


Administrator's Report: No. 4 & 5 CUMI ADMINISTRATOR'S REPORT

Red Arrow [] – new inserts

The Committee for the Upliftment of the Mentally Ill (CUMI) March 16th- April 17th, & April 20th – May 15th, 2009 Brandon Hill

- ➡ The Brandon Hill CUMI Rehabilitation Day Centre Services facilitated 410 client-visits averaging 18 daily, with the ratio of male to female = 11 to 7. Meals served, breakfast and lunches (350+366) = 716 for the period March 16th to April 17th 2009.
- ➡ For the period April 20th – May 15th the Day Centre facilitated 377 client-visits averaging 19 daily, with the ratio of male to female = 11 to 8. Meals served, breakfast and lunches (324 + 330) = 654. There was one new intake from the CRH psychiatric department.
- ➡ One new admission/ intake from the courts probation service care of the psychiatric clinic/department. No readmissions for rehabilitation as well as no home placement. CUMI made no referral for this period to the Cornwall Regional Hospital emergency or the primary health care department.

CUMI's New Chairperson is Mrs. Pearnel Bell, Psychologist Ph.D

- ➡ **May 1st, 2009, a meeting is arranged for the formalizing of a fundraising committee with the intention to plan a major spectacular fundraising event for summer 2009. CUMI is in desperate need to raise funds to support the general expenses for the operation of the Day Centre. [Letter of reminder sent to TPDCo and Tourism Enhancement Fund re: the April 16th, 2008 application for funding; also letter dated April 16th, 2009 requesting support for CUMI, addressed to the Member of Parliament, Dr. Horace Chang and copied to Prime Minister Golding].** 

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.

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 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.

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 and Winston. **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.

- ➡ **Luke McKenzie** – to receive a single housing unit from Food for the Poor, after he has completed the foundation base. He's seeking financial support to cover the cost of labour and material expenses, approximately \$140,000.00.
- ➡ Easter weekend April 12th & 13th, Hawkeye responded to the alarm for an intruder, stealing the zinc off the bathroom roof. The police was called and the thief was apprehended with one sheet of zinc out of the three sheets stolen [he had already sold two sheets that was stolen on the Sunday afternoon].

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.

All clients are encouraged to have/ applied 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.

James Maddison University Alternative Spring breakers 2009 spend 1 week at CUMI socializing and interacting with clients.

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].*

➡ Mrs. Russell is the New Inspector of Poor for St. James

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 21st, 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 31st a faxed reminder to Mrs. Patricia Holness to enquire as to the status of the file search, followed by an email in April 28th. July 3rd 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.

Hospital/ Mental Health Officers (MHO):

Mental Health Officers for St. James: Acting MHO Hemmings, Whyte 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

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

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.

- **NIGHT SHELTER:** reports the accommodation of approximately 19 – 26 clients nightly, 7 of which have contact with CUMI. =>The night shelter is in the process of expanding its facility.

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 12th].**

****December 8th, 2008 – letter from the prime minister acknowledging the November 12th 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.**

- **May 12, '09 – telephone call from a concern citizen requesting ambulance service for a street person with a broken leg. CUMI called the Cornwall Regional Hospital to request the ambulance but was told that there was no ambulance available because the ambulance was on a call to Trelawny and Kingston and if anyone needed an ambulance they would have to make their own arrangement via the use of a taxi to get to the hospital. A telephone call was made to the hospital administrator re: the ambulance service and he confirmed the situation and explained that there was nothing he could do because he doesn't have the tools to do what is needed. CUMI then requested the assistance of the street people bus c/o poor relief department to respond to the emergency.**

- **February 23rd, 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.**

Mental Health Steering Committee:

The first steering committee meeting for 2009 was schedule for Wednesday, January 28th 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 20th 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].

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 [*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

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

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

- **New contact date April 16th, 2009 re: Tourism Enhancement Fund**, April 14th 2008 CUMI was contacted by Mr. V. Fray and H. Shim from TPDCo. Office re: CUMI to make application for funding from the Tourism Enhancement Fund [TEF]. Application was completed and delivered April 16th.
- Recent follow-up – May 7th, letter addressed to Mr. Neita, Executive Director re: a grant of 4 million for the trust fund. May 7th requested supportive information from JMMB re: the trust fund investment to support grant application.
- **TECHNICAL AND TELECOMMUNICATIONS EQUIPMENT: children computer need new hard drive to provide more memory**; 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 updated.

Monthly Cash donors: HART Group of Co. (SAFFACK & Cargo Handlers), Mr. Whitfield (Half Moon), JMMB (Jamaica Money Market Brokers), Mr. & Mrs. Shirley (TOTAL Service Station), Mr. & Mrs. Graham (Ventura Photo – Market St).

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], 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 Mr. L. Young**, 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] as well as other individuals. **April 9, '09 Jamaica Public Service & Supersaver – Easter treat & bun and cheese.**
- H. Kerr [Light House of Faith International]

Donated LUNCHEs: Burchell Baptist (first Monday), Faith Temple Church (Thursday's) and Half-Moon (fourth Wednesday's).

Expires July 1st, 2009 ***With the intervention of Mr. J. Smith [Cable & Wireless], CUMI was introduced to C&W Foundation and recommended to make request for exemption of cost for internet service for the children in foster accommodation [Mrs. Parchment & Mrs. Grey]. CUMI has also written a letter to customer service requesting a change in the rental fee for the fax service number 971-4943 from business rate to residential. **The application to C&W Foundation was successful and internet service will be free to the 2 foster homes [Mrs. Grey & Parchment]. Will be delivered free of cost effective July 1st for one year also there is a reduction in the monthly rental fees for the fax service.**

➤ ***STAFF:** January 2009, PAYE government adjustment for 3 staff members.

Statutory deductions (tax bills): Current - last payment made for March 14th, 2009, [Simone prepared and submitted annual tax returns for 2008].

Outstanding *leave for 2007- 2008 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.

Simone continues to do the accounting records.

➤ **JMMB Income Builder trust fund accounts restructured March 24th, 2009; interest due monthly from April 23rd, 2009. The May 11th & 18th will be restructured after interest due. Two US Euro bond interest due June 15, 2009. New investment – January 15th, 2009 the purchase of Government Fixed Rate 25% Investment, mature January 15th, 2010 [interest paid six-monthly]. March 30th, 2009 US Ten Thousand Investment, instructions valid June 28th, 2009.**

- **KPMG** – April 17th '09, received 6 bound copies, signed financial statements for the year ended July 31st, 2004; waiting for audit report 2005. CUMI letter to KPMG dated March 26th, 2009 re: second of three payments representing fees, = JMMB cheque for \$118,795.05 including GCT.

- 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).

***Kingston office re: Company Office of Jamaica re-filing documents for 2008 - 2009 completed and returned with manager's cheque as requested.

➤ **Children Report:** March 2009, 2 of the children [Teejay & Jordan] sat the G-SAT examination. Ottoa got her CXC English Language result passing at grade 2 level so did Monique. the Phase I children's programme continuing with children attending St. James College, Anchovy High, Irwin High, Chetwood Primary, Reading Prep and Builder's Reading Centre. Ottoa is attending Edna Manley College of Visual and Performing Arts. [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.]

JMMB accounts – (1) 'tertiary' education with donation of JA \$100,000.00 [V. Wong]
(2) Book Fund Account with donation from MCC US \$100.00

➤ **VOLUNTEERS:** Audette James – Ryerson University [Toronto, Canada] Bachelors of Social Work, third year student, placement for 6 weeks at CUMI for spring/summer 2009. Volunteer experience schedule include CUMI Day Centre, Cornwall Regional Psychiatric Department, Children's Services/Blossom Garden, Probation Services and Women Centre.

VISITORS & STUDENT ORIENTATION:

- ✚ Cornwall School of Nursing students
- ✚ Allison Smith – Montego Bay High School [Tuesday PM volunteer]
- ✚ La Sonnya Lewis – Montego Bay High School
- ✚ April King & family – Ontario, Canada
- ✚ PreUniversity Practical Nurses – group 1 (3 weeks)
- ✚ Mr. Claire & company – support group for street people programme
- ✚ Evan Bartel, volunteer – Trinity Western University

EVENTS:

- Ms. Trail fundraising/ part proceed for CUMI – January 31st, 2009*** - proceeds \$5,000.00, March 25th, 2009.
- May 1st & 13th '09 – Fundraising for CUMI; committee meeting 6:30 pm, at the Montego Bay Yatch Club.
April 23rd, '09 parish council meeting, 10 am – re: homeless/night shelter programme.
May 7th – Click TV morning show- re: services offered at CUMI & up coming fundraising event also Hot 102 – "Today" morning show.

OTHERS

Ministry of Health invited Mrs. Crooks to take up appointment on the Western Regional mental health review board, commencing September 1st, 2006 [for 3 years].

Proposals & Letters:

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]. **

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

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

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

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ANNUAL PUBLIC MEETING:

ANNUAL GENERAL MEETING: last AGM October 27th, 2008

NEXT MEETING date: June 15th, 2009 [CUMI Day Centre, Brandon Hill]