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:	October 14, 2025
Placement:	Administrative Agenda
Estimated Time:	
Continued Item:	No
If Yes, date from:	
Vote Required:	Majority

TO: Board of Supervisors

FROM: Department Director: Chris Chirgwin, Chief Information Officer (CIO)

Contact: Andre Monostori, Deputy CIO

SUBJECT: ITAM-0551 Artificial Intelligence Policy

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 approved by the Executive Information Technology Council (EITC) on September 24, 2025.

Summary Text:

The attached ITAM-0551 Artificial Intelligence Policy was approved by the Executive Information Technology Council (EITC) on September 24, 2025. This policy serves as a foundational document, providing essential guidance to County departments to leverage artificial intelligence (AI) effectively for improved efficiency, better decision-making, and enhanced service delivery for residents. This approach will accelerate service delivery, improve County services for residents, and empower our employees. While not required to be presented to your Board, it is being shared today for informational purposes.

Discussion:

ITAM-0551 Artificial Intelligence Policy, approved by the EITC on September 24, 2025, underwent the meet-and-confer process and review by County Counsel prior to its adoption. This policy establishes clear expectations for the use of AI in a human-centric, responsible, ethical, transparent, inclusive, and secure way. It is intended to protect the County and its stakeholders, including employees,

contractors, volunteers, and the public—by defining acceptable behaviors and practices in the use of AI.

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, Chair IT Policy Committee
Lilla Smith, Talent Development Manager, HR