

Administrator's Report: No. 7
CUMI ADMINISTRATOR'S REPORT

The Committee for the Upliftment of the Mentally Ill (CUMI)
June 16th – July 18th 2008
Brandon Hill

Services at the Brandon Hill CUMI Day Centre for the period facilitated 443 client-visits averaging 16 daily, meals served, breakfast and lunches (396 + 390) = 786

The ratio of male to female = 9 to 7. 2 new Intakes from the CRH psychiatric clinic, 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 require client's to use the **computer** and the "**Paeman 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].
Samples of the cassava plants were taken to RADA office for testing to find out if there is an infestation in the plants.

CLIENTS:

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.

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.

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

- ****New application for Jennifer B, applying for PATH/Poor Relief was submitted to Poor Relief office and is now a successful applicant.**

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 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.

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

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], Regional Psychologist - Sheryl Clarke, Psychologist/CRH Psy - 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 – 33 clients nightly, 8 of which have contact with CUMI [*Mr. Dehaney stated that the night shelter maximum is over by three and there is no more space to accommodate new applicants*].

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 20th, 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 Richmond Fellowship Jamaica [Patricia House].

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.

Mr. Walker on 2 weeks vacation leave July 14th – 28th.

- *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.

- The website has been re-designed and is now on display for viewers who wish to access the site.
- www.cumimobay.org

Theo Smit, Webmaster service contact 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.

- May 16th, 2008 First Global Bank held a special ceremony to celebrate and recognize women who have made significant achievement in Jamaica. These women of vision were honoured and Donna Duncan-Scott of Jamaica Money Market Brokers was one of the nominees. She selected CUMI as her charity and awarded her gift of donation to the Paul Eldemire Trust fund and the children's programme.
- July 7th First Global representative, Stephen Dear visited CUMI Day Centre to make a presentation on behalf of Donna Duncan-Scott [First Global nominee]. 2 cheques were presented (1) for the CUMI rehab trust fund value at \$37,500.00 and (2) for the children programme value at \$75,000.00; a total of \$112,500.00 was deposited to the trust fund account.

Regular Cash Monthly donors: HART Group of Co. (SAFFACK & Cargo Handlers), Mr. Townsend (Caribic Vacation), Mr. Whitfield (Half Moon), JMMB (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. & Mrs. Allen, Mr. P. Williams [Kingston], J. Fraser. **Doctor's Cave Bathing Club contribution total of \$1,000,000.00 was added to the trust fund account followed by a thank you letter with attached receipts.**

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, Food for the Poor [Montego Bay] J. Insang for Caribbean Producers, Dr. Fray [Pediatrician] as well as other individuals.

LUNCHESES: 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. **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 also there is a reduction in the monthly rental fees for the fax service.**

In the month of July, CUMI's first chairman, Mayor Gilchrist passed; Nurse Crooks and Dr. Bell visited the family home and attended the funeral July 12.

- ***STAFF:** for the month of June 2008, 4 team members will receive ten percent pay increase and for those applicable will receive 2008 vacation leave [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.

Vacation leave reminder: Staff requesting annual leave is reminded to give at least 2 weeks prior notice. Danette one week vacation leave July 14th – 18th.

Simone continues to do the accounting records.

One of the JMMB Income Builder trust fund account matured in June. The amount was rolled over with an addition of one million dollars [Doctor's Cave contribution to the trust fund]

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

- **KPMG** – CUMI has received a [email] draft print of audit report for July 31st, 2003 for discussion purposes. [The outstanding audit reports are 2004 – 2007; a letter is addressed to the tax commissioner for extension to prepare financial statements up to 2007].
- **July 7th information from Jamaica Money Market Broker's re: purchasing of shares by the late Elizabeth Hall and transferred to CUMI's account was forwarded to Jamaica Stock Exchange on request of KPMG auditing process.**

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

CUMI's RBTT Bank cheques starting June, it was brought to our attention that the cheque numbers were duplicated and a stop order was placed on that batch of cheques. New cheque leaves issued with new numbers [cheques with numbers 5016601 to 5016696 already written and in use will be honoured by the bank if process through another bank].

Children Report: the children in the phase I and II programme are now on summer vacation. A selective number will be involved in summer educational programme and workshops. In the month of July a letter was written to Mrs. Parchment with some serious concerns.

St. James College had its graduation ceremony, Shavoy, Job and Monique received prizes for various performances. Albion Primary and Junior High School graduation ceremony and Sashana attended.

VOLUNTEERS: April & Susan [have completed their time and was sent off with a wonderful farewell]

- Kamilah, social work student – Canada [completed her sessions at Corinaldi Phase II School programme]
- JPS summer volunteers Tamoy and Rhonda
- Charisse Dalley – Mt. Alvernia High School summer volunteer

After years of serving the Jamaican communities, the Mennonite Central Committee [MCC] will be closing its office in Kingston come August 2008. It was noted in our last minutes, a special thanks to MCC especially to Ron for his service, loyalty and faithfulness in the way that he has supported the CUMI programme, journeyed from Kingston every single month to be present for board meetings and doing whatever is needed to make sure that CUMI is well supported with the SALTER's volunteering programme and the Global Family Programme giving us the opportunity to form such a rich relationship in serving. MCC has supported CUMI since 1993 [August 22nd a special farewell for Ron and Gussie will be organized].

VISITORS & STUDENT ORIENTATION:

- ✚ UWI social work students – 4 groups
- ✚ Next Generation Mission Church group – USA

The board of supervision officers visited CUMI [care of a noted performance interview]

EVENTS:

- [Still awaiting outstanding proceeds from St. James College fundraising event]

OTHERS

- *Letter dated March 25th from Prime Minister Bruce Golding in reference to March 16th, 2008 letter, stated that he's awaiting report from the ministry of health to ratify concerns re: mental health ambulance status.*

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 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.

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

ANNUAL PUBLIC MEETING:

ANNUAL GENERAL MEETING: AGM October 8th, 2007

The board will be on leave for the month of August

NEXT MEETING date: September 15th, 2008 [CUMI Day Centre, Brandon Hill]