

# **JAMAICA CIVIL SERVICE ASSOCIATION**

*Annual Report 2004*  
86th Annual General Meeting



**Quality Public Services - The Key to Jamaica's  
Success in a Globalized Environment**

# **JAMAICA CIVIL SERVICE ASSOCIATION**

## **86<sup>th</sup> Annual General Meeting**

*May 26-27, 2005*

## **Annual Report 2004 - 2005**

**Theme:**  
***Quality Public Services -  
The Key to Jamaica's Success  
in a Globalized Environment***

# **NOTICE CONVENING THE 86th ANNUAL GENERAL MEETING**

The Eighty-Sixth Annual General Meeting of the Jamaica Civil Service Association will be held, 26th-27th May, 2005, commencing with the Official Opening on Thursday, May 26, 2004 at 3:00 p.m. at the Jamaica Conference Centre, Kingston. The meeting will continue on Friday, May 27, 2005 with the Business Session at JACISERA Park, 31 Molynes Road, Kingston 10, commencing at ~~10.00 a.m.~~

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Notice is hereby given that the incumbents in the following positions of President, Second Vice President, and Honorary Secretary have been returned by acclamation.

Dated this seventeenth day of April 2005

Signed: *Denham Whilby*  
Honorary Secretary



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# Organisational Structure

## LIST OF EXECUTIVE OFFICERS 2004-2005

President	Bro. Wayne St. A. Jones
1st Vice President	Bro. Robert St. F. Chung
2nd Vice President	Sis. Marcia Higgins
3rd Vice President	Sis. Sharon Anderson
Honorary Secretary	Bro. Denham A. Whilby
Honorary Treasurer	Bro. O'Neil Grant
Auditors	Mr. Nehemiah Ramdon Mr. Fred Manderson
Bankers	Bank of Nova Scotia Jamaica Ltd

### SECRETARIAT STAFF

Mr. Thomas Bryce	- Associate Secretary
Mrs. Ruth Clayton	- Administration Coordinator
Mr. Andrew Latibeaudiere	- Field Officer
Mr. Alvin Perry	- Field Officer
Mrs. Michelle Williams	- Executive Secretary (Resigned, 2004-10-21)
Miss Tifonie Powell	- Secretary
Mrs. Shornette Duncan	- Accounting Technician
Miss Patrice Porter	- Member Service Officer
Miss Nickesha Burke	- Records Management Clerk (Resigned, 2004-09-21)
Miss Alecia Duckworth	- Telephone Operator
Mrs. Claudette Walcott	- Attendant
Mr. Norman Humphrey	- Messenger
Temporary Employees	Miss Julian Jones Miss Joy Tucker

# Agenda

**OPENING SESSION** - Thursday May 26, 2005 at 3:00 P.M.

- Call to Order – Bro. Wayne St. A. Jones,  
President
- Convening Notice – Bro. Denham Whilby,  
Honorary Secretary
- Invocation – Rev. Franklyn Small
- Welcome/Introduction – Bro. Wayne St. A. Jones
- Apologies – Bro. Wayne St. A. Jones
- Greetings – Cabinet Secretary  
– JCTU
- Official Opening – MOFP
- President's Address – Bro. Wayne St. A. Jones
- Introduction of Guest Speaker – Sis. Sharon Anderson  
Vice President
- Keynote Address –
- Presentation of Awards
- Vote of Thanks
- Benediction
- National Anthem
- Adjournment

**BUSINESS SESSIONS** - Friday May 27, 2005 at 10:00 A.M.

- Resumption
  - Prayer
  - Workshops
  - Lunch
  - Confirmation of Minutes (85th AGM)
  - Matters Arising
  - Presentation of Annual Report
  - Financial Statement
  - Motions/Resolutions
  - Awards of Honoraria
  - New and other Business
  - Appointment of Auditors
  - Declaration of Officers
- Termination

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# PRESIDENT'S MESSAGE

Wayne St. A. Jones

In an environment characterized by cries for justice, charges of corruption, claim of ineffective public policy, shortage of resources, rising crime rate and all the other instances of protests, the question has been, whether we are or are becoming a failed state. The answers to such a question no doubt will vary depending on where they come from. As a representative of the workers who must effectively respond to the cries, allegations, charges and demands, I unhesitatingly record an answer in the negative to the question.

Notwithstanding the apparent decline in standards evidenced by the breakdown in discipline and morals manifested daily on our streets, in schools, in the workplace and just about anywhere people gather, Jamaica as a nation state still holds much hope for many. For us in the JCSA, we have seen much improvement in the way public administration is practiced, but as we set new and higher stan-



dards much more is demanded and so it should be.

Our theme this year, "Quality Public Services, the key to Jamaica's Success in a Globalized Environment", illustrates our belief in the potential of our country to rebound and at the same time boldly state what we contend is a fundamental part of the solution to much of the country's problems.

Public Services continue to be the only means through which most and especially the poor and vulnerable, are able to meet and satisfy their basic necessities of life. Be it education, transportation, food, shelter or healthcare. And while improvements are urgently needed in these areas, the absence of the services and or

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non- delivery of services by public sector workers would only serve to further impoverish the poor and hasten the rush to the bottom.

Quality Public Services is what is required! Public Services delivered with, integrity, accountability, respect for labour, ethics, equity, acknowledgement of gender issues, adequate resources and the closing of the gap between

inadequate systems, equipment and performance. In fact if we can together identify and close the gaps in the foregoing, then we would be well on our way to achieving if not all, much of the millennium development goals established by United Nations.

As we close another year of our administration and open a new one, we remain confident in our ability to succeed and committed to the task of significantly improving the lives of



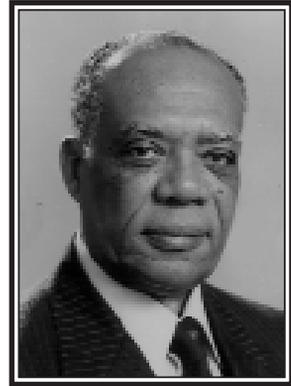


# Governor-General Message

His Excellency the Most Hon. Sir Howard Cooke,

A vibrant and efficient Civil Service is integral to good governance in any country. I am pleased therefore to note that the Jamaica Civil Service Association will convene this year under the theme “Quality Public Services, the Key to Jamaica’s Success in a Globalized Environment”. The social and economic growth of our country depends on the integrity of the Service and every step must be taken to ensure that this is protected at all times.

I take this opportunity to congratulate all those Civil Servants who have carried out their duties in a professional and responsible manner. I am fully aware that many go beyond the call of duty, so that



thousands of Jamaicans who depend on their service can be satisfied.

Indeed it is my wish that the Jamaica Civil Service Association will continue to support strategies that will build a better Jamaica. May your Annual General Meeting further inspire you to achieve your goals and may you emerge from the exercise, strengthened in your conviction that together you can make a difference. May God

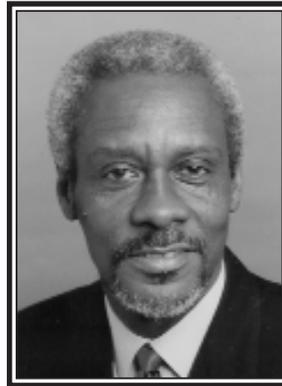
# Prime Minister's Message

Most Hon. P.J. Patterson ON, PC, QC, MP

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**K**indly accept best wishes as you convene the 86th Annual General Meeting of the Jamaica Civil Service Association.



It is fitting that this year's AGM will focus on the delivery of quality public service and how to make Jamaica competitive in the global environment. As employees, you have a major role to play in this regard.

with the Government. Employees in the public sector must be commended for their role in making this achievement possible.

The decision to reform and modernize the Public Sector was a step in the right direction and has improved the efficiency and effectiveness of workers and the delivery of service on a whole. The results have been of significant benefit to the nation and continue to positively impact the Government's sustainable development goals.

With the signing of the historic Memorandum of Understanding (MOU) you publicly demonstrated your commitment and sacrifices you were prepared to make in ensuring that Jamaica remains competitive in the global environment. The MOU will enable our nation to achieve its economic objectives, the realization of a balance budget by 2006. This will ultimately result in the creation of a more stable economic environment for accelerating growth and job creation.

This is evidenced in the creation of a more business and investor friendly environment with new investors coming on board, and the reduction of bureaucratic obstacles once associated with doing business



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The MOU also outlines the partnership approach that characterize the relationship between the Government and the public sector workers, providing the framework within which growth and development objectives can be realized. Training and education initiatives have been implemented with over eight hundred workers receiving training in areas that will enhance their capacity to deliver quality public service as

well as promote their personal development. These programmes will continue and will be intensified this financial year.

I applaud all Public Servants for their role in bringing about the positive developments that have been realized in the economy and throughout the country. Your efforts during and following the passage of Hurricane Ivan were a major factor in minimizing the effects



# Leader of the Opposition's Message

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Let me take this opportunity to commend the Jamaica Civil Service Association (JCSA), on being an agent of change"-positive change, for the nation's civil servants since 1919. The "face" of civil service has evolved over the last 86 years. Undoubtedly, civil servants play an integral role in our society, as they are the persons with ultimate responsibility for implementing Government's policies and procedures. In ensuring that their workers function effectively, the Association has not only sought improvements in remuneration and working conditions for them, but also improvements in their living conditions as well, through the provision of housing solutions.



sultants", pose threats to the security of job tenure of civil servants. Therefore, consistent training and upgrading of skills must be of paramount importance, in order

The theme for your 86th Annual General Meeting is timely and relevant. The realities of globalization cannot escape us. It is critical that nations develop policies and strategies geared towards capitalizing on the great potential benefits, as well as offsetting challenges that rise from greater integration in the world economy. Expanding technology and outsourcing of work to foreign nationals, popularly dubbed "con-

to keep workers relevant and able to deliver "quality public service" in such a rapidly expanding economy.

The Government has also initiated a "Public Sector Modernization Vision and Strategy 2002-2012"



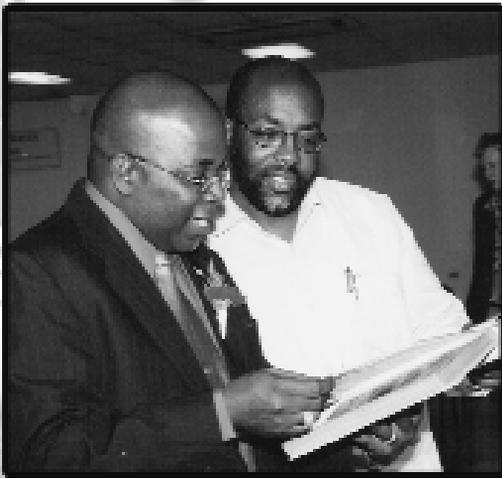
# 85th Anniversary Highlights



▲ *"Through the Years"- Photographic highlights*



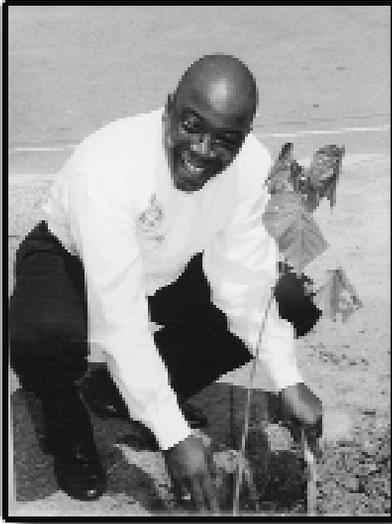
▲ *Greetings*



◀ *A look into the past*

▼ *Words to the wise*





▲ *President Jones plants a tree*



▲ *IPP Bailey joins in tree planting*



▲ *Involving the youth*

*Cutting the Anniversary Cake* ▶





## From the Secretary's Desk

This year as we celebrate our 86th Anniversary, under the theme "QUALITY PUBLIC SERVICES, THE KEY TO JAMAICA'S SUCCESS IN A GLOBALIZED ENVIRONMENT" Let us commit ourselves to the task ahead and bring this blessed country out of the depression that it is in at this moment.

We are also aware of our commitment and responsibility to the nation for performance and delivery of a top class service that will make Jamaica a viable nation for investments in a globalized environment.

However, in playing our role we must also seek to establish that the Civil Servant's role is important in nation building and of such must be Recognized, Respected and Compensated in a just and fair manner.

We also recognize that an element of affordability and accountability must be injected in the mix to achieve a solution to the nation's problems.



We have started that commitment by giving up two years of salary increases through the Memorandum of Understanding (MOU).

Brothers and Sisters the sacrifices that we have made will redound to a better economy, hence we all will reap the rewards to come.

Let us ensure that the ideals of our mission "to uphold the highest qualities of professional service to the nation, through the guarantee of a highly trained workforce of competent and committed persons" are safeguarded and affirmed.

I must first of all thank God for his grace and mercies and for



being my strength throughout the year.

Gratitude must also be extended to the Officer Corps, the members of the Executive and General Council, the very dedicated management and staff of the Secretariat, as well as the wider membership of the Association, for their valuable cooperation, support and patience during my tenure.

On behalf of the Officers, Executive and General Council, we extend welcome to the new members to our staff, Miss Joy Tucker, Member Service Officer and Miss Julian Jones and we hope that their stay will be long and rewarding.

We hope that very shortly a Training and Research Co-ordinator will join our numbers.

I also wish to extend a very special welcome to all the new members who have joined our ranks.

As the Administrative year 2004-2005 becomes a part of history, it is appropriate that I present this report on our stew-

ardship for the period.

The Association has been actively engaging in programs, nationally, regionally and internationally geared towards the upliftment of our members.

## **NATIONAL ACTIVITIES**

### **GENERAL COUNCIL RETREAT**

The Annual General Council Retreat 2004 was held on June 10 -12,2004 at the Golden Seas Hotel Resort in St. Mary. The President in his opening remarks reminded the council that the purpose of the Retreat was primarily to plan the work schedule and focus for the ensuing year.

The retreat was extremely informative as the following topics were discussed:

- Public Sector International plan of action
- The responsibilities of the JCSA Shop Steward
- Employees Benefit
- Effective Leadership
- Action Plan for 2005
- Team Building
- Policies and Procedures of the JCSA
- Workshop on Relationships at the Work place



At the end of a successful retreat, persons in attendance left feeling energized, motivated and equipped to serve their constituents.

#### **SUB-COMMITTEES**

Emanating from General Council Retreat a number of sub-committees were established to ensure that the goals and objectives of the Association are achieved. The sub-committees have been working assiduously through this administrative year to achieve the goals and objectives mandated. They have achieved success in a number of areas. I will now report on some of the achievements of these committees.

#### **Human Resource Management**

The focus this year was placed on the financial assistance for tertiary studies to our members.

The Committee processed Four Hundred and Forty Three (443) applications and approved two hundred and forty six (246). These figures represents a thirty percent (30%) increase in the number of members accessing the benefit and eleven (11%) percent increase in approved

recipients when compared to year 2003.

The cost of the program was Two Million, Six Hundred and Thirty Nine Thousand Nine Hundred and Eighty Five Dollars (\$2,639,985.00)

The members are pursuing studies at over thirty (30) institutions island-wide in a variety of disciplines.

#### **Membership**

There has been an increase in membership with a total of Five Hundred and Ninety Two (592) new members joining the Association.

I wish to express our profound gratitude to those who through their efforts made this possible and extend welcome again to those brothers and sisters who have joined our ranks.

#### **Members Benefit & Feasibility**

The objective of this committee is to access benefits for the members through a wide range of activities including acquiring benefits from the wider public.

This year the goals were to increase the number of Discount Providers island-



wide; produce a comprehensive list of Discount Providers and educate the members on how to access these benefits. As a result of this effort, a total of Forty Three (43) Discount Providers are now listed. Twenty five (25) new providers have been added and eighteen (18) have renewed their contracts.

These Discount Providers are located in the following parishes

- Kingston and St. Andrew
- Hanover
- Westmoreland
- St. Mary
- Clarendon
- St. James
- St. Catherine

The discounts offered range from 5% to 25% and the contracts of the entrepreneurs/providers extend over a period from 1-20 years

I wish to implore members to avail themselves of the new list of discount providers and using their Membership Card to access these benefits.

### **JCSA Young Workers Cadre CPSA Young Workers Forum**

Three (3) young workers from the JCSA Young Workers Cadre attended and participated at

the Caribbean Public Services Association (CPSA) Young Workers' Forum, under the theme: "Building A Quality Workforce: The Challenges Facing Young Workers" during July 26-27, 2004 at the Wyndham Nassau Resort & Crystal Palace Casino, Nassau, Bahamas.

This forum was organized by the CPSA Young Workers Secretariat and the objectives were to: -

- Build the skills, knowledge and attitudes of young trade union activists.
- Build on the work being done on HIV/AIDS.
- Understand the need for Public Services.
- Understand Industrial Relations in the workplace.
- Assist in the development of structures and activities of CPSA Young Workers Secretariat.

Bro. Wayne Jones addressed the young workers on issues affecting them in the workplace, highlighting some challenges faced and the way forward.



He stated that acceptance of the status quo was one particular challenge for young workers as it was evident that this was an ongoing situation within the region, as age was seen as a factor to certain tasks assigned. He encouraged the young workers to prepare themselves, nonetheless for these challenges as experience will pay off. He also told the young sister activists that their challenge was related to gender bias and encouraged them to fight harder to succeed, as they were not only providing service to the workplace but at home, thus the need for quality service would be expected from both sides.

The Jamaican team conducted:-

- An Ice-breaker session and
- The ILO Code of Practice on HIV/AIDS Workshop

A visit to the HIV/AIDS Hospice in Bahamas was heart-warming. Coming out of the CPSA Conference the following activities which the Young Workers would engage in for the period 2004 – 2005 were approved:

- CPSA/PSI Young workers Debating Competition to focus on CSME, FTAA and WTO with finals to be held at the 2005 CPSA Conference;
- CPSA/PSI Logo Competition;
- CPSA/PSI Essay Competition.

The Young Workers also ratified the structure of the CPSA Young Workers' Secretariat to include a Chairman, Vice Chairman, Secretary and Assistant Secretary.

### **World AIDS Day**

The Young Workers remain focussed on the treatment of persons living with HIV/AIDS and would like to state that whilst education and training on protection is being carried out, we need to also be cognizant of the fact that the labour force will be adversely affected by this disease if individuals do not address their lifestyle choices.

There are other mitigating factors which affect persons living with HIV/AIDS - poverty, unemployment, crime and other deficiencies in a human

being's basic needs. The way we live contributes to the spread of this dreadful disease.

The Young Workers remain adamant that the labour movement needs to be more focussed on this issue.

### ***Visit to Sir John Golding Rehabilitation Centre***

Members of the Young Workers Cadre made a visit to the Sir John Golding Rehabilitation Centre on April 8, 2005. This was in keeping with their usual visits. They were welcomed by the children.

The Young Workers Cadre would like to thank all those who have made it possible to continue their task.

### ***Sports***

Sports play an important role in the Jamaica Civil Service Association's (JCSA) activities. Through sports the Association is able to provide significant benefits of meaningful recreation, valuable interaction and networking of members from various Ministries, Departments, Agencies and Statutory bodies.

On June 4, 2004 the sports cal-

endar commenced with an opening ceremony, dress parade, netball rally and the opening match in the football competition.

The competition ended in August with the finals for the football and netball competitions.

The Correctional Services Department defeated National Irrigation Commission in football and the Jamaica Defence Force was placed third. In a keenly contested netball final the Jamaica Defence Force defeated the Correctional Services Department and the National Land Agency was placed third.

### ***JACISERA Park***

A development plan for the park is being discussed in an effort to modernize the facilities for the benefit of all the Association's members and supporters. The Plan is being fine-tuned so that the necessary financial and capital resources for implementation can be identified and sourced.

### ***Women Action Committee Children's Treat***

The annual Children's Treat



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was held on January 4th 2005. This event fulfilled much of the children's expectations as we sought to interact with and show our love for them. One hundred and Sixty (160) children attended the function. As you may imagine they had much fun, though nothing could beat a bounce-about.

Following on the heels, of the Treat the Women Action Committee held their first session of a Community Outreach Programme for the community around the JACISERA Park environs on January 29th 2005. Thirty (30) children and Five (5) adults participated in Art, Reading and Written Communication activities.

Thanks to our dedicated members for making this a calendar event.

### **Policy Networkk**

The Policy Network was given the mandate to work on Pension Reform.

### **CIVIL SERVICE WEEK 2004**

Civil Service Week 2004 was celebrated during the week of November 21-27, 2004 under

the theme "Civil Servants, putting Country above Self". The Cabinet Office organized the week of activities with input from the JCSA.

The week of celebrations commenced with the customary church services islandwide. The service for Kingston and St. Andrew took place on Sunday, November 21, 2004 at the Church of the Transfiguration, where messages from the following persons were read: the Governor General, the Prime Minister and JCSA's President.

Highlights of the week's activities were:

- Monday, November 22, 2004 Official launch was held on the lawns of Jamaica House.
- Tuesday, November 23, 2004 Open Day and Exhibition at the Ministry of Labour's North Street Office. A live broadcast of RJR's Hotline programme with Host Mrs. Barbara Gloudon was also at that location.
- Wednesday, November 24, 2004 Annual Long Service Awards. Three Hundred and Sixty Nine (369) col-

leagues who have served for twenty-five years and over were honoured.

- Friday, November 26, 2004, the week culminated in fun and games with the staging of Brain Games at the Office of the Prime Minister.

### **PRESIDENT'S LUNCHEON**

The Annual President's Luncheon is that gala event held at the end of each year as a means of saying "thank you" to Corporate Jamaica, Departmental Representatives and other internal workers for their invaluable contribution to the well-being of our members and for assisting the union in fulfilling its mission.

The Luncheon was held on December 09, 2004. The Chief Executive Officer of the Office of National Reconstruction, (ONR) Mr. Danville Walker was the Guest Speaker.

Mr. Walker, apart from giving an update on the efforts of his office, lauded the Public Sector for its responsiveness. He said that the limited staff in his office could never do all the work and consequently the ONR leaned

heavily on the various Public Sector Agencies, and they have been equal to the task.

### **PARISH CHAPTERS**

Not to be left out, parish chapters have been doing their bit to ensure that our members outside of the Corporate Area are kept abreast of the activities of the Association and that they do their part to realize the goals and objectives of the Association.

Visits have been made to rural parishes by the President and Vice Presidents accompanied by members of the General Council.

A number of issues have been raised at these meetings and are receiving attention.

### **Manchester**

The efforts of our field services have once again borne fruit with the establishing of another chapter.

We want to welcome our Brothers and Sisters from the cool parish of Manchester for volunteering and dedicating themselves to serve our members in that area.



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### **Portland**

The Portland Chapter, has as a part of its activities this administrative year, launched a membership drive in the Courts and Post Offices in Hope Bay and Buff Bay.

They also hosted a fundraising luncheon which was held at the Methodist Church Hall in Port Antonio. The function was well received although the expected yield was not fully realized.

### **St. Thomas**

The St. Thomas Chapter held successful Civil Service Week celebrations. The following events were held to commemorate the week:

- Church Service
- The usual visits to the Senior Citizens
- Forums

The topics covered at the forums were:

- "Values and Attitude" which was discussed in schools
- The work of the JCSA and Government Agencies.

### **TRAINING/ ORIENTATION**

The JCSA have been participating in orientation exercises conducted by various ministries

and departments. It is an ongoing effort to educate new employees and some existing ones about the work of the Association.

On February 16, 2005, Bro. Robert Chung conducted Orientation Programme at T ASD and made a presentation on the stewardship of the Association. The Association welcomes any invitation from ministries and departments to participate in the orientation programs.

All ministries and departments are being encouraged to utilize this facility to full advantage.

### **ILO/JCTU Seminar**

The ILO/JCTU Seminar on HIV/AIDS was held on December 9-12, 2004 in Mandeville. The seminar was aimed at the Health Sector and the JCSA's selected participants were Registered Nurses, Public Health Nurses, Social Workers, Lab Technicians and Telephone Operators.

The main topics discussed at the seminar were Awareness, Prevention and Moral Support.

### **FINANCIAL ASSISTANCE**

### **Bursaries**

Three members of the Jamaica Civil Service Association were awarded bursaries in the amount of Forty Thousand Dollars (\$40,000) and Twenty Thousand Dollars (\$20,000) each to assist with tuition in the Certificate in Labour Studies – UWI/TUEI Course.

### **Hurricane Assistance - National Reconstruction Effort**

The JCSA Family has made a contribution to the Office of National Reconstruction in the amount of One Hundred and Fifty Thousand Dollars (150,000.00) This was handed over to the CEO – Mr. Danville Walker, at the JCSMTS Customer Appreciation Day held on October 29, 2004.

### **Hurricane Relief for Members and Staff**

The JCSA gave assistance to members, whose properties had suffered damage by the hurricane, in the form of cash. Forty four (44) members have benefited from the fund in the amount of Five Thousand Dollars (\$5,000.00) each.

The project was a joint venture

between Public Services International (PSI), the unions of Trinidad and Tobago, Belize and the Jamaica Civil Service Association.

Six (6) members of staff of the JCSA who had requested assistance, also received cash to effect repairs as a result of damage to their dwellings, sustained during the passage of Hurricane Ivan.

### **JAMOMES**

Members would be aware that in February 1997, certain principals of JAMOMES were arrested and charged with conspiracy to defraud. This was predicated on an investment instrument that was created by JAMOMES, endorsed by the then Ministry of Public Service and the JCSA and supported by numerous workers in the Public Sector.

On Wednesday February 02, 2005 the court entered a "*nolle prosequi*" signifying that the case would not be pursued any further.

The leadership of the Jamaica Civil Service Association will be meeting with officials of the Ministry of Finance to discuss



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concerns about the JAMOMES Development. Among other things, the JCSA intends to find out what has happened to the millions of dollars, which public servants had invested in the real estate development.

The JCSA would like to inform the membership that ongoing discussions are being held with the Directors of JAMOMES.

**HOUSING**

**Twickenham Park Development**

The Twickenham Park Development will commence during the latter part of 2005. Members are being encouraged to set aside their down payment for this development.

**Tredegar Grove**

The JCSA in dialogue with the National Housing Trust is seeking to get further assistance for beneficiaries for the construction of their housing units.

Developments for other 20 acres per parish are being pursued. Members will be advised of the opening for applications when developments come on stream.

**AFFILIATION**

The JCSA would like to welcome our new affiliate Library and Information Association of Jamaica (LIAJA) and hope that the affiliation will grow from strength to strength in lasting co-operation beneficial to both organisations.

**APPOINTMENTS**

**JCSA Ltd**

We are pleased to announce that President Wayne Jones was elected Chairman for JCSA Ltd.

**JCTU**

First Vice President Chung has been appointed Assistant General Secretary of the Jamaica Confederation of Trade Unions (JCTU). Congratulations on his appointment.

**INDUSTRIAL RELATIONS**

**Memorandum Of  
Understanding (MOU)**

The AGREEMENT:

"The Government and the Trade Unions agree that wages and salaries of Public Sector Workers will be restrained in return for employment stability in the Public Sector. During this

period of restraint, no Public Sector Worker would be retrenched as a result of budgetary allotments or economic short-falls".

As the first anniversary of the historic signing of the MOU comes to a close, and the analysis of the year's successes or failures is being concluded, the result of the first year has shown some major achievements and challenges.

The challenges of the MOU are:

- **Wage Restraint-** Under the current agreement wages have been restrained to the 2003 levels. Consequently, this has facilitated the consistent provision of a pay day for all Public Sector employees with the Government keeping their side of the agreement to maintain employment levels in the Public Sector.
- **Inflation** - The feared runaway inflation did not occur, however we must acknowledge the negative impact of rising world oil prices that has affected prices

and is of concern to all. The Monitoring Committee will continue to monitor and evaluate the matter.

- **Staff Mobility** - Under the agreement there is the restraint on hiring and filling of vacancy in the Public Sector. Through the efforts of the Monitoring Committee, matters of this nature brought to the committee for deliberation, has been dealt with, in some cases in favour of the workers.
- **Performance Evaluation** - Under the auspices of the Public Sector Modernization project the new Performance Evaluation System is to be implemented by April 1, 2005. In this regard, the Association is expecting that all non pilot Ministries and Departments will be ready to complete their preparation process for the implementation date and to ensure a smooth transition to the new system.

The gains:

- **Appointments** - To date over 1700 public workers



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employed temporarily for extended periods have been appointed under the MOU and are now enjoying permanent employment in the public sector.

- **Training for ancillary staff** - The MOU agreements lists training as a key component to bring workers to the level where the capacity of the public sector will be improved. This programme is the first in the series to ensure training and cross training in the public sector. It is expected that secretaries and clerks will be next for training. This training programme will continue after the MOU expires.
- **The Monitoring Committee** - The Committee continues to meet on a regular basis and we again make an appeal for all members to become acquainted with the MOU so that we will be able to monitor the work environment in order that concerns and information can be brought to the attention of the Ministry through your representatives on the

committee.

- **Retention of jobs in the public sector** - As a result of wage restraints the intended massive layoffs of public sector workers have been averted. However, we cannot become complacent, instead we should use this period to solidify our employment through quality performance, training and commitment to the job.
- **Pensions not affected by MOU** - Our greatest fear regarding the implementation of the MOU is that, those persons who become eligible for retirement would be adversely affected by the restraint on salary increases. In the end we were able to arrive at an agreement on this item that allow retirees not to be affected by the wage restraint and in fact, what holds is that pensions are calculated on a projection of what salary would be without the MOU.
- **Employee Census** - The long awaited census for employees is now underway. This census will provide the facts and figures



with regards to the number of persons employed in the government services so that the appropriate planning of management strategies can be done. This will provide the statistics to support the way forward.

- **Cost Savings Committee** - The Cost Saving Committee has been convened in all Ministries and Departments. This committee is important to the operations of the Mministries or Departments because of the real benefits that are to accrue to Departments. Forty percent (40%) of savings gained through the efforts of the committee will be used for the benefit of the staff of the Ministry or Department.
- **A solid base for growth and development** - The public sector is now strategically poised to promote the growth and development of its employees. Already plans are a foot to train and re-train workers in the public sector and the private sector to be complementary to each other.

All public sector workers are invited to familiarize themselves with the contents of the document and assist a 16-member Monitoring and Evaluating Committee, which has been established to police adherence to the terms of the MOU.

The actual documents may be obtained at the website: [www.jis.gov.jm.com](http://www.jis.gov.jm.com) and the Ministry of Finance website.

### **CORRUPTION PREVENTION ACT**

Two amendments to the Act are being debated in parliament. However, the Association is not in receipt of the actual amendments being discussed.

Concerns have been raised about the amendments in their present form and the effect on the Public Service.

### **GRIEVANCE**

During the administrative year, a total of fifty-one (51) grievances have been registered with the Jamaica Civil Service Association (JCSA).

Thirty-nine(39) were generally of an administrative nature



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which included:

- Non-appointment
- Classification
- Retirement

Twelve (12) grievances represented alleged breaches of discipline.

Forty six (46) of the cases were addressed resulting in twenty-four (24) cases being settled.

**STAFF MATTERS**

During the period under review, two members of staff, Mrs. Michelle Williams, Executive Secretary and Miss Nickesha Burke Records Management Clerk resigned. We want to thank them for their invaluable service to the Jamaica Civil Service Association and wish for them God's richest blessings in their future endeavors of life.

This has opened the way for the upward mobility of staff members, Miss Tifonie Powell, Secretary being promoted to Executive Secretary, Miss Patrice Porter, Member Service Officer promoted to Secretary, and Miss Joy Tucker employed as temporary Member Service Officer.

We also will be employing one of the successful applicants to fill the post of Training & Research Coordinator.

Congratulations to you all.

**OBITUARIES**

During the year under review the JCSA learnt of death of union members and families of members. We would like to take this opportunity to express condolences to the families who experienced tragic loss.

The General Council, Executive Committee and members of staff would also like to extend condolences to the trade union movement in their time of bereavement during the loss of the Most Hon. Hugh Lawson Shearer, President of the Bustamante Industrial Trade Union (BITU) and Brother Reg Ennis, President of the Union of Technical Administrative and Supervisory Personnel (UTASP).

**REGIONAL ACTIVITIES**

**CARIBBEAN PUBLIC  
SERVICES ASSOCIATION  
(CPSA)**

In July 2004, the JCSA attended



and participated in the 35th Annual Conference of the CPSA under the theme: "Performing to Improve a Productive Public Service" in Nassau, Bahamas.

Through its eighteen (18) strong delegations drawn from the leadership and general membership of the Association the JCSA continued its long tradition of leadership in the CPSA and was particularly active in the conference through the women and young workers activities.

The 2005 conference will be held in Barbados over July 22-29.

**REGIONAL WORKSHOP ON  
"DEVELOPING INDICATORS  
FOR THE MONITORING OF  
LABOUR STANDARDS".**

The Hagen Resources International (HRI) in collaboration with the Ministry of Labour and Small and Micro Enterprise Development, in Trinidad hosted a two day regional workshop on "Developing Indicators for the Monitoring of Labour Standards". The workshop was held during the period 4th -5th November 2004 at the Hotel

Normandie, Port of Spain, Trinidad, and was attended by Bro. Wayne St. A. Jones. Also in attendance was First Vice President Robert Chung representing the Ministry of Labour, Jamaica.

The objective of the conference was to comment on and make recommendations for specific indicators that reflect the concerns and priorities on the development and implementation of standards related to conditions of work.

The three main categories of standards for conditions of work discussed were

- Minimum Wage Standards
- Working Time Standards
- Occupational Safety and Health Standards

Presentations were made on Barbados, Guyana, Jamaica and Trinidad and Tobago by Dr. Noel Cowell and Dr. Roodal Moonilal, which showed applications of criteria for setting minimum wage standards, employers compliance, existence of wage setting machinery and comparison with other economic measures.



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**INTER-AMERICAN REGIONAL  
CONFERENCE (IAMRECON)**

President Jones led a delegation of six (6) persons to the 9th Public Services International Inter-American Regional Conference (IAMRECON) in Rio de Janeiro over November 18-20, 2004. The conference held every four (4) years is the main forum through which PSI Affiliates of the Inter-Americas

share views and ideas pertinent to the development of the regions public sectors.

Under the theme: "Unite, Mobilize, Organize for Quality Public Services" the conference examined and finalized the regional Plan of Action for 2002-2007 and made commitments geared at advancing the Quality Public Services (QPS) Campaign launched at the



# **Minutes of the 85th Annual General Meeting held on 2004 May 27th and 28th**

**Day One –  
Opening Session –  
Life of Jamaica  
Auditorium**

## **CALL TO ORDER**

The Opening Session of the 85th AGM began with the Chairman, the First Vice President Bro. Robert Chung inviting the Honorary Secretary Bro. Denham Whilby to read the notice convening the meeting.

## **WELCOME**

President Wayne St. A. Jones welcomed all present at the meeting. He indicated that the theme of the meeting "Celebrating 85 years of service to Jamaica" signified the work that was done in the JCSA since its inception on May 6, 1919. He said that over the years the Association had not waned and

indicated that both present and past administrations were proud of the achievements.

The President extended special welcome to Rev'd Al Miller; Audley Shaw, Opposition Shadow Minister of Finance and Planning who was representing the Leader of the Opposition; Dr. the Hon. Omar Davies, the Minister of Finance and Planning. Members of the media were also welcomed to the meeting.

## **INVOCATION**

Reverend Al Miller conducted the invocation.

## **APOLOGIES**

Apologies for absence were tendered on behalf of the Most Honourable P.J. Patterson, Prime Minister; the Most Honourable Edward Seaga, Leader of the Opposition Jamaica Labour Party; Minister of State in the Ministry of Finance and Planning, Fitz Jackson; Cabinet Secretary, Dr.





the Honourable Carlton Davis; Sister Georgia Mogg, former Second Vice President; Mrs. Shirley Lewis Clerk of the House of Parliament; and Bro. Edward Bailey, Immediate Past President.

## **GREETINGS**

### ***Jamaica Confederation of Trade Unions (JCTU)***

President of the Jamaica Confederation of Trade Unions (JCTU), Senator Dwight Nelson in his address to the meeting spoke of the pleasure of being a part of the celebrations of this significant landmark on the landscape of advocacy. He reflected on the words of his predecessor the late former Prime Minister and President of the JCTU, the Most Honourable Hugh Lawson Shearer who at the Association's Seventy-Eighth Celebrations, said that it was a remarkable achievement for this organization to survive this long to develop, prosper and bear fruits and that it was outstanding. Brother Nelson said that he wanted to echo these sentiments in the Eighty-Fifth Celebrations. He said that the JCSA's administrations have

not only continued to grow but have injected a new proactive approach to advocacy and work attitude, which could only redound to the benefit of the public service.

Brother Nelson encouraged the Association to continue to provide for the JCTU. He said JCSA provided a wide range of technical expertise which the JCTU could not have done without and certainly would not have recorded some of its successes and achievements.

Brother Nelson conceded that time would not allow him to expound on some of the many achievements of the JCSA but felt it fitting to commend past and present leaders in Brothers Winston Clarke and Edward Bailey, Past Presidents, under whose tenure the JCSA had recorded some of its more remarkable achievements. He commended President Wayne Jones for his contribution to the growth of the Association over the past decade. He recognized Bros. Denham Whilby and Henry Anglin for their contribution to the wealth of the



JCTU.

Brother Nelson encouraged the Association not only to bask in its achievements but also use them as learning tools. He said the failures should be analyzed and added that Jamaica should not view itself as an island surrounded by water but by agreements such as the Free Trade of the Americas (FTAA), as well as the imminent Caribbean Single Market and Economy (CSME).

In closing Brother Nelson expressed thanks for the invitation to speak and offered well wishes to the Annual General Meeting.

### ***Leader of the Opposition***

Mr. Audley Shaw, who was representing the Most Honourable Edward Seaga, joined in congratulating the Association for reaching this important milestone in service to the nation. He said that the AGM was being held at a very important time in history when the country was at a crossroad where dormancy was beginning to see some light. He added that the Jamaica Labour Party as oppo-

sition did not only play the role of critiquing but commended progress when this was evident. In this sense, it was his wish to acknowledge the demonstrated progress of the organization as this benefited all. He said, however that as a nation we had to be prepared to deal with the changing times and that while he endorsed the Public Sector Modernization Programme (PSMP) he felt that the programme had dragged on for some time and was not only costly but possibly in need of review. He added that in order to improve we must be able to criticize our efforts.

### **SPECIAL WELCOME**

Special welcome was extended to Messrs. Charles Jones, Chief Personnel Officer in the Office of the Services Commission; Clive Nicholas, Director General of the Tax Directorate and Mrs. Carol Priestly who represented the Public Defender Mr. Howard Hamilton, Q.C.

### **LAUNCH OF JCSA'S WEBSITE**

**([www.jasceria.com](http://www.jasceria.com))**

The website was launched by a

representative from the Gleaner Company Limited Miss Sandra Davis. The website boasted the calendar of events, the Mission Statement, the Aims and Objectives of the Association. The President encouraged persons to utilize the website as this was more economical than using paper. He stressed that we were attempting to save our trees.

### **GUEST SPEAKER'S ADDRESS**

Dr. the Honourable Omar Davies Minister of Finance and Planning gave the keynote address. He congratulated Senator Nelson on his election as President of the Jamaica Confederation of Trade Unions and said that he was standing in the shoe of a big man – the Most Honourable Hugh Lawson Shearer.

Dr. Davies said that the Association had achieved a significant milestone – eighty-five years of existence. He promised that he would be visiting the website as he would be fascinated to see how these years were covered. He said that there were times when he did

not believe the organization would make it but with the change in the Executive he had seen significant improvements along the way. The Minister commented that he did not realize that the JCSA had such a rich history and that there were few organizations, which had such extensive documentation of its history. He said that this new phase of the Association like each new era had its own imperatives. He added that although the Association did not bargain for the entire civil service it certainly set the pace for the rest of the service. He went on to say that the JCSA had been a leader in the development of the trade union movement.

Dr. Davies stated that the views of the workers are important for the development of the future. The MOU, he said represented the idea that nation was placed above organization and that this indicated Jamaica was not backward in how it dealt with development of the sector. He said that Jamaicans were better able to design models for improvement in the country instead of allowing others who did not live here, to do so. He



pointed out that although the IMF was good there were persons in the civil service who were equally good and he was pleased with their performance.

Dr. Davies highlighted some areas, which would be given attention during the year:

1. Pension

The Financial Services Commission would be regulating all pensions fund and was geared at improving the management of pension fund.

2. Health Insurance

There was a need to have health insurance benefits improved in the public sector.

3. Education/Training

Everyone who entered the civil service should receive training. Human Resources Managers should be aware of those persons who needed training. Workers would be required to do their part instead of leaving things up to the leadership because of years of experience.

**COMMENDATIONS**

The President commended

Bro. Thomas Bryce and the Secretariat staff for their approach to work done even in trying circumstances. He also commended the volunteers who have done well.

**AWARDS PRESENTATION**

As is customary, Departmental Representatives who had performed outstandingly in their stewardship were recognized and were given plaques and certificates.

These persons were as follows:

*Sister Marlise McKoy* was presented with the President's Award by the President who noted that she had done well at the regional and local level;

*Sister Fay Tomlinson* was presented with the Departmental Representative of the Year Award;

*Sister Georgia Mogg* was awarded for her outstanding contribution to the Jamaica Civil Service Association;

*Sisters Lelieth James, Christine Patterson and Dona Pellington* for out-



standing performance.

A gift was presented to Guest Speaker Dr. the Honourable Omar Davies.

### **VOTE OF THANKS**

Brother O'Neil Grant delivered the Vote of Thanks.

### **INVOCATION**

Reverend Al Miller said closing prayers.

### **ADJOURNMENT**

The meeting was adjourned at 6:04 p.m.

## **DAY TWO – JACISERA PARK**

### **RESUMPTION**

The meeting was reconvened at 10:58 a.m.

The President welcomed all to the meeting and added that there was need to review the day on which the AGM was held as it was becoming increasingly difficult for persons to attend the meeting. He said one of the drawbacks of

the meeting was that voting was conducted simultaneously with the general meeting.

Sister Lelieth James offered prayers.

A motion for the suspension of standing orders was moved and carried.

Special welcome was extended to a team of Carter Centre representatives, which was led by Dr. Laura Newman. The President said that the Carter Centre had demonstrated their commitment to helping the Association with the legislative framework and also through the rigour of anticorruption.

Apology for lateness was tendered on behalf of Second Vice President Marcia Higgins who was attending an examination.

### **PRESENTATION BY CARTER CENTRE**

Dr. Laura Newman of the Carter Centre thanked the Association for inviting her. Her presentation highlighted some of the benefits of access to information especially in South Africa under Nelson Mandela's leadership. She said Mandela realized that lack of



information was one of the reasons why apartheid flourished and moved swiftly to pass legislation giving right to information.

Dr. Newman said that the Carter Centre received over one thousand requests for access to information when it started in 1983 and in 2001 the Centre received over twenty thousand requests, mostly from the private sector and the public. She said that it was important for civil servants to work closely with policies. Civil servants were encouraged to manage information and document decisions made in the service. She emphasized that reading the user guide was important in understanding the process.

Dr. Richard Callahan a member of the Carter team also presented on the whistle blowing campaign. He said that this has benefited the world since its inception in 2002. He highlighted how South Africa had developed policies that encouraged black ownership in the fishing industry but although they (white owners) had done this, the blacks were not benefiting in the real sense. The group exposed this practice

and the government had to step in. He added that whistle blowing was an important tool in achieving transparency.

**PRESENTATION FROM  
OFFICE OF THE SERVICES  
COMMISSION (OSC)**

The OSC has ensured that persons who were acting for periods exceeding six months would be recommended for appointments. Mr. Phillip Harris has reported that since the signing of the Memorandum of Understanding between the JCTU and the Government, three hundred and twenty-five persons have received appointments.

Mr. Harris answered questions from the floor the majority of which surrounded non-appointments in acting positions. The OSC asked that these matters be brought to its attention so that they could be addressed.

A member expressed gratitude to the Association and the Office of the Services Commission as she was among those who were recently appointed. She said that she had been acting for over ten years and since the appoint-





ment she has moved to the third point in her scale.

### **CABINET OFFICE'S ROLE – THE MEMORANDUM OF UNDERSTANDING**

The Cabinet Office was represented by Mr. Michael Prescod and Miss Audrey Thomas both members of the JCSA. They spoke on the role of the Cabinet Office in administering the MOU.

Mr. Prescod congratulated the JCSA and by large the JCTU for the far-sighted and patriotic approach which was taken in proposing and developing the MOU. He said that the MOU a very good document and charged the JCSA to ensure that it held the government to the agreement. He said that the Cabinet Office was mainly involved with Clause 7 of the Agreement. The Cabinet Office he said, understood that a modern labour market had to be an integral part of a successful economy and that it was necessary to prepare the labour force to be in a position to carry out its task. He added that if the public service failed in doing its job then the future would be

dismal.

Mr. Prescod said that the labour market of today was quite different than that which pertained in 1962 and as such the country had to prepare the workforce through training and retraining. He said there was a new thought in the sector that of cross training between the public and private sector. He elaborated that this was not a job that the Cabinet Office could do alone as they would need to collaborate to develop training programmes. In this exercise he said they would need the input of the JCSA and the JCTU and the members, OSC, MIND, HEART, etc. Mr. Harris advised that the Cabinet Office was projecting training to begin by February 2005. The Clerical, Secretarial up to level 3 and Drivers would be trained in the first batch. He told the President of the JCSA that the Cabinet Office would need the Association's assistance at the Steering Committee level for this process to be a success.

Miss Thomas informed the meeting that the Cabinet Office had been in dialogue with training agencies such as



HEART and MIND so that they could develop training syllabi. She said that profiles have been done in some ministries to see if the programme could be extended. The start up date was scheduled for July 2004. Miss Thomas said that it might be difficult to extend the programme at this time as four thousand nine hundred (4,900) posts were highlighted for consideration. She hastened to add that there was no guarantee that all the posts will be selected.

Standing Orders were resumed.

## **CONFIRMATION OF MINUTES**

Minutes of Meeting held on Friday May 27, 2003 having been circulated were taken as read. The minutes were confirmed by Sister Sharon Anderson and seconded by Brother Glendon Dunkley.

## **MATTERS ARISING**

### ***Performance and Appraisal System***

This process was now underway and there are several pilot Ministries.

### ***Executive Agencies***

During the course of the year claims were served on behalf of several agencies. Since then, discussions have advanced with the Ministry of Finance and Planning. The President reminded the meeting that the MOU did not only address salary benefits.

### ***Long Lane***

It was reported that since the last meeting a different approach had to be taken, that is to sell the land as is and realize the proceeds since it was discovered that it would be difficult to dispose of the units at the cost of fourteen million dollars (\$14,000,000.00) it was anticipated that a final decision would be taken shortly. Members would be advised accordingly.

### ***Twickenham Park***

It was reported that the development was not yet completed as anticipated due to unforeseen circumstances, i.e. approval from agencies such as NEPA. However infrastructure had

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stepped up during the course of the year.

**JAMOMES**

It was reported that the matter was still in court.

**Negotiations**

The benefits claims were submitted to the Ministry of Finance and Planning. The President indicated that he was not pleased with the rate at which talks were going but was hopeful to have a swift resolution to the matter.

**Travelling**

The Association served a new claim on the government notwithstanding the signing of the MOU. It was explained that the MOU had placed a restraint on mileage. This matter would be pursued during the course of the calendar year.

**Staff Matters**

The Association recently completed a reclassification exercise in the Secretariat.

**CPSA**

It was reported that the CPSA Conference was held

in Antigua and Barbuda and the JCSA was well represented. The Women's and Youth Committees made presentations.

**General Council Retreat**

The Annual General Council Retreat was held in Oraccabessa, St. Mary and was successful.

**JACISERA Park Roadway**

This matter continued to be of concern. Discussions were held with the National Works Agency et al, as there was recognition that there was a need to resuscitate the roadway. It was discovered that no drainage was in place and rainfall undermined the roads. Efforts would continue into the new administration to have the matter addressed.

**JCSA 85th Anniversary  
Celebrations**

The JCSA celebrated its 85th year of existence on May 6th 2004. It was reported that activities such as tree planting and an informative lecture by Professor Duncan of the



University of the West Indies took place.

### SECRETARY'S REPORT

The report of the Secretary having been circulated was taken as read and adopted on a motion by Sister Beverly Edwards and seconded by Sister Paulette Bruce-Williams.

### RESOLUTIONS

A resolution was tendered by Mrs. Valerie Lewis and seconded by Mrs. Marguerite Bowie. The resolution sought to place a cap on dues for those members who were paying fees well in excess of one thousand dollars monthly. The members proposed that one thousand should be the capped fee. This was not supported by the meeting. The members would be advised accordingly.

### AWARD OF HONORARIA

A recommendation was made for the honoraria to be increased to six hundred and fifty thousand dollars. The motion for approval of this

amount was moved by Brother Edward Bailey and seconded by Sister Beverly Edwards.

### ELECTION OF OFFICERS

Brother Neville Graham, Honorary Elections Officer advised the meeting that the process had improved over last year. However, he encouraged the leadership to ensure that there was a greater level of participation so that there could be visibility in the process. He said that if this was achieved 2005 would be a success.

The Honorary Elections Officer announced the results of the elections as follows:

#### First Vice President

Robert St. F. Chung was returned unopposed.

#### Honorary Treasurer

Valerie McBean	19 votes
Hugo Lindo	22 votes
O'Neil Grant	173 votes

#### Third Vice President

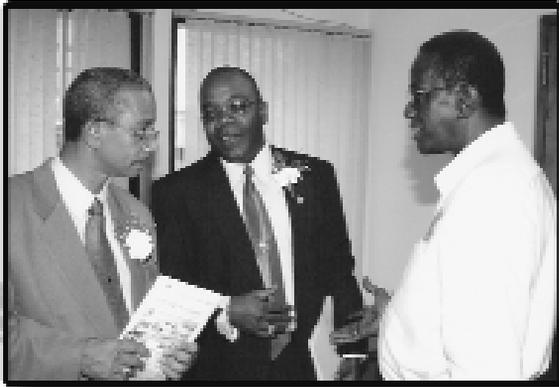
George Grant	22 votes
Marjorie Jumps	100 votes
Sharon Anderson	102 votes

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# 85th AGM Highlights



▲ Exchanging pleasantries



▲ Warm greetings



▲ President's Award



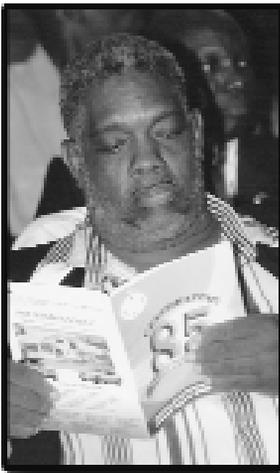
▲ Departmental Representative of the Year





◀ Convening notice

▼ Carter Center- Access to information



▲ Auditing the report



Voting ▶

▼ New Administration



The Honorary Elections Officer advised the meeting that the nominees had seven days in which to appeal the results in keeping with the Representation of the People's Act (ROPA)

## **NEW/OTHER BUSINESS**

### ***Government Bus Service***

It was reported that a new system would be introduced whereby commuters would be expected to purchase tickets in place of cash. A member asked if there would be consideration for persons who used the service weekly. This would be investigated through the representatives on the committee.

### ***Sick Leave***

Brother Bailey requested that the current administration look at how sick leave was computed. The President said that this matter would be taken under the Memorandum of Understanding.

### ***JCSA Football and Netball Competitions***

Members were invited to attend the football and netball competitions that would commence on Friday June 4, 2004.

## **APPOINTMENT OF AUDITORS**

Messrs. Fred Manderson and Nehemiah Ramdon were recommended for re-appointment. Brother Hugo Lindo moved the motion for the adoption of the recommendation. The meeting gave its unanimous approval.

## **PRESIDENT'S CLOSING REMARKS**

The President in closing said that the Association had faced a lot of challenges during the past year and made a lot of sacrifices. He said that rough times were anticipated as this administration takes office. He, however, envisaged that there would be continued support from the membership and was reassured that given the long association, members seeing the customary changes in the officer



corps as two new officers would be joining the team. He thanked those who had contributed over the years. Sister Sonia Campbell was thanked for her stewardship as Honorary Treasurer having served for eight consecutive years and two-year prior. The President thanked her for her sterling contribution especially in overhauling the financial position of the Association. She was offered best wishes in her future endeavours.

Sister Jumpp was also thanked for her contribution over the years that she had served the Association. The President said that during her tenure she had become more assertive and hoped that she would continue to serve if called upon to do so.

## **WELCOME – NEW OFFICERS**

Special welcome was extended to Sister Sharon Anderson and Brother O’Neil Grant who were from the Accountant General’s Department and the Administrator General Department respectively. Sister Anderson had been a Departmental Representative for over a decade and a member of Executive Committee over eight years. Brother O’Neil Grant on the other hand was a ‘new kid on the block’ but had demonstrated the ability to do hard work and had offered to serve in a higher capacity.

The meeting extended best wishes to the newcomers. Both Officers pledged their commitment in continuing to serve the Association to the best of their abilities.

## **ADJOURNMENT**

The President thanked the members for making the meeting the success it had become and advised that he looked forward to the new administration and the usual support.

There being no other business the Chairman adjourned the meeting at 6:42 p.m. on a motion by Sister Fay Tomlinson of the Jamaica Defence Force and seconded by Brother Konata Beluchi of the



Inland Revenue Department.

**GENERAL COUNCIL 2004 - 2005**

For the Administrative Year June 2004 - May 2005. Four (4) meetings were held, Special and Regular

OFFICERS	OFFICE	SPECIAL	REGULAR	REMARKS
Bro. Wayne St. A. Jones	President	1	1	(2)excused
Bro. Robert St. F. Chung	1st Vice President	1	3	
Sis. Marcia Higgins	2nd Vice President	1	3	
Sis. Sharon Anderson	3rd Vice President	1	3	
Bro. Denham Whilby	Honorary Secretary	1	3	
Bro. O'Neil Grant	Honorary Treasurer	1	3	

Sis. Phyllis Nalty-Raymond Asst Hon Secretary  
Foreign Affairs & Trade

		1	1	
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Sis. Paulette Bruce-Williams Asst Hon Treasurer  
Transport Works Dept

		1	2	
--	--	---	---	--

Bro. Edward Bailey Imm. Past President

		1	2	
--	--	---	---	--

NATIONAL STAFF RELATIONS COUNCIL	MINISTRY/ DEPARTMENT	SPECIAL	REGULAR	REMARKS
Bro. Henry Anglin	Bustamante Hospital	1	3	
Bro. Dalton Brown	RADA, St.James	-	2	excused
Sis. A. Jean Menzie-Hastings	Education	1	1	
Sis. Georgia M. Mogg	Inland Revenue	-	1	
Sis. Chelsie Shellie-Vernon	Labour & Social Security	-	1	
Sis. Charmaine Creary-Beckford	National Security	-	1	

**DEPARTMENTAL REPRESENTATIVES**

Sis. Suzette Mingoos	Accountant General		2	
Sis. Denise Smith	Accountant General		2	
Bro. Oliver Morris	Administrator General		3	

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Bro. George McLaren General (resigned)	Administrator	Bro. Glendon Drummond	Foreign Affairs & Foreign Trade	1
Bro. Dave Wright	Agriculture 1	Sis. Claudette Parker	Forestry	3
Sis. Marlise McKoy	Agriculture 2	Sis. Suzette Grant	Forestry	3
Bro. Donovan Hutchinson General 1	Auditor	Sis. Christine Keene	Health	1
Bro. Fred Manderson General 2	Auditor	Sis. Michelle Richards-	Henry Health	1
Sis. Claudethe Parkes Hospital 3	Lewis Bellevue	Sis. Claudia Mclean-Beckford	Kingston Public Hospital	nil
Sis. Lorraine Picton Services excused	Correctional (1)	Sis. Theresa Walker	Kingston Public Hospital (deceased)	
Bro. George Thorpe Services	Correctional 1	Sis. Enid Grey	Houses of Parliament	2
Bro. Leonard C Smith Services	Correctional 1	Bro. Dohewn Cotterell	Inland Revenue	1
Sis. Janice McKenzie-Thompson	Education	Bro. Garfield Jones	Inland Revenue	2
2		Bro. Michael Reid	Institute of Jamaica	nil
Sis. Rachel Solomon Planning	Finance and 2	Sis. Fay Tomlinson	Defence Force	2
Bro. Alrington Roberts Planning	Finance and 2	Bro. Rohan Henry	Jamaica Defence Force	2
Bro. Charles Dawkins & Infestation	Food Storage 3	Bro. George Grant	Justice	1
<b>REPRESENTATIVE MENT SPECIAL REMARKS</b>	<b>D E P A R T - REGULAR</b>	Sis. Kathlene Arnold	Justice	1
Bro. Linton Badroe & Infestation resigned	Food Storage	Sis. Lelieth Hamilton	Labour and Social Security	2
Sis. Younna Bailey & Foreign Trade	Foreign Affairs 1	Sis. Marcia Sewell	Labour and Social Security	1
		Bro. Gary Mowatt	Local Government & Comm. Dev.	3
		Bro. Wayne Robertson	Local Government & Comm. Dev.	



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3			
Sis. Beverly Edwards	N a t i o n a l	Sis. Christine Patterson	T a x p a y e r s
Council for Senior Citizens	2	Audit & Assessment	2
Bro. Glendon Dunkley	N E P A	Bro. Andrew Facey	T a x p a y e r s
	3	Audit & Assessment	nil
Sis. Onyije Chigozili	N E P A	Sis. Corine Evans	T a x p a y e r s
	2	Audit & Assessment	1
Sis. Angela Burrell-Rodney	National Land	Sis. Dona Pellington	Stamp Duty &
Agency	3	Transfer Tax	1
Bro. Rodger Mortley	National Land	Sis. Averil Smith	Water and
Agency	nil	Housing	2
Bro. Stenneth McLean	National Land	Sis. Judith Harley	Water and
Agency	nil	Housing	2
Sis. Pauline Grace	National Land	<b>PARISH CHAPTERS</b>	
Agency	2	<b>REPRESENTATIVE</b>	<b>CHAPTER</b>
Bro. Adrian Odman	N a t i o n a l	<b>REGULAR</b>	<b>REMARKS</b>
Insurance Scheme	1	Sis. Coleen Wadsworth	St. Thomas
Sis. Althea McCarthy-Brown	National	nil	
Public Health Lab.	1	Bro. Vivian Kildare	St. Ann
Bro. Ervin Miller	N a t i o n a l	3	
Security	1	Sis. Michelle Graham	Clarendon
Bro. Michael Dixon	N a t i o n a l	Sis. Lelieth James	3
Security	1		Trelawny
Bro. Daniel Peddie	O D P E M	Bro. Kevin Johnson	2
	2	St. James	nil
Sis. Marlene Cyril	Post and	Sis. Delleceta Drummond	Westmoreland
Telecommunications	resigned		nil
Bro. Erell Crooks	Post and	Bro. Maxwell Hamilton	P o r t l a n d
Telecommunications	3		2
Bro. Junior Dunn	Post and	Bro. Kiddo Smith	St. Catherine
Telecommunications	3		2
Bro. Dwight Kellier	Probation	Sis. Glasene Pearcy-Lee	Hanover
After Care Officers Ass.	1	nil	
Bro. Michael Thompson	Statistical	Bro. Tyrone Foster	St. Elizabeth
Institute of Jamaica	2	1	
Bro. Glendon Crooks	Statistical	Bro. Nigel Grey	Manchester
Institute of Jamaica	1	nil	
Bro. Winston Daley	S u p r e m e	Bro. Royston Johnson	St. Mary
Court	2	3	

# HONORARY TREASURER'S REPORT

**JAMAICA  
CIVIL  
SERVICE  
ASSOCIATION**

**Annual  
Report  
2004**

## EXECUTIVE COMMITTEE

Bro. Wayne St. A. Jones - President  
 Bro. Robert St. F. Chung - 1st Vice President  
 Sis. Marcia Higgins - 2nd Vice President  
 Sis. Sharon Anderson - 3rd Vice President  
 Bro. Denham Whilby - Hon. Secretary  
 Bro. O'Neil Grant - Hon. Treasurer  
 Sis. Phyllis Nalty-Raymond  
 Sis. Paulette Bruce-Williams  
 Bro. Edward Bailey  
 Bro. Henry Anglin  
 Bro. Dalton Brown  
 Sis. A. Jean Menzie-Hastings  
 Sis. Georgia M. Mogg  
 Sis. Chelsie Shellie-Vernon  
 Sis. Charmaine Creary-Beckford  
 Bro. George Thorpe  
 Sis. Fay Tomlinson  
 Sis. Lelieth Hamilton  
 Bro. Gary Mowatt  
 Sis. Beverly Edwards

Bro. Glendon Dunkley  
 Sis. Onyije Chigozili  
 Bro. Glendon Crooks  
 Sis. Angela Burrell-Rodney  
 Sis. Rachel Solomon

### Women Action Committee

Sis. Marcia Higgins - Monitoring Officer  
 Sis. Fay Tomlinson - Chairman  
 Sis. Sonia Campbell  
 Sis. Onije Chigozili  
 Sis. Rita Clarke  
 Sis. Claudette Parker  
 Sis. Suzette Grant  
 Sis. Marlise McKoy  
 Sis. Zandra Gabbidon  
 Sis. Yvonne Graham  
 Sis. Arlyne Pinto

### Youth Committee

Bro. Robert Chung - Monitoring Officer  
 Bro. George Thorpe - Chairman  
 Sis. Tifonie Powell  
 Sis. Angela Burrell  
 Sis. Patricia Graham  
 Sis. Marlise McKoy  
 Sis. Erica Ruddock  
 Sis. Margaret James-Freeman

## Summary of Financial Performance

	2004	2003	Change
Income	22,122,254	17,804,189	24.25%
Expenditure	16,875,219	16,790,432	0.50%
Surplus	5,247,035	1,013,757	417.58%
Net Total Assets	7,218,828	3,857,434	87.14%





## FINANCIAL REPORT

Sis Younna Bailey  
Bro. Derrick Carvey  
Bro. Donovan Hutchinson  
Bro. Linton Badroe  
Bro. Dave Wright  
Sis Patrice Porter

### **Sports Committee**

Bro. Robert St. F. Chung - Monitoring Officer  
Bro. Angela Burrell - Chairman  
Bro. Rohan Henry  
Sis. Suzette Mingoies  
Sis. Corine Evans  
Sis. Christine Patterson  
Sis. Christine Keene  
Bro. Adrian Brown  
Bro. Orville Clarke  
Bro. George Thorpe  
Bro Roger Mortley  
Bro. Eugene Hunter

### **Claims Cadre**

Bro. Denham Whilby - Monitoring Officer  
Bro. O'Neil Grant - Chairman

### **Members Benefit and Feasibility**

Sis Sharon Anderson - Monitoring Officer  
Sis. Beverly Edwards - Chairman  
Sis. Phyllis Nalty-Raymond  
Sis. Denise Smith  
Bro. Dennis Miller  
Bro. Alrington Roberts

Bro. Glendon Crooks  
Bro. Linton Badroe

### **Social & Cultural Committee**

Sis Marcia Higgins - Monitoring Officer  
Sis Marlise McKoy - Chairman  
Sis Patricia Graham  
Sis Donna Pellington  
Sis Michelle Richards-Henry  
Sis Christine Keene  
Sis Suzette Grant  
Bro. Wayne Robertson  
Bro. Tyrone Foster  
Bro. Kiddo Smith  
Bro. Maxwell Hamilton  
Bro. O'Neil Grant  
Bro. Alrington Roberts  
Bro. Vivian Kildare

### **Public Education Committee**

Bro. Robert St. F. Chung - Monitoring Officer  
Sis Christine Patterson - Chairman

Bro. Linton Badroe  
Bro. Dave Wright  
Bro. Adrian Adman  
Bro. Michael Thompson

### **Jacisera Park Monitoring**

Bro. Robert St. F. Chung - Monitoring Officer  
Bro. Glendon Dunkley - Chairman

# FINANCIAL REPORT

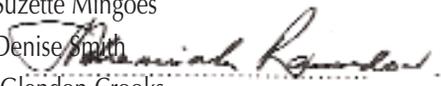
## JAMAICA CIVIL SERVICE ASSOCIATION

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Bro. Rohan Henry  
Bro. Fred Manderson  
Sis. Marcia Higgins  
Sis. Claudette Parker  
Sis. Chelsie Shellie- Vernon

#### Human Resource Development

Sis. Sharon Anderson - Monitoring Officer  
Bro. Gary Mowatt - Chairman  
Sis Beverly Edwards  
Sis. Michelle Richards- Henry  
Sis Michelle Graham  
Sis Corine Evans  
Sis Suzette Mingoies  
Sis Denise Smith  
Bro. Glendon Crooks  
Bro. Glendon Dunkley  
Bro. Wayne Robertson  
Bro. Daniel Peddie

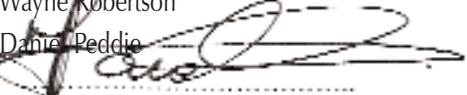


Glendon Crooks

Glendon Crooks

Glendon Dunkley

Wayne Robertson



Fred Manderson

Fred Manderson

#### Finance & Planning Committee

Bro. Wayne St. A. Jones - Monitoring  
Sis. Paulette Bruce- Williams - Chairman  
Bro. Robert St. F. Chung  
Sis. Marcia Higgins  
Bro. Denham Whilby  
Sis Marjorie Jumps

Officer





## FINANCIAL REPORT

Bro. O'Neil Grant

### Membership Committee

Sis. Marcia Higgins - Monitoring Officer

Sis. Claudette Parker - Chairman

Sis. Lilieth Hamilton

Sis. Sharon Anderson

Sis. Patrice Porter

Sis. Sonia Campbell

Sis. Suzette Grant

Sis. Althea McCathy -Brown

Sis. Denise Smith

Bro. Fred Manderson

Bro. Oliver Morris

Bro. Royston Johnson

Bro. Vivian Kildare

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### SUB-COMMITTEES

#### JCSA Policy Network

Bro. Wayne St. A. Jones

Sis. Janet Mitchell

Sis. Marjorie Jupp

Sis. Patricia Richardson

Bro. Cecil Johnson

#### Human Resource Management

Bro. Gary Mowatt

Sis. Chelsie Shellie-Vernon

Sis. Phyllis Nalty-Raymond

Sis. Charmaine Creary-Beckford

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### REPRESENTATION

#### ON BOARDS/ COMMITTEES

#### Bus Committee

# FINANCIAL REPORT

## JAMAICA CIVIL SERVICE ASSOCIATION

### *Annual Report 2004*

Bro. Erell Crooks  
Bro. Gary Mowatt

#### **Computer Acquisition Loan Committee**

Sis. Sonia Campbell  
Bro. Henry Anglin

#### **JCS Housing Company**

Bro. Wayne St. A. Jones - Director  
Bro. Robert Chung - Director  
Bro. Edward Bailey - Director  
Sis. Sonia Campbell - Director

#### **JCSA Limited**

Bro. Wayne St. A. Jones -Chairman  
Bro. Edward Bailey  
Sis Georgia Mogg  
Sis. Jean Menzie-Hastings  
Bro. Winston Clarke

#### **Jamaica Confederation of Trade Unions**

##### **Executive Council**

Bro. Wayne St. A. Jones  
Bro. Robert Chung  
Bro. Edward Bailey

##### **Public Sector Committee**

Bro. Denham Whilby

#### **Blue Cross of Jamaica**

##### **Government Employees Administrative Services Only (GEASO)**

Sis. Sonia Campbell  
Sis Georgia Mogg

##### **Government Pensioners Administrative Services Only (GPASO)**

Sis. Sonia Campbell





## **FINANCIAL REPORT**

I am pleased to place before you the Balance Sheet and the Income and Expenditure Account for the year ended November 30, 2004 and the accompanying schedules (I to V).

### **Financial Overview**

The financial goal of the Jamaica Civil Service Association is to make the Association's financial base strong and secure. The former Treasurer started the process of transforming and strengthening the finances of the Association by installing certain practices aimed at managing the expenditure of the Association and seeking to generate income through investments thus diversifying the income base of the Association. This resulted in the earning of an additional \$1.3M in other revenue geared towards funding the programs and activities of the Association.

We were able to contain expenditure in a significant way this year as we sought to build up our reserves to meet the needs of our members. We will continue to control our housekeeping expenditure and explore possibilities to improve the infrastructure of the Association over the coming administrative year.

You will notice an increase in expenditure on Local Conferences and Meetings and Public Relations as the Association sought to be more visible on the ground and in places of influence that will ultimately redound to the benefit of all members.

Whilst our income from subscription usually moves in the same direction as salaries from members, we were able to improve income through increased activity in the area of recruiting and retention of members.

### **Outlook 2004/2005**

We are projected to earn \$22.6M from Subscription and other sources also, a loan of \$2.3M will be secured for the improvement of the Information and Communication Technology infrastructure of the Association. We will be acquiring the appropriate software to

## FINANCIAL REPORT

ensure that the accounting system of the Association is improved and maintained at the high standards that one would expect from the Jamaica Civil Service Association.

The refurbishing and improvement of Jacisera Park is also on the cards for the coming financial year as we strive to see to needs of our members to have a suitable place for recreational activities.

We will continue to review our accounting systems and procedures in keeping with current financial accounting practices in Not-for-Profit organizations such as ours and to incorporate and develop those that are best suited to our peculiarities.

The coming year should see changes in the accounting system of the Association as we implement policies and procedures designed to operate in a computerized environment.

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This is the first year of my term as Honorary Treasurer and I must express sincere thanks and appreciation to Mrs. Sonia Campbell the Immediate Past Honorary Treasurer; Mrs. Paulette Bruce-Williams, Assistant Treasurer; Mrs. Shornette Walker-Duncan, Accounting Technician; my fellow Officers; Members of the Executive Committee and the General Council; and the Sub-Committees of the Council. Your expressions of support and encouragement have made my job a lot easier than I had anticipated.

O'Neil W. Grant  
Honorary Treasurer

**JAMAICA  
CIVIL  
SERVICE  
ASSOCIATION**

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# **AUDITORS' STATEMENT**

We have examined the Balance Sheet, Schedules (I-VI) and Accounts of the Jamaica Civil Service Association together with the Books, Vouchers and other relevant documents for the year ended November 30, 2004.

We have received the information and explanations sought and are of the opinion, as a result of the Audit that the Balance Sheet and Schedules reflect a true and fair view of the transactions and state of affairs of the services to which they relate.

Signed Auditors

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**JAMAICA CIVIL SERVICE ASSOCIATION**



# FINANCIAL REPORT

## BALANCE SHEET AS AT 30 NOVEMBER 2004

**JAMAICA  
CIVIL  
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		<b>2004</b>		<b>2003</b>
Fixed Assets & Investments	1,057,514		1,140,457	
Current Assets	<u>6,802,594</u>	7,860,108	<u>3,376,753</u>	4,517,210
Long Term Liabilities	34,705		34,705	
Current Liabilities	<u>606,575</u>	<u>641,280</u>	<u>625,071</u>	<u>659,776</u>
		<b>7,218,828</b>		<b>3,857,434</b>

## JAMAICA CIVIL SERVICE ASSOCIATION INCOME AND EXPENDITURE Y/E 30 NOVEMBER 2004

	<b>2004</b>	<b>2003</b>
Receipts	22,122,254	17,804,189
<u>Less Operating Expenses</u>		
General	<u>16,875,219</u>	<u>16,790,432</u>
Surplus/(deficit)	5,247,035	1,013,757
Add Balance b/f	<u>3,927,315</u>	<u>2,913,558</u>
Balance c/f	9,174,350	3,927,315



# FINANCIAL REPORT

ASSETS	Original	Additions	Total	Book Value	Depreciation	Accumulated	Book Value
A/C	2		0	2	0	0	2
Typewriter	22,055	0	22,055	16,520	189	5,724	16,331
Furniture & Equipment	437,680	0	437,680	215,445	42,667	218,025	219,655
Die & Medals	2	0	2	2	0	0	2
Medals & Minatures	2	0	2	2	0	0	2
Trophies	2	0	2	2	0	0	2
BayRoc Development	225	0	225	225	0	0	225
Fans	17,205	0	17,205	4,967	1,661	13,899	3,306
Vacuum Cleaner	925	0	925	2	0	923	2
Adding Machine	11,436	0	11,436	5,292	1,058	7,202	4,234
Video Cassettes	1,250	0	1,250	1,250	0	0	1,250
Fax Machine	3,000	0	3,000	2	0	2,998	2
Calculator	920	0	920	92	92	920	0
Refrigerator	65,000	-13,995	51,005	-6,500	6,500	13,000	38,005
Computer Equipment	615,805	19,480	635,285	283,714	63,529	275,259	360,027
Microwave Oven	5,744	0	5,744	2,874	574	3,444	2,300
PhotoCopier	97,650	0	97,650	78,120	9,765	29,295	68,355
<b>TOTAL</b>	<b>1,278,903</b>	<b>5,485</b>	<b>1,284,388</b>	<b>602,011</b>	<b>126,035</b>	<b>570,689</b>	<b>713,700</b>
Buildings	77,351	0	77,351	77,351	0	0	77,351
Grounds & Fixtures	29,782	0	29,782	3	0	29,779	3
Table Tennis Tables	260	0	260	2	0	258	2
Sound Equipment	9,569	0	9,569	4	0	9,565	4
Kitchen Equipment	17,899	0	17,899	2	0	17,897	2
Refrigeration Equipment	322,743	0	322,743	96,825	32,274	258,192	64,551
Skittle Table	2	0	2	2	0	0	2
Cash Register	5,496	0	5,496	2	0	5,494	2
Cleaning Equipment	1,053	0	1,053	3	0	1,050	3
Lawn Mower	173	0	173	2	0	171	2
Chairs & Tables	8,050	0	8,050	2	0	8,048	2
Fixtures & Others	1,480	0	1,480	2	0	1,478	2
Kitchen Utensils	4,322	0	4,322	2	0	4,320	2
Television	2	0	2	2	0	0	2
Darts	660	0	660	2	0	658	2
<b>TOTAL</b>	<b>478,842</b>	<b>0</b>	<b>478,842</b>	<b>174,206</b>	<b>32,274</b>	<b>336,910</b>	<b>141,932</b>