MISSISSIPPI DIVISION OF MEDICAID

Mississippi Medicaid Beneficiary Advisory Council

Recruitment

The Division will utilize multiple channels for recruiting council members that may include the Division's website, social media platforms, newsletters, community engagement activities, managed care organizations, provider and advocacy outreach.

Application

The Division will provide an online application on its website and make paper applications available at its Regional Offices. Paper applications should be returned to:

MS Division of Medicaid
Attn: MBAC, 10th Floor
550 High Street, Suite 1000
Jackson, MS 39201

Selection

The three (3) person selection committee, established by the MS DOM Executive Director, will review applications for alignment with the requirements stated in 42 C.F.R. §431.12 (e.) and make their recommendations to the MS DOM Executive Director for final selection.

The MS DOM Executive Director or their designee will notify electronically and or in writing the selected candidate(s).

Orientation

Prior to the first meeting of a new calendar year any new member(s) will be given an orientation packet. At the initial meeting, members will also be introduced to key DOM staff, receive review of the Council's scope and responsibilities, and time to ask questions.

Year 1, 2025, to include the following:

- Executive Summary of the State Plan
- Bylaws;
- Bio page with photo of key DOM staff;
- List of Members;
- List of required meeting dates.
    - 2025 goal Feb 21, April 25, July 18, Oct 17
    - Thereafter January, April, July, Oct
    - Must correlate with MAC meetings
- Agenda for meeting; and
- Overview of Robert's Rules of Order

After inaugural year add the following:

- Program Highlights and testimonials
- Prior years minutes and or Annual Report
- History one-pager (if and when applicable)