

EXECUTIVE COMMITTEE MEETING MINUTES

December 11, 2019

Attendees: Judges Forgione, Darby, Brandt, Randich, DeGennaro, Magistrali, Riordan-Gardner, Becker, Schad, Probate Court Administrator Streit-Kefalas, and Chief Counsel Bonnie Bennet.

1. **Call to Order:** The meeting was called to order at 10:05 a.m.
2. **Approval of the Minutes:**

A motion was made to accept the minutes of the November 13, 2019.
Approved.
3. **Correspondence:** None.
4. **Treasurer's Report:** Judge Magistrali presented the December budget report. He noted that there was an amendment of \$40.00 to the last budget report. The report was approved.
5. **Committee Reports:**
 - Continuing Education

Judge Becker reported that the next Probate Assembly educational session is set for January 16, 2020 at the CBA. The next Judges Institute is set for March 18, 2020 at Quinnipiac Law School.
 - Ethics

Judge Magistrali forwarded two Connecticut ethics advisory opinions for judges to review. He encouraged all to read them.
 - Legislative

Judge Streit-Kefalas reported that the committee met last week and agreed to focus their efforts for the next legislative session on the probate operations bill. The search for a replacement for Jason Bowsza continues.
 - Nominating

No report.
 - Planning

Judge Forgione reported that the committee will be meeting in January and will be discussing reducing the claims period and the affidavit in lieu.
 - Procedures Review

Judge Berkenstock reported via email that the committee is on hiatus until February because of the eFiling rollout.
 - Public Information

No report.
 - Hospitality

No report.
 - Conservatorship Guidelines

No report.

6. Comments of the Probate Court Administrator:

Judge Streit-Kefalas reported that eFiling will be launched system wide on January 1, 2020. Multiple trainings have been scheduled for attorneys, clerks and judges throughout the state. The best recording of the trainings will be put online.

Judge Becker shared that her court is sending a flyer to all attorneys reminding them of the eFiling launch and providing the appropriate technical support number. She will share this with all courts. General discussion of eFiling ensued.

The budget committee met and approved a 3% COLA increase for all staff, for the pay period beginning December 30, 2019. The committee also approved a progression for assistant clerks to be progressed to clerk. Assistant clerks are eligible who have at least four years of full time (35 hours a week) of probate court employment. Judges will be notified in January of eligible staff. It is then in the judge's discretion to recommend an assistant clerk for progression.

Judge Streit-Kefalas reminded all that if a court has to close for inclement weather, PCA must be notified and there must be a process in place for emergencies. Policy 115.

7. Comments of the First Vice President-Judge: Judge Brandt wished all a happy holiday season.

8. Other Business to come before the Executive Committee:

Judge Streit-Kefalas introduced Lisa Hansen, the new Financial Director.

Judge Magistrali raised the issue of conservator billings and adherence to Regulation 16. He also raised the concern of some conservators using pdf files instead of eBilling. Discussion followed. Judge Streit-Kefalas encouraged all judges to carefully review conservator bills pursuant to Regulation 16.

Judge Forgione suggested that a database of decrees be created for judges to access. Judge Streit-Kefalas encouraged submission of opinions to the Quinnipiac Law School.

Judge DeGennaro expressed a concern that the formatting on decrees in CMS is inconsistent. PCA will be looking to address the issue after the rollout of eFiling.

9. Adjournment:

Meeting adjourned at 11:15 a.m.

Respectfully submitted,
Hon. Leah Schad
Recording Secretary