

MEMORANDUM
ADMINISTRATIVE OFFICE OF THE COURTS
"An Office of Cooperation"

TO: Personal File
Domestic Violence Intake Unit

DATE: 11/07/01

FROM: Ivon Mesa, Director
Domestic Violence Intake Unit

SUBJECT: Disciplinary Action

On Friday, November 2, 2001, I received a second complain from the Clerk's Office, particularly from one of the supervisors, Robert Keen, with regard to the fact that the phone calls received at the hotline were being automatically transferred to the Clerk's Office even though those were phone calls that should have been handled by the DVIU Hotline person. Mr. Keen explained to me that on the occasions when the phone calls were transferred to the clerk's office, he had called the hotline to inquire as to who the person answering the hotline was. When he called, the person answering the phone was Ms. Wilensky. Furthermore, Mr. Keen informed me that he had asked Ms. Wilensky why she was transferring the phone calls to the Clerk's Office, and that she had denied having done that, and she added that it was her co-worker Vivian Castaneda who had done it.

I then proceeded to call the hotline without identifying myself, and I requested injunction information. Ms Wilensky, without hesitation or any further inquiry, transferred me to Clerk's Office. I then called her back and confronted her. She denied having done so, and it was not until I told her that I was the one who had just called the hotline, that she finally admitted transferring the phone calls to another department.

This was not the first time that Ms. Willensky acted this irresponsibly. On 03/15/01, I had a counseling session with her because of her inability to perform the duties assigned to her. Among the issues that she was counseled about, she was counseled on transferring the hotline phone calls to another department in order to diminish the tasks that were assigned to her.

At this point, I feel that Ms. Wilensky is not able to perform her job duties in a satisfactorily fashion.

cc:

Zita Wilensky ✓