

Regular Meeting of the
Probate Court Budget Committee
Minutes

Wednesday, June 16, 2021
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 5:02 p.m. The meeting was conducted in-person and by telephone conference.

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.

Public Comment and Correspondence

The Chair inquired for public comment by roll call to each Probate Court. There was correspondence from Judge DeGennaro to Judges Anthony and Wright.

Remarks by the Chair

Judge Streit-Kefalas remarked that during its regular session, the legislature passed the State of Connecticut Biennium Budget for FY22 and FY23 which included approval of the Probate Court request for General Fund appropriation. Judge Streit-Kefalas thanked judges and court staff for their impactful communication with legislators in support of our system and the appropriation request. Given the stabilization of the Probate Court fund after the precipitous drop in revenue due to the public health emergency, trending market improvements and approval of the state budget, Judge Streit-Kefalas recommended that the Budget Committee approve the proposed merit pay increase.

**Merit Pay
June 16, 2021**

Implementation planned for the July 15, 2021 pay date

- Merit pay applicable to active employees as of June 26, 2021
- Pay date July 15, 2021
- Pay period Saturday, June 26 to Friday, July 9, 2021

FY22 budget assumption is 3.0%

- Each court allocated a merit pool based on compensation of eligible employees (excludes temps, retirees, over max)

Formula considerations

- 2.5% allocated based on overall rating from performance evaluation
- 0.5% allocated at discretion of the judge
- No increase for scores of 1 to 1.99 (unacceptable or needs improvement)
- Scores of 2.00 to 2.99 will receive a pro-rated increase up to 1.99%
- Minimum 2% for a score of 3 (meets expectations)
- Maximum 6%

Consideration of merit pay for court staff at max

- Based upon performance evaluation
- Amount capped at 2%
- One-time lump sum payment in July 15, 2021 payroll
- Merit pay is not added to base pay for purposes of calculating COLAs and future merit increases

A motion was made by Judge Anthony to approve the merit pay increase as presented. Judge Wright seconded the motion.

After a call for discussion on the motion, Judge Anthony complimented the efforts made during this budget cycle and the foresight to include staff compensation adjustments when the FY22 budget was initially proposed.

Judge Wright echoed Judge Anthony's remarks and is pleased to recognize the dedication of court staff with increased compensation.

Judge Streit-Kefalas thanked the court staff for their dedication and commitment and is pleased that financial circumstances support the merit pay increase.

Judge Streit-Kefalas called for a vote and the motion carried unanimously.

Staffing Level Adjustment

Judge Streit-Kefalas recommended proposed adjustments to staffing for the Ellington Probate Court to reallocate benchmark staffing of .5 FTE from assistant clerk to clerk.

Judge Anthony moved to approve the request as presented. Judge Wright seconded the motion. After discussion on the motion, Judge Streit-Kefalas called for a vote and all voted in favor of the motion.

Other Business / New Business

None

Adjournment

The meeting was adjourned at 5:17 p.m.