



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Submitted on:  
(COB Stamp)

**Department Name:** Information Technology  
**Department No.:** 067  
**Agenda Date:** January 27, 2026  
**Placement:** Administrative Agenda  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** No Vote Required

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**TO:** Board of Supervisors  
**FROM:** Department Director: Chris Chirgwin, Chief Information Officer (CIO)  
Contact: Andre Monostori, Deputy CIO  
**SUBJECT:** ITAM-0551 Artificial Intelligence Policy

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Receive and file the ITAM-0551 Artificial Intelligence Policy; and
- b) Determine that the above recommended action is a government funding mechanism or other government fiscal activity, which does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

**Summary Text:**

The attached ITAM-0551 Artificial Intelligence (AI) Policy, which incorporates changes requested by the Board of Supervisors at the October 14, 2025, meeting, was reapproved by the Executive Information Technology Council (EITC) on January 9, 2026. At Supervisor Nelson's request to ensure that AI citation requirements are not overly burdensome—particularly given the widespread integration of AI across many tools—the AI Steering Committee revised the Transparency section to clarify when disclosure or citation of AI use is required and when it is not. The initial language stated: "Additionally, to ensure transparency in the use of generative AI, employees must clearly indicate when such technology substantially contributes to the development of a work product."

The Committee felt strongly that AI use should be disclosed when it meaningfully contributes to work product. The new language states:

1. The use of AI should be cited or disclosed where required by law, regulation, or departmental or County policy. The use of AI should also be cited or disclosed in a work product when AI contributes substantially to such work product, such as when AI is used:
  - In decision-making that affects services, eligibility, or rights, and such decision is included in the work product;
  - In analysis, evaluation, or interpretation of data, trends, or outcomes, and such analysis, evaluation, or interpretation is included in the work product;
  - To prepare recommendations, findings, or conclusions in the work product;
  - To record, transcribe, or summarize interactions with clients, patients, or community members;
  - To generate 75% or more of the content in the final version of a work product.
2. Citations or disclosures are not required for incidental AI functions—meaning the embedded or background use of AI within standard software or systems that enhance productivity, accessibility, or usability (e.g. spell-check, grammar correction, translation, or search)—provided employees verify the accuracy, integrity, and appropriateness of the final content.

Language detailing how to cite AI use was removed and instead directs readers to the COSB AI Guidance document.

This policy serves as a foundational document, outlining the requirements for County departments to leverage the power of Artificial Intelligence in a human-centric, responsible, ethical, transparent, inclusive, and secure way. While not required to be presented to your Board, it is being shared today for informational purposes.

#### **Discussion:**

The ITAM-0551 Artificial Intelligence Policy underwent the meet-and-confer process prior to its adoption. This policy establishes clear expectations for the responsible and effective use of Artificial Intelligence. It is intended for the County and its stakeholders, including employees, contractors, volunteers, and the public.

#### **Background:**

The EITC was established to provide strategic oversight and governance for the County's IT investments. A key component of this governance structure is the Information Technology Policy Committee, which is responsible for developing and maintaining the County's official IT policies. The Board of Supervisors has delegated authority to the EITC for final review and approval of IT policies recommended by the committee. While EITC holds this authority, it may occasionally opt to present a policy to the Board for informational or strategic review.

#### **Attachments:**

**Attachment A – ITAM-0551 Artificial Intelligence Policy**

#### **Contact Information:**

Ed Price, Assistant Auditor-Controller & Policy Committee Chair ([EPrice@countyofsb.org](mailto:EPrice@countyofsb.org))  
Lilla Smith, Talent Development Manager, Human Resources ([LSmith@countyofsb.org](mailto:LSmith@countyofsb.org))