

**Regular Meeting of the
Probate Court Budget Committee
Minutes**

**Wednesday, June 8, 2022
5:00 p.m.**

**Office of the Probate Court Administrator
186 Newington Road
West Hartford, CT 06110**

The meeting was called to order by Judge Streit-Kefalas at 5:00 p.m. The meeting was conducted in-person.

Present

Judge Beverly Streit-Kefalas, Probate Court Administrator and Chair, Judge Fred Anthony, and Judge Philip Wright, Jr. Also present: Lisa Hansen, Director of Financial Services, Cathie Topper, Manager of Human Resources & Senior Financial Analyst, and Jim Polites, Manager of Communications & Intergovernmental Relations.

Public Comment

Judge Streit-Kefalas inquired for public comment. No public comment was offered.

Remarks by the Chair

Judge Streit-Kefalas recognized the continued hard work of court staff and how proud she is of the Probate Court system which, despite various pressures and challenges, consistently rises to the occasion.

Compensation Plan Adjustments

Judge Streit-Kefalas asked for a motion to approve a 3.0% merit increase for court staff, subject to applicable formula considerations and to be reflected in July 14, 2022 paychecks. A motion was made by Judge Wight to approve the merit pay increase as presented. Judge Anthony seconded the motion. Judge Streit-Kefalas explained that the two components of the recommended 3.0% were as follows: 2.5% based on performance measures and the remainder, 0.5% of the allocation, left to the discretion of each judge. After discussion, Judge Streit-Kefalas called for a vote. The motion carried unanimously, no abstentions.

Judge Streit-Kefalas asked for a motion to approve a one-time maximum \$3,500 bonus pro-rated based on regularly scheduled hours for all court staff, excluding temporary employees and rehired retirees. A motion was made by Judge Anthony to approve the one-time maximum bonus as presented. Judge Wright seconded the motion. After discussion, Judge Streit-Kefalas called for a vote. The motion carried unanimously, no abstentions.

Staffing Level Adjustments

Judge Streit-Kefalas asked for a motion to approve a benchmark staffing adjustment requested by Judge Hamzy for the Region #19 Probate Court, to include the hiring of an

assistant clerk instead of a court assistant position. A motion was made by Judge Wright to approve the adjustment as presented. Judge Anthony seconded the motion. Judge Streit-Kefalas commented the proposed adjustment would address a current court vacancy, better utilize staff and provide cross-training efficiencies.

Judge Streit-Kefalas called for a vote. The motion carried unanimously, no abstentions.

Other Business

None

Adjournment

With no further business before the committee, Judge Streit-Kefalas requested a motion to adjourn. The motion was moved by Judge Anthony and seconded by Judge Wright. The motion carried unanimously, no abstentions.

The meeting adjourned at 5:11 p.m.