



# Jamaica Civil Service Association

**93<sup>rd</sup> Annual General Meeting  
2011-12 Annual Report**

*“Recommitting to Excellence  
in the People’s Interest”*



## **NOTICE** CONVENING the **93<sup>rd</sup> ANNUAL GENERAL MEETING**

The Ninety-Third Annual General Meeting of the Jamaica Civil Service Association will be held on 24th - 25th May, 2012, commencing with the Official Opening on Thursday May 24, 2012 at 3:00 p.m. at the Knutsford Court Hotel, 11 Ruthven Road, Kingston 10.

The meeting will continue of Friday May 25, 2012 with the Business Session at Jacisera Park, 31 Molynes Road, Kingston 10, commencing at 10:00 a.m.

Signed: Chelsie Shellie-Vernon (Mrs.)  
General Secretary

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## **NOTICE** TO MEMBERS **JAMAICA CIVIL SERVICE ASSOCIATION**

### **RETURN WHERE THERE ARE NO MORE CANDIDATES THAN MEMBERS TO BE ELECTED**

I hereby certify that the members returned to the positions of First Vice President, Third Vice President and Honorary Treasurer respectively are:

Mr. Robert St. F. Chung - First Vice President  
Mrs. Sharon Anderson - Third Vice President  
Mrs. Paulette Bruce-Williams - Honorary Treasurer

All other persons nominated to the above named positions have declined.

Dated at the Electoral Office of Jamaica this Twenty fifth of April 2012

Pauline Welsh (Ms.)  
Honorary Election Officer



## *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 interests are  
safeguarded and affirmed through  
membership in the organization*



## **Contents**

Organizational Structure .....	4
Agenda .....	5
From the President's Desk .....	7
Message from the Governor General .....	8
Message from the Prime Minister .....	9
Message from the Leader of the Opposition .....	10
The General Secretary's Desk .....	11
Pictorial .....	25
Minutes of the 92nd Annual General Meeting .....	28
General Council .....	47
Committees .....	51
Honorary Treasurer's Report .....	52
Financial Statement .....	55



### Organizational Structure

President	-	Mr. O'Neil Grant
First Vice President	-	Mr. Robert St. F. Chung
Second Vice President	-	Mr. Kiddo Smith
Third Vice President	-	Mrs. Sharon Anderson
Honorary Treasurer	-	Mrs. Paulette Bruce-Williams

### Secretariat Staff

General Secretary	-	Mrs. Chelsie Shellie-Vernon
Administration Coordinator	-	Mrs. Ruth Clayton
Administrator (Western Regional Office)	-	Miss Sydoney Brackett
Training & Research Coordinator	-	Miss Patrice Porter
Field Officer	-	Junior Latibeaudiere
Field Officer	-	George Thorpe
Field Officer	-	Kelvin Thomas
Executive Secretary	-	Miss Tifonie Powell
Secretary	-	Joy Gordon
Accounting Technician	-	Mrs. Shornette Walker-Duncan
Project Officer	-	Miss Rita Clarke
Member Service Officer	-	Miss Joy Tucker
First Impression Officer	-	Miss Nadine Brown (Temporary)
Telephone Operator	-	Alecia Duckworth (Resigned 2011/13/10)
Accounting Clerk	-	Miss Ruth-Ann Johnson
Clerical Officer (Western Regional Office)	-	Miss Marilyn Hines
Records Management Clerk	-	Miss Racquel Stephenson
Office Attendant	-	Mrs. Claudette Walcott
Messenger	-	Mr. Howard Hutchinson

**Registered Office:** 10 Caledonia Avenue, Kingston 5, Jamaica  
**Contact:** Tel: (876) 968-7087; Facsimile: (876) 926-2042  
Email: jacisera@cwjamaica.com

**Western Regional Office:** Shop 5, U & I Plaza 46 Market Street, Montego Bay, St. James  
**Contact:** Tel: (876) 979-1702  
Email: jaciserawesternoffice@cwjamaica

**Auditors:** Mr. Fred Manderson and Miss Karen Foster

**Bankers:** Bank of Nova Scotia Jamaica Limited  
Oxford Road, Kingston 5



## Agenda

**Opening Session: Thursday May 24, 2012 at 3:00 P.M.**

Call to Order	-	Chairman: Mr. O'Neil Grant <i>President</i>
Convening Notice	-	Chelsie Shellie-Vernon <i>General Secretary</i>
Invocation	-	Rev. Father Franklyn Jackson
Welcome/Introduction/Apologies	-	Chairman
Greetings		
Official Opening		
Item	-	Genesis Academy African Drum Core
President's Address	-	Mr. O'Neil Grant, MBA
Introduction of Guest Speaker	-	Miss Gillian Corrodus
Keynote Address	-	Mr. Danny Roberts
Presentation of Awards		
Vote of Thanks	-	Sharon Anderson <i>3rd Vice President</i>
Benediction	-	Rev. Father Franklyn Jackson
National Anthem		
Adjournment		



**Business Session: Friday May 25, 2012 at 10:00 a.m.**

Resumption

Prayer

Workshops

Lunch

Confirmation of Minutes (92nd 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



## From the President's Desk

This year's theme "Recommitting to Excellence in the Peoples Interest" is a profound statement being made by the public servant to the rest of the nation as we all struggle under the yolk of debt, the attendant illnesses of low per capita GDP and the symptomatic assessment of low productivity.

Once again as always, the Public Sector worker has been asked to make a sacrifice in the nation's interest. Despite being constantly harassed by the specter of low wages and increased prices, the worker has recognized that without him or her, this country would be in a far worst state than it is. So not satisfied with where we are, we have taken the deliberate act of recommitting to excellence, but what does this mean.

Excellence is a talent or quality which is unusually good and so surpasses ordinary standards. It is also an aimed for standard of performance

The Ancient Greeks had a concept of arete which meant an outstanding fitness for purpose. The Public Sector Worker has vowed to ensure that we are fit for the purpose of giving service.

Another related concept was eudaimonia which was the happiness which resulted from a life well-lived, being prosperous and fulfilled. The Public Sector Worker has determined that he or she will gain fulfillment and prosperity from the quality of the service being given.

Studies have shown that the most important way to achieve excellent performance in fields such as sport, music, professions and



*"We are what we repeatedly do. Excellence, then, is not an act, but a habit." - Aristotle*

scholarship is to practice. Achievement of excellence in such fields commonly requires approximately 10 years of dedication, comprising about 10,000 hours of effort.

"Commit" comes from the Latin - "committere"(to bring together, join, compare, commit (a wrong), incur, give in charge, etc.), from com("together") + mittere("to send") this connotes a mission where the public servants come together on a crusade to create a habit of quality which is unusually good and so surpasses ordinary standards.

In this our 93rd year of existence the Jamaica Civil Service Association encourages all Public Sector Workers to live this year's theme in our daily lives so that this habit is entrenched and we now have excellence as part of the culture of this noble island celebrating its 50th year of independence.

O'Neil Grant, MBA



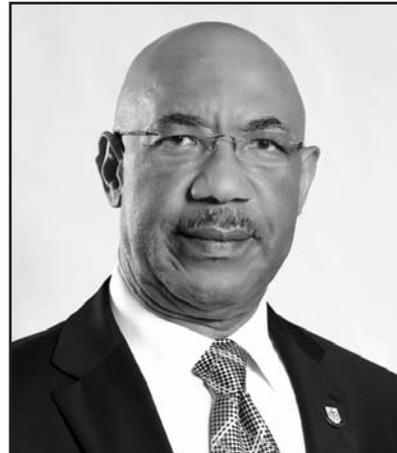
## Message from the Governor General

**F**or over nine decades, the Jamaica Civil Service Association (JCSA) has played a significant role in the development of the Civil Service in Jamaica.

I commend the members of the Civil Service for their efforts that are geared towards achieving higher levels of performance to meet the objectives of creating sound economic and social pathways for our nation.

In this our 50th year of Independence, I urge the members to recommit themselves by giving of their best to the process of ensuring that the needs and interests of people are always at the fore. Your continued commitment will, in the long run, ensure the sustained output of individuals, who have the skills, knowledge and values to shape the future of our nation and contribute meaningfully to the society.

I pray that all your objectives under the theme "Recommitting to Excellence in the People's Interest", will be realised and I wish the Association every success in all future endeavours.



Sir Patrick Allen, ON, GCMG, CD  
Governor General



## Message from the Prime Minister

I greet the members of the Jamaica Civil Service Association (JCSA) as you meet to review another year in the operations of this professional public sector corps and chart the course for the future.

Building on the foundations of 93 years of history can be a daunting and uplifting exercise. On the one hand, there is inspiration that comes from the achievements of a long and positive journey, while on the other, charting uncertain waters in challenging economic times makes for much anxiety. For sure, your 93 year history places the JCSA in a much better position to manoeuvre uncertainties.

In continually advancing the professional welfare of public sector workers, the JCSA has expanded its mandate, taken on new challenges and has helped to transform the public sector into a trained and competent workforce. Today, despite the many challenges, Jamaica's civil service boasts a cadre of highly qualified professional persons who are contributing their talents, skills and energies for the good of the nation. Indeed, as a represented leader, who has had a close relationship with public sector workers spanning nearly 40 years, I can attest to your professionalism, commitment and service to your country.

I commend the theme chosen for this 93rd annual general meeting: Recommitting to Excellence in the People's Interest. It shows a clear focus on strengthening the capacity of your membership while striving to operate at the highest professional and service levels.



As Jamaica marks its 50th year as an independent nation, not only has the JCSA been integral to the journey but your members, including some notable stalwarts, have played an important role in the progress of the nation and the achievements of its people.

I look forward to the continued partnership, support and commitment of the JCSA as we work to build an even more effective service that is responsive to the needs and the challenges of the times, but with the capacity to help drive our long term sustainable economic growth and prosperity.

Do have a successful AGM and every blessing for the future.

The Most Hon.  
Portia Simpson-Miller O.N., MP  
Prime Minister of Jamaica



## Message from the Leader of the Opposition

Let me extend best wishes to the Jamaica Civil Service Association as you commemorate ninety three years of excellent service to the public sector under the theme "Recommitting to Excellence in the Peoples Interest".

You have chosen a theme for your Annual General Meeting which expresses a vital need for the future development of employees in the public sector and by extension those in the private sector.

It has been stated that it is excellence in whatever we do that will enable us to achieve the success we desire.

The Jamaica Civil Service Association must be congratulated for the high level advocacy and the valuable support it has provided to its members since the advent of the organization in 1919.

Of equal importance is your determination to endow your members with an awareness of the need for them to embrace professionalism, competence and efficiency through training and expansion of knowledge.

It is this well-meaning approach that has allowed our civil servants to serve us so well sometimes despite testing circumstances.



On behalf of the Parliamentary Opposition I want to recognize the critical role you have played in the field of governance.

Let me assure you that as an opposition we will play our part in providing the necessary stimulus to motivate public sector employees so that they can continue to make invaluable contributions to the growth of Jamaica Land we love.

Andrew Holness, MP  
Leader of the Opposition



## Solidarity Message

### Greetings on behalf of Public Workers' Union of Grenada

**O**n behalf of the Executive, Staff and Members of the Public Workers' Union of Grenada, it is a great pleasure for us to extend greetings to the Jamaica Civil Service Association on the occasion of its 93rd Annual General Meeting on May 24-25, 2012.

We wish you fruitful deliberations on your Theme "Recommitting to excellence in the people's interest" especially against the backdrop of the declining economy, constant changes and the need for innovations to ensure the development of your Members.

This situation must be turned around and Public Sector Trade Unions can and must be in the frontline of influence and action to achieve that reversal. Public Sector Unions must play a critical role in getting their country and by extension the global economy back on the path towards equitable growth.

We say congratulations.

Mrs. Madonna Harford  
President

### Greetings from Belize PSU

**O**n behalf of the Council of Management and members of the Public Service Union of Belize, It is a great pleasure for me to extend greetings to the Jamaica Civil Service Association on the occasion of its 93rd Annual General Meeting on May 24, 2012.

We wish you fruitful deliberations of your theme "Recommitting to Excellence in the Peoples Interest". For over nine decades, JCSA has been a pillar for Public Service in Jamaica and its theme for this annual meeting couldn't be more timely, especially against the backdrop of the declining of the local and world economy, constant challenges and the need for innovation to ensure the sustainability and development of your members.

This situation must be turned around and Public Sector Trade Unions must be in the frontline of influence and action to achieve that reversal. Only through quality public service can excellence be achieved in the people interest. Quality public services are the foundation of a fair society and strong economy. Public service workers provide the quality public services that create a better life for everyone. Undoubtedly, the JCSA has worked tirelessly to promote and ensure excellence from all public service workers.

We say congratulations.

Marvin Blades  
President  
Public Service Union of Belize



### From the General Secretary's Desk

*"Duro De Cortice Fructus Quam Dulcis – How sweet the fruit the Hard Rind Yields"*

The Jamaica Civil Service Association (JCSA) attained the milestone of ninety-three years "not out" on the 6th May 2012. Our forefathers who were instrumental in developing our motto laid a solid foundation for us to be enjoying the sweet fruit from their hard labour?

We acknowledge and pay tribute to all our past presidents, and Officers who have served the Association and are still with us to witness this milestone.

This year 2012, we have deliberated on our theme "Recommitting to Excellence in the Peoples Interest." We do this bearing in mind the state our economy. Our commitment to excellence has always been a way of life for the ninety-three years of our existence, and we will continue as a union to highlight excellence, as the vehicle to achieve sustainability, development and productivity in the peoples interest.

To the loyal staff who serve our members beyond the call of duties, I say a big thank you.

To members of the Executive Committee and General Council who gave their time in the interest of the people they serve, I say thank you. For the support given to me by the Officer Core, I say thank you. To my valuable members, thank you.



**Mrs Chelsie Shellie-Vernon**

The administrative years 2011-2012 are now a rich part of our history and as such record this report on our stewardship.

#### SUB-COMMITTEES

A number of Sub-Committees were established to ensure the continued achievements of the goals and objectives of the Association. The various sub-committees have been working to achieve their mandate. The achievements and successes I am happy to report have been many.

#### Membership

For the period under review, the membership of the Association experienced growth.

Membership 2011-2012	
Membership	No.
New Members	890
Resignations	24



### **Members' Benefit and Feasibility Committee**

The committee comprising of the following members:

Sharon Anderson - Monitoring Officer  
Claudette Parker - Chair  
Sandra Cameron  
Errol Scott  
Dohewn Cotterell  
Oliver Morris  
Andrea Townsend  
Annmarie Campbell-Bell  
Jullia Sharpe-Scott  
Paula Brown

### **Membership Drive**

The Members' Benefit & Feasibility Committee was mandated to design and launch a Membership Drive. This was launched January 4, 2012. The objective of the membership drive was in keeping with the JCSA's strategic plan and recruitment drive of increasing the membership by five thousand (5,000) new members by 2015. Eleven (11) General Council Members participated in the first phase of the competition, that is, January 2012 - May 2012. One hundred & fifteen (115) applications were distributed, of which, thirty-two (32) were returned to the Secretariat. To boost this venture, members of the committee embarked on visits to the Chapters to promote the Membership Drive. The response from the Chapters was overwhelming. This promotion will continue in the corporate area in preparation for phase two (2) of the competition set to commence in June 2012.

During the period 2011 - 2012, committee members have recruited one hundred and ten (110) new members to date. Members of

the committee have been attending elections in other constituencies, where recruitment has also been taking place.

### **New Members**

As part of the new thrust, each new member will receive a membership package containing a JCSA pin, a benefits handbook and other informational material about the Association. This will be presented to them in a ceremony welcoming them to the organization.

### **Discount House Drive**

The list of Discount Houses was reviewed during the year 2011-2012. Companies that were no longer trading were removed, active companies were updated with new details and new companies were also added to the list. No discount drive was conducted during the administrative year, however the committee is planning one for the first quarter in the new year 2012 -2013.

### **Workshop**

The committee proposed a workshop for pensioners and this was taken up by the JCSA Training Department.

It catered to a wide cross-section of our membership and was so well received that it is to be duplicated in all parishes.

The committee would like to register our thanks to the Training Department for the successful organization of the workshop.

### **Audit**

The committee is presently conducting a membership audit. All Departmental



Representatives were asked to submit their membership along with the basic pay and dues conducted. These lists are coming in, after they are received, and checks will be made to ensure that each member is paying the correct dues.

The committee continues to pursue strategic way to enhance and improve benefits to members in the coming year.

### Women's Action Committee

For the year under review the WAC Committee undertook the following:

1. A two day workshop for CPSA Jamaica, this included:
  - A presentation by Judith Wedderburn from FES Foundation on Precarious Work
  - International Financial Institution (namely the IMF) presented by Carron Bernal White-JALGO.
  - Privatization and reverse Privatization - Belize - done by Jacqueline Whillouby
  - A look at gender equity (50/50) and where affiliates are in observing this PSI standard.
2. Back to School Drive for children in the reading program
3. JCSA Celebrity Concert
4. Continued support and guidance to WAC Subcommittees
5. Participated in the 16 Days Campaign for the Elimination of Violence against Women by hosting a series of lunchtime sessions in a number of MDAs

6. Distributed buttons and brochures re: Elimination of Violence against Women
7. The Committee participated in the recognition of World Aids Day on the 1st of December by staging two booths at the Secretariat Lobby and the Accountant General's Department. Condoms and literature were distributed. There was also proper condom usage demonstration.
8. The Committee hosted the annual Christmas Treat on the 11th of December. 150 children were feted.
9. The Committee hosted its monthly reading programs at Jacisera Park.
10. The Committee participated in the Safer Sex Week of Activities by hosting jointly with the Accountant General's Department a week of activities. This included:
  - Displays with promotional items from various organizations including:
    - Bureau of Women's Affair
    - Cari-Med
    - Heart Foundation of Jamaica
    - Ministry of Health
    - Family Planning Board
  - Daily video presentations and vox pops with giveaways
  - Presentation from the Ministry of Health on sexuality, sexual health etc
  - HIV counseling and Testing
  - ECG, blood pressure and Cholesterol testing



### **Jacisera Park Management Committee**

The committee proposed short and long term repairs to Jacisera Park

#### **Short Term**

1. Preparation of the facility for CPSA Conference
2. Tree Planting
3. Re-surfacing of Netball Court
4. Clearing of Football Field
5. Rolling Football Field
6. Proper installation of goal post
7. Painting of entrance to park
8. Renovation of rooms on the stage area of the park
9. Repairs to Roof and Windows
10. Addressing Drainage
11. Replacement of mesh at the front gate
12. Changing of some doors
13. Tiling of the floor where appropriate
14. Purchasing of furniture
15. Installation of front gate

Due to the lack of funds, many of the targeted repairs were prohibited. However the repairs were done to facilitate CPSA activities as well as to host the football and domino competition.

#### **Long Term**

Most matters to be addressed are contained in an initial proposal submitted to the General Secretary for consideration by the Executive Committee. This document is still being perused by the Officers of the organization, and is expected to be forwarded for further consideration

After establishing the framework, the Management Committee proposes to prepare a detailed document outlining each

matter to be addressed. The committee wishes to highlight the following which is being considered:

1. Creation of a multipurpose complex.
2. Total revamping of the electrical apparatus
3. Renovation of balcony
4. Creation of Annexes for housing of guests
5. Creating a state of the art conference facility
6. Constructing proper fencing

JSIF, The European Union, and the Government of Jamaica will be some of our partners in the efforts toward long term development.

The committee was also able to forge a renewed relationship with the JCSA Limited. To this end the committee was able to get assistance to deal with certain critical issues on short notice. The committee has commenced joint meetings with the Sports Committee, in order to deal with common issues.

In the first year the committee has established certain parameters along with an appropriate vision.

### **Young Workers Committee**

The Young Workers Committee led by Co-chair Sister Natalie Longmore started the year under review by participating in the CPSA Conference in July 2011. The two day workshop looked at a number of issues affecting young workers including "Decent Jobs in the Public Service Good Practices". The well attended workshop ended with a spirited debate. Moot: "There can be no union development without young worker input".



### **International Youth Day**

n August 2011, in observance of International Youth Day which is celebrated on August 14, the Young Workers Committee organized and successfully executed "Walk for Youths". The primary objective of the walk was to educate and raise awareness about the importance of youths and their contribution to the success of Jamaica. The group of approximately fifty young workers started the walk at 7:30 a.m. from the grounds of Ministry of Agriculture on Hope Road, and saw members walking to the August Town gate of the UWI and back. Issues affecting youths were displayed on small banners carried by participants to highlight issues such as crime, violence, health, security, physical and sexual abuse, drug use, peer pressure, education and unemployment.

The committee would like to register our profound thanks to President, O'Neil Grant and Sister Gillian Corrodus, National Staff Relations Council member, who demonstrated that they were young at heart, and joined us on our walk. Thanks also to members of the Secretariat, especially Brothers Kelvin Thomas and George Thorpe for the help and support given to us.

### **Charitable Visits**

The committee made its annual visit to the National Children's Home on November 5, 2011. The group donated gifts to the children and spent the day interacting with the children.

In March 2012, the committee visited the Sir John Golding Home. The visit entailed interacting with the children for the day and providing gifts at the end of the visit.

The committee extends thanks to members

of Council as well of the Secretariat staff for their contribution to this cause.

### **Pan Caribbean Sigma Run**

For the second year, members of the committee participated in the Pan Caribbean Sigma. This is an annual event organized to raise funds for charity. This year the efforts focused on the provision of medical equipment to benefit children.

### **Sports Committee**

The Sports Committee successfully executed the sports programme for the period under review. The competition consisted of three activities: Netball, Football and Domino. The competition saw ten teams competing for the top spot in netball, twelve competing in football and five in domino.

The domino and football competition were held at our sports complex, Jacisera Park, and the netball competition at the St. Andrew High School and Jamaica Customs Department.

The finals of all three competitions took place on February 24, 2012. The results are as follows:

#### *Netball Competition:*

Ministry of Education	1st Place
JDF Military	2nd Place
JDF Civilian	3rd Place

#### *Football Competition:*

JDF	1st Place
Jamaica Customs	2nd Place
TAJ	3rd Place

#### *Domino competition:*

Ministry of Finance	1st Place
Office of Prime Minister	2nd Place
Jamaica Customs	3rd Place



The presentation ceremony took place on March 16, 2012 at Jacisera Park.

The Sports Committee would like to extend gratitude to the teams who participated and supporters who made this venture successful.

### **Constitution & Policy Committee**

Members of the committee included:

- Bro. Kiddo Smith - Monitoring Officer
- Bro. Denham Whilby - Co-chair, National Staff Relations Council (NSRC)
- Sis. Gillian Corrodus - Co-chair, NSRC
- Sis. Georgia Mogg - NSRC
- Bro. Gary Mowatt - Member, General Council

During the administrative year the Constitution and Policy Committee continued to improve the governance framework of the Jamaica Civil Service Association, through the overhaul of the Constitution. The specific sections reviewed were:

- Regulations for Election of Officers  
The amendment provides for designated places in the corporate area and rural parishes for the holding of elections, and the use of work identification as an acceptable form of identification for voting.
- Role of the Immediate Past President  
A Terms of Reference was developed for the Immediate Past President, which include tenure, roles and responsibilities, and designation as life member.
- Compilation and Binding of the JCSA Financial Accounting Policies and Procedures Manual 2010
- Review of administrative policies for the operation of the staff loan and staff welfare fund

The following draft policies will be reviewed in the upcoming administrative year:

- JCSA Identification policy
- Long-Service Awards
- Honorary Life Membership

The Annual Reports for the last ten years will be bound and presented to the National Library of Jamaica and the Jamaica Civil Service Association in the upcoming administrative year.

## **CHAPTER REPORTS**

### **St. Mary Chapter**

The elected Executive members for the period under review are as follows:

- Charmaine Clarke - Chair
- Sheree-Ann Landell - Vice Chair
- Tanika McCormack - Secretary
- Daughn Cummings - Treasurer
- Tameisha Henry-Campbell - Assistant Treasurer
- Mr. Royston Johnson - Public Relations Officer

### **Meetings**

The Chapter general meetings are held on a monthly basis.

### **Sensitization Sessions**

On the 16 June 2011, sensitization sessions were carried at Jamaica Library Service, Tax Administration (Port Maria) and Post and Telecommunication Department (Port Maria). Charmaine Greenland-Clarke, Chapter Chair conducted the sessions. Other members of the executive were also in attendance. It was through this medium, that the Executives got a better understanding of the needs of the members within the chapter and sought to find amicable solutions upon the advice of the Secretariat.



These sessions were carried out primarily to find out why members were not supporting meetings, as this was priority on our agenda after being elected. We are happy to report that these objectives were met. The seeds that were sown began to bear fruit as we began to see tremendous support from members at Jamaica Library Service, in presence and in deeds. This included the Manager coming on board.

We saw more members from Tax Administration becoming more involved and interested in what is happening within the chapter. One of our greatest achievements after conducting these sessions was having a senior manager from one of the departments completing an application form to join the union after being a civil servant for more than twenty years.

We see this as an accomplishment for the chapter as a whole because in breaking down the barrier of staff/manager relationship it will allow our members to be at ease within their respective departments and having the managers on board, the reports of members being hindered from coming to meetings has decreased dramatically.

Also in March 2012, sensitization sessions were carried out at the Islington High, Brimmer Vale High and Oracabessa High School on the 02, 14 & 15 March respectively. The target group for these schools was the administrative staff. A total of fifteen application forms were issued.

### ***Liaison Officers***

Effective communication is always a challenge. Keeping members informed of what was happening in the chapter and the Association on a whole is an ongoing issue. It was with this in mind that we sought to identify liaison officers

within most departments. This has helped us to better disseminate information to members within the chapter.

### ***President's Visit***

On the 16 November 2011, the St. Mary Chapter was privileged to host the Mr. O'Neil Grant, President of Jamaica Civil Service Association, at the Anglican Church Hall.

Also in attendance were: Third Vice President, Mrs. Sharon Anderson, who is also the monitoring officer for this zone, Mr. Junior Latibeaudiere, Senior Field Officer and Mr. Rolando Noble, General Council member.

There were sixty members in attendance.

The president was given a warm welcome from the members of the chapter.

Our President gave the main address, during which time we had a questions and answer session.

Mr. Latibeaudiere used this medium to take photographs for membership ID's.

### ***Church Service***

In recognition of Civil Service week, which was celebrated 20-26 November 2011 under the theme "Civil Servants - Repositioning for National Development", our church service was held at the Annotto Bay Seventh Day Adventist Church in Annotto Bay.

Our General Secretary was in attendance. However, we could have had more members supporting the service. This is something that will be looked into for future church services.

The message was well delivered and received, and the environment was just right. We had a blessed day.



### ***Christmas Social***

The chapter ended its activities for the year with a "bang". For the first time in the history of the chapter, we had our Christmas social, which took the form of an "after work lyme". This was held on 01 December 2011 on the grounds of the St. Mary Parish Library

This event brought members from different departments together in an extra ordinary fashion. It allowed members from different departments to get to know each other.

We spent the evening partaking in activities such as Dominoes, Board Games and Karaoke. Mrs. Keleen Rhoden from Ministry of Labour came out the victor for the Domino games but the party stopper was the dancing contest, where the middle-aged women silenced our younger members. Yes, Mrs. Janett Small-McKay from Ministry of Labour walked away with first place, as there was no one who could compete with her.

It was an evening well spent and members are already signaling that they would want it to be an annual event.

### ***Parish Project***

Our project took the form of erecting a school sign at the New Orange Hill Primary & infant school. The Project was completed December of last year.

On the 25 January 2012 at 1:00pm we had the unveiling ceremony for the school sign. It was indeed a momentous occasion.

It was our intention to bring to people's awareness, the existence of the Jamaica Civil Service Association within the parish of St. Mary and to highlight the work of the union. This was definitely achieved. What better

way to do so than having our name and logo on something of substance as a school sign.

### **CIVIL SERVICE WEEK 2011**

Civil Service Week 2011 was celebrated between Sunday 20th November - Friday 26th November under the theme: "Civil Servants - Repositioning for National Development". The celebration commenced with islandwide church services.

- Sunday 20th November: Kingston & St. Andrew, Mona Baptist Church
- Monday 21st November: Launch of Civil Service Week
- Tuesday 22nd November: Exhibition at Emancipation Park
- Wednesday 23rd November: Long Service Awards Ceremony at Kings House
- Thursday 24th November: Secondary School Challenge Quiz Competition at the Medallion Hall Hotel
- Friday 25th November: Brain Games Competition at the Penthouse, Ministry of Finance and the Public Service

The JCSA held a luncheon for members in the Western Region of the island

The activities planned for the week were successful.

### **CPSA**

The JCSA and Jamaica Association of Local Government Officers (JALGO) hosted the



41st Annual Conference of the Caribbean Public Service Association (CPSA) during the period July 24-29, 2011, at the Jamaica Conference Centre. The Conference was held under the theme: "CPSA Championing Public Service for all".

This auspicious event had a total of fifteen affiliates comprising of over one hundred and twenty delegates and observers.

Our visitors were in the capable hands of our over thirty Liaisons Officers trained by Ambassador Elinor Sherlock, Chief of State Protocol, OPM.

Special commendation to Training Officer, Patrice Porter and Chief Liaison Officer, Gillian Corrodus for the hard work in making sure our team received the necessary training and support necessary for the successful execution of their duties.

The conference began on Sunday, July 24, 2011, at the Garrison Church of the Ascension, Park Camp. We say thank you to Major General Denton Smith for his presence and words of advice.

The official opening service took place at the Jamaica Conference Centre followed by a cocktail reception hosted by the Minister of Labour and Social Security, Hon. Pearnel Charles, MP.

Days one and two catered to the Women's Forum, Young Workers Forum and Men's Caucus. Each fora focused on different aspect of our working life. The Women's Forum focused on the role of women in the trade union in strengthening quality public service in the Caribbean. This forum highlighted the role women play in the delivery of quality public service both from perception and reality. The forum looked at issues, challenges and experiences of women in the Caribbean, and as a union how

they help to champion the change in precarious work in the public services.

Day two focused on the topical issue of the International Monetary Fund's impact on the Caribbean economics. This discussion brought to the fore the fact that women are among the vulnerable groups who are likely to be affected by global and national crisis.

The PSI Young Workers Forum focused on the what, the why and the how behind the main conference theme. It also focused on the role that young trade union activist can and must play as champions for quality public service.

Day three saw the start of the Business Session with a panel of discussion. "Fighting for Survival- Public Service in a Redefined Caribbean" which continued in the final day of conference.

Our affiliates were treated to a mighty diet of quality entertainment.

Special thanks to our partners in this venture. Ministry of Finance and Planning, Ministry of Labour and Social Security, Ministry of Tourism, RADA, Institute of Jamaica, GSB, JCS Mutual Thrift Society, Jamaica Information Service, Digicel Jamaica Ltd, St. Johns Ambulance Brigade, Sagicor, MIND, KSAC, Jamaica Constabulary Force, Mrs. Myrtle Chung, Miss Chyanne Vernon, and last but by no means least to the hard working Planning Committee and the Secretariat staff. It was a wonderful partnership resulting in a successful conference.

CPSA 42nd Annual Conference will be held in Montserrat between July 22-27, 2012. The Jamaican delegation will be led by President Grant.



### PSI

Public Service International World Congress will be held in Durban, South Africa November 27-30, 2012. The programme of action will focus on four programme areas:

- Confronting the Real Crisis and rebuilding Social Solidarity.
- Asserting the Rights of Public Service Workers
- Building Union Influence and Achieving Quality Public Service. This will focus on areas such as achieving gender quality, good governance and combating corruption and fraud and pension.
- Union action in a globalize world.

Members with an interest in attending may direct inquiries to the Secretariat.

### REPORT ON TRAINING ACTIVITIES

The development of our Departmental Representatives, Chapter Executives and Secretariat Staff continues to be the focus of the JCSA as we seek to institutionalize the theme and spirit "Overcoming Challenges through Unity". A series of training sessions in communication methods were conducted in different zones based on our quest to improve the communication process within the Association with our member.

#### Training Initiative

During the period 2011-April 2012 a number of training initiatives was implemented, resulting in the development, sharpening and refining of members skill and knowledge base. Among these initiatives were six workshops, the first of which was a two day workshop with twenty of our new Departmental Representatives at JACISERA

Park for the period August 15th -16th 2011.

Topics covered for the two days were Conflict Resolution, Sexual Harassment, Strategic Planning and the JCSA Constitution.

#### Western Region

Two workshops were also held in the Western Region which saw in attendance Chapter Executives from the parishes of Hanover, Trelawny, Westmoreland and St. James, the venue was the RADA Conference Room, Catherine Hall, and Montego Bay St. James during the period September 20, 2011 and March 7-8, 2012. The following topics were covered: JCSA Constitution, Communication Methods, Public Speaking, Dispute Resolution, Proposal Writing, Building Interpersonal Relationships and the Role and Function of the Chapter Executives. This was well received by the participants who indicated that the knowledge gained will help them in carrying out their functions as Executive members and also in the in their role at work.

#### Secretariat Staff

During the period November 10-11, 2011 training was provide for the Secretariat Staff in the area of Communication Methods and Negotiating Skills.

#### Workshop in Zone Three

In addition a two day workshop was conducted in Zone three at the Casa Maria Hotel, St. Mary. In attendance were the following Chapter Executives: Portland, St. Mary and St. Ann. Presentations were made in the area of Communication Methods, Proposal Writing, Dispute Resolution, and the Role and Function of the Chapter Executives.



### **Retirement Workshop**

The JCSA is aware that the transition from full-time employment to retirement is an important step in a worker's life as it represents a significant change in the individual's lifestyle. Therefore the JCSA embarked on a one (1) day workshop entitled "Preparing for your Retirement" on April 12, 2012 at the JACISERA Park Complex.

Approximately sixty-eight persons were in attendance representing the following Ministries/Departments: Ministry of National Security, Ministry of Labour and Social Security, Ministry of Agriculture and Fisheries, Statistical Institute of Jamaica, Ministry of Local Government, Ministry of Education, National works Agency, Registrar General's Department, Auditor General's Department, Ministry of Science, Industry, Energy and Mining, Ministry of Transport and Works, Forestry Department, Officers, General Council Members and Secretariat Staff.

Special thanks to our strategic partners- GSB Co-operative Credit Union, our sponsors JCSM Thrift Society, Scotia bank and Sagicor. Presentations were also made by Mr. Harvey Sutherland Director of Pensions- Ministry of Finance & Planning, Ms. Doreen Grossette-Director, Employee Assistance Programme-Ministry of Finance and Planning, Mrs. Marcia Higgins - Past Officer and Ms. Stacy Mignott, Entrepreneurial Specialist HEART NTA

Based on evaluation of the workshops they were all a success, however there is an overwhelming request for a second seminar on the "Preparing for your Retirement" and so in discussion with our partner GSB Co-operative Credit Union, the JCSA will seek to satisfy the request of our members not only in Kingston but also in other parishes in order to facilitate

our members within the rural areas.

The training was conducted in the following areas:

- Preparing for success at the Industrial Dispute Tribunal (IDT).
- Understanding the Labour Market.
- Delegates Development Initiatives (DDI).
- Occupational Safety and Health (OSH).
- The Art of Successful Negotiation.
- Your pension and you: Understanding the implications of the Green Paper.
- Options for Reform on the Public Sector Pension System.
- Efficiencies in filling Year End Tax Returns.
- The Holiday with Pay Act: Implications for Employers and Employee.
- Leadership Essentials

### **Professional Certificate in Industrial Relations (PCIR)**

The second phase of this programme started on February 28, 2012 and is scheduled to end in the month of July 2012. Approximately sixteen (16) applicants received the Wayne St. A. Jones OD, Bursary included in this are three staff members who got full sponsorship while the other participants were awarded a bursary of 50%.

### **Certificate in Labour Studies**

Full sponsorship was awarded to Bro. Noel Miller to pursue the part time certificate course in Labour Studies at the Hugh Lawson Shearer Trade Union Education Institute (HLSTUEI); the course started in January 2012 and is scheduled to end in January 2013.

### **Certificate Course in Computer**

Congratulations to staff member Ms. Racquel Stephenson who received a distinction in her Computer training course. Ms. Stephenson was selected to pursue a three months certifi-



cate course in computing at INFOSERVE during the period February -April 2012.

### Summary

The JCSA continues to play an essential role in the training and development of its Members, General Council Members and Secretariat Staff as we seek to promote not only the growth of the organization but by extension the growth our employee and members through the necessary training and development workshops.

“Wise people learn when they can; fools learn when they must”. - Arthur Wellesley, Duke of Wellington

## HOUSING SOLUTIONS

### Union Estates Development

The development consists of 767units, two and three bedrooms apartments and town houses. The development is a gated community.

Phases one (1) and two (2) are now fully occupied by successful applicants. Phase three (3) is currently attracting applications.

## WESTERN REGIONAL OFFICE

Five hundred and fifty (551) members have been recruited through the office since its inception.

Western Region Membership		
Parish	June 2010 - May 2011	May 2012
St. James	124	154
Hanover	44	103
Westmoreland	38	25
Trelawny	41	22
Total	551	

### Grievances

Thirty one grievances have been reported to the office since its inception. Ten have been resolved and twenty-one continue to be processed.

### Site Visits

Over three hundred site visits have been made to various departments in the region. Such visits continue to play an integral role in growth for communication, dealing with membership concerns and recruitment within the Association.

Fifty-three presentations were made throughout the region during the reported period.

Parish	June 2011 – May 2012
St. James	30
Hanover	5
Westmoreland	10
Trelawny	8
Total	53

### Training

Two workshops were held in the Executive Bodies of 2010-2011 and 2011-2012; at the RADA conference Room in September 2011 and March 2012.

Forty-five members participated in these workshops.

### Discount Houses

Discount houses continue to be identified in the Region. Members continue to utilize the discount at these establishments. Businesses are advertised via discount brochures.



### **Community Development**

The office was invited to participate in three community outreach activities; namely: Hopewell Health Fair 2011, Trelawny 4-H Achievement Expo. 2012 and the Heart Trust Regional Youth Empowerment Workshop 2011.

### **Second Regional Luncheon**

To celebrate Civil Service Week, the second luncheon was held on November 25, 2011; participatory parishes were: Trelawny, Westmoreland, Hanover and St. James.

### **CHAPTER CHAIRMEN**

The following are the Chairmen and their constituencies:

- St. Ann - Bro. Alexander Chambers
- St. Catherine - Sis. Thelma Grayson-Linton
- Manchester - Bro. Nigel Gray
- Westmoreland - Sis. Dellactea Drummond
- St. Mary - Sis. Charmaine Greenland-Clarke
- St. James - Sis. Charmaine Gillette
- Trelawny - Sis. Lillieth James
- Portland - Sis. Tamara Lawrence
- Hanover - Sis. Gloria Grant
- St. Thomas - Bro. Aston Smith
- Clarendon - Sis. Michelle Graham
- St. Elizabeth - Bro. O'Neil Aikens

### **INDUSTRIAL RELATIONS (IR)**

During the year under review, the Association received 86 new grievances, 69 were brought forward, totalling 155 grievances. Of this total 83 were settled leaving a

remainder of 72 which is receiving the necessary attention.

The Ministry of National Security, The Ministry of Health and Schools Account for the majority of grievances brought forward. These grievances include non-appointment/promotion, non-payment of increment, HR related matters, unjustifiable dismissals and appeals. See information captured in the table below:

<b>Grievances 2011-2012</b>	
Number of Grievances Brought Forward	69
Number of Grievances Received	86
Number of Grievances Settled	83
Number of Grievances Outstanding	72

### **OBITUARIES**

During the year under review, the JCSA learnt of the death of union members and also families of members. We would like to express condolences to the families.



*Training Session - Western Region*



*Training and Research Coordinator presenting certificate to participant*



*1st Vice President, Robert Chung, presenting a certificate to participant in workshop.*



*Audience members at the Retirement Workshop held at Jacisera Park on April 12, 2012.*



*JCSA St. Mary Chapter members pose with JCSA president O'Neil Grant at their AGM.*

# J.C.S.A. 93<sup>rd</sup> AGM

Annual Report 2011 Jamaica Civil Service Association



Cutting of the 93rd Anniversary Cake at the JCSA Open Day on May 4, 2012 at the JCSA Head Office.



President O'Neil W. Grant, during an interview on RJR at the Open Day.



Past Officer, Georgia Mogg, with Representatives from GSB at the JCSA Open Day.



Duane Boise, CEO, EMED at the Open Day.



Member Service Officer at the JCSA Booth on the Open Day.



Health checks are conducted as part of the Open Day.



Prime Minister Bruce Golding and JCSA President Wayne Jones and other dignitaries arrive at the CPSA Opening Ceremony



Prime Minister Bruce Golding meets incoming JCSA President O'Neil Grant at the CPSA Opening Ceremony



Prime Minister Bruce Golding is welcomed to the CPSA Opening Ceremony



Representatives and invited guests at the CPSA Opening Ceremony



President Wayne Jones gives his address at the opening session of the 92nd Annual General Meeting



President Wayne Jones passes the gavel to incoming President O'Neil Grant.



(left) Launch of the Glen Bromfield/ JCSA Education Trust Fund



## Minutes of the 92nd Annual General Meeting

### Day One: Opening Session

Held on May 26, 2011, Knutsford Court Hotel, Kingston

#### Opening Ceremony

##### Call to Order

Bro. Wayne Jones, President called the meeting to order.

##### Invocation

Pastor Daniel Malcolm invoked the Lord's presence on the proceedings.

##### Welcome and Opening Remarks

The Chairman Bro. Robert Chung, welcomed all to the meeting. He acknowledged the presence of the Hon. Minister Dr. Horace Chang, Minister of Water & Housing, Senator Arthur Williams, Minister of State in the Ministry of Public Service, with Responsibility for the Public Service, and Ambassador Douglas Saunders, Cabinet Secretary. Welcome was also extended to Permanent Secretaries, Chief Executive Officers, and Heads of Departments who were present. A special welcome was extended to Mr. Glen Bromfield, Bloomfield Jamaica who was a long standing friend of the Association.

##### Greetings

###### *Greetings - Ambassador Douglas Saunders*

Mr. Chairman, President of the Jamaica Civil Service Association, Mr. Wayne Jones and officers of the Association; Minister of State in the Ministry of Finance and the Public

Service, Hon. Arthur Williams, Minister Chang and other fellow members at the head table, Permanent Secretaries, indeed all current and former public service colleagues, distinguished guests, ladies and gentlemen; I am grateful for this opportunity and it is my privilege to bring short greeting to the Annual General meeting.

At the outset I hope you will allow me to pay special tribute to President Wayne Jones for his positive contribution through his leadership of the Association, in particular and the wider membership of the public service over these many years. That leadership whilst focussed on resolute promotion and defence of the interest of public sector workers, has been characterized by wide reflection, decisiveness, imagination and creativity, informed by a full and comprehensive appreciation of the difficult and evolving environment in which we all have to undertake our responsibilities. I for one look forward to his continued strong contribution on our efforts to move the public sector forward, notwithstanding the continuing challenges being confronted with, and I am sure that you all join me in expressing deep and sincere thanks and gratitude to him.

I am also obliged to extend congratulations tinged with some commiseration to Mr. O'Neil Grant who I understand will succeed to the Presidency, and I look forward to interacting and working with him in relation to matters of interest to the Association.



Speaking of challenges, Mr. Chairman, the theme for this Annual General Meeting, whilst referring to them, and many of them are not new, the theme appropriately focuses our attention on overcoming those challenges. There is no question that the country as a whole faces formidable challenges now and for the foreseeable future. The issues confronting public sector workers are but symptoms and consequences, of that broader reality, and some of those challenges include scarce resources including technology in the workplace, inadequate remuneration of course and I am sure that Minister Williams will perhaps refer to that among other things, which contribute to negative public perception and of course, all of these hinder or hamper the ability to perform.

Challenges can be generally defined as situations which test our abilities. Considering that our theme for this Annual General Meeting beckons towards unity in overcoming them, we need to examine requirements for unified approach to challenges and in doing so one primary requirement emerges, the ability to respect personality and other differences inherent in any group. We are not clones of each other and naturally different perspectives will be brought to situations in which there is a search for solutions. Tolerance and openness are therefore essential for arriving at common approaches. But, arriving at a common approach is not, however, enough to assure success. A critical ingredient in moving forward is confidence and to quote Marcus Garvey, "If you haven't confidence in self, you are twice defeated in the race of life, with confidence you have won even before you have started." It is widely accepted that with challenges there are also opportunities. In this regard, the

recent policy decision in relation to rationalization of the public sector, provide multiple opportunities, provided that the necessary tools and resources are deployed. And I believe that notwithstanding the severe fiscal financial constraint which confronts the country, that the government fully recognizes the essential role that resources, including technology will have to play in any reformation and advancement of the sector.

For our part we need to clarify how we see ourselves operating differently and determine what changes, big or small, we can effect towards our individual and collective betterment. It is important that we recognize that implementation of the rationalization blueprint within our respective entities will be our responsibility, not that of some external person or persons. In any event, experience has shown that each and everyone of us had a far more relevant and effective perspective than persons outside of our organizational framework, as to what changes and adjustments are required in our immediate and adjoining areas of responsibility.

In closing Mr. Chairman, these few words of greetings, I encourage all of us to approach the future with full confidence and in unity, and I extend every good wish for success at this 92nd Annual General Meeting of the Association.

### ***Greetings - Dr. The Honourable Horace Chang***

Mr. Chairman, Robert Chung, President Wayne Jones, colleague Minister, Minister Arthur Williams, Ambassador Douglas Saunders, Cabinet Secretary, Pastor Malcolm, officers of the Civil Service Association, represented members, good afternoon to you. I



am not here with a prepared text and I really consider it an honour and privilege to be allowed to address the Association this afternoon at your annual meeting. Of course, not having a prepared text is not suppose to be a challenge for the politicians, but they tell me, Minister, you must talk, talk all you want, even if it's nonsense, the civil servant will say "Yes Minister", and then go and do the right thing.

Let me say it's a privilege and honour to be allowed to join the civil service this evening. The civil service which represents the core of the public service, really has served this country well despite all the challenges and differences we may have sometime with Government or in your own way and some of the challenges you faced over the years are real, and not being able to overcome all of them but I think we still are at the stage where we can describe our public service as one of the finest, despite the comments from the private sector and others. And I say this without trying to be appealing to you this evening. I have the privilege of having been in the public service myself as a physician, my wife is a teacher and later on as a small business persons and I know what it is to deal with business and private sector, it is not as efficient and easy as they write in the newspaper, but we do have challenges and part of it is how we have emerged over the years. But, I must also before proceeding to give my brief word of comment, pay my own tribute to your outgoing President and I suspect maybe that's why I am here today, because the truth is, whether directly to myself or through my permanent Secretary, on most occasions I found him most helpful in adjusting to the responsibility of Minister in a very difficult Ministry. I have a portfolio of water and Housing which my colleagues will tell me "Is one we don't particularly like,

you know." Because it's one thing in life, everybody without exceptions, from the street people to the richest, they want a house and they want water, and they want it 24/7 all year all round, and it offers challenges sometimes which I said can be quite demanding, and almost..., I don't want to go further that that. It's not the easiest thing to deal with, and especially when water is not there. I am here today because I have had the privilege of working close with your President, not just in context of the portfolio-well, I have had discussions with him on a number of occasions; we have had discussions which I hope will lead to increasing partnership, because as politicians we operate on a timetable of five year and in public that's a short time. We have had discussion on a number of issues which I hope we will be able to bring some aspect to the public service in both area of housing in particular that would be beneficial and I don't want to anticipate those things, but those discussions are proceeding and I expect them to bear fruit very soon. I am also in the context of public sector transformation being saddled with more-well that Ministry will be, and if I have the privilege of remaining in that portfolio, will have to make some adjustments that is required in the public service. I make the brief comment; you have had to adjust through many changes from independence. The civil service started many years before that. Some of those challenges we have still maybe created some of the problems, you have seen them. The public sector is no longer the civil service. In fact, the civil service may be a small part of the public sector as the public sector stands today. The last census said 118,000 public sector workers, and I think the civil service is less than half of that, and if you take the teachers and police officers as traditional



public servants you still have a large body of people weighing on the part of the public service, and that has created strange divergence which are not necessarily seen as the best interest if how the civil service operates, but I think this year as we go into the rationalization programme, I want to see it more as really the move to do what was attempted sometime ago and never fully completed, the modernization programme. Because in time things change and we have to adjust the service to meet the demands of the day, and I think while the Prime Minister has spoken to very different aspects of it, some of which are not necessarily pleasing, we need to look at how we can change things to not only make it more efficient but to give greater job satisfaction to what you are doing, to ensure that the service we ought to provide---and the truth is, you are the best person to do it, you know. You have seen governments come and go, Ministers come and go, you have seen different things happening, but you understand the demands of the clients who are the general population, and your guidance will be critical to implementing the kind of changes that is required to make sure that we have a dynamic civil service, public service sector.

In deed, despite the emergence of many Executive Agencies, Statutory corporations, sometimes called pro-corporations in other jurisdictions, the core of the Government service is still the central civil service and if that does not function well the rest will not function. If you talk to the statutory corporations they will not say that. In fact, they are likely to tell you otherwise; but, the reality is, unless you can create a central body of people who understand the public service, who can ensure the policy programme we enun-

ciate are reasonable policies that can work, and the programme evolving from them can work and are made to work, those agencies cannot work. Agencies become very term-like; they go off into their own direction, and despite being efficient sometimes they create a lot of dysfunction. In fact, I often tell my own regional civil servants that I had the privilege of seeing your office open in Montego Bay. I have had many discussions with the agencies of government in Montego Bay and tell them that their turf war is more challenging and problematic than the gang turf war. The police eventually will deal with the gang, but when you create the institutional challenges they create long-term problems that are difficult to overcome, and I must confess I have had good response in pulling them together, but it is something that I think the central civil service can now look at; how to create a service that has the institutional capacity and institutional arrangement to ensure that there is full collaboration and coordination between all agents of government which are really dealing with one thing, the people of the country, ensure the kind of policy emerges and that the agencies out there will guarantee the kind of cooperation necessary. And I end on that note because I think the current trend has created much of the dysfunction that sometimes create disenchantment in the central civil service, beside the fact that you have some major differences in remuneration which hopeful one of the time we will have to overcome. And I don't say that in order to put pressure on Mr. Arthur Williams, I say it with a broad objectivity, which is a real requirement, where people with major responsibility in here is maybe a third of the way, the other ones out there with maybe even less responsibility.



What is happening is that individuals now take to assume onto themselves a particular responsibility and don't feel that they must answer to anybody else, and believe me, it gives me a headache, both as a member of Parliament, as a Minister, and I suspect it creates some of the dysfunction you have.

Some of the things I have also noticed, they have allowed too many legacy institutions within the Ministries and we will really have to deal with those. So you find if part of the civil service, and I have said this to Wayne before, it appears, I am not saying it is, may not have been functioning at the level they wish, rather than seeking to correct the problem because it needs additional personnel, additional resources, you create a new agency and you leave that piece in there hanging on, demotivated, and it becomes the face of the public service, and the new agency is out there, but they also go out there and do things they shouldn't be doing. I can choose a simple example when one of the fine agencies around had been created to forward relief to inner city areas, when I got to the Ministry they were there struggling for years, in my own constituency, how to title a little urban area. They did not know which law to go to, they just had the money and they know part of what we were to do was to upgrade this area, which was a seven spotted area, is to upgrade the physical facilities, which they did without too much consultation with the wider planning authorities, but they couldn't get titles. And that was maybe the critical element in changing the mentality of the people in there. But a simple thing as to look, I will do it under the Housing Act, this is what the Housing Act is designed to do. That Act hasn't been abused by many Ministers, I haven't abused it yet, but it has the potential to be abused. My

public servants will warn me from that and keep me out of that. Part of the power of that law and some of the law is that we can now title those people in those depressed areas quickly and efficiently, but because the Ministry of Housing was seen as the home of pork barrel and corruption, nobody was talking to them. I am just being honest. My Permanent Secretary is not here and has sent her apology. We were at a union meeting with Mr. Morrison and she hoped to come here. She sent me here. That's the reality, people saw housing as being the political pork of Government, and in fact both in terms of the civil service, the public and politicians, because in the private sector they didn't like award the Ministry of Housing certain people became every Minister of Housing became some kind of a challenge to the power base of somebody else and therefore a lot of the thinking there was just being ignored. Even staff was afraid to apply, but fortunately I said this is what the law is for and we were able to get them involved and we get things moving. If we go through the government service you will find dozens of areas where this kind of thing, the legacy is institutionally led, new bright ones came along but they don't have the experience, and in fact the old adage "New broom sweep strong but old broom know the corner." We need to in dealing with any improvement, rationalization, upgrading, modernization to the civil service to take from those earnings all that - there are many things good about the structure of the civil service, to retain what is good and make sure what we add to it is designed to enhance and not contradict but overcome the past. Today is your annual meeting, you have much to discuss, you will discuss your own terms and working conditions, you will also discuss the character of our way forward, and we want to wish you



well, and I must confess to you I consider it a privilege to have had the chance of working in the government at this level and I certainly enjoy the time and found the public sector, including your Association and the public servants supportive, and in most cases after discussions, even when they are so quite efficient, I must say we have had challenges in some of the agencies, but its part of the wider challenges in the public sector and I look forward to continue working with you some more, both in partnership implementing government programmes, but also in partnership to develop the kind of things that would enhance the work of the public sector. Again than you very much.

The Chairman recognized the President's wife and children, and acknowledged and thanked the spouses of the officers who over the years have given support.

### **Greetings and Declaration of the Opening of the 92nd Annual General Meeting**

**- Senator the Honourable Arthur Williams**

It is a pleasure for me to be here at your 92nd Annual General meeting. This is the third such meeting that I have attended, the first one being less than two months after the announcement of a wage freeze in 2009. It was a warm reception, and again here last year, and as I said I am pleased to be here on this occasion. Colleague Minister, Dr. the Hon. Horace Chang, our Cabinet secretary Ambassador Douglas Saunders, President Jones, First Vice President Mr. Robert Chung, General Secretary Mrs. Chelsie Shellie-Vernon, Pastor Malcolm, ladies and gentlemen, I am advised that this is a historic 92nd

annual General meeting, and for a number of reasons which I will come to in a little while. Robert mentioned that Wayne served some eleven year as Vice President, ten as President and that is twenty-one out of his thirty years in the public service. Remarkable achievement.

But I mentioned it being a historical occasion because I believe it is the first time, certainly in many years that a President is going to voluntarily give up office. I am advised that the history is as follows: Eddie Bailey somewhat, many, many years ago defeated the previous President. Eddie himself retired, Wayne took over and Wayne unlike politicians has decided to give up. Is there a lesson in this for anybody?

Wayne was elected unopposed. I want to pay tribute today to Wayne Jones. I can tell you without any hesitation that when I took up office as Minister of State in the Ministry of Public Service with responsibility for public service, I came to rely upon Wayne Jones for his advice and his guidance, and on every occasion I got good advice and was properly guided by him.

And he has passed the baton to O'Neil Grant, and I have had the opportunity of seeing Mr. Grant at work. I recall last year when he worked with professor Trevor Munroe and myself on a committee that the Prime Minister appointed to look into the whole matter of non-cash alternatives to the wage issue that was then alive and I recall the dedication with which O'Neil worked on that team and his contribution to us getting somewhere in terms of the work of that committee. I am told that this is the first time in the 92 year history of the Association that you are going to have a General Secretary.



Your constitution was amended to include that post and naturally it is filled by a woman; who else. I want to commend Mrs. Chelsie Shellie-Vernon. There is another history but I won't bother to tell you today. But I also welcome her warmly to the post. Recently I was at a meeting with her, meeting of the Public Sector Transformation Unit, and Shellie's guidance in that meeting was invaluable to me and to the Public Sector Transformation Unit because she brought a wealth of knowledge and experience to bear on that meeting, and we thank you very much and commend you Chelsie for your attention in this. I need to mention the role that your Association through your President has played in respect of the Public Sector Transformation Unit. Mr. Jones has been a member of that unit from the onset and of course has brought his experience and guidance to the deliberations of that committee. When it was thought that it was a committee designed to cut public sector workers, Wayne was a consistent voice in instilling principle, that what we are after is the efficiency rather than cost cutting and he has managed, I believe, to have that principle permeated throughout not only through the civil service but the wider public service and we are coming to the stage now where that is going to become a reality in short order.

The Association has been strong and vibrant over these years and we trust that you will continue in that way. There are necessary occasions when you will not see eye to eye with your employers, but that is the nature of life. What is important is that whatever we do, we must do in a respectful manner, respecting all views and respecting everybody who is part of the process and that indeed has been my own motto in how I carry out my responsibilities in the public

sector a State Minister with responsibility therefore. I just want to advise you that Minister Shaw is off the island and has asked me to convey his best wishes to the Association, and to say that were he here he certainly would have attended today. Ladies and gentlemen, Robert will round the wicket for me. Dr. Chang, I think, mentioned in passing there is the issue that is on everybody's mind of the wage increase, and I want to tell you that we have made much headway in that matter. There is going to be a meeting tomorrow on again and I am confident that there is going to be an early resolution to that issue. A resolution that if it doesn't satisfy every single soul in this room will certainly be the best that can be devised in the circumstances for you the public sector workers and for the wider Jamaica. And that is not just talk. Talks have been held in earnest in the last week or so, and I am certain that we are at that point of resolving that issue.

Without much further ado, therefore, I take great pleasure in officially declaring open the 92nd Annual General Meeting of the Jamaica Civil Service Association and wish you all the best in your two days of deliberation.

**Cultural Presentation**, by Calabar Primary and Junior High School

### **Apologies**

Apologies were extended on behalf of Past Presidents, Mr. Winston Clarke and Edward Bailey, Dr. Jean Dixon, Permanent Secretary, Ministry of Health, Ms. Pauline Knight, Director General - Planning Institute of Jamaica, Mr. Donovan Stanberry, Permanent Secretary, Ministry of Agriculture, Ms. Marva Ximinnies, Past Officer.



### **Launch of the Glen Bromfield/JCSA Education Trust Fund**

#### ***Overview of the Fund***

The idea of the Trust Fund came about in 2009 when Glen Bromfield of Bloomfield Jamaica Limited made the suggestion that the Jamaica Civil Service Association needed to have a meaningful benefit for children of its members. Recognizing the difficulty of some members to fund their children's education, it was decided that an Education Trust Fund would be most appropriate. Consequently, the initial sum of US\$1,500 was handed to the Association by Mr. Glen Bromfield to start this fund. The fund will be administered by the Administrator General's Department and will have a management committee comprising of five persons. The focus of the fund is to assist students attending high school from Grade 7-11, and an awardee must maintain an average of 80 to 100%. The Association and its members are indeed grateful to have Mr. Glen Bromfield and his team to partner with us for the launch of the Trust Fund.

Mr. Bromfield responded by saying that the reason for his organization's decision to support the Jamaica Civil Service Association stemmed from a lot of support he got which went back to some thirty to thirty-five years. He explained that there was a time when civil servants could not go to the supermarket because of lack of income, and so had to go to the shop at the little corner to purchase that extra little bit. He added that he along with others were recipients of duty free and tax free cars and buses. He further went on to say that a tendering process went on for the bus service for Kingston and he made a bid which was accepted. In taking up the offer he explained that he was reluctant due to

the cost involved. He further stated that he believed it was necessary to make a contribution to the Jamaica Civil Service Association Children Fund for needy children.

#### ***Handing Over of the Donation towards the Fund***

Mr. Bromfield handed over a cheque in the sum of two hundred and fifty thousand dollars (\$250,000.00) payable to the Glen Vincent Bromfield/Jamaica Civil Service Association Trust Fund, which was the beginning of a annual payment for the next ten years. The amount will be paid from the net returns of the Glen Vincent Bromfield Resource Center. The following persons were appointed as trustees of that Center: Mr. Fred Husdon, President of the Kiwanis Club of North St. Andrew, President of the Kingston Chapter of the Jamaica Union of Travels Association (JUTA), the sitting President of the Jamaica Civil Service Association, and the legal officer of the Administrator General's Department.

The Chairman expressed profound gratitude to Mr. Bromfield for his continued support and his initiative in seeking to help those members' children who are in need.

#### **President's Address**

My friends, almost twenty-five years ago when I started this journey as a trade unionist, then it wasn't so recognized; the Civil Service Association in those days were not recognized as trade unionist. People like Una Saunders will recall that, that was the situation and the status quo at that time. I never knew that I would have walked the road that I have, culminating in ten years as President.



I began formerly and officially when I was appointed Associate Secretary in June 1986, but the truth be told, my service to the organization dates back to my second year as a clerk in the Registrar of the then Collector General's Department, Newport East, now Customs Department. My Manager was Mrs. Norma Kerr-Clarke, First Vice President of the Jamaica Civil Service Association at that time, and I would often be assigned task that had very little to do with my substantive position but more with JCSA's activities. Most notably was 1983 when the Government reached an agreement with-what was it then? Soviet Union, USSR, Russia, to provide motor cars for government travelling officers on a barter arrangement with bauxite. JCSA was instrumental in the distribution of these scarce benefits, and so we had to do the selection. As a good advocate. Mrs. Kerr-Clarke insisted that only JCSA members would benefit, and I was tasked in enrolling all those non-member in that department who wanted a vehicle.

And those of you who know the history of revenue, will know that was where we had the highest concentration of government travelling officers and so all the excise inspectors, and the revenue runners, all the people directly in the tax office, the customs official and so on, were travelling officers, and everybody needed a new car. That was my first membership recruitment drive and you can just imagine how successful it was. Didn't have to do much. You put your name on the list for a car you are going to become a JCSA member if you are not one already. Those were the days of the Isuzu Geminis, the open Cadet. And then came the Lada. This heralded a brand new fleet of vehicles in

the sector and out travelling officers found a new lease on life, and I can say today that we have not turned back as a people and we should be proud of that.

It is interesting when Glen spoke about the parlous state of our personal affairs in the past, because this afternoon I sought to recall some of our situations, and I have chosen to deal with what I consider to be progressive paths on which we have travelled as a people. This for me was yet another turning point in the history of this Jamaica Civil Service Association, and in fact the public sector, and over the succeeding 25 years the Jamaican public sector along with the people has recorded appreciable progress and success. I know people don't like to acknowledge this, especially when we are fighting for our seven percent, and I know that Minister Williams is not here, and Minister Chang you are going to have to take the brunt, but I always believe my friends that the truth will always emerge, it cannot hide. I firmly believe we must celebrate our achievements, give thanks and build on them. This is how we in the Jamaica Civil Service Association have been able to grow over the 92nd years of our existence, giving thanks and building on that which we have achieved.

Today as a public sector we have much to be concerned about, but we have much to be proud of, and I make no bones about the JCSA's role in securing those successes, even while we labour on to fix that which is broken. One can recall the days when the sector was characterised as a place of last or at best second choice for reemployment, as it earned an image which was not very welcoming and attractive. I certainly remember the 1980s and parts of the 1990s, when our buildings were so old and dilapidated, they were



termite infested, and many were leaking and hot. This is not to suggest that all things are perfect today, but significantly removed from the landscape are the rusty and noisy fans, the heavy wooden furniture now replaced by lighter modular pieces and the banging of typewriter keys now replaced by softer ones on the computer.

My friends, physical changes have also been accompanied by the presence of more modern technology; be it the fax machine or the Meridian telephone system. Some of you remember when you used to push in the cord, pull out and plug in. Yes. Call centers are part of our existence today and of course the closed user group telephone systems and of course the BlackBerry craze. We boast modern fleets of vehicles in the sector and public officers are significant home owners today. They can visit the most opulent places of entertainment, so much so that they don't want to go to JACISERA Park again.

Yes it is a kind of poetic justice. We work so hard to improve the lot of the public servants and now they are in a position they can go to Pegasus and Wyndham, so they no longer come to JACISERA Park. But life is of such, we make improvements and we move on. My friends, I remember how we used to be identified by the clothes we wear because we were not able to acquire the finest and best as could our counterparts in the private sector, and so you would know the government workers different from private sector workers. Today I am proud to see how my public officers' attire and I say that's what we worked for!

You know, there is an image and an experience that is etched in my mind. During the period of the 1990s when we got bonds for salary outstanding, interesting how history

repeating itself-and the public officers, many of whom didn't want to hold it until the tenure of the bond, they wanted to liquidate it, and there were financial houses and other places that were prepared to do so but at discounted rates. Sister Sonia Campbell past Honorary Treasurer of the organization and I as part of our assignment, I was Vice President then, we were supposed to go around and find the best deals for the officers, public officers who wanted to dispose of it before the maturation date and we went to--- I am not afraid to call names-one of the companies in the Pan Caribbean Group, and we met with then Assistant Vice President and his team, and when Sonia and I presented the case they asked us, "So why is it that Civil Service Association has to engage private sector financial advisors to come and negotiate the contract." And we had to turn to him and tell him we are full bred civil servants. But of course, they were of the view that we never dressed like civil servants and I guess we never talked like civil servants. That is the image that they have of us today, and I have worked very hard over the years as much as I can in this organization to help change that image of public sector workers.

Qualitatively, we have also grown leaps and bounds. Take education and training, for example; Bachelors Degree, dime a dozen in the public sector today, and the Masters Degree is following close, Doctorate we are coming for you too!

Ladies and gentlemen, I have chosen to just highlight some of these achievements, because too often I hear people complain about their status and allow themselves to be overwhelmed by issues without taking account of the progress they have made, and to use that progress to motivate themselves



to better things. Problems there are, but successes have also been recorded. I have focused on these because I know that our work in the Jamaica Civil Service Association and in the wider public sector was not in vain, not in vain. I have focused on these because I know that in this life image is everything. You remember that Sprite advertisement, "Image is Everything" and so the rebranding of the Jamaica public sector is significantly about how we present the sector to the rest of the country, that's what it is about. As a service industry what we sell is confidence, that's what we have to offer people. We are a monopolist in many regard, so people must come to us. They must come to us to pass the car, to pay the taxes. They have to come to us, so we have a monopoly on that and therefore what we need to sell them is the confidence that they should come to use.

The Jamaican public sector my friends are just like a Digicel. So it is with the public sector, so it is with Digicel, but of course we must do more than just rebrand, we must improve the way we deliver the service. For Digicel to have secured the numbers of customers that they have, and I hear they are talking about close to two million now, they have to both ramp up their image at the same time they are improving their offerings and service to the Jamaican public. Our customer service initiatives, Mr. Cabinet Secretary, must continue, and here I want to pause to recognize all those entities that took time out to participate in the public sector customer service competition, for which we had the award ceremony yesterday at the Wyndham Hotel. Passport Immigration and Citizenship Agency came out the winner. We want to congratulate all the winners, we want to congratulate all who participated and we want to encourage more persons to

participate in this competition. It is not just a competition, it is a test by the public of what we are doing, and I can tell you that I acted again as Chief Judge for this competition and this renewal we had twenty eight thousand persons approximately calling in, responding, sending in nomination forms and so on. This time we had about 400% increase, over previous renewals. It means people are taking note of what we are doing and they want their voices to be heard. Ladies and gentlemen, the successes made are not insignificant as some may think. It is through motivation and self confidence that workers improve and increase their productivity levels. It is the more confident worker that is willing to take care on the difficult task and challenges. Just cast your minds back a few years with me, and compare the number of officers who were willing to appear in the media compared to today. Think about the constant presence of our colleagues on Television Jamaica. Just think about the number of public officers that you see appearing on these programmes. Think about the various JIS programmes, "Issues and Answers", think about Ian Bowen's personal programme "Profile", how many public officers you see sitting in that interview chair. My friends, it is about people becoming more confident, people becoming more prepared to stand up and say I am part of the public bureaucracy. It means we have done some things good and we should never hide from these successes.

Think about the print media, how regular you see your colleagues appearing in there. Ladies and Gentlemen, we have bred a growing number of public speakers in this public sector, people who present papers at the most prestigious and sought after international conferences, and we have many who



are publishing academic papers. For me, my friends, these are successes. I see no good reason why the people, our counterparts in the private sector should boast about papers they have presented at international conferences, and put it on their resume, and we cannot do the same. And so I wish to highlight these things, and I want to suggest to you all that we should all use them as motivation. Friends, these are achievements to be lauded but not just celebrated. We must use them as the platform for doing better in the service delivery efforts, which brings me to something mentioned earlier by Minister Williams, the question of the current topic of "Public Sector Transformation"

Some of you will recall that back in September 2009 when the Government announced the Public Sector Transformation Unit, we indicated we welcomed the exercise. I was quoted as saying "bring it on", and some persons interpreted that to mean we were welcoming job cuts. We tried to explain that what we welcome was the commitment to give life to the MOU provisions. Going back to 2004, MOU 1 provided for the redevelopment of the public sector to make it more efficient and cost effective. We did the analysis when the announcement was made, and it showed that the feared mass separation of public sector workers was not likely. I published an article in the Gleaner couple days after the Prime Minister's announcement to that effect. We contended that this exercise could not and was not a job cutting exercise. Today we remain confident that the objective of creating a more efficient and cost effective public bureaucracy remains intact, and that ideal will indeed be met. We also remain confident that if person have to be relocated within and without the sector, they will do so more equipped and prepared

to make that transition, given all the improvements that have taken place in self and that have been recorded, and we continue to pursue as a public sector. This quest, however, requires all hands on deck. I say to the Jamaica Civil service Association, that as the primary face and voice of the sector you cannot afford to lose focus. There are going to be challenges even within your own ranks. There are going to be low tides and there are going to be higher than usual hurdles to get over, but whatever you do make sure that you maintain your steadfast attention of improving the lives of public sector worker and the quality of the public sector.

While seeking to secure the best material benefits for your members, always remember that there are the bigger items which must also be addressed. My friends, gone are the days when as a trade union organization you only needed to secure salary and fringe benefits at the bargaining table. Today those who sit across the table from you often times are proxies for multi-national corporations and big businesses. Sometimes too their real bosses are the internal financial institutions. You must therefore keep apace with the changes taking place globally. Learn philosophies and ideologies of these institutions and organizations. Understand the jargons and understand their modus operandi, take time to read, read again and again.

Follow the macro economics to date, seek to influence the national legislative agenda and when necessary strike up alliances with other civil society groups to further your shared agendas. Of course, as trade union advocates you are likely to be opened to victimization and allegations, politically and otherwise. You may even be accused of running afoul of the Public Service Code of Conduct,



simply by seeking to be a good advocate, but I encourage you not to give up. Such allegations too will pass.

To the Government, I encourage you to recall that you are not only governors but you are also an employer. In fact, the largest employer in the labour force. You are expected to observe the tenets of good labour management relationship like any other employer. Too often my friends we see spokespersons and other officials of the state behave as though they are talking to their political opponents when dealing with their employees. Stop making demeaning and arrogant comments about the workers. These only serve to demotivate people and cause a drop in their productivity levels.

If something seems wrong, use the established human resource management mechanisms to address it, we have them, not the public media and other public spaces. Remember, you are both governors as well as employers.

Friends, as I leave the stage I do so feeling privileged to have been afforded a special place in this evolution of the Jamaican public sector. I close this era knowing that while much has been done much more is left to be secured. I commit the leadership of this absolutely wonderful organization into the capable hands of persons led by my successor, O'Neil, who I am assured are no less joined to this Jamaica Civil Service Association than I am, and therefore feel comfortable that all is well.

I place on record my sincerest thanks to all those who have made it possible over the many years, but you will no doubt understand when I say I reserve the greatest thanks to my family, led by my wife Andrea.

**Cultural Presentation**, *By Calabar Primary and Junior High School*

### **Acknowledgement of the General Council for the year 2011-2012**

The Chairman acknowledged the members of the 2011-2012 General Council. The General Council comprised of Officers Corps, Departmental Representatives, members of the National Staff Relations Council and Chairmen of the various Parish Chapters.

The Chairman indicated that the General Council totalled 117 members, 61 women and 56 men.

### **PRESENTATION OF AWARDS**

Sis. Beverly Edwards and Bro. Rohan Henry announced the recipients for awards.

The following persons were awarded a plaque for dedication and loyalty to the General Council for a period of five years.

Sis. Angela Burrell-Rodney  
Bro. Dalton Brown  
Sis. Majorie Jupp  
Bro. Dwight Kellier  
Bro. Gerald Linton  
Sis. Phyllis Nalty-Raymond  
Sis. Dona Pellington  
Sis. Doreen White  
Sis. Rita Clarke  
Sis. Zandra Gabbidon  
Bro. Ervin Miller  
Bro. Glendon Watson  
Bro. Lloyd Ford

Bro. Richard Rhone and Bro. Neville Atkinson received award for dedication and loyalty to the General Council for a period of ten years.



### **Special Awards**

Brothers Leo Byfield and Tyrone Foster were recognized for their dedication and committed service to the membership and to the Association.

### **Certificates to Parish Chapters**

Sis. Thelma Grayson-Linton, Chapter Chairman for St. Catherine Chapter was recognized for outstanding stewardship in fulfillment of the Association's Mission for the Administrative Year 2012.

### **Departmental Representative for the Administrative Year 2010-2011**

Bro. Wayne Jones presented the award to Sis. Sheryl Hays of Accountant General's Department. The award was in recognition of the energy, enthusiasm, dedication and determination with which she serves her members and the Association.

### **President's Award**

Bro. Wayne Jones presented this to Bro. Robert Chung in recognition of Commitment and Enthusiasm and sterling services rendered throughout the years, extending himself in many voluntary activities of the Association.

### **Secretariat Staff Awards**

Sis. Joy Tucker was awarded for dedicated service to the Association for a period of five years.

Sisters Tifonie Powell and Alecia Duckworth and Bro. Junior Latibeaudiere were awarded for long and dedicated service to the Association for a period of ten years.

### **Special Gifts**

Bro. Ashanti Ross was received a token for performance of duties to the Secretariat of the JCSA in fulfillment of the Association's Mission.

Bro. Denham Whilby received a token for outstanding services and contribution to the Association in the Position of Honorary Secretary.

Bro. Wayne Jones received a token for services, Par Excellence, answering to the call of thirty unblemished years of service to the JCSA, serving as Departmental Representative, Associate Secretary, 1st Vice President and the highest office "President"

### **Handing Over...Passing of the Baton**

President Jones handed over to Mr. O'Neil Grant, the gavel which depicted the symbol of his authority as President of the Jamaica Civil Service Association for the administrative years 2011-2013. Mr. Jones said he did so knowing that Mr. Grant was well trained and well prepared. He wished him well.

### **Vote of Thanks**

Sis. Sharon Anderson, Third Vice President gave the Vote of Thanks.

### **Benediction**

Pastor Daniel Malcolm led the benediction.

The National anthem was sung.

### **Adjournment**

The meeting adjourned at 6:30 p.m.



## **Business Session of the 92nd Annual General Meeting**

**Friday, May 27, 2011**

### **Day Two**

**JACISERA Park**

The Standing Orders were resumed.

The meeting reconvened with the Business Session on Friday May 27, 2011, at 10:30 a.m.

### **Prayer**

Sis. Lillieth James, Chapter Chairman, Trelawny Chapter offered prayer.

### **Welcome**

The Chairman, Bro. Wayne Jones, extended welcome to all. He pointed out that the Business Session gave members the opportunity to participate in the Annual General Meeting and know what the organization has been doing.

He briefed the participants on the programme, advised that the morning session would be a Delegates Conference and reports would be tabled by Departmental Representatives on their stewardship for the year.

The Chairman advised that First Vice President Chung and General Secretary Chelsie Shellie-Vernon had to be excused from the meeting as they had a meeting with the Cabinet Secretary.

Apologies for Absences and Lateness were recorded. It was noted that Bro. O'Neil Grant was going off to Canada to attend the Canada/CARICOM Emerging Leaders Dialogue; an apology for absence was tendered for him.

### **Reports on Stewardship for the Administrative Year 2012-2011**

Chapter Chairs and Departmental Representatives used the morning session to report on their stewardship throughout the year. They reported on the activities that they carried out and spoke of the challenges they experienced.

### **Highlights from the Reports**

- *Communication Mechanism*  
It was pointed out that a proper communication mechanism needed to be put in place so as to ensure that information is filtered throughout the various Ministries/ Departments/ Agencies. The current system placed too much emphasis on Departmental Representatives disseminating the information. It was suggested that a wider database be done to include the general membership for the SMS service.
- *Education Grant*  
Members expressed gratitude to the Association for assistance in the form of grants to offset tuition cost.
- *Appointments*  
This continued to be a concern as the non appointment does not give them the opportunity to access benefits within the service.
- *Unions Estate*  
Applications have increased and there are a number of successful applicants who are now homeowners. They have expressed their gratitude to the Association for such an initiative.



- *Computer Loans*  
Members continued to benefit from accessing the computer loan. However, it was pointed out that Executive Agencies and Statutory Bodies were unable to access the benefit.
- *Recruitment Drive*  
This has gained some momentum and is seen as a priority within the organization. The more persons are aware of the union and its benefits then they will become interested in becoming a member.

At this time there was a lunch break.

### **Resumption from Lunch**

- *Inter Disciplinary Transition Team (IDTT)*  
Most Departments have formed their IDTT and Departmental representatives have sought to position themselves to serve on such Committees.
- *Skills Training*  
Employees have been requesting for the programme to restart.
- *Salaries & Wage Negotiations*  
Employees continue to await the payment of the outstanding 7% increase.

### **Presentation by JCSA Women's Action Committee (WAC)**

A presentation was made to Brothers Wayne Jones and Robert Chung for their support and encouragement.

Pins were presented to the following persons as Early Bird prizes: Paula Brown, Sharon Gillette, Noel Miller, Denise James and Althea Bowie.

The pins are available at the Secretariat at a cost of one hundred dollars.

### **Minutes**

The Minutes of the 91st Annual General Meeting having been circulated were taken as read. There being no amendments, the Chairman invited a motion for the confirmation of the Minutes, which was moved by Sis. Telesha Plummer, seconded by Sis. Keisha James.

### **Matters Arising**

#### **Launch of the Professional Certificate Course in Industrial Relations (PCIR)**

The Chairman reported that the course commenced in January and was scheduled to be completed in May. The course had over twenty participants who indicated that being on the course was a valuable experience to their personal development. He encouraged persons to enroll as the outcome would be rewarding. The Association was instrumental in providing a fifty percent Bursary for some of the candidates. Some departments also invested in their employees by underwriting the cost. The Chairman commended the effort of those employers.

### **JAMOMES**

This continues to be a challenge for the Association. During the course of the year some persons received cheques as part payment on their investment, however the process ended abruptly. VP Smith who had the task of following up on the matter reported that he was unable to make contact with the principals of JAMOMES. This remains a work in progress.

### **Pension Reform**

The Pension Reform continues to be a work in progress and the unions are actively involved in the review. Sis. Gillian Corrodus is one of the two unions Representative on the Pension Reform Committee.



### ***Union Estate***

The distribution for phase two is nearly completed, with three or four units left. It was pointed out that the JCS Housing Company processed the applications. If the applicants met the criteria they are sent to the National Housing Trust to be interviewed. Phase three will be ready for distribution in July. The Chairman reiterated the point of Joint Ownership and encouraged persons to save towards home ownership.

### ***Twenty-Acre per Parish Agreement***

There have been incremental strides in seeking to fulfil the goal of housing development in other parishes. The Association has sought to assign a Project Officer, Miss Rita Clarke, formerly of the Immigration Department who was a member of General Council and Executive Committee to oversee the portfolio. She has been able to identify all the sites, however only two seem feasible for development, Albion-St. Thomas and Irwin, St. James. The others are proving too costly for development. The Association is in the process of finding new parcels of land that can be developed.

### ***Refund of Tuition***

The issuing of refunds had commenced.

### ***JCSA Education Trust Fund***

The Education Trust Fund was launched at the Opening Ceremony of the Annual General Meeting. The Chairman indicated that the disbursement should commence next year September.

### ***Caribbean Public Services Association (CPSA) Conference 2011***

It was reported that Jamaica would host the Conference between July 24-29, 2011.

### ***Membership List***

A query was raised concerning the review of the membership list. The Chairman responded by saying that the list was being reviewed.

### ***Office of the General Secretary***

The Office of the General Secretary was realized. Sis. Chelsie Shellie-Vernon had already started to make an impact on the organization in the work that she has been doing. The Chairman expressed his profound gratitude to the former Honorary Secretary, Bro. Denham Whilby who has served the organization for many years, his commitment and dedication stood without question. The Chairman expressed his thanks to Bro. Denham and stated that they had a good working relationship.

### ***Special Audit***

The Special Audit as mandated by the Special General Meeting was concluded during the course of the reporting period. The General Council and Executive Committee considered the audit report as directed by General Council. The Council subsequently took a report from the Executive Committee and concluded that none of the allegations had any basis. General Council went further and instructed that the Executive Committee consider to take any action it deemed necessary on those persons who were involved in the allegations.

It was decided that being at the end of the administrative year, the new administration would deal with the situation and aim for a closure as directed by General Council.

### ***Manatt Phelps and Phillips***

It was reported that one of our members was asked to give evidence in the Enquiry. The JCSA immediately contacted the member to



ensure that she had Legal Counsel to guide her in the Enquiry, to which she had initially responded by stating that she did. It was however observed that during cross examination, she was responding to questions without the benefit of an Attorney and the JCSA made contact with her Ministry only to find out that she did not have a legal counsel. The JCSA in its effort to ensure that the member was protected wrote to her Ministry and contacted the Office of the Services for that to be corrected. The Association was subsequently advised that she would have a Counsel. The General Secretary, former Honorary Secretary and Vice President have offered her support during the Hearing. The member has since been relocated to another Ministry.

### ***Claim for the period 2012-2014***

The Association submitted the Claim for the period 2012-2014 and a clarification meeting was held with the Ministry of Finance and the Public Service. However the focus is on resolving the outstanding items from the previous agreement.

### ***Audit Functions***

Under the Public Sector Transformation it was discussed that certain functions would be shared, Auditing being one such function. However it was misinterpreted to mean that Internal and External Audit would merge. The Chairman explained that this would not be as both functions were separate and had to remain that way.

### ***Public Sector Transformation***

The Chairman stated that from the reports he heard earlier on most departments had implemented their Inter-Disciplinary Transition Team (IDTT). He encouraged persons to be informed about what was happening, and he further stated that the media had been mooting that there would be job

losses. He stated that there would be some mergers, privatization and contracting out of services that would see about ten thousand positions being removed from the entire one hundred and eighty thousand. He said that of the ten thousand, a little over five thousand would have already attained the retirement age of sixty.

### **Honorary Treasurer's Report for the period 2010**

The Honorary Assistant Treasurer, Sis. Paulette Bruce-Williams tabled the report. She explained that the presentation of the report was different and also apologized for errors that we presented. The necessary amendments were done. Some members requested that the notations be included as part of what is presented so that they can have a better understanding. There was a general discussion on the report and after much deliberations a motion for the adoption of the report was moved by Bro. Richard Hutchinson and seconded by Bro. George Edmond.

### **Award of Honoraria**

The figure of \$1.2m was put to the Annual General Meeting for approval. Bro. Ceibert Mitchell moved the motion agreeing for the figure to be increased as proposed. The motion was seconded by Bro. Denham Whilby.

### **New/Any Other Business**

#### ***Implementation of the Seven Percent (7%)***

Trade Unions have been engaging in discussions with the government aimed at settling two things:

- 1) The implementation of the 7%
- 2) The payment of the arrears



It was stated that the implementation date would take effect from April 1, 2011 and the balance paid subsequently. The government had suggested that the employee give up the arrears, however the unions insisted that it be paid.

Members deliberated on the matter, mostly expressing that the government has the ability to pay and should seek to pay.

The Annual General Meeting expressed that they would like to have the two years payment, and for the Association to negotiate a payment schedule.

### **Appointment of Auditors**

It was noted that Brothers Fred Manderson and Nehemiah Ramdon had been serving for many years; however Mr. Ramdon had indicated that he will not be carrying on as one of the Auditors. The Chairman expressed profound gratitude to Mr. Ramdon for his diligence and commitment to the Association over these many years.

Mr. Fred Manderson from the Auditor General's Department had indicated that he wished to continue and it was recommended that Miss Karen Forrester also from the Auditor General's Department be appointed as Auditor for the ensuing year. There were no objections to the recommendations.

There being no objections, Miss Karen Forrester, was duly appointed for the ensuing year.

### **Election of Officers**

Notice to Members, Jamaica Civil Service Association from the Honorary Election Officer:

I hereby certify that the members elected to the positions of President and Second Vice President respectively are: Mr. O'Neil Grant - President, Mr. Kiddo Smith - Second Vice President. No other candidate having been nominated.

Dated at the Electoral Office of Jamaica the Ninth Day of May Twenty Eleven

Signed: Pauline Welsh (Ms.)

Honorary Election Officer

The Chairman invited the members to applaud the two officers who were unavoidably absent.

### **Closing Remarks**

The Chairman in closing thanked the members for the support given to him over the years and he encouraged them to continue to support Bro. O'Neil Grant and his team. He stated that it was a privilege to have served as President, having come up through the ranks. He added that he would be taking up the position of Immediate Past President. He apologized for Bro. Edward Bailey who had to leave earlier as he had indicated that he wanted to express his gratitude.

### **National Anthem**

The national anthem was sung.

### **Termination**

The meeting terminated at 5:58 p.m.



### Executive Committee

For the Period May 1, 2011 - April 30, 2012

Officers	Office	Special	Regular	Emergency	Exec. Cttee Retreat	Remarks
		<b>2</b>	<b>11</b>	<b>1</b>		
Bro. O'Neil Grant	President	1	11	1	1	1 excused
Bro. Robert Chung	First Vice President	2	9	1	1	
Bro. Kiddo Smith	Second Vice President	2	9	1	1	2 excused
Sis. Sharon Anderson	Third Vice President	2	10	1	1	
Sis. Paulette Bruce-Williams	Honorary Treasurer	2	9	1	-	1 excused
Sis. Angela Burrell-Rodney	National Land Agency	2	11	1	1	
Bro. Orion Brown	Jamaica Defence Force	2	6	-	1	1 excused (resigned Feb 2012)
Sis. Judith Chin	Tax Administration of Ja.	2	9	1	1	1 excused
Bro. Nigel Gray	RM Courts - Manchester	2	5	1	1	4 excused
Sis. Sheryl Haye	Accountant General's Dept	2	10	1	1	
Sis. Denise Henry	JCDC	1	10	1	1	1 excused
Sis. Patricia Jackson	Registrar General's Dept.	2	10	1	1	1 excused
Sis. Natalie James	Registrar General's Dept.	1	10	-	1	1 excused
Bro. Ceibert Mitchell	Jamaica Customs Dept.	2	11	1	-	1 excused
Bro. Noel Miller	Min. of Agriculture	2	9	1	1	1 excused
<b>National Staff Relations Council</b>						
Sis. Georgia Mogg	retired	1	8	-	-	3 excused
Sis. Gillian Corrodus	Institute of Jamaica	2	11	1	1	
Bro. Denham Whilby	Jamaica Fire Brigade	2	11	1	1	
<b>Immediate Past President</b>						
Bro. Wayne Jones	Ministry of Finance	2	7	1	-	4 excused
<b>Assistant Honorary Treasurer</b>						
Bro. Earl Hemans	Office of the Prime Minister	-	3	1	-	6 excused
<b>Assistant Honorary Secretary</b>						
Sis. Denise Henry	JCDC					
Sis. Patricia Jackson	Registrar General's Department					



Officers	Ministry/Department	Special	Regular	Emergency	Remarks
		<b>1</b>	<b>3</b>	<b>0</b>	
O'Neil Grant	RADA	-	3	-	(1) Excused
Robert St. F. Chung	Min. of Labour & Social Security	1	3	-	
Kiddo Smith	RADA	1	2	-	
Sharon Anderson	Min. of Finance & Planning	1	3	-	
Paulette Bruce-Williams	Min. of Transport & Works	1	3	-	

### Departmental Representatives

Jeanette Abraham	Criminal Investigation Bureau	1	3	-	
O'Neil Aikens	RADA	-	-	-	
Karen Arscott-Powell	National Works Agency	1	2	-	
Neville Atkinson	Min. of Water, Land Environment & Climate Change	1	-	-	
Carvel Banton	Min. of Education	1	3	-	
Vanzelyn Bennett	Institute of Jamaica	1	1	-	
Andrene Brown	Min. of Labour & Social Security	1	2	-	
Orion Brown	Jamaica Defence Force	1	2	-	
Paula Brown	Min. of Transport Works & Housing	1	2	-	
Oscar Brown	Jamaica Library Services	1	2	-	
Latoya Brown-Vernon	National Public Health Laboratories	1	2	-	
Angela Burrell-Rodney	National Land Agency	1	2	-	
Leo Byfield	National Insurance Scheme	1	3	-	
Sandra Cameron	Post & Telecom Dept.	1	1	-	
Sherice Campbell	Tax Administration Jamaica	-	1	-	
Ann Marie Campbell-Bell	Jamaica Customs Det.	1	2	-	
Alexander Chambers	Child Development Agency	1	2	-	
Judith Chin	Tax Administration Jamaica	1	3	-	
Garfield Clarke	Accountant General's Dept.	1	-	-	
Kevin Clarke	Statistical Institute of Jamaica	1	3	-	
Raymond Clarke	Companies Office of Jamaica	1	3	-	
Techa Clarke-Griffiths	Local Government Department	1	-	-	
Sandra Clemmings	Houses of Parliament	1	2	-	
Trevor Codner	Food Storage & Prevention of Infestation	1	-	-	
Kevin Cornwall	Passport Immigration & Citizenship Agcy	1	-	-	
Gillian Corrodus, (NSRC)	Institute of Jamaica	1	1	-	
Dohewn Cotterell	Tax Administration Jamaica	1	2	-	
Maxine Cummings	Kingston Public Hospital	1	2	-	
Nicholas Dallas	Companies Office of Jamaica	1	3	-	
Nalrose Davis	Tax Administration Jamaica	1	1	-	
Coleen Donaldson-McLean	Min. of National Security	1	3	-	
Dellaceta Drummond	Sav-la-mar Hospital	1	3	-	
Glendon Dunkley	National Environment & Planning Agcy		-	-	
Junior Dunn,	Post & Telecom Dept. Inspectors Assn		3	-	
Beverly Edwards	National Council for Senior Citizens	1	1	-	
Suzette Forbes	Min. of Transport Works & Housing	1	2	-	
Clarence Frater	Min. of Industry, Investment & Commerce	1	1	-	
Joan Gayle,	Jamaica Information Service	1	-	-	1 excused
Charmaine Gentles	ODPEM	-	-	-	
Charmaine Gillette	Min. of Labour & Social Security	1	3	-	



Officers	Ministry/Department	Special	Regular	Emergency	Remarks
Cecil Graham	Assoc of Librarians Ja. Library Service	-	-	-	
Michelle Graham	Min. of Labour & Social Security	1	-	-	1 excused
Gloria Grant	Noel Holmes Hospital	1	2	-	
Suzette Grant	Forestry Department	1	1	-	
Herbert Gray	Dept of Correctional Services	1	-	-	
Nigel Gray	Manchester RM Court	1	1	-	
Thelma Grayson-Linton	Dept of Correctional Services	1	-	-	
Charmaine Greenland-Clarke	Tax Administration Jamaica	1	3	-	
Sheryl Haye	Accountant General's Dept	1	3	-	
Earl Hemans	Office of the Prime Minister	1	-	-	
Denise Henry	JCDC	1	-	-	
Rohan Henry	Jamaica Defence Force	1	3	-	
Jean Hitulah	Min. of National Security	1	1	-	
Francine Holmes,	Water Resource Authority	1	3	-	
Cleveland Holding	Post & Telecom Dept	1	2	-	
Richard Hutchinson	Office of the Cabinet	1	2	-	
Patricia Jackson	Registrar General's Dept.	1	2	-	1 excused
Yvonne Jackson	National Works Agency	1	-	-	1 excused
Keisha James	Kingston Public Hospital/VJH	1	3	-	
Lillieth James	RADA	1	3	-	
Peter Jarrett,	Dept of Correctional Services	-	1	-	1 excused
Wayne St. A. Jones (IPP)	Min. of Finance	1	2	-	
Jacqueline Johnson	National Land Agency	1	1	-	
Christine Keene	Min. of Health	1	1	-	
Ramon King	Min. of Finance	1	2	-	
Lorna Laing-Hill,	c/o Kgn & St. Andrew Health Dept	1	1	-	
Tamara Lawrence	Min. of Labour & Social Security	1	3	-	
Senatra Lewis	Tax Administration Jamaica	-	1	-	
Sheryl Loague	Bellevue Hospital	1	1	-	
Natalie James	Registrar General's Dept.	1	3	-	
Fred Manderson	Auditor General's Dept.	1	3	-	
Charmaine McCalla	Min. of Water, Land Environment & Climate Change	1	3	-	
Dellita McCallum	Min. of Foreign Affairs	1	1	-	
Nadia McDowell-Williams,	Tax Administration Jamaica	1	1	-	
Ervin Miller	Min. of Natl. Security –JCF Branch	1	3	-	
Noel Miller	Min. of Agriculture	1	1	-	
Cebert Mitchell	Jamaica Customs Dept.	1	2	-	
Georgia Mogg, (NSRC)	retired	1	3	-	
Oliver Morris	Administrator General's Dept	1	2	-	
Ethel Morgan	Dept of Correctional Services	1	2	-	
Rayburne Myers	Dept of Correctional Services	-	-	-	
Marsha Moodie-Morgan	Passport Immigration, Citizenship Agcy.	1	-	-	
Gary Mowat	Local Government Dept.	1	3	-	
Melani Mullings-Arnold	Tax Administration Jamaica	-	1	-	
Rolando Noble	Min. of Labour & Social Security	1	3	-	
Michael Palmer	National Land Agency	1	1	-	
Claudette Parker	Forestry Department	1	3	-	



Officers	Ministry/Department	Special	Regular	Emergency	Remarks
Sharon Patterson	Supreme Court	1	1	-	
Dona Pellington	Tax Admin. Ja Stamp Office	1	1	-	
Nadine Powell	Min. of Education	1	3	-	
Alrington Roberts	Min. of Finance	1	1	-	
Courtney Ruddock	Dept of Correctional Services	1	1	-	
Orlando Samuels	Tax Administration Jamaica	1	-	-	1 excused
Errol Scott	Institute of Jamaica	1	2	-	
Jullia Sharpe-Scott	Tax Administration Jamaica	1	2	-	
Maxine Shrouder	Jamaica Information Service	1	2	-	
Sherine Simms-Landell	Auditor General's Dept	1	1	-	
Lloyd Soley	Min. of Justice	1	1	-	
Aston Smith	National Land Agency	1	2	-	1 excused
Leanord Smith	Dept of Correctional Services	-	3	-	1 excused
Clifford Spencer	Min. of Industry, Investment & Commerce	1	-	-	
Michael Thompson	Statistical Institute of Jamaica	1	2	-	
Andrea Townsend	Administrator General's Dept.	1	2	-	
Faith Walker	NEPA	1	1	-	
Glendon Watson	JCDC	1	3	-	
Rose Marie West Webb	RADA	1	3	-	
Norman Wiggan	National Council on Drug Abuse	1	2	-	
Kirk Williams	Min. of Foreign Affairs	1	-	-	
Denham Whilby (NSRC)	Jamaica Fire Brigade	1	3	-	
Collin Woodham	Jamaica 4H Clubs	1	3	-	
Delmares White		2	-	-	
Kenisha Wray	Min. of Energy & Mining	1	1	-	
Leon Wright	Min. of Health	1	1	-	
Sharon Wright-Virgin	Min. of Agriculture	1	-	-	
Maureen Appleton	Min. of Justice	1	-	-	
Malachai Thompson	Electoral Office of Jamaica	1	-	-	



## Committees Appointments

2011-2012

### **GOJ Bus Committee**

Errel Crooks  
Gary Mowatt  
Noel Miller

### **Public Sector Committee**

Denham Whilby  
Orion Brown  
George Thorpe

## **Appointment on Boards**

### **JCS Housing Company Limited**

Sonia Campbell  
Wayne Jones (re-appointed for 3 yrs. 2011-2014)  
Robert Chung  
Nicholas Henry

### **JCSA Limited**

Wayne Jones  
Jean Menzie-Hastings  
(re-appointed for 3 yrs. 2011-2014)  
Georgia Mogg  
O'Neil Grant  
Gillian Corrodus

### **Jamaica Printing Services (1992) Limited**

Wayne Jones

### **JCTU Executive Council**

Robert Chung  
Sharon Anderson

### **National Housing Trust Board**

Wayne Jones

### **Computer Acquisition**

Henry Anglin  
Alrington Roberts  
Richard Hutchinson



# JAMAICA CIVIL SERVICE ASSOCIATION FINANCIAL REPORT

## HONORARY TREASURER'S REPORT

I am pleased to present the Honorary Treasurer's Report on the financial performance of the Jamaica Civil Service Association for the year ended November 30, 2011. The administrative year ended May 2011 concluded with a "changing of the guard" in the Treasury. The former Honorary Treasurer O'Neil Grant demitted office and is now the President; he was replaced by your truly, Paulette Bruce-Williams. I would like to thank the Officer Corp and the General Council for the trust they have placed in my ability to carry the mantle, a responsibility that I have not taken lightly and will carry out with diligence and transparency.

### Financial Overview

The Association has experienced a loss of \$1,723,658 on its operations for this financial year ended 2011, this was mainly related to increases in operational cost over the period.

There was a marginal increase of 1.4% in membership subscriptions which is associated with an increase in public sector salaries. This contributes to an overall increase in income (excluding Caribbean Public Service Association activity) of \$987,459 or 2.11%.

The Caribbean Public Service Association (CPSA) 2011 conference was held in Jamaica. Funding for the conference was shared by the CPSA Secretariat, Jamaica Association of Local Government Officers, Ministry of Finance and Jamaica Civil Service

Association. The experience of managing the financial affairs of the conference coupled with learning the office over the period is not recommended as therapy for a good night sleep.

Operating expenses (excluding CPSA activity) for the period increased by \$7,395,739 or 17.55%. The significant cost drivers were the cost of printing the annual report which increased by 400% over the previous period, the Annual General Meeting/ General Council Retreat which cost \$3,595,722 was not held the previous year and staff cost which increased by \$2,476,881 or 10%, when compared with 2010. These increases in staff cost resulted from increase in staff and payment in lieu of vacation leave to the Immediate Past President (IPP) when he demitted office. The Treasury staff was increased to two in an attempt to meet the growing needs of the Association. We are now in discussion to find ways of reducing the printing cost by looking on how other reporting entities present their annual reports to their stakeholders.

This year's financial statements were audited by the new audit team. The auditor had recommended some changes in how we treat certain items including the valuation of investment, in accordance with the International Financial Reporting Standard (IFRS), that is to recognize the shares in RJR and Scotia Bank at fair value. Fair value is defined by IFRS as the amount an asset could



be exchanged, a liability settled, or equity instrument granted could be exchanged, between knowledgeable, willing parties in an arm's length transaction.

Other recommendations include, office occupancy expense which normally includes the utilities, payments to our landlord, were separated and reported under utilities. These changes will be evident when the current balances are compared with the comparative figures of the previous financial year.

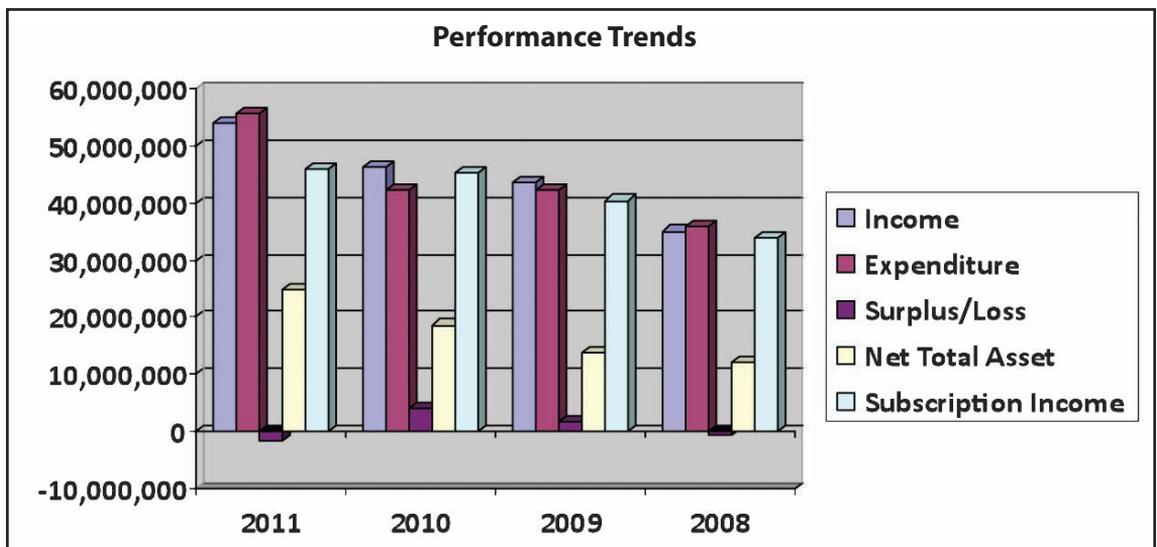
### Outlook 2011/2012

The outlook for the financial year 2011-2012 should be stable but at the same time challenging. We have already put measures in place to cut administrative cost, including printing cost and also to increase subscription income, through a membership drive. We are trying to ensure that we remain within our performance targets set for all aspect of the activities of the JCSA and at the same time continue to improve efficiency and speedier service delivery to you our

### Summary of Financial Performance

Category	2011	2010	Change	
	\$	\$	\$	%
Income (Includes CPSA Activity)	54,047,795	46,200,446	7,847,349	17.0
Expenditure (Includes CPSA Activity)	55,771,453	42,145,824	13,625,629	32.33
Income (normal operation)	47,817,905	46,200,446	1,617,459	3.5
Expenditure (normal operation)	49,541,563	42,145,824	7,395,739	17.55
Surplus/ (loss)	(1,723,658)	4,054,622	5,778,280	-114.25
Total Assets	24,722,664	18,625,237	6,097,427	32.74
Subscription Income	45,852,134	45,237,599	614,535	1.4

### Performance Trends





members. We will continue with the strategy of increasing the asset base of the organization while strengthen the institution.

There are plans for the opening of a regional office in Mandeville to give our members within that region better access to their representatives and to renovate the offices at Jacisera Park for the relocation and accommodation of the field officers.

The level of volunteerism continues to be a major concern, while our members are willing to serve, their time is constrained by their need to maximize their performance level at work and improved their individual educational pursuits.

I hope to grow both personally and professionally from the anticipated experiences, and promise to continue with the improvement process that has started with my predecessors which includes President Grant and Sonia Campbell. I would like to thank President Grant, IPP Jones, all the Officers, the staff of the Secretariat especially the Accounting team; Mrs. Walker-Duncan and Miss Ruth-Ann Johnson for their guidance and when necessary their assistance. I also thank Earl Heman and Sheryl Haye, Assistant Honorary Treasurers, and the Auditors for their support. I would also like to publicly thank Past President Eddie Bailey who guided me through the curvaceous path of the University of West Indies' registration process. Thank you all.

In solidarity

Paulette Bruce Williams  
Honorary Treasurer



## Auditor's Report

### INDEPENDENT AUDITOR'S REPORT

To the Members  
The Jamaica Civil Service Association  
10 Caledonia Avenue  
Kingston 5

Report on the Financial Statements

We have audited the accompanying Statement of Financial Position of the Jamaica Civil Service Association as of November 30, 2011, and the related statements of income, and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Generally Accepted Auditing Standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Jamaica Civil Service Association as of November 30, 2011 and the results of its operations and its cash flows for the year then ended in conformity with accounting principles and generally accepted standards.

Fred Manderson

Karen Forrester, CA, MBA



**JAMAICA CIVIL SERVICE ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
AS AT NOVEMBER 30, 2011**

	Notes	2011 \$	2010 \$
<b>CURRENT ASSETS</b>			
Cash and Bank	3	1,260,840	1,680,967
Investments	4	17,769,798	25,374,580
Accounts Receivable	5	<u>2,869,869</u>	<u>2,297,198</u>
Total Current Assets		<u>21,900,507</u>	<u>29,352,744</u>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets	6	2,766,157	2,063,926
Deposits		<u>56,000</u>	<u>56,000</u>
Total Non-Current Assets		<u>2,822,157</u>	<u>2,119,926</u>
<b>TOTAL ASSETS</b>		<b><u>24,722,664</u></b>	<b><u>31,472,670</u></b>
<b>EQUITY AND LIABILITIES</b>			
<i>Equity attributable to members:</i>			
Retained Earnings	11	11,418,657	7,364,032
Net Income		(1,723,658)	4,054,625
Equity on Assets Available For Sale	12	<u>13,829,961</u>	<u>19,407,847</u>
Total Equity		<u>23,524,960</u>	<u>30,826,504</u>
<b>Non-current Liabilities:</b>			
Long-Term Liabilities		34,705	34,705
<b>Current Liabilities:</b>			
Payables		1,090,944	611,461
Bank Overdraft	7	<u>72,056</u>	<u>-</u>
Total Current Liabilities		<u>1,162,999</u>	<u>611,461</u>
Total liabilities		<u>1,197,704</u>	<u>646,166</u>
<b>Total Equity and Liabilities</b>		<b><u>24,722,664</u></b>	<b><u>31,472,670</u></b>



**JAMAICA CIVIL SERVICE ASSOCIATION  
INCOME STATEMENT FOR YEAR ENDED  
NOVEMBER 30, 2011**

	Notes	2011 \$	2010 \$
Subscription		45,852,134	45,237,599
Competition		235,950	87,000
CPSA Funds		6,229,890	-
Fundraising		613,317	-
Other Income	8	1,116,505	1,505,847
<b>TOTAL INCOME</b>		<b>54,047,795</b>	<b>46,830,446</b>
 <b>EXPENSES</b>			
Social and Community Outreach	9	1,958,455	820,212
Training		158,116	329,784
Fees and Charges		155,530	715,689
Annual General Meeting		3,595,722	-
Affiliation Fees		875,874	920,641
Office and General Expenses	10	4,920,226	3,949,108
Office Occupancy Expense		844,073	1,520,534
Printing Expenses		991,503	244,384
Local and Overseas Travelling		2,027,732	2,981,998
Workshops Meeting and Conference		3,457,971	2,972,413
Competition and Other Expense		441,604	648,179
Salaries, Wages & related Expenses		28,391,372	25,914,491
Fundraising		597,334	-
Advertising		161,004	-
Election Expense		137,000	-
Depreciation Expense		828,046	1,128,392
CPSA		6,229,890	-
<b>TOTAL EXPENSES</b>		<b>55,771,453</b>	<b>42,145,824</b>
 <b>NET INCOME</b>		 <b>(1,723,658)</b>	 <b>4,684,622</b>



**JAMAICA CIVIL SERVICE ASSOCIATION  
STATEMENT OF CASH FLOWS  
AS AT NOVEMBER 30, 2011**

	\$
<b>Deficit for Year</b>	(1,723,658)
Adjusted For:	
Depreciation	828,046
Foreign Exchange Gain	(72,649)
Adjustment to Prior Period Retained Earnings	(6,560,147)
Unrealized Loss on Assets for Sale	<u>5,577,886</u>
<b>Net Operating Profit</b>	(226,864)
Increase in Accounts Receivable	(572,671)
Increase in Accounts Payables	<u>479,483</u>
Net Cash Flow from Operating Activities	<u>(320,052)</u>
<b>Cash Flow from Investing Activities</b>	
Net decrease in Investment	1,358,147
Fixed Assets Purchased	<u>(1,530,276)</u>
Net Cash Flow from Investment	<u>(172,129)</u>
Net decrease in Cash in cash and Cash equivalent	(492,182)
Cash at Beginning of Year	<u>1,680,967</u>
Cash at End of the Year	<u><b>1,188,785</b></u>



**JAMAICA CIVIL SERVICE ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED NOVEMBER 30, 2011**

**1. Activity:**

The main activity of the Jamaica Civil Service Association is to safeguard and affirm the legitimate interest and concerns of Public Sectors workers who are members of the JCS as legitimized by the payment of subscription of one half of 1% ( 0.5%) of the member's basic pay.

**2. Summary of significant accounting policies**

**a) Basis**

These financial statements have been prepared under the historical cost convention and are expressed in Jamaican dollars, based on the accrual concept of accounting

**b) Accounting Period**

The annual accounting period of the JCSA runs from December 1 of any given year to November 30 of the succeeding year.

**c) Depreciation of Fixed assets**

Depreciation is calculated on the straight line basis by reference to cost/ valuation and 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%
Motor Vehicles	20%
Office equipment	10%

A full month's depreciation is charged in the month of acquisition from 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 and no further depreciation will be charged in relation to these assets.



JAMAICA CIVIL SERVICE ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED NOVEMBER 30, 2011

#### 4. Investments

Equity Investments 2010 - 2011										
		Opening Balances		Additions		Total	Current	Unrealised	Income	Tax
Company	Stock Type	# Units	Cost \$	# Units	Cost \$	# Units	Value \$	Gain/(loss) \$	received \$	
RJR	Ordinary Share	6,265,407	1,832,851.65			6,265,407	15,538,209	- 5,576,519	626,541	
NCBJCM	Gov 11.75% Debenture		500,000.00				500,000.00		18,795.62	4,698.92
JMMB							1,005,209			
NCBJCM	Repo - 2		1,212,543.72		- 907,259.88		305,283.84		80,018.32	20,004.58
NCBJCM	Repo - 3		21,884.76				21,884.76		182.79	45.71
NCBJCM	Repo-1		<b>1,063,630.23</b>		<b>-1,092,740.00</b>		<b>- 29,109.77</b>		<b>38,813.18</b>	<b>9,703.29</b>
NCBJCM	Money Mkt		1,740.06				1,740.06		-	
Scotia Group	Stock 5300		125,969.94				124,603.00	-1,366.94	3,848.00	
JPS (1992)	Ordinary Share	30,000	60,000.00			30,000	60,000.00			
JCSA LTD	Ordinary Share	5	100.00			5	100.00			
JCSA Housing	Ordinary Share	8	16.00			8	16.00			
JCSMTS	Share	5620	11,240.00			5620	11,240.00			
Loan - JCSA LTD	Loan		3,007.00				3,007.00			
Deposit - JCSMTS	Deposits		1,043.00				1,043.00			
NHT			755.00				755.00			
JCSA LTD			6.00				6.00			
<b>TOTAL</b>			<b>4834787.10</b>		<b>-1,999,999.88</b>		<b>17,769,798</b>	<b>- 5,577,885.98</b>	<b>768,198.61</b>	<b>34,452.50</b>



JAMAICA CIVIL SERVICE ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED NOVEMBER 30, 2011

### 5. Accounts Receivable

Subscription Receivable	595,577
General Receivable	676,745
Employee Advance	-
Other Advances	746,948
Staff Loan	<u>850,599</u>
	<u>2,869,869</u>

### 6. Fixed Assets

	<b>Furniture &amp; Fixtures</b>	<b>Equipment</b>	<b>Computer</b>	<b>Total</b>
<b>Cost</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
As at 1.12.10	1,355,356	1,119,613	2,264,475	4,739,444
Additions/ (Disposals)	168,606	1,324,314	37,357	1,530,276
As at 30.11.11	<u>1,523,962</u>	<u>2,443,927</u>	<u>2,301,832</u>	<u>6,269,720</u>
<b>Depreciation</b>				
As at 1.12.10	662,364	661,551	1,351,603	2,675,518
For Year	148,714	218,965	460,366	828,046
As at 30.11.11	<u>811,078</u>	<u>880,516</u>	<u>1,811,969</u>	<u>3,503,564</u>
<b>NBV As at 30.11.11</b>	<b><u>712,884</u></b>	<b><u>1,563,410</u></b>	<b><u>489,863</u></b>	<b><u>2,766,157</u></b>
<b>NBV As at 30.11.10</b>	<b><u>692,992</u></b>	<b><u>458,062</u></b>	<b><u>912,872</u></b>	<b><u>2,063,926</u></b>

### 7. Bank Overdraft

Salaries Account	72,056
------------------	--------

### 8. Other Income

Investment Income	853,031
Affiliation Fee	1,800
Exchange Gain/Loss	72,649
Dividend Received	-
Lease Income	39,010
Miscellaneous Income (Photocopy etc.)	<u>150,015</u>
	<u>1,116,505</u>



JAMAICA CIVIL SERVICE ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED NOVEMBER 30, 2011

### 9. Social and Community Outreach

Civil Service Week	103,319
President's End of Year Event	219,779
Committee Project	100,480
Members Benefit	184,716
Donation	53,000
Sports	123,088
Gifts/ Cards	773,709
Children's Treat	196,015
Benefit to staff	175,000
Anniversary Celebration	<u>29,349</u>
	<u>1,958,455</u>

### 10. Office and General Expenses

Office/Computer Supplies	739,589
Repairs and Maintenance	467,590
Food and Drink	611,368
Water Charges	84,647
Telephone Expense	1,172,556
Electricity	1,602,968
Security	7,461
Other	<u>234,047</u>
	<u>4,920,226</u>



JAMAICA CIVIL SERVICE ASSOCIATION  
NOTES TO THE FINANCIAL STATEMENTS  
FOR YEAR ENDED NOVEMBER 30, 2011

11. Retained Earnings

Adjustment made to retained earning was done to correct opening balances for bank accounts and fixed assets. Adjustment to investment accounts were also corrected through the retained earnings account.

12. Asset Available-for-Sale

Fair Value at November 30, 2011	\$15,662,812
Historical Cost	<u>1,832,852</u>
	<u>13,829,960</u>



## **DAMARK LIMITED**

Suite #13, 11<sup>1/2</sup> Swallowfield Road, Kingston 5  
Tel: 754-4850, 754-4851 • Fax: 754-4849

OFFICE HOURS: 9:00 A.M. TO 3:30 P.M.



# **SAME DAY LOANS**

**No Security Required**  
**No Fees Charged**  
**Simple! Easy! Quick!**

- Salary Deductions only
- Will re-finance & rebate Interest
- Loan amount & terms limited to what applicant can afford

### ***Special Welcome to Public Sector Employees***

Submit or fax completed Application Form and last two (2) pay slips. Cheques must be collected personally on presentation of two forms of identification. Latest utility bill and TRN are also required.

Application forms obtainable from your Administrative /Payroll Department or Damark Limited