

**Administrator's Report: No. 8**  
**CUMI ADMINISTRATOR'S REPORT**

Red Arrow [ ➡ ] – new inserts

**The Committee for the Upliftment of the Mentally Ill (CUMI)**  
**September 21<sup>st</sup> – November 13<sup>th</sup> 2009**  
**Brandon Hill**

- ➡ The Brandon Hill CUMI Rehabilitation Day Centre Services for the period September 21<sup>st</sup> – November 13<sup>th</sup> facilitated 635 client-visits averaging 16 daily, with the ratio of male to female = 10:5. Meals served, breakfast and lunches (506+511) = 1,017.

No new admission/ intake from the psychiatric clinic/department; CUMI made no new referral for this period to the Cornwall Regional Hospital emergency or the primary health care department but 1 readmission.

- ➡ The CUMI fundraising committee chaired by Mrs. Jacqueline Hall-Hamilton and her team members successfully hosted the September 26<sup>th</sup>, 2009 “ CUMI Come Run” at the Tryall Golf Club grounds, with the major sponsor being JMMB. The presentation later that evening at the Blue Beat Gloucester Avenue provided the ambience to congratulate the awardees, sponsors and organizers with prize giving and **entertainment**. For 2010, the fundraising committee sets its goals to organize the CUMI Come Run and to support a project which we hope will assist the Cornwall Regional Psychiatry Department to obtain an ambulance/bus to support the mental health officers with their response to community emergencies in St. James and its environs.

**The special fundraising account at Jamaica Money Market Broker's [JMMB] managed by the treasurer, Account #2915833 remain active for contributors to make contributions in preparation for the CUMI Come Run 2010.**

**November 3<sup>rd</sup>, 2009, from the fundraising account a presentation of 2 Million Dollars raised from the Come Run '09 was transferred to the CUMI trust fund account with \$500,000.00 going to the expense account and \$1.5 Million going to the trust fund account with an Income Builder schedule to provide monthly income for the expense account as of December 3<sup>rd</sup>, 2009.**

- ⇒ **October 18<sup>th</sup>, 2009 the CUMI Come Run was further boosted with the one night appearance of “comedy for a cause”, featuring Tony “Paleface” Hendriks special contribution from appearance for CUMI. The funds from the ticket sales further increased the fundraising income.**

**The board of CUMI, on behalf of the staff and clients not only congratulated the committee for their success but also for their wonderful support for the on-going achievement of the programme. We look forward to working together and promote the 2010 come Run.**

- ➡ **December 15<sup>th</sup>, 2009 CUMI will be hosting its annual Open Day and seasonal celebration for clients, staff and extended family and friends. All are invited; the venue will be at CUMI Day Centre, Rectory Drive, Brandon Hill. If you wish, further information please contact CUMI at (876) 952-8737 or email at [cumi@cwjamaica.com](mailto:cumi@cwjamaica.com) . We are promised the appearance of a local entertainer, Mackie Conscious.**

- ⇒ **The CUMI clients will be producing special hand made seasonal cards for all our generous sponsors and supporters for 2009.**

- ⇒ **December 2009, the services of CUMI will extend to accommodate the psychologist special sessions for caregivers; so as to improve caring relationship with families assisting and supporting their mentally challenged relatives or friends.**

**February 23<sup>rd</sup>, 2009 meeting, the board was informed that the Rotary Service Club project for 2009 is to establish a drug rehabilitation centre, then hand it over to Cornwall Regional Hospital to service the substance abusers.**

- ⇒ **At the AGM October 26<sup>th</sup> Dr. Goulbourne informed the meeting that a facility was refurbished for Drug rehab centre but due to the lack of funding, opening operational date cannot be announced.**

C/F [Waiting for inspection to be conducted]

- **Luke** – was able to obtain financial support and has completed the foundation base which is now ready for inspection by the inspector from the poor relief office. Once the inspection is completed, then arrangements will be made for the delivery of the housing unit and the assembling by Food for the Poor. Contractual arrangements are in place for Luke to make repayment of the financial loan.

#### ON-GOING ACTIVITIES:

**Clients and staff** - worship devotions starting off each day with songs and praises, also with the occasional visiting groups, local and international.

**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**, some 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.

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.

**NIGHT SHELTER:** reports the accommodation of approximately 19 – 26 clients nightly, 5 of which have contact with CUMI.

⇒ November 13<sup>th</sup> the night shelter now called, “**Refuge of Hope Night**” Shelter was officially opened under the management of the St. James Parish Council and the Open Heart Charitable Mission with Mrs. Amanda Thompson, Administrator

**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 and Gregory. **Work project** in partnership with the St. James Parish Council and National Solid Waste: David, George 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.**

Clients without these documents can use the Poor Relief card for exemption of cost at the hospital pharmacy.

**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].*

- **C/F Mrs. Russell and the poor relief social work staff have commenced the individual case studies for community placement for clients at the night shelter. A number of CUMI clients have already been interviewed. Unfortunately, the process has been very slow due to obstacles and difficulties relating to housing and un-willing family support.**

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

**Mental Health Officers for St. James: Acting MHO Hemmings, Whyte, Foster and Bennett /Mental Health Aid, Karen.**

**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 - Sheryl Clarke, Psychologist/CRH Psy - Mrs. Gordon, Occupational Therapist -Miss Roof**

In 2006, the clinical maintenance visit follow-up for clients was restructured and as an important measure to ensure the maintenance of **good mental health**, local clinics were introduced into the treatment plans for clients attending CUMI.

*August 2006 clinical arrangements for all clients from CUMI attending their follow-up mental health review sessions by appointment at the Cornwall Regional Hospital psychiatric clinic, Type 5, Adelphi, Flanker, Maroon Town, Granville and Glendevon Health Centres. This transition has processed smoothly and all clients maintaining stable status with medication and rehabilitation at CUMI. Clients with appointments for the psychologist will continue visiting each Tuesday and Thursday for regular sessions. 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.*

#### **Clients referred to Type 5 Health Centre/CRH = medical and dressing clinic (primary health) Catherine Hall Clinic for Medical/Dental Care & CRH physiotherapy**

#### **Mental Health Steering Committee:**

The first steering committee meeting for 2009 was schedule for Wednesday, January 28<sup>th</sup> at 3 p.m. in the conference room, psychiatric department, Cornwall Regional Hospital. **CUMI was represented by Nurse Gordon. Next meeting is schedule for 3 months.** January 20<sup>th</sup>, 09 Attorney-At-Law, Mrs. Paris reviewed and explained the amended Mental Health Community Act. [All psychiatric department workers and other relevant service providers were present and CUMI c/o Nurse Crooks].

#### **CLIENTS/Other Sessions:**

**The psychologist:** Mrs. Bell [and Fray] continues to work with selected clients and conduct periodical group sessions with clients, staff, student nurses and UWI social workers.

➡ **Psychologists, Mrs. Bell and Fray:** service at CUMI Tuesdays and Thursdays respectively from 9am and by appointments, also assesses the CUMI children and designs required programme for behaviour modification. Enquiries for counselling and psychologist services are referred to her.

❖ **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 City Spirit 971-3312 c/o Poor Relief Office. **The PEMT ambulance when in service, unfortunately still only one ambulance** to cover the entire Cornwall Region with the ambulance in different locations at different times, not always available when an emergency occurs in St. James.

⇒ **CUMI is still lobbying the government for an ambulance for the Cornwall Regional Hospital Psychiatric department. A recent email as a reminder to previous letters and the AGM report was addressed to the Prime Minister Bruce Golding [November 12<sup>th</sup>].**

\*\*December 8<sup>th</sup>, 2008 – letter from the prime minister acknowledging the November 12<sup>th</sup> email and making reference to the need for additional mental health officers, additional psychiatric ambulance and a facility for the proper treatment for persons with substance abuse.

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#### **Applications for birth certificate since 2005**

**Awaiting** - \*C/F October 2007 checks were made with RGD as to the status of **Sheryl birth certificate** application. [RGD personnel informed CUMI that as soon as the information given is researched they will make further contact with CUMI].

- *Contacts were made with Sheryl's former all-age school to confirm date of birth and correct name, information to be forwarded to RGD, Montego Bay for a search to be conducted.*

\*\*\*Still in process - June 21<sup>st</sup>, 2005 letter addressed to Mrs. Holness, CEO of RGD, Spanish Town (faxed) requesting exemption cost for "file search" for Sheryl application for birth certificate. Exemption granted and search continues. March 31<sup>st</sup> a faxed reminder to Mrs. Patricia Holness to enquire as to the status of the file search, followed by an email in April 28<sup>th</sup>. July 3<sup>rd</sup> faxed and email new information for "form search" sent to Dr. Holness, CEO, RGD re: Sheryl possible new name "Williams" also to indicate that no response has ever been received from previous communication\*\*\*. No response to all follow-ups: letters, fax, email and telephone calls. \*\*\*\*\* Danette continues to be in periodical communication with the form search department.

- ➔ **Children Report:** the children returned to their various schools and have settled for the new school year. Monique, Brandon, Job, Shavoy and Sashana will be sitting CXC exams 2010. Chantol and Shavoy "Avon" will be going on their educational school trip November 26<sup>th</sup>, St. Elizabeth, Black River Safari and Bubbling Springs. Roshanda from phase II will commence receiving financial support for school lunches, taxifares and therapy.

The schools that the children are attending: St. James College, Anchovy High, Irwin High, Green Pond High School, Harrison Memorial High, Chetwood and Cornialdi Primary and Builder's Reading Centre. Monique attending Belair High School and Ottoa is attending Edna Manley College of Visual and Performing Arts for her second academic year.

[Ottoa completed her entry process for Edna Manley College of the Visual Arts and commenced college September 2008. Fees were paid with the support of JMMB in the form of an interest free loan and contract signed and review per semester with the clause of her to maintain a GPA 3.65.] Extended for September '09 academic year.

JMMB tertiary account – (1) for 2009 – 2010, V. Wong contribution second of JA \$100,000.00 for JMMB tertiary account, CUMI receipt #2665 dated August 31, 2009. \*\* [CUMI loan Apr. 23, '09 outstanding re: 'tertiary' accounts, 2008 -2009 loan to JMMB account #1204411 of JA \$100,000.00 [V. Wong donation]

(2) JMMB Book Fund Account with donation from MCC US \$100.00 carries over with interest for 2009/2010.

**Statutory deductions (tax bills):** Current - last payment made for **October 2009** on November 13<sup>th</sup>, [Simone prepared and submitted annual tax returns for 2008].

- ➔ **Correction - at collector of taxes office of company name, "community" to committee for the Upliftment of the mentally ill**
- ➔ **KPMG** observed that they were 14 journal entries arising from general ledger account reconciliation and other entries which should have posted before general ledger trial balance [reference to July 24<sup>th</sup> management notes]
- ➔ **KPMG** – terms of engagement letter dated June 3<sup>rd</sup>, '09 received with accepted section to be signed re: auditing for the year ended July 31, 2006. June 11<sup>th</sup>, email draft audit report for 2006, no given date for final report. [waiting for audit report 2005]?? Request information from Arden as to starting date for 2006.
- ➔ Payment disbursed for KPMG invoice MB09/205 dated August 13<sup>th</sup>, paid on JMMB cheque dated August 11<sup>th</sup> to KPMG [the Tourism Enhancement Fund cheque received August 10<sup>th</sup>; CUMI receipt #2655 was deposited to JMMB 4411 account and withdraw for payment to KPMG in the amount of \$116,500.00].
  - 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]

\*\*\*Kingston office re: Company Office of Jamaica re-filing documents for 2008 – 2009 [Oct. 21- Nov. 17 '08] completed and returned with manager's cheque as requested.

- ⇒ October 21<sup>st</sup>, KPMG compliant office completed annual return and filing for 2004 with manager's cheque for \$2,500.00 in favour of the Companies Office of Jamaica.

- ⇒ October 26<sup>th</sup>, received from KPMG for AGM 6 signed copies of financial statements for July 31<sup>st</sup>, 2005.
- ⇒ October 30<sup>th</sup>, KPMG annual return and filing for 2005 with Manager's cheque for \$1,000.00 in favour of the Companies Office of Jamaica.
- ⇒ November 5<sup>th</sup>, KPMG late filing fees for 1993 – 1999 and 2001 – 2003, manager's cheque for \$10,000.00 in favour of the Companies Office of Jamaica.
- ⇒ November 12<sup>th</sup>, responded to KPMG Regulatory and Compliance Services to complete Jamaica Money Market Broker's Ltd Declaration of Residency Form for shares and tax purposes; completed, signed by J.P. and returned to office [fax and mail].

**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) J. Hall-Hamilton.**

**Periodical Pledges:** Mr. R. Golaub, St. John's Methodist Men's Fellowship, Supersaver [V. Wong], Mrs. J. Fray, Rosemary & Lytton, Claire – Toby's Inn Yoga class, Mr. & Mrs. Allen, Mr. P. Williams [Kingston], Mr. & Mrs. Graham, J. Fraser, occasional donor: E. Brown (USA), Pineapple Ball [Jamaica Committee c/o M. Fitzroy] and James Maddison University Alternative Spring breakers '09.

**GIFTS-IN-KIND:** Jimmy's and Regal Bakeries, Supersaver Ltd, Hall's Investment (provides cooking gas). Legal services provided by Mrs. D. Paris and J. Hall-Hamilton also periodic contributions from, the Women's Centre, Mrs. M. Brown, St. Paul's United Church, Food for the Poor [Montego Bay], J. Insang for Caribbean Producers and Dr. H. Fray [Pediatrician], H. Kerr - Light House of Faith International, Mr. N. Maxwell [HTB - bread] as well as other individuals.

**Donated LUNCHES:** Burchell Baptist (first Monday), 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 2008 – December '09 [c/o Mr. D. Prout]. \*\*\*\*\*

Received October 22<sup>nd</sup>, 2009 notice for renewal coverage for due, December 8, 2009 – 2010; amount due \$17,475, [?? If GIK once again].

\*\*\*Proposal - Lytton & Rosemary - notice of intention to WILL to CUMI 5,000 pounds as declared on document – noted in minutes January 2005

- **JMMB Income Builder trust fund accounts restructured to deliver interest payments to the Save Smart account – 2 two monthly and one three monthly interest payments. The two US Euro bond interest payments are due June and December, 2009. New investment – January 15<sup>th</sup>, 2009 the purchase of Government Fixed Rate 25% Investment, mature January 15<sup>th</sup>, 2010 [interest paid six-monthly to Save Smart account]. March 30<sup>th</sup>, 2009 US Ten Thousand Investment, instructions valid June 28<sup>th</sup>, 2009 and roll over.**
- **November 3<sup>rd</sup>, '09 from the fundraising account new addition of \$1,500,000.00 to the trust fund JMMB income builder account, interest monthly to expense account #1204411 from December 3<sup>rd</sup>, 2009; \$500,000.00 was deposited to #1204411 expense account.**

➤ **Recent follow-up – May 7<sup>th</sup>, letter addressed to Mr. Neita, Executive Director re: a grant of 4 million for the trust fund. May 7<sup>th</sup> requested supportive information from JMMB re: the trust fund investment to support grant application.**

**HAWKEYE Security Electronic System – nightly, quarterly rental payment current.**

**Excel Security Services Ltd – security/male staff Monday – Friday/ monthly payment current. New rate July 31<sup>st</sup> '09 - \$230 per hour.**

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

August 11<sup>th</sup>, letter addressed to St. James Parish Council re: the ceiling needing repairs; inspection followed by assessor September 2009, still waiting to commence repairs

- ◆ **TECHNICAL AND TELECOMMUNICATIONS EQUIPMENT:** children's office computer has a new hard drive to provide more memory but need further servicing; (GAPS Computer and Supplies is still in the process of completing the repairs/service) all others are functioning and in service.

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.

\*\*\***DATA COLLECTION:** Mrs. Crooks/Danette: all clients' registry documents are being updated using Excel – **on-going**. The children registry is to be updated for 2009/2010.

- ◆ Simone 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.

#### STAFF:

Outstanding *leave for 2008- 2009 must be taken before the end of the year.*

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

- ◆ Nurse Gordon letter dated September 2<sup>nd</sup>, 2009, **requesting unpaid vacation leave** for the month of October. She also requested her 2 weeks paid vacation leave for 2009 commencing November 1<sup>st</sup>, and returning to work on November 16, 2009.
- ◆ **VOLUNTEERS:** (1) Maurice Calvin – probation community service, (2) Monique Marson – University of Technology Community Service.

#### VISITORS & STUDENT ORIENTATION:

- ◆ Gabe Tincher – Community Church, Lebanon
- ◆ Roger Sidwill – Community Church, Lebanon
- ◆ Monique Bernard – Montego Bay Community College
- ◆ Pre-University Students – practical nurses – 2 groups
- ◆ Lonie Redman – The Pentecostal House of God
- ◆ Sorloina McLarbine – the Pentecostal House of God
- ◆ Monique Marson – University of Technology

#### EVENTS:

- ◆ October 18<sup>th</sup> – **Comedy for a Cause**, featuring Tony “Paleface” Hendriks
- ◆ November 25<sup>th</sup> – fundraising committee press launch for “White Witch” of Rosehall - play February 2010
- ◆ December 9<sup>th</sup>, 2009 St. James College Christmas Party
- ◆ December 15<sup>th</sup>, 2009 CUMI Open Day
- ◆ September 25<sup>th</sup>, 2010 – “CUMI Come Run”

➡ c/f [on hold for 2010]

Fun filled offer from Bryan & Lynn Langford of Captain's Water sports Company. The offer is open to CUMI for the children, adults and accompanied staff/guardian in the programme. Trips can be organized twice per year for adventurous glass bottom boat ride.

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.**

**Jamaica Aids Support (JAS):** The office at 22-½ Humber Avenue, telephone: 952-9817.

**Kingston Street People Programme** telephone 908-4980

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

\*\*\* 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@cwjamaica.com](mailto:cumi@cwjamaica.com)**

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

**ANNUAL PUBLIC MEETING:**  
**ANNUAL GENERAL MEETING: AGM October 26<sup>th</sup>, 2009**

**NEXT MEETING date:    **January 18<sup>th</sup>, 2010** [CUMI Day Centre, Brandon Hill]**