

PUBLIC COMMENT POLICY

- 1) **Purpose.** The Board of Directors believes that public involvement in the policymaking process is the best way to develop sound policy and encourage public understanding of and participation in MNsure's activities. To that end, this policy provides a process by which MNsure may solicit public comment when solicitation of public comment is not required by law.
- 2) **Applicability.** This policy applies when MNsure desires to seek public comment. However, when the MNsure Board is considering adopting a policy, procedure or other statement that would qualify as a "rule," as defined in Minn. Stat. § 14.02, subd. 4, it must follow the process outlined in Minn. Stat. § 62V.05, subd. 8 prior to adoption of the rule.
- 3) **Roles and Responsibilities.** The Board or the Executive Director may determine when to seek public comment with respect to a matter that is subject to this Public Comment Policy. If the Executive Director seeks public comment under this Policy, (s)he will determine whether to present the matter to the Board for its review prior to publishing the request for public comment.
- 4) **Public Comment at Board Meetings.**
 - a) **Anticipation of the Need for Public Comment at Board Meetings.** In developing the agenda for any Board meeting, the Board will consider whether any proposed agenda items would benefit from public comment during the Board meeting. Whenever possible, the Board will notify the public of its intentions to seek public comment when giving notice of the meeting.
 - b) **Procedure.** The Board of Directors of MNsure may devote a portion of each Board meeting to public comment or may call meetings designated specifically for receiving comments from the public on issues relevant to MNsure. The Chair of the Board and the Executive Director will establish the amount of time to be devoted to public comment, if any, at each Board meeting and whether meetings should be called to specifically collect comments from the public on particular issues.
- 5) **Other Methods of Gathering Public Comment:**
 - a) **Notice to the Public.** The Board and/or Executive Director may, in their discretion, seek public input on any matter using any method that is convenient and meets the MNsure's time constraints relative to the decision under consideration. Permissible methods include, but are not limited to:
 - i) Publishing the question, issue, or policy on the MNsure website and soliciting comments within a specified time frame;



- ii) Publishing the question, issue, or policy through the state register and soliciting comments within a specified time frame;
 - iii) Posing the question via the MNSure listserv and soliciting comments within a specified time frame;
 - iv) Convening a public meeting of interested stakeholders; and/or
 - v) Using social media sources (e.g., Twitter, Facebook) to solicit public comment.
- b) Collecting or Receiving Public Comments. For all public comments solicited under this policy other than those provided during a meeting, MNSure will accept comments by email, fax, or hard copy. However, MNSure will encourage members of the public to provide comments through an online portal on the MNSure website or through a centralized comment submission procedure, such as an email address created for that purpose.
- c) Consideration of Comments. When comments are submitted in writing, the Executive Director will assign a member of MNSure's staff to read and consider every comment submitted and post all comments received on its website within 7 days of the end of the comment time frame specified in the request, unless the Executive Director grants an extension for good cause. At the Board's request, the Executive Director will assign a member of MNSure's staff to prepare a written summary of such comments.
- d) Unsolicited Public Comments. The Board, together with the Executive Director, will provide a mechanism whereby consumers may give feedback on any matter relevant to MNSure. When a member of the public provides unsolicited feedback, the Executive Director (or his/her designee) may decide how to handle those comments.

BOARD CHAIR APPROVAL

Date 6/12/13 Signature Brian K Bensch