

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

The Committee for the Upliftment of the Mentally Ill (CUMI)
November 17th 2008 - January 16th 2009
Brandon Hill

The Brandon Hill CUMI Rehabilitation Day Centre Services facilitated 730 client-visits averaging 19 daily, with the ratio of male to female = 11:8 and meals served, breakfast and lunches (652 + 668) = 1,320 for the period November 17th to January 16th 2009.

New admission/ intakes from the CRH psychiatric clinic/department = 2, 1 readmission for rehabilitation and 1 home placement. CUMI made no referral for the period to the CRH emergency or the primary health care department.

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 service.

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 (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.

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.

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 [the existing night shelter clients receiving poor relief benefits will continue to do so].*

Applications for birth certificate

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 – ??,** Western Regional Social Worker – R. Parkins [medical social worker], 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 from 9am and by appointment, 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 – 33 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.**

Mental Health Steering Committee:

The first steering committee meeting for 2009 is schedule for Wednesday, January 28th at 3 p.m. in the conference room, psychiatric department, Cornwall Regional Hospital.

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.

- *April 14th 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.
*****Still awaiting response.*

*****TECHNICAL AND TELECOMMUNICATIONS EQUIPMENT:** all 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**, Supersaver [V. Wong], **Mrs. J. Fray**, Rosemary & Lytton, **Claire** – Toby's Inn Yoga class, Mr. & Mrs. Allen, **Mr. P. Williams** [Kingston], J. Fraser .

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. Fray [Pediatrician] as well as other individuals.

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 December '08, January 12, '09, [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 account mature dates are: February 9th & 15th, March 16th & 23rd. New investment – January 15th the purchase of Government Fixed Rate 25% Investment, mature January 15th, 2010.

- **KPMG** – CUMI has been informed that a draft audit report for 2004 is been prepared for distribution. 2005 audit is been processed. **(Audit reports for 2005 and onward will be charged for).**
- 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: 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

Phase II children's programme [Cornialdi Primary School] second and third quarterly report completed (closure January 4, 2009).

VOLUNTEERS: Audette James – Ryerson University [Toronto, Canada] Bachelors of Social Work, third year student seeking placement at CUMI for spring/summer 2009

VISITORS & STUDENT ORIENTATION:

- ✚ O'Connell McKeon – Children's Medical Services
- ✚ UWI Psychology students – group of 9
- ✚ Cornwall School of Nursing students
- ✚ Lloyd Young
- ✚ Desi Whittingham
- ✚ Monique Wauchope
- ✚ Lytton & Rosemary Jarman
- ✚ Frenz Band
- ✚ Rupert Gibson

EVENTS:

Ms. Trail fundraising/ part proceed for CUMI – January 31st, 2009
James Maddison Alternative Spring Breakers - March 2009

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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CUMI's website -- www.cumimobay.org /
E-mail: cumi@cwjamiaca.com

Theo Smit, Webmaster service contact theo@smart-websolutions.com

ANNUAL PUBLIC MEETING:

ANNUAL GENERAL MEETING: last AGM October 27th, 2008

NEXT MEETING date: February 23rd, 2009 [CUMI Day Centre, Brandon Hill]