

**MEMORANDUM**

**TO:** All Presidents with members in the Ministry of Children and Youth Services  
All Stewards in the Ministry of Children and Youth Services

**FROM:** Ruth Hamilton, A/Supervisor

**DATE:** November 18, 2010

**SUBJECT:** **Ministry of Children and Youth Services ERC  
Minutes Training & Development – September 28, 2010**

---

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Please use the MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.).

**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



---

Warren (Smokey) Thomas  
President



---

A/Ruth Hamilton  
OPS Supervisor

/pb

att.

cc: MERC Chairs  
Ministry ERC

MINISTRY OF CHILDREN AND YOUTH SERVICES  
 YOUTH JUSTICE SERVICES, CENTRAL REGION  
 MERC - TRAINING AND DEVELOPMENT MEETING

September 28<sup>th</sup>, 2010  
 Sprucedale Youth Center  
 660 Ireland Road, Norfolk, ON

For OPSEU:

Glenna Caldwell (Co-chair)  
 Tony Cunningham  
 Waltraud Knott  
 Jack Hopkins

For Management:


Shawn Watson (Co-chair) \*  
 Tamara Stone  
 Pauline Barr  
 Pat Morrison


Minute Transcriber: Eddy Coretti

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
<u>Standing Items:</u>			
<u>Business arising:</u>			
LERC/RERC Training Completed	CERC can provide LERC/RERC training depending on needs.	Remove from agenda.	
<u>Bring Forward:</u>			
Crisis Intervention Training/Mental Health	Management had provided update that no movement on this item has occurred.	Once forum has been established T & D rep. will be advised.	To be determined. Management to follow up.
Adult Security Threat Prevention	Management had provided an update based on liaison with OCSC.	OCSC will advise when next course offering occurs and is committed to providing attendance for one T & D rep.	Ongoing.
Multi Faith/Cultural Training	T & D Committee recommending that this item be returned to the local Facility LERC for the LERCs to	Management to report on the progress. Union to speak to LERC co-chairs on this	Next meeting.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
Orientation Package for Facilities	be determined training priorities. Deferred to next meeting.	item. Presentation will be provided by Jim Swain.	Next meeting.
Employee Survey Plans (Ministry)	The rollup to the responses of the survey was presented by Management.	Review the findings of the survey at the next meeting.	Next meeting.
Gang Working Group	Deferred next meeting.	N/A	Next meeting.
Effective Report Writing for YSOs	The Employer has indicated that a Youth Service Officer that feels that they need a refresher on report writing to be part as their PDP if a need is identified.	As local needs are identified they can be addressed.	
POAO	The Ministry is sponsoring 50 spots to attend the POAO Conference with hotel and registration fees covered. Time off will be provided to POAO sponsored staff.	The Union appreciates the Ministries position.	Remove from agenda.
Youth Justice Network Conference	Remove from agenda.		Remove from Agenda
<u>New Business:</u>			
Training Survey -- Management	Carol Watson to attend next meeting and provide an update on the OPS Survey.	N/A	Next meeting
Probation Revitalization Training Working Group -- Management	Update provided to the Committee.	Report next meeting.	Next meeting.
Upcoming Training	Motivational Interviewing and Relationship Custody, Strength Based Strategies for YJ Professionals are being rolled out over the next 6 months.	Committee to encourage participation.	Management to share the flyers to Committee members.
Terms of Reference	The Union presented the CERC Terms of Reference	Union will submit an amended Terms of	Next meeting.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
- CERC sign off- OPSEU	for their T & D Committee. To be used as an example. To be reviewed by Management.	Reference specific to this group. To be reviewed by Management and finalized at the next meeting.	
Next Meeting:	November 30, 2010. OPSEU Office, 31 Wellesley Street E, Boardroom D.		

  
 Glenna Caldwell  
 For the Union

  
 Shawn Watson  
 For the Employer

Sept. 28/10  
 Date Minutes signed off by Co-Chairs