

**Administrator's Report: No. 1**  
**CUMI ADMINISTRATOR'S REPORT**

Red Arrow [ ➡ ] – new inserts

**The Committee for the Upliftment of the Mentally Ill (CUMI)**  
**November 16<sup>th</sup> 2009 – January 22<sup>nd</sup>, 2010**  
**Brandon Hill**

- ➡ The Brandon Hill CUMI Rehabilitation Day Centre Services for the period November 16<sup>th</sup> – January 22<sup>nd</sup> facilitated 657 client-visits averaging 15 daily, with the ratio of male to female = 10 to 5. Meals served, (breakfast 531 and lunches 541) = 1,072.
- ➡ 1 new admission/ intake from the psychiatric clinic/department and 1 readmission. CUMI made no new referral for this period to the Cornwall Regional Hospital emergency or primary health care department.
- ➡ **The CUMI fundraising committee chaired by Jacqueline and her team member's major events for 2010 are: [1] February 6<sup>th</sup> Fairfield Theatre presentation of the "White Witch", [2] September 25<sup>th</sup> 2010 "CUMI Come Run". The first fundraising committee meeting was schedule for January 22<sup>nd</sup>, 5:30 PM, Montego Bay Yatch Club. [But postponed].**
- ➡ December 2009 festive season was an enjoyable one for the clients and everyone participating. The CUMI Day Centre building exterior had a face lift so as to welcome the party guest into a refreshing environment for the CUMI Open Day Concert December 15<sup>th</sup>, '09 and the clients Christmas luncheon December 23<sup>rd</sup>. CUMI Day Centre was closed during the period of December 25<sup>th</sup>, re-opening January 4<sup>th</sup>, 2010.
- ➡ The annual "thank you" letters addressed to all CUMI's contributors and pledged donors was sent out early January 2010.
- ➡ The Staff memo for January 2009 re: staff voluntary omission of salary increase for 2009 – has expired and the annual ten percent salary increase for 2010 are due June [4 workers] and November 2010 [2 workers].
- ➡ The trust fund accounts and bonds at JMMB are schedule for re-structuring due to the major changes in the banking interest payment structure and some of these accounts are maturing during the months of January and February. [An email request was sent to Donna requesting her advice and instructions. Hopeton at the JMMB, Mobay Branch is CUMI's contact person].
- ➡ CUMI received KPMG's first and second billing invoice for 2006 auditing. The payment for the first billing invoice was made January 8<sup>th</sup> 2010 in the sum of \$174,750.00 . The second billing dated December 31<sup>st</sup> , received January 15<sup>th</sup> for the amount of \$116,500.00 is due for payment as soon as possible.
- ➡ An application for funding/grant was made to the Tourism Enhancement Fund, addressed to Mr. Neita. The grant request is made for funding to off-set KPMG billing for financial auditing year 2006, 2007, 2008 and 2009 [the proposal will be presented at the TEF January 22<sup>nd</sup> meeting].
- ➡ With the assistance of Attorney-at-Law, Jacqueline – CUMI is making an application for a change of name, removing the "foundation" and re-registering The Committee for the Upliftment of the Mentally Ill (CUMI). This is also part of the process of correcting the name "community" at the tax office.
- ➡ August 11<sup>th</sup>, 2009, a letter was addressed to the St. James Parish Council reporting the infestation of termites and the collapsing of the ceiling. November 19<sup>th</sup>, 2009, a letter was received from the parish council in response. A building inspector visited the premises and a proposal for work to be done was approved. CUMI is still waiting to have the ceiling repaired and the infestation treated [we are told this will be done in February].
- ➡ The first Cornwall Regional Psychiatric department networking steering committee meeting for 2010 is schedule for Wednesday, January 27<sup>th</sup>, 3PM in the department.

C/f 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.

C/f 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> 09 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 June 2009 [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 on the financial loan.**

#### **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.

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:**

[Refuge of Hope Night Shelter and the Orange Street Care Centre are managed by the St. James Parish Council and the Open Heart Charitable Mission]. Approximately 19 -26 clients are accommodated nightly, 4 of which have contact with CUMI.

**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 '09** - 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 – S. Clarke, Psychologist/CRH Psy - Mrs. Gordon, 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

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 2010 is schedule for Wednesday, January 27<sup>th</sup> at 3 p.m. in the conference room, psychiatric department, Cornwall Regional Hospital.

**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 trainee's social workers Tuesday's [and Thursday's]. Dr. Bell 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 Orange Street Care Centre or Poor Relief Office. **The PEMT ambulance/bus unfortunately is not available most of the time.**

⇒ For 2010, CUMI is considering to support the psychiatric department effort to obtain a PEMT ambulance/bus with the CUMI 2010 "Come Run" fundraising proceeds.

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

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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].

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- *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:** for the starting of 2010, there are 15 active files in the children's programme, receiving financial, fostering and psychological services. The agreements of 13 contracts for 2009 – 2010 commence signing as of September 2009. Children are attending various educational institutions. The monthly mother's meeting continues on second Wednesday's for reporting and group support. There are 2 JMMB accounts: **US \$ book fund account and JA \$ tertiary account.**

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 [September '09 – September '10].

\*\* [CUMI loan Apr. 23, '09 outstanding re: JMMB 'tertiary' accounts loan to JMMB account #1204411 for JA \$100,000.00

**Statutory deductions (tax bills):** Current - last payment made for **December 2009** on January 13<sup>th</sup>, 2010 [Simone prepared and submitted annual tax returns for 2009].

- **Correction for the collector of taxes office of company name, "community" to committee for the Upliftment of the mentally ill**
- **KPMG**
- January 8<sup>th</sup>, 2010 submitted payment to KPMG for invoice MB.10/033 dated November 30<sup>th</sup>, paid on JMMB cheque # 731934, dated January 7<sup>th</sup>, 2010 for the amount of \$174,750.00. [The application/grant for support funding from the Tourism Enhancement Fund include this amount to refund the expense account]. **A second progress billing for invoice MB.10/033 for \$116,500.00 is outstanding for payment to KPMG for July 31<sup>st</sup>, 2006 auditing.**

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) J. Hamilton. [Thank you letters delivered]**

**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. & Mrs. Graham, J. Fraser, 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 (cooking gas). Legal services - Mrs. D. Paris and J. 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, H. Kerr - Light House of Faith International, Mr. N. Maxwell [HTB - bread] 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 2009 – December 2010 [c/o Mr. D. Prout]. \*\*\*\*\* Premium \$17,475.00 – Mr. D. Prout confirm gift-in-kind.

**KPMG suggest increase premium for fix asset coverage.**

→ **\*\*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.**

➔ **Recent follow-up – May 7<sup>th</sup>, 2009 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.

\*\*\*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>, 2009 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: computers** [#1 general and #2 children], 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 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 updated inventory – for fix asset [for KPMG and insurance purposes]

#### **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.

➔ **VOLUNTEERS:** (1) Maurice Calvin – probation community service, (2) Monique Marson – University of Technology Community Service, (3) Melissa Bernard – Montego Bay Community College

#### **VISITORS & STUDENT ORIENTATION:**

- ✚ University of Technology nursing students – 5 groups
- ✚ Pre-University practical nursing students – 4 groups
- ✚ Sonya Burrus – PA, USA

- ✚ Ronald & Gussie Good – former JA MCC representatives
- ✚ Monique Marson – University of Technology

**EVENTS:**

- ➡ February 6<sup>th</sup> – “White Witch” play - Fairfield Theatre [tickets are available at CUMI @ \$2,000.00 each]
- ➡ September 2010 CUMI “Come Run” ..... in support of St. James Psychiatric ambulance/bus

➡ **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@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 October 26<sup>th</sup>, 2009**

**NEXT MEETING date: February 22<sup>nd</sup>, 2010** [CUMI Day Centre, Brandon Hill]