TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 10-25
Date:	August 19, 2025
Keywords:	Administration
Effective:	30 Days from Issuance

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers

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From: Mary York, Director, Workforce Development Division

Subject: **Prohibition of Artificial Intelligence Meeting Assistants**

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PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the prohibition of Artificial Intelligence (AI) Meeting Assistants.

RESCISSIONS:

None

BACKGROUND:

Generative Artificial Intelligence (GenAI) is a powerful technology driven by AI that can generate new and creative outputs in various formats. Although GenAI offers potential benefits in developing, writing, and reviewing reports and analysis, it also presents significant risks to data security, particularly when used in tools like AI Meeting Assistants.

The Texas Workforce Commission (TWC) is committed to safeguarding sensitive information and ensuring compliance with cybersecurity regulations.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must."

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."

NLF: Boards must ensure that Board and Workforce Solutions Office staff members do not use AI Meeting Assistant tools when conducting TWC-related business. Examples of AI Meeting Assistants include, but are not limited to:
- Read AI;
- Otter AI;
- Fireflies AI; and
- Fathom.

NLF: Boards must inform appropriate staff members that AI Meeting Assistants could:
- expose sensitive data to unauthorized individuals;
- disclose protected TWC information;
- record and transcribe and share video conferences without explicit consent; and
- introduce vulnerabilities that can be difficult to remove completely from computers.

NLF: Boards must ensure all Board and Workforce Solutions Office staff members immediately disable any AI Meeting Assistants when they become aware the tools are being used during Board- or TWC-related business meetings.

LF: Boards may record meetings related to Board or TWC business through Teams and Zoom using the applications' built-in recording settings.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

None

REFERENCES:

Texas Department of Information Resources List of Prohibited Technologies
Agency Board Agreement, Attachment C—Board Guidelines for Security
TWC Information Security Manual, Version 3.0