



MATF Notes
August 2, 2025

Member Advisory Task Force

Members Present: 13 Members

Steering Committee: 3 Members

Guests: 9 guest

OFN Staff: 3 OFN Staff

X = Virtual √ = In person

Item	Notes	Recommendations / Golden Nuggets
Coffee Time at HCA		
Welcome & Review Minutes – MATF Cards Conflict of Interest Statement	Welcome to everyone. Introductions were made. - Please review the previous meeting notes, which were emailed out before the meeting. - The MATF cards have 3 sections: Golden Nuggets - things you may not have thought about or didn't know, Recommendations or Suggestions for the Oklahoma Health Care Authority (OHCA) or the Contracted Entities (CE) or MATF or SoonerCare members and Need More Information about. Circle the appropriate category for your feedback. Please write clearly, including the date, and your name (optional). Conflict of Interest Disclosure - At the start of each meeting, members will have the opportunity to disclose any potential conflicts of interest—financial, personal, or moral—that may affect their participation in agenda items. - Disclosures may be made voluntarily or during introductions. - Examples include: financial interest in a vendor under discussion or a strong personal bias regarding an agenda item. - Members may still participate unless the conflict is considered significant. In such cases, they should recuse themselves from related discussion or voting. - Disclosures should be brief and limited to what is necessary to acknowledge the conflict—detailed personal information is not required.	

	• If a conflict was disclosed earlier in the year, it only needs to be restated if directly relevant to the current agenda. • The purpose of this process is to maintain transparency while also protecting members' privacy. Question: What are some examples of a conflict of interest? • If you are voting to recommend a vendor for OHCA but you have a financial stake in that vendor, or you (or your spouse) are employed by them. • If you have a personal bias or strong opinions on an issue that may prevent you from remaining objective. In that case, you should recuse yourself from related discussion or voting. • There is no single rule that covers every situation. If you are unsure, it's best to err on the side of caution—raise the potential conflict, have a brief discussion, and ensure it is noted on record. Question: If a member is a direct care professional through a Medicaid agency, a Medicaid-funded program, a waiver, or state plan personal care, and there is a discussion about provider rates—would that be considered a conflict of interest? (For example, payment is made through an intermediary, but voting for higher provider rates could technically impact me.) Response: That question hasn't come up before, and it's worth looking into more closely. However, given that this committee serves in an advisory capacity only and is not a rulemaking body, such a situation would not necessarily prevent you from voting. That said, it is best practice to disclose the potential conflict. Since the committee includes representatives from across the community—both SoonerCare members and providers—it is understood that perspectives may overlap. Still, if an agenda item directly relates to rates that could benefit you as a provider, disclosure ensures transparency. Question: <i>If a member is disputing a decision made by OHCA and is in the process of appealing that decision, but the issue is not being discussed in the meeting, should they still disclose it?</i> Example: In the past, a member was appealing a significant reduction in their private duty nursing hours. Response: If the issue is not on the agenda, disclosure is not required. The most important time to	GOLDEN NUGGET: One disclosure per calendar year. If there is an agenda item that pertains to your disclosure, disclose at that meeting.
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	disclose is when an agenda item relates directly to something you are appealing, or when you will be giving input or voting on a recommendation connected to that issue. That said, members may still choose to disclose even if it's not agenda-related, as it can be good practice for transparency. However, if disclosure were required for every personal matter, members might feel obligated to disclose at every meeting, which is unnecessary. Question: Does a member need to disclose the same conflict of interest at every meeting, or is one disclosure per year sufficient? Response: One disclosure per calendar year is sufficient. However, if a specific agenda item arises that directly relates to the conflict, the member should re-disclose at that meeting. Reminder: • The value of this meeting lies in members' lived experiences—disclosures should be kept to the minimum necessary. • Only share information that is directly relevant to identifying a potential conflict. • We are not labeling anything as an absolute conflict—only a perceived or potential conflict. • Disclosure does not require providing full details. • If you believe you have a conflict on a particular issue, you can simply state: <i>"I have a conflict and will recuse myself from voting."</i> No further explanation is required.	
Review Code of Federal Regulations (CFR) Complete Website Consent Forms Open Meetings Preference Review & Approve • MATF Bylaws • Visual – vs- Hybrid • Open/Closed Meetings	CMS Requirements and MATF Compliance • CMS requires every state to have a Beneficiary Advisory Committee (BAC). For Oklahoma, this role is fulfilled by the Member Advisory Task Force (MATF), which has been established for over 10 years. States with existing committees are not required to change their name. • MATF already meets the minimum requirements outlined by CMS and federal regulations. • Bylaws, guidelines, and rules have been implemented and are in place. • Meetings must be held in a virtual or hybrid format. • Meetings may be designated as either open or closed. • Members must provide website consent. Each member may choose whether or not their name is posted publicly on the website.	

• Vice Co-Chair	• A designated number of MATF members must serve on the Medical Advisory Committee (MAC). This requirement has been met for the current year. Participation will increase annually until July 2027, when 25% of MAC members must be from MATF. These representatives will provide feedback and recommendations to the MAC. Question: In terms of our names being listed on the website is anything else required? The CFR says name only. But the MAC may have additional requirements. If needed, you could create another Gmail account to keep things separate. CFR Page 2, Item F1 • Post the bylaws governing the MAC and MATF, a current membership list, and past meeting minutes (including attendees) on the website. • MATF members may choose whether to include their names on the publicly posted membership list. • A MATF webpage on the OHCA website is currently being set up. Only members who provide consent will have their names listed. • A member recruitment process is currently under development. Discussion: Open vs. Closed Meetings • The Oklahoma Open Meetings Act does not apply to this committee. ◦ <i>Note:</i> The MAC has chosen to follow the Act as a matter of practice through its own governance vote. • Federal regulations give members the option to vote on whether meetings should be open to the public. If meetings are opened to the public: • The date, time, and location of the meeting must be posted at least 30 days in advance. • There will be a designated period for public comment. ◦ Attendees may participate in person or via phone. ◦ Comments are allowed only during the designated time, which may be at the beginning or end of the meeting. ◦ The chairs may limit comment time per speaker (e.g., one or two minutes). Question: <i>Would introducing ourselves and stating our affiliations violate HIPAA?</i> Response: • No, sharing your affiliation is not a HIPAA violation. • Avoid disclosing any personal health information of others.	RECOMMENDATION: If meetings are held open to the public, provide a brief narrative explaining HIPAA and guidelines for avoiding violations. This will serve both as a disclosure
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	• If you are speaking about your own child, you may share your personal information at your discretion. • If you are an advocate for someone else, do not disclose identifiable information. • Using hypothetical examples based on real-life situations is acceptable, but be careful not to include enough detail to identify anyone. • OHCA staff and decision-makers are already aware of each member's representation. When sharing information, always protect privacy and be mindful of HIPAA. Keep details general and vague, avoiding any identifiable information. Comment: If meetings are held open to the public, being on the MAC provides an opportunity to learn and prepare for your role. • Take time to prepare in advance for what you will share, especially if others ask questions about specific cases or situations. • Always protect personal information—be cautious when discussing your own children or anyone else's. • Think ahead, take notes, and consider carefully what is appropriate to share. Only de-identified minutes will be shared publicly. Comments: • The MAC is required to hold at least two meetings per year that allow public comment. • MATF may choose how many of its meetings are open to the public. • Meetings that are open to the public must have their date, time, and location posted at least 30 days in advance. • The MATF can designate which meetings allow public comment. • A notice such as “No recording allowed” may be included in the meeting announcement. Voting will be by roll call for the MATF meetings to be public. Motion made by Member to make the MATF meetings public. Seconded by Member The motion passed 100%.	and as educational guidance for participants.
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	Discussion opened for: Do we want to offer public comment for all six of the meetings? With the 30-day notice of the meetings that gives people enough time to plan. Every other meeting open for public comment. The contract with Oklahoma Family Network recommended that there be three virtual meetings and three zoom/electronic meetings. Question – How are you going to limit comments by the public and the total time limit for public comments? The MAC allows 2 minutes only, and the chair cuts them off if they go longer. A total time limit for public comments to be 15 or 30 minutes. Comment - If we could do the Zooms by webinar, the members could be speakers, and it would limit the public to only be able to do Q&A. Question – Do you think it would be beneficial to have the public comment opportunity? Absolutely. Question – Do we have to disclose where the meeting is? Yes, if it's an open meeting. Question: <i>Can we amend the previously approved motion to make all meetings public?</i> Response: Yes, you can make a new motion and revote on any decision. Options for holding meetings open to the public include: • All meetings open to the public. • Only one meeting open to the public. • Any other combination (e.g., 2, 3, 4, 5, or 6 meetings open). Note: Allowing public access does not require physical attendance, and the committee is not technically subject to the Oklahoma Open Meetings Act. Motion: After further discussion, it was proposed that MATF open meetings be limited to three virtual meetings per year. • Motion made by: Member • Seconded by: Member • Vote: By a show of hands • Result: Unanimous approval	
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	Question - Any other discussion on the public comments? Do we want to make all three of the virtual meetings open for public comment limited to two minutes? I think twice, time at the beginning and then towards the end. For this first year as a pilot to have 15 minutes at each open meeting. Then next year reconsider this motion. Motion: Member motioned to allow public comment during two of the three virtual meetings. • Seconded by: Member • Vote: By a show of hands • Result: Motion passed with one dissenting vote The committee discussed which two virtual meetings would allow public comment. Motion: Member motioned that the August and February virtual meetings include time for public comment. • Seconded by: Member • Vote: By a show of hands • Result: Unanimous approval	
Lunch – Continue Review	The MATF will now include a Vice Co-Chair position. The roles and responsibilities of the Vice Co-Chair are outlined in the bylaws. • The Vice Co-Chair will serve on the Steering Committee. • When the current Chair’s term concludes, the Co-Chair will become Chair, and the Vice Co-Chair will advance to Co-Chair. Question – What does that look like as far as commitment? Probably within two weeks of the MATF meeting there is a steering committee meeting (about an hour or so) and one more before the next MATF meeting. A lot of emails too. If something happened that the co-chair could not fill the position, then the vice co-chair would step into the position. The floor was opened for nominations for Vice Co-Chair: • Member was nominated by Member and accepted the nomination. • Member was nominated by Member and accepted the nomination. • No additional nominations were made. Vote: By a show of hands	

- **Member:** 8 votes
- **Member:** 5 votes

Result: Member was elected as **Vice Co-Chair**.

OHCA MATF Bylaws (See Attachment)

CMS requires that the MATF has bylaws.

Mission and Goals

The mission of the member advisory task force is to improve the Oklahoma Medicaid programs by receiving input and feedback from members and their families.

Contracted Entities

The contracted entities are included.

Article 1 – Membership

- Section 1. The Role of MATF Members
- Section 2. Characteristics of Quality Members
- Section 3. MATF Membership
- Section 4. Member Recruitment
- Section 5. Term Limits

Article II – MATF Officers

- Section 1. MATF Officers the mission of the member advisory task force is to improve the Oklahoma Medicaid programs by receiving input and feedback from members and their families.

Article III – Officers’ Duties

- Section 1. The Member Co-Chair shall:
- **Article IV – Steering Committee**
- Section 1. The Steering Committee membership will include:
- Section 2. The Role of the Steering Committee is to:
- Section 3. The Steering Committee membership will include:

Article V – Meetings

- Section 1. MATF Meetings
- Section 2. Voting
- Section 3. Minutes
- Section 4. MATF Scope
- Section 5. MATF Participation in OHCA Medical Advisory Committee (MAC)

Article VI – Responsibilities

- Section 1. MATF Members
- Section 3. MATF Administration

Article VII – Removal of a Member

Article VIII – Fiscal Provisions

Article IX – Amendment of Bylaws

	Article X – Adoption of Bylaws ○ Amendment of the bylaws can be adopted at any regular or special meetings with a 2/3 majority. ○ These bylaws will be effective upon the adoption of a majority vote of members present at this duly called meeting. Question: If we identify something that needs to be added or adjusted, how does that process work? Response: • Any addition or adjustment must be included as an agenda item. • If the change is not governed by federal programs or state policy, it may be possible to amend or update accordingly. Corrections and Suggestions: • Section 3, Number 14: This is a technicality and does not represent a formal requirement. • Page 3, Article 3D: Currently states the Co-Chair will appoint a committee member to preside over any meeting in their absence. This role is assigned to the Vice Co-Chair. ○ Suggestion: Revise to read: <i>“In the absence of the Co-Chair and Vice Co-Chair, a committee member will be appointed to preside over the meeting.”</i> • Page 4, Section 3, Letter A: Remove the word “parent”, as a parent is not required in this context. • Page 5, Section MATF Scope, Item F: Consider whether this section needs to be revised. Motion: Member motioned to accept the MATF Bylaws with the following agreed-upon corrections: 1. Remove the word “parent” from two sections. 2. Include the newly added wording regarding procedures in the absence of the Chair and Vice-Chair. • Seconded by: Member • Vote: By a show of hands • Result: Unanimous approval	
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Other MATF Updates, Changes, Terms & Commitment Form	Next meeting is October 4, 2025. Be sure to complete your information if you want your information on the website. Fill out your stipend form.	RECOMMENDATION: More dental services should be provided. Crowns not being covered should be reviewed vs just having the tooth pulled. But having also the option of getting a tooth or bridge. RECOMMENDATION: Explanation of how the “Beautiful Bill” affect the coverage and benefits to those on Medicaid specifically here in Oklahoma. May give insight. RECOMMENDATION: Pay for thickener when medically necessary?
Recognition of transitioning members Stipend forms, future agenda items	Ellen Bittner, CEO of OHCA, recognized and gave special thanks to two departing members who have been here for at least a decade.	
MATF Meeting Schedule: October 4, 2025; December 6, 2025; February 7, 2026; April 4, 2026; June 6, 2026. Future agenda items: - School-based services (updates) December 2025 or February 2026 Board of Directors Meetings: http://www.okhca.org/about.aspx?id=2671 Comments and questions may be submitted online through the Policy Change Blog and the Native American Consultation Page by contacting the OHCA Federal & State Reporting Division by telephone at 405-522-7914 or via email at OHCAcommunityengagement@okhca.org.		