Live Well. Health Matters.

POLICY TITLE: ARTIFICIAL INTELLIGENCE GOVERNANCE
POLICY NUMBER: 3930

COMMITTEE APPROVAL DATE:	10/07/2024	**WRITTEN/REVISED BY**:	HUMAN RESOURCES
BOARD APPROVAL DATE:	11/20/2024	**SUPERSEDES:**	N/A

POLICY:

3930 It is the policy of the Beach Cities Health District ('District") to establish guidelines and best practices for the responsible and secure use of generative artificial intelligence (AI) within our organization. Generative AI refers to technology that can generate human-like text, images, or other media content using AI algorithms.

SCOPE:

3930.1 This policy applies to all District employees, interns, volunteers or contractors who have access to generative AI technologies or are involved in using generative AI tools or platforms on behalf of the District.

RESPONSIBILITY:

3930.2 It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly. Employees must ask their supervisors if they are unclear as to its application.

3930.2.1 Non-Compliance with this policy may result in disciplinary action, up to and including termination of employment.

CONTENT:

3930.3 Ethical Considerations

3930.3.1 Equity and Accessibility: The District prioritizes equity and accessibility in AI applications so that all AI initiatives address the needs of diverse populations and reduce public health disparities.

3930.3.2 Transparency: The District commits to transparency in AI decision-making processes, providing clear explanations for AI-driven insights and interventions to build trust with stakeholders.

3930.3.3 Accountability: The District is accountable for the outcomes of AI systems and commits to addressing any unintended consequences. It also holds itself accountable for the ethical use of AI technologies, acknowledging its responsibility to mitigate biases, ensure fairness, and uphold public trust.

3930.3.4 Privacy: The District safeguards individuals' privacy and confidentiality rights by implementing robust data protection measures and complying with relevant regulations, such as HIPAA.

3930.4 Data Governance

3930.4.1 Data Collection: The District may collect and utilize data for AI applications in accordance with ethical and legal standards, ensuring data quality, integrity, and consent where applicable.

3930.4.2 Data Privacy and Security: The District prioritizes the security and privacy of health and proprietary data, implementing rigorous safeguards to protect against unauthorized access, breaches, and misuse. Proprietary information includes all information relating in any manner to the services and business of the District and its clients that is produced or obtained by District employees during the course of their work. For more information, refer to Policy 3080: Confidentiality.

3930.5 AI Deployment

3930.5.1 Responsible Deployment: The District deploys AI systems responsibly, considering the potential impact on public health outcomes and ensuring transparency, fairness, and safety throughout deployment.

3930.5.2 Deployment Protocols: The District will ensure appropriate training, monitoring, and evaluation of the AI system.

3050.5.3 Continuous Monitoring: The District will establish mechanisms for ongoing monitoring and auditing of AI systems to detect and address performance issues, biases, and risks.

3930.6 Risk Management

3930.6.1 Risk Identification: The District conducts risk assessments to identify potential risks associated with AI implementation, including privacy breaches, algorithmic biases, and unintended consequences.

3930.6.2 Risk Mitigation: The District implements risk mitigation strategies to minimize identified risks and enhance the safety and effectiveness of AI applications in public health settings.

3930.7 Transparency and Explainability The District is committed to providing transparent and understandable explanations for AI-influenced decisions and recommendations, particularly in decision-making processes, to empower stakeholders and foster trust.

3930.8 Employee Training and Awareness

3930.8.1 The District provides comprehensive training to equip our staff with the knowledge and skills necessary to understand, develop, and deploy AI technologies ethically and responsibly.

3930.8.2 The District promotes awareness among staff about AI policies, guidelines, and best practices through regular communication, training sessions, and professional development opportunities.

3930.8.3 Employees wishing to use generative AI chatbots should discuss the parameters of their use with their supervisor and/or Human Resources. Managers may verbally approve, deny or modify those parameters as best meets District policy, legal requirements or other business needs.

3930.9 Stakeholder Engagement

3930.9.1 The District will establish channels for stakeholders to provide feedback, raise concerns, and contribute to the responsible use of AI within the organization. All concerns will be routed to the District's Privacy Officer.

3930.10 Compliance and Legal Considerations

3930.10.1 The District ensures compliance with relevant laws, regulations, and ethical standards governing AI, health data privacy, and healthcare practices.

3930.10.2 The District conducts regular legal reviews of AI systems and policies to address any legal risks and uphold our commitment to ethical and legal compliance.

3930.11 Review and Revision

3930.11.1 The District commits to regularly reviewing and updating the AI policy to reflect advances in technology, changes in regulations, and emerging ethical considerations in AI and public health.

3930.11.2 The District encourages ongoing dialogue and collaboration with stakeholders to continuously improve our approach to AI governance and ethics in public health.

EXCEPTIONS:

3930.12 The Chief Executive Officer is the only person authorized to make exceptions to this policy. All exceptions need to be documented and go through an approval process.