

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

**Monday, January 27, 2020
1:00 p.m. – 2:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Rural Health Care Committee Meeting Minutes of October 28, 2019 B. Approval of moving all Executive Session items into Executive Session	5
Chair	a2. Recommendation for Election of Committee Chair and Vice Chair	5
Mark	a3. Approval of Rural Health Care Support Mechanism 2nd Quarter 2020 Programmatic Budget and Demand Projection for the January 31, 2020 FCC Filing	5
Mark	i1. Rural Health Care Business Update: <ul style="list-style-type: none"> • 2019 Rural Health Care Accomplishments • Addressing 2019 Challenges • Rural Health Care Reform Order • Rural Health Care Program Road Ahead • 2020 Looking Forward • Rural Health Care Program at a Glance • Q4 2019 Update on Rural Health Care Administration (<i>For Information Only</i>) 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	i2. Rural Health Care Business Update (<i>Continued</i>): <ul style="list-style-type: none"> • Rural Health Care Dashboard • Key Program Metrics • 2018 RHC PQA Assessment Results • RHC Business and Operations Assessment Status • Reform Order Implementation • Discussion Topic: <ul style="list-style-type: none"> ○ Rural Health Care Special Compliance Review 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	a4. Approval of Rural Health Care Support Mechanism 2020 Annual Programmatic Budget	5

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, April 27, 2020 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, January 27, 2020

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, January 27, 2020. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:05 p.m. Eastern Time, with a quorum of seven of the eight Committee members present:

Fontana, Brent – Vice Chair	Wade, Dr. Joan
Freeman, Sarah	Waller, Jeff – <i>by telephone</i>
Sekar, Radha – Chief Executive Officer	Wibberly, Dr. Kathy – Chair
Tinic, Atilla	

Ms. Olivia Wein joined the meeting at 1:15 p.m. Eastern Time. She did not participate in the discussion or vote on items a1, a2 or a3.

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 Strategic Sourcing
Delmar, Teleshia – Vice President of Audit Assurance Division
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
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of Information Technology and Chief Information Officer
Mason, Ken – Member of the Board
Polk, Stephanie – Member of the Board
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer

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.

Schell, Julie Tritt – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care

Others present:

<u>NAME</u>	<u>COMPANY</u>
Bethel, Tameca	USAC
Boakye-Gyan, Carol	USAC
Boler, Natasha	USAC
Braxton-Johnson, Kianna	USAC
Burgess Melody	USAC
Butler, Stephen	USAC
Contreras, Jennifer	USAC
Faunce, Donna	USAC
Hughet, Pamela	USAC
James, Christine	USAC
Kim, Allen	USAC
Kim, Joanne	USAC
Lawson, Suzanne	USAC
Little, Chris	USAC
Lubin, Joel	Lubin Consulting
Mitchell, Tamika	USAC
Mohammed, Rehana	USAC
Numa, Marcel	USAC
Nuzzo, Patsy	USAC
Park, Sang	USAC
Pradhan, Saumya	USAC
Santana-Gonzalez, Jeanette	USAC
Schecker, Larry	USAC
Smith, Chris	USAC
Theodoropoulos, Nikoletta	USAC
Tiwari, Tanya	USAC
Ward, Rashonda	USAC
Williams, Erin	USAC

OPEN SESSION

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

- a1. **Consent Items.** Dr. Wibberly presented this item to the Committee.
 - A. Approval of Rural Health Care Committee Meeting Minutes of October 28, 2019.
 - B. Approval of Moving all *Executive Session* Items into *Executive Session*:

- (1) **i2** – Rural Health Care 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) **a4** – Approval of Rural Health Care 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*.

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 28, 2019; and (2) discussion in *Executive Session* of the agenda item noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Dr. Wibberly introduced this item and asked that Mr. Gerst, Chair of the Nominating Committee, present the recommendations for the Rural Health Care 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 Rural Health Care Committee recommends that the USAC Board of Directors elect **Dr. Kathy Wibberly** as Chair and **Brent Fontana** 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 Rural Health Care Support Mechanism 2nd Quarter 2020 Programmatic Budget and Demand Projection for the January 31, 2020 FCC Filing.** Mr. Sweeney presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 2nd Quarter 2020 Rural Health Care Support Mechanism direct program budget of \$3.60 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$3.60 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on January 27, 2020 the 2nd Quarter 2020 Rural Health Care Support Mechanism demand estimate of \$146.87 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 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 PowerPoint slides covering the following:
- 2019 Rural Health Care Accomplishments
 - Addressing 2019 Challenges
 - Rural Health Care Reform Order
 - Rural Health Care Program Road Ahead
 - 2020 Looking Forward
 - Rural Health Care Program at a Glance
 - Q4 2019 Update on Rural Health Care Administration (*For Information Only*)

At 1:39 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.

EXECUTIVE SESSION

- i2. Rural Health Care Business Update (Continued).** Mr. Sweeney and Ms. Theodoropoulos continued the presentation and discussed the following:
- Rural Health Care Dashboard
 - Key Program Metrics
 - 2018 RHC PQA Assessment Results
 - RHC Business and Operations Assessment Status
 - Reform Order Implementation
 - Discussion Topic: Rural Health Care Special Compliance Review

- a4. Approval of Rural Health Care Support Mechanism 2020 Annual Programmatic Budget.** Mr. Sweeney presented this item to the Committee. The presentation included a written summary and report detailing USAC management's recommendations for the Rural Health Care Support Mechanism 2020 programmatic budget.

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

RESOLVED, that the Rural Health Care Committee approves a 2020 annual programmatic budget for the Rural Health Care Support Mechanism of \$12.6 million.

OPEN SESSION

At 2:10 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 took action on item a4 and discussed item i2.

On a motion duly made and seconded, the Committee adjourned at 2:10 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

**Universal Service Administrative Company
Rural Health Care 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>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <ul style="list-style-type: none"> A. Approval of Rural Health Care Committee Meeting Minutes of January 27, 2020 B. Approval of moving all Executive Session items into Executive Session 	5
Mark	<p>a2. Approval of Rural Health Care Support Mechanism 3rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing</p>	5
Mark	<p>i1. Rural Health Care Business Update:</p> <ul style="list-style-type: none"> • Q1 2020 Update on Rural Health Care Administration <i>(For Information Only)</i> 	–

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	<p>i2. Rural Health Care Business Update (<i>Continued</i>)</p> <ul style="list-style-type: none"> • Impact of CoCOVID-19 on Rural Health Care Program • Rural Health Care Reform Order Update 	30

Next Scheduled USAC Rural Health Care Committee Meeting

<p>Monday, July 27, 2020 1:00 p.m. – 2:00 p.m. USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

RURAL HEALTH CARE COMMITTEE MEETING
Tuesday, 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 Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, April 28, 2020. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 10:23 a.m. Eastern Time, with a quorum of all eight Committee members present:

Fontana, Brent – Vice Chair	Wade, Dr. Joan
Freeman, Sarah	Waller, Jeff
Sekar, Radha – Chief Executive Officer	Wein, Olivia
Tinic, Atilla	Wibberly, Dr. Kathy – 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 – 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
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of Information Technology and Chief Information Officer
Mason, Ken – Member of the Board
Polk, Stephanie – Member of the Board
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Schell, Julie Tritt – 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.

Sweeney, Mark – Vice President of Rural Health Care

Others present:

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

OPEN SESSION

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

- a1. Consent Items.** Dr. Wibberly presented this item to the Committee.
- A.** Approval of Rural Health Care Committee Meeting Minutes of January 27, 2020.
 - B.** Approval of Moving all *Executive Session* Items into *Executive Session*:
 - (1) **i2** – Rural Health Care 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.

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 January 27, 2020; and (2) discussion in *Executive Session* of the agenda item noted above.

- a2. Approval of Rural Health Care Support Mechanism 3rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing.** Mr. Sweeney presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 3rd Quarter 2020 Rural Health Care Support Mechanism direct program budget of \$3.05 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$3.05 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on April 28, 2020 the 3rd Quarter 2020 Rural Health Care Support Mechanism demand estimate of \$150.96 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 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.

- Q1 2020 Update on Rural Health Care Administration. Dr. Wibberly noted that the report was provided for *information only* and would be publically posted on USAC's website. No discussion was held.

At 10:29 p.m. Eastern Time, on a motion duly made and seconded, the Committee recessed and reconvened in *Executive Session* at 1:08 p.m. Eastern Time for the purpose of discussing the confidential item noted above. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i2. Rural Health Care Business Update (Continued).** Mr. Sweeney presented and discussed the following topics:

- Impact of COVID-19 on the Rural Health Care Program
- Rural Health Care Reform Order Update

OPEN SESSION

At 1:29 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 i2.

On a motion duly made and seconded, the Committee adjourned at 1:29 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

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

	July 27, 2020 <u>OPEN SESSION</u>	<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Rural Health Care Committee Meeting Minutes of April 28, 2020	3
Mark	a2. Approval of Rural Health Care Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing	5
Mark	i1. Rural Health Care Business Update: <ul style="list-style-type: none"> • Program Administration Scorecard for Rural Health Care • Q2 2020 Update on Rural Health Care Administration (<i>For Information Only</i>) 	15

	JULY 28, 2020 <u>OPEN SESSION</u>	<i>Estimated Duration in Minutes</i>
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>EXECUTIVE SESSION</u> Confidential – <i>Executive Session Recommended</i>	
Mark	i2. Rural Health Care Business Update (Continued)	20

Next Scheduled USAC Rural Health Care Committee Meeting

Monday, October 26, 2020 1:00 p.m. – 2:00 p.m. USAC Offices, Washington, D.C.
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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 27, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Open Session* meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, July 27, 2020. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 10:57 a.m. Eastern Time, with a quorum six of the eight Committee members present:

Freeman, Sarah	Waller, Jeff
Sekar, Radha – Chief Executive Officer	Wein, Olivia
Wade, Dr. Joan	Wibberly, Dr. Kathy – Chair

Mr. Tinic join the meeting at 11:11 a.m. Eastern Time. He did not vote on items a1 or a2.

Members of the Committee not present:

Fontana, Brent – Vice 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 Assurance
Domenech, Dr. Daniel – Member of the Board
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of Information Technology and Chief Information Officer
Mason, Ken – Member of the Board
Polk, Stephanie – 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.

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

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.
DiVo, Victor	USAC
Goode, Vernell	USAC
Hamm, Aaron	USAC
James, Christine	USAC
Kaplan, Peter	Hewlett Packard Enterprise
Kriete, Debra	SECA
Lee, James	USAC
Mitchell, Tamika	USAC
Nelbach Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

OPEN SESSION

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

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

A. Approval of Rural Health Care Committee Meeting Minutes of April 28, 2020.

RESOLVED, that the USAC Rural Health Care Committee hereby approves the Committee meeting minutes of April 28, 2020.

a2. Approval of Rural Health Care Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing. Mr. Sweeney presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 4th Quarter 2020 Rural Health Care Support Mechanism direct program budget of \$2.76 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$2.76 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on July 27, 2020 the 4th Quarter 2020 Rural Health Care Support Mechanism demand estimate of \$150.51 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 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.

ii. Rural Health Care Business Update. Mr. Sweeney presented PowerPoint slides covering the following items to the Committee:

- Operations Update
- Rural Health Care Updates
- Upcoming Milestones
- Q2 2020 Update on Rural Health Care Administration. The Committee received a report on Rural Health Care 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 11:40 a.m. Eastern Time with Dr. Wibberly noting that an *Executive Session* meeting of the Rural Health Care Committee would be held on July 28, 2020.

/s/ Ernesto Beckford
Assistant Secretary

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

RURAL HEALTH CARE 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 Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, July 28, 2020. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 11:28 a.m. Eastern Time, with a quorum of six of the eight Committee members present:

Freeman, Sarah	Waller, Jeff
Sekar, Radha – Chief Executive Officer	Wein, Olivia
Wade, Dr. Joan	Wibberly, Dr. Kathy – Chair

Mr. Tinic join the meeting at 12:05 p.m. Eastern Time.

Members of the Committee not present:

Fontana, Brent – Vice 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 Assurance
Domenech, Dr. Daniel – Member of the Board
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of Information Technology and Chief Information Officer
Jacobs, Ellis – 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.

Mason, Ken – Member of the Board
Polk, Stephanie – Member of the Board
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

Others present:

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

OPEN SESSION

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

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

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

- (1) **i2** – Rural Health Care 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*.

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 discussion in *Executive Session* of the agenda item noted above.

At 11:29 a.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. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i2. Rural Health Care Business Update (Continued).** Dr. Wibberly shared feedback from her constituents regarding the Rural Health Care Program. Mr. Sweeney responded to questions and Ms. Sekar informed the Committee of actions that will be taken to address the issues presented.

OPEN SESSION

At 12:12 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 i2.

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

/s/ Ernesto Beckford
Assistant Secretary

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

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

October 26, 2020 <u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Rural Health Care Committee Meeting Minutes of July 27 and July 28, 2020 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Mark	a2. Approval of Rural Health Care Support Mechanism 1st Quarter 2021 Programmatic Budget and Demand Projection for the November 2, 2020 FCC Filing	5
Mark	i1. Rural Health Care Business Update: <ul style="list-style-type: none"> • Program Administration Update for Rural Health Care • Q3 2020 Update on Rural Health Care Administration (<i>For Information Only</i>) 	25

OCTOBER 27, 2020 <u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Radha	i2. Rural Health Care Business Update (Continued) <ul style="list-style-type: none"> • Rural Health Care Fund Year Update • Update on CEO Roundtable • Assessment and Systems Update • Rural Health Care Business Process Outsourcing (BPO) 	30

Next Scheduled USAC Rural Health Care Committee Meeting

January 25 – 26, 2021 Virtual Meeting
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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, October 26, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Open Session* meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, October 26, 2020. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 11:09 a.m. Eastern Time, with a quorum all eight of the Committee members present:

Fontana, Brent – Vice Chair	Wade, Dr. Joan
Freeman, Sarah	Waller, Jeff
Sekar, Radha – Chief Executive Officer	Wein, Olivia
Tinic, Atilla	Wibberly, Dr. Kathy – 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
Domenech, Dr. Dan – Member of the Board
Feiss, Geoff – Member of the Board
Gillan, Joe – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resources Program
Gerst, Matthew – Member of the Board
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Mason, Ken – Member of the Board
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.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Alfred, Kraynal	USAC
Augustino, Steve	Kelley Drye & Warren LLP
Benham, Cathy	CMS Consulting Inc.
Campos, Rosy	CMS Consulting Inc.
Carlin, Tyler	KPMG
DiVo, Victor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Kaplan, Peter	Hewlett Packard Enterprise
Lee, James	USAC
LeNard, David	E-Rate Elite Services, Inc.
Lock, Sean	Funds for Learning
McCornac, Carolyn	USAC
Mitchell, Tamika	USAC
Morning, Kimberly	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Rivera, Dan	Aruba
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

OPEN SESSION

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

- a1. Consent Items.** Dr. Wibberly presented this item to the Committee.
- A.** Approval of Rural Health Care Committee Meeting Minutes of July 27 and July 28, 2020.
 - B.** Approval of moving all *Executive Session* items into *Executive Session*:
 - **i2** – Rural Health Care Business Update (*Continued*). USAC management recommends that this matter be discussed in Executive Session because it relates to *specific internal controls, or confidential company data* that would constitute a discussion of internal rules and procedures. This item also relates to USAC’s *procurement strategy and contract administration*.

RESOLVED, that the USAC Rural Health Care Committee hereby approves: (1) the Committee meeting minutes of July 27 and July 28, 2020; and (2) discussion in *Executive Session* of the item noted above.

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

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 2021 Rural Health Care Support Mechanism direct program budget of \$3.85 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$3.85 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on October 26, 2020 the 1st Quarter 2021 Rural Health Care Support Mechanism demand estimate of \$166.88 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 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 PowerPoint slides covering the following items to the Committee:

- Operational Update
- Reform Order Update
- Rural Health Care Outreach Strategy
- Rural Health Care Program At A Glance
- Q3 2020 Update on Rural Health Care Administration. The Committee received a report on Rural Health Care 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 11:45 a.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned until October 27, 2020 at approximately 11:35 a.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

RURAL HEALTH CARE 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 Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, October 27, 2020. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 11:35 a.m. Eastern Time, with a quorum of all eight Committee members present:

Fontana, Brent – Vice Chair	Wade, Dr. Joan
Freeman, Sarah	Waller, Jeff
Sekar, Radha – Chief Executive Officer	Wein, Olivia
Tinic, Atilla	Wibberly, Dr. Kathy – 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 Assurance
Domenech, Dr. Daniel – Member of the Board
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of Information Technology and Chief Information Officer
Mason, Ken – Member of the Board
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.

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

OPEN SESSION

At 11:36 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.

EXECUTIVE SESSION

i2. **Rural Health Care Business Update (*Continued*)**. Mr. Sweeney presented PowerPoint slides covering the following:

- Rural Health Care Fund Year Update
- Update on CEO Roundtable
- Assessment and Systems Update
- Rural Health Care Business Process Outsourcing (BPO)

OPEN SESSION

At 12:37 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 i2.

On a motion duly made and seconded, the Committee adjourned at 12:37 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

**Universal Service Administrative Company
 Joint Meeting of the Rural Health Care Committee and
 Board of Directors
 Meeting Agenda**

<p>Monday, November 16, 2020 1:00 p.m. – 2:00 p.m. Eastern Time VIRTUAL MEETING 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>
Chris	a1. Consideration of Task Order Awards for Business Process Outsourcing (BPO) Services	30
Tamika /Radha	a2. Personnel Matter: Consideration of 2021 Merit-Based Salary Increase and Incentive Awards Program for USAC Employees.	30

Next Scheduled USAC Rural Health Care Committee Meeting

<p>VIRTUAL MEETINGS January 25, 2021 – Open Session Board and Committee Meetings January 26, 2021 – Executive Session Committee Meetings January 27, 2021 – Executive Session Board Meeting</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, November 16, 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 Rural Health Care Committee (Committee) was conducted by web conference on Monday, November 16, 2020. Dr. Kathy Wiberly, Committee Chair, Monday, November 16, 2020 called the meeting to order at 1:01 p.m. Eastern Time, with a quorum of all eight Board members present:

Fontana, Brent – Vice Chair	Wade, Dr. Joan
Freeman, Sarah	Waller, Jeff
Sekar, Radha – Chief Executive Officer	Wein, Olivia – Secretary
Tinic, Atilla	Wiberly, Dr. Kathy – Chair

Officers of the corporation present by telephone:

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
Feiss, Geoff – Member of the Board
Gillan, Joe – Member of the Board
Gregory, Amber – Member of the Board
Jacobs, Ellis – Member of the Board
Mason, Ken – Member of the Board
Polk, Stephane – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Schell Julie Tritt – Member of the Board
Sweeney, Mark – Vice President, Rural Health Care

Others present by telephone:

<u>NAME</u>	<u>COMPANY</u>
Mitchell, Tamika	USAC
Morning, Kimberly	USAC

¹ Draft resolutions were presented to the Board prior to the Board 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

Nuzzo, Patsy

Samuels, Victoria

Tiwari, Tanya

COMPANY

USAC

USAC

USAC

OPEN SESSION

- a1. **Consideration of Task Order Awards for Business Process Outsourcing (BPO) Services.** 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 Board adopted the following resolution:

RESOLVED, that the USAC Board of Directors determines that the discussion of this item be conducted in *Executive Session*.

At 1:02 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 Task Order Awards for Business Process Outsourcing (BPO) Services.** 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 fixed unit price task order for performance of BPO services for performance to perform applications processing for the Rural Health Care Program.

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

RESOLVED, that the USAC Rural Health Care Committee having reviewed the recommendation of USAC management, hereby authorizes USAC management to award a fixed unit price task order to ICF Incorporated, LLC for performance of BPO services to perform applications processing for the Rural Health Care Program. The base period of the Task Order for Task 1 is four (4) months with a not-to-exceed in the amount of \$970,876 (plus applicable taxes).

OPEN SESSION

At 1:10 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 Board discussed and took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 1:11 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary