

Missouri Balance of State Continuum of Care MO-606

Policy: Use of Artificial Intelligence Meeting Assistants and Meeting Recordings	
Original Effective Date: June 1, 2025	Approved Date: May 22, 2025

1. POLICY STATEMENT

The Board shall ensure there are processes for:

- Prohibiting the use of Artificial Intelligence Meeting Assistants at any Continuum of Care (CoC) meeting; and
- Prohibiting recording of any CoC meeting or training without the prior consent of meeting attendees.

2. POLICY

The CoC is a collective impact body, and relies upon the engagement and participation of the community of providers and stakeholders throughout 101 rural counties in Missouri to address homelessness, as outlined in the Governance Charter. To ensure engagement from stakeholders throughout the CoC, MO BoS CoC routinely uses virtual platforms for meetings and trainings or educational sessions. The use of Artificial Intelligence Meeting Assistants, does not align with active engagement by the community, can be used to record meetings without attendees' consent, and to inadvertently record client level PII.

Artificial Intelligence Meeting Assistants

The use of Artificial Intelligence (AI) Meeting Assistants, of any type, is prohibited in CoC meetings. This applies to the following:

- CoC Board, Committee, and Workgroup Meetings, including the CoC Board's Annual Retreat
- General Membership, Regional, and Coordinated Entry Meetings
- Trainings or Educational Sessions
- Other CoC meetings convened by MO BoS CoC

Board or Committee leadership will immediately remove AI Meeting Assistants from any meetings, and will not allow reentry. At no time shall attempted meeting attendance through an AI Meeting Assistant be considered, or counted, as the individual's presence.

Meeting Recordings

CoC meetings convened by MO BoS CoC shall not be recorded without the prior consent of attendees. If the MO BoS CoC does record meetings, participants will be given the opportunity to acknowledge they understand it is being recorded when they join the meeting; if meetings are being held for the purpose of training, NOFO, or other similar matters, they may be recorded and shared by the CoC without attendee acknowledged consent.

3. PROCEDURE

Artificial Intelligence Devices

1. At the beginning of each meeting, the facilitator shall remind attendees of the CoC's policy prohibiting attendance via an AI Meeting Assistant.
2. Throughout the meeting, leadership shall monitor participants for AI Meeting Assistants, and shall immediately remove any AI Meeting Assistants that join the meeting.
3. Leadership shall record the number of meeting attendees, excluding any individual or organization attempting to join through an AI Meeting Assistant.
4. Meeting attendance for individuals or organizations shall include only those who have attended the meeting personally, and have not attempted to attend through an AI Meeting Assistant.

Meeting Recordings

1. Leadership shall engage the recording acknowledgement for each virtual meeting that is recorded, ensuring that participants are not allowed to join until they acknowledge that the meeting is being recorded.
2. Meeting recordings shall only be used by leadership for the purposes of developing meeting minutes and verifying information.
3. Meeting recordings shall be maintained in files accessible only to the Board of the MO BoS CoC or its designees.
4. Leadership will verbally acknowledge this policy at the start of all CoC meetings. Suggested language: "As we are unable to gather consent from all attendees, we ask you please turn off any and all background AI recordings. If the AI recording is not eliminated, you will be removed from the meeting."