



AI GOVERNANCE AND IMPLEMENTATION

Practical AI use for captive managers

Cameron Hodson, CPA, CISA



WE ARE HERE TO HELP



HOUSEKEEPING

This session is being recorded. Polls will appear throughout the hour.



QUESTIONS

Use the Q&A box. We will answer as many as time allows.



CPE CREDIT

Stay engaged through the session and respond to required prompts.



TRAINING EXAMPLES

All examples are sanitized and for learning purposes.

01

AI BASICS, NO JARGON

02

DAY-ONE USE CASES FOR CAPTIVE MANAGERS

03

RECORDED DEMOS: COPILOT AND GPT

04

RISK, REVIEW, AND GOVERNANCE

05

LARSON IMPLEMENTATION LESSONS

06

30/60/90-DAY STARTER PLAN

TODAY'S PATH

Use case. Demo. Risk. Guardrail.

POLL 1

WHERE ARE YOU USING AI TODAY?

Answer based on your actual work, not your official AI strategy.



Select the closest answer

1. Not using it yet
2. Personal tools only
3. Microsoft Copilot
4. ChatGPT, Claude, Gemini, or similar
5. AI inside vendor software
6. Not sure, but probably somewhere

AI BASICS, NO JARGON

Good at language-heavy work

Drafting
Summarizing
Organizing
Reformatting
Explaining
Brainstorming



It cannot own judgment.

That stays with the professional.

USEFUL BUT NOT MAGIC

AI can sound confident when it is
incomplete or wrong.

Review is not optional. It is the
control.

WHERE AI HELPS FIRST

Captive management has repeatable workflows across many entities.

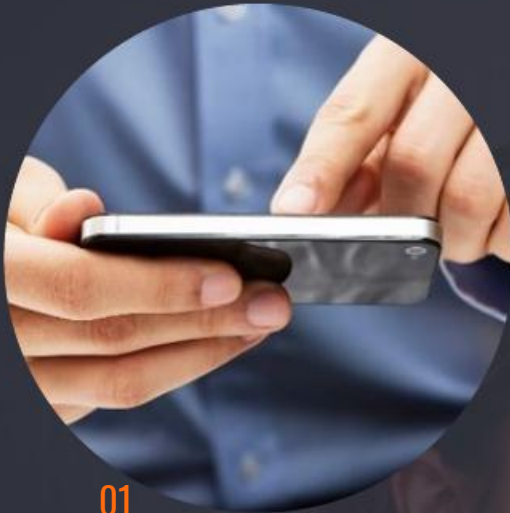
Client emails
Board packet prep
Meeting action items
Audit and actuarial follow-up
Request lists and trackers
SOP and checklist drafts

Opportunity: repeated work
Risk: confidential client data



THE DEMO PATH

Recorded examples you can adapt immediately.



01

Client email
drafting



02

Meeting notes
to action items



03

Board packet
review



04

Messy notes
to tracker

USE CASE + DEMO + RISK + GUARDRAIL

DEMO 1

CLIENT EMAIL DRAFTING

Turn rough notes into a professional client email.

Takeaway: AI can draft. You still own the message.

DEMO 2

MEETING NOTES TO ACTION ITEMS

Turn meeting notes into follow-up, decisions, and open questions.

Takeaway: Meeting AI needs meeting rules.

POLL 2

WHAT IS YOUR BIGGEST AI CONCERN?

1. Confidentiality and client data
2. Accuracy
3. Employee misuse
4. Vendor tools
5. Regulatory expectations
6. Not knowing where to start
7. Cost and adoption

Concern is useful.
Controls make it actionable.

GOVERNANCE THAT PEOPLE CAN REMEMBER

THE FOUR AI QUESTIONS



1. What data am I putting in?
2. What tool am I using?
3. What will the output be used for?
4. Who reviews it before it matters?

Answer these four and you are thinking like a governance program.

RISK TIERS PEOPLE CAN USE

Do not treat every AI use case the same. Match the control to the risk.

LOW

Brainstorming
Generic checklists
Internal drafts

Guardrail:
Approved tool. User review.

MODERATE

Client email drafts
Document summaries
Board prep

Guardrail:
Enterprise tool. Client data rules.
Documented review.

HIGH

Accounting conclusions
Regulatory responses
Automated client communication

Guardrail:
Formal approval. Stronger testing.
Clear accountability.

Use policy to enable safe work, not stop useful work.

POLICY ESSENTIALS

Your AI policy should answer the questions employees are already asking.

- Approved tools
- Data allowed and data prohibited
- Uses that need review
- Uses that are off limits
- Vendor AI review
- Incident reporting
- Training expectations

Simple beats perfect.

**A policy people understand
is better than a perfect
policy that arrives too late.**

MICROSOFT GOVERNANCE MATTERS

Copilot depends on the access your people already have.

Permissions are part of the AI control environment.



Watch the basics

- SharePoint permissions
- Teams access
- OneDrive sharing
- Old files with broad access
- Guest users
- Sensitive meeting transcripts
- Cross-client folders and channels



AI can surface what users already have permission to see.

DEMO 3

BOARD PACKET REVIEW

Use AI as a first-pass reviewer for summaries, questions, and follow-up.

Takeaway: AI can prepare the reviewer. The source document still controls.

DEMO 4

MESSY NOTES TO TRACKER

Turn scattered follow-up notes into a clean table and action list.

Takeaway: AI can organize data. It does not validate the file.

LARSON IMPLEMENTATION LESSONS

Start with low-risk work.
Give examples, not just licenses.
Train repeatedly.
Share wins and failures.
Set clear data rules.
Review shared workflows before broad use.

Adoption is behavior change, not just a software rollout.

A SIMPLE 30/60/90-DAY STARTER PLAN

Start small. Prove value. Scale what holds up under review.

30 DAYS

Set boundaries

Approve tools
Define data rules
Pick low-risk use cases

60 DAYS

Pilot

Train a small group
Test workflows
Collect examples

90 DAYS

Scale

Refine policy
Review vendors
Build prompt library

Make it useful before you make it big.

POLL 3

WHAT WOULD BE EASIEST TO TRY FIRST?

Pick the use case that is frequent, low-risk, and easy to review.



Choose one first step

1. Email drafting
2. Meeting summaries
3. Document summaries
4. Request lists and trackers
5. Excel or data cleanup
6. Policy and governance drafting
7. Vendor AI review



A good first use case should make Monday easier.

USE AI. KEEP CONTROL.



Protect client data.
Match review to risk.
Start with boring, repeatable work.

QUESTIONS?



Cameron Hodson, CPA, CISA | Larson & Company
chodson@larsco.com