



MISSISSIPPI DIVISION OF
MEDICAID

Mississippi Medicaid Beneficiary Advisory Council

Bylaws

Section I – General Provisions

Name: The Mississippi Medicaid Beneficiary Advisory Council (Council) (MBAC)

Purpose: - It is the purpose of the Council to advise the MS DOM Executive Director with recommendations that will enhance the experience of Mississippi's Medicaid members and facilitate access to high quality medical care delivered in a cost-effective manner that meets the needs. The goal is to obtain the insight and recommendations of Mississippi's Medicaid members and to strive for a healthier Mississippi.

Authority – The MBAC operates under the authority of 42 C.F.R. § 431.12

The Council will advise the MS DOM Executive Director on matters related to policy developments and matters related to the effective administration of the Mississippi Medicaid program. At a minimum, the MS Medicaid Beneficiary Council must determine, in collaboration with the State, which topics to provide advice on related to-

- Additions and changes to services;
- Coordination of care;
- Quality of services;
- Eligibility, enrollment, and renewal processes;
- Beneficiary and provider communications by State Medicaid agency and Medicaid MCOs as defined by § 438.2;
- Cultural competency, language access, health equity and disparities and biases in the Medicaid program;
- Access to services; and
- Other issues that impact the provision or outcomes of health and medical care services in the Medicaid program as determined by the MBAC and or State.

Composition – The Council members shall consist of not less than seven (7) members that are comprised of: individuals who are currently or have been Medicaid beneficiaries and individuals with direct experience supporting Medicaid beneficiaries (family members and paid or unpaid caregivers of those enrolled in Medicaid).

The MS DOM Executive Director, or their designee, may increase or decrease the size of the Council at their discretion. The MS DOM Executive Director, or their designee, shall appoint members to the Council.

The MS DOM Executive Director, or their designee, shall fill any vacancy on the Council of any unexpired term.

The MS DOM Executive Director, or their designee, shall be the moderator of the Council.

The MS DOM Executive Director, or their designee, shall help facilitate and oversee the day-to-day planning and implementation of the Council unless otherwise directed by the MS DOM Executive Director.

Term of Office – To ensure the continuity of knowledge and experience within the council, it is hereby established that, of the initial council members appointed, half will be invited to serve an extend term of three (3) years.

Following this initial structure, all subsequent council member terms shall be two (2) years in duration. No member shall be eligible to serve on the Council for consecutive terms.

Should any Council member be unable to fulfill their term on the Council, that member shall provide written notice to the MS DOM Executive Director, or their designee, at least 30 days prior to resignation.

Compensation – Council members shall serve without compensation, except, the Division shall provide mileage reimbursement as defined in the Mississippi Code of 1972 Section 25-3-41.

Conflict of Interest – Members who have personal financial interest that would benefit from any actions or recommendations must declare that conflict and disqualify themselves from discussion and voting on topics that relate to such funding.

Annual Report – With technical support and administration for the State, the Council shall submit an annual written report to the MS DOM Executive Director. This report shall be due before the first meeting of the following year and shall be made available to the public

Section II –Council Meetings

All Council meetings shall be conducted in accordance with Robert’s Rules of Order.

Regular Meetings – The MS DOM Executive Director, or their designee, shall convene Council quarterly meetings at such times, manner (in-person and or virtually), and place as the Executive Director, or their designee, shall determine.

Special Meetings – The MS DOM Executive Director may convene Council meetings at such other times and places as the MS DOM Executive Director, or their designee, determines to be necessary and appropriate.

Meeting Notice – Written and/or email notice of all regular meeting shall be sent to the Council members at least 30 days in advance of the time and place of the meeting. Each member will file with MS DOM Executive Director, or their designee, the physical address, email address, and telephone number to which such meeting notice is to be sent.

Notice of all meetings will be announced 30 days in advance by publication on the [MISSISSIPPI PUBLIC MEETING NOTICES](#) website. An agenda, when available, will be posted as well.

The MS DOM Executive Director, or their designee, will coordinate with Council members on meeting logistics. It shall be the responsibility of this individual to give notice of the location, date, and time of the Council meetings prior to each meeting.

Quorum – The presence of a majority of Council members shall constitute a quorum whether virtual or in-person. All decision of the Council require approval by a majority of the assembled quorum. In the event that a quorum is not established, Council members shall not meet.

Committee Member Attendance – If a Council member misses two (2) consecutive regularly scheduled meetings in one year, their membership may be terminated.

Section III – Revision and Compliance

Amendments – These Policy and Procedures of the Council may be amended at any regular meeting of the Council by a majority vote if the proposed amendment was submitted in writing at the previous regular meeting of the Council and is included in the notice of the meeting at which a vote is to be taken.

Review – These Policies and Procedures shall be reviewed at least annually.

Effective Date - The policies and procedures will be presented for a vote at the next scheduled meeting and will be effective immediately.

Adopted:

Effective:

Revised: