

Probate Court Budget Committee

Meeting Minutes

Wednesday, December 16, 2009

3:30 PM

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

Meeting was convened at 3:45 PM.

In attendance: Judge Paul J. Knierim, Probate Court Administrator and Chair,
Judge Joseph Marino and Judge Dianne Yamin.

PCA staff in attendance: Andrea King, Director of Financial Services, and Vincent Russo.

Public Comment

Judge Knierim asked for public comments from those in attendance.

West Hartford Probate Judge Sydney Elkin, Pat Saviano, Clerk of the Danbury Probate Court, and Mary McGregor, Clerk of the Glastonbury Probate Court and the President of the CT Association of Probate Clerks.

Remarks by the Chair

Judge Knierim announced that all materials distributed to the committee will be posted on the PCA web site by date of meeting.

List of Tasks and Deadlines

Probate administration prepared a document titled "Budget Committee Project Plan" that lays out a timeline for the committee's work.

The committee reviewed the document. The goal is to have all court budgets be incorporated into the PCA budget with an April 1, 2010 deadline.

The first task completed was the determination of a meeting schedule (copy below).

Time-off Policies

Probate administration prepared a document titled "Employee Benefits: Current Practices Related to Work Absences." Andrea King offered a survey of current

policies and compared those policies to the time off policies applicable to Judicial Branch Employees.

Update on Compensation Study and Objective Job Evaluations (OJE)

Judge Knierim said both were on track for the applicable deadlines.

Forms for Court Staffing Levels and Budgets

Andrea King reviewed proposed forms to solicit input from courts about staffing and budget needs. All judges whose districts are being merged will be asked to jointly complete the forms as part of their planning for court consolidation.

Schedule Next Meeting and Adjournment

Next meeting will be January 6, 2010 at 4 PM. The primary focus of the meeting will be discussion about employee paid time off policies.

Meeting was adjourned at 5:20 PM.

Probate Court Budget Committee Meeting Schedule

Wednesdays at 4:00 PM:

January 6, 2010

January 13, 2010

January 27, 2010

February 10, 2010

February 24, 2010

March 10, 2010

March 24, 2010