



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, SEPTEMBER 15, 2026, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641278 173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING AGENDA

7:00 PUBLIC HEARING – [Benson Town Plan](#) & [Wallingford Town Plan](#)

[Town Plans are also available for download at rutlandrpc.org under “Communities”]

7:05 CALL TO ORDER & INTRODUCTIONS

7:10 APPROVAL OF SEPTEMBER 15TH AGENDA (Page 1)

7:15 APPROVAL OF JUNE 16TH MINUTES (Page 2)

7:17 OPEN TO THE PUBLIC

7:20 FINANCIAL REPORT

7:25 EXECUTIVE DIRECTOR REPORT (Page 6)

7:35 EXECUTIVE/FINANCE COMMITTEE REPORT (Page 8)

7:40 ARTIFICIAL INTELLIGENCE POLICY (Page 10)

- Approve Artificial Intelligence Policy

7:55 COMMUNITY COMMITTEE REPORT

- Approve Benson & Wallingford Town Plans/Confirmation of Planning Process

8:15 COMMISSIONER ROUNDTABLE

8:30 ADJOURN

Questions? Need special accommodation?

Contact: Devon Neary, devon@rutlandrpc.org, or (802) 775-0871.



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

JUNE 16, 2026, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy I Call: 1-8024401368, ID: 641278173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING ATTENDANCE

(x = in person) (v = virtual)

TOWN	NAME	
Benson	Cheryl Murray	
Brandon	Jack Schneider	X
Castleton	Liz MacKay	X
Chittenden	Abigail Bradish	V
Clarendon	Brownson Spencer Dan Pinkowski	X X
Danby	Andrea Stoddard	X
Fair Haven	Bob Richards	X
Hubbardton	Robert Gibbs	V
Ira	Bob Kirbach	
Killington		
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet		
Pittsford	Ann Reed	X
Poultney	Paul Donaldson	
Proctor	Richard Horner	

TOWN	NAME	
Rutland City	David Allaire	
Rutland Town	James Marsh	X
Shrewsbury	Laura Black	X
Sudbury	Barbara Somson	
Tinmouth	Judy Gilmore	V
Wallingford	Erika Berner	V
Wells	Francis Gilman	
West Haven	Kerry Ellis	
West Rutland	Leona Minard	
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Sarah Pelkey	
Ex-Officio- CEDRR		
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Staff: Devon Neary, Mary Kay Skaza, Karen Hill

Guest: No guests



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Meeting was called to order by Chair Black at 7:04 PM. Introductions were made.

2. APPROVAL OF JUNE 16TH AGENDA

Motion to approve the June 16th agenda by Courcelle. Second by Reed. Approved by voice vote.

3. APPROVAL OF MAY 19TH MINUTES

Motion to approve the May 19th minutes by Reed. Second by Stoddard. Approved by voice vote.

4. OPEN TO THE PUBLIC

None present.

5. APRIL 2026 FINANCIAL REPORT

Skaza reviewed the April 2026 Financials. The RRPC completed the FY26 projection and reported to end the year with positive revenue. Report for informational purposes only.

6. REGIONAL COMMITTEE REPORT

Committee Chair Berner reported that the committee reviewed one Section 248 petition. 26-0736-PET, a petition by Airport RD1 VT Solar, LLC requesting a certificate of public good for a 4.975 MW electric generation facility in Fair Haven, Vermont. The committee voted to recommend to the full board a letter of support for the project.

Motion by Richards to send a letter of no substantial regional impact and conformance with the regional plan to the Public Utility Commission for 26-0736-PET. Second by Spencer. Approved by voice vote.

7. EXECUTIVE/FINANCE COMMITTEE REPORT

Black provided the Executive Finance Committee Report from June 8, 2026. The Committee reviewed and approved the FY26 Annual Meeting materials for full board approval.

8. RRPC ANNUAL MEETING

FY27 BOARD OF COMMISSIONERS ELECTION

Stoddard, Chair of the FY27 RRPC Board Nominating Committee, provided the committee report. The Committee met prior to the June annual meeting and proposed the following slate of candidates: Laura Black for Chair, Andrea Stoddard for Vice Chair, Larry Courcelle for Treasurer, David Allaire for At-Large Member, Erika Berner for



RUTLAND REGIONAL PLANNING COMMISSION

Regional Committee Chair and Robert Gibbs for Community Committee Chair. Chair Black opened up the meeting for nominations from the floor. No nominations were presented.

Motion by Spencer to accept the FY27 nominations as presented by the Nominating Committee. Second by Marsh. Approved by voice vote.

Motion by Reed to elect the FY27 slate of officers as accepted. Second by Marsh. Approved by voice vote.

FY27 MEETING SCHEDULE

Neary reviewed the FY27 Board of Commissioners meeting schedule. The schedule includes 10 meetings scheduled for the third Tuesday of the month at 7PM with committees at 6PM. December's meeting will only be held if the audit is not available for approval in November.

Motion by Spencer to adopt the FY27 Board of Commissioners meeting schedule as presented. Second by MacKay. Approved by voice vote.

FY27 EMPLOYEE HANDBOOK

Neary provided a highlight of the updates to the FY27 Employee Handbook. There were no changes to benefits. All revisions were based on attorney review and conformance with state and federal law.

Motion by Reed to approve the FY27 Employee Handbook as presented. Second by Courcelle. Approved by voice vote.

FY27 BUDGET

Skaza provided a highlight of the proposed FY27 Budget. Neary stated that there would likely be a budget update presented to the board at the January 2027 meeting based on new revenue, such as the Land Access and Opportunity Board (LAOB) grant.

Motion by Reed to approve the FY27 budget as presented. Second by Courcelle. Approved by voice vote.

FY27 WORK PLAN

Neary provided an overview of the FY26 Work Plan Assessment, which details which tasks were completed or not completed. Tasks that were not completed were a direct result of staffing capacity due to turnover or a lack of funding due to federal funding reductions. Neary also provided an overview of the of proposed FY27 Work Plan, highlighting new tasks.



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**Motion by Courcelle to approve the FY27 Work Plan as presented. Second by Reed.
Approved by voice vote.**

9. ADJOURN

Chair Black adjourned the Meeting at 8:03 PM.

Respectively submitted by Karen Hill

A recording of this meeting can be found at:

www.rutlandrpc.org/board-and-committees-meeting-materials/.



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, SEPTEMBER 15, 2026

1. **2026 Rutland Regional Plan Receives State Approval**

The RRPC is pleased to report that the 2026 Rutland Regional Plan received a positive determination from the Vermont Public Service Department on July 20 and from the Land Use Review Board on July 30. With these determinations, the Region now has a state-approved Regional Plan and Enhanced Energy Plan. In addition, Brandon, Fair Haven, Killington, Mendon, Poultney, Proctor, and West Rutland received Tier 1B status, providing Act 250 exemptions for qualifying housing and mixed-use development of 50 units or fewer on 10 acres or less. This represents a major milestone following more than two years of regional and municipal planning and implementation of Act 181.

2. **Regional Plan Showcase and Implementation**

With adoption and state approval of the 2026 Rutland Regional Plan complete, the RRPC has shifted its focus to showcasing and implementing the Plan. The RRPC will undertake a comprehensive overhaul of the Regional Planning section of our website to provide easy access to Plan chapters, interactive maps, implementation resources, and other materials, while also promoting the new Plan throughout the Region in print and digital formats. On implementation, staff are developing a strategy to turn the Plan's goals, policies, and actions into measurable work. The first step is updating how the Board of Commissioners applies the Plan's new Act 250 and Section 248 review criteria, including a new digital project review form developed by staff to support consistent and efficient review by the Regional Committee.

3. **RRPC Strategic Plan**

The RRPC solicited proposals for a new organizational Strategic Plan and received 34 proposals through a highly competitive process. Strategy Matters of Boston, Massachusetts, was selected to lead the initiative. The RRPC's last Strategic Plan dates to 2012, and with the adoption and approval of the 2026 Rutland Regional Plan, this is an ideal time to align our organizational priorities, programs, and resources with the Region's new long-term vision. The project will kick off in October and continue through spring 2027, with additional updates and opportunities for Board participation throughout the process.

4. **\$4 Million Workforce Development Grant Application**

The RRPC applied to the U.S. Department of Labor for a \$4 million continuation grant through the Workforce Opportunities for Rural Communities (WORC) program. If awarded, the funding would expand job training opportunities in construction and healthcare for hundreds of Rutland Region residents, building upon the RRPC's existing Workforce in Motion Academy and partnerships with training providers and employers throughout the Region.



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5. **Act 181 at the VLCT Planning & Zoning Forum**

The RRPC will present on implementation of Act 181 at the Vermont League of Cities and Towns Planning & Zoning Forum on September 16 in Montpelier. Joined by municipal partners from Brandon, the RRPC will share our regional planning process, lessons learned through implementation, and new opportunities created by Act 181, with Brandon providing a municipal perspective on the process and its local impacts.

6. **Road Foreman Meeting – Municipal Mutual Aid**

The RRPC will host another regional Road Foreman Meeting on September 17 at the Pittsford Town Garage. This meeting will focus on opportunities to strengthen municipal public works mutual aid and improve coordination among communities during emergencies, major projects, and periods of limited staffing or equipment capacity.

7. **Welcome Emily Friedman**

The RRPC is excited to welcome Emily Friedman as our new Natural Resources Planner. Emily will lead the RRPC's water quality program area, including supporting implementation of the South Lake Champlain Clean Water Service Provider (CWSP) program and other regional natural resource initiatives. Please help us welcome Emily to the RRPC!

8. **Municipal Energy Resilience Program**

The RRPC continues to provide technical and implementation support for Municipal Energy Resilience Program (MERP) grants in Benson, Brandon, Chittenden, Fair Haven, Mount Tabor, Pawlet, Poultney, and West Haven. We hope you can join us on September 18 at 4:00 PM for a groundbreaking ceremony for the Pawlet geothermal project funded through MERP, which will mark one of Vermont's first municipal geothermal systems.

9. **Municipal Planning Grants – FY27**

The FY27 Municipal Planning Grant program has been announced, with applications scheduled to open October 1 and due December 2 at 6:00 PM. The RRPC is particularly encouraging municipalities to consider Capital Improvement Plan (CIP) projects this year. Municipal Planning Grants can also support town plan updates, land use regulation updates, and planning or feasibility studies related to villages, housing, infrastructure, and community resilience. The RRPC is available to help municipalities identify projects, develop scopes, and prepare competitive applications.

10. **Emergency Management Planning Grant**

Vermont Emergency Management (VEM) recently announced that FEMA has given RRPCs a notice to proceed with EMPG. The RRPC has operated the core functions of the program without funding for nearly a year, relying on state funds to close the gap.



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RRPC EXECUTIVE FINANCE COMMITTEE

TUESDAY, SEPTEMBER 8, 2026, 5:30 PM

MEETING DETAILS

LOCATION

Virtual: [Teams Meeting](#), Call in: 1-802-440-1368, Meeting ID: 382 346 158#

In-Person: 16 Evelyn Street, Rutland, VT 05701

ATTENDANCE

Committee: Laura Black (v), Drea Stoddard (v), Erika Berner (v), Bob Gibbs, and Larry Courcelle.

Other: Devon Neary

MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Chair Black at 5:32 PM.

APPROVAL OF SEPTEMBER 8TH AGENDA

Motion by Courcelle to approve the September 8th Agenda. Second by Gibbs. Approved by voice vote.

APPROVAL OF JUNE 8TH MINUTES

Motion by Gibbs to approve the June 8th Minutes. Second by Courcelle. Approved by voice vote.

OPEN TO THE PUBLIC

None present.

JULY 2026 FINANCIAL REPORT

Neary provided the July Financial Report for informational purposes only.

EXECUTIVE DIRECTORS REPORT

Neary provided a report detailing updates from the RRPC. Highlights include staffing changes, program updates, and grant opportunities.

STRATEGIC PLANNING INITIATIVE

Neary provided an overview of the RRPC Strategic Planning Initiative. The RRPC selected Strategy Matters as the strategic planning consultants. The process will kick off in October and go through the spring of 2027. The Executive Finance Committee will play a significant role in the process, including participation in the in-person retreat.



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ARTIFICIAL INTELLIGENCE POLICY

Neary provided an overview of the draft Artificial Intelligence Policy. The RRPC is using AI tools and felt the need to adopt a policy to ensure responsible use. The policy was reviewed by the RRPC attorney. **Motion by Courcelle to recommend to the full board adopting the AI Policy. Second by Gibbs. Approved by voice vote.**

SEPTEMBER BOARD OF COMMISSIONERS AGENDA

Neary provided an overview of the September Board of Commissioners meeting agenda, which will include two town plans – Benson and Wallingford – for approval. There are no new Act 250 Major or Section 248 applications. Neary did provide an overview of the new Act 250 and S.248/a project review forms developed by the RRPC staff based on the 2026 Rutland Regional Plan.

ADJOURN

Adjourned at 6:25 PM

Respectively submitted by Devon Neary

ARTIFICIAL INTELLIGENCE POLICY

RUTLAND REGIONAL PLANNING COMMISSION



ADOPTED: XX

EFFECTIVE: XX

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RRPC supports the thoughtful use of artificial intelligence to improve efficiency, analysis, communication, accessibility, and service to municipalities and the public. AI is an assistive tool—not a substitute for professional judgment, legal compliance, public accountability, or human decision-making. RRPC employees remain responsible for the accuracy, fairness, security, and appropriateness of all work produced with AI assistance.

ARTICLE I. PURPOSE

This policy establishes requirements for the responsible acquisition and use of artificial intelligence tools by RRPC. It is intended to enable useful experimentation while protecting confidential information, public trust, individual rights, organizational systems, and the integrity of RRPC's work.

ARTICLE II. SCOPE

This policy applies to all RRPC employees, interns, temporary staff, volunteers, contractors, and consultants when using AI for RRPC business or accessing RRPC information, systems, accounts, or equipment.

It applies to stand-alone AI services and AI features embedded in software, search tools, meeting platforms, productivity suites, geographic information systems, and other applications.

This policy supplements, and does not replace, RRPC policies such as Electronic Communications And Equipment, Code of Conduct, Social Media, Security Awareness and Reporting Fraud And Misconduct and other RRPC requirements concerning personnel conduct, records retention, public records, cybersecurity, procurement, confidentiality, copyright, communications, and applicable grant or contract terms. When requirements conflict, the more protective requirement applies unless the Executive Director determines otherwise in consultation with appropriate legal or technical advisors.

ARTICLE IV. GUIDING PRINCIPLES

- **Human accountability:** A qualified person must direct, review, and accept responsibility for AI-assisted work.
- **Public benefit:** AI should be used when it meaningfully improves RRPC's work, service, accessibility, or efficiency.
- **Accuracy and integrity:** Material facts, calculations, citations, legal requirements, and conclusions must be independently verified.

- **Privacy and security:** Information shared with AI tools must be limited to what is necessary and permitted, and will be maintained and stored with security and privacy.
- **Fairness and inclusion:** AI use must not unlawfully discriminate or create avoidable bias or barriers.
- **Transparency:** RRPC will disclose material AI use when needed to avoid misleading the public or to explain a consequential process.
- **Proportionality:** Oversight and documentation must increase with the sensitivity and potential impact of the use.

ARTICLE V. APPROVED TOOLS AND ACCOUNTS

AI may be used for RRPC business only through tools and accounts approved by the Executive Director or designee.

Users shall:

- Use an RRPC-managed account when available;
- Follow RRPC-established privacy and security settings;
- Obtain approval before connecting an AI tool to RRPC email, files, calendars, databases, GIS systems, financial systems, or other applications;
- Obtain approval before installing AI software, browser extensions, meeting assistants, or automated agents; and
- Use personal AI accounts only for nonsensitive work when specifically permitted.

Free, trial, embedded, or personally purchased tools are not automatically approved for RRPC business.

ARTICLE VI. ACCEPTABLE USES

Subject to this policy, approved AI tools may assist with activities such as:

- Brainstorming, outlining, editing, and proofreading;
- Drafting routine emails, reports, agendas, presentations, templates, and outreach materials;
- Summarizing public or nonconfidential documents;

- Making technical information easier for municipal officials and the public to understand;
- Conducting preliminary research and identifying potential sources;
- Assisting with data analysis, formulas, coding, mapping, GIS workflows, and technical troubleshooting;
- Developing preliminary grant, project, or program materials;
- Translating content or improving accessibility and document formatting; and
- Other uses approved by the Executive Director.

AI-assisted work must be reviewed and verified before it is relied upon, distributed, submitted to a funder or regulatory body, or published.

ARTICLE VII. INFORMATION THAT MAY NOT BE ENTERED

Unless the Executive Director has expressly approved the specific tool and use based on its protections, users must not enter, upload, expose, or permit an AI tool to access:

- Passwords, authentication codes, security keys, private links, system configurations, vulnerability information, or other credentials;
- Social Security numbers, financial account information, protected health information, background checks, or similarly sensitive personal data;
- Confidential and personal identifying information (i.e. DOB, addresses, phone numbers), employee evaluations, medical information, disciplinary materials, or privileged communications;
- Confidential procurement information, sealed proposals, trade secrets, proprietary consultant or partner materials, or information protected by a nondisclosure agreement;
- Information restricted by law, contract, grant condition, data-sharing agreement, or another RRPC policy;
- Nonpublic information about individuals, property owners, program participants, complainants, or applicants when disclosure is unnecessary; or
- Entire mailboxes, drives, databases, meeting archives, or datasets without an approved business purpose, access controls, and data review.

Publicly available information is not automatically risk-free. Staff must still consider copyright, accuracy, licensing, community context, aggregation risk, and whether combining information could expose sensitive details.

ARTICLE VIII. REQUIRED REVIEW AND VERIFICATION

Before using or releasing AI-assisted work, the responsible employee must apply review appropriate to the use. At minimum, the employee must:

- Read and assess the full output rather than relying on the AI tool's confidence or presentation;
- Verify material facts, quotations, citations, statutes, regulations, calculations, dates, names, geographic information, and source claims against reliable sources;
- Check that the output responds to the actual assignment and reflects RRPC's policies, professional standards, regional context, and intended voice;
- Review for bias, harmful assumptions, omissions, accessibility concerns, and disparate impacts;
- Confirm that the output does not disclose sensitive information or infringe intellectual property rights; and
- Retain appropriate source material, analysis, and final work in RRPC systems.

AI-generated citations, links, quotations, calculations, maps, and legal interpretations require particular scrutiny because they may be fabricated, incomplete, outdated, or contextually wrong.

ARTICLE IX. HIGH-IMPACT AND PROHIBITED USES

AI may support research or administrative preparation for a high-impact activity only when specifically authorized and subject to meaningful human review. AI must not be the sole or determinative basis for a high-impact decision.

The following uses are prohibited:

- Making final hiring, discipline, termination, performance, compensation, contracting, grant, enforcement, eligibility, or regulatory decisions without meaningful human judgment;

- Automated profiling, scoring, ranking, or surveillance of employees, applicants, residents, officials, or partners without explicit authorization, documented need, and appropriate legal review;
- Using facial recognition, emotion recognition, biometric identification, or predictive policing technologies;
- Impersonating a person, fabricating evidence, creating deceptive media, or representing AI output as an authentic human statement or event;
- Allowing an AI agent to send external messages, publish content, execute transactions, change official records, approve payments, or take other consequential action without an authorized human review step;
- Using AI to circumvent security controls, access restrictions, law, contract terms, copyright, or organizational policy; or
- Using AI in a manner that unlawfully discriminates or retaliates, or that creates an unreasonable risk to safety, rights, or public trust.

ARTICLE X. PUBLIC COMMUNICATIONS AND DISCLOSURE

RRPC employees may use AI to assist with public-facing materials, but an authorized employee must review and approve the final content. AI must not be identified as the author, spokesperson, decision-maker, or accountable official.

Routine assistance—such as proofreading, formatting, brainstorming, or preliminary drafting—does not ordinarily require a public disclaimer. Material AI use should be disclosed when omission would be misleading, when AI-generated media could reasonably be mistaken for a real person or event, when the use materially shaped a consequential analysis or recommendation, or when disclosure is required by law, contract, grant, publication standard, or the Executive Director.

Example disclosure: “Artificial intelligence assisted with [describe task]. RRPC staff reviewed and verified the final content and remain responsible for it.”

ARTICLE XI. PUBLIC MEETINGS, RECORDINGS, AND TRANSCRIPTION

AI meeting assistants, recording tools, and transcription services may be used only with prior approval.

Before using such a tool, the meeting organizer shall:

- Provide appropriate notice to participants;
- Obtain any legally required consent;
- Consider Vermont Open Meeting Law requirements;
- Protect executive-session and other confidential information;
- Determine how recordings, transcripts, prompts, and summaries will be retained;
- Consider the rights and expectations of municipal officials, members of the public, consultants, and partner organizations; and
- Ensure that use of the tool does not interfere with public participation or accessibility.

AI-generated meeting notes, minutes, summaries, and action items are drafts until reviewed and finalized through the applicable process. AI shall not determine what becomes part of an official meeting record.

ARTICLE XII. PUBLIC RECORDS AND RECORDS MANAGEMENT

AI does not change whether information is an RRPC public record. Prompts, inputs, outputs, transcripts, recordings, summaries, and related materials may be public records depending on their content and use.

AI-related records shall be created, stored, retained, disclosed, and disposed of in accordance with:

- The Vermont Public Records Act;
- Applicable records-retention requirements;
- Vermont Open Meeting Law;
- Litigation holds;
- Grant, contract, and funding requirements; and
- RRPC records-management procedures.

Users shall conduct RRPC business through approved systems. Personal accounts, temporary chats, or deletion settings shall not be used to avoid public-records or recordkeeping requirements.

Final reports, analyses, maps, public comments, meeting materials, grant documents, and other official work products must be stored in the appropriate RRPC system.

ARTICLE XIII. INTELLECTUAL PROPERTY AND ATTRIBUTION

- Do not assume AI output is original, accurate, non-infringing, or eligible for copyright protection.
- Respect copyright, license, attribution, trademark, confidentiality, and terms-of-use requirements for both inputs and outputs.
- Do not ask an AI tool to imitate the living style or voice of a particular person for official publication when doing so would be deceptive or inappropriate.
- For significant creative or technical work, retain documentation sufficient to distinguish staff contributions, source materials, licensed assets, and AI assistance.

ARTICLE XIV. PROCUREMENT AND VENDOR MANAGEMENT

Acquisition or renewal of an AI tool must follow RRPC purchasing and technology review requirements. Contracts and terms should be evaluated, as applicable, for:

- Ownership and permitted use of RRPC inputs and outputs;
- Whether RRPC data is used to train or improve vendor models and whether that use can be disabled;
- Data location, encryption, retention, deletion, backup, breach notification, subcontractors, and return of data;
- Identity management, access controls, audit logs, administrative settings, and records export;
- Accuracy limitations, warranties, indemnification, insurance, accessibility, and service continuity;
- Compliance with applicable law, grant conditions, professional obligations, and public-sector records needs; and
- The ability to test, monitor, suspend, and terminate the service without losing RRPC records.

ARTICLE XV. ROLES AND RESPONSIBILITIES

Section 1501: Executive Director

The Executive Director administers this policy; approves tools, exceptions, and higher-risk uses; assigns technical or legal review; ensures appropriate training; and may suspend a tool or use when risks cannot be adequately managed.

Section 1502: Supervisors

Supervisors establish reasonable expectations for AI use within their programs, ensure adequate review, and elevate new or higher-risk uses before implementation.

Section 1503: Employees and Other Users

Users must understand and follow this policy, use only approved tools, protect RRPC information, verify work, document material uses as required, report problems promptly, and remain accountable for final work.

ARTICLE XVI. INCIDENT REPORTING

A user must promptly stop the affected activity and notify the Executive Director or designee if:

- Sensitive information is entered into an unauthorized tool;
- An AI system produces or enables a security, privacy, legal, safety, discrimination, or reputational concern;
- Credentials or systems may be compromised; or
- An incorrect AI-assisted product has been materially relied upon or released.

Users must preserve relevant records and cooperate with containment, correction, notification, and review.

ARTICLE XVII. TRAINING, MONITORING, AND COMPLIANCE

RRPC will provide training appropriate to staff responsibilities and the tools in use. The Executive Director may maintain an approved-tools list, conduct periodic reviews, request documentation of significant AI uses, and establish procedures or guidance consistent with this policy.

Violations may result in loss of access, corrective action, discipline, contract remedies, or other action consistent with applicable policy and law.

ARTICLE XVIII. EXCEPTIONS

Exceptions must be approved in writing by the Executive Director before the activity occurs. The request must identify the business need, information involved, tool and vendor, anticipated benefits, risks, safeguards, human oversight, recordkeeping, duration, and responsible owner.

An exception may be limited, conditioned, or revoked.

ARTICLE XIX. REVIEW AND UPDATES

Because AI technology and legal requirements evolve quickly, RRPC will review this policy at least annually and may update approved tools, procedures, and guidance more frequently. Material policy revisions will follow the approval process applicable to RRPC administrative policies.

APPENDIX A. QUICK DECISION GUIDE

RISK LEVEL	TYPICAL EXAMPLES	REQUIRED APPROACH
Low Risk	Brainstorming, proofreading, formatting, and drafts based on public or nonsensitive information.	Use an approved tool. Review the complete output before use.
Moderate Risk	Summaries, code, calculations, maps, research synthesis, public communications, and work involving internal but nonsensitive information.	Use an approved tool. Verify sources and results. Apply professional review and retain the final work appropriately.
High Risk	Sensitive data, system integrations, automated agents, meeting capture, consequential analysis, and high-impact decisions.	Obtain advance approval. Document safeguards, human oversight, and records handling. AI may not make the final decision.
Prohibited	Credential exposure, deceptive impersonation, unapproved surveillance or biometrics, autonomous consequential actions, and policy or legal evasion.	Do not proceed.

APPENDIX B. PRE-USE CHECKLIST

- Is the tool approved for RRPC business?
- Am I using the correct RRPC-managed account and settings?
- Does the input exclude credentials, confidential records, protected personal data, and other restricted information?
- Could this use materially affect a person, funding decision, official action, legal interest, or public trust? If yes, have I obtained advance approval?
- Can I independently verify the important facts, sources, calculations, maps, and conclusions?
- Have I checked for bias, harmful assumptions, accessibility issues, and inappropriate disclosure?
- Will required records be saved in an approved RRPC system?
- Would a reasonable person be misled if the role of AI were not disclosed?
- Am I prepared to take personal responsibility for the final work?

ARTICLE D. ADOPTION

Approved by: RRPC Board of Commissioners

Approval date: [Month Day, Year]