

# EXECUTIVE COMMITTEE MEETING MINUTES

## May 8, 2019

Attendees: Judges Wright, Riordan, Becker, Mahon, Streit-Kefalas, Forgione, Darby, Berkenstock, Brandt, Jalowiec, Schad, Probate Court Administrator Knierim and Chief Counsel Bonnie Bennet.

1. **Call to Order:** The meeting was called to order at 9:49 a.m.
2. **Approval of the Minutes:**  
The minutes from the April 10, 2019 meeting were approved.
3. **Correspondence:** None.
4. **Treasurer's Report:** No report

5. **Committee Reports:**  
Continuing Education

Judge Becker reported that the next program is on June 13 and it will have a one hour ethics component. There will be a reception following hosted by Judge Knierim. It was noted that the ITBD facility will be closed at the end of June and no longer available for probate use.

Ethics

No report.

Legislative

Judge Knierim reported on the progress of the budget. The appropriations committee recommended full funding and suspension of the sweep.

Nominating

No report.

Planning

No report.

Procedures Review

The committee continues to revise forms.

Public Information

No report.

Hospitality

No report.

Conservatorship Guidelines

No report.

6. **Comments of the Probate Court Administrator**

Judge Knierim reminded all that performance evaluations are due by the end of the month. If the budget is approved as requested, each court will receive a pool of money equivalent to 3% of staff salaries. The performance evaluations will allocate 2 and 1/2% of the pool; the remaining 1/2% is allocated by the judge. An individual clerk can receive a max of 6%. And a clerk already at maximum salary

can only receive a 2% increase, this however, is not added to salary but is rather paid out like a bonus. Finally, any clerk rated below a 3 disqualifies them from any increase.

The proposed salary adjustments include a merit increase in July, 2019, a COLA increase in January and the second half of the equity study allocation in November, 2019.

Judge Knierim reported that the Budget Committee is considering various solutions to the issue of assistant clerk designations for experienced clerks.

The Hartford Regional Children's Court is being decentralized. The Family Specialists will be based in Newington and Manchester. They will conduct family conferences and hearings at the local courts.

**7. Comments of the President-Judge – No comments.**

**8. Other Business to come before the Executive Committee**

Judge Darby raised the possibility of either the Probate Assembly or Judges Association having some input in the hiring process for the next Probate Court Administrator. Discussion ensued.

The Chief Justice will be emailing the procedures for the hiring process to all judges today. He plans to make a decision by the beginning of July with a start date of September 1.

**9. Adjournment:**

Meeting adjourned at 10:45 a.m.

Respectfully submitted,

Hon. Leah Schad  
Recording Secretary