

November 2025 Lunchable Results



AI Prompting

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Ask anything



November 2025 Lunchable Result

- Provide a current landscape of AI in Government
- Improve understanding of AI as a tool
- Best practices on AI prompting
- Going beyond drafting emails



Where we were:

- ChatGPT released in November 2022
- Board approves the first ever County AI Policy in September 2023
- A small but growing number of County staff begin using AI tools
- Experimented with numerous AI pilot projects. Some worked great, others were shuttered after lackluster results.

AI Users
Sept 2023:
302



Principles for Responsible Use

Data privacy &
security

Informed
consent

Responsible
use

Continuous
learning

Decision-
making
guardrails

Avoiding bias

Accuracy

Transparency

Accountability

**County
AI Values**

Where we are today:

AI Usage Steadily Increasing:

- Majority of County staff are using AI regularly
- Users are requesting new AI tool reviews by ISD every week

AI projects Picking up Steam

- Internally developed AI tools are helping departments
- Interest in enterprise AI is growing quickly
- Developing County Chatbots

August 2025 AI Usage

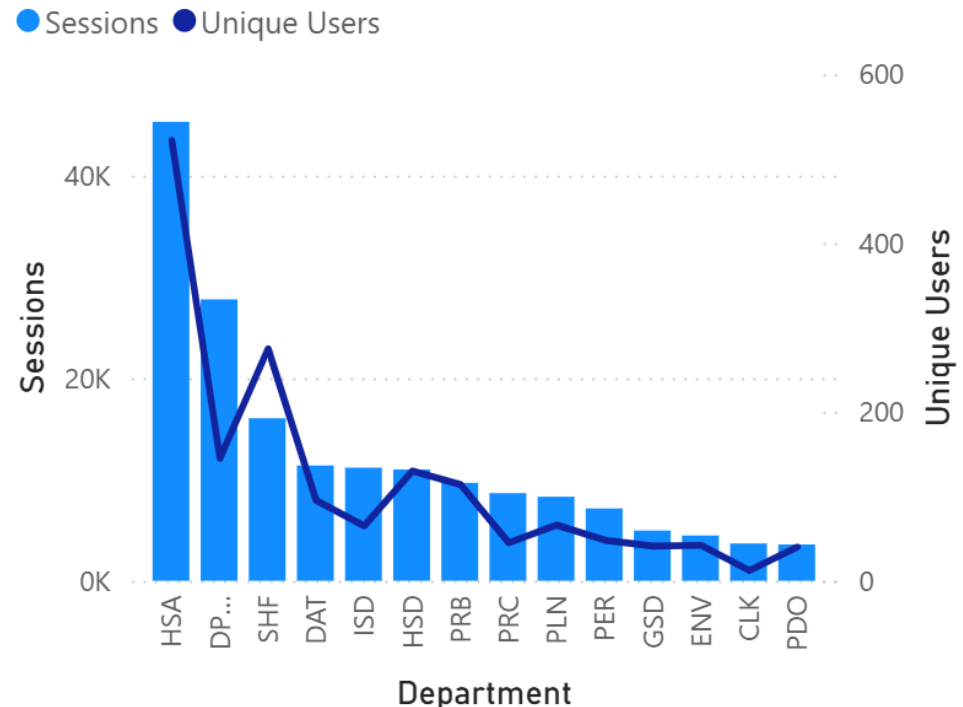
194K

Total Sessions

1848

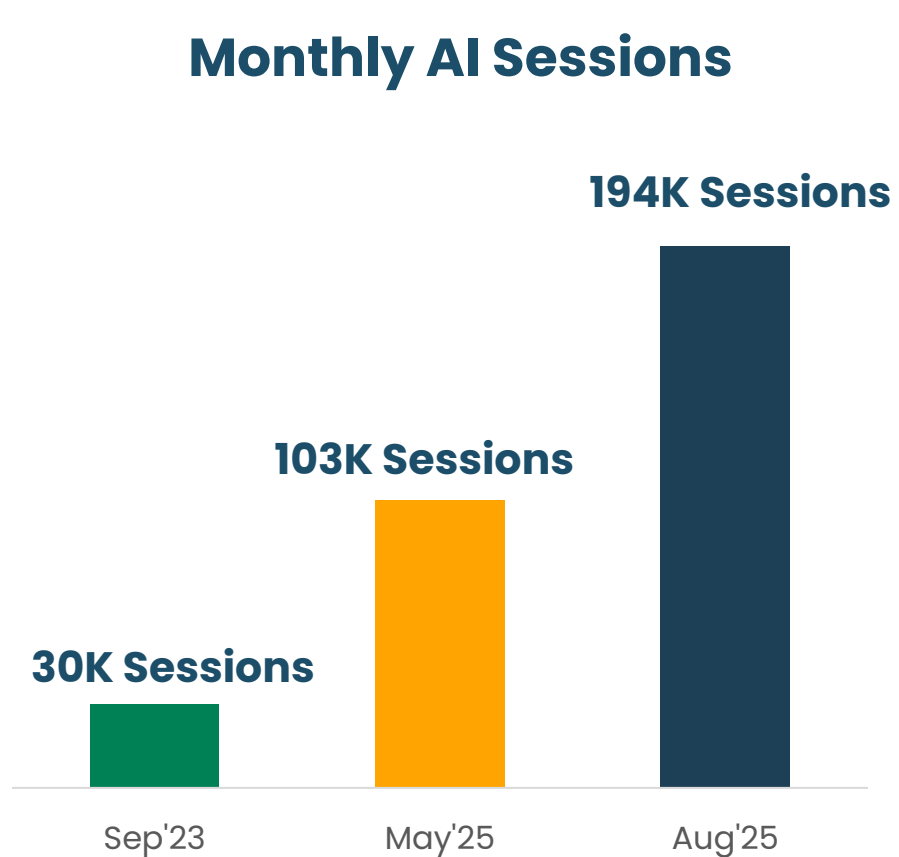
Unique Users

AI Usage By Department



AI Usage Snapshot

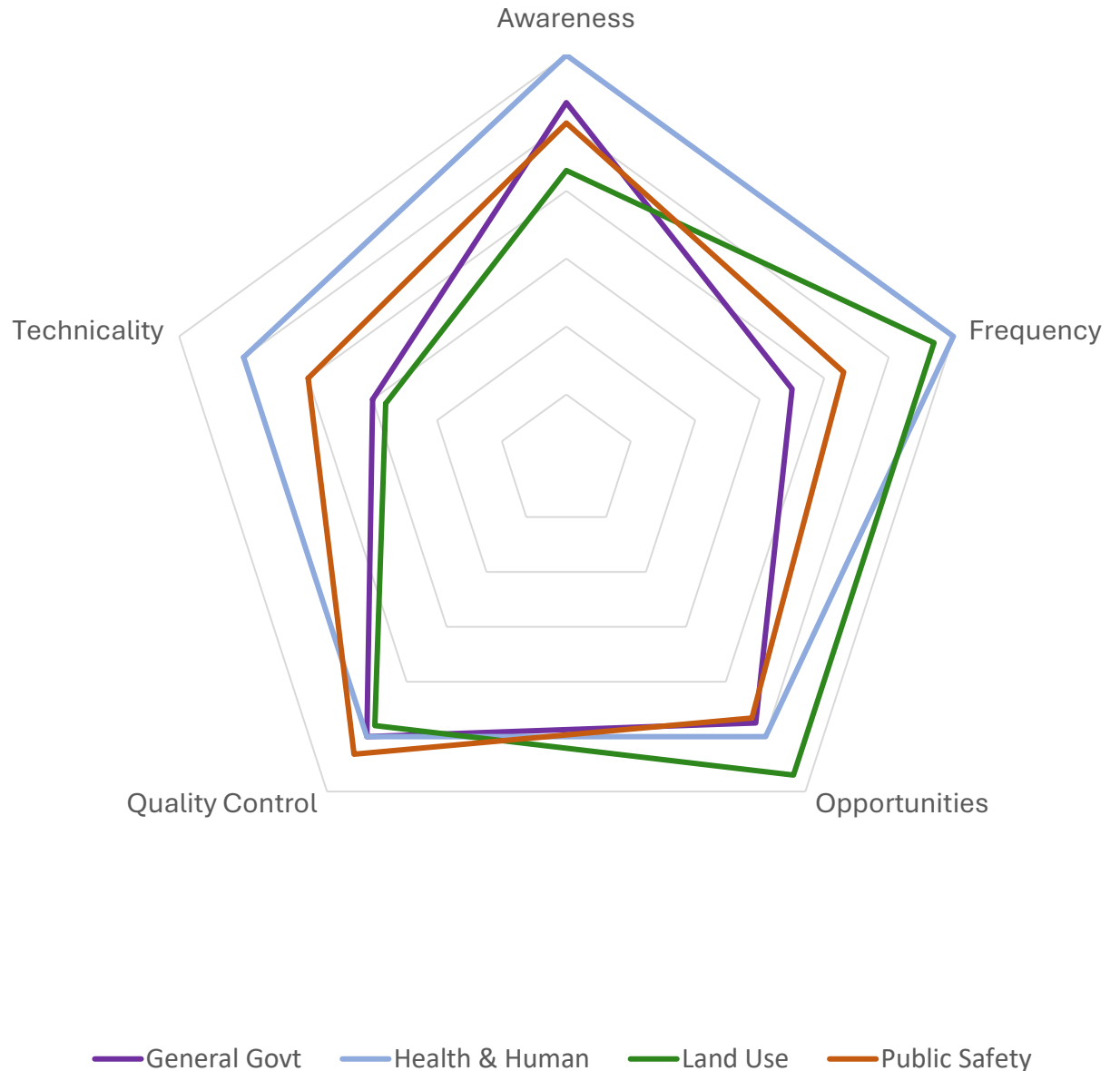
Monthly AI Sessions



AI Assessment

Department Interviews on AI

- Efficiency gains: clear time savings in drafting, summarizing, organizing.
- Opportunities for efficient data gathering.
- Skepticism persists around accuracy, confidentiality, and judgment.
- Guardrails emerging but inconsistent countywide.
- External/state guidance influences use.
- Cultural questions raised: people skills vs. automation.
- Countywide interest in consistent, standardized training (more frequent)



What is AI?

AI is a broad category

AI is any technology that tries to mimic human intelligence

Machine Learning (ML) is a subset of AI

ML systems learn patterns from data rather than being programmed step-by-step

Deep Learning (DL) is a specialized form of ML

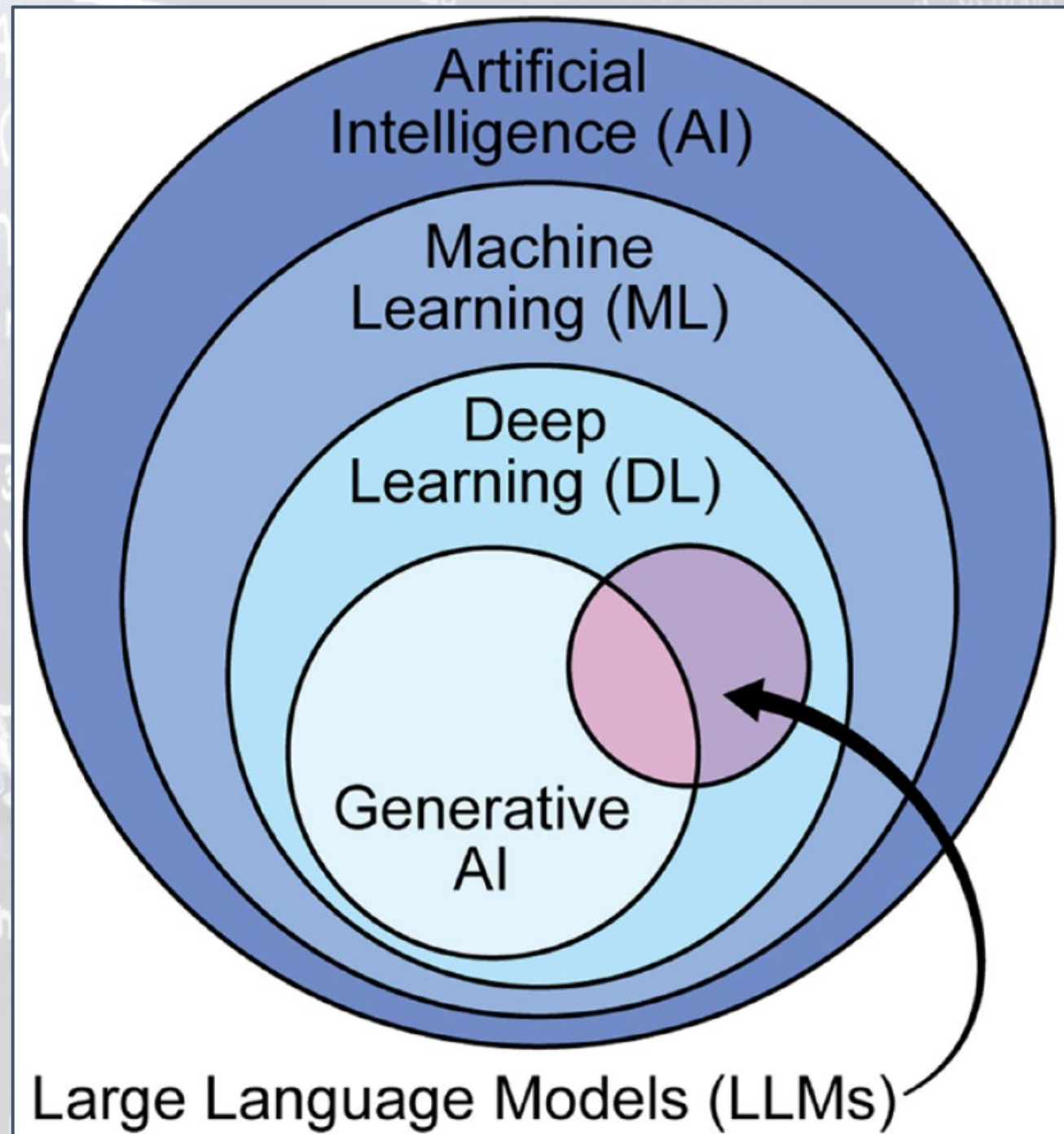
DL uses many-layered neural networks to recognize complex patterns

Generative AI

This is the family of systems that can *create* content (text, images, video, code) not just classify or predict

Large Language Models (LLMs) are engines that power Generative AI

These models are trained on enormous amounts of text and are designed specifically for producing and understanding language summaries, drafts, explanations, translations, etc.



Do's and Don'ts of AI Prompts

- Clear direction = better results.
- Bad prompts create bad data.

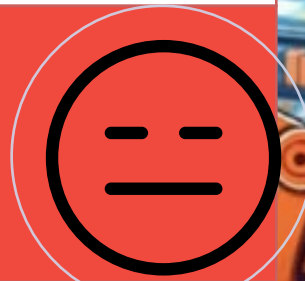
- Be Specific and Contextual
- Define Format and Output
- Ask for Verification
- Use Iteration as Quality Control

AI Prompting
Do's



- Don't Be Vague
- Don't Skip Context
- Don't Overload the Prompt
- Don't Assume Jargon is Understood
- Don't Stop After the First Draft

AI Prompting
Don'ts



AI Prompt Structure

- Role + Task + Context

Critical

ROLE

- Start with who the AI should act as
- Narrows the model's behavior and reduces creative drifts

TASK

- Define the specific goal you want to achieve
- Break large projects into smaller tasks

CONTEXT

- Provide background and situational awareness
- Include data, audience, other considerations

GUARDRAILS

- Define what you don't want

FORMAT

- Be specific about the output you need: length, style, structure
- Checklists, tables, paragraphs, file format (.docx, pdf)

EXAMPLES

- Previous examples give AI targeted patterns
- Paste or upload previous work and instruct AI to mimic what works well (or doesn't work well)

Helpful

AI Prompting Sessions

- Don't overload a prompt
- View AI as a work partner



Prompt Like a Pro Exercise

Scenario:

Your organization is preparing a public announcement about a new strategic partnership to advance climate resiliency in your region.

The partnership will focus on:

- Joint planning for extreme weather preparedness
- Investments in green infrastructure projects
- A shared data and monitoring effort to track climate impacts

Your Task:

Write the best AI prompt you can to generate that press release.

Instructions:

1. Think about what the AI needs to know — audience, tone, purpose, and key details.
2. Draft your prompt giving clear direction.
3. You have **3 minutes** to craft your prompt.
4. We'll share a few examples and test them live to see which produces the best result.

Prompt Like a Pro Exercise

ROLE: Act as a public information officer for a regional government agency.

TASK: Draft a public announcement introducing a new multi-agency strategic partnership focused on strengthening climate resiliency.

CONTEXT: The partnership prioritizes:

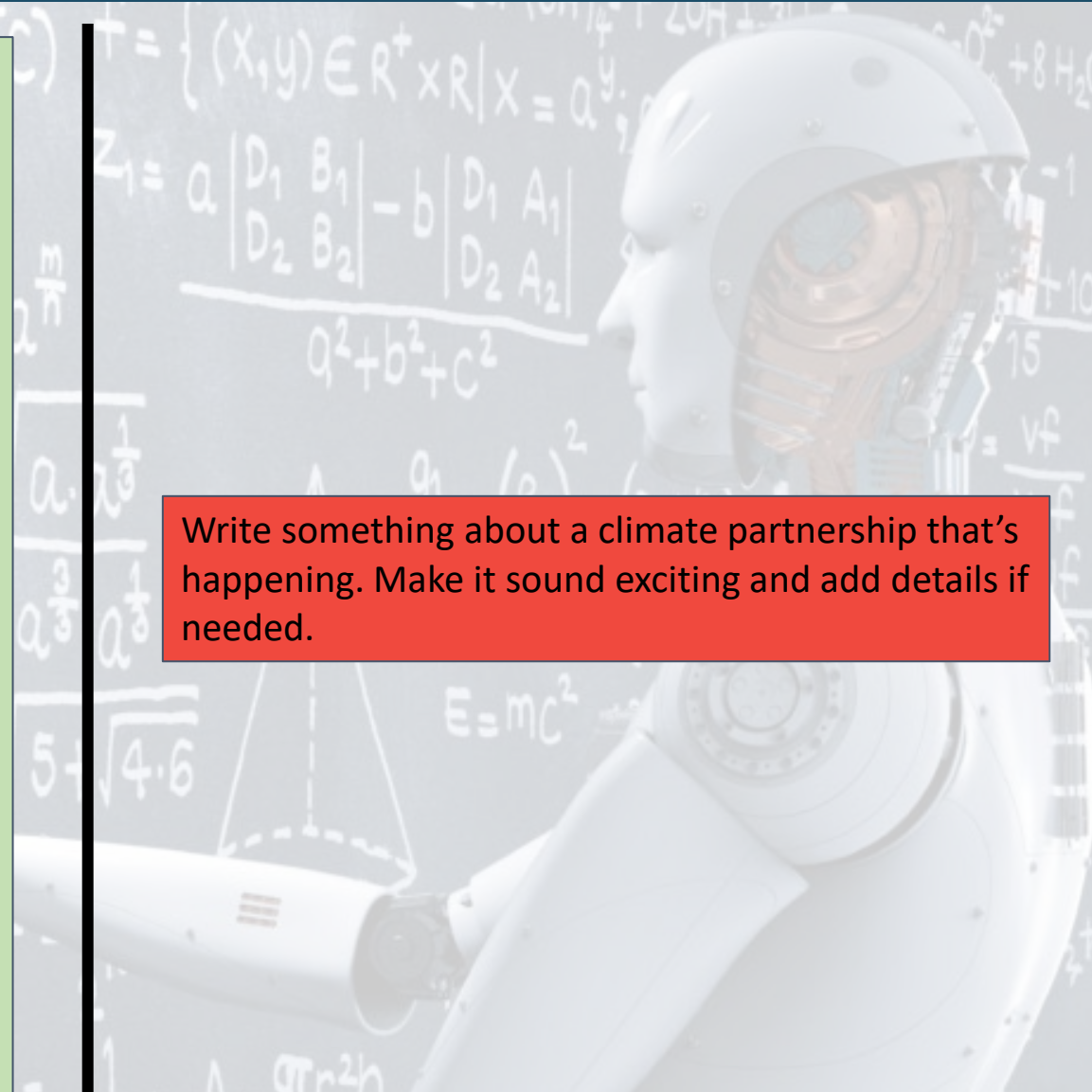
- Joint planning for extreme-weather preparedness,
 - Investments in green infrastructure projects, and
 - A shared data-monitoring effort to track climate impacts.
- Write for a general public audience with an informative, hopeful tone.

GUARDRAILS: Do not invent additional partners, programs, or statistics. Do not dramatize climate impacts or overstate commitments.

FORMAT: Produce a 200-word announcement with:

- A brief opening statement,
- A summary of the partnership goals,
- One short leadership quote (general, no names),
- A closing line about next steps.

EXAMPLES: Use the tone and structure similar to standard public-agency press releases: concise, accessible, and neutral.



Write something about a climate partnership that's happening. Make it sound exciting and add details if needed.

Prompt Like a Pro Exercise

Regional public agencies today announced the launch of a new strategic partnership designed to strengthen climate resiliency across the region. The collaboration brings together multiple jurisdictions to coordinate preparedness efforts and enhance long-term community safety.

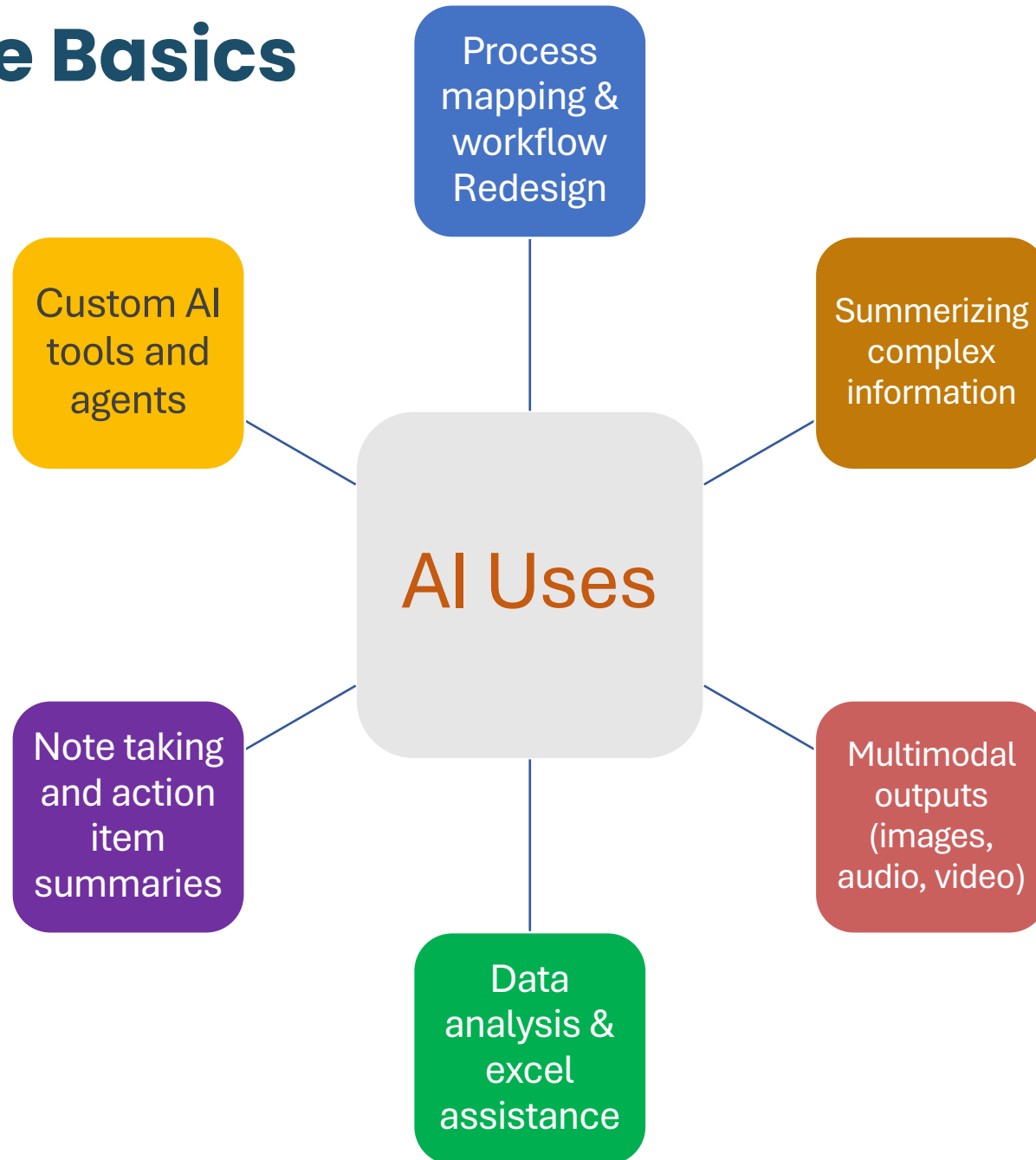
The partnership will focus on three shared priorities: coordinated planning for extreme-weather events, targeted investments in green infrastructure projects that reduce climate risks, and a unified data-monitoring effort to track changing environmental conditions. By aligning resources and expertise, the participating agencies aim to create a more adaptable and resilient region.

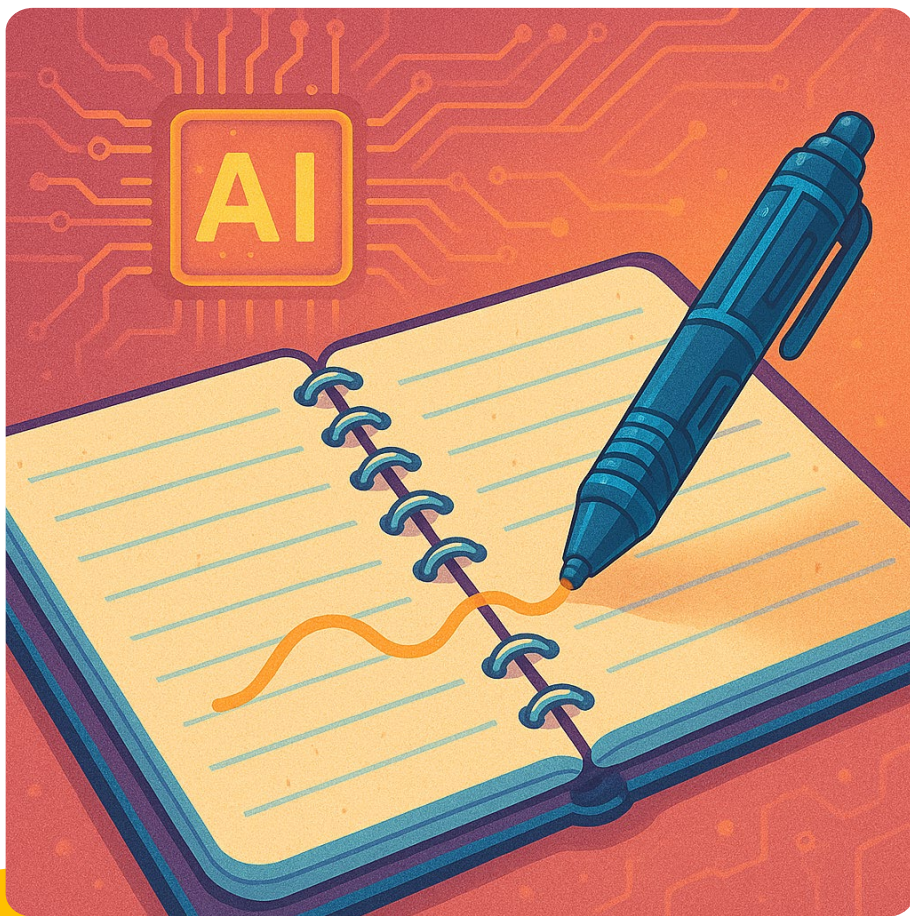
“This collaboration reflects our shared commitment to preparing for the future,” said a spokesperson involved in the initiative. “By working together, we can better protect residents, infrastructure, and the environment.”

Over the coming months, the partnership will begin developing a regional action roadmap and exploring opportunities for community engagement. Additional updates will be shared as project milestones are reached.

Local leaders have launched an exciting new climate partnership that promises to dramatically transform the entire region’s environmental future. The initiative will introduce dozens of new programs, including large-scale reforestation, coastal relocation efforts, and a series of ambitious technology pilots aimed at eliminating climate risk completely. Officials say the partnership is expected to reduce emissions by more than 80% within three years and make the region a global model for climate innovation. More information will be announced soon as this groundbreaking work gets underway.

Beyond the Basics





AI Demos

Questions?

