



**Kewaunee County
Executive Committee Meeting
AGENDA**

April 7, 2025 6:00 p.m.

COUNTY BOARD ROOM

County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approval of April 7, 2025 Agenda
4. Approval of March 3, 2024 Minutes
5. Public Comment (3 minutes per person – 20 minute maximum)
6. Cybersecurity Enhancement
 - a) Demo of Cloudstrike
 - b) Possible action to authorize purchase of cybersecurity product(s)
7. Personnel Policy Changes (from Public Safety Committee)
8. Request to create full-time position: Human Services – Economic Support Lead Worker
9. Policy on Use of Artificial Intelligence (AI)
 - a) Demo of AI tools
 - b) Review options, with possible action to enact or direct modifications to draft policies
10. County Administrator's Report
 - a. Personnel Report
 - b. Approve Filling Vacancies
11. Next Meeting Date
12. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

Kewaunee County
Executive Committee
MINUTES

March 3, 2025 6:00 p.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Conference Room

Call to Order: Chairman Olson called the meeting to order at 6:00 p.m.

Roll Call:

Members Present – Chairman Olson, Supervisor Paape, Supervisor Baker, Supervisor Lazansky, Supervisor Lukes, Supervisor Augustian, Supervisor Teske, and Supervisor Romdenne. Supervisor Jahnke was excused.

Others Present: IT Director Ross Loining, Finance Director Paul Kunesh, Human Services Director Melissa Annoye, County Administrator Jeremy Kral.

Approval of March 3, 2025 Agenda: Supervisors Baker moved, Paape seconded to approve the agenda. Motion carried unanimously.

Approval of February 3, 2025 Minutes: Supervisors Lazansky moved, Lukes seconded to approve the minutes. Motion carried unanimously.

Public Comment: None provided.

Consideration of Cybersecurity Enhancement: IT Director Loining provided the committee with background on cybersecurity environment, the prevalence of attacks and vulnerabilities of local government units. Loining presented quotes for solutions from Cloudstrike and Cisco. Loining explained the basics of how the systems work to protect county computers and data from being compromised. Loining recommends that this security enhancement be implemented due to the private, sensitive data that is used and managed by the county and the risk of ransom attack. The committee asked for information on the cost of ransom and insurance coverage. There are reports of \$1 million ransoms of local governments, and there is insurance coverage that could potentially cover a ransom, however the determination to cover the claim lies with the insurance carrier. The insurance does not cover lost or damaged data, only for financial loss. Chairman Olson requested that a demo be provided to the committee, preferably at the April meeting.

Policy on Use of Artificial Intelligence: Administrator Kral provided the committee with a draft policy providing proposed parameters for acceptable use of AI tools. Kral noted that AI tools do present opportunities for misuse intentionally or unintentionally. AI tools are present and available currently, and having a policy to address AI use would help define parameters for use. Supervisors asked questions regarding risks to sensitive data, how staff might use AI, how use of AI would be supervised, and other valuable aspects of the technology. Directors Loining and Annoye offered examples in which AI uses could occur in county work. Committee members raised questions and concerns about the skills and competencies of employees potentially declining over time due to over reliance on AI as well as concerns over potentially inaccurate results. Committee consensus was to make the policy more restrictive and subject to more direct supervision. The suggestion was made that the department head should be notified and give approval prior to any use of AI. The committee expects training to be provided prior to implementing sanctioned AI use. There was a suggestion to seek more information, possibly a demo for the committee and a presentation by Mr. August Neverman (citizen member of the Broadband Committee).

Proposed new Position Description and Wage Scale for positions in Human Services Department-Finance Unit: Kral introduced a proposal to combine three current positions in the unit into one job description. This will allow more flexibility in assignment of work and simpler cross-training. After assessing recent retirements, one position subject to the proposal required a bachelor's degree, and the department does not believe that level of degree is essential to accomplishing the duties. Due to all three proposed positions working in the same wage range and requiring an associate's degree, there is also a reduction in costs due to this proposal. Supervisors Baker moved, Romdenne

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seconded to approve the revised job description and wage scale as proposed. Motion carried.

County Administrator's Report: Kral informed the committee that the contract for Employee Assistance Program (EAP) has been executed and we are moving forward with activating that benefit for employees and household members. It will be necessary to continue recruiting for the Children's Long Term Support worker as initial recruitment has not produced a candidate for hire. Kral also advised the committee that options are being considered to address a need in the Economic Support area of Human Services. Prior to 2023, Kewaunee County had always had the benefit of seasoned staff with strong program knowledge. The second half of 2023, all three Economic Support positions turned over, and without the strong institutional knowledge, there is a need for enhanced program-specific knowledge to support the functions of the unit. The Human Services Department has explored and brought options to HS Committee including contracting with other counties and adding a lead worker position to the unit. A proposal will be made to HS Committee and Executive Committee in the next month. Kral advised that there has been a resignation in the radio operator/jailer role after the Personnel Report was run. There are 10 active candidates being pursued for interview, 3 openings and 1 position in-training. Kral provided an update to the committee that the Administrator's office has made enhancements to the online application and the county's website to streamline application and make the process more clear and simple for applicants.

Next Meeting: April 7, 2025 at 6:00 p.m.

Adjournment: Supervisors Paape moved, Baker seconded to adjourn. Motion carried at 7:05 p.m.

Minutes respectfully submitted by Jeremy Kral, Kewaunee County Administrator



KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

Jeremy Kral
County Administrator

April 7, 2025

RE: Agenda Item 7: Proposed Changes to Personnel Policy

Hello Executive Committee Members,

As you know, we are experiencing an ongoing challenge in staffing the Radio Operator/Dispatcher role to the assigned level. The Public Safety and Justice Committee has discussed adjustments to the personnel policy to help address aspects of recruitment and retention. With recommendations and assistance from Sheriffs Department leaders and the County Administrator, the Public Safety Committee supports the following changes and requests your review and approval:

1. Change policy and language to pay Radio Operator/Jailer staff overtime when they work hours that are outside of their normal schedule (as opposed to only after 40 hours worked).
 - a. This practice would align with other counties for this position.
 - b. This practice would align with the union contract for law enforcement positions.
 - c. This change would address one of the most frequently mentioned suggestions from staff surveys on how to enhance retention.

Proposed Policy Language Change: Personnel Policy Chapter 3, page 1, Section Overtime pay #2 a.: *Radio Operator/Jailer overtime will be paid overtime for hours worked in excess of a regularly scheduled eight hours or twelve-hour work day. If the Sheriff or authorized supervisory personnel requests or directs a Radio Operator/Jailer to work when that worker's regular schedule would have them off, the Radio Operator/Jailer shall be paid at a rate of time-and-one-half the regular rate of pay for hours worked that day.*

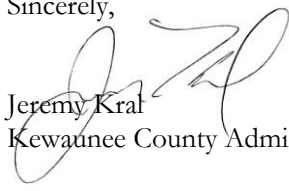
2. Change policy to treat leave for birth or adoption of a child the same for married and unmarried couples. Under federal law, unmarried parents working for the same employer are each entitled to 12 weeks of family medical leave. Married parents working for the same employer are entitled to 12 weeks combined. Local policy may not reduce that amount of leave, but may increase it.

Proposed Policy Language Change: Personnel Policy Chapter 5, page 9, Section M. Family and Medical leave: Insert the following language before "Procedure: Employees who need...": *In addition to the legally protected leaves described in this section, Kewaunee County policy allows 12 weeks of leave for each parent for the birth of a child, placement of a child with the employee(s) for adoption or foster care, or care of a child with a serious health condition. This maximum applies to both married and unmarried parents when both are employed by Kewaunee County and otherwise qualify for leave under this policy.*

3. Change policy to increase the premium paid for Radio Operator/Jailer personnel when assigned the duties of Field Training Officer (FTO) or Tactical Instructor to provide training to junior staff.

Proposed Policy Language Change: Personnel Policy Chapter 4, page 3, Insert the following as Section H.: Field Training Officer (FTO)/Tactical Instructor Premium for Jailors: *Non-Exempt Sheriff's Department personnel who are not subject to union contract shall be paid a premium of two dollars (\$2.00) per hour when assigned to work in the capacity of Field Training Officer (FTO) or Tactical Instructor. Assignment of duties and eligibility for premium pay is at the discretion of the Sheriff or designee.*

Sincerely,


Jeremy Kral
Kewaunee County Administrator

Kewaunee County is an Equal Opportunity Employer

Kewaunee County
810 Lincoln Street
Kewaunee, WI 54216

PHONE (920) 388-7164
FAX (920) 388-7195
WEB SITE <http://www.kewauneeeco.org>



KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

Jeremy Kral
County Administrator

April 7, 2025

RE: Agenda Item 8: Creation of Lead Economic Support Worker position

Hello Executive Committee Members,

As I briefly mentioned in my report last month, the Human Services Department has experienced turnover in Economic Support positions and a subsequent change in circumstances that we believe necessitates a change in how the unit is structured, including the addition of one full-time position.

As brief background, this unit functions as part of a multi-county consortium of counties to provide the mandatory services of gathering information and making determinations on eligibility for state and federal benefits such as Medicaid, FoodShare, and child care assistance. Due to the volume and scope of work, strong command of a variety of complex and ever-changing programs is essential for making accurate determinations working at the pace required by program standards. This knowledge also provides the foundation needed to deliver quality customer service to the people served as well as to maintain our commitment to partner counties in the consortium and satisfy state and federal requirements.

For many years, Kewaunee County benefitted from a group of seasoned workers who had great experience in the role and were very self-sufficient in the decisions of the position due to their extensive program knowledge. The county was able to assign supervision of this unit to the Finance Manager, which is an unusual arrangement, but was a fine decision under the circumstances. In the second half of 2023, all three positions turned over, leaving the county without the benefit of the extensive program knowledge and therefore both less efficient in current operations and without a path to rebuild the advantageous situation.

A large majority of (if not all) other counties have a dedicated supervisor solely for Economic Support. After review of options to address the need and assessing the financial impact of those options, Human Services Director Melissa Annoye had my support in making a recommendation to the Human Services Committee to proceed with creating an Economic Support Lead position.

Available information indicates that while creation of this position represents a new and ongoing cost, the department is likely to be able to sustain the expected this position in 2025 without an increase on the bottom line. For 2026 and subsequent years, the department and administrator would have to budget for the increased cost. Cost comparisons of different options as well as brief pros and cons are attached for your reference.

Sincerely,


Jeremy Kral
Kewaunee County Administrator

**Kewaunee County Human Services
Economic Support Lead Worker Cost Impact**

	Current Budget 3 ES Workers	Green Lake 3 ES Workers 2 Housed in Kewaunee	Brown Co. 2 ESS, 1 Lead Housed in Brown	Add a Lead + \$2.00 3 ES Workers	Add a Lead + \$2.50 3 ES Workers
INCOME MAINTENANCE					
Revenue	(277,021)	(237,312)	(195,272)	(333,016)	(333,591)
Expenditures	226,052	258,158	205,912	306,524	307,598
Sub-total	(50,969)	20,846	10,640	(26,492)	(25,992)
IM-FRAUD PREVENTION & INVEST					
Revenue	(4,000)	(10,583)	(3,000)	(6,066)	(6,090)
Expenditures	1,183	10,924	3,000	2,967	2,991
Sub-total	(2,817)	341	0	(3,099)	(3,099)
CHILD CARE ADMINISTRATION					
Revenue	(21,883)	(27,170)	0	(27,170)	(27,170)
Expenditures	14,397	27,170	0	20,640	20,724
Sub-total	(7,486)	(0)	0	(6,530)	(6,446)
CC-FRAUD PREVENTION & INVEST					
Revenue	(1,500)	(2,000)	0	(2,000)	(2,000)
Expenditures	1,183	2,000	0	2,075	2,087
Sub-total	(317)	0	0	75	87
TOTALS					
Revenue	(304,404)	(277,065)	(198,272)	(368,252)	(368,851)
Expenditures	242,815	298,252	208,912	332,206	333,400
Total	(61,590)	21,187	10,640	(36,046)	(35,451)
Net Change					
Revenue (Decrease)		(27,339)	(106,132)	63,848	64,446
Expenditures (Increase)		(55,438)	33,903	(89,391)	(90,585)
Total		(82,777)	(72,229)	(25,543)	(26,138)

Partnership with Green Lake

- Net cost increased by \$82,777 if staff remain housed in Kewaunee
- Budget impact increases further if housed in Green Lake
- Green Lake has been supporting our county on a contractual basis as we have working to onboard new staff over the past year
- It has been identified that Green Lake's values and operational model are very similar to Kewaunee's
- Green Lake is in the same economic support consortium-East Central Consortium
- Green Lake is interested in hiring our two ES staff
- Established leadership in economic support
- Currently has a robust ES team (4 front line, 1 lead, 1 manager)
- Green Lake's caseloads are comparable to Kewaunee's
- Kewaunee and Green Lake have the same hours of operation
- Partnership would reduce the number of Kewaunee County employees

Partnership with Brown County

- Net cost increase of \$72,229
- Budget impact somewhat unclear; waiting on further communication
- Brown County's physical location may be more appealing to our current ES staff

- Brown County is in a different consortium (Bay Lake Consortium); consortium agreements would have to be changed
- If we were to become a part of Bay Lake, more options for walk-in services for our consumers (could go to Brown or Door)
- Brown County's ES workers work remotely after the onboarding/ probationary period
- Established leadership in economic support
- Brown County's caseloads are substantially higher than Kewaunee's, which may impact customer service
- Brown County works 37.5 hours per week and has different hours of operation than Kewaunee
- Partnership would reduce the number of Kewaunee County employees

Hire Lead worker for Kewaunee County (3 front line, 1 lead)

- Net cost increase approximately \$26,000, depending on wage
- Kewaunee has not expanded the ES team in over 30 years
- Kewaunee currently does not have an ES worker in a position to become a lead; it would be difficult to recruit an experienced lead worker
- Having a local point of service is ideal for community members seeking support
- Would increase the number of Kewaunee County employees
- Consider turnover cost implications

Kewaunee County

03/19/25

Pay Plan

Year: 2025

REQUESTED Adjustments

STEP	Salary Range														
	MIN	2	3	4	5	6	7	MID	9	10	11	12	13	14	MAX
	1							8							
	START	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

FTE

CURRENT

HUMAN SERVICES DEPARTMENT																
ECONOMIC SUPPORT SPECIALIST	22.98	23.32	23.67	24.03	24.39	24.76	25.13	25.50	25.76	26.02	26.28	26.54	26.81	27.07	27.34	3

PROPOSED

HUMAN SERVICES DEPARTMENT																
ECONOMIC SUPPORT SPECIALIST	22.98	23.32	23.67	24.03	24.39	24.76	25.13	25.50	25.76	26.02	26.28	26.54	26.81	27.07	27.34	3
ECONOMIC SUPPORT LEAD WORKER	24.67	25.04	25.42	25.80	26.18	26.58	26.98	27.38	27.65	27.93	28.21	28.49	28.78	29.06	29.35	1



KEWAUNEE COUNTY DEPARTMENT OF HUMAN SERVICES

ECONOMIC SUPPORT LEAD

Characteristic Work of the Position:

Nature: Under the direction of the Financial Manager of Kewaunee County Human Services this position functions as an advanced level of Economic Support Specialist. This position demonstrates superior competence in all areas of job performance, such as eligibility determination for Economic Support programs, CARES, and other relevant State systems. This position works in the consortium call center, completes benefit recovery, and provides all other support services provided by Economic Support.

This advanced level position will maintain a reduced Economic Support caseload as well as assist in the training of new staff, provide technical and programmatic assistance to train staff, and review the work of new staff.

Example of Duties:

1. Manage an assigned caseload by conducting interactive interviews and processing applications, renewals, documents, and system alerts. Determine accurate benefit amounts, request necessary verifications, process system cross matches, and navigate numerous systems and databases.
2. Provide technical assistance and training in Economic Support program eligibility, the CARES/CWW system, and other computer systems used for public assistance. Act as liaison to the DCF/DHS Call Centers and the DCF/DHS policy analysts.
3. Maintain an advanced level of program knowledge and ensure Economic Support policies are interpreted and presented accurately to staff.
4. Provide assistance and guidance to Economic Support Specialists in areas including implementing program changes, training on new requirements, providing representation at fair hearings and legal proceedings, processing overpayments, and completing targeted case reviews.
5. Function in a leadership role consulting with Economic Support leads and supervisors on policy, procedures, training, and quality improvement to meet State Performance Standards.
6. Participate in required economic support meetings, including, but not limited to, staff development, operations, state wage information collection agency (SWICA), Aging & Disability Resource Center provider meetings, child care provider portal (CCPC), and Long-Term Support subgroup.
7. Assist with problem resolution by responding to questions, inquiries, and complaints from the general public, customers, agencies, attorneys, guardians, legislators, and the State.
8. Develop processes, procedures, and forms to help streamline the workload and meet program requirements.
9. Calculate benefit overpayments and provide training to Economic Support Specialists. Initiate benefit

recovery and track agency overpayment workload using the BRITS system. Coordinate fraud investigations.

10. Collaborate with other teams within the Kewaunee County Department of Human Services, other county departments, community organizations, and the Income Maintenance Consortium.
11. Attend agency meetings and provide training and updates as needed.
12. Maintain regular and predictable attendance while completing all assignments and meeting all required timelines.
13. Promote and work in a harmonious relationship with others.
14. Perform job duties and follow policies and procedures independent of direct supervision.
15. Other duties may be assigned by management.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualifications:

Essential Knowledge and Abilities:

1. Basic knowledge of Microsoft Word and Excel and ability to enter information and interact with complicated web-based programs.
2. Strong math skills.
3. Knowledge of applicable State and Federal rules and regulations regarding Economic Support programs.
4. Ability to understand and comply with confidentiality requirements.
5. Ability to accurately gather information and organize and carry out a broad variety of tasks while meeting deadlines, high workload volume, and time pressures.
6. Able to communicate effectively; interact effectively with other staff and the general public.
7. Working knowledge of community resources sufficient to appropriately refer clients.
8. Interview and communication skills are critical, as well as being able to work collaboratively with others in and outside of the Department.

Training and Experience:

1. High school diploma or equivalent.
2. Combination of training and experience that would typically be found in an associate degree in accounting or similar educational program.
3. Minimum of five years of work experience in an economic support agency. Call Center experience is required.
4. Computer literacy is required.

Physical Demands:

Tasks performed are inside and protected from the weather about 75% of the time. Most work is completed in a sedentary position and in a normal office setting. While performing the duties of this job one may be required to sit for a period of up to 2 hours. The employee must be able to receive and enter information using a standard computer operating system. The employee must be able to review and sign documents and records relevant to

this position. The employee is required to stand, walk, use hands and fingers, feel, push, pull, reach with arms, hands above and below shoulders, stoop, kneel, and crouch. The employee may occasionally lift or move up to 25 pounds. 25% of the time, functions include travel to and ability to access private homes, schools, hospitals, residential facilities, conference centers for training and other offices.

The physical demands described here are generally representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions while performing the duties of this job.

Valid driver's license, auto insurance and access to automobile required.

DRAFT

Kewaunee County Artificial Intelligence (AI) Use Policy

Utilization of Artificial Intelligence (AI) and all tools and programs of that category is prohibited by Kewaunee County employees, except as expressly permitted under this policy.

Technological progress has brought us to the point of widely available Artificial Intelligence (AI). For purposes of this policy, AI means “a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions” (Definition by US State Department). Kewaunee County and its employees have a responsibility to judiciously determine when the use of this powerful technology is acceptable, and to establish the necessary policy to promote responsible use and minimize potential negative outcomes.

This policy serves to establish guidelines for the ethical and transparent use of artificial intelligence (AI) within Kewaunee County government. It aims to ensure that AI technologies are deployed in a manner that respects citizens’ rights, maintains confidentiality, and promotes accountability. This policy serves to govern our use of AI technology; any use of AI that is not compliant with this policy may result in disciplinary action.

It is recognized that many programs and websites have integrated AI and quasi-AI features into their basic design. Such examples include spelling and grammar checks within office suites, and AI-generated summaries of results from search engines, among others. These passive applications of AI integrated into other programs are considered “incidental” uses and are not subject to this policy. “Non-incidental” uses are defined as a use when the employee enters information or a prompt into an AI and receives a response.

Vision: AI is used as an efficient tool to support some functions of county government by assisting employees in certain tasks. We envision Kewaunee County government applying the power of AI to appropriate tasks and duties in order to save time and energy of team members that then becomes available for other assignments and provides greater benefit to the public.

Ethical Enclosure: It is understood that AI must be deployed with appropriate boundaries and oversight. As the human operators of systems that begin to incorporate AI work product, we realize that clear ethical boundaries are essential for AI utilization to maintain the quality of work and to keep our work free of bias, prejudice, and frivolity.

1. Notification Requirements

Each department must submit an Artificial Intelligence Use Plan and have it approved by the IT Director and County Administrator prior to the department or any staff utilizing AI for work purposes. The department will provide typical use cases and a description of expected oversight as part of the proposed plan. The plan will be maintained within the files of the County Administrator.

AI may only be used for research and in development of written materials in compliance with this policy. Use of AI for production of non-written content (such as visual, audible, and other uses) is prohibited for county functions.

When the plan is approved for use, departments shall subsequently provide training as well as clear and accessible information to employees as appropriate about the deployment to demonstrate approved

uses of AI for certain duties, as well as boundaries and limitations to approved uses. ~~Any and all~~ documents or materials produced for the public using AI will be labeled with the following:

- The name of the AI source or system used
- An assurance that the materials generated by AI have been reviewed and approved by the employee responsible for the work

Example: Products of AI VENDOR ZZZ were used in the creation of this document. The information has been reviewed and edited by department staff to ensure accuracy and completeness.

2. Parameters for AI Use

Express Written Permission Per Use

- **Prior to any and every non-incident use of AI, the employee must request and receive written permission from their department head (email preferred) to use AI for their intended permissions.**

Data Privacy and Confidentiality:

- Departments and personnel shall ensure that AI systems do not compromise confidential information. It is a violation of this policy to enter personally identifying information into any AI system. This includes data that is protected by law (such as HIPAA protected PHI). This also includes personally identifying data that may already publicly available, for example land records, unless for good cause and expressly permitted in writing by the IT Director and County Administrator.
- In the event that AI technology is applied to enhance workflow models, automate tasks, or support other similar uses, there will be no sensitive personal data provided to AI tools.
- Employee-related data including personnel records will not be entered into AI systems by any Administration or Finance Department staff, nor any other personnel.

Human Oversight:

- All AI work product should be viewed as recommendations and must be reviewed by Kewaunee County staff before utilization. The work product remains the responsibility of the employee; ensuring any AI utilization yields quality work is essential. Errors or otherwise substandard work generated by AI may result in disciplinary action consistent with other instances of substandard work.

Accuracy and Bias Mitigation:

- Departments must review AI-produced outputs for accuracy and bias. If any are identified, the department must immediately take corrective action. Actions could include manually modifying output to maintain accuracy as well as steps such as ceasing use of that AI model or use of AI for that task.

Fairness and Equal Protection:

- As with other business of the county, appropriate steps must be taken to avoid discrimination and unlawful actions. It is the responsibility of the employee utilizing AI to address and/or correct any content that may be harmful to groups or individuals who are members of various legally-protected classes or vulnerable populations.
- Any instances of AI producing discriminatory, disproportionately impactful, or legally-prohibited content must be reported to the County Administrator immediately. The County Administrator, IT Director, and Department Head will subsequently review the incident and adjust the AI plan accordingly.

3. Accountability**Documentation:**

- A plan and of AI system utilization will be maintained in the County Administrator's records. At a minimum, documentation must include AI model name(s) and intended use case. In the event of any AI output not consistent with this policy, the date, time, user, and AI product in need of correction for the purpose of mitigating bias or being compliant with county policy, or state or federal law/regulation will be logged on this plan as well.

Review and Oversight:

- Department Heads overseeing use of AI shall review the documentation of Section 3 of this policy with the County Administrator at least annually, and when use case or AI vendor/products are added or subtracted, and whenever there is AI product that was non-compliant with policy or law.
- The County Administrator or IT Director may unilaterally act to suspend or prohibit AI use immediately at any time, for any rational basis, including prohibited use by individual users, for designated departments, and blocking access to AI tools from county systems.

Kewaunee County Responsible Artificial Intelligence (AI) Use Policy

Technological progress has brought us to the point of widely available Artificial Intelligence (AI). For purposes of this policy, AI means “a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions” (Definition by US State Department). Kewaunee County and its employees have a responsibility to judiciously determine when the use of this powerful technology is acceptable, and to establish the necessary policy to promote responsible use and minimize potential negative outcomes.

This policy serves to **determine appropriate utilization of, and** establish guidelines for the ethical and transparent use of artificial intelligence (AI) within Kewaunee County government. It aims to ensure that AI technologies are deployed in a manner that respects citizens’ rights, maintains confidentiality, and promotes accountability. This policy serves to govern our use of AI technology; any use of AI that is not compliant with this policy may result in disciplinary action.

Vision: AI ~~is used as an efficient~~ may be a useful tool to support some functions of county government by assisting employees in certain tasks. We envision Kewaunee County government applying the power of AI to appropriate tasks and duties in order to ~~save time and energy of team members that then becomes available for other assignments and provides greater benefit to the public.~~ make our work processes more efficient. Kewaunee County does not endorse the use of AI for specific tasks, but is prepared to allow its use where appropriate.

Ethical Enclosure: It is understood that AI must be deployed with appropriate boundaries and oversight. As the human operators of systems that begin to incorporate AI work product, we realize that clear ethical boundaries are essential for AI utilization to maintain the quality of work and to keep our work free of bias, prejudice, and frivolity.

1. Notification Requirements

Each department must submit an Artificial Intelligence Use Plan ~~accounting of the department’s current use of AI (if any) and a proposed future use plan~~ and have ~~it~~ these approved by the IT Director and County Administrator prior to the department or any staff utilizing AI for work purposes. The department will provide typical use cases and a description of expected oversight as part of the proposed plan. The plan will be maintained within the files of the County Administrator.

~~AI may only be used for research and in development of written materials in compliance with this policy.~~ Use of AI for production of non-written content (such as visual, audible, and other uses) is prohibited for county functions.

~~When the plan is approved for use, departments shall subsequently provide clear and accessible information to employees as appropriate about the deployment of AI for certain duties.~~ Documents or materials produced for the public using AI will be labeled with the following:

- The name of the AI source or system used
- An assurance that the materials generated by AI have been reviewed and approved by the employee responsible for the work

Example: Products of AI VENDOR ZZZ were used in the creation of this document. The information has been reviewed and edited by department staff to ensure accuracy and completeness.

2. Parameters for AI Use

Data Privacy and Confidentiality:

- Departments and personnel shall ensure that AI systems do not compromise confidential information. It is a violation of this policy to enter personally identifying information into any AI system. This includes data that is protected by law (such as HIPAA protected PHI). This also includes personally identifying data that may already publicly available, for example land records, unless for good cause and expressly permitted in writing by the IT Director and County Administrator.
- In the event that AI technology is applied to enhance workflow models, automate tasks, or support other similar uses, there will be no sensitive personal data provided to AI tools.
- Employee-related data including personnel records will not be entered into AI systems by any Administration or Finance Department staff, nor any other personnel.

Human Oversight:

- All AI work product should be viewed as recommendations and must be reviewed by Kewaunee County staff before utilization. The work product remains the responsibility of the employee; ensuring any AI utilization yields quality work is essential. Errors or otherwise substandard work generated by AI may result in disciplinary action consistent with other instances of substandard work.

Accuracy and Bias Mitigation:

- Departments must review AI-produced outputs for accuracy and bias. If any are identified, the department must immediately take corrective action. Actions could include manually modifying output to maintain accuracy as well as steps such as ceasing use of that AI model or use of AI for that task.

Fairness and Equal Protection:

- As with other business of the county, appropriate steps must be taken to avoid discrimination and unlawful actions. It is the responsibility of the employee utilizing AI to address and/or correct any content that may be harmful to groups or individuals who are members of various legally-protected classes or vulnerable populations.
- Any instances of AI producing discriminatory, disproportionately impactful, or legally-prohibited content must be reported to the County Administrator immediately. The County Administrator, IT Director, and Department Head will subsequently review the incident and adjust the AI plan accordingly.

3. Accountability

Documentation:

- A plan and of AI system utilization will be maintained in the County Administrator's records. At a minimum, documentation must include AI model name(s) and intended use case. In the event of any AI output not consistent with this policy, the date, time, user, and AI product in need of correction for the purpose of mitigating bias or being compliant with county policy, or state or federal law/regulation will be logged on this plan as well.

Review and Oversight:

- Department Heads overseeing use of AI shall review the documentation of Section 3 of this policy with the County Administrator at least annually, and when use case or AI vendor/products are added or subtracted, and whenever there is AI product that was non-compliant with policy or law.
- The County Administrator or IT Director may unilaterally act to suspend or prohibit AI use immediately at any time, for any rational basis, including prohibited use by individual users, for designated departments, and blocking access to AI tools from county systems.

DRAFT Option 2

Kewaunee County Artificial Intelligence (AI) Policy

Utilization of Artificial Intelligence (AI) and all tools and programs of that category is prohibited by Kewaunee County employees.

AI means “a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions” (Definition by US State Department). In applying this policy, the County Administrator, subject to direction of the County Board, has discretion to determine whether or not an electronic system is determined to be an AI system.

It is recognized that many programs and websites have integrated AI and quasi-AI features into their basic design. Such examples include spelling and grammar checks within office suites, and AI-generated summaries of results from search engines, among others. These passive applications of AI integrated into other programs are considered “incidental” uses and are not subject to this policy. “Non-incidental” uses are defined as a use when the employee enters information or a prompt into an AI and receives a response.

DRAFT Option 3

KEWAUNEE COUNTY

PERSONNEL REPORT

April 7, 2025



Jeremy Kral
County Administrator

Hire			
Silas Frater	Highway Worker II – Mechanic	April 1	
Carson Mack	Radio Operator/Jailer	April 9	

Recruitment

Children’s Long-Term Support Case Manager – advertising/interviewing

Court Security Officer – advertising/interviewing

Economic Support Specialist – under review

Financial Specialist – interviews scheduled

Financial Specialist – interviews scheduled

Public Health Educator – interviews scheduled

Radio Operator/Jailer – advertising/interviewing

Summer Temporary Help Parks/Highway - advertising

as of report date 3/28/2025