

gwinnettcounty



Probate Court



2015 Business Plan

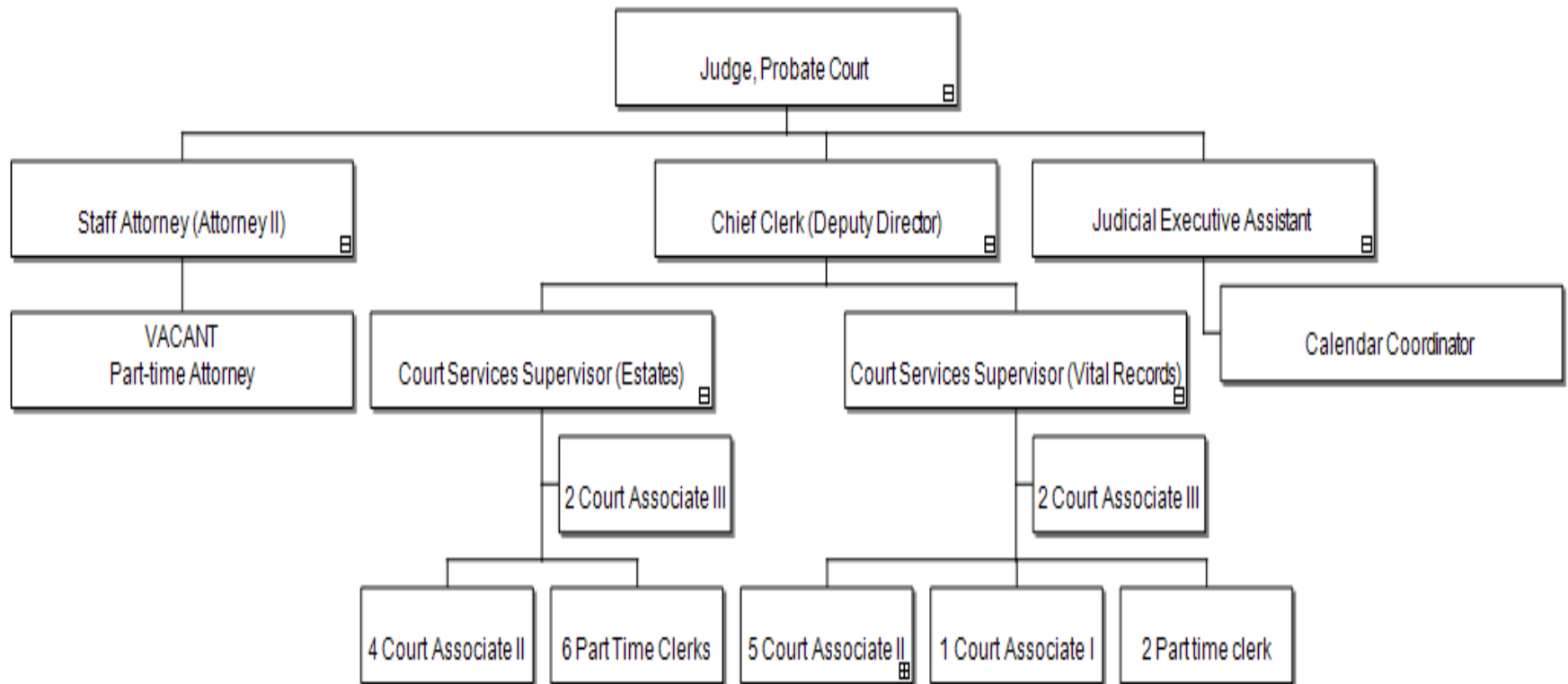


**September
2014**

2014 Human Resources Reorganization

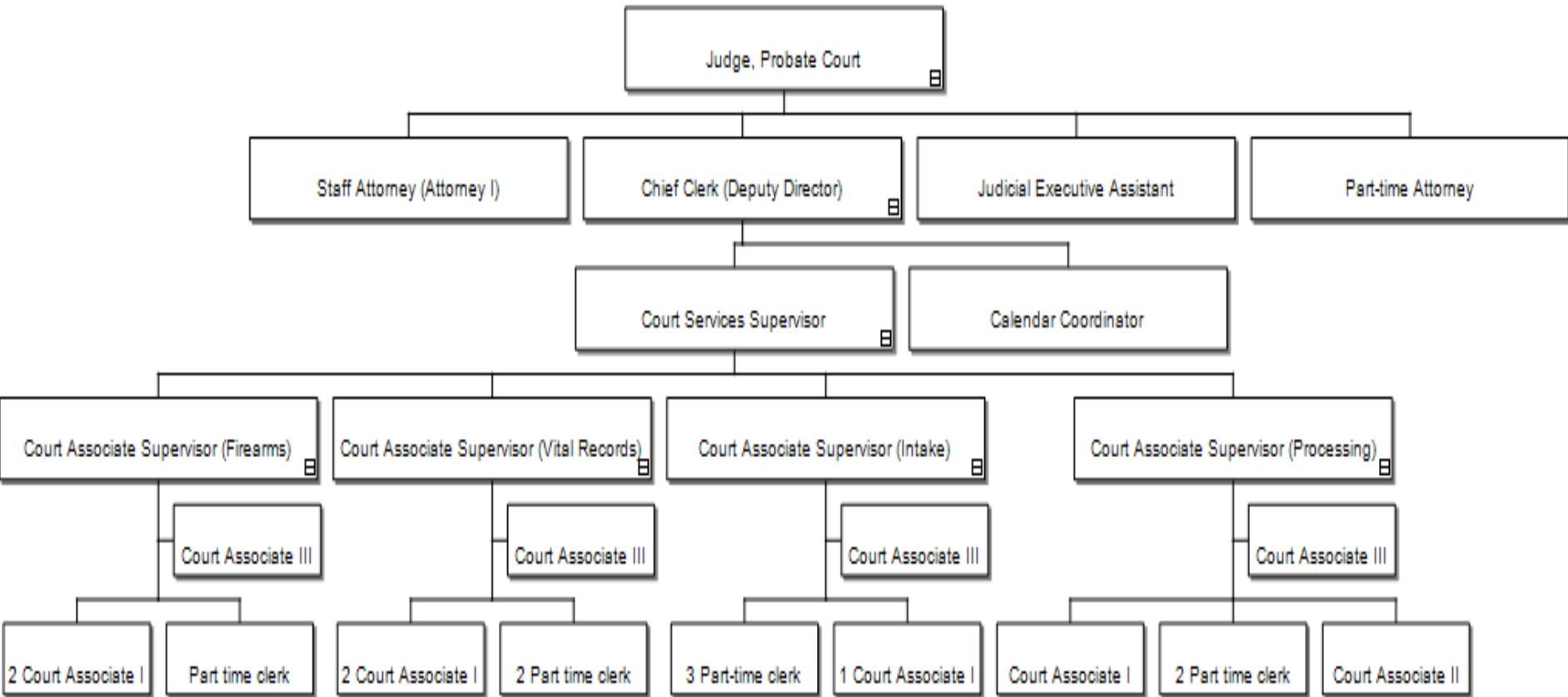
- 2014 saw big changes in the Probate Court organization structure
 - New Court Services Supervisor position created
 - Supervises the 4 Court Associate Supervisors
 - Went from 2 Court Associate Supervisors to 4 Court Associate Supervisors
 - No Supervisor supervises more than 5 employees

January 1, 2014 Organizational Chart



Full-time salary budget: \$1,359,549.40

Current Organizational Chart (as of August 14, 2014)



Full-time salary budget: \$1,310,377.88

Savings: \$49,171.52



Decision Package: 3 new Full-time Positions

Because of the extreme increase in volume mid-year 2013, the Board of Commissioners amended the 2013 Probate Court budget to give the Probate Court 4 new part-time positions. These positions were a good initial response to the massive influx of filings in 2013. Since 2013, however, it has become clear that we need more full-time employees.



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Decision Package

- 2 full-time Court Associate II positions (which will initially be filled as Court Associate I's) to staff our call center/mailroom full-time
 - 1 new full-time employee will be answering the phones from 8:00am to 5:00pm
 - 1 new full-time employee will be processing all filings received by mail and through VitalChek



Decision Package (Cont.)

- 1 full-time Court Associate II position to process estate and guardianship filings
 - Prior to 2012, the Processing Team consisted of a minimum of 5 full-time processing clerks
 - Presently, with the department's reorganization due to the increased volume in Firearms/Vital Records, there are only 4 full-time processing clerks



OTHER THAN ABOVE
OTHER NAMES USED

2 MAILING ADDRESS →
Do Not Abbreviate

CITIZENSHIP
(Check One)

SEX _____

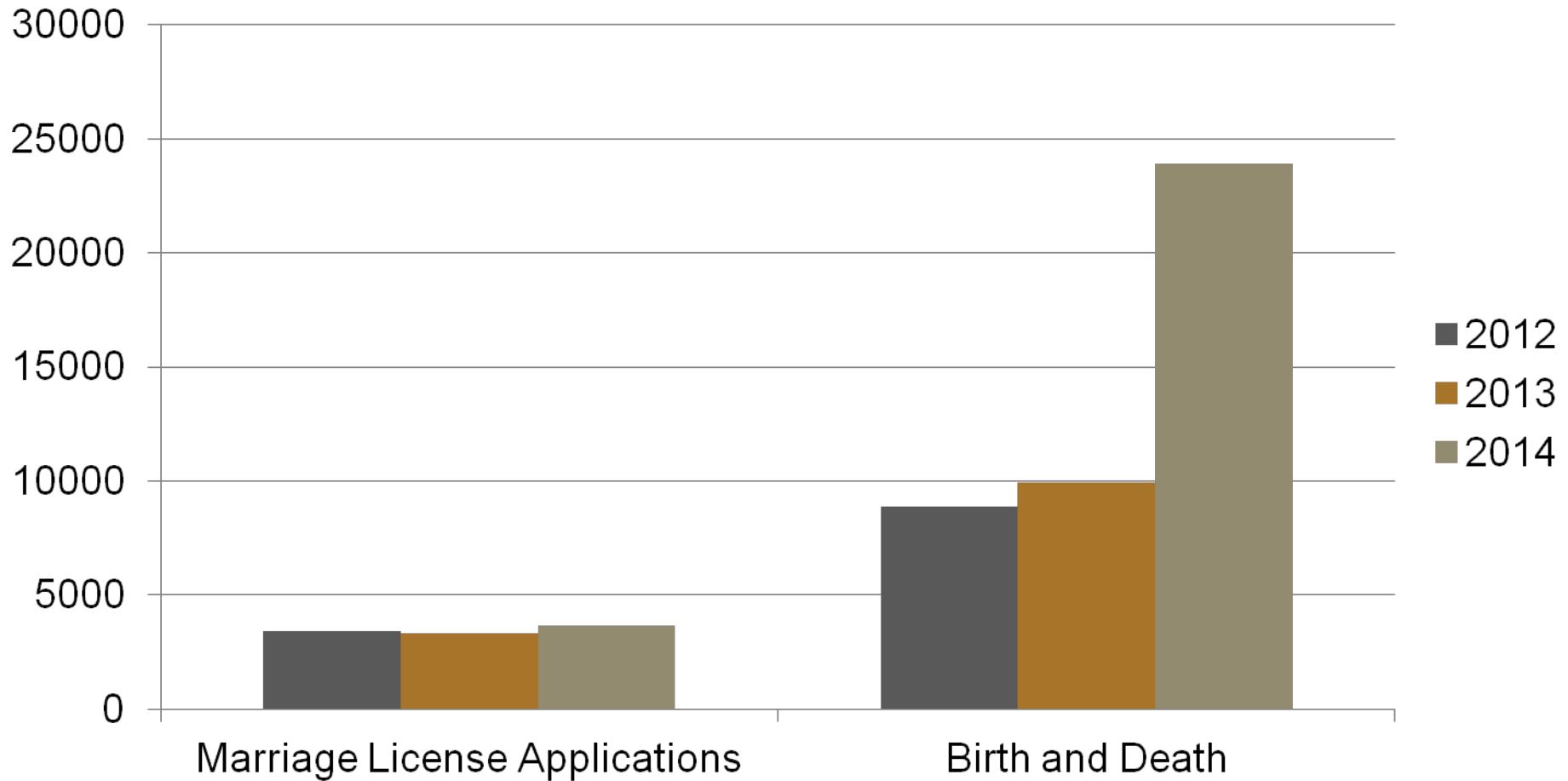
RACE/ETHNIC DESCRIPTION _____



Decision Package (Cont.)

- The cost to add the 3 new full-time positions is \$124,561.00
- We presently have 2 part-time employees staffing the call center/mailroom at a cost of \$41,983.50
- We would propose to give back the 2 part-time call center/mailroom positions, in exchange for the 3 new full-time positions, for a net budget impact of \$82,577.50

Marriages and Vital Records Numbers are January – July

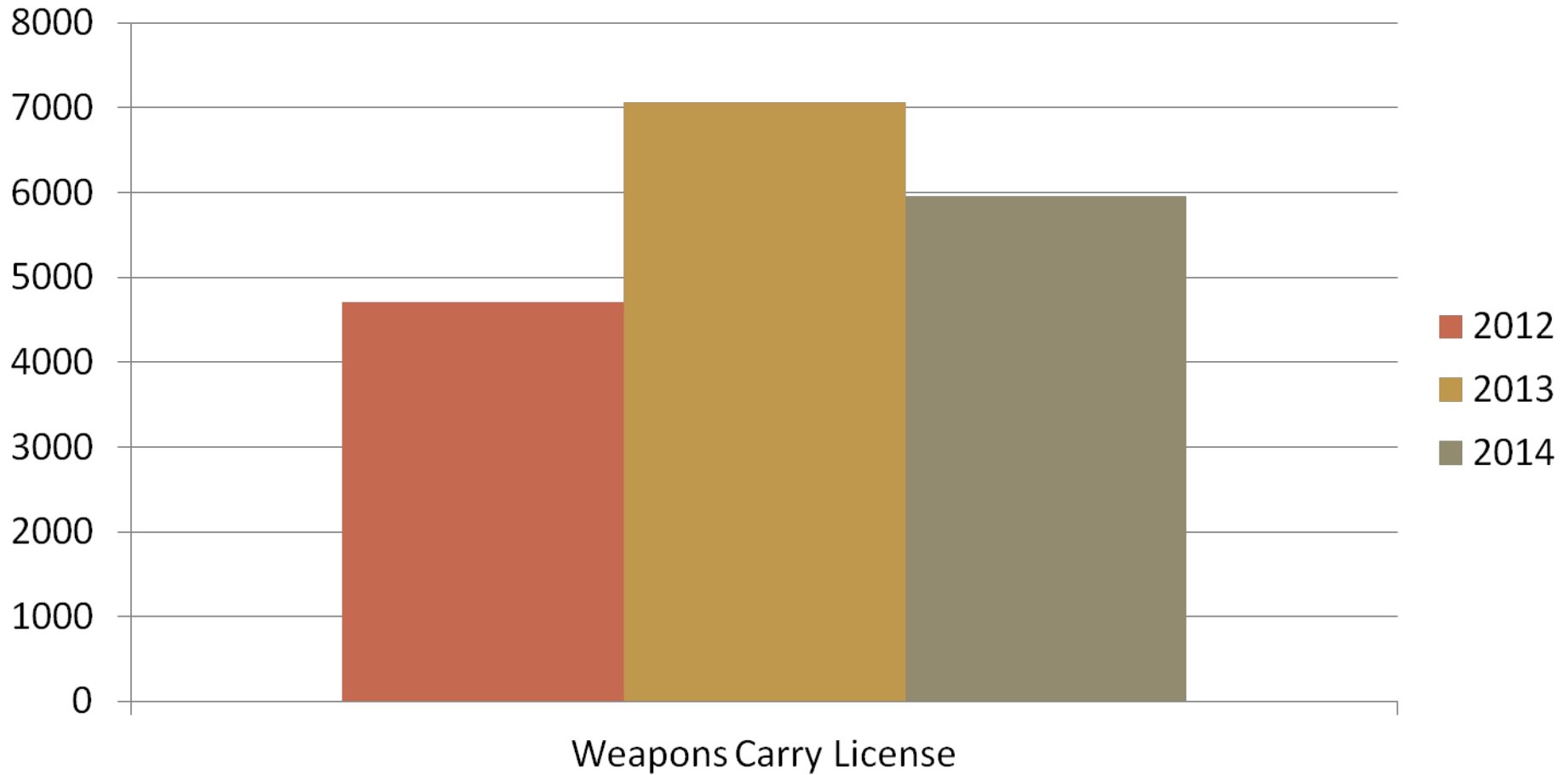


2014 Legislation

Effective July 1, 2014, new legislation allowed Weapons Carry License applicants to renew their carry license without going through a new application process, specifically without having to submit to a new fingerprint based background check (a name based background check is still required). This results in a \$44.25 savings for our customers. This will not affect revenue, in as much as the \$44.25 charged for the background checks was paid directly to the Georgia Bureau of Investigation, and was not a revenue stream to the Court.

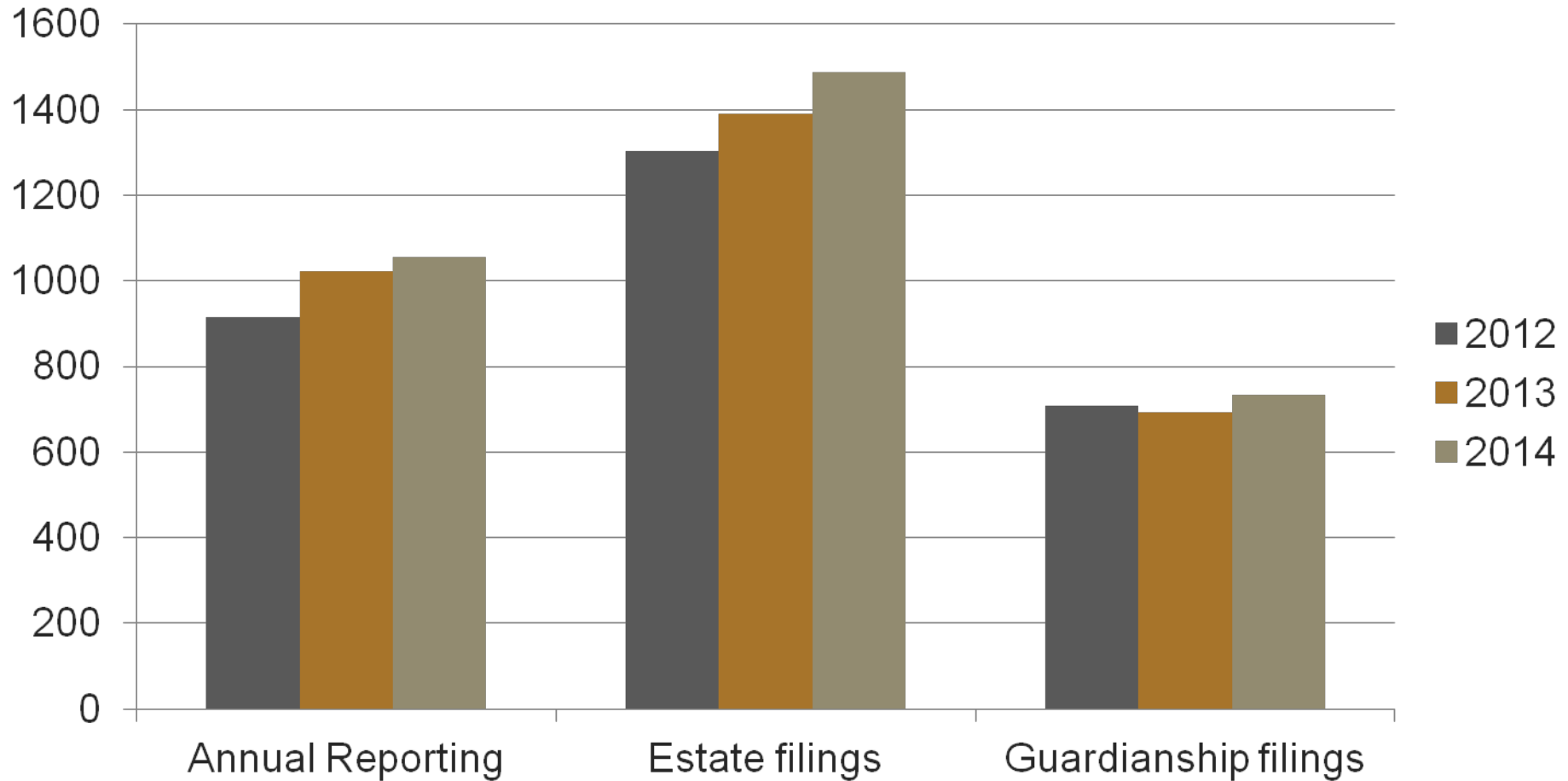


Weapons Carry License Applications January – July



Estate Division

January – July 2013 vs. January – July 2014



Probate Court Pro Bono Clinic

- In conjunction with the Gwinnett Pro Bono Project, we are excited to report that the Probate Court Pro Bono Clinic is up and running well
- On the third Thursday of each month from 1:30pm to 4:30pm, local attorneys volunteer to help individuals in need of simple probate advice
- Judge Ballar and the Gwinnett Pro Bono Project were highlighted in Chief Justice Hugh Thompson's 2014 State of the Judiciary address to the Georgia General Assembly in February 2014

Temporary Guardianships

OTHER THAN ABOVE
OTHER NAMES USED

2 MAILING ADDRESS →
Do Not Abbreviate

CITIZENSHIP
(Check One)

SEX _____

RACE/ETHNIC DESCRIPTION _____

- Large number of temporary guardianships of minors filed annually
- Require additional time and attention where no mother or father consent to the petition and the proposed temporary guardian has criminal history or other issues
- Huge surge in July and August annually
- New concerns over potentially abandoned, exploited, or neglected minors





IF OTHER THAN ABOVE
OTHER NAMES USED

2 MAILING ADDRESS
Do Not Abbreviate

3 CITIZENSHIP
(Check One)

SEX

RACE/ETHNIC DESCRIPTION



Questions?



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