

**Universal Service Administrative Company
High Cost & Low Income Committee Quarterly Meeting
Agenda**

<p>Monday, January 27, 2020 2:00 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>HIGH COST 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 High Cost & Low Income Committee Meeting Minutes of October 28, 2019</p> <p style="padding-left: 20px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Chair	a2. Recommendation for Election of Committee Chair and Vice Chair	5
Vic	a3. Approval of High Cost Support Mechanism 2nd Quarter 2020 Programmatic Budget and Demand Projection for the January 31, 2020 FCC Filing	10
Kianna Braxton - Johnson	i1. Information on One UASC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports	5
Vic Tim	<p>i2. High Cost Business Update</p> <ul style="list-style-type: none"> • October 2019 High Cost Recap • 2019 Accomplishments • High Cost Program Road Ahead • Discussion Topics: <ul style="list-style-type: none"> ○ High Cost Order Updates ○ Performance Measures Update • Q4 2019 Update on High Cost Administration (<i>For Information Only</i>) 	30

<u>HIGH COST EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Confidential – Executive Session Recommended		
Vic	a4. Approval of High Cost Support Mechanism 2020 Annual Programmatic Budget	10
Vic / Craig	i3. High Cost Model Discussion	30

<u>LOW INCOME OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Michelle	a5. Approval of Low Income Support Mechanism 2nd Quarter 2020 Programmatic Budget and Demand Projection for the January 31, 2020 FCC Filing.	10
Michelle	i4. Low Income (Lifeline) Business Update <ul style="list-style-type: none"> • October 2019 Lifeline Recap • 2019 Accomplishments, Challenges, and Mitigation • Discussion Topics: <ul style="list-style-type: none"> ○ National Verifier – Application and Reverification Stats ○ Lifeline Fifth Report and Order ○ Lifeline Program Road Ahead ○ National Verifier 2020 Activities • Q4 2019 Update on Low Income Administration (<i>For Information Only</i>) 	35

<u>LOW INCOME EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Confidential – Executive Session Recommended		
Michelle	i5. Low Income (Lifeline) Business Update (<i>continued</i>). <ul style="list-style-type: none"> • Forensic Audits • Carrier Feedback on NV System 	20
Michelle	a6. Approval of Low Income Support Mechanism 2020 Annual Programmatic Budget	10
Chair	i6. <i>Executive Session</i> Discussion with the Committee/Board.	10

Next Scheduled USAC High Cost & Low Income Committee Meeting

<p>Monday, April 27, 2020 2:00 p.m. – 4:30 p.m. Eastern Time USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street NW, Suite 900
Washington, D.C. 20005

HIGH COST & LOW INCOME COMMITTEE MEETING
Monday, January 27, 2020

MINUTES¹

The quarterly meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, January 27, 2020. Mr. Joe Gillan, Committee Chair, called the meeting to order at 2:15 p.m. Eastern Time, with a quorum of 10 of the 11 Committee members present:

Feiss, Geoff	Polk, Stephanie
Freeman, Sarah	Sekar, Radha – Chief Executive Officer
Gerst, Matthew	Tinic, Atilla
Gillan, Joe – Chair	Waller, Jeff – <i>by telephone</i>
Mason, Ken	Wein, Olivia – Vice Chair

Mr. Ellis Jacobs joined the meeting by telephone at 2:17 p.m. Eastern Time. He participated in the discussion and voted on all items.

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
Buzacott, Alan – Member of the Board
Davis, Craig – Vice President of Procurement and Sourcing Strategy
Delmar, Teleshia – Vice President of Audit and Assurance
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Lifeline
Hutchinson, Kyle – Vice President, Chief Information Officer
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Sweeney, Mark – Vice President of Rural Health Care
Wibberly, Dr. Kathy – 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>
Abera, Nikki	USAC
Ahmed, Sharmarke	USAC
Berry, Tamisha	USAC
Boakye-Gyan, Carol	USAC
Braxton-Johnson, Kianna	USAC
Burgess, Melody	USAC
Butler, Stephen	USAC
Ellegood, Sharonda	USAC
Hughet, Pam	USAC
James, Christine	USAC
Kahn, Sammy	USAC
Lee, James	USAC
Malashenok, Yelana	USAC
McDuffie, Sharlene	USAC
Miller, Arielle	USAC
Mohammed, Rahana	USAC
Nuzzo, Patsy	USAC
Ross, Sherry	USAC
Rubin, Mark	TracFone
Ruffley, Brandon	USAC
Samuels, Victoria	USAC
Santana-Gonzales, Jeanette	USAC
Schecker, Larry	USAC
Simab, Habib	USAC
Sneed, Matt	USAC
Solemani, Simon	USAC
Sorini, Leah	USAC
Tawes, Pauline	USAC
Tiwari, Tanya	USAC
Ward, Rashonda	USAC
Weith, Tim	USAC
Williams, Romanda	USAC
Zahid, Farrah	USAC

HIGH COST 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 High Cost & Low Income Committee Meeting Minutes of October 28, 2019.

B. Approval of Moving all *Executive Session* Items into *Executive Session*:

- (1) **a4** – Approval of High Cost Support Mechanism 2020 Annual Programmatic Budget. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC’s *procurement strategy and contract administration*.
- (2) **i3** – High Cost Model Discussion. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC’s *procurement strategy and contract administration*.
- (3) **i5** – Low Income (Lifeline) Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it involves *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
- (4) **a6** – Approval of Low Income Support Mechanism 2020 Annual Programmatic Budget. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC’s *procurement strategy and contract administration*.
- (5) **i6** – *Executive Session* Discussion with the Committee/Board. USAC management recommends this item be discussed in *Executive Session* because it relates to the Committee’s oversight responsibilities and may involve 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.

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

RESOLVED, that the USAC High Cost & Low Income Committee hereby approves: (1) the Committee meeting minutes of October 28, 2019; and (2) discussion in *Executive Session* of the items noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Mr. Gillan introduced this item and asked that Mr. Gerst, Chair of the Nominating Committee, present the recommendations for the High Cost and Low Income Committee Chair and Vice Chair to the Committee.

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

RESOLVED, that the USAC High Cost and Low Income Committee recommends that the USAC Board of Directors elect **Ken Mason** as Chair and **Olivia Wein** 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).

- a3. Approval of High Cost Support Mechanism 2nd Quarter 2020 Programmatic Budget and Demand Projection for the January 31, 2020 Filing.** Mr. Gaither presented this item for consideration. The presentation included a written report on USAC management's recommendations for the High Cost Support Mechanism 2nd quarter 2020 programmatic budget and demand projection for the January 31, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 2nd Quarter 2020 High Cost Support Mechanism direct program budget of \$7.52 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$7.52 million for High Cost Support Mechanism administrative costs in the required January 31, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on January 27, 2020 the 2nd Quarter 2020 High Cost Support Mechanism demand estimate of \$1,203.00 million, hereby directs USAC staff to proceed with the required January 31, 2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the High Cost Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i1. Information on One USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Report.** The Committee received a report with information on one USAC Audit and Assurance Division High Cost Support Mechanism beneficiary audit report. Mr. Beckford recommended that discussion of this item be discussed in *Executive Session* because it relates to USAC's

internal rules and procedures concerning the administration of the universal service support mechanisms.

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

RESOLVED, that the USAC High Cost and Low Income Committee determines that the discussion of this item be conducted in *Executive Session*.

- i2. High Cost Support Mechanism Business Update.** Mr. Gaither and Mr. Weith presented PowerPoint slides covering the following:
- October 2019 High Cost Recap
 - 2019 Accomplishments
 - High Cost Program Road Ahead
 - Discussion Topics:
 - High Cost Order Updates
 - Performance Measures Update
 - Q4 2019 Update on High Cost Administration (*For Information Only*)

At 2:50 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.

HIGH COST EXECUTIVE SESSION

- i1. Information on One USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Report.** Ms. Johnson presented this item to the Committee.
- a4. Approval of High Cost Support Mechanism 2020 Annual Programmatic Budget.** Mr. Gaither presented this item to the Committee. The presentation included a written summary and report detailing USAC management's recommendations for the High Cost Support Mechanism 2020 programmatic budget.

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

RESOLVED, that the High Cost & Low Income Committee approves a 2020 annual programmatic budget for the High Cost Support Mechanism of \$29.5 million.

- i3. High Cost Model Discussion.** Mr. Davis presented this item to the Committee, providing historical information and discussing the current impact and future use of the cost model.

At 3:13 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. Gillan reported, that in *Executive Session*, the Committee took action on item a4 and discussed items i1 and i3 above.

The Committee recessed and reconvened at 3:25 p.m. Eastern Time.

LOW INCOME OPEN SESSION

- a3. Approval of Low Income Support Mechanism 2nd Quarter 2020 Programmatic Budget and Demand Projection for the January 31, 2020 FCC Filing.** Ms. Garber presented this item to the Committee for consideration. The presentation included a written report on USAC management's recommendations for the Low Income Support Mechanism 2nd quarter 2020 programmatic budget and demand projection for the January 31, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 2nd Quarter 2020 Low Income Support Mechanism direct program budget of \$12.77 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$12.77 million for Low Income Support Mechanism administrative costs in the required January 31, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on January 27, 2020 the 2nd Quarter 2020 Low Income Support Mechanism demand estimate of \$0.00 million, hereby directs USAC staff to proceed with the required January 31, 2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Low Income Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i4. Low Income Support Mechanism (Lifeline) Business Update.** Ms. Garber presented PowerPoint slides covering the following topics to the Committee for discussion:

- October 2019 Lifeline Recap
- 2019 Accomplishments, Challenges, and Mitigation
- Discussion Topics:

- National Verifier – Application and Reverification Stats
- Lifeline Fifth Report and Order
- Lifeline Program Road Ahead
- National Verifier 2020 Activities
- Q4 2019 Update on Low Income Administration (*For Information Only*)

At 4:06 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.

LOW INCOME EXECUTIVE SESSION

- i5. Low Income Support Mechanism (Lifeline) Business Update** (*Continued*). Ms. Garber presented PowerPoint slides that covered an update on the forensic audits and discussed carrier feedback on the National Verifier System.
- a6. Approval of Low Income Support Mechanism 2020 Annual Programmatic Budget.** Ms. Garber presented this item to the Committee. The presentation included a written summary and report detailing USAC management’s recommendations for the Low Income Support Mechanism 2020 programmatic budget.

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

RESOLVED, that the High Cost & Low Income Committee approves a 2020 annual programmatic budget for the Low Income Support Mechanism of \$49.3 million.

- i6. Executive Session Discussion with the Committee/Board.** This item was included as a placeholder. The Committee did not need to meet independent of USAC management.

LOW INCOME OPEN SESSION

At 4:37 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Gillan reported that, in *Executive Session*, the Committee took action on item a6 and discussed item i5 above.

On a motion duly made and seconded, the Committee adjourned at 4:37 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

**Universal Service Administrative Company
High Cost and Low Income Committee Meeting
Agenda**

<p>Tuesday, February 11, 2020 4:00 p.m. – 4:30 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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ACTION ITEMS <i>Executive Session Recommended – Confidential</i>		<i>Estimated Duration in Minutes</i>
Craig	a1. Consideration of Contract Award for the Lifeline Risk Assessment.	20

Next Scheduled USAC High Cost and Low Income Committee Meeting

<p>Monday, April 27, 2020 2:00 a.m. – 4:30 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

HIGH COST & LOW INCOME MEETING
Tuesday, February 11, 2020

MINUTES¹

A meeting of the High Cost and Low Income Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Tuesday, February 11, 2020. Mr. Ken Mason, Committee Chair, called the meeting to order at 4:03 p.m. Eastern Time, with a quorum of seven of the 11 Committee members present:

Feiss, Geoff – *by telephone*
Freeman, Sarah – *by telephone*
Gerst, Matthew – *by telephone*
Gillan, Joe – *by telephone*

Mason, Ken – Chair – *by telephone*
Polk Stephanie, – *by telephone*
Sekar, Radha – Chief Executive Officer

Mr. Ellis Jacobs joined the meeting by telephone at 4:04 p.m. Eastern Time. He participated in the discussion and vote on item a1.

Members of the Committee not present:

Tinic, Atilla
Waller, Jeff
Wein, Olivia – Vice Chair

Other Board members and officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary – *by telephone*
Davis, Craig – Vice President of Procurement and Sourcing Strategy
Garber, Michelle – Vice President of Lifeline
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Schell, Julie Tritt – Member of the Board

Others present:

NAME
James, Christine

COMPANY
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.

<u>NAME</u>	<u>COMPANY</u>
Morning, Kimberly	USAC
Nuzzo, Patsy	USAC
Tiwari, Tanya	USAC

OPEN SESSION

a1. Consideration of Contract Award for the Lifeline Risk Assessment. USAC

management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

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

RESOLVED, that the USAC High Cost & Low Income Committee determines that the discussion of this item be conducted in *Executive Session*.

At 4:04 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. Consideration of Contract Award for the Lifeline Risk Assessment. Mr. Davis

presented this item for consideration. The presentation included a summary slide and written report with information on USAC's proposed award of a firm fixed price contract to Deloitte & Touche LLP to conduct an assessment that will identify risks associate with current Lifeline processes and procedures.

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

RESOLVED, that the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management, subject to required FCC approval, to award a firm fixed price (FFP) contract, to Deloitte & Touche LLP, for a term of six months, to conduct an assessment that will identify risks associated with current Lifeline processes and procedures related to program execution in a not-to-exceed amount of \$387,113 (plus applicable taxes) as well as an additional 20 percent contingency reserve of the FFP in the amount of \$77,423 (plus applicable taxes) over the term of the contract for a total not-to-exceed amount of \$464,536 (plus applicable taxes).

OPEN SESSION

At 4:11 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. Mason reported that, in *Executive Session*, the Committee took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 4:12 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

**Universal Service Administrative Company
High Cost and Low Income Committee Meeting
Agenda**

<p>Monday, March 2, 2020 3:30 p.m. – 4:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

ACTION ITEMS <i>Executive Session Recommended – Confidential</i>		<i>Estimated Duration in Minutes</i>
Craig	<p>a1. Consideration of Contract Award for the Digital Opportunities Data Collection (DODC) Project Management Office (PMO) Support</p>	20

Next Scheduled USAC High Cost and Low Income Committee Meeting

<p>Monday, April 27, 2020 2:00 a.m. – 4:30 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

HIGH COST & LOW INCOME COMMITTEE MEETING
Monday, March 2, 2020

MINUTES¹

A meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, March 2, 2020. Mr. Ken Mason, Committee Chair, called the meeting to order at 3:31 p.m. Eastern Time, with a quorum of 9 of the 11 Committee members present:

Feiss, Geoff – *by telephone*
Freeman, Sarah – *by telephone*
Gerst, Matthew – *by telephone*
Gillan, Joe – *by telephone*
Jacobs, Ellis – *by telephone*

Mason, Ken – Chair – *by telephone*
Polk, Stephanie – *by telephone*
Sekar, Radha – Chief Executive Officer
Waller, Jeff – *by telephone*

Ms. Olivia Wein, Committee Vice Chair, joined the call at 3:33 p.m. Eastern Time. She participated in the discussion and voted on item a1.

Members of the Committee not present:

Tinic, Atilla

Officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Davis, Craig – Vice President of Procurement and Sourcing Strategy
Gaither, Vic – Vice President of High Cost
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Schell, Julie Tritt – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Kahn, Sammy	USAC
Nuzzo, Patsy	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.

NAME

Tiwari, Tanya

Samuels, Victoria

James, Christine

COMPANY

USAC

USAC

USAC

OPEN SESSION

a1. Consideration of Contract Award for the Digital Opportunities Data Collection

(DODC) Project Management Office (PMO) Support. USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

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

RESOLVED, that the High Cost & Low Income Committee determines that the discussion of this item be conducted in *Executive Session*.

At 3:33 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. Consideration of Contract Award for the Digital Opportunities Data Collection

(DODC) Project Management Office (PMO) Support. Mr. Davis presented this item for consideration. The presentation included a summary slide and written report with information on USAC's proposed contract award establishing a PMO that is responsible for the DODC assessment and implementation management.

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

RESOLVED, that the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes management, subject to required FCC approval, to award a time and materials contract to Deloitte Consulting LLP, for systems and process analysis, functional system requirements gathering, and PMO support for the DODC project, for a base period of eighteen (18) months for approximately \$4.94 million (plus applicable taxes), with the ability to exercise three additional one-year option terms, subject to required FCC and Committee approvals, for a total not-to-exceed amount of \$7.82 million (plus applicable taxes) over the base period and three one-year option terms.

OPEN SESSION

At 3:50 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. Mason reported that, in *Executive Session*, the Committee took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 2:50 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

**Universal Service Administrative Company
High Cost & Low Income Committee Quarterly Meeting
Agenda**

<p>Tuesday, April 28, 2020 USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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<u>HIGH COST 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 High Cost & Low Income Committee Meeting Minutes of January 27, 2020, February 11, 2020, and March 2, 2020</p> <p style="padding-left: 20px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Vic	<p>a2. Approval of High Cost Support Mechanism 3rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing</p>	5
Vic	<p>i1. High Cost Business Update</p> <ul style="list-style-type: none"> • Q1 2020 Update on High Cost Administration (<i>For Information Only</i>) 	–

<u>HIGH COST EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Confidential – Executive Session Recommended		
Vic	<p>i2. High Cost Business Update (<i>Continued</i>)</p> <ul style="list-style-type: none"> • Performance Measures Module • Eligible Locations Adjustment Process • Impact of COVID-19 on High Cost Program 	20
Chris	<p>a3. Consideration of Contract Award for High Cost Model Operations & Maintenance and Enhancements</p>	5

<u>LOW INCOME OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
James	a4. Approval of Low Income Support Mechanism 3 rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing.	5
James	i3. Lifeline Business Update <ul style="list-style-type: none"> • Q1 2020 Update on Low Income Administration <i>(For Information Only)</i> 	–

<u>LOW INCOME EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Confidential – Executive Session Recommended		
James	i4. Low Income (Lifeline) Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • Impact of COVID-19 on Lifeline Program 	20
Chris	a5. Consideration of Contract Award for O&M Services Year 2 for API with Centers for Medicare and Medicaid Services	5
Chair	i5. <i>Executive Session</i> Discussion with the Committee/Board	5

Next Scheduled USAC High Cost & Low Income Committee Meeting

<p>Monday, July 27, 2020 2:00 p.m. – 4:30 p.m. Eastern Time USAC Offices, Washington, D.C.</p>

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

**HIGH COST & LOW INCOME COMMITTEE MEETING
Tuesday, April 28, 2020**

MINUTES¹

Due to the temporary closure of USAC's offices in Washington, D.C. in response to the COVID-19 pandemic, the quarterly meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, April 28, 2020. Mr. Ken Mason, Committee Chair, called the meeting to order at 10:29 a.m. Eastern Time, with a quorum of ten of the 11 Committee members present:

Feiss, Geoff	Polk, Stephanie
Freeman, Sarah	Sekar, Radha – Chief Executive Officer
Gerst, Matthew	Tinic, Atilla
Gillan, Joe	Waller, Jeff
Mason, Ken – Chair	Wein, Olivia – Vice Chair

Mr. Ellis Jacobs joined the meeting by telephone at 1:49 p.m. Eastern Time. He did not participate in the discussion of or vote on items a1, a2, a4, i1 and i3.

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Domenech, Dr. Daniel – Member of the Board
Fontana, Brent – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
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
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.

Wade, Dr. Joan – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Augustine, Steve	Kelley Drye & Warren LLP
Benham, Cathy	CMS Consulting Inc.
Butler, Stephen	USAC
Carroll, Kathy	CMS Consulting Inc.
Cruzan, Cathy	Funds For Learning
D'Aguiar, J'amie	USAC
DiVo, Victor	USAC
Goode, Vernell	USAC
Hamm, Aaron	USAC
James, Christine	USAC
Kriete, Debra	SECA
Lock, Sean	Funds For Learning
Mitchell, Tamika	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

HIGH COST 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 High Cost & Low Income Committee Meeting Minutes of January 27, 2020, February 11, 2020, and March 2, 2020.
 - B.** Approval of Moving all *Executive Session* Items into *Executive Session*:
 - (1) **i2** – High Cost Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it involves *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
 - (2) **a3** – Consideration of a Contract Award for the High Cost Model Operations & Maintenance and Enhancements. USAC management recommends that this item be discussed in *Executive Session*

because it relates to USAC's *procurement strategy and contract administration*.

- (3) **i4** – Low Income (Lifeline) Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it involves *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity. This item also relates to USAC's *procurement strategy and contract administration*.
- (4) **a5** – Consideration of Contract Award for O&M Services Year 2 for API with Centers for Medicare and Medicaid Services. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC's *procurement strategy and contract administration*.
- (5) **i5** – *Executive Session* Discussion with the Committee/Board. USAC management recommends this item be discussed in *Executive Session* because it relates to the Committee's oversight responsibilities and may involve 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.

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

RESOLVED, that the USAC High Cost & Low Income Committee hereby approves: (1) the Committee meeting minutes of January 27, 2020, February 11, 2020, and March 2, 2020; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of High Cost Support Mechanism 3rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing.** Mr. Gaither presented this item for consideration. The presentation included a written report on USAC management's recommendations for the High Cost Support Mechanism 3rd quarter 2020 programmatic budget and demand projection for the May 1, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 3rd Quarter 2020 High Cost Support Mechanism direct program budget of \$7.28 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$7.28 million for High Cost Support Mechanism administrative costs in the required May 1, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on April 28, 2020 the 3rd Quarter 2020 High Cost Support Mechanism demand estimate of \$1,205.23 million, hereby directs USAC staff to proceed with the required May 1, 2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the High Cost Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

i1. High Cost Business Update.

- Q1 2020 Update on High Cost Administration. Mr. Mason noted that the report was provided for *information only* and would be posted publically on USAC's website. No discussion was held.

LIFELINE OPEN SESSION

- a4. Approval of Low Income Support Mechanism 3rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing.** Mr. Lee presented this item to the Committee for consideration. The presentation included a written report on USAC management's recommendations for the Low Income Support Mechanism 3rd quarter 2020 programmatic budget and demand projection for the May 1, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 3rd Quarter 2020 Low Income Support Mechanism direct program budget of \$12.98 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$12.98 million for Low Income Support Mechanism administrative costs in the required May 1, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost &

Low Income Committee, having reviewed at its meeting on April 28, 2020 the 3rd Quarter 2020 Low Income Support Mechanism demand estimate of \$206.66 million, hereby directs USAC staff to proceed with the required May 1, 2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Low Income Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

i3. Lifeline Business Update.

- Q1 2020 Update on Low Income Administration. Mr. Mason noted that the report was provided for *information only* and would be posted publically on USAC's website. No discussion was held.

At 10:42 a.m. Eastern Time, on a motion duly made and seconded, the Committee recessed and reconvened in *Executive Session* at 1:33 p.m. Eastern Time for the purpose of discussing the confidential items noted above. Only members of the Board and USAC staff were present.

HIGH COST EXECUTIVE SESSION

i2. High Cost Support Mechanism Business Update. Mr. Gaither presented PowerPoint slides covering the following:

- Performance Measures
- Eligible Locations Adjustment Process (ELAP)
- Impact of COVID -19 on High Cost Program

a3. Consideration of a Contract Award for High Cost Model Operations & Maintenance and Enhancements. Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management's recommendations for awarding sole source contract for High Cost Model Operations & Maintenance (O&M) and Enhancements to CostQuest Associates (CostQuest).

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

RESOLVED, that the USAC Board of Director's High Cost and Low Income Committee, having reviewed the recommendation of USAC management, authorizes USAC management to award a sole source contract to CostQuest for High Cost Model Operations & Maintenance and Enhancements. The contract is fixed price with a T&M component for O&M and enhancements for a base period of eighteen (18) months from July 1, 2020, through December 31, 2021, for approximately \$435,000 (plus applicable taxes), with the ability to exercise four (4) additional one-year option terms, for a total not-to-exceed amount of \$1.6 million (plus applicable taxes) over the

base period and four (4) one-year option terms. Exercise of option terms to extend the contract beyond the initial eighteen (18) month term are subject to FCC and Committee approval.

LOW INCOME EXECUTIVE SESSION

- i4. Low Income Support Mechanism (Lifeline) Business Update.** Mr. Lee presented PowerPoint slides covering the following topics to the Committee for discussion:
- National Verifier Update
 - Impact of COVID-19 on Lifeline Program
- a5. Consideration of Contract Award for O&M Services Year 2 for API with Centers for Medicare and Medicaid Services.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management's recommendations to award a sole source contract renewal to the Centers for Medicare & Medicaid Services (CMS) for one year of operations and maintenance services.

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

RESOLVED, that the USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management, subject to FCC approval, to award a one year sole source contract renewal to CMS for operations and maintenance support of the automated computer matching interface with CMS for an estimated price of \$645,473 (plus applicable taxes). The estimated price of \$645,473 is comprised of \$545,473 for fixed price operations and maintenance work and an additional amount not to exceed \$100,000 for security incident work and Amazon Web Services hosting services.

- i5. Executive Session Discussion with the Committee/Board.** Mr. Mason noted that this item would be omitted until the next in-person meeting.

OPEN SESSION

At 2:44 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Mason reported that, in *Executive Session*, the Committee took action on items a3 and a5 and discussed items i2 and i4 above.

On a motion duly made and seconded, the Committee adjourned at 2:45 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

Available For Public Use

**Universal Service Administrative Company
High Cost and Low Income Committee Meeting
Agenda**

<p>Friday, June 26, 2020 12:30 p.m. – 1:00 p.m. Eastern Time (Immediately Following Board Meeting) USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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ACTION ITEMS <i>Executive Session Recommended – Confidential</i>		<i>Estimated Duration in Minutes</i>
Chris	a1. Consideration of Contract Award for the HCLI Business and Functional Analysis and Requirements Documentation	15
Chris	a2. Consideration of Contract Award for the Lifeline Program Evaluation	15

Next Scheduled USAC High Cost and Low Income Committee Meeting

<p>July 2020 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

HIGH COST & LOW INCOME MEETING
Friday, June 26, 2020

MINUTES¹

Due to the temporary closure of USAC's offices in Washington, D.C. in response to the COVID-19 pandemic, the non-quarterly meeting of the High Cost and Low Income Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Friday, June 26, 2020. Mr. Ken Mason, Committee Chair, called the meeting to order at 12:11 p.m. Eastern Time, with a quorum of nine of the 11 Committee members present:

Feiss, Geoff	Mason, Ken – Chair
Freeman, Sarah	Sekar, Radha – Chief Executive Officer
Gerst, Matthew	Waller, Jeff
Gillan, Joe	Wein, Olivia – Vice Chair
Jacobs, Ellis	

Members of the Committee not present:

Polk, Stephanie
Tinic, Atilla

Other Board members and officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Domenech, Dr. Dan – Member of the Board
Fontana, Brent – Member of the Board
Gaither, Vic – Vice President of High Cost
Gregory, Amber – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Schell, Julie Tritt – Member of the Board
Wade, Dr. Joan – Member of the Board

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>
Hamm, Aaron	USAC
James, Christine	USAC
Lee, James	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

OPEN SESSION

- a1. **Consideration of Contract Award for the HCLI Business and Functional Analysis and Requirements Documentation.** USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

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

RESOLVED, that the USAC High Cost & Low Income Committee determines that the discussion of this item be conducted in *Executive Session*.

- a2. **Consideration of Contract Award for the Lifeline Program Evaluation.** USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

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

RESOLVED, that the USAC High Cost & Low Income Committee determines that the discussion of this item be conducted in *Executive Session*.

At 12:12 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. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- a1. **Consideration of Contract Award for the HCLI Business and Functional Analysis and Requirements Documentation.** Mr. Beyerhelm presented this item for consideration. The presentation included a summary slide and written report with information on USAC management's proposed award of a firm fixed price contract for High Cost & Low Income (HCLI) business and functional analysis and requirements

documentation. Modification of the content of future procurement papers was discussed and USAC management agreed to provide additional content that could be shared while maintaining required confidentiality.

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

RESOLVED, that the USAC Board of Director's High Cost & Low Income Committee, having reviewed the recommendation of USAC management, authorizes USAC management to award a firm fixed price (FFP) contract to KPMG for High Cost & Low Income business and functional analysis and requirements documentation. The contract is for a term of six months for a not-to-exceed amount of \$645,000 (plus applicable taxes), and an additional 10 percent contingency reserve of the FFP in the amount of \$64,500 (plus applicable taxes) for a total not-to-exceed amount of \$709,500 (plus applicable taxes), subject to required FCC approval.

- a2. Consideration of Contract Award for the Lifeline Program Evaluation.** Mr. Beyerhelm presented this item for consideration. The presentation included a summary slide and written report with information on USAC's proposed award of a firm fixed price contract to conduct an independent program evaluation to determine whether USAC's Lifeline program meets all mission objectives.

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

RESOLVED, that the USAC Board of Director's USAC High Cost & Low Income Committee, having reviewed the recommendation of USAC management, authorizes USAC management to award a firm fixed price (FFP) contract to Grant Thornton for Lifeline program evaluation services. The contract is for a term of six months for a not-to-exceed amount of \$309,090.33 (plus applicable taxes), and an additional 20 percent contingency reserve of the FFP in the amount of \$61,818.07 (plus applicable taxes) for a total not-to-exceed amount of \$370,908.40 (plus applicable taxes), subject to required FCC approval.

OPEN SESSION

At 12:43 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. Mason reported that, in *Executive Session*, the Committee discussed and took action on items a1 and a2.

On a motion duly made and seconded, the Committee adjourned at 12:43 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

**Universal Service Administrative Company
High Cost & Low Income Committee Quarterly Meeting
Agenda**

USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005

July 27, 2020		<i>Estimated Duration in Minutes</i>
<u>HIGH COST OPEN SESSION</u>		
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of High Cost & Low Income Committee Meeting Minutes of April 28, 2020 and June 26, 2020	2
Vic	a1. Approval of High Cost Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing	5
Teleshia	i1. Information on Six UASC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i>	–
Vic	i2. High Cost Business Update <ul style="list-style-type: none"> • Program Administration Scorecard for High Cost • Performance Measures Module • Eligible Locations Adjustment Process • Q2 2020 Update on High Cost Administration <i>(For Information Only)</i>	20

July 28, 2020		<i>Estimated Duration in Minutes</i>
<u>HIGH COST OPEN SESSION</u>		
Chair	a2. Consent Items (each available for discussion upon request): B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	2

<u>HIGH COST EXECUTIVE SESSION</u>		
Confidential – Executive Session Recommended		
Vic	i2. High Cost Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • Verifications – 18-Month at a Glance • Supply Chain Order 	20

July 27, 2020 <u>LOW INCOME OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
James	a3. Approval of Low Income Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing.	5
James	i3. Lifeline Business Update <ul style="list-style-type: none"> • Program Administration Scorecard for Lifeline • Q2 2020 Update on Low Income Administration <i>(For Information Only)</i> 	15

July 28, 2020 <u>LOW INCOME EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
James	i3. Low Income (Lifeline) Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • Lifeline 508 Compliance Update • COVID-19 Outcomes 	15

Next Scheduled USAC High Cost & Low Income Committee Meeting

<p>Monday, October 26, 2020 2:00 p.m. – 4:30 p.m. Eastern Time USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street NW, Suite 900
Washington, D.C. 20005

HIGH COST & LOW INCOME COMMITTEE MEETING
Monday, July 27, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Open Session* meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, July 27, 2020. Mr. Ken Mason, Committee Chair, called the meeting to order at 11:40 a.m. Eastern Time, with a quorum of all 11 Committee members present:

Feiss, Geoff	Polk, Stephanie
Freeman, Sarah	Sekar, Radha – Chief Executive Officer
Gerst, Matthew	Tinic, Atilla
Gillan, Joe	Waller, Jeff
Jacobs, Ellis	Wein, Olivia – Vice Chair
Mason, Ken – Chair	

Mr. Tinic left the meeting at 11:56 a.m. Eastern Time. He and voted on items a1 and a2.

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Domenech, Dr. Daniel – Member of the Board
Gaither, Vic – Vice President of High Cost
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
Sweeney, Mark – Vice President of Rural Health Care
Wade, Dr. Joan – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

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>
Benham, Cathy	CMS Consulting Inc.
Butler, Stephen	USAC
Carroll, Kathy	CMS Consulting Inc.
DiVo, Victor	USAC
Goode, Vernell	USAC
Hamm, Aaron	USAC
James, Christine	USAC
Kriete, Debra	SECA
Lee, James	USAC
Mitchell, Tamika	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

HIGH COST 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 High Cost & Low Income Committee Meeting Minutes of April 28, 2020 and June 26, 2020.

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

RESOLVED, that the USAC High Cost & Low Income Committee hereby approves the Committee meeting minutes of April 28, 2020, and June 26, 2020.

a2. Approval of High Cost Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing. Mr. Gaither presented this item for consideration. The presentation included a written report on USAC management's recommendations for the High Cost Support Mechanism 4th Quarter 2020 programmatic budget and demand projection for the July 31, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 4th Quarter 2020 High Cost Support Mechanism direct program budget of \$6.90 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$6.90 million for High Cost Support Mechanism administrative costs in the required July 31, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on July 27, 2020 the 4th Quarter 2020 High Cost Support Mechanism demand estimate of \$1,248.79 million, hereby directs USAC staff to proceed with the required July 31, 2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the High Cost Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i1. Information on Six USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on six USAC Audit and Assurance Division High Cost Support Mechanism beneficiary audit reports. Mr. Mason noted that the reports were for *information only* and would be posted on the USAC's public website. No discussion was held.
- i2. High Cost Business Update.** Mr. Gaither presented PowerPoint slides covering the following items to the Committee:
 - Operations Update
 - High Cost Updates
 - Upcoming Milestones
 - Q2 2020 Update on High Cost Administration. The Committee received a report on High Cost 2Q2020 accomplishments, planned activities for 3Q2020, and program metrics. The report was provided for *information only* and was publically posted on the USAC's website. No discussion was held.

The Committee recessed at 11:55 a.m. Eastern Time and reconvened at 12:05 p.m.

LIFELINE OPEN SESSION

- a3. Approval of Low Income Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing.** Mr. Lee presented this item to the Committee for consideration. The presentation included a written report on USAC management's recommendations

for the Low Income Support Mechanism 4th Quarter 2020 programmatic budget and demand projection for the July 31, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 4th Quarter 2020 Low Income Support Mechanism direct program budget of \$11.50 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$11.50 million for Low Income Support Mechanism administrative costs in the required July 31, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on July 27, 2020 the 4th Quarter 2020 Low Income Support Mechanism demand estimate of \$244.08 million, hereby directs USAC staff to proceed with the required July 31, 2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Low Income Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i3. **Lifeline Business Update.** Mr. Lee presented PowerPoint slides covering the following items to the Committee:
- Operations Update
 - Lifeline Updates
 - Upcoming Milestones
 - Q2 2020 Update on Lifeline Administration. The Committee received a report on Lifeline 2Q2020 accomplishments, planned activities for 3Q2020, and program metrics. The report was provided for *information only* and was publically posted on the USAC's website. No discussion was held.

On a motion duly made and seconded, the Committee adjourned at 12:25 p.m. Eastern Time with Mr. Mason noting that an ***Executive Session*** meeting for the High Cost and Low Income Committee would be held on July 28, 2020.

/s/ Ernesto Beckford
Assistant Secretary

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

HIGH COST & LOW INCOME COMMITTEE MEETING
Tuesday, July 28, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Executive Session* meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, July 28, 2020. Mr. Ken Mason, Committee Chair, called the meeting to order at 12:20 a.m. Eastern Time, with a quorum of ten of the 11 Committee members present:

Feiss, Geoff	Mason, Ken – Chair
Freeman, Sarah	Polk, Stephanie
Gerst, Matthew	Sekar, Radha – Chief Executive Officer
Gillan, Joe	Waller, Jeff
Jacobs, Ellis	Wein, Olivia – Vice Chair

Mr. Atilla Tinic joined the meeting at 12:33 p.m. Eastern Time. He did not vote on item al.

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Domenech, Dr. Daniel – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
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
Sweeney, Mark – Vice President of Rural Health Care
Wade, Dr. Joan – Member of the Board

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.

Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
DiVo, Victor	USAC
Goode, Vernell	USAC
Hamm, Aaron	USAC
James, Christine	USAC
Lee, James	USAC
Mitchell, Tamika	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

HIGH COST OPEN SESSION

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

a1. Consent Items. Mr. Mason presented this item to the Committee:

B. Approval of Moving all *Executive Session* Items into *Executive Session*:

- (1) **i2** – High Cost Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it involves *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
- (2) **i3** – Low Income (Lifeline) Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it involves *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity. This item also 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 High Cost & Low Income Committee hereby approves discussion in *Executive Session* of the items noted above.

At 12:22 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 noted above. Only members of the Board and USAC staff were present.

HIGH COST EXECUTIVE SESSION

- i2. High Cost Support Mechanism Business Update (*Continued*).** Mr. Gaither presented PowerPoint slides covering the following:
- Verifications – 18-Month At-A-Glance
 - Supply Chain Order Update

LOW INCOME EXECUTIVE SESSION

- i3. Low Income Support Mechanism (Lifeline) Business Update.** Mr. Lee presented PowerPoint slides covering the following topics to the Committee for discussion:
- Lifeline 508 Compliance Update
 - COVID-19 on Lifeline Program

At 12:48 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Mason reported that, in *Executive Session*, the Committee discussed items i2 and i3 above.

On a motion duly made and seconded, the Committee adjourned at 12:49 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

**Universal Service Administrative Company
High Cost & Low Income Committee Quarterly Meeting
Virtual Agenda**

<p>USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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OCTOBER 26, 2020 <u>HIGH COST 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 High Cost & Low Income Committee Meeting Minutes of July 27 July 28, 2020</p> <p style="padding-left: 20px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Vic	<p>a2. Approval of High Cost Support Mechanism 1st Quarter 2021 Programmatic Budget and Demand Projection for the November 2, 2020 FCC Filing</p>	5
Teleshia	<p>i1. Information on Seven UASC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i></p>	–
Vic	<p>i2. High Cost Business Update</p> <ul style="list-style-type: none"> • Program Administration Update for High Cost • Q3 2020 Update on High Cost Administration <i>(For Information Only)</i> 	20

OCTOBER 26, 2020 <u>LOW INCOME OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
James	<p>a3. Approval of Low Income Support Mechanism 1st Quarter 2021 Programmatic Budget and Demand Projection for the November 2, 2020 FCC Filing</p>	5
James	<p>i3. Lifeline Business Update</p> <ul style="list-style-type: none"> • Program Administration Update for Lifeline • Q3 2020 Update on Low Income Administration <i>(For Information Only)</i> 	15

Available For Public Use

OCTOBER 27, 2020 <u>HIGH COST EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Vic	i2. High Cost Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Verification 18-Month At-a-Glance • 2020 Connect American Fund Verifications 	15

OCTOBER 27, 2020 <u>LOW INCOME EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
James	i3. Low Income (Lifeline) Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Lifeline 508 Compliance and Usability Testing Update • COVID-19 <ul style="list-style-type: none"> ○ Waivers ○ Impact on Demand 	15

Next Scheduled USAC High Cost & Low Income Committee Meeting

January 25 – 26, 2020 Virtual Meeting
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street NW, Suite 900
Washington, D.C. 20005

HIGH COST & LOW INCOME COMMITTEE MEETING
Monday, October 26, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Open Session* meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, October 26, 2020. Mr. Ken Mason, Committee Chair, called the meeting to order at 10:00 a.m. Eastern Time, with a quorum of all 11 Committee members present:

Feiss, Geoff	Polk, Stephanie
Freeman, Sarah	Sekar, Radha – Chief Executive Officer
Gerst, Matthew	Tinic, Atilla
Gillan, Joe	Waller, Jeff
Jacobs, Ellis	Wein, Olivia – Vice Chair
Mason, Ken – Chair	

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Fontana, Brent – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resources Program
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
Sweeney, Mark – Vice President of Rural Health Care
Wade, Dr. Joan – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

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>
Augustino, Steve	Kelley Drye & Warren LLP
Benham, Cathy	CMS Consulting Inc.
Campos, Rosy	CMS Consulting Inc.
Carlin, Tyler	KPMG
D'Aguiar, J'amie	USAC
DiVo, Victor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Kaplan, Peter	Hewlett Packard Enterprise
Kriete, Debra	SECA
Lee, James	USAC
LeNard, David	E-Rate Elite Services, Inc.
Little, Chris	USAC
Lock, Sean	Funds for Learning
Mitchell, Tamika	USAC
Morning, Kim	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

HIGH COST OPEN SESSION

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

- a1. Consent Items.** Mr. Mason presented this item to the Committee:
- A.** Approval of High Cost & Low Income Committee Meeting Minutes of July 27, 2020 and July 28, 2020.
 - B.** Approval of moving all *Executive Session* items into *Executive Session*:
 - **i2** – High Cost Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it involves *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
 - **i3** – Low Income (Lifeline) Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive*

Session because it involves *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity. This item also 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 High Cost & Low Income Committee hereby approves the Committee meeting minutes of July 27, 2020 and July 28, 2020.

- a2. Approval of High Cost Support Mechanism 1st Quarter 2021 Programmatic Budget and Demand Projection for the November 2, 2020 FCC Filing.** Mr. Gaither presented this item for consideration. The presentation included a written report on USAC management's recommendations for the High Cost Support Mechanism 1st Quarter 2021 programmatic budget and demand projection for the November 2, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 1st Quarter 2021 High Cost Support Mechanism direct program budget of \$6.38 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$6.38 million for High Cost Support Mechanism administrative costs in the required November 2, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on October 26, 2020 the 1st Quarter 2021 High Cost Support Mechanism demand estimate of \$1,359.10 million, hereby directs USAC staff to proceed with the required November 2, 2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the High Cost Support Mechanism is equal to or less than

\$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i1. Information on Seven USAC Audit and Assurance Division High Cost Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on seven USAC Audit and Assurance Division High Cost Support Mechanism beneficiary audit reports. Mr. Mason noted that the reports were for *information only* and would be posted on the USAC's public website. No discussion was held.
- i2. High Cost Business Update.** Mr. Gaither presented PowerPoint slides covering the following items to the Committee:
 - Program Administration for High Cost
 - Q3 2020 Update on High Cost Administration. The Committee received a report on High Cost 3Q2020 accomplishments, planned activities for 4Q2020, and program metrics. The report was provided for *information only* and was publically posted on the USAC's website. No discussion was held.

LIFELINE OPEN SESSION

- a3. Approval of Low Income Support Mechanism 1st Quarter 2021 Programmatic Budget and Demand Projection for the November 2, 2020 FCC Filing.** Mr. Lee presented this item to the Committee for consideration. The presentation included a written report on USAC management's recommendations for the Low Income Support Mechanism 1st Quarter 2021 programmatic budget and demand projection for the November 21, 2020 FCC filing.

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

RESOLVED, that the USAC High Cost & Low Income Committee approves a 1st Quarter 2021 Low Income Support Mechanism direct program budget of \$10.40 million; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee directs USAC staff to submit a collection requirement of \$10.40 million for Low Income Support Mechanism administrative costs in the required November 2, 2020 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC High Cost & Low Income Committee, having reviewed at its meeting on October 26, 2020 the 1st Quarter 2021 Low Income Support Mechanism demand estimate of \$262.32 million, hereby directs USAC staff to proceed with the required November 2,

2020 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Low Income Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i3. Lifeline Business Update.** Mr. Lee presented PowerPoint slides covering the following items to the Committee:
- Program Administration Update for Lifeline
 - Q3 2020 Update on Lifeline Administration. The Committee received a report on Lifeline 3Q2020 accomplishments, planned activities for 4Q2020, and program metrics. The report was provided for *information only* and was publically posted on the USAC's website. No discussion was held.

At 10:58 a.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned until October 27, 2020 at 10:00 a.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

HIGH COST & LOW INCOME COMMITTEE MEETING
Tuesday, October 27, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Executive Session* meeting of the High Cost & Low Income Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, October 27, 2020. The Committee meeting continued from the October 26, 2020 *Open Session* meeting. Mr. Ken Mason, Committee Chair, called the meeting to order at 10:02 a.m. Eastern Time, with a quorum of ten of the 11 Committee members present:

Feiss, Geoff	Polk, Stephanie
Freeman, Sarah	Sekar, Radha – Chief Executive Officer
Gerst, Matthew	Tinic, Atilla
Gillan, Joe	Waller, Jeff
Mason, Ken – Chair	Wein, Olivia – Vice Chair

Members of the Committee not present:

Jacobs, Ellis

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Buzacott, Alan – Member of the Board
Choroser, Beth – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Fontana, Brent – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
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
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.

Wade, Dr. Joan – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
DiVo, Victor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Lee, James	USAC
Mitchell, Tamika	USAC
Morning, Kim	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

HIGH COST OPEN SESSION

At 10:03 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing confidential items. The Committee approved discussing confidential items in ***Executive Session*** on Monday, October 26, 2020. Only members of the Board and USAC staff were present.

HIGH COST EXECUTIVE SESSION

- i2. **High Cost Support Mechanism Business Update (*Continued*)**. Mr. Gaither presented PowerPoint slides covering the following:
- Verifications 18-Month At-A-Glance
 - 2020 Connect America Fund Verification

LOW INCOME EXECUTIVE SESSION

- i3. **Low Income (Lifeline) Business Update (*Continued*)**. Mr. Lee presented PowerPoint slides covering the following topics to the Committee for discussion:
- Lifeline 508 Compliance Update and Usability Testing Update
 - COVID-19
 - Waivers
 - Impact on Demand

OPEN SESSION

At 10:29 a.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Mr. Mason reported that, in ***Executive Session***, the Committee discussed items i2 and i3 above.

On a motion duly made and seconded, the Committee adjourned at 10:29 a.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary