

MEM – Medical Assistance Advisory Council (MAAC) Minutes

Purpose:

To assist IME Communications Staff with the processing and posting of MAAC meeting minutes.

Identification of Roles:

IME Communications Staff
Secretary to the Medicaid Director
Medicaid Director
MAAC Co-Chairpersons

Performance Standards:

As required in Iowa Code Section 21.3, minutes of the meetings of the full Council will be kept, “showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session. The minutes shall be public records open to public inspection.” Staff of the Iowa Medicaid Enterprise support the full Council and will be tasked with taking minutes. The chair will review minutes before distribution with each meeting’s final agenda. Minutes are to be posted within 48 business hours following each MAAC Executive Committee and Full Council meeting. The Roll Call Sheet shall be posted within 48 business hours following each Full Council meeting.

Path of Business Procedure:

Step 1: Minutes are to be taken and meetings recorded at each MAAC Executive Committee and Full Council meeting

IME Communications staff will take minutes at each MAAC meeting in accordance with Iowa Code. IME Communications staff will also record each meeting to ensure accuracy of information. Minutes of meetings are to include:

- a. Date
- b. Time
- c. Place of meeting
- d. Members present
- e. Action taken
- f. Vote of each member present

Step 2: IME Communications Staff will draft a detailed meeting minutes document within 24 business hours following the meeting based on information obtained from the meeting. IME Communications Staff will follow the template utilized in prior meetings. Examples of previous minutes may be found on the Medical Assistance Advisory Council (MAAC) webpage (https://dhs.iowa.gov/ime/about/advisory_groups/maac).

Step 3: Following completion of drafted meeting minutes, IME Communications Staff will submit minutes to the Secretary of the Medicaid Director for the Medicaid Director's review.

Step 4: Following receipt of Medicaid Director's revised minutes, IME Communications staff will email the MAAC Co-Chairpersons for final review of minutes.

Step 5: Once revisions have been made and the Medicaid Director and Co-Chairpersons have approved the minutes, IME Communications Staff will post the minutes to the Medical Assistance Advisory Council (MAAC) webpage (https://dhs.iowa.gov/ime/about/advisory_groups/maac).

a. If Full Council meeting, proceed to Step 6

b. If Executive Committee meeting, process complete

Step 6: IME Communications Staff will post the Roll Call Sheet listing all MAAC Full Council members in attendance at the meeting to the Medical Assistance Advisory Council (MAAC) webpage (https://dhs.iowa.gov/ime/about/advisory_groups/maac).

Forms/Reports:

N/A

RFP References:

N/A

Interfaces:

N/A

Attachments: