

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

**Wednesday, March 6, 2024  
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 5:04 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 correspondence.

Farmington Regional Probate Judge Evelyn Daly (PD10) shared information on her request to increase benchmark staffing level from 3.9 FTE to 4.5 FTE due to the town of Plainville joining the district in 2019 and increases in weighted workload.

**Remarks by the Chair and Adoption of FY25 Office Budgets**

Chair Streit-Kefalas remarked that the primary focus of each March Budget Committee meeting is to adopt the next fiscal year operation budgets for each court. She presented the proposed FY25 budgets with a correction to the name of PD14 – Region #14 and adjustment to office budget for PD50 Westport. Judge Brandt moved to approve the Probate Court budgets as presented and Judge Anthony seconded. After discussion and a call for a vote, the motion carried unanimously.

**Compensation Plan Adjustment**

Chair Streit-Kefalas turned over the meeting to Lisa Hansen, PCA Director of Financial Services, who reported that in January 2024, 284 eligible employees received the cost-of-living adjustment (COLA) and the one-time compression adjustment previously approved by the committee.

**Staffing Level Adjustments**

Chair Streit-Kefalas reported on the request by Judge Charles Norris, Norwich Probate Court (PD29) to reclassify approved benchmark level for the court assistant position to an assistant clerk position or to increase the hours for the court assistant position. Judge Brandt moved to approve reclassifying the court assistant position to assistant clerk at .5 FTE. Judge Anthony seconded the motion and following discussion and vote, the motion carried.

Chair Streit-Kefalas reported on the proposed benchmark staffing changes for the Hartford Regional Children's Probate Court which proposal is due to the withdrawal of the Hartford Probate Court from the children's court. She also shared that the vacant positions in the approved benchmark would not need to be filled until future re-centralization of the court. Brandt moved to approve the following changes: Chief Clerk III to Chief Clerk II at 1.0 FTE; eliminate the Deputy Chief Clerk position; and reduce

Assistant Clerks from 2.5 FTE to 1.0 FTE; total benchmark staffing reduced from 10.5 to 7.0 FTE. Judge Anthony seconded the motion. After discussion and vote, the motion carried unanimously.

There was discussion of Judge Daly's request for increased staff. It was noted that the Budget Committee already increased staffing for the court in June 2019 due to the addition of the town of Plainville to the district. After discussion, the request was not acted on by the committee.

**Other Business**

None.

**Adjournment**

With no further business before the committee, Judge Brandt moved to adjourn, which motion Judge Anthony seconded. After vote, the meeting adjourned at 5:46 p.m.

Respectfully submitted,  
Cindy Wolfe Boynton  
Manager of Communications and Intergovernmental Relations