

Leadership Cabinet Minutes  
Thursday, July 8, 2021 via Zoom

Yellowstone Presbytery Leadership Cabinet met for a special meeting on Tuesday, July 8, 2021 at 8:30 a.m. to act on a recommendation from the personnel committee.

Cabinet members present:

MWS Teresa Kendall, Moderator,

MWS Susan Thomas

RE Russ Kline,

MWS Chuck Carlson,

RE Suzanne Bratsky,

RE Ric Tieman,

MWS Jamie Schmeling,

CRE Margee Smith,

MWS Dave Thompson,

RE Julie Boksich.

Others present:

MWS Kathy Goodrich, Co-Executive Presbyter and RE Caroline Fleming, Stated Clerk.

1. **Opening:** Moderator Teresa Kendall called the meeting to order at 8:30 a.m. and opened the meeting with prayer.
2. **Quorum:** With all members of the Leadership Cabinet in attendance, a quorum was declared present.
3. **Business meeting:**
  - A. Chuck Carlson, Moderator of the Cabinet's Personnel Committee, read a letter the committee had drafted to Susan Seibert concerning contributions to a 403b Pension Plan option.
  - B. Chuck explained the Personnel Committee had met with Susan and gave background information concerning why the committee was recommending Presbytery offer a one-time contribution of \$5000.00 to the PCUSA's pension option for Susan as well as up to 2% matching contribution to that plan for the duration of Susan's employment in Yellowstone Presbytery.
  - C. Cabinet members discussed the recommendation. Topics under discussion included:
    - a. The Stated Clerk has been offered a percentage contribution to retirement for years while the Administrative Assistant has not, due to differing definitions of each position;
    - b. how the recommendation might affect Presbytery finances;
    - c. Susan has been employed by Yellowstone Presbytery for 17 years and has received cost-of-living wage increases and a health care allowance, but not a pension option.
  - D. Following group discussion concerning the composition of the letter, several edits were included. The text of the final letter is attached to these minutes as Attachment A.
  - E. **It was moved, seconded and passed** to concur with the Personnel Committee's recommendation and send the letter to Susan.
  - F. Personnel Committee and Leadership Cabinet will continue to review position descriptions and personnel policies of the Presbytery.
4. **With the business for which the meeting was called concluded,** Teresa closed the meeting with prayer at 9:30 a.m.

**Approved September 8, 2021**



## PRESBYTERY of YELLOWSTONE

PO Box 1254, Bozeman, MT 59771

*A community rooted in the love of Jesus Christ  
guided and sustained by Scripture, the Holy Spirit, and prayer.*



8 July 2021

Ms. Susan Seibert, Administrative Assistant  
Presbytery of Yellowstone  
PO Box 1254  
Bozeman, MT 59771

**RE: Recent Conversation with the Personnel Committee**

Dear Susan,

Thank you for sharing with us your time, experience, and concerns relating to fairness and equality of benefits and wages provided to employees of the Presbytery of Yellowstone.

We have given due consideration to all that you have shared with us during our meeting on Tuesday, June 29, 2021. The results of this deliberation are to proceed as follows:

We offer you a one-time contribution of \$5000.00 to the 403b pension option of the PCUSA's Board of Pensions holding.

In addition, we will contribute towards your pension for the duration of your employment in a matching capacity up to, but not to exceed 2% of your annual wages. This offer to match your contributions will begin on after September 1, 2021, and is available for the whole 2% for 2021.

If you are agreeable, please respond to us in writing within 10 business days of the date of this letter, Monday, July 22. You may send your written correspondence to Rev. Dr. Chuck Carlson, chairperson of the committee, at this email address: [chuckcarlson4747@gmail.com](mailto:chuckcarlson4747@gmail.com).

Thank you for our conversation and your continued dedication and service to the ministry of Yellowstone Presbytery. We appreciate your input and patience as we continue to adapt and clarify positions going forward.

Sincerely,

Personnel Committee of The Leadership Cabinet Yellowstone Presbytery

**Members:** Rev. Chuck Carlson (chair), Dr. John Patterson, Mr. Russ Kline, Rev. Jamie Schmeling,  
Rev. George Goodrich (staff representative)