Maryland AI Community of Practice (MDAI)

10/10/25

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Agenda

1. **Welcome and Introduction to the AI CoP** (Lauren Maffeo, AI Enablement)
2. **AIE's Governance Card on AI Transcription** (Solomon Abiola, AI Enablement)
3. **Case Study: PDAB's AI inventory** (Andrew York, PDAB)
4. **Lunch n' Learn: Vibe Coding for Legislative Research** (Alex Miller, Innovation)
5. **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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AI Enablement Team

Nishant Shah (Senior Advisor for Responsible AI)

Ray Bell (AI/ML Product Director)

Solomon Abiola (Director of AI Governance)

Lauren Maffeo (Senior AI/ML Program Manager)

MARYLAND
AI ENABLEMENT TEAM

Image generated by Gemini.

Prompt: Logo for Maryland AI Enablement Team. Modern, minimalist, geometric, vector. Interconnected nodes, Maryland colors (red, white, black, gold). Clean, professional.

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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.

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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 proof of concepts to demo how your peers use AI.
- Highlight guest speakers beyond government to share new AI innovations.

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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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AIE's Governance Card on AI Transcription

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AI-Powered Call Recording & Transcription

Risk Classification: The use of AI for call recording and transcription is classified as **Limited or Minimal Risk**.

Approved Tools: State employees should use versions under State contracts. The currently approved tools are:

- **Gemini Enterprise for Google Meet**
- **Copilot for Microsoft Teams**

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Best Practices

Consent is Required:

- Due to Maryland's 2-party consent requirement, you must obtain consent from **all** participants before recording and transcribing.
- If any participant does not consent, you must not record or transcribe the meeting.

What NOT to Record:

- Do not record confidential meetings, such as those discussing personnel matters, legal consultations, or IT security infrastructure.
- Avoid discussing or recording sensitive information like Social Security numbers, health details, or passwords.

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Read The Full Gov Card on GitHub

1. Find our governance card repository
2. Read Version 1 of the full card
3. Bookmark this page to find our team's ongoing assets

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Case Study:
Building an AI Inventory at PDAB

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Best Practices for Tracking AI Use

- Agencies should have AI use policies
  - The State of Maryland's Responsible AI Policy
  - The State of Maryland's Responsible AI Policy Implementation Guidance

- Agencies should have a process for reviewing and cataloging AI use cases and applying their AI policies

- Prescription Drug Affordability Board created a Google form for staff to submit use cases for review and approval

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AI Use Case Intake Form and Inventory

- **Key Factors**
  - Case Identifiers (Title, Date Submitted, Submitter)
  - Description of Use Case
  - AI Tools Used (specific model and platform)
  - Data Sources and Data Elements
  - Purpose and Business Justification
  - Publishing Level

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AI Use Case Approval Process

- Scoring of Key Factors/Risks
  - Data Sensitivity
  - AI Tool Security
  - Output Application

- Track the risk score, final determination, and restrictions

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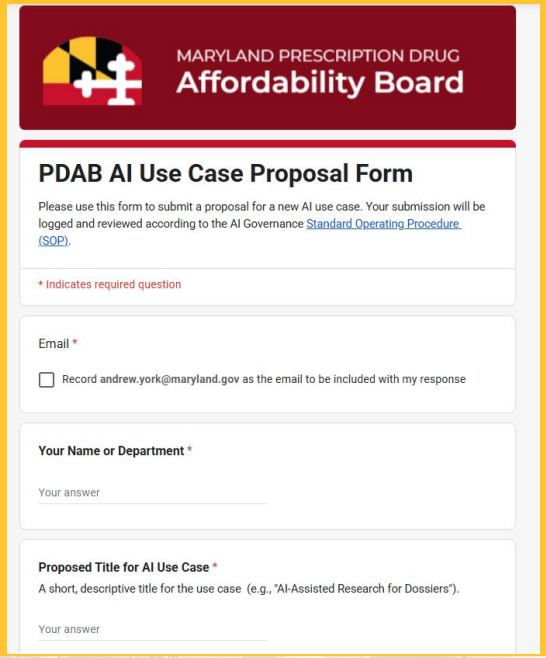
AI Use Case Submission Form



MARYLAND PRESCRIPTION DRUG
Affordability Board

PDAB AI Use Case Proposal Form

Please use this form to submit a proposal for a new AI use case. Your submission will be logged and reviewed according to the AI Governance Standard Operating Procedure (SOP).

* Indicates required question

Email *

Record andrew.york@maryland.gov as the email to be included with my response

Your Name or Department *

Your answer

Proposed Title for AI Use Case *

A short, descriptive title for the use case (e.g., "AI-Assisted Research for Dossiers").

Your answer

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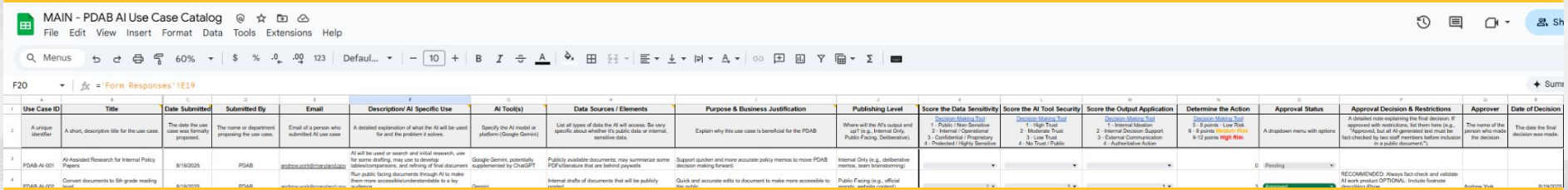
AI Use Case Submission Table


MAIN - PDAB AI Use Case Catalog

File Edit View Insert Format Data Tools Extensions Help

F20 ='Form Responses'!E19

Use Case ID	Title	Date Submitted	Submitted By	Email	Description/ AI Specific Use	AI Tool(s)	Data Sources / Elements	Purpose & Business Justification	Publishing Level	Score the Data Sensitivity	Score the AI Tool Security	Score the Output Application	Determine the Action	Approval Status	Approval Decision & Restrictions	Approver	Date of Decision
A unique identifier	A short, descriptive title for the use case.	The date the use case was formally proposed.	The name or department proposing the use case.	Email of a person who submitted AI use case	A detailed explanation of what the AI will be used for and the problem it solves.	Specify the AI model or platform (Google Gemini)	List all types of data the AI will access. Be very specific about whether it's public data or internal, sensitive data.	Explain why this use case is beneficial for the PDAB	Where will the AI's output end up? (e.g., Internal Only, Public-Facing, Deliberative).	Decision-Making Tool 1 - Public / Non-Sensitive 2 - Internal / Operational 3 - Confidential / Proprietary 4 - Protected / Highly Sensitive	Decision-Making Tool 1 - High Trust 2 - Moderate Trust 3 - Low Trust 4 - No Trust / Public	Decision-Making Tool 1 - Internal Ideation 2 - Internal Decision Support 3 - External Communication 4 - Authoritative Action	Decision-Making Tool 3 - 5 points - Low Risk 6 - 8 points = Low Risk 9-12 points High Risk	A dropdown menu with options	A detailed note explaining the final decision. If approved with restrictions, list them here (e.g., "Approved, but all AI-generated text must be fact-checked by two staff members before inclusion in a public document.").	The name of the person who made the decision	The date the final decision was made.
PDAB-AI-001	AI-Assisted Research for Internal Policy Papers	8/19/2025	PDAB	andrew.work@maryland.gov	AI will be used or search and initial research, use for some drafting, may use to develop tables/comparisons, and refining of final document	Google Gemini, potentially supplemented by ChatGPT	Publicly available documents; may summarize some PDFs/literature that are behind paywalls	Support quicker and more accurate policy memos to move PDAB decision making forward.	Internal Only (e.g., deliberative memos, team brainstorming)				0	Pending			
PDAB-AI-002	Convert documents to 5th grade reading level	8/19/2025	PDAB	andrew.work@maryland.gov	Run public facing documents through AI to make them more accessible/understandable to a lay audience	Gemini	Internal drafts of documents that will be publicly posted	Quick and accurate edits to document to make more accessible to the public	Public Facing (e.g., official reports, website content)				0	Approved	RECOMMENDED: Always fact-check and validate AI work product OPTIONAL: Include footnote	Andrew York	8/19/2025

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Contribute to Maryland's AI Inventory!

1) Find DoIT's self-service portal on our website
2) Select Service Catalog on the far left
3) Select General Inquiry on the far left
4) Submit your use case in the "What is your question?" box

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Lunch n Learn:
Vibe Coding for Legislative Research

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What's Next?

- We meet each 2nd Friday per month
- Email doit.intake@maryland.gov to turn learn about Enterprise AI offerings
- Book MDAI Office Hours
- Email AI@Maryland.gov to show your team's AI work at a future CoP!
- Email AI@Maryland.gov if you're interested in joining DoIT at AI Day in DoIT's Crownsville office on Oct. 20th

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