

Legislative Auditor Annual Performance Evaluation Workplan

Draft for Executive Subcommittee Consideration

Scope

The Legislative Audit Commission (LAC) has adopted a Legislative Auditor Performance Evaluation Policy. The Legislative Coordinating Commission (LCC) is available to assist with the logistical aspects of the annual performance evaluation for Judy Randall, Legislative Auditor. The performance period covered by the evaluation is November 8, 2025, through November 8, 2026. This reflects the fifth year of the six-year appointment term.

Evaluation Process and Components

1. **Self-assessment:** Completed independently by Judy Randall.
2. **Staff, member, and stakeholder (if applicable) input:** Conducted via interview by designated LAC members.
3. **Final evaluation:** Meeting with Judy Randall and the chair and vice-chair of the LAC.

Timeline: Third Year Review

Task	Responsible	Timeline
1. Draft workplan developed	Michelle Yurich	By August 1
2. Executive subcommittee meeting to approve workplan and timeline	Subcommittee members	By August 28
3. Canvass LAC members to conduct staff, stakeholder, and member interviews	Senator Rest Representative Quam	By September 4
4. Conduct staff, member, and stakeholder (if applicable) interviews	TBD	By September 30
5. Provide verbal summary of staff, member, and stakeholder (if applicable) interviews to chair/vice-chair	TBD	By October 15
6. Self-assessment provided to chair and vice-chair	Judy Randall	October 15
7. Performance review of deputy auditor(s)	Judy Randall	By October 15
8. Complete final review and discuss with Judy Randall	Senator Rest Representative Quam	On or before November 8
9. Develop summary materials and report for distribution to LAC members	Michelle Yurich, in consultation with chair and vice-chair	By November 30
10. If requested, present public information to full LAC	Senator Rest Representative Quam	TBD, if applicable

Templates

1. **Self-assessment:** This will be developed by Judy Randall and consistent with the format used during the previous four years.
2. **Staff, member, and stakeholder (if applicable) input:** Sample interview questions will be developed by Michelle Yurich with input from Rosie Lackner, LCC HR Director, Alexis Stangl, Senate Counsel, Research, and Fiscal Analysis (SCRFA), and Matt Gehring, Director, House Research Department (HRD), for use by the designated LAC members.
3. **Final review form:** A template will be developed by Michelle Yurich with input from Rosie Lackner, Alexis Stangl and Matt Gehring for use by the chair and vice chair. This will serve as the official performance evaluation document.
4. **Guidelines for confidentiality and records retention:** A statement will be included in all the templates used during the evaluation process to protect the privacy of information collected.

Role of the LCC

1. Provide overall coordination and logistical support by:
 - a. Develop templates
 - b. Design questions or the format for staff, member, and stakeholder input
2. Assist in developing materials for the chair and vice-chair to report to the members of the LAC.
3. Assist in the development of information to be included at a public LAC meeting, if a meeting is scheduled.
4. Maintain documentation from the evaluation process.
5. The LCC director will not be involved in the review of the self-assessment, participate in interviews, or participate in the meeting with Judy Randall and the chair and vice-chair where performance is discussed.

Performance Concerns

Members gathering information during the interview process and conducting the performance appraisal are advised to consult with Alexis Stangl, Director, SCRFA; Matt Gehring, Director, HRD, Rosie Lackner, LCC HR Director, or Michelle Yurich, Executive Director, LCC, in the event information is made available that is sensitive in nature or could require additional action.