Livermore Area Recreation and Park District

PERSONNEL COMMITTEE

MINUTES

September 14 2026
2:00 p.m.

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Members Present:	Chair David Furst, Director James Boswell
Members Absent:	None.
Staff Present:	Amber Maugeri, Business Systems Supervisor Chelynn Watkins, Senior Human Resources Analyst (SHRA) Jessie Masingale, Human Resource Technician Kendahl Hettick, Management Analyst Mathew Fuzie, General Manager Michelle Kleman, Human Resources Manager (HRM) Rene Venus Dalusong, Executive Assistant to the General Manager
Others Present:	Larry Bird Nelson A. Fialho, Executive Director, Renne Public Management Group Sonja Scott, Management Analyst, Renne Public Management Group

1. **Call to Order**: Chair Furst called the meeting to order at 2:00 p.m.

2. **Public Comment**: Chair Furst opened public comment. No public comments were received, and the public comment period was closed.

3. **Approval of Minutes**: Personnel Committee Meeting held on July 13, 2026.

   - **Action**: The July 13, 2026 Personnel Committee meeting minutes were approved as submitted.

4. **Board Evaluation Policy**: The Committee reviewed a comparison of performance evaluation processes used by the City of Mountain View, AC Transit, and the Marin Municipal Water District (Supplemental Item 4). The comparison covered the frequency and structure of evaluations, the use of self-assessments and facilitators, compensation, and the level of procedural detail. The Committee provided feedback. Renne Public Management Group (RPMG) will draft a General Manager Performance Evaluation Policy and present it at the next Committee meeting.

   - **Action**: RPMG will present a draft policy to the Committee at the next meeting.

5. **Personnel Updates: 2027 Health Insurance and Medical Rates and Financial Awareness Month:** The Committee received an update on the 2027 health insurance and medical rates and a summary of Financial Awareness Month activities (Supplemental Item 5).

    - **Action**: SHRA Watkins will continue her update at the next Committee meeting

6. **Future Agenda Items / Matters Initiated / Announcements**: HRM Kleman announced the following:
    a) New Human Resources Technician: Introduced Jessie Masingale, who will support casual recruitments, employee activations and deactivations, onboarding, TB testing, work permits, and other HR functions.
    b) Staff Evaluations: Staff evaluations will begin September 25 and conclude October 30.

7. **Adjournment**: The meeting adjourned at 3:02 p.m.

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Appointee Evaluation Policy Comparison

Livermore Area Recreation and Park District

9/14/2026

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Overview

RPMG reviewed performance evaluation policies for three public agencies. All three place performance oversight with the governing board or council and hold confidential discussions of appointee performance. The key differences lie in review frequency and structure, the role of self-assessments and facilitators, whether compensation is addressed, and how much procedural detail each policy specifies.

City of Mountain View

AC TRANSIT

MARIN WATER

RPLG Renne Public Law Group

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CPPG California Public Policy Group

SUPPLEMENTAL ITEM 4
September 14, 2026

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Who Is Evaluated & Review Frequency

City of Mountain View	AC Transit	Marin Water
Who: City Manager, City Attorney, City Auditor (if active), City Clerk **Frequency:** Detailed annual cycle (May–September) with language to reshape milestones as needed.	**Who:** General Manager, General Counsel, District Secretary **Frequency:** Formal evaluation every two years (odd years); informal check-ups in even years. May be more frequent as circumstances require.	**Who:** General Manager and General Counsel **Frequency:** Annual cycle (January–April). May be deferred if appointee is hired less than 6 months before the cycle starts.

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Board/Council Role

City of Mountain View (Led by Vice Mayor)	AC Transit (Board or Special Committee)	Marin Water (Led by Board President)
• Sets areas of emphasis for self evaluation with facilitator • Reviews self evaluation • Discusses performance themes & reaches consensus in closed session • Approves compensation adjustments • Reviews and approves evaluations	• Sets areas of emphasis for self evaluation • Reviews self evaluation • Develops a narrative evaluation • Meets in closed session to reach consensus & set next-cycle priorities • Finalizes the evaluation, including compensation adjustment • Participation caveat for Board members serving for less than 6 months	• Meets with facilitator to review process • Reviews self evaluation • Reviews facilitator-generated preliminary evaluation report • Meets in closed session to review facilitator-generated report • Finalizes the evaluation, including compensation adjustment

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Appointee Input and Facilitator Role

City of Mountain View	AC Transit	Marin Water
Appointee Input: • Required Self Assessment with at least 45 days to prepare. **Facilitator:** Required	**Appointee Input:** • Required Self Assessment with 15-30 days to prepare • Optional opportunity to submit a response to their evaluation within 15 days of meeting with the committee. This will be attached to their evaluation. **Facilitator:** Optional	**Appointee Input:** Required Self Assessment. Timeline not specified. **Facilitator:** Required

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Evaluation Content

City of Mountain View	AC Transit	Marin Water
Self Evaluation: • Assessment of personal growth • Evaluation on how they addressed past feedback • Growth areas for the coming year • Challenges • Contributions to Council work plan • Compensation request **Performance Evaluation:** • Facilitator led	**Self Evaluation:** • Contributions to the goals and objectives of the District's Strategic Plan/previous evaluation **Performance Evaluation:** • Adherence to position responsibilities • Next-cycle priorities • Optional rating tool may be applied	**Self Evaluation:** • Prior-year goals and achievements • Proposed goals for the coming year **Performance Evaluation:** • Facilitator Led

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Compensation

City of Mountain View	AC Transit	Marin Water
Integrated into the annual process • Appointees add requests to self evaluation • Council decides adjustments, informed by HR compensation surveys, with subsequent open-session action	**Integrated into the policy** • Appointees can submit compensation requests • The Board can decide adjustments, informed by compensation studies and contract negotiations, in a process with specific steps	**Integrated into the annual process** • Appointees must receive a "satisfactory" evaluation for compensation adjustment consideration

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Documentation and Follow-Up

City of Mountain View	AC Transit	Marin Water
• Finalized drafts are distributed to the Council and the Appointees • Individual September meetings led by the Vice Mayor and the facilitator convey the final evaluation and compensation adjustments to the Appointees	• Finalized drafts are distributed to the Board and the Appointees • Past practice: Board President, Vice President and facilitator meet with the Appointee to deliver results including compensation • Final evaluation signed by the Board President and Appointee is kept in the personnel file in the District Secretary's Office.	• Finalized drafts are distributed to the Board and the Appointees • Past practice: Facilitator and Board meet with Appointees to deliver results, including compensation • The evaluations are maintained as confidential personnel information

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Key Similarities

- **Board/Council Responsibility**
  - Each organization assigns the Board/Council oversight into the evaluation process
- **Confidentiality**
  - Each organization specifies closed sessions and/or the confidential nature of personnel documents
- **Evaluation Framework**
  - Each organization uses Appointee responsibilities, organizational expectations, present or upcoming goals, or prior feedback to structure the process
- **Upcoming Priorities**
  - Each organization includes some element of evaluating upcoming priorities for the Appointee
- **Compensation**
  - Each organization connects the evaluation process to compensation

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Key Differences

- **Structure**
  - Each organization applies a varied level of structure and timeline, with Mountain View having the clearest expectations of roles, responsibilities, and process deadlines
- **Flexibility**
  - Each organization specifies some flexibility, with AC Transit clarifying their policy "not intended to be prescriptive or limit the Board's discretion to abbreviate or expand the process when deemed appropriate"
- **Rigidity in Compensation Expectations**
  - While compensation is tied to each evaluation process, the strictest language from Marin Water requires "satisfactory" evaluations for compensation adjustments to be considered
- **Frequency**
  - Some organizations specify annual evaluations while others only conduct this process formally bi-annual, with informal check-ins in between

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Questions?

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Board/Council Appointee Performance Evaluation Policy Comparison

RPMG reviewed performance evaluation processes from the City of Mountain View, AC Transit, and the Marin Municipal Water District. All three policies place performance oversight with the governing board/council and feature confidential discussions of appointee performance. The principal differences are the frequency and structure of the review, the role of self-assessments and facilitators, the inclusion of compensation, and the level of procedural detail.

	City of Mountain View	**AC Transit**	**Marin Municipal Water District**
Who is evaluated	City Attorney, City Auditor (if the position is active), City Clerk, City Manager.	General Manager/CEO, General Counsel, District Secretary.	General Manager and General Counsel.
Frequency	Detailed annual cycle starting in May and ending in September, with language to reshape process milestones if needed.	Formal performance/compensation evaluation every two years (odd years); informal check-ups in even years. May be more frequent in some circumstances.	Annual evaluation cycle for the General Manager and General Counsel begins January 31 with efforts to complete evaluations by April 31. The process may be deferred if the appointee is hired less than 6 months before the evaluation cycle starts.
Board/council role	Council sets areas of emphasis, reviews memoranda, discusses performance themes, reaches consensus, approves compensation adjustments, and reviews draft evaluations.	Board or special committee develops guidance, reviews self-assessment, develops narrative evaluation, meets in closed session, reaches consensus, sets next-cycle priorities, and finalizes the evaluation.	Board conducts the review with facilitator and meets in closed session, determines whether the review is satisfactory for the July 1 COLA, and agrees on upcoming goals.
Appointee input	Detailed year-in-review memorandum/self-assessment; at least 45 days to prepare.	Written self-assessment; 15–30 days to submit.	Written self-assessment. Timeline not clarified beyond the evaluation process.
Inclusion of facilitator	Required; facilitator is central to the process and prepares draft evaluation language.	Optional; Board may use a professional facilitator to support the written narrative/final document	Required; the consultant conducts the evaluations and prepares the final documents.
Evaluation content as clarified in the policies	Personal growth, prior feedback, growth focus areas, impediments, adherence Council workplan	Position responsibilities, operational objectives, District Strategic Plan/previous evaluation, performance narrative, overall rating tool (optional), and next-cycle priorities.	Prior-year goals and achievements; proposed goals for coming year.
Compensation	Integrated into annual process; Council decides adjustments, with HR compensation surveys and subsequent open-session action	Integrated into policy; Board may consider adjustments, compensation studies, and negotiations, with specified next steps	Integrated into annual process; A minimum satisfactory evaluation is required before the July 1 cost-of-living increase under the employment agreements

Documentation / follow-up	Facilitator drafts consensus evaluations; individual meetings in September convey final report and results to appointees; compensation communicated/implemented afterward. Reports are confidential personnel information.	Final documentation is distributed to the appointee and the full Board. Final signed evaluation and any employee response to go into confidential personnel file; officer may submit written response within 15 days of receiving results to also go into file.	Consultant prepares preliminary and final reports which include agreed upon goals. Reports are distributed to the appointees and HR director. Reports are confidential personnel information.

Key similarities:

- Board/council responsibility: each source assigns the governing body a direct oversight role in evaluating its appointees.
- Confidentiality: each source utilized closed sessions due to the nature of the discussions being performance-based.
- Expectations and improvement: each framework uses responsibilities, expectations, goals, prior feedback, or similar criteria to inform the review.
- Forward-looking component: each framework includes, to varying degrees, expectations or priorities for the next cycle.
- Compensation connection: Mountain View, MMWD and AC Transit expressly connect evaluation to compensation.

Key differences:

- Most structured: Mountain View establishes a defined April/May–September annual cycle, required facilitator, Council-member input, 45-day memorandum period, draft/final evaluation steps, compensation surveys, and follow-up.
- Most flexible: AC Transit describes its evaluation process as a general guideline that the Board may abbreviate or expand; it also alternates formal evaluations with informal check-ups.
- Most rigid on Compensation: While Mountain View and AC Transit expressly integrate compensation into the evaluation framework, MMWD's makes a satisfactory annual review a condition for the July 1 COLA under the employment agreements.
- Frequency: Mountain View and MMWD use annual reviews; AC Transit uses a formal evaluation every other year with interim check-ups.

Personnel Committee Meeting September 2026

2027 Health & Welfare Costs/Financial Awareness Month

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2027 Health & Welfare Cost Changes

Insurance Carrier	2027 Increase
Kaiser HMO	1.48%
UHC Signature	9.86%
Delta Dental HMO/PPO	-13%
Lincoln Financial Life Insurance Basic Life/AD&D Short-Term Disability Long-Term Disability	 -9% -10% -10%
Rocky Mountain (Administrator for Flexible Spending, Health Reimbursement Account & COBRA)	-39%

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Factors contributing to medical premiums

Kaiser -1.48% Increase

- Lower utilization and overall claims experience
- Improved claim experience contributed to the lower-than-average premium increase
- 30 Chiropractor and Acupuncture visits added this year
- Supplemental Special Footwear Coverage Added next year

UHC Signature Plan- 9.86% Increase

- State mandated benefits
- GLP1- weight loss medications
- $13.3 million in large claims
- 98.8% loss ratio

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Monthly Medical Premiums (2026/2027)

2026 Monthly HMO Premiums

Plan	Coverage	Premium
Kaiser HMO	EE	$1,076.74
	EE + 1	$2,153.48
	EE + Family	$3,047.18
UHC Signature	EE	$1,840.38
	EE + 1	$3,682.02
	EE + Family	$5,210.62
Waiver	EE	$200.00
	EE + 1	$300.00
	EE + Family	$400.00

2027 Monthly HMO Premiums

Plan	Coverage	Premium	Difference
Kaiser HMO	EE	$1,092.68	$15.94
	EE +1	$2,185.36	$31.88
	EE + Family	$3,092.28	$45.10
UHC Signature	EE	$2,021.84	$181.46
	EE +1	$4,045.04	$363.02
	EE + Family	$5,724.36	$513.74
Waiver	EE	$200.00	
	EE +1	$300.00	
	EE + Family	$400.00	

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Employee Contributions

2026 ($2,285.39 month)

Plan	Coverage	Contribution
Kaiser HMO	EE	0
	EE + 1	0
	Family	$761.79
UHC Signature	EE	$763.64
	EE + 1	$1,528.54
	Family	$2,925.23
UHC Signature (Grandfathered)	EE	$0

2027 ($2,319.21 month)

Plan	Coverage	Contribution	Difference
Kaiser	EE	0	0
	EE + 1	0	0
	Family	$773.07	$11.28
UHC Signature	EE	$929.16	$165.52
	EE + 1	$1,859.68	$331.14
	Family	$3,404.62	$293.15
UHC Signature(Grandfathered)	EE	$0	

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Monthly Impact

Health Plan	Coverage Level	Number of Enrolled Employees	2026 Monthly Cost	2026 EE Monthly Cost	2027 Monthly Cost	2027 EE Monthly Cost
Kaiser HMO	EE Only	39	$1,076.74	$0.00	$1,092.68	$0.00
	EE + 1 Dependent	37	$2,153.48	$0.00	$2,185.36	$0.00
	EE + Family	14	$3,047.18	$761.79	$3,092.28	$773.07
UHC Signature Value HMO	EE Only	7	$1,840.38	$0.00	$2,021.81	$0.00
	EE + 1 Dependent	0	$3,682.02	$1,528.54	$4,045.05	$1,859.68
	EE + Family	0	$5,210.62	$2,925.23	$5,724.36	$3,405.15
Totals		97	$177,214.80	$10,665.06	$180,917.43	$10,822.98

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2027 Dental Renewal- Delta Dental PPO

- Transitioned Broker of Record to Alliant effective October 1, 2026
- Expanded access to competitive carrier bids and the PRISM pool
- Will receive better premium pricing resulting in an overall 13% reduction in 2027 dental rates
- Eliminated the 5% County administration fee
- Maintain the same Delta Dental PPO plan design and benefits

2026 Renewal Rate	2027 Renewal Rate
0%	-13%

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Delta Dental Monthly Premiums (2026/2027)

Dental Plan	Coverage Level	Number of Enrolled Employees	2026 Monthly Cost	2027 Monthly Cost
Delta PPO	EE	44	$57.11	$53.10
	EE + 1	33	$105.52	$98.00
	Family	25	$165.22	$153.50
Subtotal			$10,125.50	
County 5% Admin. Fee			$506.28	
Total		102	$10,631.78	$9,407.90

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Lincoln Financial (Life, AD&D, STD, & LTD)

- 9.8% Overall Rate Reduction, $12,620 Annual Savings

Coverage	New York Life 2026	Lincoln Financial 2027
Basic Life	$0.210 per $1,000.00	$0.189 per $1,000.00
Accidental Death & Dismemberment	$0.020 per $1,000.00	$0.020 per $1,000.00
Short-term disability	$0.410 per $10.00 of weekly benefit	$0.369 per $10.00 of weekly benefit
Long-term disability	$0.43 per $100 of covered payroll	$0.387 per $100 of covered payroll

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Total Compensation

- Full-time employee, Single Coverage (UHC & Delta PPO)
- Salary: $80,000.00
- Total benefit cost: $31,471.64

	Annual Costs
Medical	$24,262.08
Dental	$637.20
Vision	$750.00
EAP	$26.00
LTD	$387.00
STD	$408.72
AD&D	$19.20
Basic Life	$181.44
457 Contribution	$4,800.00

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Changes in 2027

- Maximum Medical Contribution: Increasing from $2,285.39 to $2,319.74
- Kaiser: Added Coverage for Supplemental Specialty Footwear
- Broker of Record: Transition to Alliant from Newfront
- Dental, Life, FSA, HRA, COBRA, & County Administrative Fees Reduced
- New 2027 Benefits Guide: Expanded guidance on benefits during leaves of absence and upon termination
- Enhance Paid Time Off: After 1 year of employment

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Updates

Opt-Out Medical Waiver

- 11 employees have opt-out of medical insurance

Financial Awareness Month

- August 14: Paycheck for Life-New & Mid-Career Employee Webinar
- August 19: Pre-retirement Webinar
- August 26: LARPD Special ACERA Webinar
- September 1: Overcoming Debt & Achieving Financial Freedom
- September 9 & 10: 457(b) Empower Retirement Plan Advisor Meetings
- September 15: Financial Facts & Falsehoods-The Truth to Retiring Comfortably

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