

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

**Wednesday, December 6, 2023
5 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 and Chair Beverly K. Streit-Kefalas at 5:08 p.m.

Members Present

Probate Court Administrator and Chair Beverly K. Streit-Kefalas, Judge Fred J. Anthony, and Judge Michael R. Brandt.

Public Comment and Correspondence

There was no public comment. There was correspondence from Judge Foye Smith (PD01), Judge Evelyn Daly (PD10) and Judge John McGrath (PD28).

Remarks by the Chair

Chair Streit-Kefalas remarked the December Budget Committee meeting agenda is to review budgeted compensation adjustments for court staff effective 01/01/2024. She reported that this fiscal year's probate fee revenue is slightly above budget, but is not quite as strong as recent prior years. Chair Streit-Kefalas reminded the committee of the reduction in the General Fund appropriation to \$81,024 for FY24; however, the revenue sweep was suspended for FY23 to help with the increased expense in health insurance premiums, compensation adjustments, and other funding changes.

Compensation Plan Adjustment

Chair Streit-Kefalas turned over the meeting to Lisa Hansen, PCA Director of Financial Services, who reported on the July 2023 compensation adjustments for eligible employees. Chair Streit-Kefalas proposed a 3.0% cost of living adjustment (COLA) effective for the pay period commencing December 23, 2023 to be included in the January 11, 2024 paycheck. Judge Anthony moved to approve the proposed COLA which motion Judge Brandt seconded. After discussion, there was a call for a vote and the motion carried unanimously.

Chair Streit-Kefalas also proposed a one-time compensation compression adjustment of 3.5% to adjust hourly rates in response to the state of Connecticut minimum wage changes. The one-time adjustment would be effective for the same pay period and paycheck as the COLA. Judge Brandt moved to approve the one-time compression adjustment, which Judge Anthony seconded. After a call for discussion, Chair Streit-Kefalas called for a vote. The motion carried unanimously.

Guidelines for Fiscal Year 2025 Office Expense Budget

Chair Streit-Kefalas submitted the following budget assumptions for the Office Budget Expenses for FY25:

