



NEW HAVEN REGIONAL CHILDREN'S PROBATE COURT

873 State Street
New Haven, Connecticut 06511-3923

RECEIVED
PROBATE COURT ADMIN
2010 APR -8 7PM 2:50

Judge Frank J. Forgione
Administrative Judge

Judge Michael A. Albis
Judge Michael R. Brandt
Judge John J. Carangelo
Judge Salvatore L. Diglio
Judge John E. Donegan
Judge E. Michael Heffernan
Judge John A. Keyes
Judge Beverly K. Streit-Kefalas

203-773-9556
Fax: 203-773-9685

April 7, 2010

Probate Administration
Budget Committee
186 Newington Road
West Hartford, CT 06110

Re: Staffing Analysis
New Haven Regional Children's Probate Court

Dear Judge Knierim, Judge Yamin and Judge Marino:

I have reviewed your staffing plans for the courts effective January 1, 2011. I notice that you have authorized a staffing level for the New Haven Regional Children's Probate Court of 10.3 people rather than the 11.3 that I had requested. As I indicated to you in my letter dated March 16, 2010(copy attached), our court has been operating short-handed since the transfer of Amanda Astle to the Central CT Children's Probate Court. We have been interviewing replacement candidates for Amanda's position(assistant clerk) and had hoped to hire a new person in the very near future.

I must emphasize that I am requesting that you merely allow me to staff the NHRPCPC at the level which we had been staffed prior to Amanda's departure. In addition to the reasons set forth in my letter of March 16th, please be aware of the following. The 2008 weighted workload for the NHRPCPC was 5,992; Waterbury RCPC- 2,381; Northeast RCPC - 1,602 and New London RCPC - 1,879. Under your current benchmark proposal, NHRPCPC has 4.4 clerks; Waterbury - 2.7 clerks; Northeast RCPC - 1.8 clerks; New London RCPC - 2.7 clerks. The NHRPCPC weighted workload is 2.5 times greater than that of Waterbury, yet our clerical staffing level is only 1.6 times greater than Waterbury. The NHRPCPC weighted workload is 3.7 times greater than that of the Northeast RCPC, yet our clerical staffing level is only 2.4 times greater than that of the Northeast RCPC. The NHRPCPC weighted workload is 3.2 times greater than that of New London RCPC, yet our clerical staffing level is only 1.6 times greater than that of the New London RCPC. It is thus evident that our staffing level is far below that warranted by our weighted workload. As I indicated in my March 16th letter, we also schedule numerous in-court reviews, status conferences and other matters for which no

weighted workload credit is assigned. I must emphasize that the rendering of a guardianship or custody decree frequently does not conclude a matter. A plethora of issues arise after the decree has been rendered resulting in numerous calls to our clerks or visits to the NHRPC by our clientele. The amount of time spent by our clerks on such issues is immeasurable.

I have not included the Central CT RCPC in my analysis because of the changes which the court has undergone and I do not have the numbers for said court.

I would also like to point out that at the NHRPC, a clerk is stationed in the courtroom at the computer when hearings are held, which is at least three days per week. That clerk is busy taking notes and working on decrees. As a result, we are short a clerk in the main area nearly three full days per week.

Furthermore, at the NHRPC, we accept applications at the counter for all cases arising out of the City of New Haven. The City of New Haven's weighted workload is 3,096 for matters heard at the NHRPC. Thus, you can only imagine the amount of work which must be performed by our clerks at the counter assisting the clientele from the City of New Haven to correctly complete all of the applications which are filed at the NHRPC.

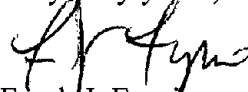
Moreover, when one clerk is on vacation or sick, the impact on an already short-staffed operation is overwhelming. Amy Benjamin has been a great help when exigent situations arise, but she is only a bandaid to a significant problem.

It would be my pleasure to speak to you directly to further address my concerns and the need for one more additional clerk. I hope that you review my request favorably and increase the benchmark for the NHRPC from 10.3 to 11.3. Please do not hesitate to contact me if you have any questions. I can always be reached on my cell phone at any time, including evenings, weekends and holidays (203-623-3376). I cannot over-emphasize the need for one additional clerk at the NHRPC. No less than the effective and efficient operation of the NHRPC is at stake.

Budget Committee Members
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Thank you very much for your time and consideration.

Very truly yours,



Frank J. Forgone

FJF/bhs

Enc.

Cc: Judge Knierim; Judge Marino; Judge Yamin



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March 16, 2010

Probate Administration
Budget Committee
186 Newington Road
West Hartford, CT 06110

Re: Staffing Analysis
New Haven Regional Children's Probate Court

Dear Budget Committee Members:

My review of your preliminary staffing analysis for the New Haven Regional Children's Probate Court indicates a recommendation of a staffing level of 10.3 employees. However, when you conducted your analysis you failed to include an assistant clerk who was working at the NHRCP as of June 30, 2009. That clerk, Amanda Astle, is now working at the Meriden/Wallingford/Middletown Regional Children's Probate Court. Thus, we at the NHRCP have been operating short-handed with one less clerk since November, 2009. We have been engaged in a job search for a new assistant clerk and hopefully will be extending an employment offer in the near future. Thus, our staffing allowance should be at a level of 11.3.

Since opening in July, 2004, several of our clerks and probate court officers have transferred employment to assist other Regional Children's Courts or have been reassigned to Probate Administration. I fully believe in enabling our employees to attain fulfillment in their employment wherever opportunities arise that fit their needs and desires. However, we at the NHRCP should not be penalized for helping other children's courts or probate administration with our experienced employees.

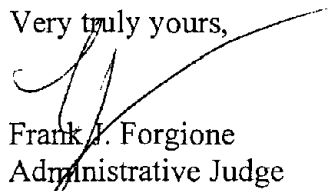
The weighted workload of the NHRCP is nearly triple of the next busiest children's court. Our cases are extremely complex and difficult. It is not only the new files which require tremendous amounts of work, ongoing work also exists in older files. We always seem to be bringing cases back for in-court-reviews, status conferences or for a change of orders. In many cases, the award of custody and guardianship is merely the beginning of ongoing monitoring and assistance from our court. Accordingly, new and old cases are being scheduled on a consistent, daily basis. Even though no weighted workload points are assigned for many if not most of our in-court-reviews, status

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conferences or other matters after the initial hearing has occurred, the workload of the staff is tremendous. The clerks are constantly answering phones, assisting the public at the counter, scheduling hearings and ensuring that the day to day operations run smoothly. A clerk also sits in on every hearing. We are short one clerk and need to have that clerk replaced. Please analyze our numbers and recognize that after an award of guardianship has issued, ongoing work will still need to be done on many of the files.

Thank you very much for your consideration. Please do not hesitate to contact me if you have any questions.

Very truly yours,



Frank J. Forgione
Administrative Judge
New Haven Regional Children's Probate Court

Staffing Plan - January 1, 2011

Probate District: New Haven RCPC

Initial Staffing Guideline:

10.3

Positions	Budget Committee Guideline Based on Size of Court Staff			Court Proposal	Benchmark
	1.0 - 3.9	4.0 - 7.9	8.0 - 12.0		
Chief Clerk III	0	0	1.0	0.8	0.8
Chief Clerk II	0	1.0	0		
Chief Clerk I	1.0	0	0		
Deputy Clerk	0	0	1.0	1.0	1.0
Clerk	0 - 2.0	1.0 - 3.0	2.0 - 5.0	3.6	2.6
Assistant Clerk	0 - 2.0	1.0 - 5.0	2.0 - 7.0		
Court Assistant	0	0 - 1.0	1.0 - 2.0	1.0	1.0
Court Staff Attorney	0	0.0	0 - 1.0		
Probate Court Officer	Current Court Level			4.0	4.0
Security Officer	Current Court Level			0.9	0.9
TOTAL				11.3	10.3

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

NOTES:

Maintain current headcount at 10.3

Staffing Plan - January 1, 2011

Probate District: Central CT RCPC

Initial Staffing Guideline: 3.8

Positions	Budget Committee Guideline Based on Size of Court Staff			Court Proposal	Benchmark
	1.0 - 3.9	4.0 - 7.9	8.0 - 12.0		
Chief Clerk III	0	0	1.0		
Chief Clerk II	0	1.0	0		
Chief Clerk I	1.0	0	0		0.9
Deputy Clerk	0	0	1.0		
Clerk	0 - 2.0	1.0 - 3.0	2.0 - 5.0		0.9
Assistant Clerk	0 - 2.0	1.0 - 5.0	2.0 - 7.0		
Court Assistant	0	0 - 1.0	1.0 - 2.0		
Court Staff Attorney	0	0.0	0 - 1.0		
Probate Court Officer	Current Court Level				2.0
Security Officer	Current Court Level				
TOTAL				0.0	3.8

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

NOTES:
Court proposal not submitted

Staffing Plan - January 1, 2011

Probate District: New London RCPC

Initial Staffing Guideline: 3.7

Positions	Budget Committee Guideline Based on Size of Court Staff			Court Proposal	Benchmark
	1.0 - 3.9	4.0 - 7.9	8.0 - 12.0		
Chief Clerk III	0	0	1.0		
Chief Clerk II	0	1.0	0		
Chief Clerk I	1.0	0	0	1.0	0.9
Deputy Clerk	0	0	1.0		
Clerk	0 - 2.0	1.0 - 3.0	2.0 - 5.0	2.0	0.9
Assistant Clerk	0 - 2.0	1.0 - 5.0	2.0 - 7.0		0.9
Court Assistant	0	0 - 1.0	1.0 - 2.0		
Court Staff Attorney	0	0.0	0 - 1.0		
Probate Court Officer	Current Court Level			2.0	1.8
Security Officer	Current Court Level				
TOTAL				5.0	4.5

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

NOTES:

40 hr work week includes one hour paid lunch; adjusted for in Transitional Authorization and Benchmark
 Requested increase of 1 FTE is contingent on Norwich and Groton children matters transferred to this court. Exclude from Authorization until such time this is final and then review staff levels at the related probate courts

Staffing Plan - January 1, 2011

Probate District: Northeast RCPC

Initial Staffing Guideline: 2.2

Positions	Budget Committee Guideline Based on Size of Court Staff			Court Proposal	Benchmark
	1.0 - 3.9	4.0 - 7.9	8.0 - 12.0		
Chief Clerk III	0	0	1.0		
Chief Clerk II	0	1.0	0		
Chief Clerk I	1.0	0	0	1.0	0.9
Deputy Clerk	0	0	1.0		
Clerk	0 - 2.0	1.0 - 3.0	2.0 - 5.0	1.0	0.9
Assistant Clerk	0 - 2.0	1.0 - 5.0	2.0 - 7.0		
Court Assistant	0	0 - 1.0	1.0 - 2.0	1.0	0.4
Court Staff Attorney	0	0.0	0 - 1.0		
Probate Court Officer	Current Court Level				0.8
Security Officer	Current Court Level				
TOTAL				3.0	3.0

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

NOTES:

Benchmarks includes PCO position

Court proposal adjusted to eliminate paid lunch

Court Assistant proposal of 1.0 includes request for one or two additional part time staff. Consider reduction to .4

Staffing Plan - January 1, 2011

Probate District: Waterbury RCPC

Initial Staffing Guideline: 4.3

Positions	Budget Committee Guideline Based on Size of Court Staff			Court Proposal	Benchmark
	1.0 - 3.9	4.0 - 7.9	8.0 - 12.0		
Chief Clerk III	0	0	1.0		
Chief Clerk II	0	1.0	0	1.0	0.9
Chief Clerk I	1.0	0	0		
Deputy Clerk	0	0	1.0		
Clerk	0 - 2.0	1.0 - 3.0	2.0 - 5.0	1.0	0.9
Assistant Clerk	0 - 2.0	1.0 - 5.0	2.0 - 7.0	1.0	0.9
Court Assistant	0	0 - 1.0	1.0 - 2.0	1.0	
Court Staff Attorney	0	0.0	0 - 1.0		
Probate Court Officer	Current Court Level			2.0	1.8
Security Officer	Current Court Level				
TOTAL				6.0	4.5

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

NOTES:

Transitional Authorization provides for 6 employees, including three PCO's.