



Beneficiary Advisory Committee Meeting

July 9, 2025

2:00 p.m. – 3:00 p.m.

Meeting Minutes

Members Present

Allen “Al” Thibodeaux – *Chair*
Gladys Mouton
Jennifer Segura Nugent
Jessica Walker
Kimberly Green
Tammy Frazier
Theresa C. Stevenson – *Co-Chair*

Members Absent

Kristine Hargrave
Miranda Morley
Stacey Hendricks

Welcome and Roll Call

Dr. Kathleen Willis, Associate Medical Director, introduced herself and welcomed the members, thanking them for their attendance. Tim Williams led the meeting and introduced himself and the Quality Team.

Chelsey Brown conducted roll call. *Quorum was met.*

CMS Access Rule & FAQ Review

Tim Williams presented the BAC members with an FAQ that addressed questions they had before the official meeting.

Mr. Williams also presented the committee with the purpose, membership, meeting requirements, and goals of the BAC. This includes providing insights to the state Medicaid agency on topics related to the needs of Medicaid members. He also reviewed CMS requirements for the BAC. The whole presentation will be sent to members via email and uploaded to the BAC website as soon as it becomes available.

BAC Updates

- **Chair and Co-Chair**

Gladys Mouton made a motion for Al Thibodeaux to be Chair and Theresa Stevenson Co-Chair for the BAC. Tammy Frazier seconded. All members said “Aye”. The motion passed.

Tim Williams stated that the Chair and Co-Chair will meet with him, Chelsey Brown, Dr. Kathleen Willis, and Brian Bennett to determine the BAC meeting date in October.

The Quality Team will send a meeting invitation to BAC members via email for the MAC meeting on August 12, 2025. The BAC Chair and Co-Chair were also invited to speak on behalf of the committee.

- **Bylaws Outline**

The BAC members were provided with the MAC bylaws to present as an example of what the BAC bylaws could look like. Tim Williams stated that the Quality Team will create a skeleton bylaws document and submit it to the chair and co-chair for review. They will then present the bylaws to the committee for approval. The bylaws will include, but not be limited to:

- Committee Functions
- Mission and Vision
- Membership
- Meeting Requirements
- Officers
- Term limits
- Attendance/Proxy
- Rules of Order

Theresa Stevenson asked if CMS requires specific rules written in the bylaws. Tim Williams stated that there is nothing specific that CMS requires for the bylaws; however, the Quality Team consults with CMS to ensure expectations are met.

- **Annual Report**

Tim Williams presented the committee with the HR246 report as an example of the annual report submitted on behalf of the MAC *and* BAC. Tim stated that the report describes:

- Activities
- Topics Discussed
- Recommendations
- The state's responses to recommendations

The report will be available for review.

Announcements/Open Forum

Tammy Frazier asked if binders would be provided during each meeting. And if members are attending the meeting in person, will the binders be mailed? Tim Williams stated that meeting documents will be provided to members during the meeting and will be sent via email and added to the BAC webpage. The BAC webpage is currently in production and will be sent to all members once it goes live.

Theresa Stevenson asked how the committee would determine the areas of discussion during the meetings. Tim Williams stated that this is determined by the Chair, Co-Chair, and Dr. Willis. These will also be based on Secretary Greenstein's interest.

Adjournment

Theresa Stevenson made a motion to adjourn the meeting. Al Thibodeaux seconded. Motion passed. Meeting adjourned at 2:47 p.m.