

A Quorum of the Common Council, Administration Committee, Board of Public Works, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



PERSONNEL COMMITTEE MEETING AGENDA

Monday, March 30, 2026 at 6:45 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

or immediately following the Board of Public Works meeting

A. Call to Order

B. Roll Call

C. Minutes to Approve

1. Personnel Committee, 2/2/26

D. Discussion / Action Items

1. Employee Handbook Update - Appendix R. Artificial Intelligence (AI) Policy, Effective June 1, 2026

E. Adjournment

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



PERSONNEL COMMITTEE MINUTES

Monday, February 2, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 7:22pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella,
Mayor Hammond

Also Present: CDD Dane, PRD Sackett, PC Thorn, CA Struve, DC Janet

C. MINUTES TO APPROVE

1. Personnel Committee, 12/1/25

Motion by District 5 Alderperson Lewis seconded by District 7 Alderperson
Grade to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Pro se suit - Cordell Howze v. Derrick Rotta, et al. (24CV01661)

- a. Adjourn into Closed Session pursuant to Wisconsin Statute § 19.85(1)(g)
Conferring with legal counsel for the governing body who will render oral
or written advice concerning strategy to be adopted by the body with
respect to litigation in which it is or is likely to become involved
(Concerning the pro se suit - Cordell Howze v. Derrick Rotta, et al.
(24CV01661)).

Motion by District 4 Alderperson Perkins, seconded by District 7 Alderperson
Grade to adjourn into Closed Session.

Motion carried 9-0 on roll call.

- b. May reconvene into Open Session to take action on items that may be
pending.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to
adjourn the Personnel Committee meeting at 7:54pm. Motion carried on voice
vote.

Minutes submitted by Deputy City Clerk Evan Janet.

MEMORANDUM

DATE February 23, 2026
TO Personnel Committee
FROM Margaret J. Struve, City Attorney
Kimberly Cardoza, Human Resources Manager
RE Proposed Update to Employee Handbook, Effective June 1, 2026
Appendix R. Artificial Intelligence (AI) Policy

The City of Menasha Employee Handbook was last revised, effective January 1, 2026. Two changes were made, including a “minor” change and a “substantive” change. The minor change revised the City’s health care appendix, removing the POS plans consistent with employee health insurance. The substantive change referred to when employees receive an elevation in number of days of vacation. Upon further review of the nature of and increasing use of generative artificial intelligence (AI) platforms, such as Open AI’s ChatGPT, Microsoft’s CoPilot, and Google’s Gemini (“AI chatbots”), staff bring forth a proposed Appendix R. Artificial Intelligence (AI) Policy.

The purpose of this Policy is to outline the proper use of such tools while working at the City of Menasha. While we remain committed to adopting new technologies to aid our mission, when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible and secure use. Our goal is to balance the use of the powerful technological systems for the benefit of the City as an organization and its mission to provide our community with highly efficient and effective resources while safeguarding against harm.

This Policy has been internally reviewed and proposed by the Human Resources Department, Mayor and Department Heads.

RECOMMENDED MOTION: Move to approve and refer to Common Council for approval Appendix R. Artificial Intelligence (AI) Policy, as recommended, effective June 1, 2026.

APPENDIX R. ARTIFICIAL INTELLIGENCE (AI) POLICY

I. Purpose

With the increasing availability and popularity of generative AI platforms, such as OpenAI's ChatGPT, Microsoft's CoPilot, and Google's Gemini ("AI chatbots"), it has become necessary to outline the proper use of such tools while working at the City of Menasha. While we remain committed to adopting new technologies to aid our mission, when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible and secure use. Our goal is to balance the use of the powerful technological systems for the benefit of the City as an organization and its mission to provide our community with highly efficient and effective resources while safeguarding against harm.

Overview

While generative AI can be used to perform a variety of functions, this policy addresses only work-related use of web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written context.

Some examples of work product that can be created using an AI chatbot include:

- Emails and letters.
- Social media posts, reports and other publications.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/ privacy concerns with inputting City of Menasha information meant to be for internal use or sensitive information (sensitive information means confidential, sensitive, or non-public data that requires protection, especially when shared on public platforms), when interacting with the AI chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading, or, in some cases, fabricated.

Eligibility

This policy applies to all employees, appointed and elected officials of the City of Menasha, and to all work associated with the City of Menasha that those employees perform, whether on or off City of Menasha premises.

II. Policy

Limited use of generative AI chatbots by will be allowed while performing work for the City of Menasha, with the approval of the employee's Department Head(s) or Mayor and with submission to the Human Resources Department of a signed Employee Acknowledgement Page, acknowledging and understanding this Policy (attached to this Policy). City of Menasha email addresses, credentials, or phone numbers shall be used to create an account with and to use these technologies. No City of Menasha information meant to be for internal use and no sensitive information as defined in Section I. may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI chatbots must first inform their manager(s) (Department Head(s) or Mayor) which chatbot(s) they desire to use and how the chatbot(s) will be used. Managers shall approve or deny such requests. Managers shall determine how often their respective department employees are required to make such requests. Managers should determine the employee approval process respective to their departments.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. These tools are intended to assist the user, but should not replace professional judgment, especially in critical or public-facing communications. Employees are fully responsible for the work they produce, with or without the use of generative AI chatbots. Those who use AI chatbots in connection with work-related duties have an obligation to consider and address the security, privacy, and accuracy concerns outlined in this Policy and to ensure the use of the technology is lawful, safe, and legitimate. If a reliable source cannot be found to verify factual information generated by the chatbot, then that information cannot be used for work purposes.

Acceptable uses include:

- As directed during a City of Menasha AI training.
- For general knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas, video or image, thought experiments, or creative variations for non-sensitive work to enhance products, processes, or strategies. *Video and image generation tools pose high risk and should only be used with specific permission from the Mayor.*
- To create formulas for Excel spreadsheets or similar programs.
- To draft an email or letter.
- To summarize online research or to create outlines or tables for non-sensitive work projects to assist in full coverage of a topic. Only content written by employees may be included in a final project.

- To translate non-sensitive content into different languages to aid communication, with final review by a fluent speaker.

Unacceptable uses include:

- Copying and pasting, typing, or in any way submitting City of Menasha information meant for internal use or sensitive information into the AI chatbot.
- Failing to properly cite an AI chatbot when used as a resource.
- For interpretation of the City of Menasha Municipal Code, Employee Handbook, Employee Safety Manual, or any other City policy.

Any violation of this Policy will result in disciplinary action, up to and including termination.

Training

All managers will be trained in the proper use of generative AI chatbots in the workplace.

All employees using generative AI chatbots for work purposes must attend training on the proper use of these technologies before doing so.

Ethical Use

Employees must use generative AI chatbots in accordance with all City of Menasha policies, including conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the City of Menasha. Such use will result in disciplinary action, up to and including termination.

Employees that use generative AI to record any meeting or conversation must first disclose to any meeting or conversation participant(s) that will be recorded by the generative AI that the employee will be recording the meeting or conversation using generative AI.

Monitoring

The City of Menasha's Technology Use Policy and relevant monitoring policies still apply when using generative AI chatbots with City of Menasha equipment. If you have any questions regarding this Policy, please contact the City Attorney.

Record Retention and Personal Use

The City of Menasha must retain all content published by the City of Menasha through the use of AI for purposes of public records retention as may be required by applicable law. Records are required to be maintained pursuant to the City's records retention

Policy for the required retention period in a format that preserves the integrity of the record and is accessible.

As such, Employees shall not use personal generative AI accounts to conduct City of Menasha business. Generative AI accounts used for City business must be associated with a City email address. Additionally, employees shall not store anything related to City business within a generative AI system that they, as a private citizen, have created for personal use, nor shall they store personal documents or data in a generative AI system that was created for City business.

Compliance with Policy

The City of Menasha reserves the right to monitor and analyze AI use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to the use of AI, among other legitimate government interests. Failure to comply with this Policy by any employee or officeholder may result in pursuit of any lawful action against any official in violation of policy.

Exceptions

Exceptions to this policy may only be granted by the Mayor.

Periodic Review

This Policy shall be reviewed by the City of Menasha Human Resources Department and Mayor as needed.

**Artificial Intelligence (AI) Policy
Employee Acknowledgement Page**

I understand that I must have approval from _____ to use, engage, or post on the City of Menasha, AI content and pages on behalf of the City of Menasha. I also understand that I am responsible for all content made by me on behalf of the City of Menasha. I further understand that the Artificial Intelligence (AI) Policy applies to content made by me and/ or content used by me, and I agree to adhere to the guidelines in this Policy.

In complying with the Policy, I will abide by all security procedures set forth by the City of Menasha's Information Technology (IT) Department. I am aware that violations of this Policy may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

I acknowledge I have read and that I understand this Policy and have been afforded an opportunity to ask questions regarding the Policy.

I have read and understand this Acknowledgement Form.

Signature of Employee

Date

Signature of Manager

Date

AFTER SIGNING THIS ACKNOWLEDGEMENT FORM, BRING THE ORIGINAL, EXECUTED COPY OF THIS FORM TO HUMAN RESOURCES FOR PLACEMENT IN THE PERSONNEL FILE.