

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

**Wednesday, December 14, 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 Probate Court Administrator Beverly K. Streit-Kefalas at 5:04 p.m. The meeting was conducted in person.

Present

Beverly K. Streit-Kefalas, Probate Court Administrator and Chair, Judge Fred J. Anthony, and Judge Philip A. Wright, Jr. Also present: Lisa Hansen, Director of Financial Services, and Jim Polites, Manager of Communications and Intergovernmental Relations.

Public Comment and Correspondence

There was no public comment. There was correspondence from Judge Daly (PD10) and Judge Fox (PD53).

Remarks by the Chair

Chair Streit-Kefalas remarked that the December meeting is historically an opportunity for the committee to review current fiscal conditions for compensation adjustments in recognition of the hard work of the court staff. She reported that this fiscal year's probate fee revenue continues to be strong and meeting budgeted levels. Together with the legislative support affirming the system's General Fund appropriation, particularly following challenges brought on by the pandemic, she is pleased to bring forward compensation plan adjustments for the committee's consideration.

Compensation Plan Adjustment

Chair Streit-Kefalas turned over the meeting to Lisa Hansen, Director of Financial Services, who reported on the June 2022 and the July 2022 compensation adjustments for eligible employees. Chair Streit-Kefalas proposed a 3.0% cost of living adjustment (COLA) effective for the pay period commencing December 25, 2022 to be included in the January 12, 2023 paycheck. Judge Anthony moved to approve the proposed COLA which motion Judge Wright seconded.

After a call for discussion, Chair Streit-Kefalas, Judge Wright, and Judge Anthony thanked court staff and expressed their appreciation as committee members to be able to financially recognize the work of the staff. After a call for a vote, the motion carried unanimously.

Policy Updates

Chair Streit-Kefalas shared with the committee for informational purposes an update to PCA Policy 114, *Unpaid Leave*, which will now include a form for court staff to request leave under the policy.

Chair Streit-Kefalas asked for a motion to approve an update to PCA Policy 106, *Holidays*, to add a thirteenth paid holiday to incorporate the recognition of Juneteenth, which was adopted as a state holiday this year by the state legislature. A motion was made by Judge Wright and seconded by Judge Anthony to approve thirteen paid holidays. After a call for discussion, Chair Streit-Kefalas called for a vote. The motion carried unanimously.

Chair Streit-Kefalas then asked for a motion to approve an update to PCA Policy 903, *COVID-19 Leave*, to align this extraordinary paid leave benefit with current CDC guidance. A motion was made by Judge Wright and seconded by Judge Anthony. After a call for discussion, Chair Streit-Kefalas called for a vote. The motion carried unanimously.

Guidelines for Fiscal Year 2024 Office Budgets

Chair Streit-Kefalas offered the following guidelines on Office Budget Expense for FY24 for each court:

- Education / Seminars / Meetings \$600 per district
\$600 per Regional Children’s Probate Court + \$200 per family specialist
- Dues Other = \$25 per person
- Subscriptions Court proposal, subject to \$1,500 max.
- Other Expenses \$500 per district

Chair Streit-Kefalas asked for a motion to approve the office budget guidelines as presented. A motion was made by Judge Anthony and seconded by Judge Wright. Chair Streit-Kefalas called for a vote. The motion carried unanimously.

Staffing Level Adjustment

Chair Streit-Kefalas then addressed the correspondence submitted by Judges Daly and Fox for proposed staffing level adjustments. Chair Streit-Kefalas explained both requests and remarked that she recommended support.

Judge Daly (PD10) requested an increase to the court’s benchmark from 3.6 FTE to 3.9 FTE.

Chair Streit-Kefalas asked for a motion to approve the staffing level adjustment as presented. A motion was made by Judge Wright and seconded by Judge Anthony. After a call for discussion, Chair Streit-Kefalas called for a vote. The motion carried unanimously.

Judge Fox (PD53) requested a change in the position of Court Assistant to Assistant Clerk, and to expand an Assistant Clerk position from 30 to 35 hours for prospective

future hires. A motion was made by Judge Anthony and seconded by Judge Wright. After a call for discussion, Chair Streit-Kefalas called for a vote. The motion carried unanimously.

Other Business

Chair Streit-Kefalas asked if there was any other business to come before the committee. Judge Anthony commented that he has been very proud of the Budget Committee's recent work, especially being able to recognize court staff efforts during challenging times. As this was Judge Wright's last Budget Committee meeting before retirement, Chair Streit-Kefalas and Judge Anthony recognized Judge Wright for all of his contributions to the Probate Court system. Chair Streit-Kefalas added that Judge Michael Brandt (PD36) has been appointed to fulfill the remainder of Judge Wright's Budget Committee term.

Set 2023 Meeting Schedule

The Committee set the meeting schedule for the 2023 calendar year as follows: March 7, 2023; June 14, 2023; and December 6, 2023.

Adjournment

Chair Streit-Kefalas requested a motion to adjourn. The motion was moved by Judge Wright and seconded by Judge Anthony. The motion carried unanimously.

The meeting adjourned at 5:27 p.m.