



## ACC Program Improvement Advisory Committee By-Laws

- The purpose of the Committee is to provide guidance and make recommendations to help improve health outcomes, access, cost and Member and provider experience in the Accountable Care Collaborative Program (the Program).
- Committee appointees will include the following:
  - Four RCCO-selected representatives for each region, inclusive of: key RCCO staff, PCMPs, other providers, clients and families. No more than two of the RCCO appointees will be RCCO staff.
  - Department representatives
  - Three Department appointed stakeholders.
- Committee members who are not RCCO or Department staff will be asked to fill out the “Department Stakeholder Group” application form to ensure that the Department has complete contact information and the committee is representative of a wide range of stakeholder groups.
- Meetings will be held every six weeks for the first three meetings and thereafter quarterly. The date and time of meetings will be posted on the ACC Program Improvement Advisory Committee webpage.
- Meetings are open to the public. Non-committee members are welcome to observe but are asked to not participate in the meeting.
- Member terms are one year with no term limit.
- New members may be added to the Committee following submittal of a new member application to the Committee Chair, and subsequent discussion and approval by the Department.
- Members, or their delegated representatives, should attend a majority of meetings held during the year. If a member or his/her delegate consistently is not in attendance, a new member, representing the same constituency, may be appointed by the Department.
- Changes to by-laws must be discussed at a meeting attended by at least 50% of committee members prior to a vote on the requested change.
- A quorum of 50% of members, including call-ins, is required for any vote.
- A Department staff person from the Medicaid Program Division will Chair the committee; a Department administrative staff person is responsible for taking and distributing meeting minutes.
- Meeting agendas will be distributed to the committee no later than five (5) business days prior to each meeting.
- Committee members can request items be included on the agenda by emailing Department RCCO contract managers no less than seven (7) business days prior to each meeting.
- Draft meeting minutes will be posted on the Department's website within ten (10) business days following each meeting. Final minutes will be posted on the website within ten (10) business days of final approval of the draft minutes.
- Communication of information that may impact other HCPF steering committees and advisory boards will be distributed via a departmental Hot Topics memo, initiated by the Committee Chair.