



## **District of Columbia Beneficiary Advisory Council (BAC) By-Laws and Procedures**

*Adopted// September 22, 2025*

*This document sets forth the By-Laws and Procedures under which the District of Columbia Beneficiary Advisory Council operates, in accordance with the authority established by the Code of Federal Regulations (42 C.F.R. § 431.12)*

### **Article I—Name and Location**

1.1 The name of this committee shall be the District of Columbia Beneficiary Advisory Council (BAC).

1.2 The principal office and address shall be in the DC Department of Health Care Finance (DHCF), 441 4th Street, NW, 900 South, Washington, DC 20001.

### **Article II—Purpose & Authority**

2.1 In accordance with 42 C.F.R. § 431.12(a) and (e), the purpose of the BAC is to advise the Director of DHCF regarding their experience with the Medicaid program, on matters of concern related to policy development and matters related to the effective administration of the Medicaid program by:

2.1.1 Providing feedback on policies and programs affecting Medicaid beneficiaries which includes at a minimum:

- Additions and changes to services
- Coordination of care
- Quality of services
- Eligibility, enrollment, and renewal processes
- Beneficiary and provider communications by state Medicaid agency and Medicaid Managed Care Organizations (MCOs)
- Cultural competency, language access, health equity, and disparities and biases in the Medicaid program
- Access to services
- Other issues that impact the provision or outcomes of health and medical care services in the Medicaid program as determined by the MAC, BAC, or State.

2.1.2 Identifying challenges in accessing care and suggesting improvements.

2.1.3 Enhancing communication between beneficiaries and DHCF.

2.1.4 Promoting transparency and public understanding of Medicaid services.

2.2 BAC recommendations are advisory and non-binding on the Department.

### **Article III—Functions**

3.1 The BAC shall fulfill its responsibilities by:

3.1.1 Advising DHCF leadership on the implementation, operation, and evaluation of Medicaid services.

3.1.2 Reviewing and providing feedback on regulations and policies affecting Medicaid beneficiaries.

3.1.3 Assisting in the evaluation of enrollment processes for Medicaid programs.

3.1.4 Promoting the dissemination of program performance information to beneficiaries in accessible language.

3.1.5 Reviewing reports from relevant oversight bodies, such as the Office of Health Care Ombudsman and Bill of Rights.

### **Article IV—Committee Composition**

4.1 The BAC shall consist of no more than fifteen (15) voting members.

4.2 Membership shall be limited to current and former Medicaid beneficiaries, their family members, or individuals with direct experience being responsible for the care of a Medicaid beneficiary.

### **Article V—Membership Selection and Terms**

5.1 Members shall be appointed by the Director of DHCF or their assignee.

5.2 Initial appointments to the BAC will be for terms as follows:

5.2.1 Five (5) members appointed to one-year terms;

5.2.2 Five (5) members appointed to two-year terms;

5.2.3 Five (5) members appointed to three-year terms.

5.3 BAC member representation on the Medicaid Advisory Committee (MAC) will be at 10% by July 9, 2026, increasing to 20% on July 10, 2027, and continuing at 25% after July 9, 2027.

5.3.1 Terms of membership shall be for three (3) years, without the possibility of consecutive reappointment.

5.3.2 At the discretion of the Director of DHCF, a term of membership may be for four (4) years to ensure membership continuity.

5.4 Responsibilities of DHCF to BAC members include:

5.4.1 Clearly defining agency expectations of BAC members;

5.4.2 Providing opportunities and ample time to respond and advise on proposed programs, policies, regulations, and budget priorities;

5.4.3 Responding to BAC's advice and providing justification on why advice may not be taken; and

5.4.4 Providing staff, meeting space, and other resources to support the BAC in its work.

#### **Article VI—Officers**

6.1 The officers of the BAC shall include a Chairperson and a Vice-Chairperson.

6.2 Officers shall be elected by a majority vote of the BAC members, for a term not to exceed one (1) year.

6.3 The Chairperson shall preside over meetings and coordinate the activities of the BAC.

6.4 The Vice-Chairperson will assist the Chairperson and assume duties in their absence.

#### **Article VII—Meetings**

7.1 The BAC shall meet at least quarterly.

7.1.1 The quarterly BAC meeting shall take place prior to the quarterly Medicaid Advisory Committee (MAC) meeting to ensure BAC member preparation for each MAC meeting.

7.1.2 A DHCF staff member, chosen by the Director of DHCF or their designee, shall be present at all BAC meetings.

7.2 Special meetings may be called by the Chairperson or upon the request of a majority of the members.

7.3 A quorum shall consist of a majority of the appointed members.

7.4 Meetings shall be conducted in accordance with standard parliamentary procedures.

#### **Article VIII—Subcommittees**

8.1 The BAC may establish subcommittees as necessary to address specific issues or tasks.

8.2 Each sub-committee shall be comprised of at least one member to be selected from the BAC to serve as Chair of the sub-committee, and may include other BAC members, DHCF staff, the general public, and/or any public or voluntary agency.

8.2.1 The Director of DHCF or their designee retains authority to disallow non-BAC selectees from participating in any subcommittee.

8.3 Such sub-committee(s) shall submit oral and/or written reports of each sub-committee meeting at the next regular BAC meeting. Reports may include specific motions or recommendations to be acted upon by the BAC. Such reports of each sub-committee Chair are to be submitted to the BAC Chair and appropriate representative of DHCF and made a matter of record.

8.4 Sub-committee(s) shall take no action that goes beyond assigned fact finding and the preparation of reports and recommendations to the full BAC.

### **Article IX—Amendments**

9.1 These bylaws may be amended by a two-thirds vote of the BAC members present at a meeting, with the consent of the Director of DHCF or their designee, provided that the proposed amendment has been submitted in writing to the members at least thirty (30) days prior to the meeting.

### **Article X—Conflicts of Interest**

10.1 Members shall disclose any conflicts of interest related to matters under discussion and shall abstain from voting on such matters.

10.2 Each BAC member shall sign a conflict-of-interest disclosure form that discloses all material facts relating to any actual or potential conflicts of interest on occasions during their term that include, but are not limited to, the following:

10.2.1 Initially, upon joining the BAC;

10.2.2 Annually, thereafter;

10.2.3 Prior to any new business transactions with actual or potential conflict of interest; and

10.2.4 Immediately upon becoming aware of an actual or potential conflict of interest.

10.3 Members will submit their signed conflict of interest disclosure forms to the BAC Chairperson, or his or her designee.

10.4 The Chairperson shall review all declarations of conflict of interest and take one of the following courses of action:

10.4.1 Instruct the member to recuse him or herself from voting on a matter in which he or she has a verified conflict;

10.4.2 Instruct the member to disclose his or her conflict to the full BAC; or

10.4.3 Instruct the member to resign their current position on the BAC and/or remove their name from consideration for a BAC position.

10.5 The BAC Chairperson shall report back all of his or her findings to the rest of the BAC; all minutes of BAC meetings shall capture these results and how the conflict was managed.

10.6 The BAC Chairperson may choose at his or her discretion to refer conflict of interest issues to the DC Board of Ethics and Government Accountability.

10.7 A BAC member shall inform the BAC Chairperson immediately if they believe another member has failed to disclose actual or potential conflict of interest(s).

10.7.1 The BAC Chairperson shall afford the accused member the opportunity to explain the failure to disclose before any further actions are taken.

10.7.2 If a breach is determined to have occurred, the matter shall be immediately referred to the Director of DHCF and/or the Board of Ethics and Government Accountability for corrective action.

10.8 The above policies do not replace any relevant Federal or District laws or regulations regarding conflict of interest currently in place

#### **Article XI—Confidentiality**

11.1 Members shall maintain the confidentiality of any sensitive information obtained through BAC activities.

#### **Article XII—Reimbursement of Expenses**

12.1 Reimbursement is provided by DHCF for certain expenses incurred by BAC members such as travel and per diem, as determined and approved by DHCF.

12.2 DHCF shall provide financial support, if necessary, to facilitate beneficiary engagement in the BAC, in accordance with 42 C.F.R. § 431.12(h)(ii).

#### **Article XIII—Reports and Recommendations**

13.1 The BAC or any committee may prepare a majority report to the Department which reflects the wishes of as many of its members as possible. The opinions of members who disagree with a BAC position in a majority report may prepare minority reports. A representative of DHCF may be called upon to assist BAC members in preparing both majority and minority reports.

13.2 The BAC reports and recommendations agreed to by a majority of the members should be submitted through the BAC Chairperson to the Department.

13.3 Minority reports should be submitted in the same manner as majority reports.

13.4 BAC may publish and submit an annual report to the Mayor and/or the Council of the District of Columbia.

13.5 Press inquiries directed to the BAC or a member of the BAC shall be referred to the BAC Chairperson.

13.5.1 The BAC Chairperson shall forward all press inquiries to the DHCF Public Affairs Specialist, or in their absence the DHCF Chief of Staff.

#### **Article XIV—Records and Minutes**

14.1 Permanent records of all official actions, minutes, reports, reference material, etc., shall be maintained by the BAC Chairperson and shall be available for BAC reference as provided by law.

#### **Article XV—Conflict Resolution**

15.1 In the event a dispute arises among the BAC members, a BAC member or members may request to meet with the Director of DHCF or their designee to facilitate a resolution.

15.2 A dispute may include:

15.2.1 A disagreement on whether a member(s) should abstain from voting on a matter as set forth in Article X;

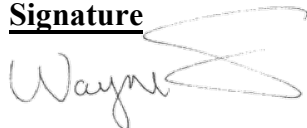
15.2.2 The BAC Chairperson's decision to instruct a member to resign their current position on the BAC and/or remove their name from consideration for a BAC position as set forth in Section 10.4.3; or

15.2.3 Issues arising from a BAC member(s) nonconformance with these By-Laws and Procedures, only after referring the issue(s) to the Chairperson for consideration and resolution.

15.3 This Article does not replace or supersede a decision of the Board of Ethics and Government Accountability, or any relevant Federal or District laws or regulations.

These by-laws are established to guide the operations and governance of the District of Columbia Beneficiary Advisory Council in its mission to represent and advocate for the interests of Medicaid beneficiaries.

**Signature**

A handwritten signature in cursive script, appearing to read "Wayne", followed by a large, stylized flourish or "X" mark.

Wayne Turnage, Director, DHCF

September 22, 2025

Date