

## NEW MEXICO HEALTH INSURANCE EXCHANGE

### STAKEHOLDER ADVISORY COMMITTEE CHARTER

The Stakeholder Advisory Committee is a committee of community members appointed by the Board (“Board”) of the New Mexico Health Insurance Exchange, (“NMHIX”), established by Laws of 2013, Chapter 54, in the regular session of 2013.

**1. Mission.** The Committee is established by SB211 S (2) to provide recommendations to the Board in the fulfillment of NMHIX mission.

#### **2. Committee Functions**

**2.1 Scope.** The Committee shall provide NMHIX Board and Staff perspective and recommendations on NMHIX policies, goals, strategic direction and statutory requirements to assist the Board and staff with decision-making.

**2.2 Reporting.** The Committee shall report regularly either verbal or in writing to the Board on Committee discussions and recommendations.

#### **3. Committee Structure**

**3.1 Committee Membership and Appointment.** The Committee should be made up of community members from designated categories outlined by SB221 Section S(2) including; health insurance issuers, healthcare consumers, healthcare providers, healthcare Practitioners, brokers, qualified employer representatives and advocates for low-income or underserved residents. The standing committee members will represent the following the following categories: Health insurance issuers (all plans on the Exchange); Dental insurance issuers; Insurance Brokers; Consumers and advocates; Providers and practitioners; and Employers. The Committee shall have no more than 23 members

NMHIX Staff, with input from Board and community groups, shall recommend to the Board names of individuals to fulfill each of the category seats listed above. The Board shall confirm the appointments of all members.

The appointed group shall elect a Chair of the Committee by will of the group, and the Chair shall designate one Committee member to serve as Vice-Chair.

All NMHIX outreach partners, enrollment entities and vendors will be invited to attend Stakeholder Advisory Committee meetings as observers.

**3.2 Term of Appointment.** Committee members are appointed for an initial term of 14 months; subsequent terms will be for 12 months. Members may be reappointed for consecutive terms.

**3.3 Subcommittees.** The Committee may form ad hoc sub-committees that include one or more members of the Committee, as needed.

#### **4. Committee Meetings**

**4.1 Occurrence.** The Committee should meet at least monthly during the Open Enrollment Period, and at least quarterly during non-Open Enrollment. Additional meetings will be scheduled as needed to fulfill the Committee's functions, as outlined in section 2 of this charter.

**4.2 Meeting Structure and Open Meetings Law.** Meetings of the Stakeholder Advisory Committee shall be open to the public. Notice of a committee meeting shall be given to the extent practicable. If possible, the Committee shall post on the NMHIX website the time and place of the meeting and the agenda or matters to be discussed. The Committee shall meet with the intent of complying with the Open Meetings Act and the Board's Open Meetings Act Resolution.

**4.3 Agendas.** Committee agendas shall be developed by the Chair and NMHIX staff. Topics for consideration can originate from the NMHIX Board, Staff, Committee members or members of the public.

**4.4 Meeting Notes.** NMHIX shall make meeting notes available to the public by posting on NMHIX website within one week following each scheduled meeting.