

441—79.7(249A) Medical assistance advisory council.

79.7(1) Officers. Officers shall be a chairperson, and a vice-chairperson.

- a. Elections will be held the first meeting after the beginning of the calendar year.
- b. The term of office shall be two years. Officers shall serve no more than two terms for each office.
- c. The vice-chairperson shall serve in the absence of the chairperson.
- d. The chairperson and vice-chairperson shall have the right to vote on any issue before the council.
- e. The chairperson shall appoint a nominating committee of not less than three members and shall appoint other committees approved by the council.

79.7(2) Alternates. Each organization represented may select one alternate as representative when the primary appointee is unable to be present. Alternates may attend any and all meetings of the council, but only one representative of each organization shall be allowed to vote.

79.7(3) Expenses. The travel expenses of the public representatives and other expenses, such as those for clerical services, mailing, telephone, and meeting place, shall be the responsibility of the department of human services. The department shall arrange for a meeting place, related services, and accommodations.

79.7(4) Meetings. The council shall meet at least four times each year. At least two of these meetings shall be with the department of human services. Additional meetings may be called by the chairperson, upon written request of at least 50 percent of the members, or by the director of the department of human services.

- a. Meetings shall be held in the Des Moines, Iowa, area, unless other notification is given.
- b. Written notice of council meetings shall be mailed at least two weeks in advance of such meetings. Each notice shall include an agenda for the meeting.

79.7(5) Procedures.

- a. A quorum shall consist of 50 percent of the voting members.
- b. Where a quorum is present, a position is carried by two-thirds of the council members present.
- c. Minutes of council meetings and other written materials developed by the council shall be distributed by the department to each member and alternate and to the executive office of each organization or body represented.
- d. Notice shall be made to the representing organization when the member, or alternate, has been absent from three consecutive meetings.
- e. In cases not covered by these rules, Robert's Rules of Order shall govern.

79.7(6) Duties. The medical assistance advisory council shall:

- a. Make recommendations on the reimbursement for medical services rendered by providers of services.
- b. Assist in identifying unmet medical needs and maintenance needs which affect health.
- c. Make recommendations for objectives of the program and for methods of program analysis and evaluation, including utilization review.
- d. Reserved.
- e. Reserved.
- f. Recommend ways in which needed medical supplies and services can be made available most effectively and economically to the program recipients.
- g. Advise on such administrative and fiscal matters as the commissioner of the department of human services may request.
- h. Advise professional groups and act as liaison between them and the department.
- i. Report at least annually to the appointing authority.
- j. Perform other functions as may be provided by state or federal law or regulation.
- k. Communicate information considered by the council to the member organizations and bodies.

79.7(7) Responsibilities.

- a. Recommendations of the council shall be advisory and not binding upon the department of human services or the member organizations and bodies. The department will consider all advice and counsel of the council.

b. The council may choose subjects for consideration and recommendation. It shall consider all matters referred to it by the department of human services.

c. Any matter referred by a member organization or body shall be considered upon an affirmative vote of the council.

d. The department shall provide the council with reports, data, and proposed and final amendments to rules, regulations, laws, and guidelines, for its information, review, and comment.

e. The department shall present the annual budget for the medical assistance program for review and comment.

f. The department shall permit staff members to appear before the council to review and discuss specific information and problems.

g. The department shall maintain a current list of members and alternates on the council.