Roles and Responsibilities of Commissioners

## Terms

Commissioners are appointed by the Comptroller General for a term of three years. Reappointments are at the discretion of the Comptroller General.

## Time commitment

The Commission typically meets seven times per year, with a series of public meetings between September and April and a retreat in the summer. Additional conference calls and in-person meetings may be scheduled at the discretion of the Chair. Meetings are typically held on Thursday and Friday with business usually concluded by noon on Friday. All meetings are held in Washington, DC.

Commissioners are expected to attend all meetings in person, view MACPAC’s work as a priority among their other professional commitments, and have the support of their employers to fulfill this obligation.

A virtual option is available for Commissioners in limited instances with advance notice provided to the Chair and executive director. MACPAC conducts most of its business in public session and the presence of all Commissioners is important to its ability to fulfill its mandate, including a deliberative process for developing, agreeing on, and voting on recommendations to Congress, the Secretary of the Department of Health and Human Services, and the states.

Commissioners are expected to come to meetings having reviewed the written materials and prepared to discuss critical issues and to share their views on agenda items. Review of written materials should focus on the accuracy and scope of the analysis and assess the extent to which more evidence is needed to support a Commission decision.

Materials are generally sent out to Commissioners by email a week in advance. Typically, the executive director will also hold an optional one-hour conference call in advance of the meeting to brief Commissioners on the content of the meeting materials and answer any questions. This usually takes place on Friday afternoon the week before the meeting. The reading load varies across meetings but Commissioners generally report that reviewing the materials requires three to five hours prior to the meeting. These materials are confidential and should not be shared with others.

Commissioners are also expected to play an active role in reviewing products as they are readied for public distribution. This includes providing written comments on draft chapters for MACPAC’s statutorily required reports and other MACPAC work such as comment letters drafted in response to proposed rulemaking. Such reviews may be needed at multiple points throughout the year, often in between MACPAC’s regularly scheduled meetings.

## Developing recommendations

The Commission makes recommendations to the Congress, the Secretary of the Department of Health and Human Services or the states. The Commission suggests specific Medicaid or State Children’s Health Insurance Program (CHIP) policy actions in response to a particular policy problem or question identified through the Commission’s analysis of data and evidence. Commissioners are expected to engage in the organization’s work with thoughtfulness and analytic rigor, bringing to the table their professional and personal experiences related to health care for low-income individuals, rather than as representatives of specific fields, associations, or organizations. A summary of all prior MACPAC recommendations is available on the [MACPAC website](https://www.macpac.gov/).

The Commission’s authorizing statute requires that each member of the Commission vote on each recommendation and that a record of votes be included in its reports to Congress. The Commission’s conflict of interest policies (see below) provide for a review of reportable interests in advance of each vote to ensure that there are no conflicts of interest.

The Commission does not have a formal policy on how many votes are required to make a recommendation and in general works towards consensus although from time to time a small number of Commissioners may vote against a recommendation or abstain. To the extent that the Commission is heavily divided on a particular issue, it generally does not bring the matter to vote and instead uses its reports to provide a thorough analysis of pros, cons, and associated tradeoffs.

# External Engagement

## Public speaking and Congressional testimony

Commissioners are sometimes asked to speak on behalf of the Commission in public forums. **All such invitations should be referred to the Chair or executive director for approval in advance**. In particular, Commissioners should avoid situations in which, while they are identified as speaking on behalf of the Commission, their own personal or professional views go beyond what the Commission has publicly stated in reports, comment letters, and other forums. When speaking on Medicaid or CHIP topics, Commissioners should clarify that they are not speaking on behalf of the Commission, including in identification of their affiliation in program materials. When in doubt, Commissioners should accept such speaking engagements in their own personal or professional capacities, rather than as members of MACPAC.

When speaking on behalf of the Commission, it is inappropriate for Commissioners to accept any honoraria.

## Media Inquiries

Commissioners are sometimes approached by members of the press for comment about the Commission’s work. All such invitations should be referred to the Chair, executive director, and communications director. Commissioners should avoid situations in which, while they are identified as speaking on behalf of the Commission, their own personal or professional views go beyond what the Commission has publicly stated in reports, comment letters, and other forums. When approached by members of the press to speak on Medicaid topics, Commissioners should clarify that they are not speaking on behalf of the Commission. A statement such as, “I do not speak on behalf of the Medicaid and CHIP Payment and Access Commission. I should be identified by my affiliation with [fill in the blank]” is one option for handling such inquiries.

## Contributed articles, Op-eds, etc.

Commissioners often write journal articles or contribute articles to publications in the health care trade press or journals. Please discuss this with the Chair and executive director in advance. If the Commissioner lists their affiliation with the Commission, the article must include the following statement: ***This article does not represent the views of the Medicaid and CHIP Payment and Access Commission.***

## Conflict of interest

The Comptroller General has established a system by which Commissioners must disclose financial and other potential conflicts of interest. Such information must be updated annually. As noted above, the Commission also has its own internal policies to manage conflicts of interest. These policies are designed to work with the Comptroller General’s policies to avoid duplication in reporting. All reportable interests (paid or unpaid) are noted on the Commissioner bio section of the MACPAC website.

Commissioners who work for organizations that contract with MACPAC may not be bid on projects or participate in tasks on awarded contracts.

## Compensation

Consistent with MACPAC’s authorizing statute, Commissioners are paid a daily rate pegged to level IV of the federal Executive Schedule for each day of meeting attendance plus one day for preparation associated with each meeting they attend. Commissioners choosing to waive compensation must sign a form to document their decision.

## Travel

MACPAC pays for Commissioner travel (airfare, hotel, ground transportation, per diem, and other miscellaneous expenses) consistent with federal travel regulations. Because such regulations are meant to ensure the best value to the government, Commissioners may not always be able to secure the routes or class to which they are accustomed. Hotel reservations are typically made for Commissioners by MACPAC staff; plane and train reservations should be made using MACPAC’s designated travel agency. Rules and procedures for making such arrangements are shared with Commissioners upon appointment.

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