

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – CONFERENCE ROOM
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**PERSONNEL COMMITTEE
AGENDA**

**Wednesday, May 27, 2026
3:00 pm**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. ARTIFICIAL INTELLIGENCE POLICY**
- 5. ORAL DISCUSSION**
- 6. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist and
Alison Bohorquez, Administrative Analyst

DATE: May 27, 2026

SUBJECT: REVIEW OF ARTIFICIAL INTELLIGENCE POLICY

BACKGROUND

For decades, park and recreation agencies have been tasked with doing more with limited resources. Artificial Intelligence (AI), particularly Generative AI (GenAI), has rapidly emerged as a tool that can support efficiency, creativity, and productivity in the workplace. These technologies are now embedded in many commonly used platforms, including word processing software, email systems, virtual meeting tools, and publicly available applications.

While AI presents opportunities to improve operations and service delivery, it also introduces risks related to data privacy, public records compliance, accuracy of information, cybersecurity, and public trust. At this time, the District does not have a formal policy governing employee use of AI. Without clear guidelines, there is potential for inconsistent use, unintentional exposure of sensitive information, or reliance on inaccurate outputs.

In February, the Personnel Committee met with staff and provided direction to return with a draft Artificial Intelligence policy for District use. The Committee specifically requested that the policy address training requirements, appropriate use, and limitations on tasks that should not be performed using AI.

ANALYSIS

While generative AI offers significant opportunities to improve efficiency and support day-to-day operations, it is not without limitations. These tools may produce inaccurate or contextually misaligned content, and their use requires thoughtful implementation and ongoing human oversight. Ensuring that AI-generated content aligns with the District's operational needs, values, and legal obligations remains essential.

In response to the Committee's direction, staff have developed a draft Artificial Intelligence Policy using the California Special Districts Association (CSDA) policy as a foundational model and incorporating best practices relevant to District operations.

The proposed policy establishes a framework for responsible AI use within the District, with an emphasis on protecting sensitive information, maintaining accountability for all work products, and ensuring compliance with applicable laws such as the California Public Records Act. It also

defines approved and prohibited uses of AI, including clear limitations on the use of AI for employment-related decisions, handling confidential information, and other high-risk functions.

Additionally, the policy incorporates mandatory annual training requirements to ensure staff understand both the benefits and limitations of AI tools, as well as their responsibilities when using them. The framework also includes provisions for ongoing evaluation, tool approval, and periodic policy updates to ensure the District remains aligned with evolving technology and best practices.

By establishing clear expectations and safeguards, the District can support appropriate innovation while minimizing risk and maintaining public trust.

FISCAL IMPACT

There is no fiscal impact at this time.

STRATEGIC PLAN COMPLIANCE

5 .1 GOAL: Position the District to attract and retain high-quality employees.

A. Strategy: Explore and implement innovative tools and strategies to maximize recruitment opportunities.

RECOMMENDATION

It is recommended that the Personnel Committee review the proposed Artificial Intelligence (AI) Policy and provide feedback on its content, including appropriate use, safeguards, training requirements, and prohibited uses. Based on Committee input, staff will refine the policy as needed and return with a final draft for consideration by the Board of Directors.

ATTACHMENTS

1. Draft PVRPD Artificial Intelligence Policy (7 pgs)



ARTIFICIAL INTELLIGENCE POLICY

Purpose

This policy is intended to govern the thoughtful and safe integration of artificial intelligence ("A.I.") as a resource to support the work of the Pleasant Valley Recreation and Park District (PVRPD) staff and Board of Directors. PVRPD recognizes that A.I. and artificial general intelligence ("A.G.I.") tools, models, and chatbots are a useful resource. However, PVRPD also recognizes the potential shortcomings of A.I. and dangers of data sharing that are inherent in many A.I. tools and seeks to mitigate those risks through implementation of this policy. The use of A.I. must always be subject to human judgment and oversight to avoid bias, misuse, and inadvertent risks of harm.

Scope

This policy is applicable to PVRPD employee use of A.I. for job-related purposes. This policy applies to all District employees, including full-time, part-time, temporary, and seasonal employees, as well as volunteers and interns. This policy also applies to contractors, consultants and other third parties when using District systems, accessing District data, or performing work on behalf of PVRPD.

This policy also applies to use of A.I. by members of the PVRPD Board of Directors and other PVRPD committees related to their participation in District sponsored meetings and their use of A.I. when utilizing data, information, or materials received from PVRPD in the course of their service.

This policy applies whenever A.I. tools are used in the conduct of District business, including when using District-owned or District-issued equipment, District systems or networks, or District data, and applies regardless of whether such tools are accessed on District equipment or personal devices. This policy applies to any use of A.I. tools.

Definition of Artificial Intelligence

A.I. refers to machine-based systems that can, based on human-provided prompts or data inputs, generate content, make predictions, provide recommendations, or assist in decision-making. A.I. tools vary in complexity and autonomy and may improve or adapt over time based on user interaction and data.

For purposes of this policy, A.I. includes both traditional and emerging technologies that support or automate workplace tasks. This includes, but is not limited to:

- Generative A.I. tools that create new content such as text, images, audio, or video
- Large language models used for drafting, summarizing, or responding to written prompts



ARTIFICIAL INTELLIGENCE POLICY

- Image, video, and design generation or editing tools
- Speech recognition, transcription, or automated note-taking systems
- A.I.-enhanced features embedded within commonly used software platforms (e.g., word processing, email, spreadsheets, and virtual meeting tools)
- A.I tools used for data analysis, forecasting, pattern recognition, or decision support.
- Systems that generate recommendations, predictions, or rankings based on data input.

Examples of commonly used A.I. tools may include, but are not limited to:

- ChatGPT
- Microsoft Copilot
- Google Gemini
- Canva (A.I. features)
- Grammarly
- Otter.ai (meeting transcription)
- Zoom AI Companion

This definition is intended to be broad and adaptable, as A.I. technologies are rapidly evolving and may be incorporated into additional tools and systems used by the District over time.

Ethical Use Guidelines

PVRPD and its employees commit to the following ethical use strategies:

Transparency

Transparency is of the utmost importance in ethical A.I. use. PVRPD strives to provide information as openly as possible including A.I. use by team members. If A.I. is used to generate any portion of content, employees must disclose to their supervisor or appropriate manager that the work product includes A.I. generated content. When A.I. generated content is used in materials intended for public distribution, disclosure must be made.

Any recording, transcription, or note-taking services implemented using A.I. without authorization is prohibited during meetings sponsored or controlled by PVRPD, whether internal or with external stakeholders. This includes committee meetings and meetings of the PVRPD Board of Directors. A.I. notetaking is prohibited to avoid the disclosure of sensitive or confidential information. This encompasses both virtual and in-person meetings, and covers all types of A.I. notetaking tools, including but not limited to transcription software, voice recognition applications, and automated meeting assistants. Meeting participants are expected to rely on traditional methods of notetaking to ensure confidentiality and security of the



ARTIFICIAL INTELLIGENCE POLICY

discussion. Meeting organizers and supervisors are responsible for monitoring adherence to the policy.

In certain circumstances, the use of A.I. notetaking tools may be permitted with prior approval from the meeting organizer or supervisor under the condition that all parties participating in the meeting are informed and have provided their express consent. Such exceptions will be evaluated on a case-by-case basis, considering factors such as the nature of the meeting, the sensitivity of the information discussed, confidentiality concerns, accessibility-related issues, and the potential benefits of using A.I. tools.

Fairness and Equity

On occasion A.I. may provide outputs using data that contains or facilitates discrimination of protected classes or generates misleading information (known as "hallucinations" - i.e. the ability of A.I. to "make up" facts.) It is PVRPD's policy to ensure the prompts used to generate content are unbiased and that A.I. tools are not used in a manner that violates equal employment opportunity or nondiscrimination laws. Users must review and check A.I. products and outputs for bias, discrimination, or misleading information. The user is responsible for actively monitoring and rectifying any unintended biases, discriminatory content, or hallucinations in the A.I. generated output prior to use or distribution.

A.I. may not be used to make final employment-related decisions, including but not limited to: hiring, discipline, termination, promotion decisions, and performance evaluation decisions. A.I. tools may be used to assist with the drafting of non-decision-related content, such as job application postings. or analysis only when final decisions are made by qualified District staff exercising independent human judgment and consistent with applicable laws and District policies.

Legal opinions, legal conclusions, contracts, legislative recommendations, policy determinations, and other decisions of significant importance that require human analysis shall not be made using A.I. without appropriate human review and approval.

A.I. tools may not be used to translate documents into other languages.

Privacy and Data Security

A.I. tools and models often use data inputs from a user for the purpose of training the A.I. model and can integrate that data into future queries by other users. PVRPD employees must never input any proprietary, confidential or sensitive information related to the District, its employees, patrons, programs, or stakeholders into A.I. tools, including but not limited to information such as names, addresses, email addresses, phone numbers, biographical information, or other intellectual property owned by PVRPD or the District's stakeholders. Proprietary data and confidential or sensitive information may be utilized in an A.I. tool or



ARTIFICIAL INTELLEGEANCE POLICY

model on a case-by-case basis only when the employee is using a District-approved subscription or “paid” account that includes appropriate privacy and data protection safeguards and permits the user to decline sharing information for learning or training purposes. Employees may submit a request to their supervisor for a paid subscription to an A.I. tool.

Confidential or sensitive information must never be disclosed to any A.I. sources without proper authorization.

Examples of sensitive information include:

- Passwords and other credentials;
- Employee personal records or human resources information;
- Patron or customer information, including program registration data;
- Youth program or minor-related data;
- Medical or health-related information;
- Incident reports or investigation materials;
- Contracts or legal documents;
- Non-public District documents, records or communications;
- Budget or financial information;
- Personnel material;
- Information from Confidential documents; and
- Any other non-public PVRPD information that might be of use to third parties or have a negative impact on PVRPD or its members if disclosed.

The security of data used in an A.I. tool must be evaluated by appropriate District staff. Employees are encouraged to consult their supervisor before using District data or information in any A.I. tool to determine whether such use is permitted.

Accountability and Human Oversight

PVRPD will hold individuals accountable for any work product or decisions made based on A.I.-generated outputs and ensure that the responsibility for any consequences remains with the individual responsible for the work. An employee using A.I. to generate materials meant to be shared with other employees, members, or the public is responsible for that product and any information contained in it. It is required to review all work produced through the use of A.I. to identify any false information (hallucinations), mistakes, bias, or other errors. It is also the author’s responsibility to ensure they comply with any applicable laws and PVRPD policies when publishing work products.

A.I. generated outputs always require human review and approval before use, which includes fact-checking and proofreading the output, and utilizing final review authority over the output.



ARTIFICIAL INTELLIGENCE POLICY

PVRPD may conduct audits and evaluations of A.I. systems to assess their overall performance, impact, and ensure compliance with the District's ethical framework.

AI Tool Approval Process

Employees must obtain approval from their supervisor or appropriate manager before using any new A.I. tools for District business. Paid, licensed, or subscription based A.I. tools will require additional District approval prior to purchase or use. The District will maintain a list of approved A.I. tools that employees are authorized to use during District business.

Approval of A.I. tools will consider factors including data privacy and confidentiality protections, licensing terms and conditions, information security standards, and the operational value or business need for the tool. Anyone subject to this policy is not permitted to use any A.I. tools that are not on the current District approved list.

Approved Uses:

All A.I. tools must be approved prior to their use by PVRPD employees for the completion of job-related tasks. Any use of A.I. that utilizes PVRPD proprietary or customer data or confidential information in a query or prompt must be done using an appropriate paid/subscription model.

Anyone desiring to utilize an A.I. tool that has not been previously approved must communicate that request with their supervisor. PVRPD will then consider the tool and make sure it's safe, licensed, transparent, and effective in meeting our needs. Only the General Manager or designee may approve A.I. tools for use, based on the business and operational needs of PVRPD. Supervisors may restrict uses of A.I. beyond the scope of this policy.

Current Approved Uses include:

- Image generation and manipulation and video editing provided the images are checked for bias and appropriate disclosures are made.
- Creating written content provided that all prompts refrain from disclosing sensitive or confidential information, member and association information is anonymized, and the final product is fully reviewed by the author.
- Generating talking points, headlines, search queries, and other creative solutions, provided no sensitive information is disclosed.
- Summarizing bills, cases, or substantive materials provided that the author has read and analyzed the material and checks the product for accuracy and bias.

Current Prohibited Uses include:

- Use of A.I. to make final employment-related decisions, including hiring, discipline, termination, promotion, or performance evaluations.



ARTIFICIAL INTELLIGENCE POLICY

- Use of A.I. to generate legal opinions, contracts, or policy determinations.
- Inputting confidential, sensitive, or personally identifiable information into A.I. systems, including employee records, patron data, financial information, or District documents.
- Use of A.I. to create or distribute content that has not been reviewed for accuracy, bias, or appropriateness.
- Use of A.I. to conduct analysis or make determinations related to public safety, incident response, or risk management.
- Use of A.I. tools for recording, transcription, or automated notetaking during meetings, with certain exceptions previously established in this policy.
- Use of AI tools to manipulate personal likeness or images.

Training Requirements

PVRPD will require all employees to complete annual training on the responsible use of A.I. to ensure staff understand the expectations, risks, and appropriate applications of these tools in the workplace. This training will include, but is not limited to, guidance on data privacy and protection, ethical use of A.I., recognition of inaccurate or biased outputs, and compliance with applicable laws, including the California Public Records Act (PRA). Employees must agree that information entered into A.I. systems may be subject to disclosure and they will take appropriate precautions to safeguard confidential and sensitive information.

Employees who utilize A.I. tools as part of their job duties are expected to apply the knowledge gained through training to ensure that all A.I.-assisted work products are accurate, appropriate, and compliant with District policies. Additional or role-specific training may be required for employees whose positions involve more frequent or complex use of A.I., particularly where access to sensitive data or higher-risk operational functions is involved.

PVRPD will provide updated training and guidance as A.I. technology, legal requirements, and industry best practices evolve. Employees are expected to complete all required training within designated timeframes. Failure to complete required training or to adhere to the principles outlined in such training may result in corrective action in accordance with District policies.

Policy Review and Updates

Due to the rapidly evolving nature of artificial intelligence technology, this policy will be reviewed and updated at least every two years, or sooner as necessary, to reflect changes in applicable laws, technological developments, operational needs, or best practices. Updates may be recommended by staff, management, or the Board to ensure the policy remains effective, compliant, and aligned with the District's mission and risk management objectives



ARTIFICIAL INTELLEGENGE POLICY

Violations

Violating this policy may result in disciplinary action and could result in termination. PVRPD may take legal action where appropriate to protect its data and confidential information. Any suspected violations of this policy must be reported.