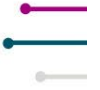




Information Technology Advisory Council

September 5, 2023 – 1pm

VITA, Mary Jackson Boardroom



Call to Order and Welcome:

The meeting was called to order at 1:06pm by Mr. Craft. Mr. Craft welcomed back the members and announced the reappointment of Mr. Ram and Mr. Kane.

Presiding:

John Craft, Chair

Members Present:

Secretary of Administration Lyn McDermid

Chief Information Officer of the Commonwealth
Bob Osmond

Senior Advisor for Secretary of Labor Billy Reid

Senator Bill DeSteph

Senator Jennifer Boysko

Goutam Gandhi

Anthony Gitalado

James Kraemer

Adam Lee

Dr. Timothy Tillman

Robert Turner

Members participating remotely:

Dena Kozanas, Vice Chair. Ms. Kozanas participated virtually due to work.

Members Not Present:

Secretary of Labor Bryan Slater

Senator John Bell

Phea Ram

Cherif Kane

Staff Present:

Leslie Allen, Senior Assistant Attorney, Office of
the Attorney General

Jason Brown, Chief Administrative Officer,
Virginia IT Agency

Joshua Heslinga, Director, Legal and Legislative
Services, Virginia IT Agency

Mylam Ly, Legal Compliance & Policy Specialist,
Virginia IT Agency

Melinda Stewart, Chief Executive of Enterprise
Solutions, Virginia IT Agency

Cynthia Cordova-Edwards, Chief Financial
Officer, Virginia IT Agency

Naveen Abraham, Chief of Core Infrastructure
Services, Virginia IT Agency

Richard Matthews, Chief of Customer
Experience, Virginia IT Agency

Committee Email - itac@vita.virginia.gov

Lindsay LeGrande, Communications Director,
Virginia IT Agency
Michael O'Malley,

Trey Stevens, Deputy CISO, Virginia IT Agency
Andrew Wheeler, Director, Office of Regulatory
Management

Review of Agenda

Ms. Ly provided an overview of the agenda.

Approval of Minutes

The May meeting minutes were displayed on the screen. Upon a motion by Mr. Kraemer and duly seconded by Mr. Lee, the committee unanimously voted to adopt the meeting minutes.

Artificial Intelligence (AI)

Director Wheeler presented on AI. The presentation provided an overview of the two main types of AI uses for state government:

1. Internal AI Systems: those used within agencies to increase efficiency and streamline processes.
2. External AI Systems: front facing programs used to make decisions, produce outputs, and analyze citizen data accessible to the public

Four primary questions were posed to guide the discussion:

IT/System Standards: the first question focused on the IT standards needed to govern AI use, covering protocols, cost, security, cybersecurity, software development, IT management, state and agency oversight best practices, and database management. It also addresses prerequisites for using AI in specific use cases, such as validating data.

Policy Standards: the second question revolved around policy standards for AI, including when and how AI can be used, required management approvals, necessary disclaimers and approvals, and the extent of disclaimers when using AI products.

Education Standards: the third question pertained to standards for K-12 students, considering potential revisions to computer science standards to incorporate AI, digital learning expectations for post-secondary experiences and concerns relating to cheating and plagiarism.

Legal Issue: the final question addressed the legal or statutory authorities needed for AI use by Commonwealth agencies and departments. This involved reviewing existing regulatory and legal environments, evaluating the need for additional legislative or regulatory changes to protect against misinformation and discrimination, and reviewing current IT regulations governing AI technology purchases and usage.

Several concerns were raised, including the potential automation of jobs, the spread of fake news and misinformation, privacy and surveillance issues, the need for impartiality in AI systems, limited knowledge and explainability of AI models, lack of transparency in decision-making processes, ethical dilemmas, and data privacy and security risks. Concerns also extended to the concentration of power in a small number of large corporations.

The discussion extended to specific case examples, such as the role of AI in housing building codes and its impact on internal government processes. Regulatory and policy perspectives, as well as the

importance of teachers having tools to identify AI tools. There was further discussion of finding a balance between ethical considerations and the growth of AI.

Break

Procurement Transformation

Chief Procurement Officer O'Malley presented on the strategic approach to enhancing government procurement processes in the Commonwealth. The objective is to establish a best-in-class state procurement function marked by efficiency, transparency, and accountability. The presentation highlighted the importance of consistent processes for sourcing goods and services across the Commonwealth and implementing end-to-end category management. Accountability was a key theme with a focus on managing demand, coordinating across the Commonwealth, ensuring competitive fairness, and evaluation vendor performance. There were additional discussions about experiences in IT procurement and questions regarding the development of an ideal procurement process. Best practices such as behavior and policy change, demand management, spec standardization, and contract consolidation were discussed. Clear communication and data sharing among agencies were also emphasized, with a commitment to continue improving procurement processes based on the discussions.

Public Comment Period

There were no public commenters.

Other Business

Mr. Craft opened the floor for other business. Ms. Ly discussed travel forms and the next meeting on December 5 at 1pm.

Adjourn

Upon a motion by Senator Boysko and duly seconded by Senator DeSteph, the committee unanimously voted to adjourn the meeting at 2:21pm.