

# RESOLUTION

## To Adopt the McHenry County Artificial Intelligence Appropriate Use Policy (18)

**WHEREAS**, the County Board is committed to providing services that ensure a high quality of life, sound fiscal management, and a dynamic business environment; and

**WHEREAS**, the County Board recognizes that artificial intelligence is incorporated in technology currently procured and used by the County; and

**WHEREAS**, the County Board prioritizes the use of artificial intelligence to improve employee work processes, user interaction with the County, and transparency while maintaining the security and accuracy of County information; and

**WHEREAS**, the adoption of the McHenry County Artificial Intelligence Appropriate Use Policy will help guide responsible, ethical, legal, and verifiable use of artificial intelligence to provide more effective, efficient, and fiscally responsible services to taxpayers; and

**WHEREAS**, this policy has been reviewed by the Administrative Services Committee.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it hereby adopts the McHenry County Artificial Intelligence Appropriate Use Policy; and

**BE IT FURTHER RESOLVED**, that all McHenry County constitutional elected officers are encouraged to adopt the McHenry County Artificial Appropriate Use Policy in their offices; and

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution and the attached policy to all McHenry County constitutional elected officers and department heads.

**DATED** at Woodstock, Illinois, this 19th day of November, A.D., 2024.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

## RESOLUTION

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SUBJECT: To Adopt the McHenry County Artificial Intelligence Appropriate Use Policy (18)

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**Board / Committee Action Requested:**

To adopt the McHenry County Artificial Intelligence Appropriate Use Policy.

**Background and Discussion:**

The Artificial Intelligence Workgroup (AI Workgroup) was developed in September of 2023 after a robust discussion at the monthly Elected Official/Department Head meeting about the advent and implications of the latest artificial intelligence (AI) tools. The AI Workgroup was then developed to learn more about (AI), short-term use cases and best practices.

The following elected offices and departments sent representatives to participate in the Workgroup: Administration, Auditor, Circuit Clerk, County Board, County Clerk/Recorder, ETSB/911, GIS, Health, Information Technology, Planning & Development, Procurement and Special Services, Sheriff, State's Attorney, Treasurer, and Workforce Network Board. In total, the 20 plus member Workgroup has had participation from six of the eight constitutional elected offices and entities under the supervision of four separate boards.

Over many months, the Workgroup researched best practices and different forms of technology that could be leveraged to enhance efficiency and effectiveness of work processes. The Workgroup also learned that the National Association of Counties (NACO), a professional organization representing over 40,000 county elected officials and 3.6 million county employees, was completing its long-term endeavor to develop an AI Toolkit for safe, ethical, and responsible AI usage for counties. The Workgroup implemented NACO's recommendation to complete an AI survey and modified one of its recommended AI policies to better fit McHenry County's needs.

Workgroup members also joined the Gov.Ai coalition, a group comprised of local governments and government professionals who pursue AI best practices.

Workgroup members also met with DuPage County officials to share policy ideas and best practices. Ideas from DuPage County have been incorporated into this policy.

Department heads and elected officials have been updated on the progress of the AI Workgroup regularly for the past year and have reviewed it on October 18, 2024. Department heads and elected officials will also have one more opportunity to review the policy on November 15, 2024, should additional ideas surface or should this committee decide to make any modifications.

The policy was reviewed and approved by the State's Attorney's Office.

The AI Workgroup desires to continue to meet to keep abreast of best practices, recommend policy updates, and discover opportunities to share technology, save taxpayer dollars, create efficiencies, and provide better services.

The AI Workgroup recognizes that this policy will likely need regular updating to keep pace with a rapidly evolving technology. The group commits to bringing policy recommendations to the Administrative Services Committee as necessary.

**Impact on Human Resources:** Employees will be required to read and understand this policy on a regular basis.

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** None.

**Impact on Capital Expenditures:** None.

**Impact on Physical Space:** None.

**Impact on Other County Departments or Outside Agencies:** All McHenry County constitutional elected officers are encouraged to adopt the McHenry County Artificial Appropriate Use Policy in their offices.

**Conformity to Board Ordinances, Policies and Strategic Plan:** The McHenry County Artificial Intelligence Appropriate Use Policy is in conformity with the Information Technology Security Framework as well as the 2022-2025 Strategic Plan Organizational Advancement Goals 1, 2 and 5.