

Advisory Committee on Medicaid Innovation Proposed Bylaws

Article 1 – Name

1.1 The name of this group shall be the Advisory Committee on Medicaid Innovation (“ACMI”).

Article 2 – Authority

2.1 The ACMI was created by Nevada Revised Statutes 422.162 to undertake certain items of study and recommendation and its duties are indicated in NRS 422.165.

Article 3 – Purpose and Function

3.1 The purpose of the ACMI is to study, under NRS 422.165(1):

- 3.1.1 (a) creation or expansion of public or private prescription purchasing coalitions;
- 3.1.2 (b) encouraging access to employer-based health insurance plans, including, without limitation coverage coordination of Medicaid and private health insurance related to employers to a person eligible for Medicaid and provision of assistance to Medicaid eligible individuals for purchase of private health insurance; and
- 3.1.3 (c) waiver opportunities related to the United States Department of Health and Human Services under 42 U.S.C. §§ 1315 and 18052.

3.2 Per NRS 422.165(2) the ACMI “shall make such recommendations to the Director [of the Department of Health and Human Services] as it deems appropriate relating to opportunities to improve Medicaid or to increase access to health insurance.”

- 3.2.1 The recommendations shall be submitted in writing to the Director at least once prior to each Nevada legislative session and shall be approved by a majority of voting members in attendance at the meeting to approve such recommendations.
- 3.2.2 *Mission Statement: The Advisory Committee on Medicaid Innovation embraces evidence based principles such as the impact of Social Determinants of Health on access to care and health outcomes and views Medicaid as a tool for innovative approaches in partnership with other state and community efforts to fight health inequity.*

Article 4 – Membership

4.1 The ACMI is hereby created in the Division of Health Care Financing and Policy under NRS 422.162(1) and the Director of the Department of Health and Human Services is to appoint members for service on the ACMI.

4.2 Representation

4.2.1 Voting Members: The ACMI consists of officers and employees of the Executive Branch of State Government appointed as voting members.

4.2.2. Non-Voting Members: The Director of the Department of Health and Human Services may appoint additional nonvoting members outside of such members referenced in 4.2.1 as appropriate.

4.3 Terms

4.3.1 Each member, nonvoting or voting, shall serve for a term of 2 years from the date of their appointment. There shall be no term limits.

4.3.2 The Director of the Department of Health and Human Services may appoint by name members to replace voting members in their respective Executive Branch position should the named individual no longer serve in their given Executive Branch position as initially named upon service as a member.

4.4 Chair and Vice-Chair

4.4.1 At the first meeting of the ACMI, the Chair shall be elected from among voting members.

4.4.2 On an annual basis, the ACMI shall elect a chair from among voting members. The term limit is a maximum of two consecutive one-year terms.

4.4.3 The ACMI may elect at its discretion a Vice-Chair. The term limit is a maximum of two consecutive one-year terms.

4.4.4 Duties of the Chair

4.4.4.1 A Chair shall be the chief executive of the ACMI and have general supervision, direction and control of affairs of the ACMI. They shall preside at all meetings of the ACMI. They shall be the spokesperson of the ACMI in all policy and procedure matters.

4.4.5 Duties of the Vice-Chair

4.4.5.1 The Vice-Chair, if the ACMI elects to have one, shall serve to support and act as alternate Chair in the event the current Chair is unavailable for a given meeting or activity of the ACMI.

4.5 Attendance Requirements

4.5.1 A simple majority of voting members of the ACMI represents a quorum and as there are no designees permitted by statute to attend in lieu of a named member, attendance is an important component of service on the ACMI. A voting member who misses three or more consecutive meetings without excuse or permission in writing from the Chair will necessitate substitution through appointment by the Director of the Department of Health and Human Services via written request by the Chair to the Director.

Article 5 – Voting

5.1 Each appointed voting member of the ACMI shall have one vote.

5.2 A quorum shall consist of attendance by a simple majority of the voting members.

5.3 A concurrence of at least a majority of the voting members present of the ACMI at a given meeting shall be required on all agendaized action items.

Article 6 – Compensation

6.1 No compensation is expending and funding is not allocated for additional compensation.

6.2 Any member of the ACMI, voting or nonvoting, who is an officer or employee of the State or a political subdivision must be relieved from their duties without loss of regular compensation, including for attendance at meetings, preparation for meetings, and to perform necessary work of the ACMI in a timely manner (as practicable). Under NRS 422.162(6), such members will not be required to make up time absent for work related to actions for the ACMI or take annual leave or compensatory time related to the same.

Article 7 – Staffing

7.1 The Division of Health Care Financing and Policy shall provide staff support to prepare agendas, minutes, and schedule/arrange meetings as requested by the Chair of the ACMI.

Article 8 – Meetings

8.1 The ACMI shall meet at times and places specified by the call of the Chair.

8.2 A quorum shall consist of attendance of a simple majority of the voting members of the ACMI.

8.3 Agenda items may be submitted verbally at prior meetings by members of the ACMI or no later than fourteen days before a given meeting by voting or nonvoting members as applicable.

8.4 Meetings will generally follow parliamentary procedure as contained in Robert's Rules of Order insofar as they do not conflict with the Nevada Revised Statutes and these bylaws.

8.5 Meetings shall be conducted and noticed in accordance with NRS Chapter 241, collectively known as Nevada's Open Meeting Law.

Article 9 – Subcommittees

9.1 The Chair may appoint a subcommittee or workgroup of the ACMI to study specific issues and report back with recommendations to the ACMI. A majority vote of the ACMI is necessary to approve the composition and object of a given subcommittee. Subcommittees are subject to Nevada's Open Meeting Law.

9.2 A subcommittee created by the ACMI shall end upon a pre-determined end date upon its creation or upon completion of its charge if the charge is not updated or modified by the ACMI by majority vote of voting members.

9.3 Subcommittees may utilize the ACMI's designated support staff (See Article 7) for scheduling, agendas, and minutes but should not require staff to fulfill substantive obligations of the subcommittee's charge from the ACMI.

Article 10 – Amendments

10.1 Proposed amendments to the bylaws shall be submitted in writing to the Chair fourteen days prior to any meeting so that they may be included on the agenda for consideration.

10.1.1 Proposed amendments when submitted in writing shall be complete at the time of submission for posting and timely review by members of the ACMI.

10.2 The bylaws may be amended by a two thirds majority vote from voting members in attendance at a given meeting provided that the amendment has been submitted timely in writing and appropriately noticed on the agenda.

Article 11 – Conflicts of Interest

11.1 Members, both voting and nonvoting, shall be responsible for full disclosure of current or past affiliations which may cause a conflict of interest or the appearance of impropriety related to their actions on a given subject related to the duties of the ACMI. This includes declaration by a given member prior to discussion of any matter that would provide a direct financial benefit for that member or otherwise have the appearance of a conflict of interest.

11.2.1 A statement shall be made on the record indicating the abstention of the member from majoring motions or casting a vote before participating in related discussion.

ADOPTED and APPROVED this ____ day of _____, two-thousand and twenty.

Chair, The Advisory Committee on Medicaid Innovation

Voting Members of the Advisory Committee on Medicaid Innovation:

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Name

Title

Voting Members of the Advisory Committee on Medicaid Innovation (Continued):

Name

Title

Name

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