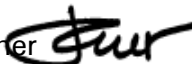




MEMORANDUM

Date: September 21, 2026

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Leshner 
County Administrator

Re: **Pima County Artificial Intelligence (AI) and Data Governance Overview**

Over the past year, Pima County's Data Governance Council has expanded its role to ensure responsible, secure, and transparent use of data and technology across County operations. A central component is the AI Subcommittee, which provides a collaborative forum to evaluate AI tools, develop practical guardrails, and align departments around common principles.

Attached please find a memorandum from Information Technology Director Javier Baca, which summarizes the current work by the County's Data Governance Council and its AI Subcommittee regarding responsible artificial intelligence (AI) adoption.

The Subcommittee's work emphasizes:

- Guiding principles for responsible AI use, including transparency, equity, data protection, and public trust.
- A human-centric approach to ensure automation augments rather than replaces human judgment, oversight, and community engagement.
- Checks and balances that protect employee rights and support staff retention.
- Prioritized AI adoption focused on efficiency gains and improved community services.
- Review of emerging AI use cases to confirm consistency with all appropriate policies, procedures and County governance expectations.
- Identification and mitigation of risks such as privacy, bias, data security, and misuse.
- Shared learning space that reduces fragmented or ad hoc AI adoption and supports common standards.
- Practical workflows for safe implementation, including disclosure practices, content review recommendations, and boundaries for high-risk use cases.

The Board of Supervisors will continue to be updated on the work of the Data Governance Council, and all County efforts and activities related to the use of AI.

Attachment

c: Carmine DeBonis, Deputy County Administrator
Steve Holmes, Deputy County Administrator
Chad Kasmar, Deputy County Administrator
Javier Baca, Director, Information Technology

Date: September 18, 2026
To: Jan Leshner, County Administrator
From: Javier Baca, ITD Director 
Re: County Artificial Intelligence and Data Governance Overview

This memo provides an overview of the ongoing work of the Data Governance Council and its AI Subcommittee as we continue building a coordinated, practical, and prudent approach to artificial intelligence (AI) adoption across Pima County.

Over the past year, the Data Governance Council has expanded its role in ensuring responsible, secure, and transparent use of data and technology throughout the organization. A central part of that effort has been the formation and operation of the AI Subcommittee, which serves as the County's collaborative forum for evaluating AI tools, developing realistic guardrails, and aligning departments around common principles.

The AI Subcommittee's work has focused on:

- Establishing guiding principles for responsible AI use -- including transparency, equity, data protection, and public trust -- through the development and implementation of [Administrative Procedure \(AP\) 27-11](#).
- Emphasizing a human-centric approach to AI adoption, ensuring that automation does not replace critical human judgment, oversight, or community engagement. The County's philosophy prioritizes technology as a tool to augment, not substitute, human expertise and decision-making.
- Establishing checks and balances to protect employee rights and prioritize staff retention.
- Prioritizing AI adoption that results in greater organizational efficiency and improved community services.
- Reviewing emerging AI use cases across departments to ensure consistency with AP 27-11 and other County governance expectations.
- Identifying risks associated with AI tools -- privacy, bias, data security, misuse -- and developing mitigation strategies that are realistic and workable for staff.
- Creating a shared space for departments to raise concerns, ask questions, and learn from one another, helping to reduce fragmented or ad hoc AI adoption.

Javier Baca, Director

- Drafting practical workflows to support safe implementation, including disclosure practices, content review recommendations, and boundaries for high-risk use cases. For detailed guidelines and resources on responsible AI usage, staff are encouraged to consult the County's official [AI Usage Guidelines & Responsible Use](#) page.

By fostering cross-departmental collaboration, the Subcommittee reduces redundant efforts and establishes common standards for safety, compliance, and responsible use of AI. This coordinated governance model supports prudent adoption aligned with organizational goals and community values. Recent recommendations illustrate this approach:

- During the development of AP 27-11, members of the Council advanced discussions to ensure that personnel decisions remain under human oversight. The final policy prohibits "any scenario where a human is not primarily responsible for hiring, promotion, or personnel decisions."
- The AI Subcommittee evaluated newly released AI enhancements in one of our data analytics platforms and confirmed they meet County standards for security, data protection, and compliance. A limited pilot was approved for the Data Analytics team, with usage monitored for cost and performance. Follow-up actions include clarifying contract language, implementing cost controls, and reporting outcomes to the committee.

The Data Governance Council, working through its AI Subcommittee, constitutes an inclusive body of County leadership to ensure comprehensive consideration of stakeholder perspectives in high-impact AI and data governance decisions amid a rapidly evolving technological context.

We will provide ongoing updates to the Council and your office as further AI-related governance procedures are finalized.

Javier Baca, Director