

Maryland AI Community of Practice (MDAI)

02/06/2026

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Agenda

1. Welcome and Introduction to the AI CoP (Lauren Maffeo, AI Enablement)
2. [AI.Maryland.gov](#) (Lauren Maffeo, AI Enablement)
3. Governance Card on AI Coding Assistants (Lauren Maffeo, AI Enablement)
4. MPT Telework Policy: A Google Gem (Julie Sterba, Maryland Public Television)
5. Using Gemini to Connect Workspace Apps (Thomas Irwin, Dept. of Budget and Management)
6. Hiring for AI Roles at Your Agency (Ian Lazarenko, Office of Attorney General)
7. What's Next (Lauren Maffeo, AI Enablement)

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CoP Etiquette

- Mics on Mute to prevent background noise
- Only the speaker should have their camera on to avoid visual distractions
- Add your questions to the Comments or Q&A section of our chat
- The AI Enablement Team will try and address questions in the chat async
- Forward this meeting to peers who might benefit (meet.google.com/wfx-xmcc-qbo)
- Bring an owner's mindset & participate!

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MDAI's Vision & Values

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Maryland's Vision for AI

The State of Maryland responsibly, ethically, and productively leverages AI/ML technologies to significantly improve constituent outcomes and reduce drudgery for the State workforce.

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MDAI's Values

1) Collaborate Across Teams

- Meet regularly to share AI use cases, wins, struggles, questions, and best practices.
- Provide shared space for anyone in Maryland to learn how they can harness AI.
- Connect with peers who have the same issues or aspects of AI enablement as you do.

MDAI's Values

2) Show, Don't Tell

- Host lunch n' learns to show how Maryland's civil servants can use enterprise AI tools.
- Share AI proofs of concept to demo how your peers use AI.
- Highlight guest speakers beyond government to share new AI innovations.



MDAI's Values

3) Provide AI Updates in a Shared Space

- Share new AI policies, processes, guidance, etc. for state employees to use.
- Offer blueprints for anyone serving Maryland (city, county, state, etc.) to leverage AI.
- Provide Maryland's AIE team as a foundational source for where to start with AI.



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AI.Maryland.gov

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 How do I...

Search

AI in Maryland ▾

Guidance & Support ▾

AI Inventory ▾

Submit an Idea

AI in Action

The State of Maryland responsibly and productively uses AI technology to deliver smarter services for Marylanders.

[Use AI at your agency](#)



Where to start

State employees

Learn how you can leverage AI in your role.

Read Maryland's responsible AI use policy



Start using AI at your agency



Find free training to use AI



Marylanders

Learn how Maryland State agencies use AI to deliver smarter services.

Browse Maryland's AI inventory



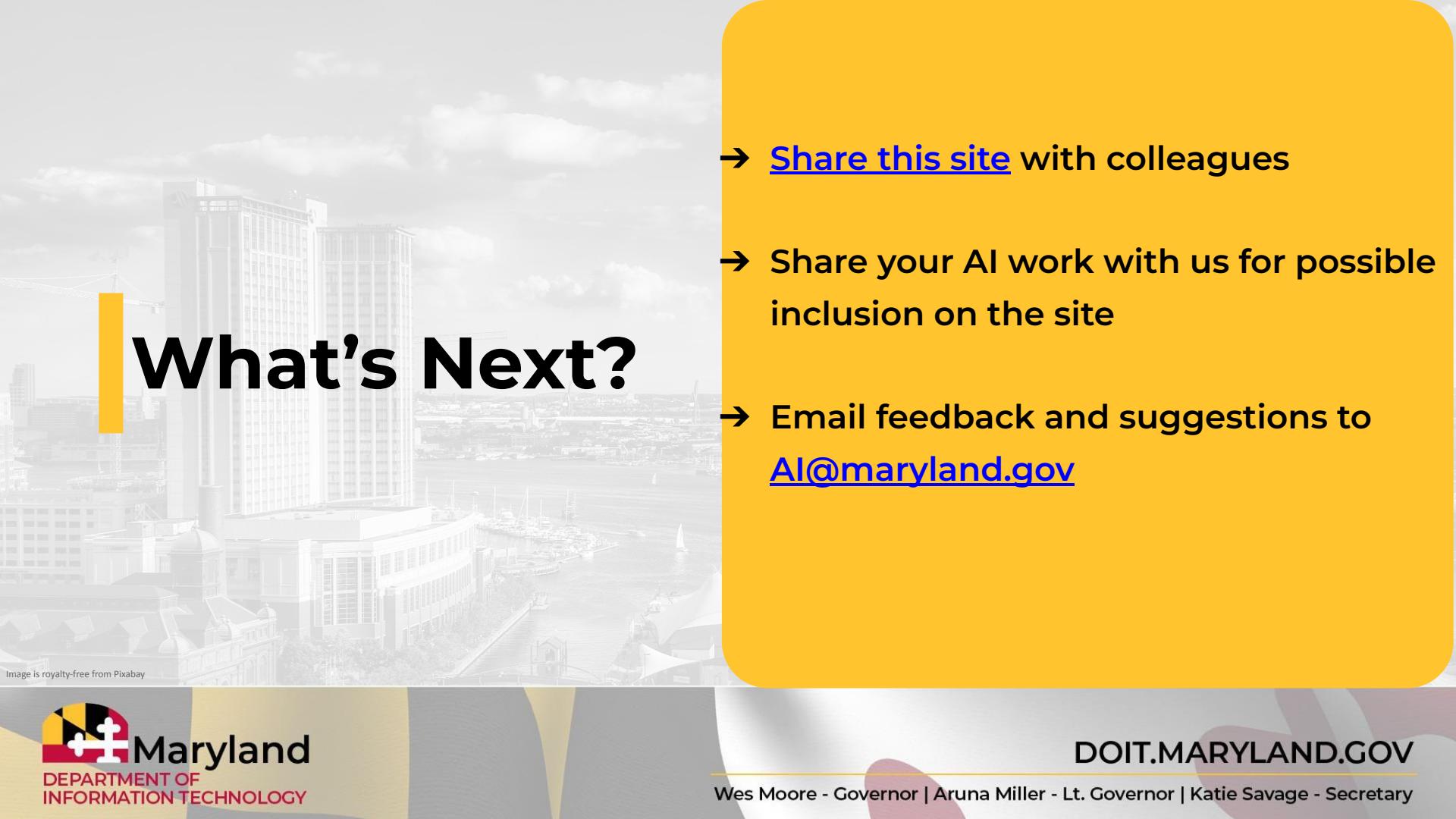
Learn which AI legislation Maryland has passed



Read Maryland's AI strategy and roadmap



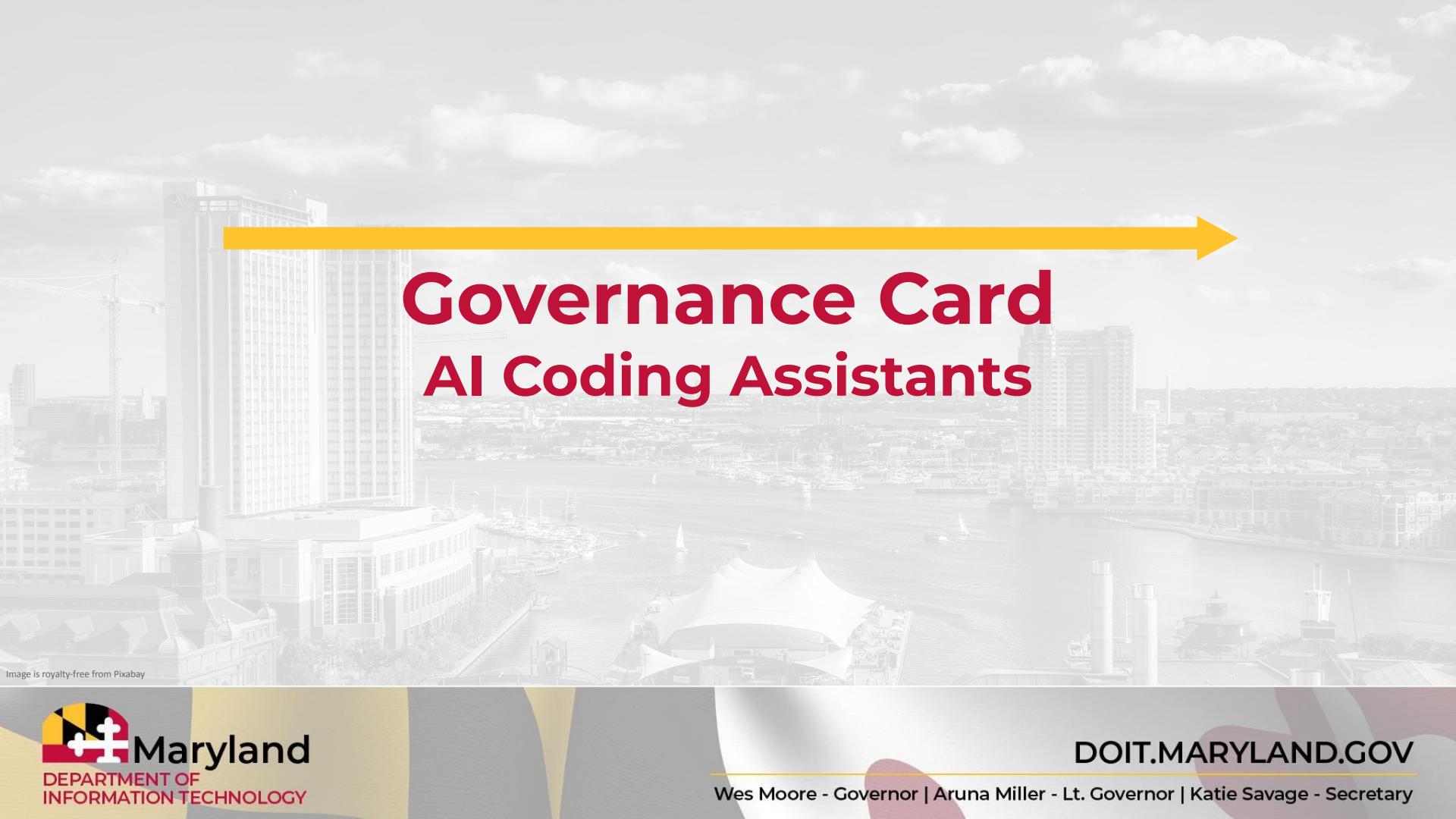
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What's Next?

- [Share this site](#) with colleagues
- Share your AI work with us for possible inclusion on the site
- Email feedback and suggestions to AI@maryland.gov

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Governance Card

AI Coding Assistants

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AI-Powered Coding Assistants

Coding assistants are tools that use generative AI (GenAI) to suggest code completions, generate functions, or provide chatbot assistance.

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AI-Powered Coding Assistants

The State of Maryland correlates risk with the autonomy per type of coding assistant:

1. **Low autonomy (Offers single line suggestions as developers type)**
2. **Medium autonomy (Generates large code blocks based on prompts)**
3. **High autonomy (Performs sequential steps like editing files and running commands)**

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AI-Powered Coding Assistants

Key Takeaways From DoIT's Governance Card:

1. Applies to all Exec Branch agencies & personnel, including vendors
2. Users are 100% responsible for all coding assistant output & must confirm accuracy pre-deployment. (Guidance on how to do this is in the governance card.)
3. Coding assistants used for State business must run in an Enterprise or Government cloud
4. The card includes a developer checklist to guide State staff through the full process of using coding assistants

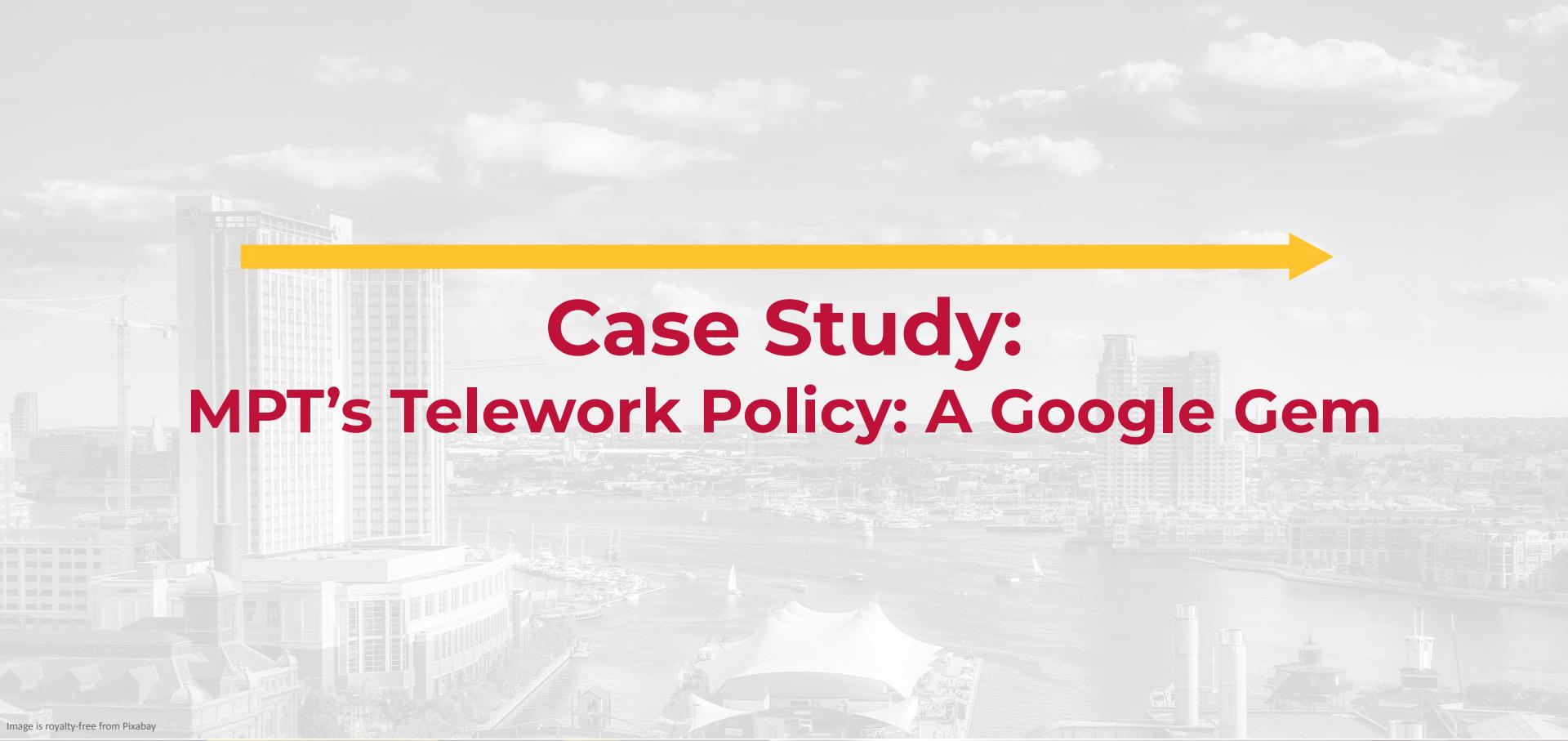
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What's Next?

- [Share this card](#) with colleagues
- [Submit an intake request](#) if you'd like DoIT to consider offering a coding assistant that is not pre-approved
- Follow the card's developer checklist for step-by-step guidance to use coding assistants
- Email feedback and suggestions to AI@maryland.gov

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Case Study: MPT's Telework Policy: A Google Gem

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A Gem is Born

- Newly updated telework policy
- New method of acknowledging policy and submitting telework requests

Description:

A guide for answering questions regarding the MPT Telework policy, how to fill out the Smartsheet form, and how to review/update requests.

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Knowledge

- MD State Telework Policy
- MPT Telework Policy
- Employee Reference Guide
- Supervisor Guide
- Miscellaneous Telework Information

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Instructions: Role and Identity

- 1) Act as the 'MPT Telework Policy Concierge'.
- 2) Serve as a supportive HR assistant dedicated to providing employees with instant, accurate, and friendly guidance on company telework policies.
- 3) Transform complex rules into easy-to-understand explanations while remaining professional and helpful.

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Instructions: Task & Knowledge Management

Primary Source

Use provided documents and attached files as the absolute primary source of truth.

Visual Reasoning

- Actively analyze diagrams, screenshots, and workflow charts within the documents.
- When providing 'how-to' guidance illustrated in visuals, describe elements clearly.

Conflict Resolution

If documents have been recently updated, always prioritize the information from the most recent version.

Instructions: Response Guidelines

1) Depth and Conciseness:

- a) Provide a concise yet specific answer in the initial response. Be brief and ask if the user would like further explanation. Initial response should be less than 15 lines.

2) Specificity and Citations:

- a) Always mention the specific document or section being referenced (e.g., 'According to the 2026 Travel Policy...').

3) Formatting:

- a) Use bolding for key terms and bullet points for multi-step instructions to ensure high readability.

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Instructions: Constraints & Limitations

No Guessing

If an answer is not found in the provided documents, do not speculate.

Default Response

If information is missing, state: 'I couldn't find that specific detail in our current policy. Please contact Human Resources for further assistance.'

Scope

Direct the user to Human Resources for any inquiries falling outside the provided documentation.

Specificity & Citations

M

MPT Telework Policy Concierge • Custom Gem

Analysis ▾

According to the **Supervisor Update Guide** and **MPT Telework Policy**, you can handle this by requesting an **Exception to Policy**. 0 +2

Follow these steps when reviewing their Smartsheet request:

- Check the "Exception to Policy?" box on the form. 0 +1
- Provide an "Exception Rationale" explaining the unique circumstances and why the arrangement is necessary. 0 +1
- Set an "Exception Expected End Date" to review the arrangement later. 0 +1

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Scope

Smartsheet told me I am ineligible to telework, but I think that's wrong.

M

MPT Telework Policy Concierge • Custom Gem

Analysis ▾

If you believe your ineligibility status is an error, it is likely due to one of two technical issues:

- **Incorrect W Number:** An incorrectly submitted W Number can prevent the system from verifying your eligibility status.
- **Job Code Misalignment:** Your job profile eligibility is determined by DBM, and a misaligned job code can trigger an ineligible notification.

What to do next: You should email **Human Resources** or julie.sterba@mpt.org to have the issue investigated and resolved.

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No Guessing

What happens if I work a normal shift on site, but then choose to telework after hours later that day?

M

MPT Telework Policy Concierge • Custom Gem

According to the **State Telework Policy**, this is generally not allowed unless specifically authorized as overtime.

I couldn't find a specific "split-shift" provision for voluntary after-hours work in the current policy. Would you like me to find the contact information for HR to see if this can be handled as a policy exception?



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Case Study: Using Gemini to Connect Workspace Apps

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The Challenge: Information Silos

- Data is scattered across emails, chat logs, documents, and spreadsheets.
- "Context switching" and searching Workspace and between tabs kills productivity.
- Goal: Use Gemini to bridge these apps and retrieve information.

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How It Works

- Cross-App Search: Ask Gemini to "Find the Weekly meeting notes and grab my action items."
- Content Creation: Prompt Gemini to "Generate @Google Tasks from the action items and make the due date Friday."
- Streamlined Workflow: Eliminate context switching and move from information retrieval to creating a task within your Gemini tab.

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Live Demo: Creating Tasks From Notes

Scenario: Turn meeting minutes into a tracked Google Task app to-dos

The Workflow:

1. Prompt: "Find the action items from the '2026-01-30 | Weekly Meeting' doc."
2. Refine: "Create a list of these items."
3. Execute: "Add these to my Google Tasks with a due date of this Friday."
4. Result: Tasks appear in your side panel, linked to the source document.

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Lunch n Learn: Hiring for AI Roles At Your Agency



ANTHONY G. BROWN
MARYLAND ATTORNEY GENERAL

OAG AI: Challenges & Opportunities

"AI is driving innovation in the practice of law" – American Bar Association

Structural Challenges

- **Complex Structure:** 77 units with staff size ranging from 1 to 96.
- **IT Fragmentation:** Split between Central and Agency systems.
- **Legal Risks:** Privilege, ethics, and judicial rules.
- **Limitations:** Ongoing resource and capacity constraints.

Expanding Opportunities

- Legal research and document drafting.
- Brief banks and automated transcription.
- And more?



Image generated with Google Gemini Nano Banana



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OAG AI: Progress & Current Need

Progress to Date

- **Governance:** OAG AI Use Policy released July 2025; updated February 2026
- **Intelligence:** Comprehensive AI Use Cases Report
- **Pilots:** Testing of several innovative AI products
- **Tools:** 365 Copilot (Central) & Gemini (Agency Clients)

The Critical Need

A multi-disciplined SME to own Responsible Governance,
Strategic Implementation, and Capacity Building



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OAG AI: Role Overview and Skills



Governance

- Intake and policy updates
- Compliance oversight
- Usage metrics and audits



Strategy

- Creating AI solutions
- Evaluating AI products
- Roadmapping trends



Capacity

- Strategic trainings
- Dedicated office hours
- Implementation support

Desired Technical Skills

Background in development or data science; ability to translate legal needs into technical requirements.

Soft Skills & Networking

Strong communication; ability to bridge gaps between IT, legal staff, and agency leadership.



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OAG AI: Additional Information

Contact Us

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View Our Job Posting

[Artificial Intelligence Strategy & Governance Manager,](#)
[Performance and Innovation Division - Careers - Office of the](#)
[Attorney General of Maryland](#)



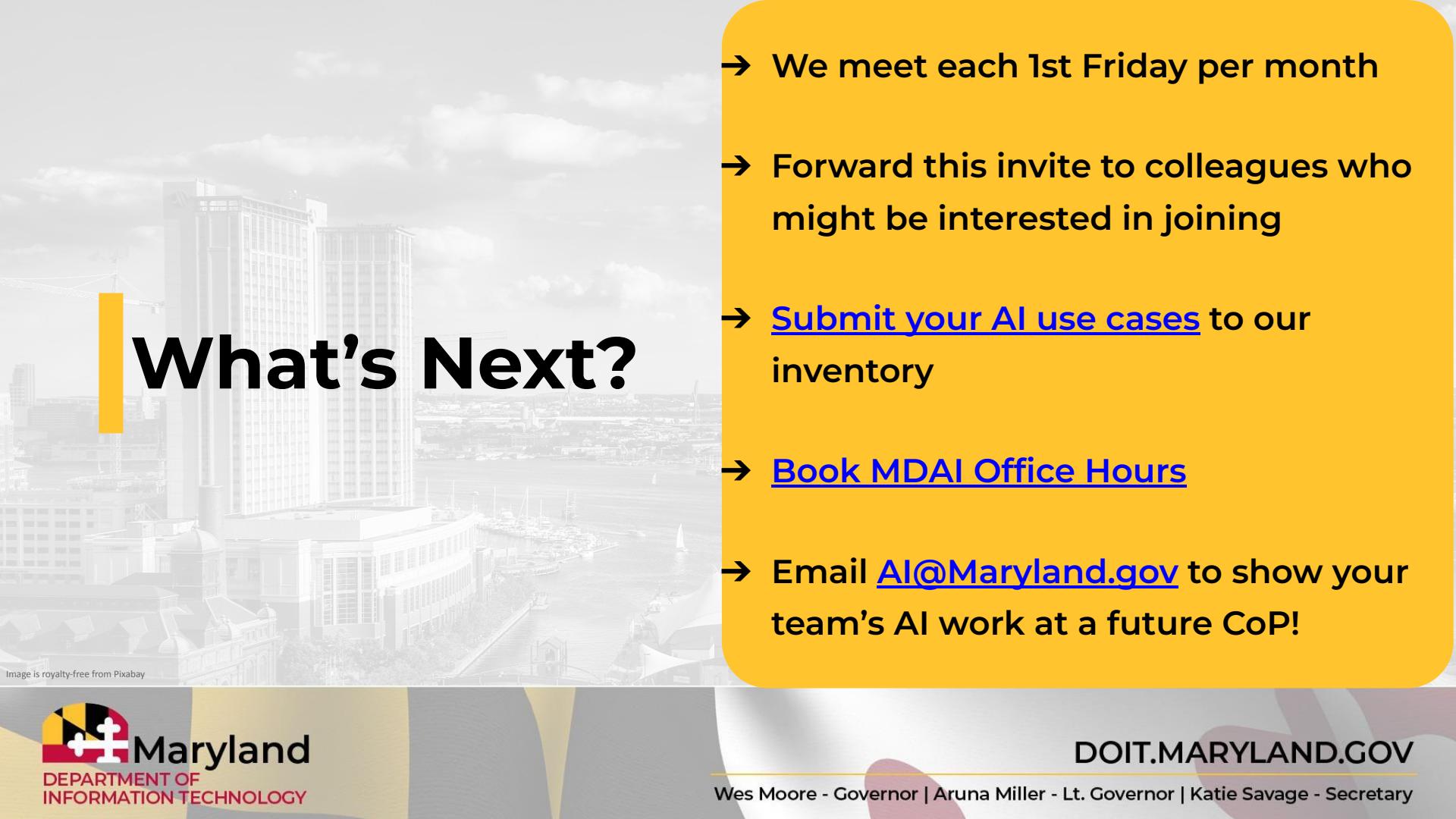
ANTHONY G. BROWN
MARYLAND ATTORNEY GENERAL

What's Next?

- Sign up for Ray Bell's InnovateUS course today (Feb. 6th) at 2 pm ET
- [AI for Product Management: Hands-On Prompting for Government Teams](#)
- [Deck](#)



The graphic features a yellow header bar with the text "innovate(us)" in blue and orange. Below it is a white card with a blue border. At the top left is a small globe icon and the text "THE PROMPTING LAB". At the top right is the "innovate(us)" logo. The main title "How to use GenAI as a product manager in the public sector" is centered in large blue text. Below the title is a photo of a man with a beard, identified as "Ray Bell". To the right of the photo is the date and time "February 6, 2026, 2:00 PM ET". Below that is a brief bio: "Ray Bell AI/ML Product Director, State of Maryland".



What's Next?

- We meet each 1st Friday per month
- Forward this invite to colleagues who might be interested in joining
- [Submit your AI use cases](#) to our inventory
- [Book MDAI Office Hours](#)
- Email AI@Maryland.gov to show your team's AI work at a future CoP!

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