

# **Probate Court Budget Committee**

## **Meeting Minutes**

Monday, November 16, 2009 at 4:00 P.M.

Library at the Office of the Probate Court Administrator  
186 Newington Road, West Hartford

The meeting began at 4:10 P.M. In attendance were Judge Paul Knierim, Probate Court Administrator and Chair, Judge Joseph Marino, and Judge Dianne Yamin.

Judge Knierim summarized the draft regulations sections 28 and 29.

The committee discussed the procedures to be utilized over the next several months and considered the following:

- 1) In order to offer input, judges, clerks and other stakeholders should write, e-mail, and/or call the committee members.
- 2) A special Probate Assembly meeting might be useful to bring everyone up to date and allow them to ask questions.
- 3) The committee will hold a public comment portion at each meeting.

### **Committee Timeline**

The committee's work must be completed before the Probate Court Administrator's budget process begins.

April 1 is the deadline for submitting the draft budget to the Executive Committee.

May 15 is the deadline for submitting a proposed budget to the Chief Court Administrator.

After discussion of employee benefits for court staff, the committee requested that the Administrator's office compile the following information:

- Written employee benefit policies from the courts and
- A copy of the employee benefits policy(ies) for Judicial Branch employees

Judge Knierim will explore the possibility of having the consultant who wrote the 2008 compensation study look into benefits.

### **Staff Positions**

- Judge Knierim will ask Superior Court operations staff to conduct job evaluations to update job descriptions and determine whether additional job titles should be added to the existing classification structure.

### **Meeting Schedule**

The next meeting will be held on December 16, 2009 at 3:30 P.M.

Judge Knierim introduced Chief Counsel Tom Gaffey, Vin Russo, and Andrea King, the new Director of Financial Services.

The meeting adjourned at 5:10 P.M.