

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, Legislature Auditor. The performance period covered by the evaluation is November 9, 2021, through November 8, 2022. This reflects the first year of the six-year appointment term.

Evaluation Process and Components

1. **Self-assessment:** To be completed independently by Judy Randall.
2. **Staff, stakeholder, and member input:** To be conducted via interview by designated LAC members.
3. **Final evaluation:** To occur at an in-person meeting with Judy Randall and the chair and vice-chair of the LAC.

Timeline

| Task | Responsible | Timeline |
|---|---|--------------------|
| 1. Draft workplan developed | Michelle Weber | September 23 |
| 2. Executive subcommittee meeting to approve workplan and timeline | Subcommittee members | October 4 |
| 3. Canvass LAC members to conduct staff, stakeholder, and member interviews | Senator Koran Representative Hansen | By October 12 |
| 4. Conduct staff, stakeholder, and member interviews | Designated LAC members | October 17-27 |
| 5. Provide summary of staff, stakeholder, and member interviews to chair/vice-chair | Designated LAC Members | October 28 |
| 6. Self-assessment provided to chair and vice-chair | Judy Randall | October 28 |
| 7. Performance review of deputy auditor(s) | Judy Randall | October 31 |
| 8. Complete final review and discuss with Judy Randall | Senator Koran Representative Hansen | November 3 |
| 9. Develop summary materials and report for distribution to LAC members | Michelle Weber, in consultation with chair and vice-chair | By November 9 |
| 10. If requested, present public information to full LAC | Senator Koran Representative Hansen | TBD, if applicable |

Templates

1. **Self-assessment:** This will be developed by Judy Randall using an example of the self-assessment templates for other joint office director evaluations.
2. **Staff, stakeholder, and member input:** Sample interview questions will be developed by Michelle Weber with input from Tom Bottern and Patrick McCormack for use by the designated LAC members.
3. **Final review form:** A template will be developed by Michelle Weber with input from Tom Bottern and Patrick McCormack 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 on 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. Developing templates
 - b. Designing questions or the format for staff, stakeholder, and member 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 Tom Bottern, Director, Senate Counsel, Research, and Fiscal Analysis (SCRFA); Patrick McCormack, Director, House Research, or Michelle Weber, Executive Director, LCC, in the event information is made available that is sensitive in nature or could require additional action.

Mid-Appointment Evaluation

The executive subcommittee shall approve a workplan and independent evaluation of the legislative auditor for the performance evaluation scheduled to occur at the end of the third year of the appointment. This evaluation must be conducted by an entity that is not part of the legislative, judicial, or executive branch. A copy of the evaluation will be provided to each member of the LAC. The evaluation is confidential and may not be released to the public.