

# PEF/ITS Artificial Intelligence (AI) Committee Meeting

## July 29, 2024- Meeting Minutes

<p><b>PEF Representatives:</b></p> <ul style="list-style-type: none"> <li>• Prakash Lal, Chair AIMI committee</li> <li>• Christopher J. Ford, Council Leader</li> <li>• Ron O’Bryan, Chair, Labor Relations</li> <li>• Mathew Brockbank, Member AIMI committee</li> <li>• Sky Bell, Member AIMI committee</li> <li>• Kristina Tereburke, Member AIMI committee</li> <li>• George Howard, Executive Board Member</li> <li>• Brandon Hill, Executive Board Member</li> <li>• Mario Chiarello, Executive Board Member</li> <li>• Aditya Dhar, Member AIMI committee</li> </ul>	<p><b>Management Representatives:</b></p> <ul style="list-style-type: none"> <li>• Christopher O’Connor, Dy Chief Data Officer</li> <li>• Gail Galusha, Director, Data &amp; AI Governance</li> <li>• Elizabeth Zurawski, Manager, Data &amp; AI Governance</li> </ul>
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Agenda Topic	Issues	Action/Follow Up
<b>1. Introductions</b>		
<b>2. AI Inventory:</b>	The ITS AI policy mandates creating an inventory of all AI uses within 180 days and making it publicly available. We would like to know the status of this initiative	ITS will devise a form to gather information regarding the use of AI in different agencies. Other methods to gather information regarding AI include proposals brought to ITS for PTP or Engineering consult.
<b>3. Focus on Employees:</b>	<ul style="list-style-type: none"> <li>○ While the ITS AI policy primarily addresses public-facing systems, it doesn’t cover internal systems or the impact on employees. Here are some key points: <ul style="list-style-type: none"> <li>A. <b>Upskilling and Reskilling:</b> As AI is likely to create new Job roles and automate or augment different tasks in a job. We should plan initiatives to support workforce transitions due to AI. This includes upskilling and reskilling programs.- For Example New Jersey, which offers free AI training programs for state employees through InnovateUS,</li> </ul> </li> </ul>	<p>(A)ITS is aware of InnovateUS and has AI working group to deal with the AI training of state staff. There are training available through NYS Forum and Percipio online resources and more opportunity will be created for AI training.</p> <p>(B)ITS understand these requirements and ITS will work on projecting AI job roles and</p>

	<p>ITS should consider similar upskilling and reskilling initiatives to support workforce transitions</p> <p>B. <b>Projection of AI Job Roles:</b> Have we projected the types of AI-related jobs that will be created, and the necessary AI skills needed in the coming years?</p> <p>C. <b>Consulting PEF Members:</b> We should involve our PEF members in the development and implementation of AI systems in their workplaces.</p> <p>D. <b>Protecting Employee Privacy:</b> Ensure that employee Personally Identifiable Information (PPI) is protected, and AI systems are not used for workplace monitoring in violation of laws and regulations. For example, AI tools like HireVue which use data from successful employees for recruitment, must adhere to strict data privacy standards to prevent misuse</p> <p>E. <b>Vacant Positions and AI:</b> We would like that the vacant positions should not be replaced by AI systems instead of hiring a person. For Example, In Genesse County a position of an Engineer tasked for reviewing Bridge Inspection Reports were replaced by AI software</p>	<p>necessary skills for the future workforce.</p> <p>(C) ITS agrees that staff in relevant program areas should be involved wherever AI systems are being implemented</p> <p>(D) ITS agrees with PEF regarding Data privacy and confidentiality. The Chief Security Office is involved in evaluation of any AI use cases to ensure data privacy &amp; security. ITS is not aware of any surveillance of staff through AI systems.</p> <p>(E) Hiring Policy is under the domain of Executive Management. PEF emphasizes that due consideration should be given during engineering review of any AI proposal to ensure it does not cause layoffs or replace vacant position</p>
<p><b>4. Approval Process for Internal POC and Procurement:</b></p>	<p>As ITS employee we are not only users but developer of AI systems also. We need Clarification regarding the process for internal Proof of Concept (POC) and procurement of AI systems for ITS internal needs. We should have guidelines for making Buy vs. Build decisions.</p>	<p>It is work in progress and Policies and guidelines for AI use and implementation are being worked out</p>
<p><b>5. Use of AI Tools:</b></p>	<p>PEF would like to know the policies for using AI tools like ChatGPT, GitHub Copilot, and Microsoft Copilot in the workplace. As these tools are likely to enhance professionalism and effectiveness.</p>	<p>Many low code/no code solutions are permitted as needed. ITS is cautious about situations where staff may inadvertently pass State Confidential data to AI tools like ChatGPT or Gemini. ITS aims to prevent "shadow AI" and adhere to its Acceptable Use of AI policy.</p>

		Microsoft Copilot is not currently under government tenants.
<b>6. Next Meeting</b>		After PEF Annual Convention in September '2024