



Memorandum: the Use of AI tools in Committee Meetings

To: EveryOne Home Committees and Broader Community

From: EveryOne Home Leadership Board

November 21, 2024

On November 21st, 2024 the Leadership Board of EveryOne Home, The Oakland, Berkeley/Alameda County Continuum of Care (CA-502) voted to establish a permanent policy on the Use of Artificial Intelligence in Meetings as initially piloted in November 2023.

Recognizing that Artificial Intelligence use is a rapidly changing part of committee operations, the Leadership Board established a temporary policy and all committees were encouraged to discuss amongst themselves the advantages and disadvantages of the current policy and submit their feedback to the Leadership Board during the pilot period.

The pilot has now been in effect for a full year, and no changes or feedback were requested in the past 6 months. Therefore, the board voted to convert the temporary policy into a regular, active policy subject to the same conditions as any other section of the EveryOne Home policies and procedures. The final policy version as written below applies to all standing committee meetings, workgroup meetings, and other CoC meeting spaces as of November 21, 2024.

Policy on the Use of AI tools in Committee Meetings – Updated February 2024 and approved as permanent November 2024

Committee meetings are public meetings. Homebase will record meetings and will distribute minutes and other materials following each meeting. The official meeting minutes and video recording should serve as the record of votes, decision making, and topics discussed (summaries and/or transcripts generated by AI tools should not be used for this purpose).

We understand that committee members may choose to use AI tools to create transcripts of meetings, to help them with personal note taking, and to meet accessibility needs.

In the case of Unattended AI Bots, these tools will be allowed in meetings when they are known to Homebase staff as coming from committee members or their proxies.

While committee meetings are open public meetings, there may be workgroup meetings or other sessions that are not open to the public and where use of AI tools may not be appropriate. AI tools should not be used in a smaller group without everyone's permission.

AI tools cannot be used in meetings where any client PII will be shared.