

**Universal Service Administrative Company
Executive Committee Quarterly Meeting
Agenda**

<p>Thursday, January 23, 2020 11:00 a.m. – 12:30 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 Executive Committee Meeting Minutes of October 24, 2019</p> <p style="padding-left: 20px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Radha & Kyle	<p>i1. CEO Update</p> <ul style="list-style-type: none"> • October 2019 Board and Committee Recaps • 2019 Accomplishments • 2020 Initiatives • Information Technology Update 	40

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended.		<i>Estimated Duration in Minutes</i>
Charlie	i2. Information on Contribution Factor	15
Radha/ Joel	i3. Discussion of FCC / USAC Executive Committee Quarterly Meeting.	10

Next Scheduled USAC Executive Committee Meeting

<p>Thursday, April 23, 2020 11:00 a.m. – 12:30 a.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

EXECUTIVE COMMITTEE MEETING
Thursday, January 23, 2020

MINUTES¹

The quarterly meeting of the Executive Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Thursday, January 23, 2020. Mr. Joe Gillan, Acting Committee Chair, called the meeting to order at 11:04 a.m. Eastern Time with a quorum of five of the seven Committee members present (there was one vacancy):

Feiss, Geoff – *by telephone*
Gillan, Joe – Acting Chair and Vice Chair – *by telephone*
Sekar, Radha – Chief Executive Officer
Wein, Olivia – Secretary – *by telephone*
Wibberly, Dr. Kathy – *by telephone*

Committee members not present:

Domenech, Dr. Dan
Mason, Ken – Treasurer

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Schools and Libraries
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
Davis, Craig – Vice President of Procurement and Strategic Sourcing
Delmar, Teleshia – Vice President of Audit and Assurance
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Lifeline
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Schell, Julie Tritt – Member of the Board – *by telephone*
Sweeney, Mark – Vice President of Rural Health Care

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>
James, Christina	USAC
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Tiwari, Tanya	USAC

OPEN SESSION

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

- a1. Consent Items.** Mr. Gillan presented this item to the Committee.
- A. Approval of Executive Committee Meeting Minutes of October 24, 2019.
 - B. Approval of Moving all *Executive Session* Items into *Executive Session*:
 - (1) **i2** – Information on Contribution Factor. USAC management recommends that this matter be discussed in *Executive Session* because it relates to *internal controls, and/or confidential company data*, and may also include *pre-decisional matters pending before the FCC*. In addition, *47 C.F.R. § 54.711(b) requires USAC to keep all data obtained from contributors confidential*.
 - (2) **i3** – Discussion of FCC-USAC Executive Committee Quarterly Meeting. USAC management recommends that this item be discussed in *Executive Session* because it may include discussion of *confidential company data*, and *pre-decisional matters pending before the FCC*.

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

RESOLVED, that the USAC Board of Directors Executive Committee hereby approves: (1) the Committee meeting minutes of October 24, 2019; and (2) discussion in *Executive Session* of the items noted above.

- i1. CEO Business Update.** Ms. Sekar presented PowerPoint slides covering the following items to the Committee for discussion:
- October 2019 Board and Committee Recaps
 - 2019 Accomplishments
 - 2020 Initiatives
 - Information Technology Update (*This item was provided for information purposes only. Mr. Hutchinson presented the materials at the Board meeting on January 28, 2020.*)

At 11:45 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing the confidential items noted above.

EXECUTIVE SESSION

- i2. Information on Contribution Factor.** Mr. Salvator presented this item to the Committee for discussion. The presentation included a written report providing USAC's estimate for the 2nd quarter 2020 contribution factor.
- i3. Discussion of FCC / USAC Executive Committee Quarterly Meeting.** The Committee discussed potential topics for the FCC / USAC Executive Committee quarterly meeting. Ms. Sekar reminded the Committee that, during the course of the quarterly Board and Committee meetings, topics could be added to the agenda if necessary.

OPEN SESSION

At 12:03 p.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned from ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Mr. Gillan reported that, in ***Executive Session***, the Committee discussed items i2 and i3.

On a motion duly made and seconded, the Committee adjourned at 12:03 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary