



MEDICAID ADVISORY COMMITTEE BYLAWS

WHEREAS, in accordance with 42 CFR § 431.12, the Mississippi Division of Medicaid (DOM) must create standardized processes and practices for the administration of the Medicaid Advisory Committee (MAC), and

WHEREAS, in accordance with 42 CFR § 431.12 (f)(1), DOM must develop bylaws for governance of the MAC and post the bylaws publicly on the DOM website, and

WHEREAS, DOM has constructed these bylaws for use in management of the processes and practices of the MAC.

ARTICLE I. GENERAL PROVISIONS

Section I. Purpose

The MAC is established to advise the Executive Director of the Mississippi Division of Medicaid (DOM) on matters of concern related to policy development and the effective administration of the Medicaid program.

Section II. Authority

The MAC is established by Section 1902(a)(4) of the Social Security Act, codified at 42 U.S.C. § 1302. Additional requirements for the MAC are found in 42 CFR § 431.12.

Section III. Advice

This body is formed for the purpose of making recommendations to and advising the DOM Executive Director. When making such recommendations, the MAC shall consider all implications of such recommendations, including financial impacts and administrative requirements, to the Division and the State.

In collaboration with the DOM Executive Director, the MAC must determine whether to offer DOM advice on:

1. additions and changes to services;
2. coordination of care;

3. quality of services;
4. eligibility, enrollment, and renewal processes;
5. beneficiary and provider communications from DOM and DOM's contracted Managed Care Organizations (MCO);
6. cultural competency, language access, health equity, disparities, and biases in the Medicaid program;
7. access to services; and/or
8. other issues impacting the provision or outcomes of health and medical care services in the Medicaid program as determined by the MAC or DOM.

ARTICLE II. MEMBERSHIP

Section I. Composition

The MAC shall include not less than 5 members and shall include at least one representative from each of the following:

- **Consumer Advocacy:** Representatives from state or local consumer advocacy groups or community-based organizations that serve Medicaid beneficiaries.
- **Healthcare Providers:** Clinical providers or administrators knowledgeable about the health and social needs of Medicaid beneficiaries, including those in primary care, specialty care, and long-term care.
- **Managed Care Organizations:** Representatives from participating Medicaid MCOs as defined by 42 CFR § 438.2.
- **Other State Agencies:** Non-voting members from other State agencies serving Medicaid beneficiaries (*e.g.*, mental health agencies, health departments, foster care agencies).
- **Member(s) of the Beneficiary Advisory Committee (BAC):**
 - For the period from July 9, 2025, through July 9, 2026, 10 percent of the MAC members must come from the BAC; for the period from July 10, 2026, through July 9, 2027, 20 percent of MAC members must come from the BAC; and thereafter, 25 percent of MAC members must come from the BAC.

The initial MAC membership will be comprised of all members of the Medical Care Advisory Committee serving on January 1, 2025, appointments made by DOM Executive Director, and other appointments as required to satisfy the requirements of 42 CFR § 431.12(d).

The DOM Executive Director, or their designee, will make all MAC appointments and may increase or decrease the size of the MAC at their discretion.

A list of the current membership of the MAC shall be made available to the public on DOM's website. BAC members who are also serving on the MAC have the option to not include their names on the public website.

Section II. Terms

MAC members appointed by the Executive Director of DOM as of the effective date of these regulations will serve from the date of the initial appointment through June 30, 2028.

Future appointees of the DOM Executive Director shall serve for two-year terms, shall serve on a rotating basis, and may not serve consecutive terms.

Should any member be unable to fulfill their term, that member shall provide written notice to the DOM Executive Director no less than 30 calendar days prior to the effective date of the resignation.

If a member misses three consecutive regularly scheduled meetings of the MAC, his or her membership may be terminated at the discretion of the DOM Executive Director.

Section III. Recruitment

Information about being appointed to the MAC may be obtained on DOM's website. Any interested individual may email their *curriculum vitae* to MAC@medicaid.ms.gov for consideration.

ARTICLE III. MEETINGS

Section I. Regular Meetings

Regular meetings of the MAC will be held on the third Friday of the first month of every quarter. Unless otherwise stated in the public notice, each regular meeting shall begin at 2:00 pm and will be held in the Cobb Center on the 8th floor of the Walter Sillers Building at 550 High Street, Jackson, MS 39201.

Except as required by federal law, MAC meetings shall generally be conducted in accordance with *Robert's Rules of Order* and in adherence to the *Mississippi Open Meetings Act*, Miss. Code Ann. § 25-41-1, *et seq.*

The DOM Executive Director, or their designee, shall set the agenda for all meetings and shall act as the presiding officer of the MAC.

All suggested agenda items shall be submitted in writing to MAC@medicaid.ms.gov no later than the first day of the month in which the meeting is scheduled.

A minimum of two (2) meetings must have a dedicated time for public comments.

Written notice of all quarterly meetings shall be sent to the MAC members no less than 30 days in advance of the time and place of the meeting.

Section II. Quorum

A majority of duly appointed voting MAC members shall constitute a quorum. A quorum must be present for the MAC to conduct MAC business.

Section III. Open Meetings

All meetings will be held in accordance with the requirements of the *Mississippi Open Meetings Act*, Miss. Code Ann. § 25-41-1, *et seq.* Meetings will offer a variety of attendance options including in-person attendance, virtual attendance, and hybrid (in person and virtual) attendance options. At a minimum, a telephone dial-in option will be made available for MAC members and the public.

Section IV. Minutes

Minutes shall be kept in accordance with Miss. Code Ann. § 25-41-11, except that members of the MAC who are also members of the BAC may choose not to have their names listed on the meeting notes. All minutes shall be maintained by DOM and posted publicly on DOM's website.

ARTICLE IV. CONFLICTS OF INTEREST

Any MAC member or any member of the public wishing to be heard at an upcoming MAC meeting shall disclose potential conflicts of interest. Any such conflicts of interest can be disclosed using MAC@medicaid.ms.gov any time prior to the MAC meeting being called to order. Any such disclosure following a MAC meeting being called to order shall be made orally once the individual has been recognized by the presiding officer.

A conflict of interest does not include receiving reimbursement for the provision of healthcare services to Medicaid beneficiaries. Any other personal, professional, financial, or other interest in any action or recommendation of the MAC shall be considered a conflict of interest. No person shall participate in the discussion or vote on a topic for which they have a conflict of interest.

ARTICLE V. ANNUAL REPORT

The MAC, with support from the DOM, must submit an annual report describing its activities, topics discussed, and recommendations to DOM. DOM must review the report and include

responses to the recommended actions. The final report will be provided to MAC members and posted to the DOM's website. The first annual MAC report must be completed on or before July 9, 2026 and posted on DOM's website within 30 days after being finalized.

ARTICLE VI. ADMINISTRATION

Section I. Administrative Support

The DOM Executive Director, or their designee, shall facilitate, provide administrative support, and oversee all MAC business, projects, and planning. This includes recruiting members for the MAC, assisting MAC members with preparation for MAC meetings, and designating staff to MAC member engagement.

Section II. MAC Member Contact Information

Each MAC member will file with DOM Executive Director, or their designee, their physical address, email address, and telephone number where meeting notices and all other communications will be sent. Any updates or changes to a MAC member's contact information is the sole responsibility of the member.

Section III. Expenses

All MAC members may receive mileage reimbursement by the Division as defined in Miss. Code Ann. § 25-3-41.

DOM will assume the operational costs for all meetings.