

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

<p>Monday, January 29, 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> <p style="padding-left: 20px;">A. Approval of Rural Health Care Committee Meeting Minutes of October 23, 2017.</p> <p style="padding-left: 20px;">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 2nd Quarter 2018 Programmatic Budget and Demand Projection for the January 31, 2018 FCC Filing.</p>	5
Chair	<p>a3. Recommendation for Election of Committee Chair and Vice Chair.</p>	5
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. Rural Health Care Support Mechanism Business Update Continued – Confidential – Executive Session Recommended.</p>	10
Karen	<p>a4. Approval of 2018 Annual Rural Health Care Support Mechanism Programmatic Budgets. – Confidential – Executive Session Recommended.</p>	10

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, April 23, 2018 1:00 p.m. – 2:00 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
Monday, January 29, 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, January 29, 2018. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:06 p.m. Eastern Time, with all eight Committee members present:

Brisé, Ronald – Vice Chair
Fontana, Brent – *by telephone*
Hernandez, Dr. Mike
Kinser, Cynthia

Sekar, Radha – Chief Executive Officer
Tinic, Atilla
Wein, Olivia
Wibberly, Dr. Kathy – Chair

Mr. Fontana did not vote on item a4, having left the meeting at 1:57 p.m. Eastern Time.

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

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
Gillan, Joe – Member of the Board
Mason, Ken – 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
Wade, Joan – Member of the Board

Others present:

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
Anderson, Latoya	USAC
Ayer, Catriona	USAC
Beckford, Ernesto	USAC
Bethel, Tameca	USAC
Butler, Stephen	USAC
Carpenter, Nikki-Blair	USAC
Delmar, Teleshia	USAC
Gerensky, Mitko	USAC
Guinan, Gabriela Gross	USAC
Gustafson, Jaymie	USAC
Hughet, Pamela	USAC
Hutchinson, Kyle	USAC
Karmarkar, Radhika	FCC
Kil, Benny	USAC
Mattey, Carol	Mattey Consulting LLC
Miller, Arielle	USAC
Mohammed, Rehana	USAC
Nuzzo, Patsy	USAC
Pradhan, Saumya	USAC
Rogers, Camelia	Telehealth Funding Connection
Roth, Arielle	FCC
Schwetz, Tori	USAC
Smith, Chris	USAC
Talbott, Dr. Brian	Dimensional Learning Solutions, LLC
Theodoropoulos, Nikoletta	USAC
Vestergaard, Phil	USAC
Voth, Cara	FCC

OPEN SESSION

- a1. Consent Items.** Dr. Wibberly presented this item to the Committee.
- A. Approval of Rural Health Care Committee Meeting Minutes of October 23, 2017.
 - B. Approval for discussing in *Executive Session* agenda item:
 - (1) **i2** – Rural Health Care Support Mechanism Business Update
Continued – Confidential – *Executive Session Recommended*.
USAC management recommends this item be discussed in *Executive Session* because this matter relates to discussion of *internal rules and procedures* concerning the administration of the universal service support mechanisms where discussion of the

matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

- (2) **a4** – Approval of 2018 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*.

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: (1) the Committee meeting minutes of October 23, 2017, and (2) discussion in *Executive Session* of the item noted above.

- a2. Approval of Rural Health Care Support Mechanism 2nd Quarter 2018 Programmatic Budget and Demand Projection for the January 31, 2018 FCC Filing.** Ms. Lee presented this item for consideration.

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

RESOLVED, that the USAC Rural Health Care Committee approves a 2nd Quarter 2018 Rural Health Care Support Mechanism operating budget of \$1.84 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee, having reviewed at its meeting on January 29, 2018, a summary of the 2nd Quarter 2018 Rural Health Care Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required January 31, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Rural Health Care Support Mechanism 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 total variance is greater than \$1.0 million, but not more than \$2.0 million.

- a3. Recommendation for Election of Committee Chair and Vice Chair.** Mr. Mason, Chair of the Nominating Committee, provided the Nominating Committee’s recommendations for Chair and Vice Chair of the Rural Health Care Committee.

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

RESOLVED, that the USAC Rural Health Care Committee recommends that the USAC Board of Directors elect **Kathy Wibberly** as Chair and **Mike Hernandez** as Vice Chair of the Committee. The term for each position begins immediately upon the election to such position by the Board and ends at such time as the Chair or Vice Chair (as the case may be): (i) is replaced by a successor selected by the Board, (ii) resigns from the Committee or the Board, (iii) is removed by resolution of the Board, or (iv) is no longer a member of the Board (whichever comes first).

- i1. Rural Health Care Support Mechanism Business Update.** Ms. Lee and Ms. Rehana Mohammed, Senior Manager of Program Integrity, presented this item for discussion. The Committee was updated on Rural Health Care operational metrics, program integrity efforts, 2017 accomplishments, call center, and plans for the first half of 2018. Ms. Mohammed set forth a dynamic outreach strategy for 2018, to include already-executed trainings, webinars, and updates to the website designed to support applicants and recipients as they navigate the 2018 program. The Committee was interested in further discussions to better understand the status of Rural Health Care appeals.

At 1:54 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

- i2. Rural Health Care Support Mechanism Business Update Continued.** Ms. Lee presented this item for discussion.

- a4. Approval of 2018 Annual Rural Health Care Support Mechanism Programmatic Budgets.**

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 2018 annual Rural Health Care Support Mechanism operating budget of \$7.20 million.

At 2:06 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 item i2 and took action on a4. On a motion duly made and seconded, the Committee adjourned at 2:06 p.m. Eastern Time.

/s/ Ellis Jacobs
Secretary

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

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

**Friday, March 9, 2018
2:00 p.m. – 3:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

EXECUTIVE SESSION

Karen	i1. Rural Health Care State of Appeals – Confidential – <i>Executive Session Recommended.</i>
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Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, April 23, 2018
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
Friday, March 9, 2018

MINUTES¹

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 Friday, March 9, 2018. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 2:02 p.m. Eastern Time, with a quorum of six of the nine Committee members present:

Brisé, Ronald – <i>by telephone</i>	Sekar, Radha – CEO
Fontana, Brent – <i>by telephone</i>	Wein, Olivia – <i>by telephone</i>
Hernandez, Dr. Mike – <i>by telephone</i>	Wibberly, Dr. Kathy – <i>by telephone</i>

Members of the Committee not present:

Kinser, Cynthia
Tinic, Atilla

Other Board members and officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel and Assistant Secretary
Feiss, Geoff – Member of the Board
Gillan, Joe – Member of the Board
Lee, Karen – Vice President of Rural Health Care – *by telephone*
Lubin, Joel – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Benton, Brittany	USAC
Gross Guinan, Gabriela	USAC
King, Lauren	USAC
Miyazaki, Sakura	USAC
Nuzzo, Patsy	USAC
Schwetz, Tori	USAC

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.

OPEN SESSION

- i1. Rural Health Care State of Appeals.** Mr. Beckford recommended that discussion of this item be conducted in *Executive Session* because this matter relates to *discussion of internal processes and procedures and pre-decisional matters*.

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 discussing this item in *Executive Session*.

At 2:02 p.m. Eastern Time, the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

- i1. Rural Health Care State of Appeals.** Ms. Tori Schwetz, Manager, Rural Health Care, and Ms. Lee presented this item for discussion.

At 2:52 p.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 item i1. On a motion duly made and seconded, the Committee adjourned at 2:53 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

<p>Monday, April 23, 2018 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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OPEN SESSION	Presenter	<i>Estimated Duration in Minutes</i>
1. Rural Health Care Business Update	Karen	30
2. Rural Health Care Committee Approvals		
A. Consent Items		
1. Approval of Rural Health Care Committee Minutes of January 29, 2018 and March 9, 2018	Chair	5
2. Approval of Moving all Executive Session Items to Executive Session	Ernesto	
B. Approval of Rural Health Care Support Mechanism 3rd Quarter 2018 Programmatic Budget and Demand Projection for the May 2, 2018 FCC Filing	Karen	5

EXECUTIVE SESSION <i>Confidential – Executive Session Recommended</i>	Presenter	<i>Estimated Duration in Minutes</i>
3. Rural Health Care Business Update (<i>Continued</i>)		
4. Rural Health Care Committee Approvals		
A. Consideration of Contract Award for Temporary Staffing to Support Review of Funding Year 2018 Rural Health Care Program Applications.	Karen/ Craig	10
B. Approval of Revised Procedure for Handling Appeals Concerning the Rural Health Care Support Mechanism	Ernesto	10

Next USAC Rural Health Care Committee Meeting

<p>Monday, July 23, 2018 1:00 p.m. – 2:00 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 23, 2017

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, April 23, 2018. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:00 p.m. Eastern Time, with six of the eight Committee members present:

Hernandez, Dr. Mike – Vice Chair – <i>by telephone</i>	Tinic, Atilla
Kinsler, Cynthia	Wein, Olivia
Sekar, Radha – Chief Executive Officer	Wibberly, Dr. Kathy – Chair

Members of the Committee not present:

Fontana, Brent
Freeman, Sarah

Other Board members and officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel and Assistant Secretary
Beyerhelm Chris – Vice President of Enterprise Portfolio Management
Bocher, Bob – Member of the Board
Buzacott, Alan – Member of the Board
Davis, Craig – Vice President of Procurement and Strategic Sourcing
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
Gillan, Joe – Member of the Board
Holstein, Bob – Vice President and Chief Information Officer
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 Administrative 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.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Anderson, Jarnice	USAC
Ayer, Catriona	USAC
Bethel, Tameca	USAC
Braxton-Johnson, Kianna	USAC
Butler, Stephen	USAC
Carpenter, Nikki-Blair	USAC
Daniels, Joel	USAC
Guinan, Gabriela Gross	USAC
Gustafson, Jaymie	USAC
Hughet, Pamela	USAC
King, Lauren	USAC
Mattey, Carol	Mattey Consulting LLC
Miller, Arielle	USAC
Mitchell, Tamika	USAC
Mohammed, Rehana	USAC
Numa, Marcel	USAC
Nuzzo, Patsy	USAC
Park, Sang	USAC
Pradham, Saumya	FCC
Rogers, Camelia	Telehealth Funding Connection
Santana-Gonzalez, Jeanette	USAC
Schwetz, Tori	USAC
Squire, Matthew	USAC
Stauter, Erica	USAC
Tomlin, Nicole	USAC
Vestergaard, Phil	USAC
Voth, Cara – <i>by telephone</i>	FCC
Windhausen. John	SHLB
Winget, Jessica	Connection
Wise, Preston – <i>by telephone</i>	FCC

OPEN SESSION

All materials from Open Session can be found on the [USAC website](#).

1. Rural Health Care Business Update. Ms. Lee presented this item to the Committee.
2. **Rural Health Care Committee Approvals.** Dr. Wibberly presented the Consent Items for consideration.
 - A1. Committee meeting minutes of January 29, 2018 and March 9, 2018.

A2. Approval for discussing in *Executive Session* agenda items:

- (1) **3** – Rural Health Care Business Update (*Continued*). USAC management recommends this item be discussed in *Executive Session* because this matter relates to *specific internal controls, and/or confidential company data*.
- (2) **4A** – Consideration of Contract Award for Temporary Staffing to Support Review of Funding Year 2018 Rural Health Care Applications. USAC management recommends this item be discussed in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.
- (3) **4B** – Approval of Procedure for Handling Appeals Concerning the Rural Health Care Support Mechanism. USAC management recommends this item be discussed in *Executive Session* because this matter relates to *specific internal controls*.

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

RESOLVED, that the USAC Rural Health Care Committee hereby approves: (1) the Committee meeting minutes of January 29, 2018 and March 9, 2018; and (2) discussion in *Executive Session* of the agenda items noted above.

B. Approval of Rural Health Care Support Mechanism 3rd Quarter 2018 Programmatic Budget and Demand Projection for the May 2, 2018 FCC Filing. Ms. Lee presented this item to the Committee for consideration.

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

RESOLVED, that the USAC Rural Health Care Committee approves a 3rd Quarter 2018 Rural Health Care Support Mechanism direct program budget of \$1.76 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee, having reviewed at its meeting on April 23, 2018, a summary of the 3rd Quarter 2018 Rural Health Care Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required May 2, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Rural Health Care Support Mechanism is equal to or less than \$1 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$1 million, but not more than \$2 million.

At 1:32 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

3. Rural Health Care Business Update (*Continued*). Ms. Lee presented this item for discussion.

4. Rural Health Care Committee Approvals.

A. Consideration of Contract Award for Temporary Staffing to Support Review of Funding Year 2018 Rural Health Care Program Applications. Ms. Lee presented this item to the Committee 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, having reviewed the recommendation of USAC management, hereby authorizes USAC management to award competitively bid task orders under USAC's current IDIQ contracts for temporary staff augmentation for an amount not to exceed \$270,000 plus applicable taxes.

B. Approval of Revised Procedure for Handling Appeals Concerning the Rural Health Care Support Mechanism. Mr. Beckford presented this item to the Committee 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 adopts the procedures proposed by USAC management for the adjudication of appeals of USAC decisions relating to the Rural Health Care Support Mechanism.

At 2:02 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 item 3 and took action on items 4A and 4B. On a motion duly made and seconded, the Committee adjourned at 2:02 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

<p>Monday, July 23, 2018 1:00 p.m. – 2:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

OPEN SESSION	Presenter	<i>Estimated Duration in Minutes</i>
1. Rural Health Care Committee Approvals		
A Consent Items <ol style="list-style-type: none"> 1. Approval of Rural Health Care Committee Minutes of April 23, 2018 2. Approval of Moving all Executive Session Items to Executive Session 	Chair Ernesto	5
B Approval of Rural Health Care Support Mechanism 4th Quarter 2018 Programmatic Budget and Demand Projection for the August 2, 2018 FCC Filing	Mark	10
2. Information on One USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Report	Chris Smith	5
3. Rural Health Care Business Update	Mark	35

EXECUTIVE SESSION <i>Confidential – Executive Session Recommended</i>	Presenter	<i>Estimated Duration in Minutes</i>
4. Rural Health Care Business Update (<i>If Required</i>)	Mark	5

Next USAC Rural Health Care Committee Meeting

<p>Monday, October 29, 2018 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 23, 2018

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, July 23, 2018. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:08 p.m. Eastern Time, with all eight Committee members present:

Fontana, Brent – <i>by telephone</i>	Sekar, Radha – Chief Executive Officer
Freeman, Sarah	Tinic, Atilla
Hernandez, Dr. Mike – Vice Chair	Wein, Olivia
Kinser, Cynthia	Wibberly, Dr. Kathy – Chair

Other Board members and officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
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
Gillan, Joe – Member of the Board
Holstein, Bob – Vice President and Chief Information Officer
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 – Vice President of Rural Health Care

Others present:

<u>NAME</u>	<u>COMPANY</u>
Anderson, Jarnice	USAC
Anderson, Latoya	USAC
Ayer, Catriona	USAC

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.

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

<u>NAME</u>	<u>COMPANY</u>
Bethel, Tameca	USAC
Burgess, Melody	USAC
Butler, Stephen	USAC
Caparas, Mharibeth	USAC
Carpenter, Nikki-Blair	USAC
Delmar, Teleshia	USAC
Hughet, Pamela	USAC
Hutchinson, Kyle	USAC
King, Lauren	USAC
Kolachina, Roja	USAC
Lee, Lisa	USAC
Little, Chris	USAC
Lloyd, Pamela	USAC
Miller, Arielle	USAC
Mohammed, Rehana	USAC
Nuzzo, Patsy	USAC
Park, Sang	USAC
Richardson, Rashonda	USAC
Schwetz, Tori	USAC
Smith, Chris	USAC
Tawes, Pauline	USAC
Theodoropoulos, Nikoletta	USAC
Tomlin, Nicole	USAC
Voth, Cara	FCC
Wise, Preston	FCC

OPEN SESSION

All materials from Open Session can be found on the [USAC website](#).

1. Rural Health Care Committee Approvals. Dr. Wibberly introduced these items to the Committee for consideration.

A. Consent Items.

1. Approval of Rural Health Care Committee Minutes of April 23, 2018.
2. Approval of Moving all *Executive Session* Items to Executive Session.
Mr. Sweeney noted that the Executive Session item could be removed and discussed in open session.

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

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

RESOLVED, that the USAC Rural Health Care Committee hereby approves the Committee meeting minutes of April 23, 2018.

B. Approval of Rural Health Care Support Mechanism 4th Quarter 2018 Programmatic Budget and Demand Projection for the August 2, 2018 FCC Filing. Mr. Sweeney presented this item for consideration.

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

RESOLVED, that the USAC Rural Health Care Committee approves a 4th Quarter 2018 Rural Health Care Support Mechanism direct program budget of \$1.67 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee, having reviewed at its meeting on July 23, 2018, a summary of the 4th Quarter 2018 Rural Health Care Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required August 2, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Rural Health Care Support Mechanism is equal to or less than \$1 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$1 million, but not more than \$2 million.

2. Information on One USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Report. This report was provided for informational purposes. No discussion was held.

3. Rural Health Care Business Update. Mr. Sweeney presented this item to the Committee for discussion:

- Open items from the April Committee meeting.
- Major deliverable and areas of focus for 2018.
- Overview of significant program activities.
- Program operational status and efficiencies

At 2:01 p.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned.

/s/ Ernesto Beckford
Assistant Secretary

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

<p>Monday, October 29, 2018 4:00 p.m. – 5:00 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> <p style="padding-left: 20px;">A. Approval of Rural Health Care Committee Meeting Minutes of July 23, 2018</p> <p style="padding-left: 20px;">B. Approval of moving all Executive Session items into Executive Session</p>	5
Mark	<p>a2. Approval of Rural Health Care Support Mechanism 1st Quarter 2019 Programmatic Budget and Demand Projection for the November 2, 2018 FCC Filing</p>	10
Mark	<p>i1. Rural Health Care Support Mechanism Business Update</p>	30

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	<p>i2. Information on Preliminary 2019 Annual Rural Health Care Support Mechanism Budget</p>	15

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, January 28, 2019 1:00 p.m. – 2:00 p.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 29, 2018

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, October 28, 2018. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 4:14 p.m. Eastern Time, with all eight Committee members present:

Fontana, Brent	Sekar, Radha – Chief Executive Officer
Freeman, Sarah	Tinic, Atilla
Hernandez, Dr. Mike – Vice Chair	Wein, Olivia
Kinsler, Cynthia – <i>by telephone</i>	Wibberly, Dr. Kathy – Chair

Other Board members and officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
Gaither, Victor – Vice President of High Cost
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Holstein, Bob – Vice President and Chief Information Officer
Lubin, Joel – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Wade, Dr. Joan – Member of the Board
Wein, Olivia – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Anderson, Latoya	USAC
Bethel, Tameca	USAC
Butler, Stephen	USAC
Carpenter, Nikki-Blair	USAC
Contreras, Jennifer	USAC
Hughes, Pamela	USAC
Little, Chris	USAC

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.

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<u>NAME</u>	<u>COMPANY</u>
McCornac, Carolyn	USAC
Mitchell, Jeff	Lukas, LaFuria, Gutierrez & Sachs, LLP
Mitchell, Tamika	USAC
Mohammed, Rehana	USAC
Numa, Marcel	USAC
Nuzzo, Patsy	USAC
Park, Sang	USAC
Pilgrim, Lisa	USAC
Smith, Chris	USAC
Squire, Matt	USAC
Stauter, Erica	USAC
Tiwari, Tanya	USAC

OPEN SESSION

All materials from Open Session can be found on the [USAC website](#).

- a1. Consent Items.** Dr. Wibberly introduced these items to the Committee for consideration.
- A.** Approval of Rural Health Care Committee Minutes of July 23, 2018.
 - B.** Approval of Moving all *Executive Session* Items to *Executive Session*.
- i2** – Information on the Preliminary 2019 Annual Rural Health Care Support Mechanism Budget. USAC management recommended this item be discussed in *Executive 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 adopted the following resolution:

RESOLVED, that the USAC Rural Health Care Committee hereby approves: (1) the Committee meeting minutes of July 23, 2018; and (2) discussion in *Executive Session* of the agenda item noted above.

- a2. Approval of Rural Health Care Support Mechanism 1st Quarter 2019 Programmatic Budget and Demand Projection for the November 2, 2018 FCC Filing.** Mr. Sweeney presented this item for consideration.

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

RESOLVED, that the USAC Rural Health Care Committee approves a 1st Quarter 2019 Rural Health Care Support Mechanism direct program budget of \$2.33 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee, having reviewed at its meeting on October 29, 2018 a summary of the 1st Quarter 2019 Rural Health Care Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required November 2, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Rural Health Care Support Mechanism is equal to or less than \$1 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$1 million, but not more than \$2 million.

i1. Rural Health Care Business Update. Mr. Sweeney presented this item to the Committee for discussion:

1. RHC Program: At a Glance
2. Accomplishments
3. Current Topics:
 - a. Resolution of Open Appeals
 - b. 18-Month Plan
 - c. Short Term RHC Systems Enhancements
 - d. Operational Performance Metrics Overview Q3 2018
 - e. Upcoming Milestones

At 4:57 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 2019 Annual Rural Health Care Support Mechanism Budget. Mr. Sweeney presented this item for discussion.

At 5:15 p.m. Eastern Time, on a motion duly made and seconded, the Board moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that, in *Executive Session*, the Committee discussed item i2.

On a motion duly made and seconded, the Committee adjourned at 5:15 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary