AGENDA PLACEMENT FORM
(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 07/07/2025

Meeting Date: 07/14/2025

Submitted By: Dan Milam

Department: Information Technology

Signature of Elected Official/Department Head:

Dan Milam

Court Decision:
This section to be completed by County Judge's Office

Johnson County
NO ACTION
Commissioners Court

7-14-25

Description:

 Consideration to form an AI Committee to create AI Policy for Johnson County.

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(May attach additional sheets if necessary)

Person to Present: Dan Milam

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) ☑ PUBLIC ☐ CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 15 minutes

Session Requested: (check one)

☐ Action Item ☐ Consent ☑ Workshop ☐ Executive ☐ Other _____

Check All Departments That Have Been Notified:

☐ County Attorney ☑ IT ☐ Purchasing ☐ Auditor

☐ Personnel ☐ Public Works ☐ Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Approved in CC on 9/11/2023

Purpose of the Committee

The committee's goal should be to create a comprehensive, practical, and ethical AI policy for Johnson County. The policy should:

- Define acceptable AI use for county employees and departments
- Address ethical guidelines and legal compliance
- Mitigate risks (bias, privacy, misinformation)
- Encourage responsible innovation and productivity

Suggested Committee Composition

Ensure representation from across the county's departments and roles. Suggested members include:

Core Members:

- IT Department (Chair or Co-Chairs)
- County Judge
- Commissioner
- Legal Counsel
  - To advise on data privacy, compliance, and liability
- Human Resources
  - To advise on training, policy enforcement, and employee concerns
- Departmental Reps
  - One or two members from:
  - Law Enforcement (e.g., Sheriff's Office or DA)
  - County Clerk
  - District Clerk
  - Courts

Key Responsibilities of the Committee

- **Define the Scope**
  - What areas will the AI policy cover? (e.g., use of AI chatbots, data analysis tools, Copilot, surveillance tech, etc.)
- **Assess Current Use**
  - Inventory existing AI usage (e.g., Microsoft Copilot, e-filing, analytics tools)
- **Research & Benchmarking**
  - Review other public sector AI policies (e.g., Cedar Park IT plan, NIST guidelines, Texas DIR recommendations)

- **Drafting & Review**
  - Create policy drafts, conduct legal and ethical review, revise based on feedback
- **Engagement & Training**
  - Plan for employee engagement, training rollout, and communications

Suggested Timeline

Phase	Duration	Notes
Committee Formation	1-2 weeks	Confirm members, schedule kickoff
Research & Assessment	2-4 weeks	Gather data, study external examples
Drafting AI Policy	4-6 weeks	Collaborative drafting sessions
Review & Revisions	2-3 weeks	Legal, HR, department head feedback
Finalization & Adoption	2 weeks	Present to Commissioners Court if needed
Implementation & Training	Ongoing	Create training, FAQs, updates

Invitation

Subject: Invitation to Join Johnson County's AI Policy Committee

Dear [Name],

As Johnson County prepares for the future of artificial intelligence in local government, we are forming a cross-functional AI Policy Committee to develop a responsible, ethical, and practical framework for AI use within the county.

Your expertise in [legal/HR/IT/etc.] is highly valued, and I'd like to invite you to join this committee as a key contributor. The committee will meet regularly over the next few months and will help shape policy covering AI usage, data governance, employee guidelines, legal compliance, and innovation opportunities.

Our first meeting will be [date/time]. Please let me know if you're available and willing to participate.

Thank you for considering this important initiative.

Best regards,
Dan Milam
Johnson County IT

AI Policy Committee Charter

Johnson County AI Policy Committee Charter (Draft)

Purpose
To develop a county-wide AI policy that promotes ethical, secure, and effective use of artificial intelligence while minimizing risks to public trust and data integrity.

Objectives

- Define acceptable and unacceptable AI use

- Ensure compliance with legal, privacy, and ethical standards

- Promote responsible innovation

- Guide training and education around AI tools

Committee Composition

- Chair: Dan Milam, IT

- Members from: Legal, HR, Sheriff's Office, Finance, Health & Human Services, Communications, Executive Office

Timeline

- Formation: July 2025

- Draft Policy: Target September 2025

- Final Policy Adoption: October 2025

Deliverables

- AI Usage Inventory

- AI Policy Document (v1.0)

- Training Plan & Communications Strategy