

**Universal Service Administrative Company
Rural Health Care Committee Quarterly Meeting
Agenda**

<p>Tuesday, January 31, 2017 8:00 a.m. – 9:00 a.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <ul style="list-style-type: none"> A. Approval of Rural Health Care Committee Meeting Minutes of October 24, 2016. B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>. C. Routine Procurements: Deemed consideration and approval in <i>Executive Session</i>. <i>None</i>. D. Approval of Rural Health Care Support Mechanism 2nd Quarter 2017 Programmatic Budget and Demand Projection for the January 31, 2017 FCC Filing. 	5
Chair	a2. Recommendation for Election of Committee Chair and Vice Chair	5
Chris Smith	i1. Information on 17 USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports – <i>Executive Session Option</i>	10
Craig	<p>i2. Support Mechanism Business Update:</p> <ul style="list-style-type: none"> • Operational/2016 Results. • 2017 Initiatives/Goals. 	30

<u>EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Craig	a3. Approval of 2017 Annual Rural Health Care Support Mechanism Programmatic Budgets. – Confidential – <i>Executive Session Recommended</i> .	10

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, April 24, 2017 3:30 p.m. – 5:00 p.m. Eastern Time USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

RURAL HEALTH CARE COMMITTEE MEETING
Tuesday, January 31, 2017

MINUTES

The quarterly meeting of the Rural Health Care Committee (Committee) of the Universal Service Administrative Company (USAC) was held at USAC's offices in Washington, D.C. on Tuesday, January 31, 2017. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 8:00 a.m. Eastern Time, with a quorum of six of the eight Committee members present:

Brisé, Ronald – Vice Chair	Hernandez, Dr. Mike
Fontana, Brent	Kinser, Cynthia – <i>by telephone</i>
Henderson, Chris – Chief Executive Officer	Wibberly, Dr. Kathy – Chair

Ms. Oliva Wein joined the meeting at 8:05 a.m. Eastern Time. She voted on and participated in the discussion of all items. Mr. Atilla Tinic joined the meeting at 8:48 a.m. Eastern Time. He did not vote on or participate in the discussion of items a1, a2, i1 and i2.

Other Board of Directors (Board) members and officers of the corporation present:

Bocher, Bob – Member of the Board
Buzacott, Alan – Member of the Board
Davis, Craig – Vice President of Schools and Libraries and Acting Vice President of Rural Health Care
Domenech, Dr. Dan – Member of the Board
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hays, Kate – Vice President of Stakeholder Engagement
Lubin, Joel – Member of the Board
Mason, Ken – Member of the Board
Robinson, Vickie – Vice President, General Counsel and Assistant Secretary
Salvator, Charles – Vice President of Finance and Chief Financial Officer
Scott, Wayne – Vice President of Internal Audit
Shah, Hemang – Vice President of Strategy and Change Management
Sweeney, Mark – Chief Operating Officer
Talbot, Dr. Brian – Member of the Board
Taylor, Pete – Vice President of Information Technology and Chief Information Officer

Others present:

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Berkland, Kristin	Bradley Berkland Hagen & Herbst
Bethel, Tameca	USAC
Brown, Eric	California Telehealth Network
Carter, Devent	USAC
Delmar, Teleshia	USAC
Eltgroth, Deborah	USAC
Gross Guinan, Gabriela	USAC
Johnson, William	USAC
Kil, Benny	USAC
King, Lauren	USAC
Lutz, Corey	USAC
McNeff, Kristina	USAC
Miller, Jack	Solix, Inc.
Mitchell, Jeff	Lukas, Nace, Gutierrez & Sachs
Nuzzo, Patsy	USAC
Park, Sang	USAC
Rogers, Camelia	Telehealth Funding Connection, LLC
Rovetto, Ed	USAC
Royston, Geordi	California Telehealth Network
Schrieber, Johnnay	USAC
Schwartzman, Rebecca	USAC
Smith, Chris	USAC
Theobald, Fred	USAC
Theodoropoulos, Nikoletta	USAC
Zielaski, Daniel	USAC

OPEN SESSION

- a1. Consent Items.** Dr. Wibberly presented this item to the Committee.
- A. Committee meeting minutes of October 24, 2016.
 - B. Approval for discussing in *Executive Session* agenda item:
 - (1) **a3** – Action on 2017 Annual Rural Health Care Support Mechanism Budget. USAC management recommends that this item be discussed in *Executive Session* because this matter relates to USAC’s *procurement strategy and contract administration*.
 - C. Routine Procurements: Deemed consideration and approval in *Executive Session*: None.

- D. Approval of Rural Health Care Support Mechanism 2nd Quarter 2017 Programmatic Budget and Demand Projection for the January 31, 2017 FCC Filing.

The Committee is requested to approve the 2nd Quarter 2017 (2Q2017) programmatic budget and demand projection for the Rural Health Care (RHC) Support Mechanism for submission to the FCC in USAC's January 31, 2017 quarterly filing. Resolutions approving the budgets are provided below.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee hereby approves the Committee meeting minutes of October 24, 2016, and discussion in *Executive Session* of the 2017 annual Rural Health Care Support Mechanism Budget; and

- a2. **Recommendation for Election of Committee Chair and Vice Chair.** Mr. Feiss presented this item to the Committee.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolutions:

RESOLVED, that the USAC Rural Health Care Committee recommends that the USAC Board of Directors elect **Dr. Kathy Wibberly** as Chair and **Ronald Brisé** as Vice Chair of the Committee for a term that begins immediately upon the adoption of this resolution by the Board and ends when a successor to the Chair and/or Vice Chair has been elected, when the Chair or Vice Chair resigns from the Committee or the Board, is removed by resolution of the Board, or is no longer a member of the Board.

- i1. **Information on 17 USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports.** Ms. LaToya Anderson, Supervisor of Internal Audit, presented this item for discussion.

- i2. **Support Mechanism Business Update.** Mr. Davis presented this item for discussion:

- Operational/2016 Results.
- 2017 Initiatives/Goals.

At 8:48 a.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

To expedite navigation, please use the bookmarks located in the Navigation Pane.

- a3. Approval of 2017 Annual Rural Health Care Support Mechanism Programmatic Budgets.** Mr. Davis presented this item to the Committee for discussion.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED that the USAC Rural Health Care Committee approves an annual 2017 Rural Health Care Support Mechanism operations budget of \$7.17 million.

At 9:12 a.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that in *Executive Session*, the Committee discussed and voted on item a3. On a motion duly made and seconded, the Committee adjourned at 9:12 a.m. Eastern Time.

/s/ Vickie Robinson
Assistant Secretary

**Universal Service Administrative Company
Rural Health Care Committee Quarterly Meeting Agenda**

<p>Monday, April 24, 2017 1:00 p.m. – 2:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <ul style="list-style-type: none"> A. Approval of Rural Health Care Committee Meeting Minutes of January 31, 2017. B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>. C. Routine Procurements: Deemed consideration and approval in <i>Executive Session</i>. <i>None</i>. D. Approval of Rural Health Care Support Mechanism 3rd Quarter 2017 Programmatic Budget and Demand Projection for the May 2, 2017 FCC Filing. 	5
Chris Smith	<p>i1. Information on Three USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports – <i>Executive Session Option</i></p>	5
Karen	<p>i2. Support Mechanism Business Update:</p> <ul style="list-style-type: none"> • Business Review. • Operational Metrics. • Update on Key Initiatives. 	50

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, July 24, 2017 3:30 p.m. – 5:00 p.m. Eastern Time USAC Offices, Washington, DC</p>

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

RURAL HEALTH CARE COMMITTEE MEETING
Monday, April 24, 2017

MINUTES

The quarterly meeting of the Rural Health Care Committee (Committee) of the Universal Service Administrative Company (USAC) Board of Directors was held at USAC's offices in Washington, D.C. on Monday, April 24, 2017. Mr. Ronald Brise', Committee Vice Chair, called the meeting to order at 1:07 p.m. Eastern Time, with a quorum of seven of the eight Committee members present:

Brisé, Ronald – Vice Chair
Henderson, Chris – CEO
Hernandez, Dr. Mike
Kinser, Cynthia

Tinic, Atilla
Wibberly, Dr. Kathy – Chair – *by telephone*
Wein, Olivia

Members of the Committee not present:

Fontana, Brent

Other Board of Directors (Board) members and officers of the corporation present:

Bocher, Bob – Member of the Board
Buzacott, Alan – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Lifeline
Gerst, Matthew – Member of the Board
Hays, Kate – Vice President of Stakeholder Engagement
Lee, Karen – Vice President of Rural Health Care
Poulin, Chera – Vice President of People, Culture and Change
Robinson, Vickie – Vice President, General Counsel and Assistant Secretary
Salvator, Charles – Vice President of Finance, Chief Financial Officer and Assistant Treasurer
Scott, Wayne – Vice President of Internal Audit
Shah, Hemang – Vice President of Strategy and Change Management
Sweeney, Mark – Chief Operating Officer
Taylor, Pete – Vice President of Information Technology and Chief Information Officer

Others present:

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Anderson, Latoya	USAC
Bethel, Tameca	USAC
Boler, Natasha	USAC
Carpenter, Nikki-Blair	USAC
Costa, Paloma	USAC
Daniels, Michael	USAC
Delmar, Teleshia	USAC
Gross Guinan, Gabriela	USAC
Karmarkar, Radhika	FCC
Kil, Benny	USAC
King, Lauren	USAC
Lear, Kathleen	MFS
Lechter, Jonathan	FCC
Litman, Travis	FCC
Mattey, Carol	Mattey Consulting
Miller, Jack	Solix, Inc.
Mitchell, Jeff	Lukas, Nace, Gutierrez & Sachs
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Schwerz, Tory	USAC
Smith, Chris	USAC
Veith, Lisa	MFS
Vestergaard, Phil	USAC
Voth, Cara	FCC

OPEN SESSION

a1. Consent Items. Mr. Brisé presented this item to the Committee.

- A. Committee meeting minutes of January 31, 2017.
- B. Approval for discussing in *Executive Session* agenda item: None.
- C. Routine Procurements: Deemed consideration and approval in *Executive Session*: None.
- D. Approval of Rural Health Care Support Mechanism 3rd Quarter 2017 Programmatic Budget and Demand Projection for the May 2, 2017 FCC Filing.

The Committee is requested to approve the 3rd Quarter 2017 (3Q2017) programmatic budget and demand projection for the Rural Health Care

(RHC) Support Mechanism for submission to the FCC in USAC's May 2, 2017 quarterly filing.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee hereby approves the Committee meeting minutes of January 31, 2017; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee approves a 3rd Quarter 2017 programmatic operating budget for the Rural Health Care Support Mechanism of \$1.93 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$1.93 million for Rural Health Care Support Mechanism administrative costs in the required May 2, 2017 filing to the FCC on behalf of the Committee; and

RESOLVED, that the USAC Rural Health Care Committee, having reviewed at its meeting on April 24, 2017, a summary of the 3rd Quarter 2017 Rural Health Care Support Mechanism demand estimate, including administrative costs, hereby directs USAC staff to proceed with the required May 2, 2017 filing to the FCC. USAC staff may make adjustments if the variance is equal to or less than \$1.0 million, or may seek approval from the Rural Health Care Committee Chair to make adjustments if the variance is greater than \$1.0 million, but not more than \$2.0 million.

- i1. **Information on Three USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports.** Mr. Chris Smith, Senior Manager of Internal Audit, presented this item for discussion.
- i2. **Support Mechanism Business Update.** Ms. Lee presented this item for discussion:
 - Business Review.
 - Operational Metrics.
 - Update on Key Initiatives.

On a motion duly made and seconded, the Committee adjourned at 1:49 p.m. Eastern Time.

/s/ Vickie Robinson
Assistant Secretary

To expedite navigation, please use the bookmarks located in the Navigation Pane.

**Universal Service Administrative Company
Rural Health Care Committee Meeting
Agenda**

**Friday, May 5, 2017
1:30 p.m. – 2:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

ACTION ITEMS

Karen	a1. Consideration of Contract Award for Temporary Staffing to Support Review of Funding Year 2017 Rural Health Care Program Application – Confidential – <i>Executive Session Recommended.</i>
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Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, July 24, 2017
USAC Offices, Washington, D.C.**

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

RURAL HEALTH CARE COMMITTEE MEETING
Friday, May 5, 2017

MINUTES

A meeting of the Rural Health Care Committee (Committee) of the Universal Service Administrative Company (USAC) was held at USAC's offices in Washington, D.C. on Friday, May 5, 2017. Dr. Kathy Wibberly, Chair, called the meeting to order at 1:32 p.m. Eastern Time, with a quorum of six of the eight Committee members present:

Brisé, Ronald – Vice Chair – *by telephone*
Kinsler, Cynthia – *by telephone*
Tinic, Atilla – *by telephone*
Wein, Olivia – *by telephone*
Wibberly, Dr. Kathy – Chair – *by telephone*

Dr. Mike Hernandez joined the meeting by telephone at 1:33 p.m. Eastern Time. He participated in the discussion and voted on item a1.

Members of the Committee not present:

Fontana, Brent

Other Board of Directors (Board) members and officers of the corporation present:

Robinson, Vickie – Vice President, General Counsel and Assistant Secretary
Lee, Karen – Vice President of Rural Health Care
Salvator, Charles – Vice President of Finance and Chief Financial Officer and Assistant Treasurer – *by telephone*
Talbott, Brian – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
King, Lauren	USAC
Nuzzo, Patsy	USAC

OPEN SESSION

- a1. Consideration of Contract Award for Temporary Staffing to Support Review of Funding Year (FY) 2017 Rural Health Care Program Applications.** Ms. Robinson recommended that discussion of this item be conducted in *Executive*

To expedite navigation, please use the bookmarks located in the Navigation Pane.

Session because this matter relates to USAC's *procurement strategy and contract administration*.

On a motion duly made and seconded and after discussion, the Committee moved into Executive Session at 1:34 p.m. Eastern Time.

EXECUTIVE SESSION

- a1. Consideration of Contract Award for Temporary Staffing to Support Review of Funding Year (FY) 2017 Rural Health Care Program Applications.** Ms. Lee presented this item for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to award competitively bid task orders for a not to exceed price of \$420,000, plus applicable taxes, for Rural Health Care temporary staffing and to award such task orders under the USAC Temporary Staff Augmentation Contract.

At 1:52 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that in *Executive Session*, the Committee discussed and took action on item a1. On a motion duly made and seconded, the Committee adjourned at 1:53 p.m. Eastern Time.

/s/ Vickie Robinson
Assistant Secretary

To expedite navigation, please use the bookmarks located in the Navigation Pane.

**Universal Service Administrative Company
Rural Health Care Committee Meeting
Agenda**

**Wednesday, May 31, 2017
4:00 p.m. – 5:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

EXECUTIVE SESSION

Karen	a1. Approval for the Rural Health Care Support Mechanism Revised 3rd Quarter 2017 Programmatic Demand Projection. – Confidential – <i>Executive Session Recommended.</i>
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Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, July 24, 2017
1:00 p.m. – 2:00 p.m. Eastern Time
USAC Offices, Washington, D.C.**

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

RURAL HEALTH CARE COMMITTEE MEETING
Wednesday, May 31, 2017

MINUTES

A meeting of the USAC Board of Directors (Board) Rural Health Care Committee (Committee) was held at USAC's offices in Washington, D.C. on Wednesday, May 31, 2017. Dr. Kathy Wibberly, Chair, called the meeting to order at 4:10 p.m. Eastern Time, with five of the eight Committee members present:

Brisé, Ronald – Vice Chair – *by telephone*
Hernandez, Dr. Mike – *by telephone*
Kinser, Cynthia – *by telephone*
Robinson, Vickie – Acting CEO General Counsel, and Assistant Secretary
Wibberly, Dr. Kathy – Chair – *by telephone*

Members of the Committee not present:

Fontana, Brent
Tinic, Atilla
Wein, Olivia

Other Board members and officers of the corporation present:

Lee, Karen – Vice President of Rural Health Care
Lubin, Joel – Member of the Board – *by telephone*
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer – *by telephone*
Sweeney, Mark – Chief Operating Officer
Talbott, Dr. Brian – Member of the Board – *by telephone*

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Faunce, Donna	USAC
Gross Guinan, Gabriela	USAC
King, Lauren	USAC
Myers, Erica	USAC
Nuzzo, Patsy	USAC

OPEN SESSION

- a1. Approval of Rural Health Care Support Mechanism Revised 3rd Quarter 2017 Programmatic Demand Projection.** Ms. Robinson recommended that discussion of this item be conducted in *Executive Session* because this matter may include *pre-decisional matters pending before the FCC*.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee hereby approves the Committee discussing this item in *Executive Session*.

At 4:11 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

- a1. Approval of Rural Health Care Support Mechanism Revised 3rd Quarter 2017 Programmatic Demand Projection.** Ms. Lee presented this item to the Committee for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee, having reviewed at its meeting on May 31, 2017, a summary of the revised 3rd Quarter 2017 Rural Health Care Support Mechanism demand estimate, including administrative costs, hereby directs USAC staff to proceed with its filing to the FCC on or before June 1, 2017. USAC staff may make adjustments if the variance is equal to or less than \$1.0 million, or may seek approval from the Rural Health Care Committee Chair to make adjustments if the variance is greater than \$1.0 million, but not more than \$2.0 million.

At 4:42 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that in *Executive Session*, the Committee discussed and took action on item a1. On a motion duly made and seconded, the Committee adjourned at 4:42 p.m. Eastern Time.

/s/ Vickie Robinson
Assistant Secretary

**Universal Service Administrative Company
Rural Health Care Committee Quarterly Meeting Agenda**

<p>Monday, July 24, 2017 1:00 p.m. – 2:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 40px;">A. Approval of Rural Health Care Committee Meeting Minutes of April 24, 2017, May 5, 2017 and May 31, 2017.</p> <p style="padding-left: 40px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>.</p>	5
Karen	<p>a2. Approval of Rural Health Care Support Mechanism 4th Quarter 2017 Programmatic Budget and Demand Projection for the August 2, 2017 FCC Filing.</p>	10
Chris Smith	<p>i1. Information on One USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports – <i>Executive Session Option</i></p>	5
Karen	<p>i2. Rural Health Care Support Mechanism Business Update.</p>	30

<u>EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Karen	<p>a3. Approval of Revised 2017 Annual Rural Health Care Support Mechanism Budget – Confidential – <i>Executive Session Recommended</i>.</p>	10

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, October 23, 2017 1:00 p.m. – 2:00 p.m. Eastern Time USAC Offices, Washington, DC</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

RURAL HEALTH CARE COMMITTEE MEETING
Monday, July 24, 2017

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the Universal Service Administrative Company (USAC) Board of Directors was held at USAC's offices in Washington, D.C. on Monday, July 24, 2017. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:08 p.m. Eastern Time, with all eight Committee members present:

Brisé, Ronald – Vice Chair
Fontana, Brent – *by telephone*
Hernandez, Dr. Mike
Kinser, Cynthia
Robinson, Vickie – Acting Chief Executive Officer, General Counsel and Assistant Secretary
Tinic, Atilla
Wibberly, Dr. Kathy – Chair
Wein, Olivia

Other Board of Directors (Board) members and officers of the corporation present:

Bocher, Bob – Member of the Board
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Lee, Karen – Vice President of Rural Health Care
Lubin, Joel – Member of the Board
Poulin, Chera – Vice President and Chief Human Resources Officer
Salvator, Charles – Vice President of Finance, Chief Financial Officer and Assistant Treasurer
Scott, Wayne – Vice President of Internal Audit
Shah, Hemang – Vice President of Enterprise Portfolio Management
Sweeney, Mark – Chief Operating Officer
Talbott, Brian – Member of the Board

Others present:

NAME

COMPANY

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Anderson, Jarnice	USAC
Augustino, Steve	Kelley, Drye & Warren, LLP
Bethel, Tameca	USAC
Buchanan, Elena	USAC
Carpenter, Nikki-Blair	USAC
Conteras, Jennifer	USAC
Daniels, Michael	USAC
Delmar, Teleshia	USAC
Faunce, Donna	USAC
Hutchinson, Kyle	USAC
Kil, Benny	USAC
King, Lauren	USAC
Lear, Kathleen	Maximus
Litman, Travis	FCC
Miller, Jack	Solix, Inc.
Nuzzo, Patsy	USAC
Park, Sang	USAC
Rovetto, Ed	USAC
Schwetz, Tori	USAC
Sequin, Eric	Solix, Inc.
Smith, Chris	USAC
Theodoropoulos, Nikoletta	USAC
Turner, Reggie	Maximus
Vestergaard, Phil	USAC
Wise, Preston	FCC

OPEN SESSION

a1. Consent Items. Dr. Wibberly presented this item to the Committee.

- A. Approval of Rural Health Care Committee Meeting Minutes of April 24, 2017, May 5, 2017 and May 31, 2017.
- B. Approval for discussing in *Executive Session* agenda item:
 - (1) **a3** – Approval of Revised 2017 Annual Rural Health Care Support Mechanism Programmatic Budget. USAC management recommends that discussion of this item be conducted in *Executive Session* because the item relates to USAC's *procurement strategy and contract administration*.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee hereby approves the Committee meeting minutes of April 24, 2017, May 5, 2017, and May 31, 2017 and discussion in *Executive Session* of the item noted above.

- a2. Approval of Rural Health Care Support Mechanism 4th Quarter 2017 Programmatic Budget and Demand Projection for the August 2, 2017 FCC Filing.** Ms. Lee presented this item for consideration.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee approves a 4th Quarter 2017 programmatic operating budget for the Rural Health Care Support Mechanism of \$1.70 million; and

RESOLVED, that the USAC Rural Health Care Committee, having reviewed at its meeting on July 24, 2017, a summary of the 4th Quarter 2017 Rural Health Care Support Mechanism demand estimate, including administrative costs, hereby directs USAC staff to proceed with the required August 2, 2017 filing to the FCC. USAC staff may make adjustments if the variance is equal to or less than \$1.0 million, or may seek approval from the Rural Health Care Committee Chair to make adjustments if the variance is greater than \$1.0 million, but not more than \$2.0 million.

- i1. Information on One USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Report.** Mr. Smith, Senior Manager of Internal Audit, presented this item for discussion.
- i2. Rural Health Care Support Mechanism Business Update.** Ms. Lee presented this item for discussion. She provided the Committee with information regarding the Rural Health Care (RHC) Funding Year (FY) 2017 applications and the status of the 2017 application review process, as well as a summary of three new FCC Orders, and a general program administration update. Ms. Lee shared that over 16,000 applications had been received for FY2017, and that the RHC team is committed to finalizing reviews as quickly as possible. The RHC Committee also received information regarding key RHC organization personnel and improvements to RHC-related outreach.

At 1:53 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

a3. Approval of Revised 2017 Annual Rural Health Care Support Mechanism Budget. Ms. Lee presented this item for consideration.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee approves a revised 2017 annual Rural Health Care programmatic operating budget of \$6.82 million.

At 1:55 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that in *Executive Session*, the Committee took action on item a3. On a motion duly made and seconded, the Committee adjourned at 1:55 p.m. Eastern Time.

/s/ Vickie Robinson
Assistant Secretary

**Universal Service Administrative Company
Rural Health Care Committee Quarterly Meeting Agenda**

<p>Monday, October 23, 2017 1:00 p.m. – 2:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
--

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 20px;">A. Approval of Rural Health Care Committee Meeting Minutes of July 24, 2017.</p> <p style="padding-left: 20px;">B. Approval of moving all Executive Session items into Executive Session.</p>	5
Karen	<p>a2. Approval of Rural Health Care Support Mechanism 1st Quarter 2018 Programmatic Budget and Demand Projection for the November 2, 2017 FCC Filing.</p>	10
Karen	<p>i1. Rural Health Care Support Mechanism Business Update.</p>	30

<u>EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Karen	<p>i2. Information on Preliminary 2018 Annual Rural Health Care Support Mechanism Budget – Confidential – <i>Executive Session Recommended.</i></p>	10

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, January 29, 2018 1:00 p.m. – 2:00 a.m. USAC Offices, Washington, D.C.</p>

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

RURAL HEALTH CARE COMMITTEE MEETING
Monday, October 23, 2017

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the Universal Service Administrative Company (USAC) Board of Directors was held at USAC's offices in Washington, D.C. on Monday, October 23, 2017. Mr. Ronald Brisé, Committee Vice Chair, called the meeting to order at 1:00 p.m. Eastern Time, with five of the eight Committee members present:

Brisé, Ronald – Vice Chair
Kinser, Cynthia
Robinson, Vickie – Acting Chief Executive Officer, General Counsel and Assistant Secretary
Tinic, Atilla
Wein, Olivia

Members of the Committee not present:

Fontana, Brent
Hernandez, Dr. Mike
Wibberly, Dr. Kathy – Chair

Other Board of Directors (Board) members and officers of the corporation present:

Bocher, Bob – Member of the Board
Buzacott, Alan – Member of the Board
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Lifeline
Gerst, Matthew – Member of the Board
Jacobs, Ellis – Member of the Board
Lee, Karen – Vice President of Rural Health Care
Lubin, Joel – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer and Assistant Treasurer
Scott, Wayne – Vice President of Internal Audit
Sweeney, Mark – Chief Operating Officer

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

Talbott, Dr. Brian – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Anderson, Jarnice	USAC
Augustino, Steve	Kelley, Drye & Warren, LLP
Beckford, Ernesto	USAC
Bethel, Tameca	USAC
Boulanger, Terry	New Mexico Telehealth Alliance
Daniels, Michael	USAC
Das, Soumitra	FCC
Delmar, Teleshia	USAC
Guinan, Gabriela Gross	USAC
Karmarkar, Radhika	FCC
Lechter, Jonathan	FCC
Lutz, Corey	USAC
Marjani, Regina	USAC
Mattey, Carol	Mattey Consulting
Mohammed, Rehana	USAC
Nuzzo, Patsy	USAC
Park, Sang	USAC
Parmentier, Peter	USAC
Pomponio, Carol	FCC
Rogers, Camelia	Telehealth Funding Connection
Schwetz, Tori	USAC
Smith, Chris	USAC
Theodoropoulos, Nikoletta	USAC
Vestergaard, Phil	USAC
Voth, Cara	FCC
Wise, Preston	FCC

OPEN SESSION

- a1. Consent Items.** Mr. Brisé presented this item to the Committee.
- A. Approval of Rural Health Care Committee Meeting Minutes of July 24, 2017.
 - B. Approval for discussing in *Executive Session* agenda item:
 - (1) **i2** -- Information on Preliminary 2018 Annual Rural Health Care Support Mechanism Budget. USAC management recommends that discussion of this item be conducted in Executive Session because this item relates to USAC's *procurement strategy and contract administration*.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee hereby approves the Committee meeting minutes of July 24, 2017 and discussion in *Executive Session* of the item noted above.

- a2. Approval of Rural Health Care Support Mechanism 1st Quarter 2018 Programmatic Budget and Demand Projection for the November 2, 2017 FCC Filing.** Ms. Lee presented this item for consideration.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee approves a 1st Quarter 2018 programmatic operating budget for the Rural Health Care Support Mechanism of \$1.93 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee, having reviewed at its meeting on October 23, 2017, a summary of the 1st Quarter 2018 Rural Health Care Support Mechanism demand estimate, including administrative costs, hereby directs USAC staff to proceed with the required November 2, 2017 filing to the FCC. USAC staff may make adjustments if the variance is equal to or less than \$1.0 million, or may seek approval from the Rural Health Care Committee Chair to make adjustments if the variance is greater than \$1.0 million, but not more than \$2.0 million.

- ii. Rural Health Care Support Mechanism Business Update.** Ms. Lee and Ms. Theodoropoulos, Director of Rural Health Care, presented this item for discussion. The Committee was provided an update on the Rural Health Care (RHC) Funding Year (FY) 2017 applications, the status of the 2017 application review process, the consolidation of shared services, appeals, and fourth quarter goals and outreach. In addition, the Committee was provided with an overview of forthcoming FY 2018 filing window milestones and the RHC program's collaborative approach to outreach in preparation for the next funding year.

At 1:30 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

- i2. Information on Preliminary 2018 Annual Rural Health Care Support Mechanism Budget.** Ms. Lee presented this item for consideration noting that the final budget would be presented to the Committee for consideration at the January 2018 quarterly Rural Health Care Committee meeting.

At 1:35 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Brisé reported that in *Executive Session*, the Committee discussed item i2. On a motion duly made and seconded, the Committee adjourned at 1:36 p.m. Eastern Time.

/s/ Ellis Jacobs
Secretary