

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

**The Committee for the Upliftment of the Mentally Ill (CUMI)**  
**March 17<sup>th</sup> – April 18<sup>th</sup> 2008**  
**Brandon Hill**

Services at the Brandon Hill CUMI Day Centre for the period facilitated 414 client-visits averaging 18 daily, meals served, breakfast and lunches ( 377 +362) = 739

The ratio of male to female = 10 to 8. 1 New Intake from the community, no readmission, and no referral from CUMI to CRH emergency.

\*\*\***The REHABILITATION Activities objectives** are designed to **re-motivate** and stimulate skills which will empower the individual coping abilities. **REGULAR ACTIVITY PROGRAMME: Daily Living Coping Skills** includes self- maintenance, understanding and the taking of medication, the importance of clinical follow-up's and appointments to maintain wellness. The **Craft** activities include clients producing "**thank you cards**" by making paper from recycled, old newspaper and other types. These "thank you" cards are distributed to our supporters and visitors. Other craft activity include using materials such as **wool** and **thread** for crocheting and embroidery, **wood** – carving items in wood craft and water painting. The daily activities also include the playing of domino and various types of **games** designed to enhance social interactive skills, brain stimulation, dexterity and encouraging group interaction. This helps to develop good relationship and communication skills. The **Gardening** activities allow the client's to express their knowledge in agriculture and the care of flowering plants. The individual designed activities requires client's to use the **computer** and \*\*\*the "*Pacman game*" for brain stimulation and other games to familiarize clients to the use of the computer.

In the interest of encouraging **volunteerism** female clients visits the Blossom Garden Child Care Facility Monday – Friday two hours each day volunteering their service by assisting with chores. All clients are involved in the daily maintenance chores in the CUMI day centre, gardening, cleaning and kitchen duties. All clients are also participants in physical education and beach trips. Clients also take responsibility and are actively involved in applying for necessary documentations and completing applications [i.e. jobs].

\*\*\* 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.

**CLIENTS:**

\*\*\***Day Centre Clients in employment:** (full/part-time): Luke and Winston. **Work project** clients: David, George and Luke. Remaining clients are involved in daily activities, chores and gardening. Some have been able to obtain periodical days work or short contract work.

- **Jennifer B** – new client referred from CRH/ Psy. Clinic - She has settled and improved her mental status in response to her treatment and rehabilitation and is now an additional participant in the volunteering activities at Blossom Garden Child Care Facility [March 4<sup>th</sup> completed application for poor relief benefits].

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

\*\*\***Clients and staff** worship devotions starting off each day with songs and praises. Visiting groups [local and international] participate periodically.

\*\*\***All clients:** most clients have applied for the **National Health fund card**; however 5 are in the process of [*getting passport photos and signed by J.P.*] applying for temporary TRN so as to obtain the NHF card. Others are using the poor relief card for exemption of cost for medication from the hospital pharmacy.

\*\*\***Clients collecting Poor Relief/PATH payments** – cheques are collected from the post office every other month.

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

\*\*\***Birth Certificates, NIS (National Insurance Scheme), TRN (Tax Registration Number), National ID & NHF (National Health Fund) cards:** all clients are encouraged to apply and obtain all these documents as it is necessary for them to have when completing government applications.

\*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.

**Clients referred to Type 5 Health Centre/CRH = medical and dressing clinic (primary health) = 1  
Catherine Hall Clinic for Medical/Dental Care & CRH physiotherapy =1**

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** – none??, Western Regional Social Worker – R. Parkins [medical social worker], Psychologist - Mrs. Gordon, Occupational Therapist -Miss Roof

\*\*\***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 – 31 clients nightly, 8 of which have contact with CUMI [*Mr. Dehaney stated that the night shelter maximum is over by one and there is no more space to accommodate new applicants*].
- *April 14<sup>th</sup> 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.*

\*\*\***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.

C/f\*\*\***Tuesday, March 20<sup>th</sup>** 2007, regional mental health steering committee meeting reported that proposal for a new ambulance/bus is in progress and advertising for a new mental health social worker.\*\*\*

C/f\*\*\*The regional mental health steering committee meeting reported that they are still in the process of identifying suitable premises for the drug rehab facility in partnership with "Patricia House".

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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

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

**Excel Security Services Ltd** – security/male staff Monday – Friday.

\*\*\***TECHNICAL AND TELECOMMUNICATIONS EQUIPMENT:** all are functioning and in service. In the month of November '07 ADSL service installed to both computers.

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.

\*\*\*The webmaster is in the process of re-designing and updating CUMI's website.

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

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

\*\*\***Regular Cash Monthly donors:** HART Group of Co. (SAFFACK & Cargo Handlers), SANDAL Mobay, Mr. Townsend (Caribic Vacation), Mr. Whitfield (Half Moon), JMJB (Jamaica Money Market Brokers), Mr. & Mrs. Shirley (TOTAL Service Station), Mr. & Mrs. Graham (Ventura Photo – Market St), and Mr. Chambers [monthly cheques Mar.'08 – Aug.'08].

\*\*\***Sporadic Pledges:** Mr. R. Golaub, St. John's Methodist, Supersaver [V. Wong], Mrs. J. Fray, Rosemary & Lytton, Claire – Toby's Inn Yoga class, Mr. Jennings [MBJ], Mr. & Mrs. Allen as well as Doctor's Cave Bathing Club.

\*\*\***GIFTS-IN-KIND:** Jimmy's and Regal Bakeries, Supersaver Ltd, Hall's Investment (provides cooking gas) and KPMG auditing/company secretarial services. 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, Mr. Watkin as well as other individuals.

\*\*\***LUNCHEES:** Burchell Baptist, Faith Temple Church (with support from Sandals Mobay and Half-Moon).

\*\*\*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.

\*\*\***STAFF:** The annual pay increases for 2008 are effective June and November.

*Outstanding leave for 2006 - 2007 must be taken before the end of the year.*

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

Simone continues to do the accounting records.

**Statutory deductions (tax bills):** Current - last payment made for March '08, [Simone prepared and submitted annual tax returns for 2007].

**KPMG** - CUMI is in receipt of the audit report for July 31<sup>st</sup>, 2002. Preparation for 2003–2004 auditing is in progress c/o Simone, Arden & Ornella; [outstanding audit reports 2003 – 2007, letter addressed to the tax commissioner for extension to prepare financial statements]. Still in process c/o CUMI administrator implementing KPMG management procedures good practices suggestions.

- *2003 auditing report is in for office management review. KPMG has informed CUMI of information from the 2008 – 2009 budget tax advisory bulletin.*

\*\*\*Kingston office re: Company Office of Jamaica re-filing documents for 2007-2008 completed and returned with manager's cheque as requested.

**Children Report:** Mrs. A. Newnham, children's programme coordinator is still working with Dr. Bell in completing the assessments, evaluation and home visit for the phase II programme with Cornaldi Primary School. Good response from the children and parents visit to the "Outameni Experience" trip March 26<sup>th</sup>. Mrs. Newnham completed all checks and research in identifying new schooling for Chantol at the Builder's Learning Centre; the facility will also offer extra classes to some of the other children.

Dr. Bernard has been contacted and CUMI as requested his services as a resource person.

Mrs. Newnham is to liaison with Mrs. Paris re: Kimberly's extra lesson and maybe evening classes for Hartlon.

Mrs. Stewart, speech pathologist is to report on Jordan and Christopher's progress.

Mrs. Williams is now a resource person assisting Sashana and Jordan with reading skills.

Dr. Bell has suggested a future plan for a workshop for the mothers to restructure parenting skills practices for teenage group children.

- New JMMB account for the children book fund grant.

#### **VOLUNTEERS: MCC April & Susan**

Correction – G. Wedderburn [and not K. Clayton] the volunteer who was expected from Canada to volunteer at CUMI this summer as informed CUMI that due to changes in her circumstances she will no longer be able to attend.

- *Kamilah has confirmed her summer placement at CUMI as from June for 8 weeks; all information forwarded to Dr. Bell and Mrs. Newnham as she will be working with the children's programme.*

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

✚ Jason Widmer – MCC volunteer

- Marcia - Wolverhampton, England
- Norma Taylor – Jamaica Tourist Board [Mobay] & 2 visitors from the cruise ship
- Sheila Morton – past MCC volunteer, North Carolina
- Gail Young – returning visitor, North Carolina

#### **EVENTS:**

- Pre -University Practical Nurses community experience – April 21<sup>st</sup> – May 29<sup>th</sup>, 2 groups of ten.

CUMI day trip for clients, staff & children – March 26<sup>th</sup>, **Outameni Experience** – Trelawny – great success!!

Thank you letter sent to JUTA for transportation to Outameni.

- Human Rights & Mental Health Legislation Seminar, Kingston – March 18<sup>th</sup> – 19<sup>th</sup>; Ron Good to report at board meeting.

#### **OTHERS**

- Letter dated March 25<sup>th</sup> from Prime Minister Bruce Golding in reference to March 16<sup>th</sup>, 2008 letter, stated that he's awaiting report from the ministry of health to ratify concerns re: mental health ambulance status.
- Letter dated March 17<sup>th</sup> from the C & W Jamaica Foundation [Mrs. A. Astwood] responding to CUMI's request to facilitate internet service for the children in foster care programme. The request is in for consideration.

\*\*Ministry of Health invited Mrs. Crooks to take up appointment on the Western Regional mental health review board, commencing September 1<sup>st</sup>, 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 2007 – December '08 [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.

**Regular Telephone: (876) 952 - 8737      Fax: 971 - 4943**  
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**CUMI's website -- [www.cumimobay.org](http://www.cumimobay.org)**  
**E-mail: [cumi@cwjamaica.com](mailto:cumi@cwjamaica.com)**

**ANNUAL PUBLIC MEETING:**

**ANNUAL GENERAL MEETING: AGM October 8<sup>th</sup>, 2007**

**NEXT MEETING date: May 19<sup>th</sup>, 2008 [CUMI Day Centre, Brandon Hill]**