

BOT TO THE FUTURE – GROUP 5

AI Governance Templates for Counties





AGENDA

Business Case & Project Goal

Milestones

Risks & Mitigation

Governance & Privacy

Sustainability & Documentation

Coordination & Next Steps

ROLES & RESPONSIBILITIES

- Jason Bond - Technical Review & Support
- Lynn Cheramie – Data Governance Framework, Alt. Leader
- Kelven Leverett – AI Risk Assessment Matrix
- David Newaj – CCISDA Mentor
- Robert Richards – Lifecycle Management & Accountability
- Melissa Strait – AI Project Intake, Capstone Leader



BUSINESS CASE

- As California counties increasingly adopt AI to enhance public services, many lack the foundational governance structures to ensure ethical, secure, and effective deployment. Without clear frameworks, AI adoption can lead to inefficiencies, ethical risks, and duplication of effort across jurisdictions.



CAPSTONE PROJECT GOAL

- This project addresses that gap by delivering a modular, scalable set of AI governance templates tailored for counties. These tools will:
 - Establish clear roles and responsibilities for AI oversight
 - Define ethical and operational guardrails
 - Align with state and federal compliance frameworks
 - Reduce redundancy and promote consistency across jurisdictions
 - The ultimate value is to enable responsible innovation while minimizing risk and administrative burden.



MILESTONES TIMELINE (EXAMPLE)



BIGGEST RISKS & MITIGATION

Risk 1: Data Privacy and Security

AI systems rely on sensitive data, making them vulnerable to breaches, misuse, and AI-specific attacks like model inversion or poisoning.

Mitigation: Implement strong data governance, encryption, access controls, and continuous security testing to protect AI pipelines.

Risk 2: Model Bias and Unintended Decision-Making

AI models can unintentionally replicate or amplify bias in their training data, leading to unfair or inconsistent decisions that harm trust and compliance.

Mitigation: Reduce bias through careful dataset curation, fairness testing, and ongoing human oversight to ensure equitable model behavior.



DATA GOVERNANCE & PRIVACY

- We're prioritizing strong data controls to ensure responsible and compliant AI use.
- We're reinforcing privacy protections across all stages of data collection, storage, and model development.
- We've created governance templates to help standardize data handling and documentation across counties.
- Everyone will receive access to these tools to support consistent and secure AI practices.
- We encourage you to use these resources so we can collectively strengthen data privacy across California.



LIFECYCLE MANAGEMENT & ACCOUNTABILITY

- We're establishing clear processes to manage AI systems from development through retirement.
- We're focusing on transparency, documentation, and responsible oversight at every stage.
- We've designed templates to guide lifecycle reviews, risk checks, and accountability steps.
- Everyone will receive access to this full template package to support consistent county practices.
- We encourage you to use these tools to strengthen governance and ensure responsible AI adoption.



TECHNICAL REVIEW & COUNTY READINESS

- We'll continue collaborating through the CCISDA AI Working Group. Please join.
- We're launching the new AI Documents Committee to share templates, standards, and forms.
- We encourage you to join these groups so we can collaborate more effectively.
- Together, we can strengthen California's AI readiness and resilience.



SUSTAINABILITY & DOCUMENTATION

- Documentation Requirements
- Each template will be accompanied by:
- A usage guide
- Compliance checklist
- Incidence response checklist
- Coordination with Other Teams
- Trevor Gregg (submission coordinator)
- County IT and Legal Departments (for pilot feedback)
- CCISDA Governance Subcommittee (for alignment and endorsement)



CLOSING & NEXT STEPS

Thank you for joining today—your time and participation are truly appreciated. We've also prepared a set of pre-built AI forms and templates that you're welcome to use and customize for your next capstone project. These resources are designed to help you get started quickly with AI and build confidently. Thanks again, and we look forward to seeing what you create!

