

# **Probate Court Budget Committee**

Meeting Minutes  
Wednesday, December 4, 2019  
4:00 p.m.

Library at the Office of the Probate Court Administrator  
186 Newington Road, West Hartford, CT

The meeting convened at 4:02 p.m.

In attendance: Judge Beverly Streit-Kefalas, Probate Court Administrator and Chair, Judge Joseph Marino and Judge Fred Anthony

## **Public Comment and Correspondence**

The public comment period was deferred until after the presentation on compensation plan adjustments. The following individuals addressed the committee:

Nancy Howard, co-President of the Connecticut Association of Probate Clerks and Chief Clerk, Housatonic Probate.

Wendy Murphy, Naugatuck Probate Court.

## **Remarks by the Chair**

Judge Streit-Kefalas commented on the positive outcomes of the past legislative session and the expectations for the upcoming legislative session which begins in February and ends in early May.

## **Compensation Plan Adjustments**

Finance Director, Andrea King, PCA presented a brief overview of the implementation of the compensation adjustments approved in June 2019 by the budget committee. The overview included both the Phase II of the compensation study adjustments and the 2019 merit pay increases.

Judge Streit-Kefalas remarked that although the funding for compensation adjustments was included in the state budget, such adjustments also require review and approval by the Budget Committee for implementation. Judge Streit-Kefalas proposed the approval of a 3% cost of living increase for court staff for the pay period beginning December 30, 2019 and ending January 10, 2020 with a payroll date of January 16, 2020.

Judge Anthony made a motion to approve the 3% cost of living increases for court staff as proposed. Judge Marino seconded the motion. Judge Streit-Kefalas called for a vote and

the motion passed unanimously.

### **Policy re: Progression from Assistant Clerk to Clerk**

Judge Streit-Kefalas recommended approval of a new policy regarding the progression of Assistant Clerk to Clerk as provided in the meeting materials.

Judge Marino inquired as to the proposed process for implementation of the progression. Finance Director, Andrea King, PCA reported that the Office of the Probate Court Administrator will prepare and send a list of eligible employees to each Probate Court judge by January 31, 2020. Thereafter, judges will submit their approved staff progressions to PCA by the end of February 2020. Approved eligible staff would progress to the clerk position with new job classifications and compensation adjustments for implementation with the pay period beginning in March 2020. After this initial progression, the PCA Finance Department will thereafter continue to notify judges as Assistant Clerks become eligible for such progression.

Judge Marino made a motion to approve the adjustments as presented. Judge Anthony seconded the motion. Judge Streit-Kefalas called for a vote and the motion passed unanimously.

### **Guidelines for Fiscal Year 2020-2021 Office Budgets**

The committee discussed the office budget criteria for fiscal year 2020-2021. Judge Streit-Kefalas explained that the guidelines are unchanged from the current fiscal year (see meeting materials).

Judge Anthony made a motion to approve the office budget criteria as presented. Judge Marino seconded the motion. Judge Streit-Kefalas called for a vote and the motion passed.

### **Other Business / New Business**

None

### **Set 2020 Meeting Schedule**

The committee established the schedule of regular meetings for 2020 to be held at the Office of the Probate Court Administrator at 4:00 p.m. as follows:

March 4, 2020  
June 3, 2020  
December 9, 2020

### **Adjournment**

The meeting adjourned at 4:40 p.m.