

Maine Telehealth and Telemonitoring Advisory Group

AI Workgroup - Meeting Minutes

Meeting	Monthly AI Workgroup Meeting
Date	Monday, May 11, 2026
Time	11:56 AM-12:52 PM ET
Location	Zoom
Host	Andrew Solomon
Recorder	Prepared from meeting transcript/AI summaries

Attendees

- Andrew Solomon
- Timothy Terranova
- Mike Kiers
- Katie Butler
- Danielle Louder
- Tim Clifford
- Caren Bishop
- Annie Arnzen
- Carol Carew
- Reid Plimpton
- Susan Woods

Agenda

- Welcome, introductions, and engagement update
- CCPM AI Governance Committee overview
- Clinical AI initiatives and GCI coding/audit pilot discussion
- AI education and workforce development planning
- Operational, technical, privacy, and vendor considerations
- AI Hub planning, statewide collaboration, and June kickoff
- Future presentations, partnerships, decisions, and action items

1) Welcome, Introductions, and Opening Discussion

The meeting opened with participant introductions and welcomed Annie Arnzen from the Rural Health Transformation Program. Members briefly reviewed recent AI survey activity and discussed engagement levels across participating organizations. The group confirmed that the primary focus of the session would be AI governance, implementation, and adoption across healthcare organizations, with Community Care Partnership of Maine (CCPM) sharing its current work and lessons learned.

2) CCPM AI Governance Committee Update

Katie Butler presented an overview of CCPM's AI Governance Committee and its work to establish a structured framework for responsible AI adoption across member organizations. The presentation emphasized balancing innovation with compliance, risk management, transparency, accountability, and patient safety.

CCPM reported progress toward a key performance indicator: by March 2026, 8 of CCPM's 21 member organizations had implemented AI tools in either operational or clinical settings. Ambient documentation was identified as one of the most common early AI use cases across participating organizations.

The discussion reinforced the importance of governance structures that allow organizations to test and adopt useful AI tools while maintaining clear oversight, appropriate boundaries, and alignment with organizational policies.

3) Clinical AI Initiatives and GCI Pilot

Tim Clifford reviewed CCPM's work with Dr. Todd Kitchens and the development of the GCI clinical AI platform. The discussion focused on practical applications for healthcare organizations, including workflow improvement, support for clinical decision-making, documentation quality, coding review, and expanded audit capabilities.

Participants discussed potential future use cases in population health management and opportunities to use AI to expand the scope and efficiency of clinical audits. The group also emphasized the need for continued human oversight, validation, and review when deploying clinical AI systems.

Carol Carew confirmed support for a pilot project using GCI for coding review and audit activities. Participants noted that appropriate vetting processes, contractual protections, and business associate agreements would be needed before broader implementation.

4) AI Education and Workforce Development

CCPM shared plans to develop educational programming to help healthcare organizations build AI literacy and implementation readiness. Proposed education activities included foundational AI education for healthcare professionals, role-specific training for operational and clinical staff, advanced AI coursework, and the development of a clinical AI working group to support knowledge sharing and best practices.

Participants agreed that workforce education will be essential to successful and responsible AI adoption. The group discussed the need for training that is practical, role-specific, and accessible to organizations with different levels of staffing, technical capacity, and AI readiness.

5) Operational and Technical Considerations

The group discussed practical challenges associated with AI deployment in healthcare organizations, including data privacy and security requirements, vendor evaluation and approval processes, integration with existing EHR platforms, and the risks of fragmented or siloed AI solutions.

Members emphasized the need for interoperable systems that support organization-wide workflows rather than disconnected point solutions. The discussion also highlighted the importance of governance mechanisms that establish clear boundaries and expectations for AI use.

Danielle Louder noted the importance of creating guardrails around AI implementation and expressed appreciation for CCPM's leadership in developing practical governance frameworks that can inform broader statewide planning.

6) AI Hub Planning and Statewide Collaboration

A significant portion of the meeting focused on the future direction of the Workgroup and the development of Maine's AI Hub initiative. Participants discussed transitioning the June meeting into the formal launch of the AI Hub, aligning AI Hub activities with Rural Health Transformation Program objectives, and expanding technical assistance and support for healthcare organizations across Maine.

The group discussed opportunities to engage external experts and organizations to broaden the expertise available to participants. Members also explored statewide approaches to AI governance, policy development, implementation support, and shared learning.

Participants discussed whether the Workgroup could evolve beyond its current role and potentially serve as a broader AI and health technology advisory body supporting statewide efforts.

7) Future Presentations and Partnerships

The group discussed inviting additional organizations and subject matter experts to future meetings, including potential collaboration with the Health AI Partnership and Duke University. Future sessions could support statewide coordination by sharing implementation best practices, providing technical assistance resources, and strengthening AI governance and adoption strategies across participating organizations.

Decisions and Agreements

- The Workgroup will continue advancing AI governance efforts across participating organizations.
- The group supports CCPM's coding audit pilot using the GCI platform, subject to appropriate review, compliance, and contracting processes.
- The next meeting will be moved to June 15, 2026 and positioned as the official AI Hub kickoff meeting.
- The Workgroup will pursue broader statewide collaboration around healthcare AI implementation, governance, education, and technical assistance.
- The group will explore expanding the Workgroup into a broader AI and health technology advisory function.
- Members will continue monitoring emerging AI policy, regulatory, and governance developments from other states and sectors.

Action Items

- Andrew Solomon: Reschedule the next meeting to June 15, 2026 and prepare a 12-month AI Hub roadmap for presentation.
- Andrew Solomon: Invite the Health AI Partnership and Duke University to a future meeting to support statewide technical assistance efforts.
- All participants: Identify and recommend additional subject matter experts, including experts from outside healthcare.
- Andrew Solomon and Danielle Louder: Monitor RHTP contract developments and communicate updates to the group.
- All participants: Provide recommendations regarding expansion of the group's advisory role.
- Danielle Louder and participating members: Track and share AI policy and regulatory developments from other states and sectors for consideration in Maine's planning efforts.

Next Meeting

AI Workgroup Meeting / AI Hub Kickoff: Monday, June 15, 2026. The meeting will serve as a key milestone for launching the next phase of AI-focused work across the network, including the 12-month AI Hub roadmap and discussion of statewide coordination priorities.

Adjournment

The meeting concluded at approximately 12:52 PM ET.