

# Agenda

## State Government Artificial Intelligence Advisory Council



### Members

Terrence Woods, Chair  
State Chief Information  
Officer

Kathryn Darnall Helms  
State Chief Data Officer

Melinda Gross  
Department of  
Administrative Services  
Cultural Change Officer

Daniel Bonham  
State Senator

Daniel Nguyen  
State Representative

Jesse Hyatt  
Executive Branch Agency  
Representative

Andres Lopez

Catie Theisen

Hector Dominguez  
Aguirre

Janice Lee

Justus Eaglesmith

Kimberly McCullough

K S Venkatraman

Saby Waraich

### Board Administrator

Shirlene Gonzalez

Kathryn Darnall Helms

**Meeting Date:**

**Tuesday, March 19, 2024**

**Time:**

10:00 A.M. – 12:00 P.M.

**Location:**

[Microsoft Teams Link](#)

ITEM	PRESENTER	TIME	ACTION, NOTES
<b>1. Call Order and Roll Call</b>			
	Terrence Woods	10:00-10:05	Confirm quorum
<b>2. Welcome and Background</b>			
Attachment 2.1: Executive Order 23-26.pdf	Governor Tina Kotek	10:05-10:15	Informational
<b>3. Introductions</b>			
	Terrence Woods	10:15-10:35	Informational
<b>4. Council Orientation</b>			
Attachment 4.1: SGAI Advisory Council Orientation.pdf	Board Administrator	10:35-10:50	Informational
<b>5. Council Charter</b>			
Attachment 5.1: SGAI Advisory Council CharterDraft1.doc	Terrence Woods	10:50-11:20	Discussion / Decision
<b>6. Council Timeline</b>			
Attachment 6.1: SGAI Advisory CouncilTimelineDraft1.doc	Terrence Woods	11:20-11:30	Discussion
<b>7. Public Comment</b>			
Sign-up instructions for providing public comment verbally or in writing are posted on the Council's webpage: <a href="https://www.oregon.gov/eis/Pages/ai-advisory-council.aspx">https://www.oregon.gov/eis/Pages/ai-advisory-council.aspx</a> Individuals are asked to limit verbal comments to three minutes or less.		11:30-11:45	Testimony

**Next meeting:**

To be scheduled  
Virtual

Accommodations can be arranged for persons with disabilities, and alternate formats of printed material are available upon request. Please contact Enterprise Information Services at 503-378-3175 at least 72 hours in advance of the meeting to request accommodations. Closed captioning is included on the Microsoft Teams meeting.

# State Government Artificial Intelligence Advisory Council



**Meeting Date:** Tuesday, March 19, 2024  
**Attachment** 2.1 Executive Order 23-26.pdf



**EXECUTIVE ORDER NO. 23-26**

**ESTABLISHING A STATE GOVERNMENT ARTIFICIAL INTELLIGENCE ADVISORY COUNCIL**

**WHEREAS**, artificial intelligence is a term coined in 1956; and

**WHEREAS**, generative artificial intelligence has the potential to bring significant benefits and also raise questions and concerns regarding ethics, privacy, notification, security, employment, education, and social change; and

**WHEREAS**, ensuring the safe and beneficial use of artificial intelligence has never been more crucial; and

**WHEREAS**, the potential for artificial intelligence to replicate, codify, and systematize discrimination and related impacts is extensive enough to have created a partner industry of activists, advocacy groups, and organizations devoted to shaping artificial intelligence policies to prevent further harm; and

**WHEREAS**, Oregon's State Data Strategy explicitly centers equity and ethics at the forefront of Oregon's use of data and artificial intelligence systems; and

**WHEREAS**, the federal government released a Blueprint for Artificial Intelligence Bill of Rights further centering the need for ethical and equitable principles, practices, and guidelines for government artificial intelligence adoption in order to protect individuals from harm; and

**WHEREAS**, the exponential growth of artificial intelligence technologies should be documented, and the potential risks of their use should be acknowledged, planned for, and mitigated; and

**WHEREAS**, maximizing potential benefits of ethical and effective artificial intelligence implementation and adoption requires thoughtful governance and standards to mitigate risk and address privacy, ethics, and equity; and

**WHEREAS**, a stable and thoughtful regulatory approach to the use of artificial intelligence technologies in Oregon will continue to foster an environment for innovation while protecting individual and civil rights;



**EXECUTIVE ORDER NO. 23-26**  
**PAGE TWO**

**NOW, THEREFORE, I, TINA KOTEK**, Governor of the State of Oregon, by virtue of the power and authority vested in me by the Constitution and statutes of the State of Oregon, do hereby issue this order to become effectively immediately:

**IT IS HEREBY ORDERED THAT:**

1. The Governor's Oregon State Government Artificial Intelligence Advisory Council (the "Council") is established. The Council shall recommend an action plan to guide awareness, education, and usage of artificial intelligence in state government that aligns with the State's policies, goals, and values and supports public servants to deliver customer service more efficiently and effectively. The recommended action plan shall include concrete executive actions, policies, and investments needed to leverage artificial intelligence while honoring transparency, privacy, and diversity, equity, and inclusion.
2. The Council shall consist of no more than fifteen (15) members. All members of the Council must have a commitment to data ethics and data equity. The members shall be selected as follows:
  - a. The President of the Senate shall appoint one member of the Oregon State Senate;
  - b. The Speaker of the House shall appoint one member of the Oregon House of Representatives;
  - c. Oregon State Chief Information Officer;
  - d. Oregon State Chief Data Officer;
  - e. Representative from the Governor's Racial Justice Council, appointed by the Governor;
  - f. Department of Administrative Services Cultural Change Officer;
  - g. Executive Branch agency representative, appointed by the Governor;
  - h. The Governor shall appoint up to eight additional members. These members, at the discretion of the Governor, may include community organizations with demonstrated expertise in data justice; artificial intelligence experts from Oregon universities; and representatives from local governments.



**EXECUTIVE ORDER NO. 23-26**  
**PAGE THREE**

3. The Governor shall designate the Oregon State Chief Information Officer as Chair of the Council.
4. A quorum for the Council meetings shall consist of a majority of the appointed members. The Council shall strive to operate by consensus; however, the Council may approve measures and recommendations based on an affirmative vote of a majority of the quorum.
5. The Council shall provide a recommended plan framework to the Governor's Office no later than six months from date of convening, and a final recommended action plan no later than 12 months from convening. The report shall include the findings and recommendations of the Council.
6. The Council shall be staffed by Enterprise Information Services. In addition, all state offices and agencies shall provide necessary support to the Council.
7. The Council shall make specific recommendations for policy changes and investments for consideration by the Governor, in order that:
  - a. Awareness of artificial intelligence (AI) is promoted to support state employees with information needed for their decision making; and
  - b. The State has clear usage policies that outline the acceptable use of AI tools, providing transparency, uplifting diversity, equity, and inclusion, and protecting personally identifiable information and other sensitive information.

Done at Salem, Oregon, this 28<sup>th</sup> day of November, 2023.

Handwritten signature of Tina Kotek in black ink.

Tina Kotek  
GOVERNOR

ATTEST:

Handwritten signature of LaVonne Griffin-Valade in blue ink.

LaVonne Griffin-Valade  
SECRETARY OF STATE



# State Government Artificial Intelligence Advisory Council



**Meeting Date:**

**Tuesday, March 19, 2024**

**Attachment**

**4.1 SGAI Advisory Council Orientation.pdf**

# State Government Artificial Intelligence Advisory Council

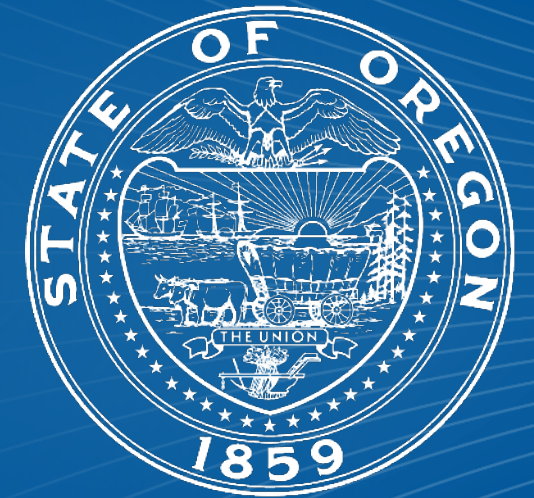


Council Orientation

March 19, 2024

# Agenda

- 01** Council Membership
- 02** Council Administrators
- 03** Quorum / Voting
- 04** Council Authority
- 05** Public Records
- 06** Public Meetings
- 07** Meeting Protocols





## Council Membership



**Terrence Woods**, State Chief Information Officer, **Chair**

**Kathryn Darnall Helms**, State Chief Data Officer

**Melinda Gross**, Department of Administrative Services Cultural Change Officer

**Daniel Bonham**, State Senator

**Daniel Nguyen**, State Representative

**Jesse Hyatt**, Executive Branch agency representative

**Vacant**, Governor's Racial Justice Council

## Council Membership



**Andres Lopez**

**Catie Theisen**

**Hector Dominguez Aguirre**

**Janice Lee**

**Justus Eaglesmith**

**Kimberly McCullough**

**K S Venkatraman**

**Saby Waraich**

Eight additional members, at the discretion of the Governor, may include community organizations with demonstrated expertise in data justice; artificial intelligence experts from Oregon universities; and representatives from local governments.



## Council Administrators

**Shirlene Gonzalez**

**971-803-1766**

**[shirlene.a.gonzalez@das.oregon.gov](mailto:shirlene.a.gonzalez@das.oregon.gov)**

**Kathryn Darnall Helms**

**971-332-0679**

**[kathryn.helms@das.oregon.gov](mailto:kathryn.helms@das.oregon.gov)**



**A quorum for the Council meetings shall consist of a majority (8) of the appointed members (14).**

**The Council shall strive to operate by consensus; however, the Council may approve measures and recommendations based on an affirmative vote of a majority of the quorum.**



**A board [council] may only do what the law authorizes. Thus, a board has no inherent authority to act. A board may take an action only if the law provides authority for the intended action. A single board member acting alone has no authority unless specifically granted, as in the case of a chair, and an individual cannot take action to bind the state.**

**Advisory boards may be created by the Governor... They serve as advisors on policy matters to their appointing authority who is responsible for the management and administration of the policy. These boards study existing policy and make recommendations for change or implementation. Although they do not have final authority to make or enforce rules, their research and advice to decision makers contribute to effective changes in state government.**



**Oregon enacted the public records and public meetings laws in 1973. These laws reflect the legislature's policy choice that the public is entitled to know how the government's business is conducted.**

**ORS 192.410(4) states public records include any writing containing information relating to the conduct of the public's business...**

**The term "writing" is broadly defined in ORS 192.410(6) as including every type of documentation. For instance, hand-written documents, photographs, computer discs, emails, instant messages, text messages, etc.**

**Emails are public records even if sent or received on a personal email account.**

**If you don't receive a state email account, it is highly encouraged you create a separate email account to use for conducting your board communications.**



**Oregon's public meetings law serves two purposes:**

- **To provide a means by which the public can be informed about the deliberations and decisions of state government; and**
- **To ensure governing bodies in Oregon have an open decision-making process.**

**Except for executive sessions, any member of the public may attend any public meeting.**



**The public meetings law applies to state and local government "governing bodies" of "public bodies."**

**"Governing body" means the members of any public body consisting of two or more members (for instance, a board, commission, committee, subcommittee or council) with authority: To make decisions for a public body on policy or administration, or**

**To make recommendations to a public body on policy or administration.**

**In a recent opinion, the Court of Appeals held that serial communications among a quorum of a governing body, even if conducted through an intermediary, can constitute a "meeting" for purposes of the public meetings law.**





**There are four basic requirements for conducting a public meeting:**

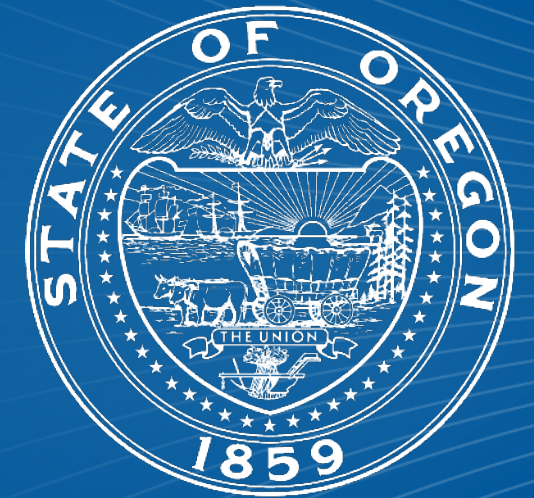
- 1. Advance notice must be provided to interested parties of meetings, location, and the main subjects.**
- 2. Meetings must be open to public attendance, unless it's an executive session.**
- 3. The meeting must be recorded or written minutes must be made.**
- 4. Votes must be cast publicly and recorded.**

**Advance noticed must be given for all public meetings. The notice should include the time, place, and main subjects.**



- **Notify Board Administrator of planned absence**
- **Quorum and roll call**
- **Hand raise Teams function to request the floor and promote one person speaking at a time**
- **State your name each time you speak for transparency in the case of audio listening**
- **Parliamentary procedures for decision making**

Thank you



<https://www.oregon.gov/eis/Pages/ai-advisory-council.aspx>

# State Government Artificial Intelligence Advisory Council



**Meeting Date:**

**Tuesday, March 19, 2024**

**Attachment**

**5.1 SGAI Advisory Council CharterDraft1.pdf**



# State Government Artificial Intelligence Advisory Council Draft Charter

<b>Charter Authority</b>	The State Government Artificial Intelligence Advisory Council (“Council”) is established by Governor Kotek’s <a href="#">Executive Order 23-26, Establishing a State Government Artificial Intelligence Advisory Council</a> .
<b>Purpose</b>	The purpose of the Council is to recommend an action plan to guide awareness education, and usage of artificial intelligence in state government that aligns with the State’s policies, goals, and values and supports public servants to deliver customer service more efficiently and effectively. The recommended action plan shall include concrete executive actions, policies, and investments needed to leverage artificial intelligence while honoring transparency, privacy, and diversity, equity, and inclusion.
<b>Membership</b>	<p>The Council shall consist of no more than fifteen members. All members of the Council must have a commitment to data ethics and data equity.</p> <p>Appointed Chair:</p> <ul style="list-style-type: none"><li>• Terrence Woods, State Chief Information Officer</li></ul> <p>Appointees:</p> <ul style="list-style-type: none"><li>• Kathryn Darnell Helms, State Chief Data Officer</li><li>• Melinda Gross, Department of Administrative Services Cultural Change Officer</li><li>• Vacant, Governor's Racial Justice Council</li><li>• Daniel Bonham, Member of the Oregon State Senate</li><li>• Daniel Nguyen, Member of the House of Representatives</li><li>• Jesse Hyatt, Executive Branch Agency Representative</li><li>• Andres Lopez, Member</li><li>• Catie Theisen, Member</li><li>• Hector Dominguez Aguirre, Member</li><li>• Janice Lee, Member</li><li>• Justus Eaglesmith, Member</li><li>• Kimberly McCullough, Member</li><li>• K S Venkatraman, Member</li><li>• Saby Waraich, Member</li></ul>
<b>Quorum and Decision Making</b>	A quorum for the Council meetings shall consist of a majority of the appointed members. The Council shall strive to operate by consensus; however, the Council may approve measures and recommendations based on an affirmative vote of a majority of the quorum.
<b>Meeting Schedule</b>	The Council will meet regularly and as needed to accomplish its purpose, from March 19, 2024, through March 2025. Meetings will be conducted virtually.
<b>Council Responsibilities</b>	<p>Within six months of convening, the Council shall provide a recommended framework to the Governor’s Office.</p> <p>Within 12 months of convening, the Council shall provide a final recommended action plan. The recommended action plan shall include concrete executive actions, policies, and investments needed to leverage artificial intelligence while honoring transparency, privacy, and diversity, equity, and inclusion.</p>



# State Government Artificial Intelligence Advisory Council Draft Charter

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Recommendations for policy changes and investments should be made in order that awareness of artificial intelligence is promoted to support state employees with information needed for their decision making; and the State has clear usage policies that outline the acceptable use of artificial intelligence tools, providing transparency, uplifting diversity, equity, and inclusion, and protecting personally identifiable information and other sensitive information.

**Council Approval Date**

# State Government Artificial Intelligence Advisory Council



**Meeting Date:**

**Tuesday, March 19, 2024**

**Attachment**

**6.1 SGAI Advisory Council TimelineDraft1.pdf**



# State Government Artificial Intelligence Advisory Council Draft Timeline

<b>Timeframe</b>	<b>Activities</b>	<b>Milestone</b>
March 19, 2024	Council meeting #1 Agenda ( <a href="#">hyperlink</a> )	Council convenes
Week of April 29, 2024	Council meeting #2 Agenda TBD	
Week of June 10, 2024	Council meeting #3 Agenda TBD	
Week of July 22, 2024	Council meeting #4 Agenda TBD	
Week of September 2, 2024	Council meeting #5 Agenda TBD	
September 19, 2024		Provide a recommended framework to the Governor's Office
Week of October 14, 2024	Council meeting #6 Agenda TBD	
Week of November 25, 2024	Council meeting #7 Agenda TBD	
Week of January 6, 2025	Council meeting #8 Agenda TBD	
Week of February 17, 2025	Council meeting #9 Agenda TBD	
March 19, 2025		Provide final recommended action plan.