

MNsure

DRAFT Public Comment Policy

- 1) Purpose. MNsure 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 does not apply to rules for which Minnesota Statute § 62V.05, subd, 8 requires notice and public comment prior to adoption. Under this policy, MNsure may solicit public comment on other types of questions, issues, or policies, using the processes described below.
- 3) Roles and Responsibilities. The Executive Director will determine when to seek public comment with respect to a question, issue, or policy, that is subject to this Public Comment Policy. The Executive Director will determine whether to present the question, issue, or policy, to the Board for its review prior to publishing a request for public comment.
- 4) Public Comment at Board Meetings. The Board of Directors of MNsure may devote a portion of each Board meeting or call meetings designated specifically to 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 at Board meetings 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 Executive Director may, at his or her discretion, seek public input on any question, issue, or policy, using any method that is convenient and meets the time frame requirements of MNsure relative to the decision under consideration. Permissible methods include, but are not limited to:
 - i) Publishing the question, issue, or policy on the MNsure 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.
 - b) Collecting or Receiving Public Comments. For all public comments solicited under this policy other than those provided during a Board 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, a member of MNSure's staff assigned by the Executive Director must 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.