

**Alabama Medicaid Agency
Beneficiary Advisory Council (BAC)
Meeting Minutes**



Section 1. Meeting minutes summary

Meeting date	December 15, 2025	Start time	11:00 a.m.
Meeting format	Hybrid	End time	12:09 p.m.
Members present		Members absent	
1. Rynne Black – virtual 2. Caroline Carter – virtual 3. Kimberlee Harkins – virtual 4. Jodie Kilbourne – virtual 5. Melissa Masten – virtual 6. Alysa Reed-Hobbs – virtual 7. Cori Scott – virtual 8. Sharonica Turner – virtual 9. Member 2 – virtual 10. Member 3 – virtual 11. Member 4 - virtual		1. Darryle Powell	
Other meeting attendees			
1. Commissioner Timothy “Bo” A. Offord, Jr. 2. Deputy Commissioner Ginger Carmack 3. Deputy Commissioner Barry Cambron 4. Deputy Commissioner and CFO David McIntosh 5. Deputy Commissioner and CIO Mason Tanaka 6. Deputy Commissioner Judy Thomas 7. Henry Davis, III 8. Sheila Moody 9. F. Darlene Traffanstedt, MD 10. Melanie Cleveland 11. Jack Wanschek 12. Summer Macias 13. Leslie Moore			

Section 2. BAC recommendations and Alabama Medicaid Agency response

#	BAC Recommendations	Alabama Medicaid Agency Response
1	There were no member recommendations.	

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Section 3. Meeting minutes details

3.1 Start of the meeting

A quorum was met, and no conflicts of interest were disclosed.

3.2 Welcome from Medicaid Leadership

- Communications Director Melanie Cleveland welcomed the BAC members, provided the agenda, and gave housekeeping notes.
- Commissioner Bo Offord introduced himself, thanked BAC members, and shared the benefits of being on the BAC.
- Deputy Commissioner Mason Tanaka introduced himself, thanked, and welcomed the BAC members.
- CFO David McIntosh introduced himself.
- Deputy Commissioner Ginger Carmack introduced herself and explained program areas she leads.
- Chief Business Officer Sheila Moody introduced herself and explained areas she leads.
- Henry W. Davis, III introduced himself and explained areas he leads.
- Dr. Darlene Traffanstedt introduced herself and explained areas she leads.
- Deputy Commissioner Barry Cambron thanked BAC members and explained areas he leads.
- Deputy Commissioner Judy Thomas introduced herself and explained areas she leads.

3.3 Introductions

Melanie requested that forms and disclosures and a survey be completed by BAC members.

3.4 Background and BAC Overview

Melanie presented and explained the background and outcomes and reporting information on the corresponding slides. She then explained the BAC purpose, BAC operations, BAC meeting structure, and BAC meeting topics information on the slides.

3.5 Member Responsibilities

Melanie presented the roles and responsibilities and BAC member guidelines information on the corresponding slides.

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3.6 Next Steps

Melanie explained where to find materials and preparing for our next meeting information on the slides.

3.7 Action Items

- BAC members are asked to complete the Identification Preference Form and the Conflict of Interest Form.
- BAC members are asked to complete the survey by Friday, December 19, 2025.
- The Agency will determine date and time for upcoming February meeting based on survey results.

3.8 Adjournment

Meeting adjourned at 12:09 p.m.

Submitted by

Leslie Moore

Recording Secretary

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