GovAI Coalition Meeting

June 26, 2024

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GovAI COALITION

Agenda

1. Welcome – new folks introduce yourself in the chat!
    a. Name, organization, role
2. Coalition updates and timeline (1:05–1:15)
3. AI Governance Implementation walkthrough (1:15–1:30)
4. Committee reports (1:30–2:00)
    a. New resources for Coalition members

GovAI Coalition Mission: Empower public sector entities to harness the potential of AI for the public good.
We support agencies, pool resources, demonstrate success, and influence the development and adoption of responsible, human-centered AI.

GovAI COALITION

Celebrate our first vendors practicing transparency!

- BuildCheck AI, Inc.
- Citibot, Inc.
- City Detect Inc
- City Innovate
- CivCheck
- CogAbility, Inc.
- Hamlet Inc.
- Hazel AI Technologies, Inc
- Intraedge, Inc.
- Marketplace.city
- Policereports.ai/EMSreports.ai
- Trusted AI
- Wordly
- **40 more in the process**

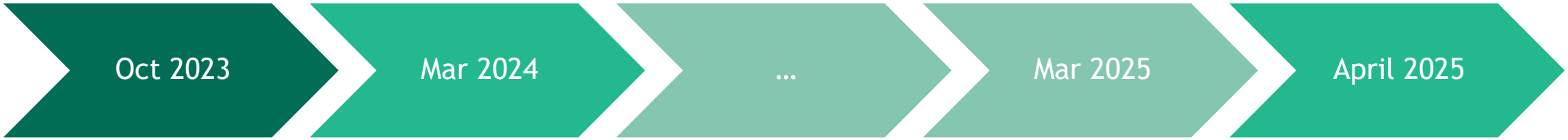
Check out the registry here: AI Registry.xlsx

Upcoming engagement with the US Department of Health and Human Services

- Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS) is seeking perspectives from local governments on:
  - 1) The use of AI in public benefits and service delivery; and
  - 2) What kinds of guidance and other support local governments would like from ACF/HHS.
- These perspectives will directly inform ACF's AI strategy and the HHS AI strategic plan, including how guidance areas and other supports are prioritized.
- Survey and invitation to a focus group will be shared in late July/early August

Roadmap - we are in Phase 2

- Phase I – Establish (4 months)
- Phase II – Implement (~12 months)
- Phase III – Scale; Address new challenges



Phase I

- **"One-stop-shop"** for all documents needed to set up your AI governance

Phase II

- Support governance implementation
- Build Vendor Registry
- Test use cases
- AI data governance

Phase III

- Scale use cases
- Scale shared data resources
- Implement cooperative agreements
- Continue supporting governance

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How to start governing and using AI

2-page quick-start guide

New resource: Step-by-step governance guide

The Coalition has a lot of resources available for your agency – where to get started?

We'll walk through:

- How your agency can begin using the Coalition's templates and resources
- The people, processes, and templates that should be involved at each step

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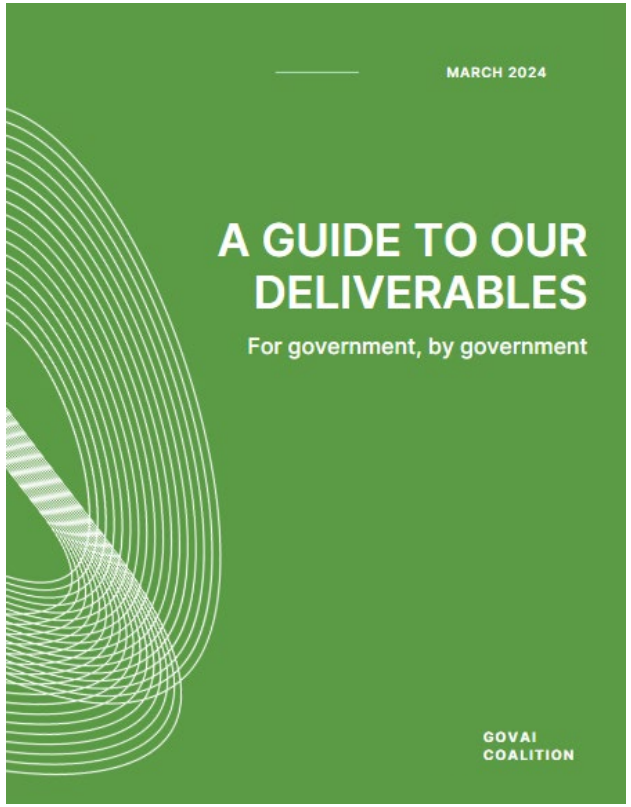
How to start governing and using AI

Quick-start guide

Step 1: Read through the **Deliverables Guide**



Access here:

For video tutorials for each policy template, check out the **GovAI Coalition's YouTube channel** at https://youtube.com/playlist?list=PLcyuiUpPdL_u_X-0i1IWDkafY1hXfO_g7&si=NK6pVx1-Dpgye_xk.

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How to start governing and using AI

Quick-start guide

Step 2: Determine your core AI team

You will need someone in…

1. Cybersecurity
2. Legal
3. Purchasing
4. Technology leadership / CIO
5. Volunteer to become the “AI Expert”

Join the GovAI Coalition to learn with other agencies

Should be **existing staff**, multiple roles can be filled by the same person

People are already doing this to get up to speed as part of their job – these are the right roles in the room

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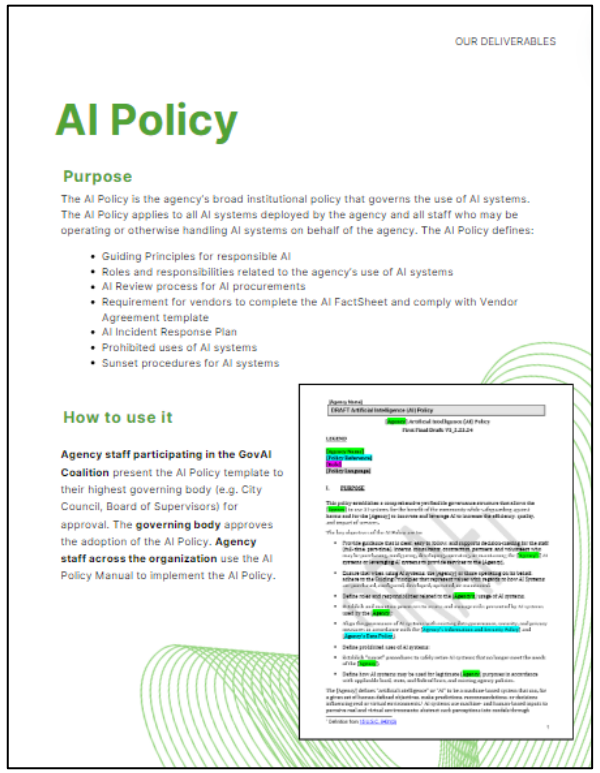
How to start governing and using AI

Quick-start guide

Step 3: Discuss the **AI Policy**.

Align with your technology leader and broader leadership on your agency's approach to AI.



Access here:

GovAI COALITION

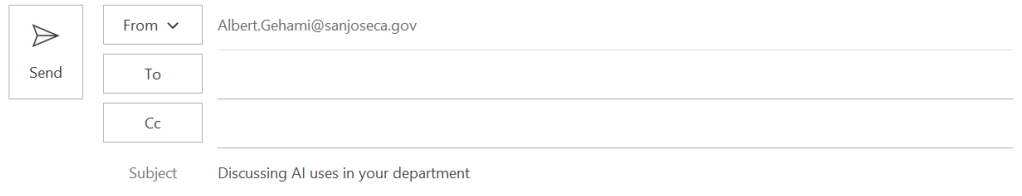
How to start governing and using AI

Quick-start guide

Step 4: Check the “Prohibited Uses” section of the **AI Policy**.

Contact your Public Safety and other departments regarding any existing use cases.

See draft email in quick-start guide:



Hi ,

Hope you’re doing well. We are crafting the [Agency]’s Artificial Intelligence (AI) policy, and want to make sure it aligns with your department’s needs. Could you help me understand if we are doing any of the following in your department? Happy to discuss in-person as well, and please feel free to connect me with someone else in your department.

1. Covertly identifying people automatically in real-time. This means:
    a. We are using technology to identify someone, like facial recognition,
    b. Identifying in real-time, rather than retroactively as part of an investigation, and
    c. Identifying them without their knowledge, rather than a fingerprint or Face ID scan that someone knows is happening
2. Using cameras and other sensors to predict someone’s emotions, like using a camera to see if someone is angry or happy
3. Automating major decisions like determining someone’s bail, likelihood to re-offend, or eligibility for medical care. If we do automate these decisions, is there any human review that happens before or after the decision is made?
4. Automatically “scoring” people for things like credit decisions or access to loans
5. Manipulating vulnerable groups – I assume the answer is no, but hoping to confirm

Our AI Policy needs to enable our departments can provide the best possible services while ensuring our customers that we are using AI responsibly and purposefully. Please let me know if you would like to discuss. We intend to prohibit these applications of AI unless a department has an active use and a compelling case.

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How to start governing and using AI

Quick-start guide

Step 5: Share the templates among your AI team

AI Policy	Leadership
AI FactSheet and Vendor Agreement	Purchasing and Legal
AI Policy Manual and Use Cases	AI Expert
AI Incident Response Plan	Cybersecurity team

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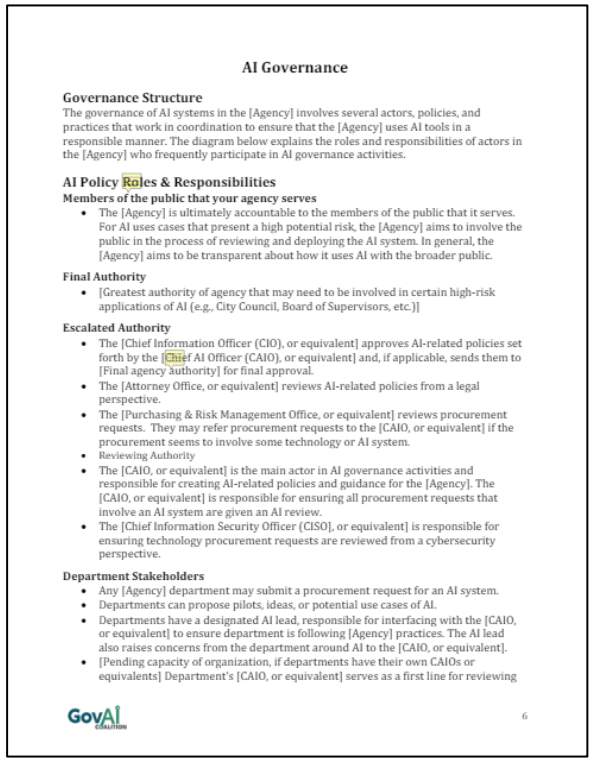
How to start governing and using AI

Quick-start guide

Step 6: The AI expert convenes all stakeholders relevant to AI governance in a standing body that meets on a regular basis.

See the **AI Policy Manual** for instructions on how to set up an **AI Working Group** in your agency.



AI Governance

Governance Structure

The governance of AI systems in the [Agency] involves several actors, policies, and practices that work in coordination to ensure that the [Agency] uses AI tools in a responsible manner. The diagram below explains the roles and responsibilities of actors in the [Agency] who frequently participate in AI governance activities.

AI Policy Roles & Responsibilities

Members of the public that your agency serves

- The [Agency] is ultimately accountable to the members of the public that it serves. For AI uses cases that present a high potential risk, the [Agency] aims to involve the public in the process of reviewing and deploying the AI system. In general, the [Agency] aims to be transparent about how it uses AI with the broader public.

Final Authority

- [Greatest authority of agency that may need to be involved in certain high-risk applications of AI (e.g., City Council, Board of Supervisors, etc.)]

Escalated Authority

- The [Chief Information Officer (CIO), or equivalent] approves AI-related policies set forth by the [Chief AI Officer (CAIO), or equivalent] and, if applicable, sends them to [Final agency authority] for final approval.
- The [Attorney Office, or equivalent] reviews AI-related policies from a legal perspective.
- The [Purchasing & Risk Management Office, or equivalent] reviews procurement requests. They may refer procurement requests to the [CAIO, or equivalent] if the procurement seems to involve some technology or AI system.
- Reviewing Authority
- The [CAIO, or equivalent] is the main actor in AI governance activities and responsible for creating AI-related policies and guidance for the [Agency]. The [CAIO, or equivalent] is responsible for ensuring all procurement requests that involve an AI system are given an AI review.
- The [Chief Information Security Officer (CISO), or equivalent] is responsible for ensuring technology procurement requests are reviewed from a cybersecurity perspective.

Department Stakeholders

- Any [Agency] department may submit a procurement request for an AI system.
- Departments can propose pilots, ideas, or potential use cases of AI.
- Departments have a designated AI lead, responsible for interfacing with the [CAIO, or equivalent] to ensure department is following [Agency] practices. The AI lead also raises concerns from the department around AI to the [CAIO, or equivalent].
- [Pending capacity of organization, if departments have their own CAIOs or equivalents] Department's [CAIO, or equivalent] serves as a first line for reviewing

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Access here:

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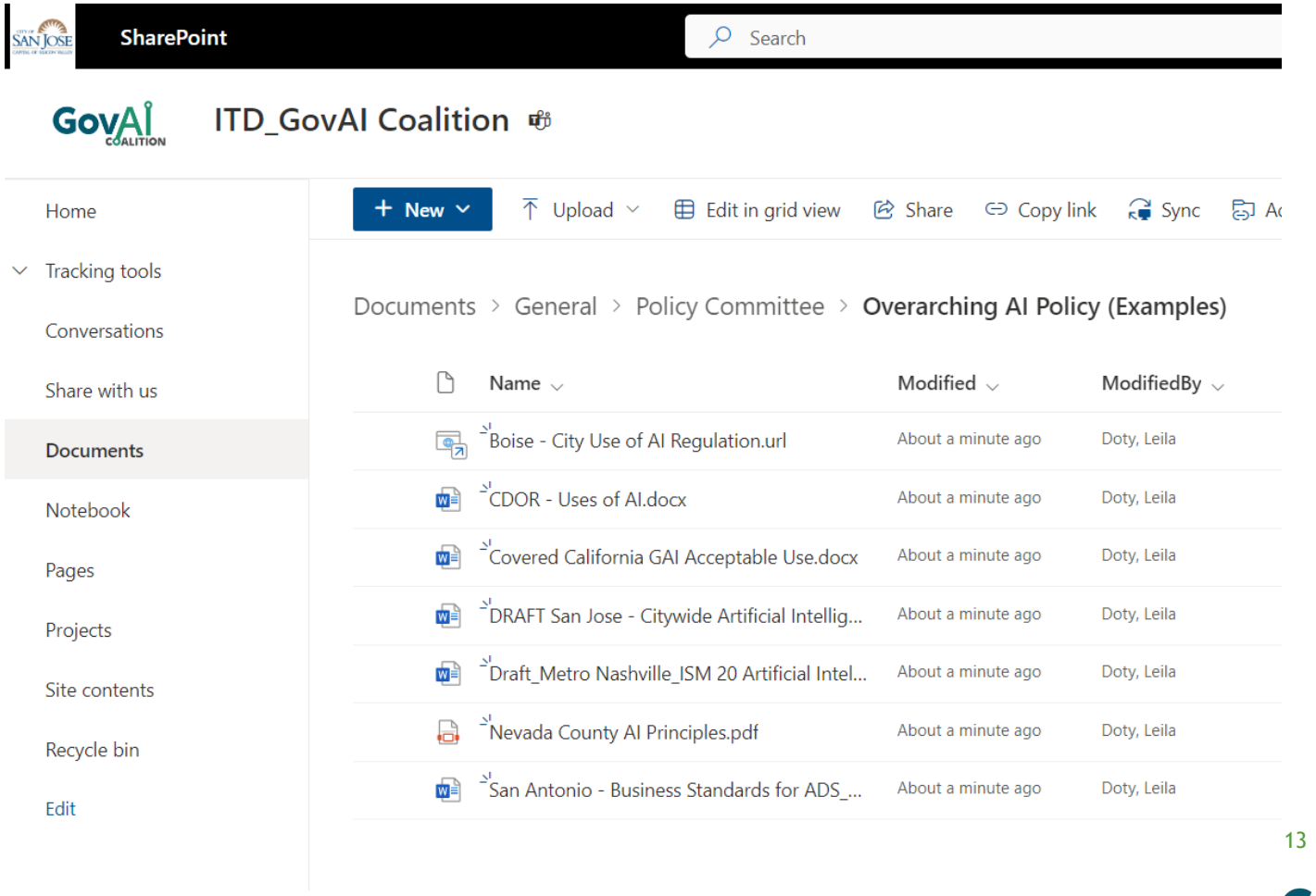
How to start governing and using AI

Quick-start guide

Step 7: Share your agency's **AI Policy and experiences** with the GovAI Coalition.



GovAI COALITION

Questions? Need help?

Come join us in the Adoption Support Committee!

You can see all our office hours on the calendar for any questions/concerns/adoption help!

Please reach out to us if you have any questions!

Follow-up Q&A July 9 at 9:30am PT

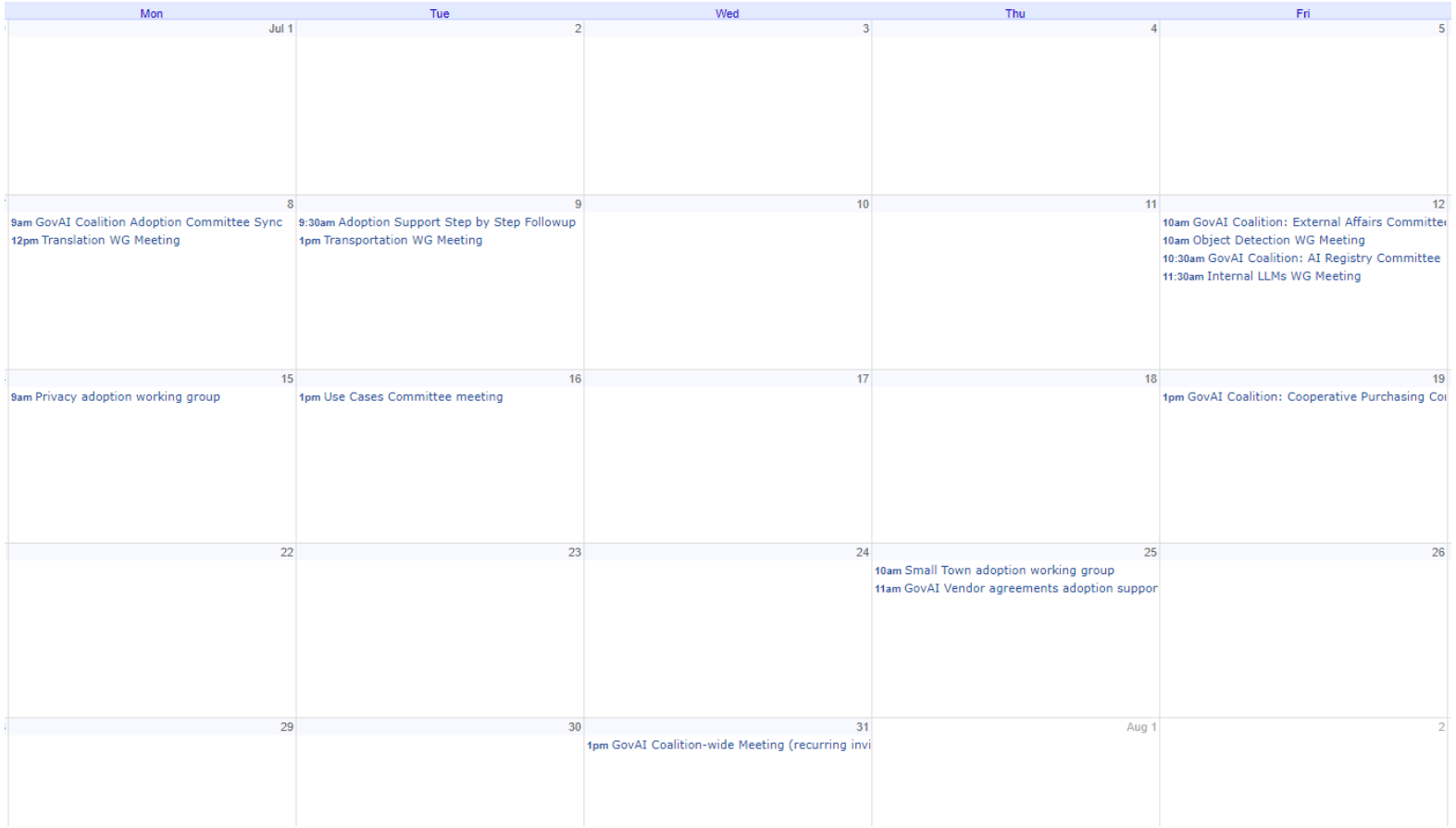
GovAI COALITION

Committee Updates

Too many invites, too many things.

Find events via our calendar (v2)

July 2024



Mon	Tue	Wed	Thu	Fri
Jul 1	2	3	4	5
8 9am GovAI Coalition Adoption Committee Sync 12pm Translation WG Meeting	9 9:30am Adoption Support Step by Step Followup 1pm Transportation WG Meeting	10	11	12 10am GovAI Coalition: External Affairs Committe 10am Object Detection WG Meeting 10:30am GovAI Coalition: AI Registry Committee 11:30am Internal LLMs WG Meeting
15 9am Privacy adoption working group	16 1pm Use Cases Committee meeting	17	18	19 1pm GovAI Coalition: Cooperative Purchasing Co
22	23	24	25 10am Small Town adoption working group 11am GovAI Vendor agreements adoption suppor	26
29	30	31 1pm GovAI Coalition-wide Meeting (recurring invi	Aug 1	2

[New Google Calendar]

Link to subscribe via Outlook: https://calendar.google.com/calendar/ical/governmentaicoalition%40gmail.com/public/basic.ics

GovAI COALITION

Adoption Support Committee

Chair: City of San José (Albert Gehami, Jiri Rutner)

Committee Facilitator: Albert Gehami (Albert.Gehami@sanjoseca.gov)

Schedule: Monthly

12-month goal: 100 agencies adopting some part of our templates

Update: Privacy of AI Meeting tools

AI Recordings may be considered public records

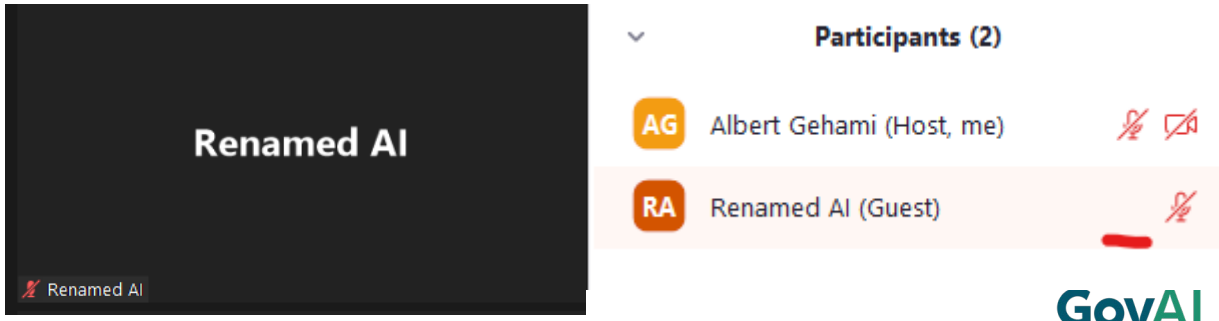
Automatically join meetings

Only hosts can remove the AI

Check if it is named "___'s AI"

Do a roll call (via chat, audio or video)

Check if it cannot turn on video or audio



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Update: Education and Privacy resources

Need to teach your staff on AI?
See the template training decks in the education folder

Need to see an example for policies between AI and privacy?
See City of Austin's AI and privacy policy documentation in the privacy folder

Policy Committee

Chair: City of San Diego (Jonathan Behnke, Brendan Daly), City of Austin (Prakhar Bajpai)

Committee Facilitator: Leila Doty (Leila.Doty@sanjoseca.gov)

Schedule: Quarterly

12-month goal: Publish “version 2” of 0-90 tool kit

Update:

Updating AI vendor agreement to handle purchasing systems that leverage third-party AI require

Engaging with C2PA, group of largest AI companies creating a standard for verifying the authenticity of content created by human vs AI

Use Cases Committee

Chair: City of Saint Paul (Jaime Wascalus)

Committee Facilitator: Angela Zhao (Angela1.Zhao@sanjoseca.gov)

Schedule: Monthly

12-month goal: 45 use case guides and 1 jointly developed AI model

Update:

6 use case guides ready to plug and play! We're moving towards cooperative purchasing.

1. GenAI for SharePoint Document Library
   (Dustin Navarro, SMWD, CA)
2. Translation
   (Andrew Ngui, Kansas City, MO)
3. Municipal Energy Usage
   (Keith Macedo, Fayetteville, AR)
4. Grant Tracking
   (Keith Macedo, Fayetteville, AR)
5. Code enforcement
   (Keith Fuchser, Arapahoe, CO)
6. Road safety
   (Kriti Garg, San José, CA)

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Schedule: Monthly

12-month goal: 45 use case guides and 1 jointly developed AI model

Update:

Please add your data to the Open Data Portal!

- Spanish, Vietnamese, Chinese (simplified), Chinese (traditional)
- Upload in csv, tsv, or Excel
- Sign up here to upload data

External Affairs Committee

Chairs: Colorado Dept. of Revenue (Anthony Fisher) & City of San José (Jiri Rutner)

Committee Facilitator: Leila Doty (Leila.Doty@sanjoseca.gov)

Schedule: Monthly

12-month goal: In-person convening

Committee & Workgroup Updates:

GovAI Coalition Conference
(Sabra Schneider, City of Bellevue, WA)

- Hosted by City of San José
- Target: Elected officials, practitioners, developers
- **Poll:** Who could attend Dec 4 – 6?
- If you want to be involved in conference planning, reach out to Jiri.Rutner@sanjoseca.gov and Anthony.Fisher@state.co.us

Stakeholder Engagement
(Andrew Ngui, Kansas City, MO)

- LinkedIn

Call for Workgroup Leads

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AI Registry Committee

Chair: TriMet (Ethan Benatan)

Committee Facilitator: Matthew Jacquez (Matthew.Jacquez@sanjoseca.gov)

Schedule: Monthly

12-month goal: Beta registry platform with 100 Factsheets submitted

Update:

- AI Registry can be accessed here (accessible only to agencies)
- New AI FactSheet Submission Form
- GovAI Coalition needs your help to populate the registry
- **Ask: Invite your vendors to sign up (link)**

GovAI COALITION

Cooperative Purchasing Committee

Chairs: City of San Antonio (Emily Royall)

Committee Facilitator: Leila Doty (Leila.Doty@sanjoseca.gov)

Schedule: Monthly

12-month goal: Method to connect agencies with joint procurement need, and up to 3 cooperative purchasing agreements linked on the registry

Update:

Reminder: Closed committee (no private sector)

- Survey

Next steps for Coalition members

- Review use case guides to determine what your agency might want to try, and join the working groups (see calendar for invites)
- Bring your questions from the governance guide to our Q&A July 9 at 9:30am PT
- Check out the AI registry, and ask your current and potential vendors to join via this form
- Share information on existing or potential LLM contracts (link to come offline)
- Next Coalition meeting: July 31 at 1pm PT

Appendix

GovAI Coalition

(meets monthly)

Board

City of San José Facilitation Team

Committees

(meet as needed)

- Adoption Support (monthly)
  - Small municipalities
  - AI Policy & AI Policy Manual
  - AI FactSheet & Vendor Agreement
  - Privacy
  - Education
- Policy (quarterly)
  - Standards
- Cooperative Purchasing (monthly)
  - Procurement research
  - Contract Testbed
    - Legal
  - RFP Standards
  - Governance & Workflow
- AI Registry (monthly)
- Use Cases (monthly)
  - Translation
    - Data governance
  - Object Detection
    - Data governance
  - Internal LLM
  - Transportation
- External Affairs (monthly)
  - Policy & regulatory monitoring
  - Stakeholder engagement
    - International
  - GovAI Coalition Conference
  - Responsible AI Advocacy

Working Groups

(meet as needed)

Underlying topics

GovAI COALITION

Deliverables Guide

INTRODUCTION

The GovAI Coalition is composed of over 300 public servants representing over 150 local, county, and state governments across the nation united in our mission to promote responsible AI in the public sector.

In November 2023, the GovAI Coalition was established to give local government a voice in shaping the future of AI and ensure that AI development is geared toward the benefit of society. Since November, the Coalition has grown to include public agencies that represent XXX million Americans.

As a majority of government agencies are looking towards AI to improve services, our Coalition strives towards a more just and beneficial technological future for all. From generating real-time translations of public meetings to predicting traffic patterns for improved bus routes, AI tools have the potential to make government services more responsive, efficient, and accessible to all.

AI also poses serious risks. Racial discrimination, violations of privacy, and threats to safety are well-documented harms of AI systems used without guardrails.

To improve the lives of all residents while protecting our communities against AI risks, it is vital that public agencies establish safeguards for the responsible use of AI.

AI FactSheet

Purpose

The AI FactSheet is a template that captures the "nutrition facts", or essential technical details, of an AI system. Vendors are expected to complete the AI FactSheet during the procurement process. The AI FactSheet is a critical document that provides agencies the technical information they need to adequately understand, evaluate, and use third-party AI systems.

How to use it

Procurement officers require the **vendor** to complete the AI FactSheet during the procurement process. The **Chief AI Officer**, or the equivalent staff responsible for reviewing AI systems, reviews the AI FactSheet to determine if the technical capabilities of the AI system meet the agency's needs.

Vendors may signal their commitment to responsible AI practices by proactively completing and submitting the AI FactSheet to the Vendor Registry through the Vendor Registry Intake Form. **Staff involved in the use of AI systems by the agency** may view the submitted AI FactSheet in the Vendor Registry to compare vendors or determine if the vendor is a good fit for the agency.

AI FactSheet for Third Party Systems

AI Policy

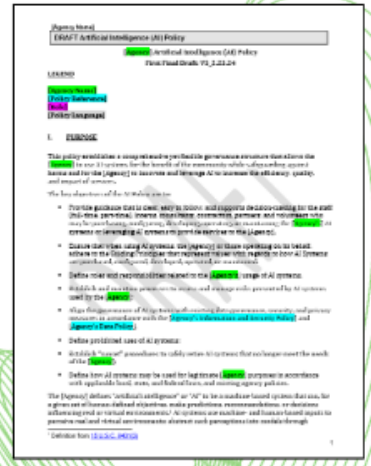
Purpose

The AI Policy is the agency's broad institutional policy that governs the use of AI systems. The AI Policy applies to all AI systems deployed by the agency and all staff who may be operating or otherwise handling AI systems on behalf of the agency. The AI Policy defines:

- Guiding Principles for responsible AI
- Roles and responsibilities related to the agency's use of AI systems
- AI Review process for AI procurements
- Requirement for vendors to complete the AI FactSheet and comply with Vendor Agreement template
- AI Incident Response Plan
- Prohibited uses of AI systems
- Sunset procedures for AI systems

How to use it

Agency staff participating in the GovAI Coalition present the AI Policy template to their highest governing body (e.g. City Council, Board of Supervisors) for approval. The **governing body** approves the adoption of the AI Policy. **Agency staff across the organization** use the AI Policy Manual to implement the AI Policy.



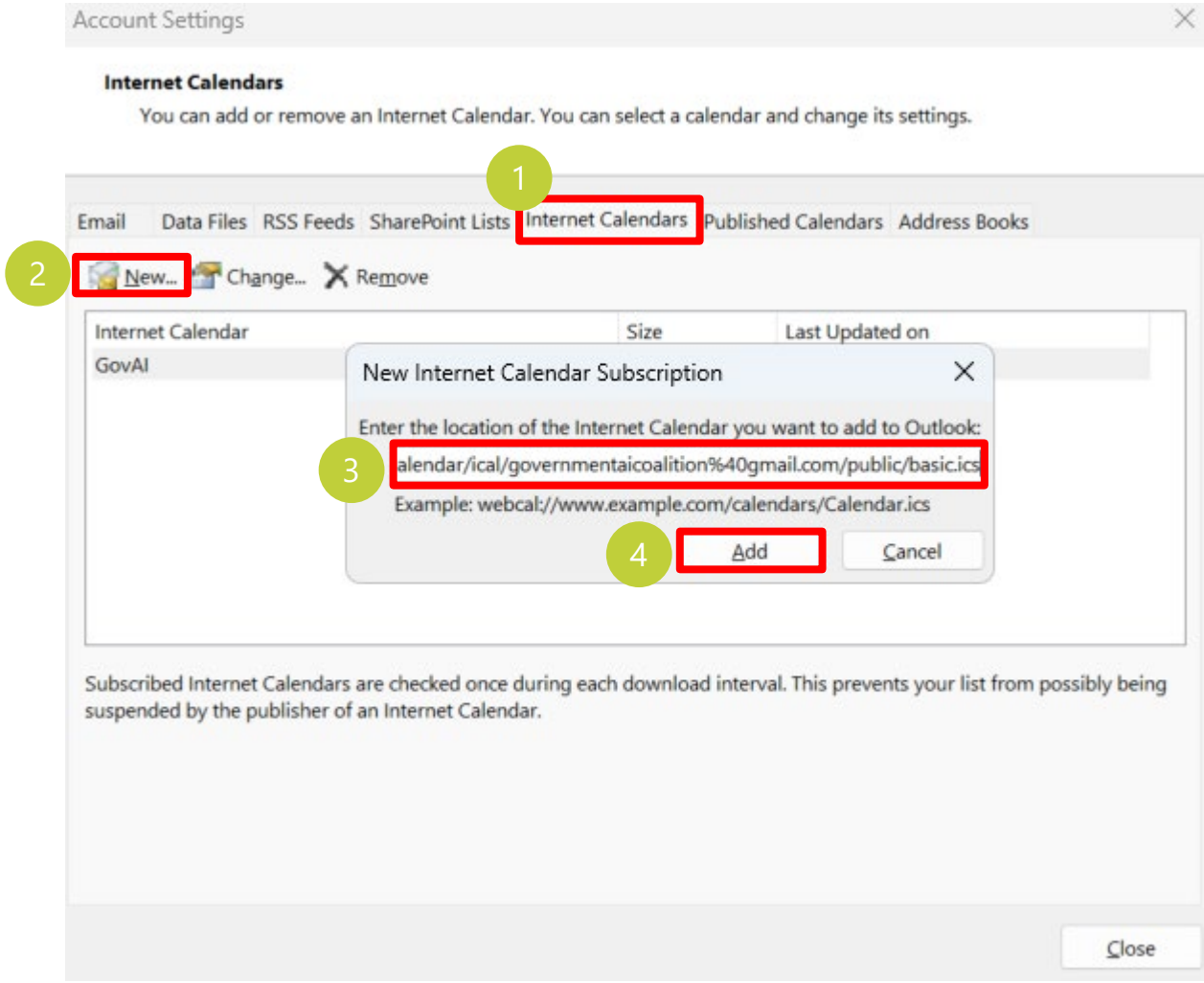
For video tutorials for each policy template, check out the **GovAI Coalition's YouTube channel** at https://www.youtube.com/@GovAICoalition-gk9fg.

GovAI COALITION

Add GovAI Calendar to Old Outlook

Part 1

1. In Outlook, select **File** > **Account Settings** > **Account Settings…**
2. For Step 3, copy and paste this link into the text box: https://calendar.google.com/calendar/ical/governmentaicoalition%40gmail.com/public/basic.ics

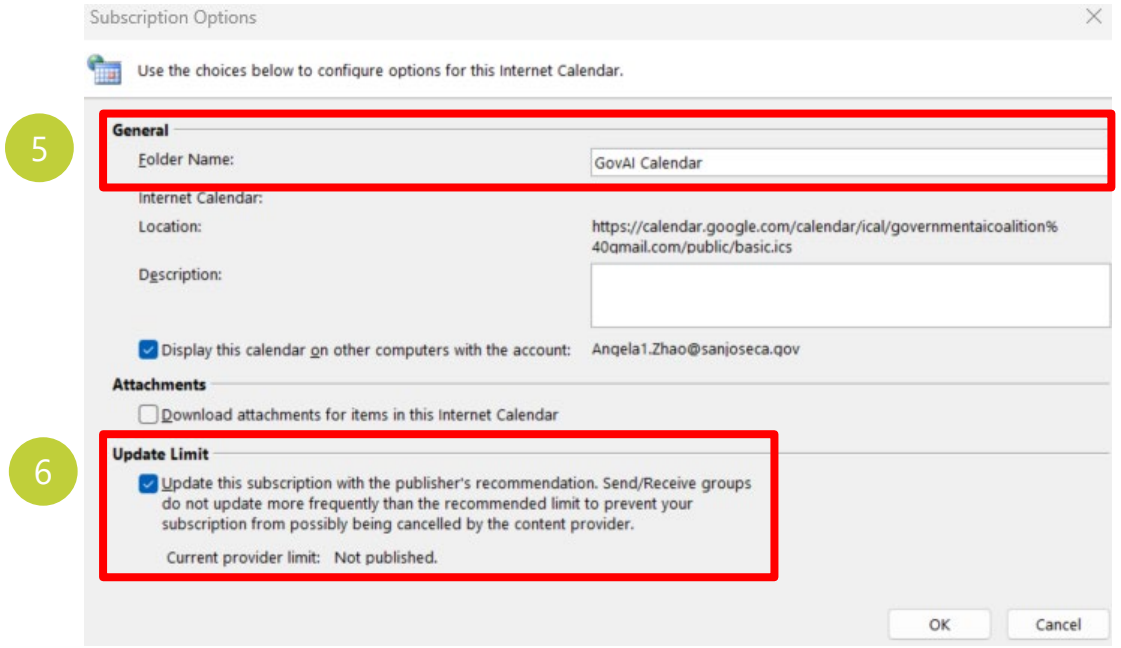


Adapted from source: Microsoft

Add GovAI Calendar to Old Outlook

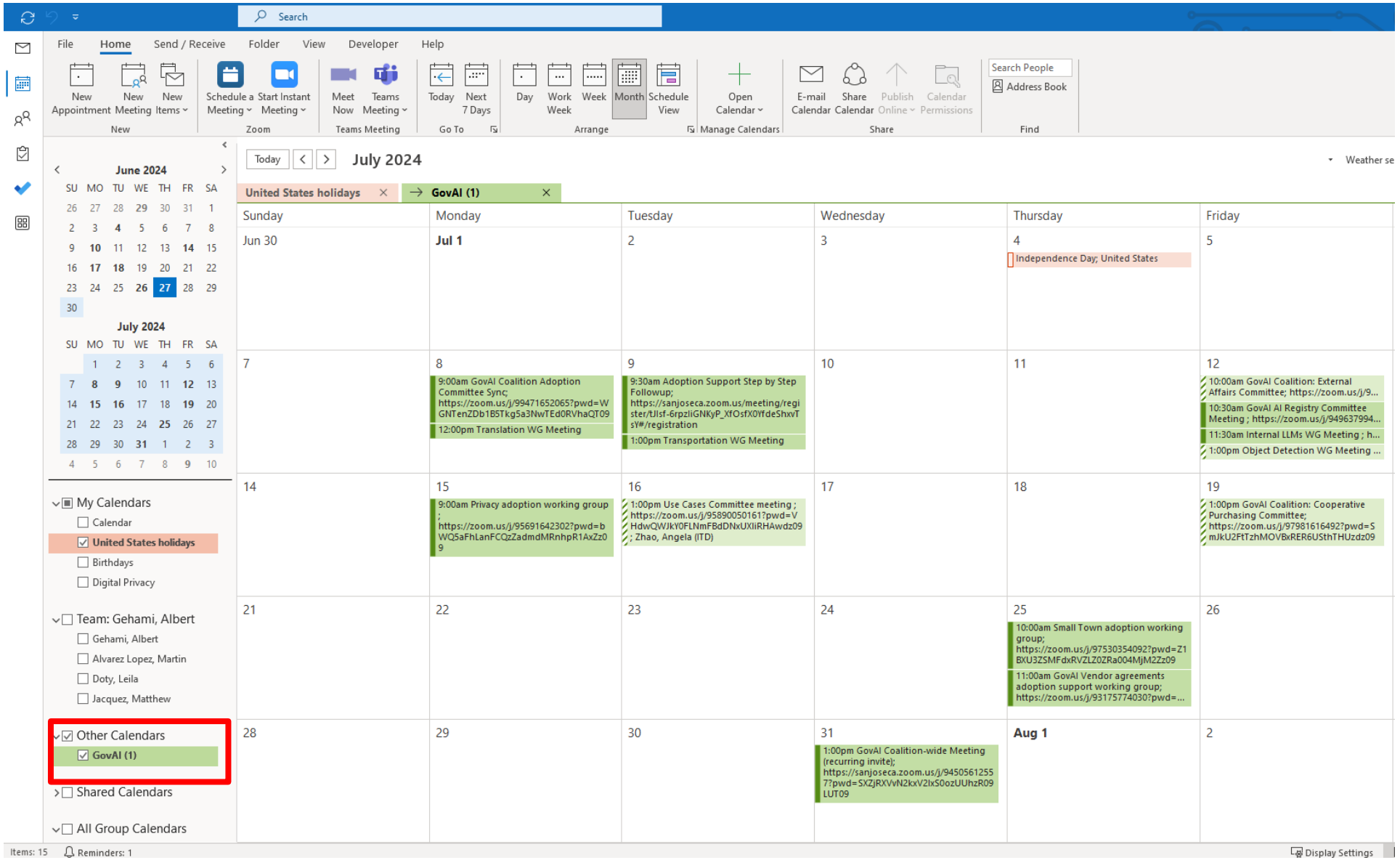
Part 2

4. Subscribe to receive updates!

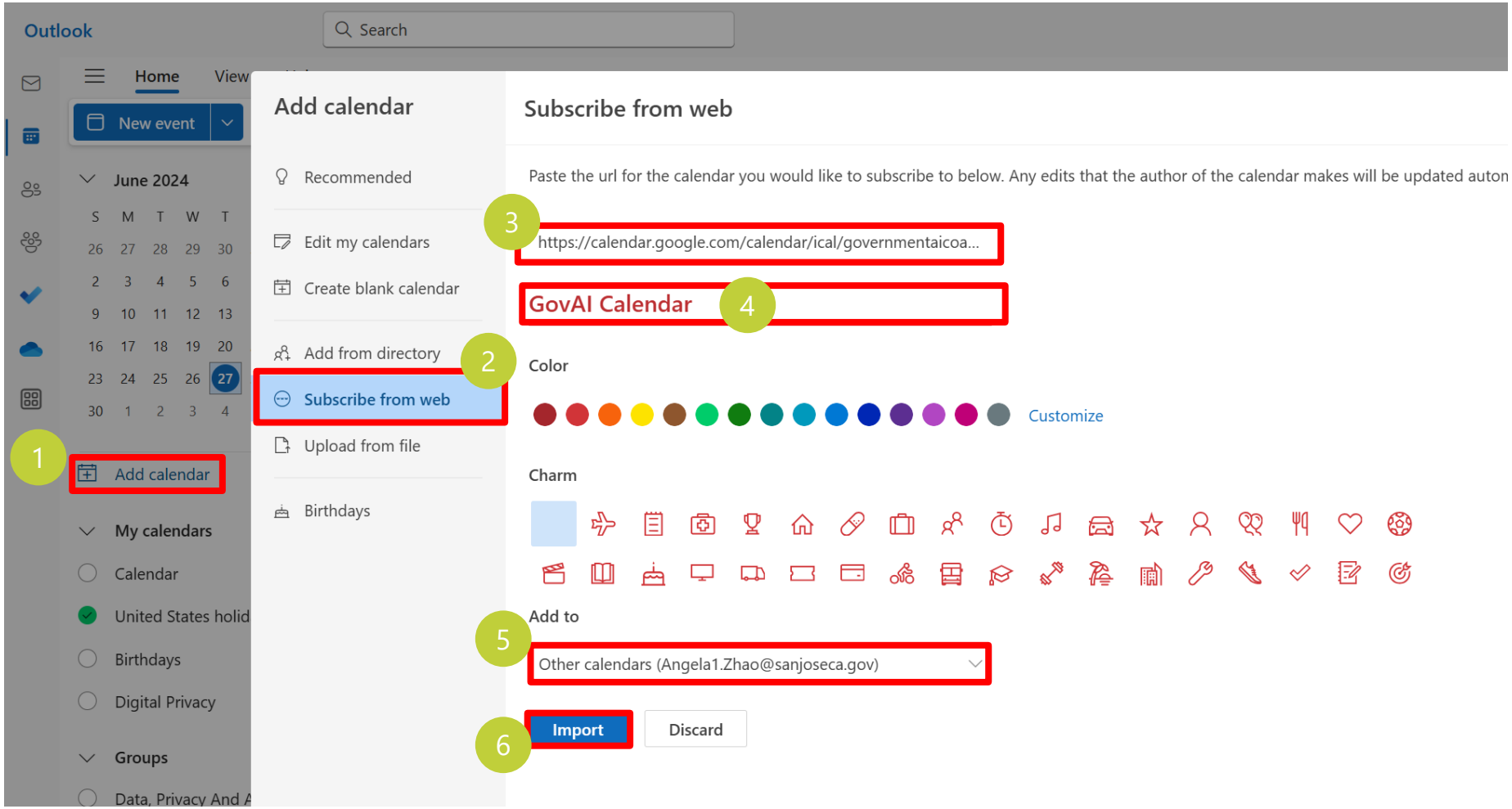


Adapted from source: Microsoft

Success on Old Outlook



Add GovAI Calendar to New Outlook



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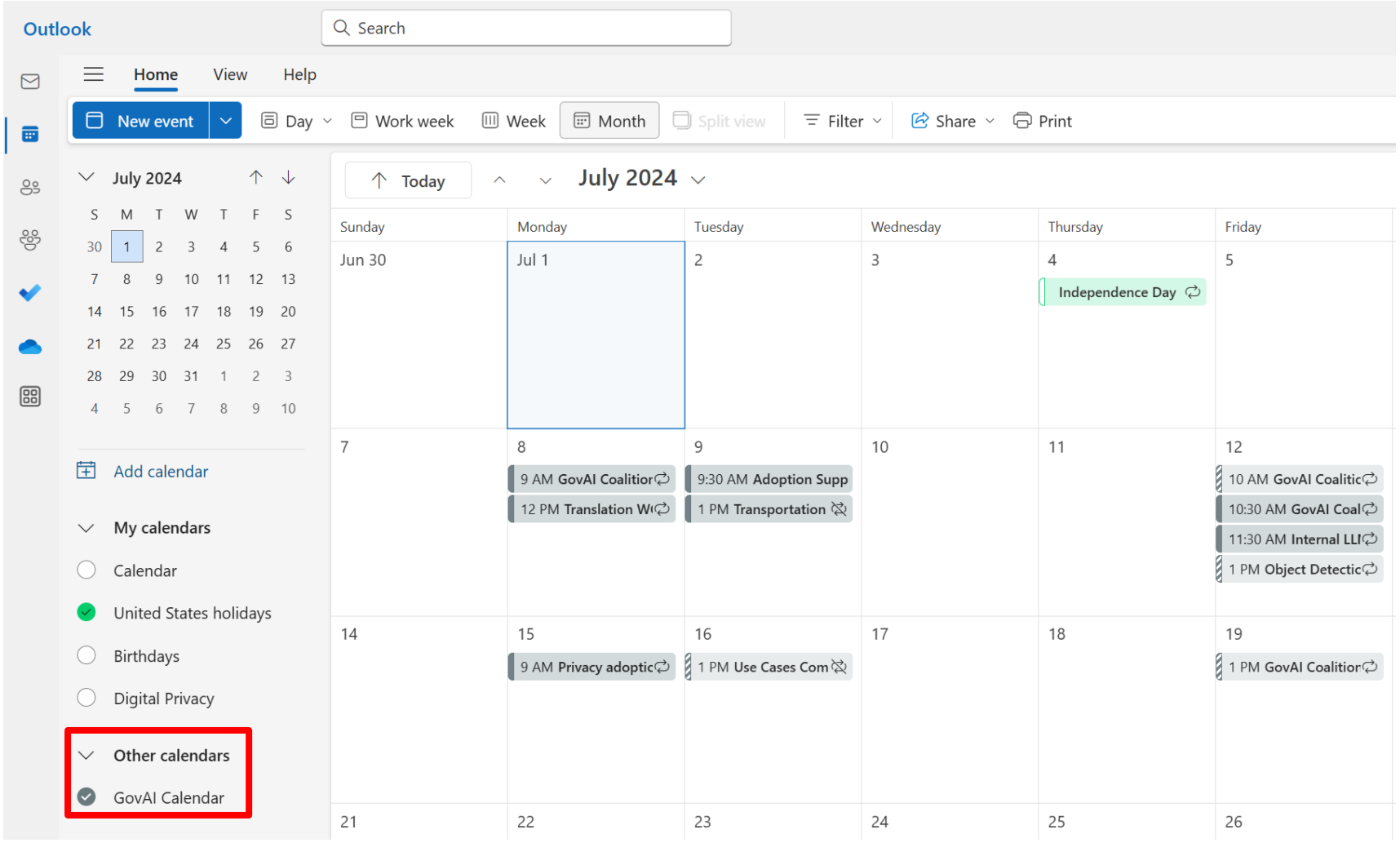
Success on New Outlook