

# MassHealth Program Advisory Committee (MPAC)

## **Background**

MassHealth provides comprehensive, affordable health care coverage for over two million low- and moderate-income Massachusetts residents. This includes 40% of all Massachusetts children and 60% of all residents with disabilities. MassHealth's mission is to improve the health outcomes of our diverse members and their families by providing access to integrated, high-quality, and member-centric health care services that sustainably promote equitable health, well-being, and independence. Stakeholder engagement is a key part of achieving MassHealth's goals.

MassHealth is committed to working with stakeholders who serve MassHealth members to better understand their experiences with the MassHealth program, address inequities, and minimize disparities in health outcomes. The MassHealth Program Advisory Committee (MPAC) is a space where stakeholders can advise the Executive Office of Health and Human Services' MassHealth program on MassHealth policy development and the effective administration of the MassHealth program.

### **I. Name**

The name of this committee shall be the MassHealth Program Advisory Committee (MPAC).

### **II. Purpose**

Massachusetts is required by federal law (42 CFR 431.12) to have a committee that advises the Massachusetts Medicaid program (MassHealth) about the health care and services provided through Medicaid. The purpose of the MPAC is to allow stakeholders to provide advice to MassHealth on topics related to policy development and program implementation to improve quality and access to care for MassHealth members.

Additionally, the MPAC meets the state requirement in M.G.L. c. 118E, s. 6, that requires MassHealth to convene a MassHealth program advisory committee to advise the executive office on matters of concern related to policy development and matters related to effective program administration .

### **III. MPAC Goals**

MassHealth engages with MPAC members to:

- learn more about their priorities; and
- work together in developing and improving programs and policies that ultimately improve the effective administration of the MassHealth program.

MPAC members and MassHealth may co-develop additional goals for the MPAC.

#### **IV. MPAC Membership**

The size of the MPAC may vary at MassHealth's discretion. Its membership includes individuals who represent the following categories, as required by 42 CFR 431.12(d).

- State or local consumer group or other community-based organization that represents the interests of, or provides direct service to, MassHealth members;
- Clinical providers or administrators who are familiar with the health and social needs of MassHealth members and who understand the resources available and required for their care. This includes providers or administrators of primary care, specialty care, and long-term care;
- MassHealth participating managed care entities, including Managed Care Organizations, Accountable Care Partnership Plans, Primary Care ACOs, One Care Plans, Senior Care Options plans, the Behavioral Health Vendor, or a Primary Care Clinician (PCC);
- Other State agencies that serve MassHealth beneficiaries. Please note these individuals will serve as ex-officio, non-voting members.
- Members who serve on the MassHealth Member Advisory Committee (MAC).
  - MAC members select their own representatives to participate in the MPAC.

#### **Subcommittees:**

Members may request the creation of subcommittees to address specific issues or projects. Members must request the formation of a subcommittee during an MPAC meeting. Members are responsible for identifying a lead member of the subcommittee and providing a written explanation of the subcommittee's purpose to MassHealth staff. MassHealth staff will determine if there are available resources for the formation of the subcommittee and if it is necessary based on subject matter.

#### **Duration of Service for MPAC Members**

MPAC members are expected to serve on the MPAC for a period of two years (also referred to as a "term").

MPAC members may not serve for more than one consecutive term (meaning one term following another). MPAC members may be able to serve additional non-consecutive terms in the future.

#### **Selection Process**

For each new MPAC term, MassHealth will solicit nominations for membership through a Notice of Opportunity. The Notice of Opportunity shall outline all criteria to be used by the selection committee for selection of MPAC members. MPAC nominations will be reviewed by MassHealth staff, who will recommend MPAC members to the Assistant Secretary for MassHealth, or their designee, for final selection.

#### **Meeting Format and Attending MPAC Meetings**

Approved by MPAC January 2026

MPAC members may be asked to attend some meetings in person. However, meetings always have an alternative online meeting platform, and members always have the option to attend via a dial-in option or virtually. MPAC members can decide how they prefer to join meetings.

Meeting agendas and materials will be distributed at least five business days in advance of the meeting date. MPAC members may suggest additional topics up to the day of the meeting, and these additional topics will be addressed as time allows.

All MPAC meetings are open to the public.

### **Additional Information About MPAC Membership**

MPAC members are subject to the Commonwealth's conflict of interest law under M.G.L. c. 268A, as amended by c. 248, Acts of 2024. Members will be responsible for recusing themselves from matters as necessary.

## **V. Meetings**

### **Frequency**

The MPAC meets at least once per quarter, immediately following the meeting of the MassHealth MAC. Additional meetings may be scheduled as necessary.

MassHealth will provide MPAC members with thirty days' advance notice of meetings.

### **Quorum**

A quorum consists of at least 60% of the committee membership, regardless of how many members attend the meeting.

### **Public Access**

MassHealth will publish meeting schedules on the MassHealth website. At least two MPAC meetings per year will have time allocated for the public to comment. A link will be available on the MassHealth website.

### **Minutes**

MassHealth or its designee will take detailed notes during each meeting. Meeting notes will be used to summarize discussions, reflect key takeaways and to record any activities or votes taken. Meeting notes will include attendance. MPAC members will be given an opportunity to review the notes after each meeting to confirm accuracy and suggest edits. MassHealth will share meeting notes with MPAC members electronically via email (or in alternative formats as members may need). MassHealth will incorporate edits and updates as appropriate.

**VI.** MPAC members will vote to approve meeting minutes at the start of the subsequent meeting. Minutes will then be posted online. Members of the public may request draft versions of the meeting minutes.

### **Staff Support**

MassHealth provides administrative and logistical support to the MPAC, including:

1. Coordinating meetings, materials, and communications.
2. Member selection and onboarding.

MassHealth staff will be responsible for coordinating accessibility accommodations requested by MPAC members.

### **VII. Conflicts of Interest**

Members must disclose any potential or actual conflicts of interest that could impact their ability to provide objective feedback. Members with conflicts of interest may be asked to recuse themselves from specific discussions or votes.

### **VIII. Transparency and Public Access**

MPAC bylaws, meeting schedules, agendas, minutes, and membership lists will be posted on the MassHealth website.

MPAC members who serve on the MassHealth MAC may choose to remain anonymous and not have their name publicly posted.

The MPAC must, with support from the State, submit an annual report describing its activities, topics discussed, and recommendations, as well as MassHealth's response. The report must similarly include a section on MAC activities, discussion topics, recommendations, and MassHealth's response. The report will also be posted on the MassHealth website.

### **IX. Amendments**

MPAC members or MassHealth may propose changes to the bylaws at any time. All proposed amendments must be provided to MPAC members in writing (or alternative formats as may be requested) for consideration at least ten business days in advance of a vote. Bylaws and subsequent amendments must be voted on and approved by a simple majority of the MPAC with a quorum present. Amendments that are adopted by the MPAC will be approved by MassHealth so long as the amendment is feasible to adopt and does not conflict with state or federal law.

### **X. Adoption**

These bylaws shall be adopted by a majority vote of the MPAC and will take effect upon review and approval by MassHealth.