

## Administrator's Report: No. 1

### CUMI ADMINISTRATOR'S REPORT

Red Arrow [ → ] – new inserts

#### The Committee for the Upliftment of the Mentally Ill (CUMI) November 15<sup>th</sup> – January 14<sup>th</sup>, 2011 [Brandon Hill] Little House – Sunset Boulevard

- The Brandon Hill CUMI Rehabilitation Day Centre Services for the period November 15<sup>th</sup>, 2010- January 14<sup>th</sup>, 2011 facilitated 627 client-visits averaging 16 daily, with the ratio of male to female = 10:6 .Meals served, (breakfast 454 and lunches 472) = 926.

For the same period, 2 new admissions/ intake - 1 from the Cornwall Regional Hospital Psychiatric department and 1 from the court/ probation services with psychiatric referral. No readmission or referral from the primary health care department but 1 referral from CUMI to the hospital emergency department.

[Dec. 21<sup>st</sup> Millicent collapsed, the ambulance was called and she was taken to CRH emergency; remained in hospital for approximately a week before she was discharged to the night shelter].

- During the month of December the clients all maintained wellness and enjoyed the social interactive activities for the festive season. (1) December 9<sup>th</sup>, 2010, the clients attended St. James College carol service and luncheon, (2) December 14<sup>th</sup>, 2010, Albion Primary & Junior High School carol service, (3) December 15<sup>th</sup> night shelter Christmas luncheon, (4) December 16<sup>th</sup> the staff members from Carol Cliff and Supreme Ventures visited CUMI and treated the clients and staff with a luncheon and gift-in-kind, (5) December 17<sup>th</sup> Sandals Foundation visited CUMI and treated the clients, also Mr. & Mrs. Stoddart treated the clients and served breakfast, (6) December 21<sup>st</sup> CUMI held its Christmas Open Day concert and December 22<sup>nd</sup> the clients Christmas dinner.

From 1PM Christmas Eve, December 24<sup>th</sup> CUMI closed off the day centre for the holiday season and recommence services January 3<sup>rd</sup>, 2011.

- January 3<sup>rd</sup>, 2011 Food for the Poor held its eye testing clinic and 5 persons from CUMI attended; all receiving eye testing and glasses.

- January 11<sup>th</sup> 6 Georgetown University Law students visited CUMI on a fact finding mission to gather information as to how the US prepares persons with mental illness before deportation to Jamaica and the impact deportation has on mental illness.

- KPMG is near completing the auditing for July 31<sup>st</sup>, 2007 and the payment was made December 22<sup>nd</sup>, 2010 for \$411,250.00 [the Tourism Enhancement Fund contributed to the payment \$384,916.67]. The auditing for 2008 and 2009 is outstanding and hopefully these will be completed by March 31<sup>st</sup>, 2011.

- C/F November 1<sup>st</sup>, received a telephone call from the Inland Revenue Compliance office, stating that CUMI is in arrears for interest amounting to \$70,370.84 accumulated for 2002 and no company tax return submitted for 2004 – 2010 [this has been brought to the attention of Simone & Arden]. **January 2011 Arden and Simone is still dealing with this matter.**

- November 25<sup>th</sup> received a fax letter from the office of the mayor relating to the previous letters from CUMI requesting assistance for repairs to the building that CUMI occupies. A letter of response was sent on the same date.

- C/F October 26<sup>th</sup> telephone call from B. Bownman – communication public relations from Chicago, seeking a project to support whilst visiting Jamaica for February 2011. [Became aware of CUMI after visiting website]; 90 persons who are willing to complete any type of project for CUMI such as minor maintenance.

- C/F The smoke detector recommended by the fire inspector is still outstanding until CUMI can raise the funds for the installment. [Hawkeye can supply and install the smoke detectors at an estimated cost of \$39,965.05].

### Children's Report



Letter dated December 13<sup>th</sup> from St. James College re: the sponsorship of the student's school fees, agreeing to honour the scholarship at 45% of the regular school fees for the 3 students and the following criteria's listed:

Monique, Brandon and Shavoy forwarded school reports with achievement and grading.

At the first mothers meeting for 2011, all the mothers reported satisfactory conduct for all the children except for one young man who is causing his foster mother concerns, due to his behaviour and conduct both at school and home. The mothers are committed to continue with care and encouragement for the children to achieve for 2011.

For those who have reached age 18, a letter of commitment from CUMI will be delivered care of the children's coordinator. The children and foster mother's contract will be reviewed for 2011.

For January 2011, school fees were paid and all the children returned to their various schools with a mission to achieve at their best potential.

- 2 JMMB accounts: **US \$ book fund account and JA \$ tertiary account.**

The schools that the children are attending: St. James College, Anchovy High, Team Work, Harrison Memorial High, Chetwood Primary, Catherine Hall school of Hope and Builder's Reading Centre/Prep. Monique attending Belair High School and Ottoa is attending Edna Manley College of Visual and Performing Arts for her second academic year.
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**\*\* [CUMI loan Apr. 23, '09 outstanding re: JMMB 'tertiary' accounts loan to JMMB account #1204411 for JA \$100,000.00 ]**

### **ON-GOING ACTIVITIES:**

**Clients and staff** – start each day with devotion, songs and praises and on occasions, visiting groups, local and international participate.

**The Brandon Hill REHABILITATION Day Centre** operates from Monday to Friday, 8 – 4 pm. The **Activities objectives** are designed to **re-motivate** and **stimulate skills** which will empower the individual coping abilities. **The Daily ACTIVITY PROGRAMME** includes: **Daily Living Coping Skills** including self- maintenance, understanding and the taking of medication, the importance of clinical follow-up's and appointments with the goal to maintain **good mental health** and wellness. The social interactive activities involve the clients in **Craft** work, paper making for the **"thank you cards"** from recycled, old newspaper and other types. (These "thank you" cards are distributed to our supporters and visitors). The **Gardening** activities allow the client's to express their knowledge in agriculture and the care of flowering plants in the nursery.

The clients are also engaged in crocheting and embroidery, using materials such as **wool** and **thread** and others are exposed in the skills of **wood work**, carving items of interest.

In the afternoons the programme focuses on activities to improve social interactive skills, brain stimulation and dexterity and encourages group interaction with the playing of domino and various types of board games.

With the use of the **computer**, individuals have the opportunity to be exposed to computer games and the typing lessons programme.

To encourage **volunteerism** the female clients visits the local children's home (Blossom Garden Child Care Facility) Monday – Friday for two hours each day, volunteering their services. **(This is on hold)**

The daily maintenance chores in the CUMI day centre involve the participation of all clients - gardening, cleaning and kitchen duties. The clients are also participants in physical education and beach trips. Clients are also responsible for completing applications and are actively involved in applying for all necessary documents.

⇒ **The work project** in partnership with the Poor Relief department/Night Shelter, Western Solid Waste Management and CUMI Day Centre is a work experience programme which also includes time and money management. Three clients from CUMI participate in this project.

**Successful clients** in the CUMI rehabilitation programme are involved in work experience: **Day Centre Clients in employment:** (full/part-time): Luke, Winston, Gregory and Rosalee. **Work project** in partnership with the St. James Parish Council and National Solid Waste: David and Luke (Luke, alternative months). The Remaining clients not involved in employment are engaged in the centre daily activities, chores and gardening. Some have been able to obtain periodical days work or short contract work.

All clients are encouraged to have or apply for their **National Health Fund card, Birth Certificate, TRN, NIS and National ID.**  
**Poor Relief/PATH** - bi-monthly cheque payments are collected from the post office by clients who are registered.  
*New policy – clients at the night shelter will no longer be eligible to apply for poor relief or PATH until they have returned to the community/ home placement [the existing night shelter clients receiving poor relief benefits will continue to do so].*  
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⇒ **NIGHT SHELTER & CARE CENTRE:**

[Open Heart Charitable Mission and St. James Parish Council manages the **night shelter** and the Orange Street **Care Centre**. CUMI receives monthly reports from the Open Heart charitable Mission Chairman.

**Hospital/ Mental Health Officers (MHO):**

**Mental Health Officers for St. James: Acting MHO Nurses** -Hemming, Whyte, Foster and Bennett /**Mental Health Aid**, Karen and Neva.

**Mental Health Social Workers for the region at CRH** – Psychiatric Social Worker - Miss Mc Hayle, Western Regional Social Worker – R. Parkins - medical social worker], Medical Social Worker – Miss Pryce, Regional Psychologist – S. Clarke, Psychologist/CRH ... and Occupational Therapist -Miss Roof

*community clinical arrangements for all clients for mental health review sessions by appointment at the Cornwall Regional Hospital psychiatric clinic, Type 5, Adelphi, Flanker, Maroon Town, Granville and Glendevon Health Centres. CUMI rehabilitation services with appointments for the psychologist Tuesday's and Thursday's, in keeping with the rehabilitation objectives, CUMI will continue to supervise and encourage clients to follow-up with all their appointments for their various clinics.*

*August*

2006

**Primary health care facilities - Type 5 Health Centre / medical and dressing clinic /dental  
Catherine Hall Clinic for Medical/Dental Care & CRH physiotherapy**

**Mental Health Steering Committee:**

**CLIENTS/Other Sessions:**

**The psychologist:** CUMI - Mrs. Bell [children] Mrs. Fray- Thursday's – CUMI. [Therapy sessions for clients, conduct periodical group sessions with clients, staff, student nurses and UWI trainee's social workers]. [Dr. Bell assesses the CUMI children and designs required programme for behaviour modification]

⇒ Enquiries for counseling and psychologist services are referred.

❖ **OUTREACH:** Telephone requests for outreach assistance to deal with persons living on the streets, creating social problems, and persons with mental disorders are documented at CUMI with what assistance can be given or referred to PEMT (Psychiatric Emergency Maintenance Team c/o CRH Psy. 518 – 4108) &/or Orange Street Care Centre or Poor Relief Office. **The PEMT ambulance/bus unfortunately is not available most of the time.**

⇒ **For 2010/2011, CUMI is still supporting the psychiatry department effort to obtain a PEMT ambulance/bus.**

CUMI is still supporting the lobbying of the government for an ambulance/bus for the Cornwall Regional Hospital Psychiatric department.

**Statutory deductions (tax bills):** Current - last payment made for **December 2010** on January 13th, 2011 [Simone prepared and submitted annual tax returns for 2010].

C/F 2011 - Letter dated November 18, 2008, addressed to the HEART Trust Foundation – NTA requesting exemption from payment of HEART Taxes accordingly (C/o J. Hamilton – Attorney-At-Law). [To follow-up with attorney-at-law]

**Monthly Cash Donor:** HART Group of Co. (Saffack & Cargo Handlers), Mr. Whitfield (Half Moon), JMMB (Jamaica Money Market Brokers), Mr. & Mrs. Shirley (TOTAL Service Station)

**Periodical Pledges:** Mr. R. Golaub, St. John's Methodist Men's Fellowship, V. Wong, Mrs. J. Fray, Rosemary & Lytton, Mr. & Mrs. Allen, Mr. & Mrs. Graham, J. Fraser, Tourism Enhancement Fund - grant, Pineapple Ball [Jamaica Committee c/o M. Fitzroy] and James Maddison University Alternative Spring breakers.

**GIFTS-IN-KIND:** Jimmy's and Regal Bakeries, Hall's Investment (cooking gas), periodic contributions - Legal services - Mrs. D. Paris and J. Hamilton also, St. Paul's United Church, Food for the Poor [Montego Bay], J. Insang for Caribbean Producers, H. Kerr - Light House of Faith International and Dr. H. Fray [Pediatrician] as well as other individuals.

**Donated LUNCHES:** Burchell Baptist (first Monday), Mrs. M. Gordon – soup day [first Wednesday], Faith Temple Church (Thursday's) and Half-Moon (fourth Wednesday's).

\*Globe Insurance Company policy renewed for insurance on contents FIRE AND ALLIED PERILS SCHEDULE policy coverage for CUMI Day Centre December 2010 – December 2011 (c/o Mr. D. Prout). \*\*\*\*\* Premium \$17,625.00 – Mr. D. Prout confirm gift-in-kind.

\*\*\***Proposal** – Lytton & Rosemary - notice of intention to WILL to CUMI 5,000 pounds as declared on document – noted in minutes January 2005. Notice for January 25<sup>th</sup> 2010 agenda, changes in Lytton and Rosemary WILL to CUMI, increase amount to 10,000.00 pounds

- Due to the changes in the government investment interest policy, all the accounts in the JMMB trust fund will be adjusted with advice care of Donna/Joan.

**HAWKEYE Security Electronic System** – nightly - quarterly rental payment current

**Excel Security Services Ltd** – security/male staff Monday – Friday/ monthly payment current.

\*\*\*LEASE OF AGREEMENT WITH ST. JAMES PARISH COUNCIL RE: CUMI REHABILITATION DAY CENTRE BRANDON HILL. MONTHLY RENT PAYMENT OF \$3,000.00 CURRENT.

- **TECHNICAL AND TELECOMMUNICATIONS EQUIPMENT: computers** [#1 general and #2 children]. for service January 2011 computer #2 C/o GAPS Computer (A few small adjustment to be completed by GAPS)

An electronic Pen is used for Peach Tree financial accounting back- up and blank CD's for general office data along with the regular floppy diskettes [Peach Tree Accounting C/o Simone & Arden].

\*\*\***DATA COLLECTION:** Mrs. Crooks/Danette: all clients' registry documents are being updated using Excel – on-going. The children registry is to be updated for 2010/2011.

- Simone with the guidance of Arden continues to do the accounting records. ➡KPMG suggest that CUMI maintain a registry of property for plants and equipment and other asset donated to CUMI with a regular reconciled ledger fix asset purchase date and locations including valuation for equipment in use and not in use, revaluing periodically.
- Simone need to do updated inventory – for fix asset [for KPMG and insurance purposes] – on-going

#### STAFF:

Outstanding leave for 2009-2010 must be taken before the end of the year 2011.

**Vacation leave reminder:** Staff requesting annual leave is reminded to give at least 2 weeks prior notice.

- Vacation leave taken for 2009 – Danette Johnson

- Nurse Administrator November 26<sup>th</sup> - 1 week taken for 2009
- November 2010, 10% increase for Nurse Gordon and Simone.

- **VOLUNTEERS:**

**VISITORS & STUDENT ORIENTATION:**

- Utech Nursing Students
- Kimone Rochester – UCC Counselling Student
- Supreme Ventures & Coral Cliff Staff members
- Michael Stoddart & friends
- Sandals Royal Caribbean
- 6 Georgetown University Law Center Students – Washington D.C.

**EVENTS:**

Emergency ambulance service 953 – 3952 [*not for mental health*].

The parish office of the Ministry of Labour & Social Security **Social Safety Net** (SSN) services – 1-888-991-7284

**Victim Support Unit**, 3 East St., Montego Bay – 940 – 4967??

National Health Fund (NHF) – 1-888-NHF Care (643-2273), [www.nhf.org.jm](http://www.nhf.org.jm) [*local number, CRH – 971-6571*]

**Community police officer, Freeport Police Station 684 – 9248, provides support to deal with related matters.**

Kingston Street People Programme telephone 908-4980

Food for the Poor [Blessed Sacrament Cathedral, Mobay] – contact 588-5169/ 971 – 4032

**St. James Fire Station: 952 – 2311**

**Cornwall Regional Hospital: 952 – 5100 – 5**

**Cornwall Regional Psychiatry Dept.: 518 – 4108**

**St. James Parish Council: 952 – 5501-2**

**St. James Police Control: 952 – 4396**

**Dr. Able residential home for the mentally ill: Emily House, 88 Cedar St, Rhyne Park, Rose Hall, St. James: 369 – 7079**  
**N.B. paid home**

\*\*\* Jamaicans For Justice (Western Region), office Barnett Street, Montego Bay, St. James; Tel. 940 – 7449

**Regular Telephone: (876) 952 - 8737      Fax: 971 - 4943**

**CUMI's P.O. Box 1751, Montego Bay #2 P.O. St. James, Jamaica. W.I.**

**CUMI's website -- [www.cumimobay.org](http://www.cumimobay.org) /**

**E-mail: [cumi@cwjamiaca.com](mailto:cumi@cwjamiaca.com)**

Theo Smit, Webmaster service contact [theo@smart-websolutions.com](mailto:theo@smart-websolutions.com)

**ANNUAL PUBLIC MEETING:**

**ANNUAL GENERAL MEETING: AGM 2010**

**NEXT MEETING date: February 21<sup>st</sup>, 2011** [CUMI Day Centre, [Brandon Hill] Little House – Sunset Blvd.