

St. Joseph County AI Task Force Meeting Summary

Creation Notes: As usual, I relied entirely on AI to generate the meeting summaries based on the agenda and transcripts. This time, I requested a more detailed summary. After two prompts, this is the verbatim result.

Notably, the AI attempted to identify and include the names or positions of the speakers, either intuitively or based on context. Sometimes it got it right, but other times, it missed the mark—still, an interesting capability. I neglected to use the voice recognition option while converting the transcript, which probably would have mitigated this issue.

While it's impressive how the AI can pull together bits of information from a wide-ranging discussion into a cohesive summary, it sometimes blends unrelated conversations into a single section (for example, the Judge's Update, which merged comments from different people on different topics). This highlights the importance of proofreading and double-checking the AI's output. Even with these quirks, it remains a significant time-saver.

- JH

Date: August 28, 2024

Time: 8:00 AM - 9:00 AM

Location: MSUE Conference Room

1. Welcome and Opening Remarks (8:00 - 8:10 AM)

- **Facilitator:** The meeting was led by [Meeting Chair Name].
- **Opening Comments:**
 - The meeting opened with a roundtable where members shared updates on their AI-related activities and experiences.
 - **Key Updates from Members:**
 - **Gina:** Has been using AI primarily for election-related tasks. She also tested AI's functionality in compliance with the Open Meetings Act.
 - **Judge [Name]:** Shared his experience with reluctance from Van Buren County courts to adopt AI, citing fear and misunderstanding about the technology. He is attending a seminar by the National Center for State Courts to gather more insights on AI in the judiciary.
 - **Juvenile Caseworker:** Focused on developing workflows and checklists for juvenile caseworkers, including a plan to use AI to help streamline the new requirements for detentions, effective October 1st.

- **Webmaster:** Discussed efforts to update the St. Joseph County website and train an AI chatbot named Joey to assist with public inquiries, highlighting the challenge of keeping the bot's knowledge base current with website updates.
 - **Pam:** Shared a personal experience about her son's inability to use a transcription app, Coconote, in school due to restrictions, which sparked a broader discussion on the ethical use of AI tools in education.
- **Discussion Points:**
 - The general sentiment was that while AI is a powerful tool, there is a significant learning curve and resistance to adoption, especially in conservative fields like the judiciary.
 - The Task Force emphasized the need for AI to be introduced thoughtfully, with proper education and support to ensure it is used effectively and ethically.

2. AI Task Force Future Direction: Open Discussion (8:10 - 8:30 AM)

- **Objective:** To determine the next steps for the AI Task Force as they move from exploration to implementation.
- **Key Discussion Points:**
 - **Role of the Task Force Moving Forward:**
 - The Task Force discussed transitioning from an exploratory phase to actively integrating AI into county operations.
 - There was consensus on the need to draft a report to the Board of Commissioners summarizing their findings and outlining future plans.
 - **Integration of AI Technologies:**
 - The group identified key areas where AI could be immediately beneficial, such as automating routine tasks, improving efficiency in HR, and legal processes, and enhancing public engagement through the county's website.
 - Members acknowledged the challenges of AI integration, particularly around staff reluctance and the need for continuous education.
 - **Challenges and Pitfalls:**
 - **Resistance to Adoption:** Some staff members are resistant to using AI due to concerns about job security and unfamiliarity with the technology.
 - **Education Needs:** It was noted that more training is needed to help staff understand AI's capabilities and how it can be used to augment rather than replace their roles.

- **Accountability:** The importance of ensuring that AI-generated content is accurate and reliable was stressed, with suggestions that policies be developed to hold users accountable for reviewing AI-generated outputs.
- **Next Steps:**
 - **Report Preparation:** The Task Force will prepare a report for the Board of Commissioners detailing their findings, including recommendations on AI adoption and integration.
 - **Customization of AI Tools:** The Task Force plans to customize AI tools for specific departmental needs, such as generating reports, creating policies, and managing workflows.

3. AI Workshop (8:30 - 8:55 AM)

- **Note:** This portion of the meeting was skipped due to time constraints.

4. Q&A and Discussion (8:55 - 9:00 AM)

- **Open Floor Discussion:**
 - Members were given the opportunity to ask questions and provide feedback on the discussions. Key topics included the potential for AI to replace certain job functions and how to address this concern among staff.
 - **Key Points Raised:**
 - **Mandatory Use of AI:** A significant discussion centered around whether AI should be a mandatory tool for all staff or optional, with concerns about how to handle staff who are uncomfortable or unwilling to use AI.
 - **AI as a Job Augmentation Tool:** The group debated the framing of AI as a tool that enhances job performance rather than one that replaces jobs, with a focus on how to communicate this to staff.
 - **Policy Recommendations:** There was agreement that clear policies need to be developed, particularly around the ethical use of AI and the accountability of staff when using AI-generated content.
- **Action Items:**
 - **Departmental Summaries:** Each department representative is tasked with using AI to draft a summary of how AI is or could be used within their department. These summaries will be compiled into a preliminary report for the Board of Commissioners.
 - **Drafting the Report:** The Task Force will collaborate on drafting the report, with a focus on using AI to compile and refine the document. A preliminary version will be shared for feedback before final submission.

- **Next Meeting:**

- The next meeting will focus on reviewing the preliminary report and preparing it for presentation to the Board of Commissioners.
- **Meeting Dates:** The Task Force will meet again before the September 17th Board of Commissioners meeting to finalize the report.

Adjournment: The meeting concluded at 9:00 AM. Members were reminded to submit their departmental summaries promptly and to continue exploring AI tools in preparation for the next meeting.