

SFY2020 Medical Assistance Advisory Council Membership

House File (HF) 776 Updates on MAAC Membership

HF 776 updates Iowa Code to specify that the Medical Assistance Advisory Council's (MAAC) voting membership is changed to allow five (5) professional or business entities (entities) and five (5) public members, appointed by the Governor's Office of Boards and Commissions. The five professional or business entities are to be selected from the list of previously designated voting members of MAAC.

Voting Member vs. Entity

HF 776 designates 41 entities that are eligible for election as voting members of the MAAC. All eligible entities also are able to participate and cast a ballot in the election of the five voting members.

After the election of the voting members is complete, only those five entities (and the five public members) may formally vote on matters beyond the initial election. This would include approval of minutes, resolutions, recommendations and other business of the council.

The remaining 36 entities may attend all council meetings and cast a ballot in future voting for member elections. The entities may not vote on minutes, resolutions, recommendations and other business of the council.

Non-voting Members

HF 776 also designates non-voting members of the council. These individuals are not eligible to become voting members or participate in the voting member election process, but will be designated as council members. Nonvoting members include: designee of the department of public health; designee of the department on aging; designee of the long-term care ombudsman; designee of Des Moines University; designee of the University of Iowa College of Medicine; member of the Hawki board; four members of the General Assembly (two members of the House of Representatives and two members of the Senate). These members will be seated at the table during meetings, and are able to fully participate in discussions of the council, but will not vote on matters before the MAAC.

Roll Call in Council Meetings

At the beginning of each quarterly meeting, roll call will be taken for both voting and non-voting members. Roll call will begin with voting members, as quorum is counted only by voting members present.

Attendance of Entities

Attendance of entities participating in each quarterly meeting will be recorded.

Comments and Questions in Council Meetings

Comments and questions throughout council meetings will be permitted from voting and non-voting members and entities. **Priority will be given to voting and non-voting members, and voting and non-voting members will be permitted to comment first.** After voting and non-voting members have commented or asked questions, comments and questions will be accepted from the entities. The co-chairs reserve the right to limit comments and questions from the entities in order to maintain the council meeting's agenda and time schedule.

Council Membership: Voting and Non-voting Members

Formal council membership, after the July 2019 election was completed and includes:

Co-Chair: Director’s designee from the Department of Public Health (Sarah Reisetter)

Co-Chair: Public Member, Jason Haglund

Voting Members	
Iowa Medical Society	Iowa Hospital Association
Iowa Association of Community Providers	Iowa Health Care Association
Iowa Pharmacy Association	Amy Shriver (Public Member)
Thomas Broeker (Public Member)	Jason Haglund (Public Member & Co-Chair)
John Dooley (Public Member)	Marcie Strouse (Public Member)
Non-voting Members	
Department of Public Health	Department on Aging
Long-term Care Ombudsman	Des Moines University
University of Iowa College of Medicine	Hawki Board Member
Representative Heather Matson	Representative Ann Meyer
Senator Joe Bolkcom	Senator Mark Costello

Entities

The following professional or business entities are eligible to become voting members in the case of a vacancy and are eligible to participate in the election of voting members.

Iowa Osteopathic Medical Association	Iowa Academy of Family Physicians
Iowa Chapter of the American Academy of Pediatrics	Iowa Physical Therapy Association
Iowa Dental Association	Iowa Nurses Association
Iowa Podiatric Medical Association	Iowa Optometric Association
Iowa Psychological Association	Iowa Psychiatric Society
Iowa Chapter of the National Association of Social Workers	Coalition for Family and Children’s Services in Iowa
Iowa Association of Rural Health Clinics	Iowa Primary Care Association
Free Clinics of Iowa	Opticians’ Association of Iowa
Iowa Association of Hearing Health Professionals	Iowa Speech and Hearing Association
Iowa Association of Area Agencies on Aging	AARP
Iowa Caregivers Association	Leading Age Iowa
Iowa Association for Home Care	Iowa Council of Health Care Centers
Iowa Physician Assistant Society	Iowa Association of Nurse Practitioners
Iowa Nurse Practitioner Society	Iowa Occupational Therapy Association
ARC of Iowa	National Alliance on Mental Illness
Iowa State Association of Counties	Iowa Developmental Disabilities Council
Iowa Chiropractic Society	Iowa Academy of Nutrition and Dietetics
Iowa Behavioral Health Association	Midwest Association for Medical Equipment Services

Updates to Administrative Rules

The Iowa Department of Human Services proposed updates to the Administrative Rules that govern the MAAC at the August 2019 meeting. The council voted to table approval of the proposed rules until the November 2019 meeting of the MAAC. Pending approval by the MAAC, rules will proceed through the standard approval process and once formally approved and adopted, notice will be provided to all council members, including the professional or business entities.

Proposed Administrative Rules

441—79.7 (249A) Medical assistance advisory council.

79.7(1) Officers.

- a. The public co-chairperson's term of office shall be two years. A public co-chairperson shall serve no more than two consecutive terms.
- b. The public co-chairperson shall have the right to vote on any issue before the council. The public health director co-chairperson serves as a nonvoting member of the council.
- c. The position of public co-chairperson shall be held by one of the five public council members. Ballots will be distributed to the public council members at the quarterly meeting closest to the beginning of the next state fiscal year and will be collected in paper and electronic format and administered by department of human services staff. The initial ballot following July 1, 2019 will be distributed by email prior to the first meeting in that fiscal year in order to identify the public co-chairperson prior to the Council's first meeting.
- d. The co-chairpersons shall appoint members to other committees approved by the council.
- e. Responsibilities.

(1) The co-chairpersons shall be responsible for development of the agendas for meetings of the council. Agendas will be developed and distributed in compliance with the advance notice requirements of Iowa Code section 21.4. Agendas will be developed in consultation with the staff and director of human services, taking into consideration the following:

1. Workplans. Items will be added to the council's agenda as various tasks for the council are due to be discussed based on calendar requirements. Council deliberations are to be conducted within a time frame to allow the council to receive and make recommendations to the director and for the director to consider those recommendations as budgets and policy for the medical assistance program are developed for the review of the council on human services and the governor, as well as for the upcoming legislative session.
2. Requests from the director of human services.
3. Discussion and action items from council members. The co-chairpersons will review any additional suggestions from council members at any time, including after the draft agenda has been distributed. The agenda will be distributed in draft form five business days prior to the council meeting, and the final agenda will be distributed no later than 24 hours prior to the council meeting.

(2) The co-chairpersons shall preside over all council meetings, calling roll, determining a quorum, counting votes, and following the agenda for the meeting.

(3) The co-chairpersons shall consult with the department of human services on other administrative tasks to oversee the council and shall participate in workgroups and subcommittees as appropriate.

79.7(2) Membership. The membership of the council and shall be as prescribed at Iowa Code 249A.4B

a. Council membership.

(1) Council membership of professional and business entities shall number five and be identified from a vote among those entities outlined in Iowa Code section 249A. Professional and business entities shall vote every year to identify the entities and their subsequent representatives that will represent the body of professional and business stakeholders on the council. Professional and business entities will also report their contact information to the department of human services.

1. An initial election in SFY20 of five business and professional members shall be held. From this initial election of five members: three members with the most votes shall serve a three year term and the other two members shall serve a two year term. Once these members have served their initial term the length of term for all following elected members shall be two years.

2. Elections shall be organized along the following guidelines.

- a. Ballots will be distributed at the quarterly meeting closest to the beginning of the next state fiscal year and will be collected in paper and electronic format and counted by department of human services staff.
 - b. The entities that receive the most votes shall serve on the council.
3. Should any vacancy occur on the council, the entity that received the next highest number of votes in the most recent election shall serve on the council.
 4. If a voting entity's representative does not attend more than three consecutive meetings, the department of human services will notify the entity and representative and verify whether an alternative contact is needed. If a fourth consecutive meeting is missed after the notification the voting entities seat will be considered vacant and will be filled as outlined in 79.7(2)(a)(1)“3”.
- (2) Council membership of public representatives shall consist of five representatives, of which one must be a recipient of medical assistance. All five public members will be appointed by the governor for staggered terms of two years each. All five public representatives will be voting members of the council.
- (3) A member of the Hawki board, created in Iowa Code section 514I.5, selected by the members of the Hawki board, shall be a member of the council. The Hawki board member representative will be a non-voting member of the council.
- (4) Council membership shall also consist of state agency and medical school partners, including representatives from the department of public health, the department on aging, the office of the long-term care ombudsman, Des Moines University and the University of Iowa College of Medicine.
1. Partner agency and medical school representatives will be nonvoting members of the council.
 2. If an agency's or school's representative does not attend more than three consecutive meetings, the department of human services will notify the agency or school.
 3. Partner agencies and medical schools shall determine the length of appointment of their representatives. The department of human services will confirm each representative's participation every two years.
- (5) The following members of the general assembly shall be members of the council, each for a term of two years as provided in Iowa Code section 69.16B. Members appointed from the general assembly will serve as nonvoting members of the council.
1. Two members of the house of representatives, one appointed by the speaker of the house of representatives and one appointed by the minority leader of the house of representatives from their respective parties.
 2. Two members of the senate, one appointed by the president of the senate after consultation with the majority leader of the senate and one appointed by the minority leader of the senate.

79.7(3) Responsibilities, duties and meetings. The responsibility of the medical assistance advisory council is to provide recommendations on the medical assistance program to the department of human services.

a. Recommendations. Recommendations made by the council shall be advisory and not binding upon the department of human services or the professional and business entities represented. The director of the department of human services shall consider the recommendations in the director's preparation of medical assistance budget recommendations to the council on human services, pursuant to Iowa Code section 217.3 and implementation of medical assistance program policies.

b. Council. The council shall be provided with information to deliberate and provide input on the medical assistance program. The council will use that input in making final recommendations to the department of human services.

(1) Council meetings.

1. The council will meet no more than quarterly.

2. Meetings may be called by the co-chairpersons; upon written request of at least 50 percent of members; or by the director of the department of human services.
3. Meetings shall be held in the Des Moines, Iowa, area unless other notification is given. Meetings will also be made available via teleconference, when available.
4. Written notice of council meetings shall be electronically mailed at least five business days in advance of the meeting. Each notice shall include an agenda for the meeting. The final agenda will be distributed no later than 24 hours prior to the meeting.

- (2) The council shall advise the professional and business entities represented and act as liaison between them and the department.
- (3) The council shall perform other functions as may be provided by state or federal law or regulation.
- (4) Pursuant to 2016 Iowa Acts, chapter 1139, section 93, the council shall regularly review Medicaid managed care. The council shall submit an executive summary of pertinent information regarding deliberations during the prior year relating to Medicaid managed care to the department of human services no later than November 15 annually.
- (5) Pursuant to 2016 Iowa Acts, chapter 1139, section 94, the council shall submit to the chairpersons and ranking members of the human resources committees of the senate and house of representatives and to the chairpersons and ranking members of the joint appropriations subcommittee on health and human services, on a quarterly basis, minutes of the council meetings during which the council addressed Medicaid managed care.

79.7(4) Procedures.

- a. A quorum shall consist of 50 percent (5 persons) of the current voting members.
- b. Where a quorum is present, a position is carried by two-thirds of the present voting council members.
- c. Minutes of council meetings and other written materials developed by the council shall be distributed by the department to each member of the council.
- d. In cases not covered by these rules, Robert's Rules of Order shall govern.

79.7(5) Expenses, staff support, and technical assistance. Expenses of the council, such as those for clerical services, mailing, telephone, and meeting place, shall be the responsibility of the department of human services. The department shall arrange for a meeting place, related services, and accommodations. The department shall provide staff support and independent technical assistance to the council.

- a. The department shall provide reports, data, and proposed and final amendments to rules, laws, and guidelines to the council for its information, review, and comment.
- b. The department shall present the annual budget for the medical assistance program for review and comment.
- c. The department shall permit staff members to appear before the council to review and discuss specific information and problems.
- d. The department shall maintain a current list of members on the council.
- e. The department shall be responsible for the organization of all council meetings and notice of meetings.
- f. As required in Iowa Code section 21.3, minutes of the meetings of the council will be kept by the department. The council will review minutes before distribution to the public.

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