

Med-QUEST Healthcare Advisory Committee
CHARTER

November 1, 2020

A. Purpose

1. The mission of the Department of Human Services Med-QUEST Division (MQD) is to empower Hawai'i's residents to improve and sustain wellbeing by developing, promoting and administering innovative and high-quality healthcare programs with aloha. Our vision is that the people of Hawai'i embrace health and wellness.
2. The Med-QUEST Healthcare Advisory Committee (MHAC) provides a formal mechanism to obtain and potentially integrate the opinions and perspectives of MQD members, MQD healthcare providers, and MQD stakeholders as they relate to the planning, delivery, and assessment of healthcare services provided by MQD.

B. Scope

1. The MHAC membership provides input and feedback on MQD programs and initiatives such as proposed policies, healthcare services, member and provider participation initiatives, the Hawaii Medicaid state plan, the quality strategy, managed care organization marketing materials, and Hawaii Medicaid demonstration waiver initiatives. The MHAC is an advisory-body and is not a decision-making body.

C. Membership

1. The MHAC is comprised of up to nine (9) total members:
 - a. eight (8) volunteer members, representing MQD members, MQD healthcare service providers, and MQD healthcare stakeholders; and,
 - b. the Director of the Department of Health (DOH) or the Director's Designee.
2. MQD staff provides committee management, meeting facilitation, coordination, and support services. MQD staff call to order and adjourn MHAC meetings. MQD will provide additional technical assistance, as needed, to enable the MHAC to make effective recommendations.
3. MQD will be implementing the process to recruit, appoint, and orient the initial MHAC membership from July 1, 2020 through June 30, 2021. MQD intends to have MHAC meetings as it fills the MHAC member seats.

D. Member Responsibilities

1. MHAC volunteer members agree to serve a two-year term. MHAC volunteer members may serve for two consecutive terms. MHAC members may request a one-time additional one-term extension subject to the approval of MQD. Prior MHAC members may be eligible to participate on the MHAC after taking a two-year break from the MHAC. Members will be placed into

staggered groups with alternating term end dates, based on odd or even numbered years, in order to ensure MHAC continuity. The term year begins on July 1.

- a. Staggering member terms during the MHAC initial year, 2020 - Members will be placed into one of two groups. Members placed in the first group, Group A, will serve two-year terms that end on June 30 of even numbered years. Members placed in the second group, Group B, will serve an initial term of one year, ending on June 30, 2021. Starting on July 1, 2021, members placed in Group B will serve two-year terms that end on June 30 of odd numbered years. Members participating in Group B in 2020 may serve for the first one-year term, and an additional two (2) two-year terms.
2. MHAC members are requested to participate in all regular and special meetings. Missing more than two regular meetings in a year may result in a member being asked to step down.
3. MHAC members should be able to personify the following traits:
 - a. able to listen to differing opinions and share different points of view;
 - b. able to speak comfortably in a group with candor;
 - c. able to use their personal or professional experience to advance the conversation in a constructive manner;
 - d. able to work productively and collaboratively with people whose background, experience, and style may be very different from their own;
 - e. able to reflect on issues and priorities that are different than their own; and,
 - f. able to positively support the MQD vision, mission, goals, and core values.
4. MHAC members are requested to read and become familiar with materials provided in advance of the meetings.
5. MHAC members will provide as much advance notice as possible if they are not able to participate in a meeting.

E. Member selection

1. MHAC members are appointed by the Director of the Department of Human Services (DHS). Potential members can be suggested by MQD staff, members, providers, or through community organizations. Individuals may suggest themselves for consideration.

F. Meetings

1. The MHAC may meet four times a year on a quarterly basis. Additional meetings may be called, as needed, to meet the needs of MQD. The meetings may last for a duration of one (1) to three (3) hours.
2. MHAC meetings take place on-line using a virtual platform.
3. For issues requiring additional discussion, the MHAC may form smaller groups (Permitted Interaction Groups) to address the issues and bring back recommendations to the larger committee.

4. Quorum is a majority of the appointed MHAC members.
5. The MHAC meeting notices and meeting agendas shall be posted on the MQD website and the State of Hawaii web based calendar a minimum of six (6) calendar days prior to meeting. The public is invited to attend and provide comment at the end of MHAC meetings. Instructions for public attendance and comment will be posted on the MQD website and on the meeting notices.
6. Audio recordings or links to audio recording of MHAC meetings will be posted to the MQD website. MHAC meeting summaries will be posted on the MQD website.
7. All MHAC meetings shall comply with Hawaii's Public Meetings Law, HRS Chapter 92.

G. Authority

1. 42 CFR Ch. IV § 431.12 - Medical care advisory committee.
2. 42 CFR § 431.408 - State public notice process.
3. 42 CFR § 438.104 - Marketing activities.
4. 42 CFR § 438.340 - Managed care State quality strategy.
5. Chapter 92 HRS - Public Agency Meetings and Records (Sunshine Law)