members were deployed to various areas to improve the services offered in the Member Service, Accounts and Industrial Relations Units. Staff was also deployed to one of the Regional offices to ensure our members outside of Kingston and St. Andrew, were properly served. The Association also engaged a Public Relations Officer to increase the communication and to highlight the activities of the Association through the use of technology, both modern and conventional, to the members and stakeholders.

The ambience at the Secretariat office space and the renovation of the JACISERA Park, have been executed to provide comfort and safety for the members, staff, and visitors alike. However, plans to transform the

JACISERA Park into an income stream for the organization will continue into the next financial year.

I am extremely happy to report that the first cohort for the Professional Certificate in Industrial Relations (PCIR) course for General Council, commenced October 2020. It is expected that the recipients will make it a success and the achievement will be a milestone that will be celebrated in the 2nd century.

The MiniMart continues to operate Monday to Friday at 12 Caledonia Avenue, Kingston 5. Members receive goods at cost with a further 15% discount. We implore all our members to continue to access this benefit.

Financial Performance

Revenues grew by \$47,632,687.00 or 21.70% for the year under review. This growth is influenced by the 0.05% increase in Subscription which was implemented July 2019. Subscription income was increased by \$79,332,179.00 or 36.27% during the period.

Our overall expenses increased by \$33,228,057.00 or 19.67%. The single expense with a significant increase was Salaries and Wages and Related Expenses. This expense was increased by \$44,539,460.00 or 40%. This was attributable to the increase in the staff compliment. This action was inevitable as membership had increased. The increased in the staff compliment was necessary so that we can better serve our members.



Despite all the challenges in managing this scarce resource in this era of a pandemic, I can and happy to report that we have made a net income of \$36,346,090. With this net income we were able to increase our asset base which include our home JACISERA Park. The Officers and staff commit to continue serving and assisting our members when called upon to do so.

Lastly, but of importance, the Accounts Unit was equipped with computers and improved systems/software to properly manage the financial affairs of the organization.

Economic Outlook

During the year under review, we experienced the COVID-19 pandemic. This has caused an economic crisis that is affecting most countries, if not all, regardless of their income level.

Prospects for the overall economy in the short term were negatively affected based on the economic impact of the COVID-19 pandemic on the domestic economy, as well as those of our main trading partners. Measures implemented to restrict the spread of the disease include the closure of the country's borders to passenger movement, the imposition of curfews, physical distancing measures, caused downturn in trade due to a contraction in the global economy as a result of the Corona Virus.

There has been a significant deterioration in the macro economy due to COVID-19. Tourism has been one of the Sectors that was seriously impacted by the pandemic.

There was a decline in foreign currency inflows for the fiscal year 2020/2021. This was influenced by the fallout in tourism, foreign direct investment and significant declines in remittances.

Despite the Covid-19 pandemic on the economy, the JCSA has managed to increase its membership and continues to increase the benefits to our members. The newest benefits being the Motor Vehicle Help Desk, the Gym and Wellness Centre (with a Juice Bar) and the addition of a new MiniMart and Office space in Montego Bay, St. James.

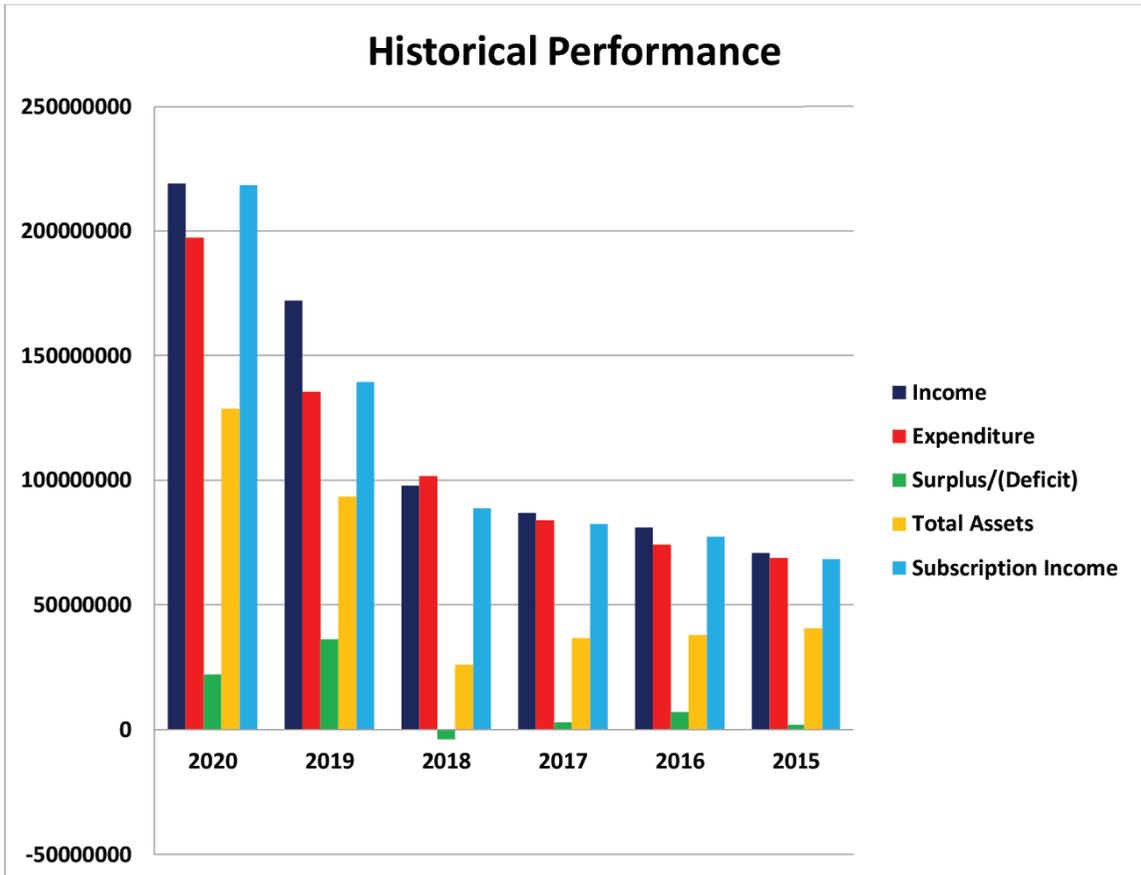
Conclusion

As the new elected Honorary Treasurer, I must express my sincere gratitude to my fellow Officers, staff of the JCSA and the General Council members for their support and understanding of my financial prudence, even with the Subscription at 1%. I express a special thank you to the Assistant Honorary Treasurers: Sandra Cameron, Arlington Roberts, and Paulette Bruce-Williams. To our dedicated audit team: Karen McPherson, Aundrey Green, Shanique Parks and Natalie Douglas. This year was not an easy one for them. In light of this, I would like to say special thanks for their support, so that the JCSA can fulfil its constitutional requirement.

Finally, our loyal Accounts Unit's team who continue to give their best to meet the needs of our members, staff and suppliers. The team members are Mrs. Crystal Lee-Brown (accountant), Misses Cherrian Bowyer (accounts technician) and Denisha Smith (accounts clerk). Ms. Bowyer and Ms.

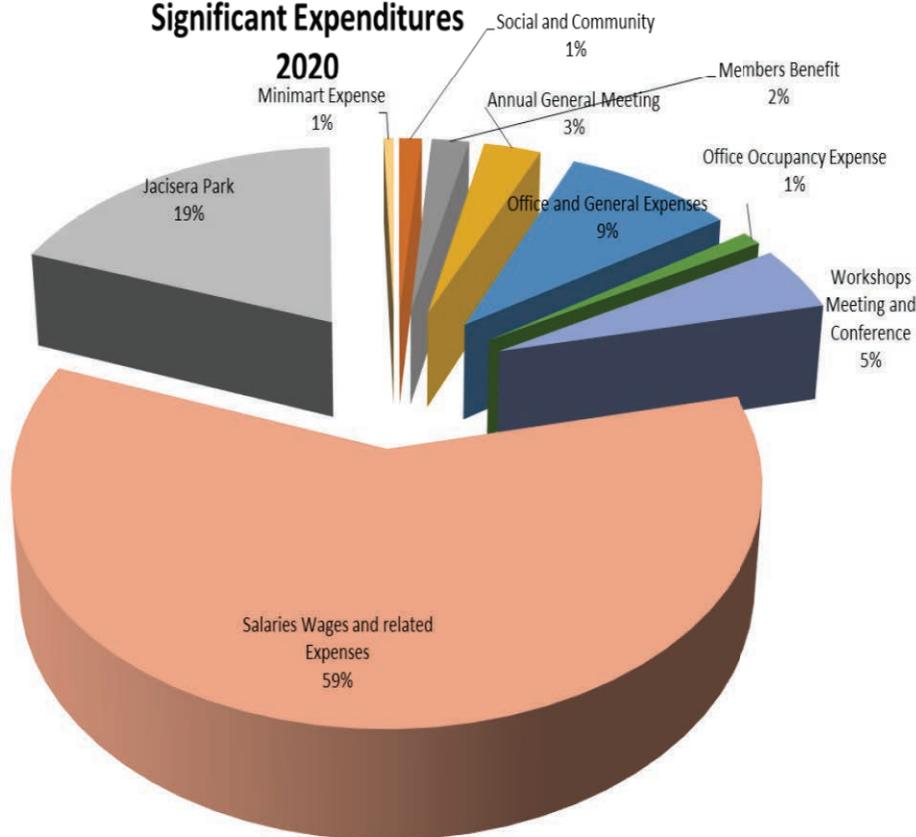


Smith joined the accounts team during the financial year under review. I am again expressing a big thank you to you all and look forward to the years ahead.





Significant Expenditures



Financial Performance Summary

Category	2019/2020	2018/2019	Change	
	\$	\$	\$	%
Income	219,515,352.00	171,882,665.00	47,632,687.00	28
Expenditure	168,956,311.00	135,536,575.00	33,419,736.00	25
Surplus/(Deficit)	50,559,041.00	36,346,090.00	14,212,951.00	-39
Total Assets	128,702,380.00	93,523,417.00	35,178,963.00	38
Subscription Income	218,703,615.00	139,371,436.00	79,332,179.00	57

Melaini Mullings-Arnold, BSc, PGDip
Honorary Treasurer



**JAMAICA CIVIL SERVICE ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT NOVEMBER 30, 2020**

	Note	2020 \$	Restated 2019 \$
CURRENT ASSETS			
Cash and Bank	4	38,728,125	39,053,112
Accounts Receivable	5	3,785,733	6,157,302
Mini-mart Assets	17 a	2,178,133	1,707,032
Investment Securities	6	<u>32,179,587</u>	<u>40,138,533</u>
Total Current Assets		<u>76,871,578</u>	<u>87,055,979</u>
NON-CURRENT ASSETS			
Lease hold Improvement		28,761,664	-
Fixed Assets	7	<u>23,069,138</u>	<u>6,275,761</u>
Total Non-Current Assets		<u>51,830,802</u>	<u>6,275,761</u>
TOTAL ASSETS		<u>128,702,380</u>	<u>93,331,740</u>
EQUITY AND LIABILITIES			
<i>Equity attributable to members:</i>			
Retained Earnings		26,093,379	(1,773,122)
Net Income		50,559,041	36,154,411
Prior Year Adjustment		-	(8,287,910)
Fair Value on Assets held for Resale		<u>21,870,957</u>	<u>36,132,719</u>
Total Equity		<u>98,523,377</u>	<u>62,226,098</u>
Non-current Liabilities:			
Current Liabilities:			
Payables		29,399,547	18,771,932
Mini-Mart Liabilities		-	364,564
Loan	13	<u>779,455</u>	<u>11,969,146</u>
Total Current Liabilities		<u>30,179,003</u>	<u>31,105,642</u>
Total liabilities		<u>30,179,003</u>	<u>31,105,642</u>
Total Equity and Liabilities		<u>128,702,380</u>	<u>93,331,740</u>

Authorized by:



**JAMAICA CIVIL SERVICE ASSOCIATION
INCOME STATEMENT FOR YEAR ENDED
NOVEMBER 30, 2020**

	Notes	2020 \$	2019 \$
INCOME			
Subscription		218,703,615	139,371,436
JACISERA Park		375,227	1,053,000
Minimart Gross Profit/(loss)	15	(212,516)	(4,898)
Exceptional Income			22,500,000
Anniversary Celebration		-	3,263,910
Other Income		649,026	5,699,217
TOTAL INCOME		219,515,352	171,882,665
EXPENSES			
Social and Community Outreach	8	2,294,789	4,100,472
Members Benefit		4,135,634	6,966,508
Centenary Celebrations		-	8,703,727
Fees and Charges		361,288	244,940
Annual General Meeting	10	5,763,110	6,207,357
Affiliation Fees		1,981,260	1,187,435
Office and General Expenses	9	17,068,109	12,773,325
Office Occupancy Expense		2,009,187	1,353,585
Printing Expenses		449,203	1,742,258
Workshops Meeting and Conference		9,029,003	8,885,316
Salaries Wages and related Expenses		111,299,954	66,760,494
Legal Fees	11	4,067,693	327,408
Competition and Other Expense		83,770	826,555
Advertising		70,049	74,237
Depreciation Expenses		2,035,041	1,579,901
Annual Retreat		-	4,502,872
Jacisera Park Expense	12	6,069,836	6,738,027
Loan Interest		1,222,876	1,469,430
Minimart Expenses		1,015,508	1,254,407
Business Tax		-	30,000
TOTAL EXPENSES		168,956,311	135,728,254
NET INCOME		50,559,041	36,154,411



**JAMAICA CIVIL SERVICE ASSOCIATION
STATEMENT OF CHANGES IN EQUITY FOR YEAR ENDED
NOVEMBER 30, 2020**

	Accumulated Profit/(Loss)	Fair Value of asset for Sale	Total
Balance at 1.12.18	(1,773,119)	15,778,172	14,005,053
Net profit for year	36,154,411		36,154,411
Prior year adjustment	(8,287,910)		(8,287,910)
Increase in Fair Value		20,354,546	20,354,546
Balance at 30.11.19	26,093,382	36,132,718	62,226,100
Net profit for year	50,559,041		50,559,041
Decrease in Fair Value		(14,261,762)	(14,261,762)
Balance at 30.11.20	76,652,423	21,870,956	98,523,379



**JAMAICA CIVIL SERVICE ASSOCIATION
STATEMENT OF CASH FLOWS
FOR YEAR ENDED NOVEMBER 30, 2020**

CASH RESOURCES WERE PROVIDED BY/USED IN:

	2020	2019
	\$	\$
Profit for Year	50,559,041	36,154,411
Adjusted For:		
Depreciation	<u>2,035,041</u>	<u>1,579,901</u>
Net Operating Profit	52,594,082	37,734,312
Increase in Accounts Receivable	1,900,469	(4,474,796)
Increase/(Decrease) in Payables	<u>10,263,051</u>	<u>(1,666,815)</u>
Net Cash Flow from Operating Activities	<u>64,757,603</u>	<u>31,592,702</u>
Cash Flow from Investing Activities		
Net decrease in Investment	(6,302,818)	(1,981,883)
Increase in Leasehold Improvement	(28,761,664)	
Increase in Fixed Assets	<u>(18,828,417)</u>	<u>(4,049,018)</u>
Net Cash Flow from Investment	<u>(53,892,899)</u>	<u>(6,030,901)</u>
Cash Flow from Financing Activities		
Loan Proceeds	-	21,000,000
Loan Repayment	<u>(11,189,691)</u>	<u>(9,030,854)</u>
Net Cash Flow from Investment	<u>(11,189,691)</u>	<u>11,969,146</u>
Net decrease in Cash in cash and Cash equivalent	(324,987)	37,530,947
Cash at Beginning of Year	<u>39,053,112</u>	<u>1,522,165</u>
Cash at End of the Year	<u>38,728,125</u>	<u>39,053,112</u>



**JAMAICA CIVIL SERVICE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED NOVEMBER 30, 2020**

1. Activity:

The main activity of the Jamaica Civil Service Association (JCSA) is to safeguard and affirm the legitimate interest and concerns of Public Sector workers who are members of the JCSA as legitimized by the payment of subscription of 1% of the member's basic pay.

2. Summary of significant accounting policies

a) Basis of preparation

These Financial Statements have been prepared under the historical cost convention and are expressed in Jamaican dollars, based on the accrual concept of accounting, except for membership income which is accounted for on a cash basis. The Financial Statements have been prepared in accordance with and comply with Generally Accepted Accounting Principles (GAAP).

b) Use of Estimates

The preparation of statements in accordance with GAAP requires management to make estimates and assumptions that affect the reported amount of revenue and expenses during the reporting period. Actual results could differ from those estimates.

c) Cash and Cash equivalents

Cash and cash equivalents are carried in the Balance Sheet at cost. For the purpose of the Cash Flow statement, cash and cash equivalents comprise cash at bank and in hand.

d) Depreciation of Fixed Assets

Depreciation is calculated on the straight-line basis by reference to cost/valuation at rates estimated to write-off the relevant assets over their expected useful lives. Depreciation is charged as follows:

Computers	20%
Furniture, Fixtures and Fittings	10%
Office Equipment	10%

A full month's depreciation is charged in the month of acquisition of all fixed assets and none in the month of disposal.

An asset is deemed to be acquired when it is received by the Association.

Fully depreciated assets are reflected in the balance sheet at their historical cost/valuation less accumulated depreciation. Repairs and maintenance costs are charged to the income statement during the financial year.

e) Fair Value Estimates

The amounts included in the financial statement for stocks of publicly traded companies have been determined using available market price of the stocks as at year end.



f) Foreign currency translation

Transactions during the year are converted into Jamaican dollars at the appropriate rates of exchange ruling on transaction dates. Assets and liabilities denominated in foreign currency are translated in Jamaican dollars at the appropriate rates of exchange ruling on the balance sheet date. Gains or losses arising from fluctuation in exchange rates are reflected in the statement of income and expenditure.

g) Financial Instruments

In accordance with IAS 39 Financial instruments are recognized at their fair value. Directly attributable cost are deducted from or added to the carrying value of those financial instruments that are not subsequently measured at fair value through profit or loss. Fair value is the price that would be received from the sale of an asset or to transfer a liability in the normal course of business between market participants. See note (6) Investment securities

h) Comparative Information

Comparative information has been reclassified to conform with changes in presentation in the current year

i) Income Recognition

Revenue represents subscription fee received from members and grant received from the Government of Jamaica.

j) Interest income is recognised in the income statement for all interest-bearing instruments on an accrual basis unless collectability is doubtful.

k) Taxation

The Association is classified as a charitable organisation for the purposes of Income Tax.

3 Financial Risk

(i) Market Risk

Market risk is the risk that the value of the financial instrument will fluctuate as a result of changes in market prices. The JCSA has significant holding in stocks which is held as a long-term investment. The investment does not have a significant impact JCSA operations.

(ii) Currency Risk

Currency risk is the risk that the value of a financial instrument will fluctuate because of changes in foreign exchange rates. The JCSA exposure to this risk is minimal as most transactions are denominated in local currency.



(iii) Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. The JCSA has no significant interest bearing assets or liabilities, income and operating cash flows. They are substantially independent of changes in market interest rates. The JCSA interest rate risk arises from deposits.

(iv) Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The JCSA has limited concentration of credit risk. This risk is managed through adherence to staff loans policy as well as maintaining good relationship with suppliers.

(vi) Operational Risk

Operational risk is the risk of direct or indirect loss arising from a variety of causes associated with the JCSA processes, personnel, technology and other external factors, other than financial risks. The JCSA manages operational risk to avoid financial loss and damage to its reputation by adhering to good corporate governance practices.



**JAMAICA CIVIL SERVICE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED NOVEMBER 30, 2020**

4 Cash and Bank

	2020	2019
	\$	\$
General	1,766,853	10,157,698
Salaries	1,398,438	1,197,294
Savings	34,180,639	26,579,566
EMED	466,009	666,056
Mini-Mart Cash and Bank	865,674	331,087
Cash	50,513	120,780
Total Bank and Cash	<u>38,728,125</u>	<u>39,053,112</u>

5 Accounts Receivables

	2020	2019
	\$	\$
General Receivables	1,464,210	817,510
Employee Advances	727,930	247,930
Other Advances	-	1,693
JCSA Lunch Advance	23,700	
Staff Loan	830,224	126,816
JCSMT Subscription Receivable	568,739	4,870,052
Petty Cash	170,930	93,299
Total Receivables	<u>3,785,733</u>	<u>6,157,302</u>



**JAMAICA CIVIL SERVICE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED NOVEMBER 30, 2020**

6 Investment Securities

<u>Name</u>	<u>Units</u>	<u>30.11.20</u>	<u>30.11.19</u>
Instruments Held for Resale			
RJR	21,229,158	23,564,365	37,151,027
Scotia Group	13,009	655,103	702,486
JMMB Shares	19,000	665,000	891,100
Wigton	1,000,000	740,000	1,000,000
Transhig Highway	709,000	864,980	-
		<u>26,489,448</u>	<u>39,744,613</u>
Shares in Institutions			
JPS	30,000	60,000	60,000
JCSMTS	5,620	11,240	11,240
JCSA Ltd		106	106
JCSA Housing	8	16	16
NHT		755	755
		<u>72,117</u>	<u>72,117</u>
		<u>26,561,565</u>	<u>39,816,730</u>
Investment			
JMMB		<u>5,618,022</u>	<u>321,804</u>
		<u>5,618,022</u>	<u>321,804</u>
		<u>32,179,587</u>	<u>40,138,534</u>



**JAMAICA CIVIL SERVICE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED NOVEMBER 30, 2020**

7 Fixed Assets

	Furniture &Fixtures	Equipment	Computer	Total
	\$	\$	\$	\$
As at 1.12.19	4,921,500	6,851,265	6,223,196	17,995,961
Additions/ (Disposals)	2,590,526	11,573,276	4,664,615	18,828,417
As at 30.11.20	<u>7,512,026</u>	<u>18,424,541</u>	<u>10,887,811</u>	<u>36,824,378</u>
Depreciation				
As at 1.12.19	2,230,893	3,919,641	5,569,665	11,720,199
For Year	386,203	762,535	886,303	2,035,041
As at 30.11.20	<u>2,617,096</u>	<u>4,682,176</u>	<u>6,455,968</u>	<u>13,755,240</u>
NBV as at 30.11.20	<u>4,894,930</u>	<u>13,742,365</u>	<u>4,431,843</u>	<u>23,069,138</u>



**JAMAICA CIVIL SERVICE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED NOVEMBER 30, 2020**

8 Social and Community Outreach-

	<u>2020</u>	<u>2019</u>
Civil Service Week		460,827
CSW Walk Run		40,500
Carol Service	-	200,000
Committee Project	70,268	247,722
President's Luncheon	1,591,932	387,991
Donation	345,066	495,096
Sports		1,202,018
Young Workers	151,074	1,010,686
Women's Forum	-	30,537
Men's Forum	-	1,084,003
Manish Water	136,450	25,095
	<u>2,294,789</u>	<u>4,100,472</u>

9 Office and General Expense

	<u>2020</u>	<u>2019</u>
Office/Computer Supplies	4,773,466	2,815,659
Repairs and Maintenance	4,530,919	4,298,731
Food and Drink	1,187,661	1,180,402
Water Charges	153,283	174,709
Telephone Expense	3,087,677	1,510,329
Electricity	1,831,315	1,740,215
Other	1,503,788	1,053,279
Total	<u>17,068,109</u>	<u>12,773,324</u>



**JAMAICA CIVIL SERVICE ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED NOVEMBER 30, 2020**

10. Annual General Meeting

	2020	2019
Regular AGM	3,334,857	4,180,889
Chapter AGM	2,428,252	2,026,468
	<u>5,763,110</u>	<u>6,207,357</u>

11 Legal

During the year JCSA hired attorneys to represent its members. It is expected that future costs will result from this engagement. However, there is currently no reasonable estimate of future costs neither can the timing of these costs be ascertained.

12 JACISERA Park

	2020	2019
JACISERA Operational Expense	6,069,836	3,455,557
JACISERA Renovation	-	3,282,470
	<u>6,069,836</u>	<u>6,738,027</u>

Commencing April 1, 2020 JCSA leased the parcel of land part of Tarrant Run known as JACISERA park comprising of 40469 hectares (10 acres) of land for 25 years. The land is leased at a peppercorn rental of \$12,500 per annum with rent adjustment due every five years thereafter. JCSA incurred renovation costs during the year totaling \$28,761,664. This cost is shown as Lease Improvements under Non-Current Assets. Rental cost incurred during the year of \$49,500 is included in JACISERA Operational Expense.

13. Loan

As at November 30, 2020 JCSA held a loan with the JCSMTS as follows:

- a. On December 17, 2018 JCSA borrowed and received a loan of \$15M from the JCSMT:

Duration of the Loan: 24 months
Interest: 7% reducing balance
Loan Balance as at November 30, 2020: \$779,455



**JAMAICA CIVIL SERVICE ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT NOVEMBER 30, 2020**

14. Salaries Wages and Related Expense

During the year the operations of the JCSA was supported by its Staff which includes the President and members of the Officer Corps. Members of the Officer Corps were paid a monthly stipend for their services. Volunteers, along with the Officers, were paid a one-off Honorarium for their services during the year. The costs are detailed below:

	2020	2019
Staff Salary and Wages	101,616,214	58,512,985
Staff Welfare	718,248	517,913
Stipend to Officers	5,695,992	5,608,746
Honorarium	2,789,500	1,760,850
Other	480,000	360,000
	<u>111,219,954</u>	<u>66,760,494</u>



Note 15

**JAMAICA CIVIL SERVICE ASSOCIATION MINI-MART
INCOME AND EXPENDITURE STATEMENT
FOR YEAR ENDED NOVEMBER 30, 2020**

	2020	2019
	\$	\$
Sales	2,748,843	1,222,607
Subvention	-	-
	<u>2,748,843</u>	<u>1,222,607</u>
Opening Stock	965,112	577,315
Purchases	<u>4,158,758</u>	<u>1,615,302</u>
Total	5,123,870	2,192,617
Less Closing Stock	<u>(2,162,511)</u>	<u>(965,112)</u>
Cost of Sales	2,961,359	1,227,505
Gross Profit/(Loss)	<u>(212,516)</u>	<u>(4,898)</u>
Expenses		
Office and General Expense	37,903	90,062
Selling and distribution	20,771	130,367
Bank Charges	63,132	58,662
Donation	-	-
Repair and Maintenance	-	245,499
Electricity	81,423	25,024
Telephone	70,167	104,793
Rent	683,750	600,000
Water Charges	24,538	-
Depreciation	<u>33,824</u>	<u>28,695</u>
Total Expenses	<u>1,015,508</u>	<u>1,283,102</u>
Net Profit/(Loss)	<u><u>(1,228,024)</u></u>	<u><u>(1,288,000)</u></u>



Note 16

**JAMAICA CIVIL SERVICE ASSOCIATION MINI-MART
FINANCIAL POSITION
AS AT NOVEMBER 30, 2020**

		2020	2019
		\$	\$
Current Assets			
Bank and Cash	17 (b)(i)	780,803	331,087
Receivables		15,621	741,920
Stock	17(b)(ii)	<u>2,162,511</u>	<u>965,112</u>
Total Current Asset		<u><u>2,958,935</u></u>	<u><u>2,038,119</u></u>
Non Current Assets			
Leasehold Improvement		-	
Fixed Asset		<u>275,717</u>	<u>309,541</u>
Total Non-Current Asset		<u>275,717</u>	<u>309,541</u>
Total Assets		<u><u>3,234,652</u></u>	<u><u>2,347,660</u></u>
EQUITY AND LIABILITIES			
Net Income		(1,729,714)	(1,288,000)
Retained Earnings		<u>(2,015,959)</u>	<u>(727,959)</u>
Total Equity		<u><u>(3,745,673)</u></u>	<u><u>(2,015,959)</u></u>
Current Liabilities			
Trade Payables		-	364,564
JCSA		<u>6,980,325</u>	<u>3,999,055</u>
Total Liabilities		<u>6,980,325</u>	<u>4,363,619</u>
Total Equity and Liabilities		<u><u>3,234,652</u></u>	<u><u>2,347,660</u></u>



**JAMAICA CIVIL SERVICE ASSOCIATION MINI-MART
NOTES TO THE FINANCIAL STATEMENT
FOR YEAR ENDED NOVEMBER 30, 2019**

17 (a) Mini-Mart Current Assets

JCSA combined financial position reflects Mini-mart current assets are as follows:

	2020	2019
	\$	\$
Receivables	15,621	741,920
Stock	<u>2,162,511</u>	<u>965,112</u>
	<u>2,178,132</u>	<u>1,707,062</u>

(b) The Mini-Mart's bank and cash was as follows:

i. **Bank and Cash**

	2020	2019
Bank	724,723	255,656
Cash	<u>56,080</u>	<u>25,431</u>
	<u>780,803</u>	<u>281,077</u>

ii. **Stock**

Stock is valued at the lower of cost and net realizable value.

18 At the close of business Mini Mart owed its parent \$6,980,325 a similar amount was reflected in JCSA books as amount receivable from the Mini Mart. The combined position as shown in the combined JCSA accounts is nil.



INDEPENDENT AUDITOR'S REPORT

To the Members
The Jamaica Civil Service Association
10 Caledonia Avenue
Kingston 10

Report on the Financial Statements

I have audited the accompanying Statement of Financial Position of the Jamaica Civil Service Association as of November 30, 2020, and the related statements of Income Statement for the year then ended.

Management Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Generally Accepted Accounting Principles. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on the audit. I conducted the audit in accordance with International Standards on Auditing. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. An audit includes examining, on test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

I believe that the audit provides a reasonable basis for my opinion.

Opinion

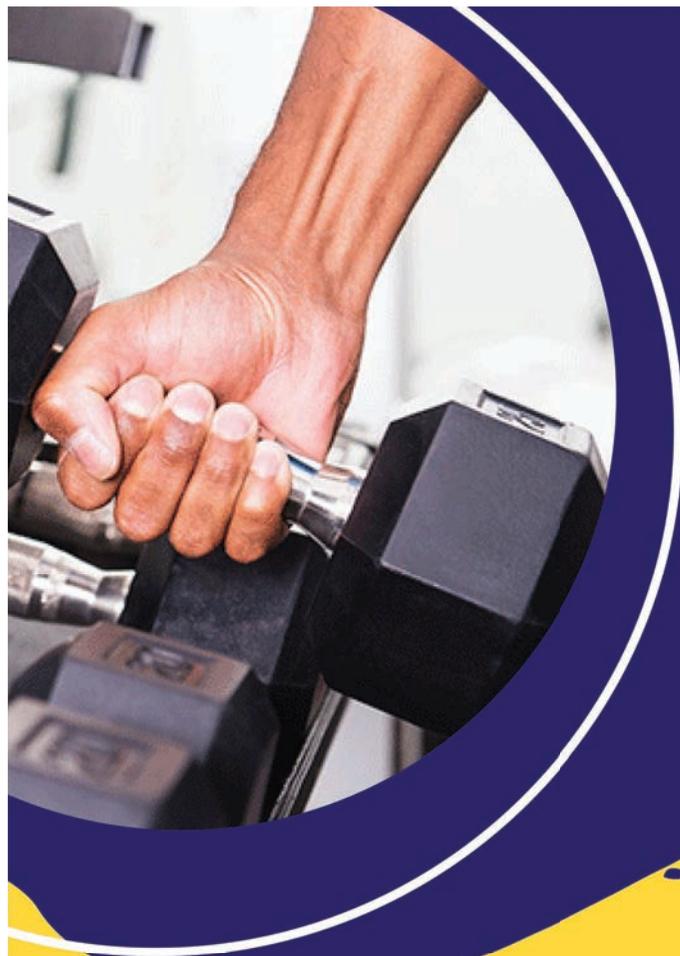
In my opinion, the accompanying financial statements presents fairly, in all material respects, the financial position of the Jamaica Civil Service Association as of November 30, 2020 and the results of its operations and its cash flows for the year then ended.

Karen McPherson, MBA, FCA





JACISERA FITNESS & WELLNESS CENTRE



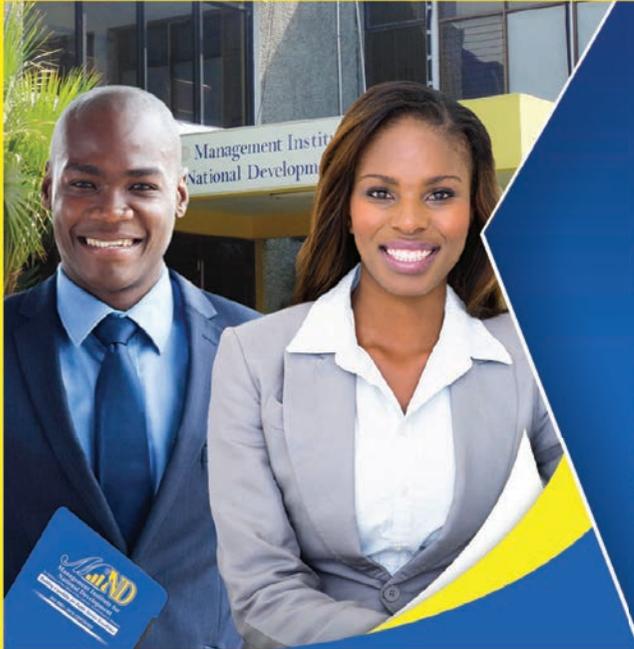
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