

Being more productive using AI

What is it? AI (Artificial Intelligence), in common terminology, refers to technology that can do “human-like thinking”, such as neural nets, Large Language Models (LLMs), and expert systems. Common tools include: ChatGPT, Siri, Google Gemini, Microsoft CoPilot, etc. “True” or “General” artificial intelligence (human-equivalent) is not currently available.

How fast is it changing? Computer chips, phones etc. have historically doubled in power every 18 to 24 months since 1965 (Moore’s Law). Since OpenAI ChatGPT came out in 2023, AI functionality is doubling more quickly. The new standard for AI models is doubling effectiveness roughly every 6 months, and it’s accelerating. It is referred to as Kurzweil’s Law of Accelerating Returns.

How can I apply AI right now?

AI, LLM/Expert Systems can be used in legal departments, contract creation/management, accounting, JailTracker & OfficerTracker, taxes and other services. Tyler/NewWorld is starting to implement AI features and IBM Watson Government also has a suite. Leverage AI in technical areas such as Cyber Security, Operations and Network Management to stretch limited resources. Continuous adaptation is critical, as tools could be available a few months from now that are not in existence today.

Examples

- **Legal** – write contracts, answer legal questions. This can reduce costs by reducing the time you need to spend with a lawyer or legal specialist. **Double-check any laws it references.**
 - “Write an agreement for a township in Wisconsin to acquire land for a radio tower that includes 1.5% of revenue from operations of any profit from the tower.”
 - “Write a three-way intergovernmental emergency service cyber response agreement for a County, City and Village in Wisconsin. Include at-cost labor exchange.”
- **Marketing** – write advertising copy, social media posts, plans and other material. Details matter – for example, if you are referring to a County, include the State. Adding more context generally gives better answers.
 - “For XYZ County in Wisconsin, write 10 example funny social media posts for yard waste pickup for spring for March 1, June 1, August 1, and November 15.”
 - “Write a funny social media post to remind people to get their septic tanks pumped. It should remind them to turn in the proof of pumping to the County.”
 - “Write a quick news release regarding Highway X being unavailable due to flooding until further notice, they should use Bighouse Rd or Smallhouse Lane as alternatives and call 999-999-9999 if they have any questions or go to EXAMPLE.GOV/HighwayXdetour for more info.”
- **Policy/Procedure** – write up organization policies/procedures, write up instructions for common activities, create guidelines, forms, handbooks etc.
 - “Write a policy for County XYZ for the state of Wisconsin for employee use of credit cards.”
 - “Create an AI policy for County XYZ following Wisconsin state law. The policy should only permit the use of Copilot by default, all others should require written permission, and it should talk about human verification and oversight.”

- **Govt/Learning/Education** – It can provide summaries of large documents or bodies of information.
 - “Provide a complete list of responsibilities and/or expectations of local government (town/village/city/County) identified in (link to a PDF file)”
 - “Summarize tax changes for Wisconsin from 2023 to 2024 for a sole proprietor.”
 - “Are 3 bids required for a village or city for a highway project over \$50k assuming the work will be performed intergov by the same County, per WI State law?”
- **Tech & Programming:**
 - “Write a Powershell script to increase the minimum password length for all domain users to 16 characters and explain it.”
 - “What AI tools are currently available for purchase, for local government (in Wisconsin), to perform functions such as: legal assistance, contract tracking/management, I/T support, accounting, law enforcement, tax collection, human services, jail and all other local govt services?”

Recommended AI Tools

- **Copilot** ^{PAID} – Microsoft’s multi-functional chatbot. It’s available as a closed secure instance using “Microsoft Copilot Studio US Government plans”, so this would be the ONLY one I would consider for governmental use. **Copilot** ^{Free} – Microsoft’s public version. Should not be used for anything with HIPAA or other PPI.
- **ChatGPT** ^{Free or PAID} (OpenAI) - An advanced AI chatbot that can engage in natural language conversations, answer questions, and assist with a variety of tasks. Not recommended for Government for anything with protected information / public record use. Great for writing contracts, and can index internal documents for interesting search features.
- **Perplexity.ai** ^{Free} From Amazon/ChatGPT et al. A good engine for AI based search, as it puts more emphasis on tracking back to source material. Don’t use it for anything confidential. Allows the use of attached files, so you can have it summarize or rewrite large documents.

Other AI Tools

- **Gemini** ^{Free} ok for search but provides inconsistent information
- **Meta AI** ^{Free} tolerable for search. Sometimes better at writing longer documents.
- **Gab.AI** ^{Free} – Alternate tool for fairly good at writing advertising.

There are numerous other tools such as: **Canva** (for Design & Content Creation), **Zapier** (for Workflow Automation & App Integration), **You** (AI Search/research), **DALL-E 2** (Image Creator), **Copy.ai** (for Content “copywriting” Creation), **GFP-GAN** (Photo Restoration), **Lumen5** (Video Creator), **Canva's AI Art Generator**, **Lalal.ai** (Splits out a single voice from audio stream), **HayoAI (AI game generator, Dungeon “storytelling”)**, **Grok** (x.ai Twitter/Elon Musk AI)

**** NEVER use a FREE AI TOOL for anything confidential ****