

## 2021 Health Equity Workgroup Charter

### WORKGROUP RESPONSIBILITIES

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The 2021 Health Equity Workgroup (Workgroup), in response to the Standing Advisory Committee's (SAC) desire to explore MHBE's role in addressing health disparities, will work to develop recommendations for MHBE.

### WORKGROUP MEETINGS

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The below section contains information relevant to the business of the Workgroup meetings. All meetings of the Workgroup are open to the public.

Location, Time, and Notice The Workgroup will meet on the following dates and locations:

- August 31, 3pm - 4:30pm  
via Google Meets
- September 10, 1pm - 2:30pm  
via Google Meets
- September 24, 1pm - 2:30pm  
via Google Meets
- October 8, 1pm - 2:30pm  
via Google Meets
- October 22, 1pm - 2:30pm  
via Google Meets
- November 5, 1pm - 2:30pm  
via Google Meets
- November 19, 1pm - 2:30pm  
via Google Meets

Reasonable notice of all meetings, stating the time and place, shall be given to each Member by electronic mail. Reasonable notice of all meetings shall be provided to the public by posting on the MHBE website:

<https://www.marylandhbe.com/policy/work-groups/health-equity-work-group/>

Order of Business Generally, the agenda/order of business at meetings of the Workgroup shall be as follows:

- (a) Calling the meeting to order
- (b) Consideration and approval of minutes of previous Workgroup meeting

- (c) Consideration of the topic/questions presented before the Workgroup
- (d) Determination of recommendations from the general Workgroup body – including identification of recommendations
- (e) Public comments
- (f) Adjournment

Quorum A simple majority of the Members shall constitute a quorum at any meeting for the conduct of the business of the Workgroup.

Participation in Meetings Members will attend meetings via web conference. Members participating by such means shall count for quorum purposes, and their support for recommendations shall be included so long as their participation is included in attendance.

Support of Recommendations Members are entitled to voice support for recommendations for a given topic presented to the Workgroup. Support for each recommendation will be included in the meeting minutes at the member level.

#### CO-CHAIRS OF THE WORKGROUP

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The members of the Workgroup shall elect co-chairs. The elected co-chairs' terms shall last for the duration of the Workgroup. In addition to presiding at meetings, the co-chairs shall take an active role in determining the policy recommendations from the general body, preside over vote counting for recommendations, and shall work with MHBE to determine actions items required of MHBE support resources.

#### MEMBERSHIP & MEMBER RESPONSIBILITIES

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The Workgroup consists of representatives from authorized QHP Issuers, consumer/policy advocates, state government representatives, providers, and academic experts.

Members are expected to lend their expertise, in good faith, to meet the goals of the Workgroup.

MHBE Policy and Plan Management will make resources available to provide technical/administrative assistance to the Workgroup.

#### FINAL WORKGROUP REPORT

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The Workgroup's discussions shall help inform the development of health equity recommendations for MHBE.