

Administrator's Report: No. 2
CUMI ADMINISTRATOR'S REPORT

Red Arrow [➡] – new inserts

The Committee for the Upliftment of the Mentally Ill (CUMI)
January 25th – February 19th, 2010
Brandon Hill

➡ The Brandon Hill CUMI Rehabilitation Day Centre Services for the period January 25th – February 19th facilitated 299 client-visits averaging 16 daily, with the ratio of male to female = 11 to 5. Meals served, (breakfast 228 and lunches 232) = 460.

1 new admission/ intake from the community, no readmission and no new referral to or from 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:**

➡ **[1] February 6th Fairfield Theatre presentation of the "White Witch" premier night - "a success."**

➡ **[2] September 25th 2010 "CUMI Come Run".**

➡ KPMG second billing dated December 31st 2009, received January 15th, 2010 for the amount of \$116,500.00, paid on JMMB cheque #733726, date 19.02.2010 [the funds came from the Tourism Enhancement Fund grant].

➡ The application to the Tourism Enhancement Fund for funding/grant was successfully approved and the amount granted will off-set the payments for KPMG auditing 2006, 2007, 2008 and 2009.

➡ 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. **[Still in progress]**

➡ In response to the August 11th, 2009, letter addressed to the St. James Parish Council reporting the infestation of termites and the collapsing of the ceiling. February 5th, 2010 the pest control workers fumigated the affected areas and February 19th Mr. Haye from the parish council visited CUMI to conduct an inspection. CUMI is still waiting for a date to have the ceiling repaired.

➡ Nurse Crooks attended the first Cornwall Regional Psychiatric department networking steering committee meeting for 2010. The health professionals discussed and set goals and objectives to improve the service delivery and proposals included the intention to obtain an ambulance for St. James and the western region. The steering committee meetings are scheduled quarterly, next meeting date - May 26th. 2010 @ 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.*****

February 9th, 2010, a letter addressed to the prime minister, highlighting February 23, 2009 C/F and October 26th, 2009. (Below)-

C/f 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.

At the AGM October 26th 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

Luke – February 5th, 2010 the inspection of the foundation for the Food for the Poor housing unit was conducted by the poor relief officer. No date was given as to when the housing unit will be assembled. 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.

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.

⇒ **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.

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: meeting schedule for May 26th, 2010, 3PM 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 - part proceeds.

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

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.

- **Children Report:** February 15th – 22nd, 2010 - mid term holidays.
- **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 **January 2010** on February 11th, 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** : February 22nd, 2010 submitted payment to KPMG for invoice MB.10/033 dated December 31st [second billing], paid on JMJB cheque # 733726, dated February 19th, 2010 for the amount of \$116,500.00.[for KPMG auditing July 31st, 2006].

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), JMJB (Jamaica Money Market Brokers), Mr. & Mrs. Shirley (TOTAL Service Station) J. 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. & Mrs. Graham, J. Fraser, Sonja Burrus & friends, 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.

➔ *****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 25th 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 JMJB trust fund will be adjusted with advice care of Donna.**

- ➔ **Recent follow-up – May 7th, 2009 letter addressed to Mr. Neita, Executive Director re: a grant of 4 million for the trust fund. May 7th requested supportive information from JMJB 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.

- ➔ **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.

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➡ 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 – 3 groups
- ✚ Pre-University practical nursing students – 1 groups
- ✚ Monique Marson – University of Technology

EVENTS:

- ➡ February 16th – Open Charitable Mission NGO seminar – Starfish Hotel, Trelawny
- ➡ May 26th – mental health steering committee meeting 3p.m., CRH psychiatry department
- ➡ 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 [*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 /
E-mail: cumi@cwjamaica.com

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

ANNUAL PUBLIC MEETING:

ANNUAL GENERAL MEETING: AGM October 26th, 2009

NEXT MEETING date: March 15th, 2010 [CUMI Day Centre, Brandon Hill]

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