

AI-Ready or AI-Risky? Find Your Why in AI

SCAC Institute of Government | July 27, 2026 | Wild Dunes, Isle of Palms

Exercise 1 — Sort It

AI Spectrum	County Task	Why
	Route 311 service requests to the correct department	Rule-based routing with little judgment.
	Predict when building permit applications will peak	Uses predictions to help humans plan staffing.
	Answer constituent questions 24/7 with a chatbot	Helps citizens and staff but can escalate to humans.
	Draft meeting minutes from council discussions	Creates a first draft for human review.
	Summarize long policy documents for staff review	Speeds up reading and understanding.
	Identify fraudulent claims in vendor invoices	Flags suspicious items; humans investigate.
	Send follow-up emails to applicants with missing information	Triggered workflow based on defined rules.
	Prioritize code enforcement cases based on risk factors	Recommends priorities but people make final decisions.
	Classify and tag incoming public records requests	Repetitive categorization using rules or AI.
	Generate a grant narrative based on program guidelines	Produces a draft that staff refine and approve.

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Exercise 2 — Your Readiness Self-Check

Readiness Dimension	Honest Answer (put it in words)
Data - Do you know what you have, where it lives, and who can access it?	
Tools - What AI is already in use in your county, approved or not?	
People - Who is curious, capable, and willing to lead this?	
Policy - What do you have in writing you'd stand behind today?	

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Exercise 3 — Score Your Use Case

My use case: _____

Type (circle one): Automate • Assist • Augment

Owner (who will drive this?): _____

Score 1 (low) to 5 (high) for each criterion. Circle your number. Add notes and tasks needed to strengthen the score.

Criterion	1	2	3	4	5	Notes/Tasks to Strengthen
90-Day Value Can you show a measurable result inside one quarter?	1	2	3	4	5	
Data Readiness Is the data clean, accessible, and properly classified?	1	2	3	4	5	
Workflow Fit Does it solve a real bottleneck — or is it just shiny?	1	2	3	4	5	
Risk Level If this goes wrong, can you live with the consequences?	1	2	3	4	5	
Ease of Implementation Will people be behind it? Is there a group that will adopt it easily? Any raving fans?	1	2	3	4	5	

TOTAL SCORE (add up your five circled numbers)	___ / 25
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What your score means:

5–10 Not ready. Re-scope.	11–15 Needs more work first.	16–20 Good candidate. Start planning.	21–25 Strong fit. Move now.
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Automate / Assist / Augment — Quick Reference

AUTOMATE	ASSIST	AUGMENT
AI does the task end-to-end Low-risk, well-defined work	AI helps a human do it faster Medium-risk, judgment involved	AI gives humans new capability High-value, high-stakes

Partner Share (3 min):

1. What’s your strongest scoring criterion? Why?

2. What’s your weakest? What would have to be true for that score to go up?

3. Who is the owner? Do they know they’re the owner?

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The Tuesday Morning Test

You made it through a full afternoon of AI. It's now Tuesday morning. You're back at your desk with a full inbox. This sheet is the only thing that matters.

Four steps. Do them in order. Don't skip to step 3.

STEP 1 : Know What You Already Have

- Call or email your IT director today: "What AI tools are our employees already using — approved or not?"
- Don't guess. That answer is your real starting point.
- Write the answer here: _____

By Tuesday: _____

STEP 2 : Pick One Use Case and Name an Owner

- Use your scorecard from today. Look at your score. If it's 12+, that's your use case.
- One use case. One owner. One metric. 90-day sprint.
- Use case: _____ Score: ____ / 20
- Owner's name: _____ Target metric: _____

By Tuesday: _____

STEP 3 : Start or Join a Steering Committee

- Larger county: schedule the first governance meeting. Assign a chair.
- Smaller county: identify two people, you + your IT director, and put a quarterly check-in on the calendar.
- Can't support a committee alone? Call a neighboring county or your COG this week. Spark it.
- First meeting date: _____. Who else is at the table: _____

By Tuesday: _____

STEP 4 : Set One Guardrail Before You Accelerate

- Draft a one-page acceptable use policy. Use your HR policy as the base; add AI language, don't start over.
- Have your county attorney review it before it goes anywhere public.
- Be explicit about media: what staff can and cannot upload (photos, recordings, constituent data).
- Date I'll send draft to county attorney: _____

By Tuesday: _____

Quick Reference:

What NOT to do Tuesday morning:	What TO do Tuesday morning:
✗ Buy an AI tool before you understand your data	✓ Ask your IT director what's already being used
✗ Announce an AI initiative without an owner	✓ Name one use case and one owner
✗ Wait for a perfect policy before moving at all	✓ Put one guardrail in place before you start
✗ Try to boil the ocean with use case #1	✓ Schedule the first steering committee conversation

My Tuesday Morning Commitment

I will _____

by _____ and I'll measure success by _____

The person I'm telling: _____

Resources from today:

SC State IT / Bradley chatbot	Nathan Hogue, S.C. Dept. of Administration doa.sc.gov
NACo AI Toolkit	naco.org — search “AI Toolkit for County Leaders”
Questions after today	Jason See jsee@worthwhile.com 864.245.8856

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