



PAUL J. KNIERIM
Probate Court Administrator

THOMAS E. GAFFEY
Chief Counsel

HELEN B. BENNET
Attorney

HEATHER L. DOSTALER
Attorney

STATE OF CONNECTICUT

OFFICE OF THE
PROBATE COURT ADMINISTRATOR

186 NEWINGTON ROAD
WEST HARTFORD, CT 06110

TEL (860) 231-2442
FAX (860) 231-1055

Probate Court Budget Committee

Meeting Agenda
Wednesday, March 28, 2018
5:00 p.m.

- I. Convene Meeting
- II. Public Comment and Correspondence
- III. Remarks by the Chair
- IV. Adopt Fiscal Year 2018-2019 Office Budgets
- V. Staffing Level Adjustment for Fairfield County Family Specialists
- VI. Request of Hartford Probate Court to add security guard staff position
- VII. Request of New London Probate Court for title change and compensation adjustment
- VIII. Other Business
- IX. Schedule Next Meeting
- X. Adjournment

**Office Expense Budget
 FY 2019 Budget Proposal
 July 1, 2018 - June 30, 2019**

Budget Committee Meeting - March 28, 2018

District Nos.: 1 through 54

No. of Employees (Judge and Court Staff) 330 **

Description	FY 2018 Budget	FY 2019 Proposed	Budget Committee Assumptions
Educ/Seminars/Mtgs	32,800	32,800	\$600 per district
Dues	8,300	8,250	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	53,165	57,000	Court proposal, subject to \$1,500 maximum
Other Expenses	53,340	55,120	\$500 per district
TOTAL EXPENSES	147,605	153,170	

** Represents number of individuals (not FTE)

**Office Expense Budget
 FY 2019 Budget Proposal
 July 1, 2018 - June 30, 2019
 RCPC:**

Budget Committee Meeting - March 28, 2018

ALL RCPCs

District No.:

55-60

No. of Employees (AJ and Court Staff)

47

**

Description	FY 2018 Budget	FY 2019 Proposed	Budget Committee Assumptions
Rent and Taxes	245,868	246,968	Court proposal
Utilities	21,820	23,320	Court proposal
Office Supplies	37,500	36,500	Court proposal
Office Cleaning		29,470	Court proposal
Leased Office Equipment	22,900	22,900	Court proposal
Postage Equip/Fees(incl leased equip)	43,200	41,200	Court proposal
Legal Notices and Ads	27,300	26,700	Court proposal
Liability Insurance	8,500	8,650	Court proposal
Education/Seminars/Meetings	6,600	6,400	\$600 per RCPC, plus \$200 per PCO
Dues	1,225	1,175	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	3,125	3,325	Court proposal, subject to \$1,500 maximum
Other Expenses	4,000	4,000	\$500 per district
TOTAL EXPENSES	422,038	450,608	

** Represents number of individuals (not FTE)

Educ/Seminars/Mtg

Budget Committee Meeting - March 28, 2018

No.	District Name	FY19 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	600	600	-
2	West Hartford	600	600	-
3	Tobacco Valley	600	600	-
4	Greater Windsor	600	600	-
5	East Hartford	600	600	-
6	Glastonbury-Hebron	600	600	-
7	Newington	600	600	-
8	Berlin	600	600	-
9	Simsbury Regional	600	600	-
10	Farmington-Burlington	600	600	-
11	North Central Connecticut	600	600	-
12	Ellington	600	600	-
13	Greater Manchester	600	600	-
14	Region # 14	600	600	-
15	Middletown	600	600	-
16	Meriden	600	600	-
17	Wallingford	600	600	-
18	Cheshire-Southington	600	600	-
19	Region # 19	600	600	-
20	Waterbury	600	600	-
21	Naugatuck	600	600	-
22	Region # 22	600	600	-
23	Torrington Area	600	600	-
24	Litchfield Hills	600	600	-
25	Tolland-Mansfield	600	600	-
26	Northeast	600	600	-
27	Plainfield-Killingly Regional	600	600	-
28	Windham-Colchester	600	600	-
29	Norwich	600	600	-
30	Southeastern CT Regional	600	600	-
31	New London	600	600	-
32	Niantic Regional	600	600	-
33	Saybrook	600	600	-
34	Madison-Guilford	600	600	-
35	Branford-North Branford	1,000	600	400
36	East Haven-North Haven	600	600	-
37	Hamden-Bethany	600	600	-
38	New Haven	600	600	-
39	West Haven	600	600	-
40	Milford-Orange	600	600	-
41	Derby	600	600	-
42	Shelton	600	600	-
43	Danbury	600	600	-
44	Housatonic	600	600	-
45	Northern Fairfield County	600	600	-
46	Trumbull	600	600	-
47	Stratford	600	600	-
48	Bridgeport	600	600	-
49	Fairfield	600	600	-
50	Westport	600	600	-
51	Norwalk-Wilton	600	600	-
52	Darien-New Canaan	600	600	-
53	Stamford	600	600	-
54	Greenwich	600	600	-
SUBTOTAL		32,800	32,400	400
55	New Haven Regional Children's	1,200	1,200	-
56	Central CT Regional Children's	1,000	1,000	-
57	New London Regional Children's	1,000	1,000	-
58	Waterbury Regional Children's	1,000	1,000	-
59	Northeast Regional Children's	1,000	1,000	-
60	Hartford Regional Children's	1,200	1,200	-
SUBTOTAL		6,400	6,400	-
TOTAL		39,200	38,800	400

Dues

Budget Committee Meeting - March 28, 2018

No.	District Name	# of Court Staff	FY19 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	11	275	275	0
2	West Hartford	8	200	200	0
3	Tobacco Valley	5	125	125	0
4	Greater Windsor	5	125	125	0
5	East Hartford	5	125	125	0
6	Glastonbury-Hebron	4	100	100	0
7	Newington	8	200	200	0
8	Berlin	7	175	175	0
9	Simsbury Regional	7	175	175	0
10	Farmington-Burlington	5	125	125	0
11	North Central Connecticut	5	125	125	0
12	Ellington	5	125	125	0
13	Greater Manchester	7	175	175	0
14	Region # 14	4	100	100	0
15	Middletown	7	175	175	0
16	Meriden	3	75	75	0
17	Wallingford	5	125	125	0
18	Cheshire-Southington	6	150	150	0
19	Region # 19	9	225	225	0
20	Waterbury	10	250	250	0
21	Naugatuck	5	125	125	0
22	Region # 22	7	175	175	0
23	Torrington Area	6	150	150	0
24	Litchfield Hills	6	150	150	0
25	Tolland-Mansfield	4	100	100	0
26	Northeast	5	125	125	0
27	Plainfield-Killingly Regional	4	100	100	0
28	Windham-Colchester	5	125	125	0
29	Norwich	6	150	150	0
30	Southeastern CT Regional	6	150	150	0
31	New London	5	125	125	0
32	Niantic Regional	5	125	125	0
33	Saybrook	8	200	200	0
34	Madison-Guilford	5	125	125	0
35	Branford-North Branford	4	100	100	0
36	East Haven-North Haven	5	125	125	0
37	Hamden-Bethany	5	125	125	0
38	New Haven	14	350	350	0
39	West Haven	8	200	200	0
40	Milford-Orange	6	150	150	0
41	Derby	5	125	125	0
42	Shelton	4	100	100	0
43	Danbury	6	150	150	0
44	Housatonic	5	125	125	0
45	Northern Fairfield County	5	125	125	0
46	Trumbull	5	125	125	0
47	Stratford	5	125	125	0
48	Bridgeport	13	325	325	0
49	Fairfield	7	175	175	0
50	Westport	5	125	125	0
51	Norwalk-Wilton	8	200	200	0
52	Darien-New Canaan	4	100	100	0
53	Stamford	7	175	175	0
54	Greenwich	6	150	150	0
SUBTOTAL		330	8,250	8,250	-
55	New Haven Regional Children's	12	300	300	0
56	Central CT Regional Children's	5	125	125	0
57	New London Regional Children's	5	125	125	0
58	Waterbury Regional Children's	7	175	175	0
59	Northeast Regional Children's	7	175	175	0
60	Hartford Regional Children's	11	275	275	0
SUBTOTAL		47	1,175	1,175	-
TOTAL		377	9,425	9,425	-

Subscriptions

Budget Committee Meeting - March 28, 2018

No.	District Name	FY19 Budget
1	Hartford	1,500
2	West Hartford	-
3	Tobacco Valley	1,000
4	Greater Windsor	1,500
5	East Hartford	1,500
6	Glastonbury-Hebron	-
7	Newington	-
8	Berlin	1,200
9	Simsbury Regional	1,500
10	Farmington-Burlington	1,500
11	North Central Connecticut	500
12	Ellington	375
13	Greater Manchester	1,500
14	Region # 14	1,500
15	Middletown	1,500
16	Meriden	1,500
17	Wallingford	1,500
18	Cheshire-Southington	500
19	Region # 19	1,500
20	Waterbury	1,500
21	Naugatuck	1,500
22	Region # 22	1,500
23	Torrington Area	1,500
24	Litchfield Hills	900
25	Tolland-Mansfield	800
26	Northeast	1,000
27	Plainfield-Killingly Regional	800
28	Windham-Colchester	300
29	Norwich	1,000
30	Southeastern CT Regional	500
31	New London	-
32	Niantic Regional	225
33	Saybrook	1,000
34	Madison-Guilford	-
35	Branford-North Branford	1,500
36	East Haven-North Haven	500
37	Hamden-Bethany	600
38	New Haven	1,500
39	West Haven	600
40	Milford-Orange	1,500
41	Derby	1,500
42	Shelton	700
43	Danbury	1,500
44	Housatonic	1,500
45	Northern Fairfield County	1,500
46	Trumbull	800
47	Stratford	1,500
48	Bridgeport	1,000
49	Fairfield	1,000
50	Westport	1,500
51	Norwalk-Wilton	1,500
52	Darien-New Canaan	1,500
53	Stamford	1,200
54	Greenwich	1,500
SUBTOTAL		57,000
55	New Haven Regional Children's	1,500
56	Central CT Regional Children's	325
57	New London Regional Children's	-
58	Waterbury Regional Children's	1,000
59	Northeast Regional Children's	-
60	Hartford Regional Children's	500
SUBTOTAL		3,325
TOTAL		60,325

Other Expenses

Budget Committee Meeting - March 28, 2018

		FY19 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	500	500	0
2	West Hartford	500	500	0
3	Tobacco Valley	500	500	0
4	Greater Windsor	500	500	0
5	East Hartford	500	500	0
6	Glastonbury-Hebron	500	500	0
7	Newington	500	500	0
8	Berlin	500	500	0
9	Simsbury Regional	500	500	0
10	Farmington-Burlington	500	500	0
11	North Central Connecticut	500	500	0
12	Ellington	500	500	0
13	Greater Manchester	500	500	0
14	Region # 14	500	500	0
15	Middletown	500	500	0
16	Meriden	500	500	0
17	Wallingford	500	500	0
18	Cheshire-Southington	500	500	0
19	Region # 19	500	500	0
20	Waterbury	500	500	0
21	Naugatuck	500	500	0
22	Region # 22	500	500	0
23	Torrington Area	500	500	0
24	Litchfield Hills	500	500	0
25	Tolland-Mansfield	500	500	0
26	Northeast	500	500	0
27	Plainfield-Killingly Regional	500	500	0
28	Windham-Colchester	500	500	0
29	Norwich	500	500	0
30	Southeastern CT Regional	500	500	0
31	New London	3,700	500	3,200
32	Niantic Regional	500	500	0
33	Saybrook	500	500	0
34	Madison-Guilford	500	500	0
35	Branford-North Branford	500	500	0
36	East Haven-North Haven	500	500	0
37	Hamden-Bethany	500	500	0
38	New Haven	25,420	500	24,920
39	West Haven	500	500	0
40	Milford-Orange	500	500	0
41	Derby	500	500	0
42	Shelton	500	500	0
43	Danbury	500	500	0
44	Housatonic	500	500	0
45	Northern Fairfield County	500	500	0
46	Trumbull	500	500	0
47	Stratford	500	500	0
48	Bridgeport	500	500	0
49	Fairfield	500	500	0
50	Westport	500	500	0
51	Norwalk-Wilton	500	500	0
52	Darien-New Canaan	500	500	0
53	Stamford	500	500	0
54	Greenwich	500	500	0
SUBTOTAL		55,120	27,000	28,120
55	New Haven Regional Children's	500	500	0
56	Central CT Regional Children's	500	500	0
57	New London Regional Children's	500	500	0
58	Waterbury Regional Children's	500	500	0
59	Northeast Regional Children's	500	500	0
60	Hartford Regional Children's	1,500	500	1,000
SUBTOTAL		4,000	3,000	1,000
TOTAL		59,120	30,000	29,120

STAFFING PLAN

Probate District:

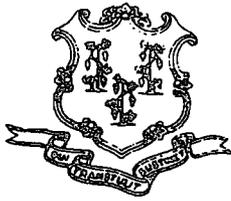
Bridgeport

District No.:

48

Positions	Current Benchmark	Proposed Benchmark
Chief Clerk III	0.9	0.9
Chief Clerk II		
Chief Clerk I		
Deputy Clerk	0.9	0.9
Clerk	2.7	2.7
Assistant Clerk	3.6	3.6
Court Assistant	1.8	1.8
Court Staff Attorney	0.9	0.9
Temporary Staff		
Lead Family Specialist		
Family Specialist		2.0
Security Officer		
TOTAL	10.8	12.8

Full Time Equivalents (FTE) = 40 Hour Work Week (2,080 Annual Hours)



COPY

RECEIVED
PROBATE COURT ADMIN

State of Connecticut

FEB -5 P 2:22

COURT OF PROBATE

NEW LONDON - WATERFORD DISTRICT

MATHEW H. GREENE
Judge

January 30, 2018

Budget Committee
Office of Probate Court Administrator
186 Newington Road
West Hartford, CT 06110-2320

Budget Committee:

I am requesting that Jaime Barr Shelburn be given the title clerk and the appropriate pay for the same. To substantiate my request, I offer the following:

I currently have 4 staff members; one chief clerk, two clerks and one assistant clerk. In the past, I have had one chief clerk and 3 clerks. When one of my clerks left almost two years ago, Jaime ultimately filled that position. She had previously been working at the Norwich Probate Court 3 days per week and New London Probate the other 2.

In hiring Jaime full time, we restructured the workload of the Court and reduced the number of work hours, thereby saving money. As has been my practice, all my staff have the same level of responsibilities and as such, have always had the same job title, except for chief clerk. To have Jaime be an assistant clerk is inconsistent with her workload.

It should be noted that the staff of the NL Probate Court is one of the most efficient in our system, with a WWL per staff of over 1,300. Additionally, utilizing the 1,050 WWL per staff member basis, our court would be allowed over 5 staff. We are also below the FTE staffing allotment for our Court. The fact that Jaime has been able to achieve the workload beyond what is professionally required, provides a benefit to our Court and the system as a whole. Jaime meets all criteria to be a clerk and as such, I strongly request that she be qualified as such. If the Budget Committee denies this request and she remains an assistant clerk, it is likely that I again will have to restructure the workload of the Court, which will reduce her responsibilities and require me to hire an additional part-time staff member, thereby increasing the cost to our system.

I trust that this Committee will recognize the logic and benefit to this request, which is similar to the discussion and approval of this Committee at your December 6, 2017 meeting. I thank you for your time and am happy to address any questions or concerns.

Very truly yours,

Mathew H. Greene, Judge



RECEIVED
State of Connecticut
PROBATE COURT ADMIN

COURT OF PROBATE
DISTRICT OF HARTFORD 02

FOYE A. SMITH
JUDGE

250 CONSTITUTION PLAZA
THIRD FLOOR
HARTFORD, CONNECTICUT 06103-2800
TELE (860) 757-9150
FAX (860) 724-1503

January 22, 2018

Hon. Paul J. Knierim, Administrator
Budget Committee Chair
Office of the Probate Court Administration
186 Newington Road
West Hartford, CT 06110

Dear Budget Committee:

Hartford Probate Court respectfully requests a staffing level adjustment to allow for the hiring of a part-time security guard.

Hartford Probate Court houses the Hartford Regional Children's Court. We share office space and court room space.

In recent years there has been an increase in volatile incidents involving the public. Some incidents have risen to physical violence. These incidents are usually occurring in the waiting area while parties are waiting for their matters to be heard or inside the court room during hearings.

During these incidents, staff members from both courts and attorneys conducting business at the court have been forced to intervene to deescalate the situation putting them at risk. We serve a highly diverse population with many needs. Almost on a daily basis the staff from either court can encounter someone under the influence seeking the court's assistance.

Having a security guard who is professionally trained that can handle, deescalate and intervene during these incidents is crucial at Hartford Probate Court.

Hartford Probate Court is making this request with the safety of the public we serve in mind as well as the safety of the employees of both courts.

I appreciate the budget committee's serious consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Foye A. Smith', written in a cursive style.

Hon. Foye A. Smith

Cc: Hon. Fred J. Anthony
Hon. Joseph D. Marino

Attachments (Letters dated January 22, 2018 re: recent incidents)



RECEIVED
PROBATE COURT ADMIN

State of Connecticut

COURT OF PROBATE
DISTRICT OF HARTFORD

2018 JAN 26 P 3:03

FOYE A. SMITH
JUDGE

250 CONSTITUTION PLAZA
THIRD FLOOR
HARTFORD, CONNECTICUT 06103-2800
TELE (860) 757-9150
FAX (860) 724-1503

January 22, 2018

Hon. Paul J. Knierim, Administrator
Office of the Probate Court Administration
186 Newington Road
West Hartford, CT 06110

Dear Judge Knierim:

The following is to inform you of one of many hostile incidents at Hartford Probate Court.

On January 16, 2018 during a court hearing regarding a guardianship of estate, Michael Jiles, co-guardian of person and interested party became hostile towards other parties at the hearing and Judge Foye A. Smith. He was asked to leave the hearing and the premises by Judge Smith. Two Hartford Probate Court staff members had to ensure that Mr. Jiles had complied with leaving the premises.

There was recently another incident with Mr. Jiles in which he followed Judge Smith to the elevator trying to make his argument even though he was being assisted by court staff and a hearing was being scheduled to address his concerns. This was the hearing held on January 16, 2018.

This is one of many incidents in which the presence and assistance of a security guard was warranted but not available. A security guard at Hartford Probate Court is crucial.

Thank you in advance for your attention.

Sincerely,

A handwritten signature in black ink, appearing to read "Foye A. Smith".

Hon. Foye A. Smith



RECEIVED
PROBATE COURT ADMIN

State of Connecticut

2018 JAN 20 P 3:02
COURT OF PROBATE
DISTRICT OF HARTFORD

FOYE A. SMITH
JUDGE

250 CONSTITUTION PLAZA
THIRD FLOOR
HARTFORD, CONNECTICUT 06103-2800
TELE (860) 757-9150
FAX (860) 724-1503

January 22, 2018

Hon. Paul J. Knierim, Administrator
Office of the Probate Court Administration
186 Newington Road
West Hartford, CT 06110

Dear Judge Knierim:

The following is to keep you informed of a recent interaction between an interested party in a conservatorship matter and Judge Foye A. Smith.

On the evening of January 16, 2018, Kyrone Gardner, son of conserved person, Juanita Gardner appeared at Judge Smith home in an aggressive manner; bagging on her door and yelling. An incident report has been made with the Hartford Police Department, case number 18-753.

Mr. Gardner as well as other family members have a history of behaving in such manner during court hearings.

While the court is aware that outside the court's premises security cannot be provided, security may be provided at the court. A security guard at Hartford Probate Court is crucial.

Thank you in advance for your attention.

Sincerely,

Hon. Foye A. Smith