

To: Finance Committee

Rachelle Blitch, Director of Finance and Administrative Services

From: Tim Neubeck, IT Director

Date: May 27th 2025

Re: 10/22/24 Finance Committee Follow Up Regarding AI & LLM Acceptable Use Policy

At the conclusion of the conclusion of the 10/22/24 Finance Committee meeting, staff was directed to bring the AI & LLM Acceptable Use Policy back to the Finance Committee for evaluation every 6 months due to the changing nature of artificial intelligence and large language models. Currently, staff is using AI primarily in 2 ways. The predominant way is that staff is using large language models (LLM) in assistance in writing memos and emails, and the preferred platform appears to be ChatGPT. No staff member interviewed is using it in violation of the Policy as confidential information is not being inputted so there is not a concern about data breaches. The other main way staff is utilizing AI is in our MDR solution which monitors network behavior. Staff regularly reviews reports and findings and makes changes as necessary.

In discussions with CVMIC and other municipal IT departments, Whitewater is currently ahead of the curve in proactively addressing AI & LLM usage, and our existing policy was shared to assist others. Generally, larger governmental organizations – often counties – have these kinds of policies in place. Based on what I have found, their policies generally are not including anything that we do not already have. Unless the Committee has specific suggestions to research or changes to make, staff suggests keeping the policy as-is.