

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:

Wednesday, April 24, 2024

Time:

2:00 P.M. – 4:00 P.M.

Location:

[Join the Meeting Here](#)

Meeting ID: 259 221 087 88 Passcode: JyPqSX

ITEM	PRESENTER	TIME	ACTION, NOTES
1. Call to Order and Roll Call			
	Terrence Woods	2:00-2:05	Confirm quorum
2. Vermont's AI Journey			
Presentation by Chief Data and AI Officer of Vermont	Josiah Raiche	2:05-2:50	Informational
3. Council Charter Finalization			
Attachment 3.1: SGAI Advisory Council Charter Draft2	Terrence Woods	2:50-3:00	Discussion / Decision
4. Benchmarking Methodology Review			
Attachment 4.1: AI Council Benchmarking Methodology	Kathryn Darnall Helms, Milo Greenberg	3:00-3:15	Informational
5. Updated Council Timeline			
Attachment 5.1 SGAI Advisory Council Updated Timeline	Terrence Woods	3:15-3:30	Informational
6. Council Comments			
	Council Members	3:30-3:45	Discussion
7. Public Comment			
Attachment 7.1: SG AI Written Comments Through April 14, 2024		3:45 – 4:00	Testimony
Sign-up instructions for providing public comment verbally or in writing are posted on the Council's webpage: https://www.oregon.gov/eis/Pages/ai-advisory-council.aspx			
Individuals are asked to limit verbal comments to three minutes or less.			

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



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Attachment

3.1 SGAI Advisory Council Charter Draft2



State Government Artificial Intelligence Advisory Council Draft Charter

Charter Authority	The State Government Artificial Intelligence Advisory Council (“Council”) is established by Governor Kotek’s Executive Order 23-26, Establishing a State Government Artificial Intelligence Advisory Council .
Purpose	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 responsibly and accurately while honoring transparency, privacy, and diversity, equity, and inclusion.
Membership	<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">• Terrence Woods, State Chief Information Officer <p>Appointees:</p> <ul style="list-style-type: none">• Kathryn Darnall Helms, State Chief Data Officer• Melinda Gross, Department of Administrative Services Cultural Change Officer• Vacant, Governor's Racial Justice Council• Daniel Bonham, Member of the Oregon State Senate• Daniel Nguyen, Member of the House of Representatives• Jesse Hyatt, Executive Branch Agency Representative• Andres Lopez, Member• Catie Theisen, Member• Hector Dominguez Aguirre, Member• Janice Lee, Member• Justus Eaglesmith, Member• Kimberly McCullough, Member• K S Venkatraman, Member• Saby Waraich, Member
Quorum and Decision Making	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. Unapproved measures and recommendations that hold potential though exceed the current scope or capabilities may be documented in a section of the plan titled “Additional Considerations”.
Meeting Schedule	The Council will meet regularly and as needed to accomplish its purpose, from March 19, 2024, through March 2025. Meetings will be conducted virtually.



State Government Artificial Intelligence Advisory Council Draft Charter

Council Responsibilities	<p>Council success is measured based on the completion of the two deliverables prescribed in Executive Order 23-26:</p> <ul style="list-style-type: none">• Within six months of convening, the Council shall provide a recommended framework to the Governor’s Office.• 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>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.</p>
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Council Approval Date

State Government Artificial Intelligence Advisory Council



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Wednesday, April 24, 2024

Attachment

4.1 AI Council Benchmarking Methodology

State Government Artificial Intelligence Advisory Council Benchmarking Methodologies Overview – April 24, 2024

Overview & Goal

Enterprise Information Services (EIS) has gathered information on Artificial Intelligence (AI) developments from across the state and world to answer the following questions to help the AI Council fulfill their mandate:

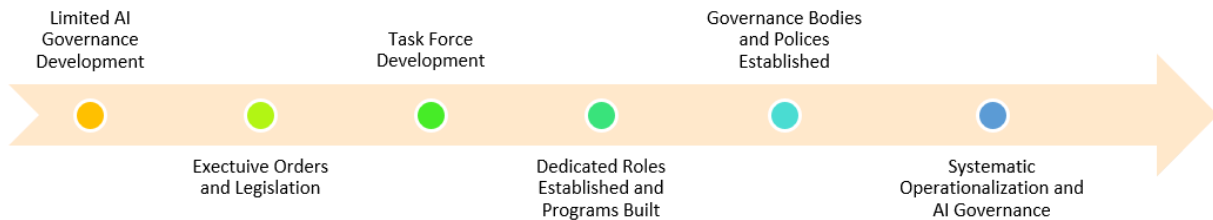
1. How are other public sector organizations approaching AI?
2. Where are Oregon state agencies in their AI journey?
3. How can we use both experiences from other states and lessons learned from Oregon state agencies to help inform the recommendations of the AI Council?

Method

External Baselineing:

EIS staff, with the assistance of an undergraduate student intern from Willamette University, have collected data on how other governmental organization have begun approaching the use of AI. What is planned is a small scale qualitative and quantitative analysis of comparable organizations to paint a picture of who the governmental AI leaders are and how they have addressed the priorities laid out in Executive Order No. 23-26.

Figure 1 Observed Stages of AI Governance Development



Internal Baselineing

On 4/1/24 EIS staff deployed a survey to collect data from agencies on their awareness, usage, and concerns about AI. With this data we should be able to identify key areas of focus to aid agencies in their AI journey.

Gathering Feedback

EIS staff has and will continue to collect public feedback from the AI Council. This data will be analyzed with the goal of providing the AI Council a sense of public sentiment and a wider breadth of ideas on the topic.

Benchmarking

The result of this work efforts will be twofold. First, a limited benchmarking report, incorporating an analysis of approaches from external organizations on how they approached governing AI. Second, a baselining of feedback we received from Oregon state agencies on their AI experiences and needs. Timeframe for completion and delivery of the report is at the AI Council’s 3rd meeting.



State Government Artificial Intelligence Advisory Council



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5.1 SGAI Advisory Council Updated Timeline

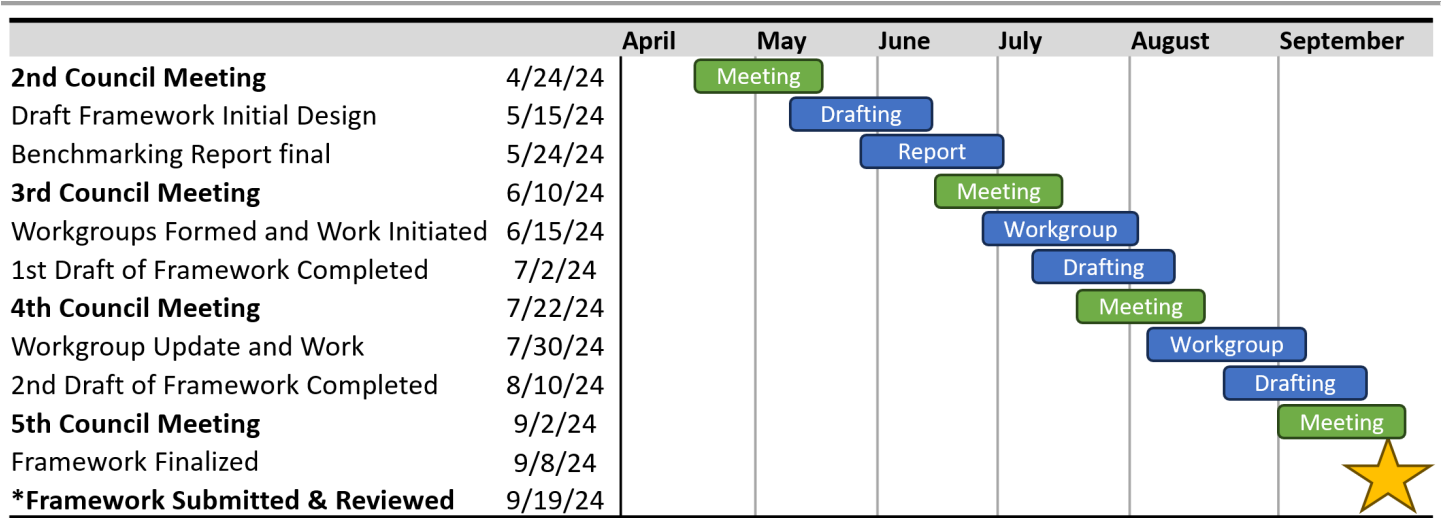


State Government Artificial Intelligence Advisory Council Updated Timeline

Timeframe	Activities	Milestone
March 19, 2024	Council meeting #1	Council convenes
April 24, 2024	Council meeting #2	Council convenes
Weeks of April 24 – June 3, 2024	Determine how the work will be approached and organized.	Framework Approach Determined
Week of June 10, 2024	Council meeting #3 Agenda TBD	Council convenes
Weeks of June 17– July 15, 2024	Develop an outline of document and begin developing elements.	Draft Framework Created
Week of July 22, 2024	Council meeting #4 Agenda TBD	Council convenes
Weeks of July 29 – August 25, 2024	Core elements of the framework are developed, and details are being incorporated.	1st Draft Framework Completed
Week of September 2, 2024	Council meeting #5 Agenda TBD	Council convenes
September 12, 2024	All desired elements of the framework are incorporated, reviewed, and approved for submission.	Framework Final Review and Finalized
September 19, 2024		Provide a recommended framework to the Governor’s Office
Week of October 14, 2024	Council meeting #6 Agenda TBD	Council convenes
Weeks of October 21 – November 18, 2024	Determine how the work will be approached and organized.	Framework Approach Determined
Week of November 25, 2024	Council meeting #7 Agenda TBD	Council convenes
Weeks of December 2 – December 30, 2024	Develop an outline of document and begin developing elements.	Draft Recommendations Created
Week of January 6, 2025	Council meeting #8 Agenda TBD	Council convenes
Weeks of January 13, – February 10, 2025	Core elements of the recommendations are developed, and details are being incorporated.	1st Draft Recommendations Completed
Week of February 17, 2025	Council meeting #9 Agenda TBD	Council convenes
February 24, – March 12, 2025	All desired elements of the recommendations are incorporated, reviewed, and approved for submission.	Framework Final Review and Completed
March 19, 2025		Provide final recommended action plan.



State Government Artificial Intelligence Advisory Council Updated Timeline



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Attachment

7.1 SGAI Written Comments Through April 14, 2024

Date: 3/13/2024

Name: Robert Price

Written Comments:

Dear Members of the Artificial Intelligence Advisory Council,

I am writing to express my appreciation for the Council's efforts in guiding the development and application of artificial intelligence (AI) within Oregon State. As a resident (or stakeholder), I believe that the responsible and ethical advancement of AI technologies is crucial for our community's growth, innovation, and wellbeing.

I encourage the Council to prioritize transparency, equity, and environmental sustainability in its AI policies and recommendations. It is essential that we harness AI to address societal challenges, improve public services, and foster an inclusive economy that benefits all Oregonians. Moreover, I advocate for continuous public engagement and education initiatives to demystify AI technologies and encourage informed discourse.

Thank you for your commitment to shaping a future where AI serves as a force for good, reflecting our state's values and aspirations.

Date: 3/14/2024

Name: AJ Green

Written Comments:

I'm extremely glad this council has been created for our community, thank you all so much! It's phenomenal to see our local government be proactive and adapting with this rapidly evolving technology. As a local AI agency owner, I would love to help share any industry insights or perspectives if need be.

Date: 3/18/2024

Name: Valerie Harmon

Written Comments:

To all members of the Governor's council, thank you for participating in this significant and timely work.

In order for AI to support and advance the efforts of the now nearly 25-year-old patient safety movement, it must have proper governance at the local, state, and federal levels. The work you do here will impact the safety of healthcare for all Oregonians. ECRI identified "Unintended consequences of technology adoption," including the emergence of AI, in their top 10 patient safety concerns of 2024 (https://assets.ecri.org/PDF/White-Papers-and-Reports/ECRI_Top_10_Patient_Safety_Concerns_2024.pdf). Insufficient governance of this powerful technology could put patients at risk.

As Oregon's independent voice for patient safety, the Oregon Patient Safety Commission (OPSC) is uniquely positioned to offer a patient safety perspective in relation to AI in healthcare. AI has the potential to innovate and subsequently improve patient care, but this can only be realized if risks to patient safety are acknowledged early and addressed head-on. Some of the risks to patients can be mitigated with thoughtful planning and governance. For example:

- Ensuring transparency of training data sets: Machine learning in AI is only as good as the data on which it is trained; incomplete, bad, or biased data can result in deepening health disparities, misdiagnosis, and inappropriate care. "Black box" systems lack transparency, making it impossible to determine how decisions are made.
- Planning for successful workflow integration: To be fully embraced and adopted, new technologies in healthcare must avoid disruptions to, and be smoothly integrated into, existing workflows.
- Accounting for local resource needs: Oregon healthcare organizations may not currently have the resources to implement AI safeguards, leading to the need for additional support for proper implementation.

Thank you for giving us the opportunity to provide comment. As your work progresses, OPSC can provide additional information as needed.

Sincerely,

Valerie Harmon
Executive Director
Oregon Patient Safety Commission

Date: 3/19/2024
Name: Lyssette Young
Email: lyssette.young@odhsoha.oregon.gov

Written Comments:

Good morning,

Topic Artificial Intelligence Advisory Council:

I am the Privacy Manager for Oregon Health Authority and am the only operating Privacy Office for the state of Oregon. AI is very complex, but I did not see any representation from a privacy perspective to support data protection in support of developing a framework. While I understand there is IT support however recommendations to support HIPAA and CMS and federal and state requirements for data protections is imperative. Considerations on how "rights of access" or privacy notices will change etc. including but not limited to the impacted areas and scope such as behavioral health is not fairly represented to support those data protections that should be considered. I was on the call, but I could not unmute or make a comment.

The discussion of BIG Data has been around for when I was an auditor almost 25 years ago. AI is driving more and more for controls not only for a security perspective but privacy as we move into more and more access and sharing and the need for accessing information in rapid fire.

Thank you for your consideration and response to my question.

Lyssette Young, Privacy Manager supporting ODHS and OHA and state of Oregon
Office of Information Services (OIS)-Information Security and Privacy Office (ISPO)
She/Her/Ella

Date: 3/19/2024

Name: Stella Santarelli

Written Comments:

Please, No Hackers.