COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

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Fifth District

DATE: **August 26, 2025**

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TO: Board of Supervisors

SUBJECT

ESTABLISHING A COUNTY ARTIFICIAL INTELLIGENCE (AI) POLICY FRAMEWORK AND GOVERNANCE STRUCTURE TO SAFEGUARD TRANSPARENCY, EQUITY, AND ACCOUNTABILITY IN AI USE AND PROVIDING DIRECTION ON THE FUTURE OF COUNTY TECHNOLOGY (DISTRICTS: ALL)

OVERVIEW

Recent advances in Artificial Intelligence (AI) and related transformative technologies are creating exciting opportunities to grow San Diego region's economy and improve the lives of its residents. AI also presents transformative opportunities for government operations, enhancing service delivery, increasing efficiency, and improving decision-making. However, it also presents significant challenges, including ethical concerns, lack of transparency, potential bias, and risks to security and privacy. To effectively address these issues, the County of San Diego (County) must establish a clear AI policy framework and governance structure to ensure the responsible use of AI.

On June 4, 2024 (13), the San Diego County Board of Supervisors (Board) voted to approve the establishment of an ad hoc subcommittee (Subcommittee) of the Board for the purposes of better understanding and leveraging transformative technologies including, but not limited to, AI to make County services more responsive, efficient, and accessible to all.

On April 8, 2025 (18), the Board directed the Chief Administrative Officer to develop and implement a robust AI governance framework that ensures transparency, accountability, and responsible AI use across all County departments. This includes strengthening oversight of AI procurement and vendor management, establishing clear guidelines on ethical AI usage, ensuring compliance with existing legal and regulatory frameworks, supporting and training our County workforce, and fostering collaboration with external stakeholders to drive responsible AI adoption. Additionally, this effort will provide a structured approach to identifying and mitigating AI-related risks, safeguarding data privacy, and enhancing public trust in AI-driven government operations.

The recommendations in this Board letter seek to implement a governance framework, establish an AI incident response plan, enhance vendor accountability, and expand workforce education efforts. These measures will enable the County to remain at the forefront of technological advancements while safeguarding the best interests of employees, residents and businesses.

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RECOMMENDATION(S)
CHIEF ADMINISTRATIVE OFFICER
1. Adopt Board Policy A-140, Artificial Intelligence Board Policy (Attachment A, on file with the Clerk of the Board).
2. Adopt County of San Diego (CoSD) Artificial Intelligence (AI) Bill of Rights, which will be an attachment to Board Policy A-140, Artificial Intelligence Board Policy (Attachment B, on file with the Clerk of the Board).
3. Receive the following components of the County of San Diego Artificial Intelligence (AI) Governance Framework, which will be routinely reviewed and updated by the Chief Technology Office:
    a. CoSD AI Governance Framework (Attachment C, on file with the Clerk of the Board)
    b. CoSD AI Workforce Education and Training Plan (Attachment D, on file with the Clerk of the Board)
    c. CoSD AI Procurement Guidelines (Attachment E, on file with the Clerk of the Board).
    d. CoSD AI Security Checklist (Attachment F, on file with the Clerk of the Board)
    e. CoSD AI Risk Management Framework (Attachment G, on file with the Clerk of the Board)
    f. CoSD AI Incident Response Plan (Attachment H, on file with the Clerk of the Board)

EQUITY IMPACT STATEMENT
Artificial Intelligence (AI) technologies have the potential to either mitigate or exacerbate existing inequities. By establishing proper safeguards including the AI Policy, AI Bill of Rights, AI Incident Response Plan and procurement requirements, these risks can be mitigated. Meanwhile, the responsible use of AI can increase the effectiveness of current County of San Diego staff and programs that provide services to our community's most vulnerable residents.

SUSTAINABILITY IMPACT STATEMENT
By integrating Artificial Intelligence (AI) solutions into County of San Diego (County) operations, we can enhance efficiency and reduce environmental impact through optimized resource allocation. AI-driven automation and data analytics can improve sustainability initiatives such as energy management in County buildings and broadband accessibility. Additionally, responsible AI governance will ensure that emerging technologies align with ethical and environmental best practices, reducing risks associated with high-energy consumption AI models.

FISCAL IMPACT
There is no fiscal impact associated with this request. There will be no change in net General Fund cost and no additional staff years. There may be fiscal impacts associated with future related recommendations, which staff would return to the Board of Supervisors for consideration and approval.

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BUSINESS IMPACT STATEMENT
The proposed recommendations regarding the Artificial Intelligence (AI) framework will foster a responsible and innovation-friendly environment for businesses engaging with the County of San Diego (County). By providing clear procurement guidelines and transparent vendor management, businesses will have greater confidence in partnering with the County on AI-related initiatives. Furthermore, ensuring AI accountability will contribute to a stable economic climate, where businesses and residents benefit from reliable and ethical AI-driven public services.

ADVISORY BOARD STATEMENT
N/A

BACKGROUND
On June 4, 2024 (13), the Board of Supervisors (Board) approved the formation of an Artificial Intelligence (AI)-focused ad hoc Subcommittee (Subcommittee) to assess how transformative technologies, including AI and smart robotics, can enhance public services and align with the Board's strategic objectives. As part of this effort, the County has launched a County Engage webpage to gather community input and ensure AI policies reflect public priorities.

The first Subcommittee meeting on October 16, 2024, provided foundational knowledge on AI and its growing role in government. Experts discussed the expansion of generative AI, including ChatGPT, and its applications in various sectors such as education, customer service, and healthcare. Representatives from the National Association of Counties (NACo) provided a broad overview of AI legislation at the federal, state, and local levels, helping attendees understand the evolving regulatory landscape. The County's Chief Information Officer (CIO) presented on AI integration efforts within the County, detailing key use cases and areas where AI can enhance service delivery.

The second Subcommittee meeting, held on January 15, 2025, explored the impact of AI on the workforce and IT infrastructure. A representative from the City of San Jose's GovAI coalition shared case studies on how AI can support policy implementation, compliance monitoring, and public communication initiatives. Experts from UC San Diego addressed AI-driven job displacement and opportunities for workforce upskilling, emphasizing the importance of developing training programs that equip County employees with AI literacy and technical skills. The CIO provided a comprehensive overview of existing IT contracts and funding mechanisms, discussing how the County can leverage its Innovation Fund to support AI-driven projects and modernization efforts.

On April 8, 2025 (18), the County's Chief Administrative Officer (CAO) was directed to develop and implement a robust AI governance framework (Attachment C - CoSD AI Governance Framework) that ensures transparency, accountability, and responsible AI use across all County departments. This includes drafting Board of Supervisors AI Policy (Attachment A - BOS AI Policy) and a County Bill of Rights (Attachment B - CoSD AI Bill of Rights), strengthening

oversight of AI procurement and vendor management, establishing clear guidelines on ethical AI usage, ensuring compliance with existing legal and regulatory frameworks, and fostering collaboration with external stakeholders to drive responsible AI adoption. Additionally, this effort will provide a structured approach to identifying and mitigating AI-related risks (Attachment G - CoSD AI Risk Management Framework), safeguarding data privacy, and enhancing public trust in AI-driven government operations.

Additionally, an AI incident response plan (Attachment H - CoSD AI Incident Response Plan) was directed to be developed to address risks such as AI bias, security breaches, and unintended policy implications. AI presents unique challenges in terms of ethical considerations and unintended consequences, making it imperative to establish a proactive approach to mitigating these risks. This plan will ensure that County departments can swiftly respond to emerging AI-related issues and uphold public trust in government technology.

The CAO was also directed to implement a structured AI procurement guidelines (Attachment E - CoSD AI Procurement Guidelines) to strengthen vendor engagement, enhance compliance requirements, and ensure transparency in AI-related contracts. In addition to the AI procurement guidelines, a security checklist (Attachment F - CoSD AI Security Checklist) was created to be added to contract requirements for departments to use.

The Chief Technology Office met with multiple ERGs, labor, partners, vendors and other organizations to solicit feedback and input regarding the AI policy and governance framework. The goal is to ensure the policy meets the needs of the County and all related parties for full transparency and accountability.

Finally, the CAO was directed to focus on workforce preparedness (Attachment D - CoSD AI Workforce Education and Training Plan) for the adoption of AI services and products. A comprehensive education and training program needs to be developed in partnership with labor organizations and employee resource groups. This initiative aims to equip County employees with the skills needed to work effectively alongside AI systems, ultimately enhancing productivity and service delivery.

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LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN
This action supports the County's vision of Live Well San Diego and aligns with the 2025-2030 Strategic Plan by enhancing transparency, improving digital governance, and ensuring responsible AI usage. By prioritizing ethical AI policies and sustainable technology investments, the County will continue to foster an inclusive, innovative, and forward-thinking environment for all residents and businesses.

Respectfully submitted,

EBONY N. SHELTON
Chief Administrative Officer

ATTACHMENT(S)
Attachment A - BOS AI Policy
Attachment B - CoSD AI Bill of Rights
Attachment C - CoSD AI Governance Framework
Attachment D - CoSD AI Workforce Education and Training Plan
Attachment E - CoSD AI Procurement Guidelines
Attachment F - CoSD AI Security Checklist
Attachment G - CoSD AI Risk Management Framework
Attachment H - CoSD AI Incident Response Plan