

**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**

<b>MONDAY, JANUARY 25, 2021 12:25 P.M. – 12:55 P.M. EASTERN TIME <u>OPEN SESSION</u></b>		<i>Estimated Duration in Minutes</i>
Chair	<b>a1.</b> Consent Items (each available for discussion upon request): <b>A.</b> Approval of Rural Health Care Committee Meeting Minutes of October 26, October 27, and November 16, 2020 <b>B.</b> Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Chair	<b>a2.</b> Recommendation for Election of Committee Chair and Vice Chair	5
Mark	<b>a3.</b> Approval of Rural Health Care Support Mechanism 2nd Quarter 2021 Programmatic Budget and Demand Projection for the January 29, 2021 FCC Filing	5
Mark	<b>i1.</b> Rural Health Care Business Update: <ul style="list-style-type: none"> <li>• October Rural Health Care Committee Recap</li> <li>• Operational Velocity in Q4 2020</li> <li>• Operational Plans for 2021</li> <li>• Escalation Process Changes</li> <li>• Q4 2020 Update on Rural Health Care Administration (<i>For Information Only</i>)</li> </ul>	15

<b>TUESDAY, JANUARY 26, 2020 11:40 A.M. – 11:50 A.M. EASTERN TIME <u>EXECUTIVE SESSION</u> <b>Confidential – Executive Session Recommended</b></b>		<i>Estimated Duration in Minutes</i>
Mark	<b>a4.</b> Approval of Rural Health Care Support Mechanism 2021 Annual Programmatic Budgets	10

**Next Scheduled USAC Rural Health Care Committee Meeting**

**April 26 – 27, 2021  
Virtual Meeting**

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Monday, January 25, 2021**

**MINUTES<sup>1</sup>**

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the *Open Session* portion of the quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, January 25, 2021. Dr. Kathy Wiberly, Committee Chair, called the meeting to order at 12:38 p.m. Eastern Time, with a quorum six of the seven Committee members present (there is one vacancy):

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

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 and Assurance  
Domenech, Dr. Dan – Member of the Board  
Feiss, Geoff – Member of the Board  
Gaither, Vic – Vice President of High Cost  
Garber, Michelle – Vice President of Enterprise Resources Program  
Gerst, Matt – Member of the Board  
Gillan, Joe – Member of the Board  
Gregory, Amber – Member of the Board  
Hutchinson, Kyle – Vice President of IT and Chief Information Officer  
Jacobs, Ellis – Member of the Board  
Mason, Ken – Member of the Board  
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer

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<sup>1</sup> 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  
Skrivan, Michael – Member of the Board  
Sweeney, Mark – Vice President of Rural Health Care

Others present:

<u>NAME</u>	<u>COMPANY</u>
Benham, Cathy	CMS Consulting Inc.
Campos, Rosy	CMS Consulting Inc.
Crawford, Katherine	USAC
DiVo, Victor	USAC
Goode, Vernell	USAC
Harkin, Michelle	CMS Consulting Inc.
James, Christine	USAC
Lee, James	USAC
Little, Chris	USAC
Mitchell, Tamika	USAC
Morning, Kimberly	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Schecker, Laurence	USAC
Schrader, Theresa	Broadband Legal Strategies, LLC
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 October 26, October 27, and November 16, 2020.
  - B.** Approval of moving all *Executive Session* items into *Executive Session*:
    - **a4** – Approval of Rural Health Care Support Mechanism 2021 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 resolutions

**RESOLVED**, that the USAC Rural Health Care Committee hereby approves: (1) the Committee meeting minutes of October 26,

October 27, and November 16, 2020; and (2) discussion in *Executive Session* of the item noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Dr. Wibberly introduced Mr. Gerst. As Chair of the Nominating Committee, Mr. Gerst reported on the election recommendations for the Rural Health Care Committee.

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

**RESOLVED**, that the USAC Rural Health Care Committee recommends that the USAC Board of Directors elect **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 2021 Programmatic Budget and Demand Projection for January 29, 2021 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 2021 programmatic budget and demand projection for the January 29, 2021 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 2021 Rural Health Care Support Mechanism direct program budget of \$3.94 million; and

**RESOLVED FURTHER**, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$3.94 million for Rural Health Care Support Mechanism administrative costs in the required January 29, 2021 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 25, 2021 the 2nd Quarter 2021 Rural Health Care Support Mechanism demand estimate of \$149.36 million, hereby directs USAC staff to proceed with the required January 29, 2021 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:

- Update on Items from October 2020 Committee Meeting
- Operational Velocity in 4Q2020
- Operational Plans for 2021
- Escalation Process Changes
- Roadmap
- 4Q2020 Update on Rural Health Care Administration. The Committee received a report on Rural Health Care 4Q2020 accomplishments, planned activities for 1Q2021, and program metrics. The report was provided for *information only* and was publically posted on USAC's website. No discussion was held.

At 1:04 p.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned until January 26, 2021 at approximately 11:40 a.m. Eastern Time.

/s/ Kimberly Morning  
Assistant Secretary

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Tuesday, January 26, 2021**

**MINUTES<sup>1</sup>**

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the *Executive Session* portion of the quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, January 26, 2021. The Committee meeting continued from the January 25, 2021 *Open Session* portion of the meeting. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 11:51 a.m. Eastern Time, with a quorum of six of the seven Committee members present (there is one vacancy):

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

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. Dan – 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, Matt – 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

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<sup>1</sup> 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.

Polk, Stephanie – Member of the Board  
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer  
Schell, Julie Tritt – Member of the Board  
Skriwan, Michael – Member of the Board  
Sweeney, Mark – Vice President of Rural Health Care

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 11:51 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, January 25, 2021. Only members of the Board and USAC staff were present.

### EXECUTIVE SESSION

- a4. Approval of Rural Health Care Support Mechanism 2021 Annual Programmatic Budgets.** Mr. Sweeney presented this item for consideration. The presentation included a written report on the Rural Health Care Support Mechanism annual 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 2021 annual programmatic budget for the Rural Health Care Support Mechanism of \$14.90 million.

### OPEN SESSION

At 12:00 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.

On a motion duly made and seconded, the Committee adjourned at 12:00 p.m. Eastern Time.

/s/ Kimberly Morning  
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**

<b>MONDAY, APRIL 26, 2021 11:05 A.M. – 11:30 A.M. EASTERN TIME <u>OPEN SESSION</u></b>		<i>Estimated Duration in Minutes</i>
Chair	<b>a1.</b> Consent Items (each available for discussion upon request): <b>A.</b> Approval of Rural Health Care Committee Meeting Minutes of January 25 and January 26, 2021 <b>B.</b> Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Mark	<b>a2.</b> Approval of Rural Health Care Support Mechanism 3rd Quarter 2021 Programmatic Budget and Demand Projection for the April 30, 2021 FCC Filing	5
Mark	<b>i1.</b> Rural Health Care Business Update: <ul style="list-style-type: none"> <li>• Accomplishments and Plans               <ul style="list-style-type: none"> <li>○ Metrics</li> <li>○ Open Data and Rates Data Base</li> <li>○ Outreach</li> </ul> </li> <li>• Reform Oder and Supply Chain Order</li> <li>• Roadmap</li> <li>• Systems Update</li> </ul>	15
<b>TUESDAY, APRIL 27, 2020 10:25 A.M. – 10:35 A.M. EASTERN TIME <u>EXECUTIVE SESSION</u> Confidential – <i>Executive Session Recommended</i></b>		<i>Estimated Duration in Minutes</i>
Mark	<b>i2.</b> Rural Health Care Business Update <ul style="list-style-type: none"> <li>• Business Process Outsourcing Update</li> </ul>	10

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Monday, April 26, 2021**

**MINUTES<sup>1</sup>**

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore, the *Open Session* portion of the quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, April 26, 2021. Dr. Kathy Wiberly, Committee Chair, called the meeting to order at 11:15 a.m. Eastern Time, with a quorum seven of the eight Committee members present:

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

Members of the Committee not present:

Feiss, Geoff

Other Board members and officers of the corporation present:

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  
Gaither, Victor – Vice President of High Cost  
Garber, Michelle – Vice President of Enterprise Resources Program and Acting Vice President of Shared Services  
Gerst, Matthew – Member of the Board  
Gillan, Joe – 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  
Morning, Kimberly – Acting Vice President and General Counsel, and Assistant Secretary  
Polk, Stephanie – Member of the Board

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<sup>1</sup> 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  
Skriwan, Michael – Member of the Board  
Sweeney, Mark – Vice President of Rural Health Care

Others present:

<u>NAME</u>	<u>COMPANY</u>
Alfred, Kraynal	USAC
Ayer, Catriona	USAC
Crawford, Katherine	USAC
DiVo, Victor	USAC
Glisson, Connor	USAC
Goode, Vernell	USAC
Hargraves, Sabrina	Federal Communications Commission
James, Christine	USAC
Kriete, Debra	State E-Rate Coordinators' Alliance
Lee, James	USAC
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Pace, Regina	USAC
Scott, Latoya	Federal Communications Commission
Sherwood, Nicole	USAC
Spead, Laura	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 25, and January 26, 2021.
  - B.** Approval of moving all *Executive Session* items into *Executive Session*:
    - (1) **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*.

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

**RESOLVED**, that the Rural Health Care Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of January 25 and January 26, 2021; and (2) discussion in *Executive Session* of the item noted above.

- a2. Approval of Rural Health Care Support Mechanism 3rd Quarter 2021 Programmatic Budget and Demand Projection for April 30, 2021 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 2021 programmatic budget and demand projection for the April 30, 2021 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 2021 Rural Health Care Support Mechanism direct program budget of \$3.44 million; and

**RESOLVED FURTHER**, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$3.44 million for Rural Health Care Support Mechanism administrative costs in the required April 30, 2021 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 26, 2021 the 3rd Quarter 2021 Rural Health Care Support Mechanism demand estimate of \$149.39 million, hereby directs USAC staff to proceed with the required April 30, 2021 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:

- Accomplishments and Plans including the following:
  - Metrics
  - Open Data and Rates Database
  - Outreach
- Reform Order and Supply Chain Order
- Roadmap
- Systems Update

At 11:47 a.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned until April 27, 2021 at approximately 10:25 a.m. Eastern Time.

/s/ Kimberly Morning  
Assistant Secretary

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Tuesday, April 27, 2021**

**MINUTES<sup>1</sup>**

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the *Executive Session* portion of 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 27, 2021. The Committee meeting continued from the April 26, 2021 *Open Session* portion of the meeting. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 10:29 a.m. Eastern Time, with a quorum of seven of the eight Committee members present:

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

Members of the Committee not present:

Feiss, Geoff

Other Board members and officers of the corporation present:

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  
Gaither, Victor – Vice President of High Cost  
Garber, Michelle – Vice President of Enterprise Resource Program and Acting Vice President of Shared Services  
Gerst, Matthew – Member of the Board  
Gillan, Joe – Member of the Board  
Gregory, Amber – Member of the Board  
Jacobs, Ellis – Member of the Board  
Hutchinson, Kyle – Vice President of Information Technology and Chief Information Officer  
Mason, Ken – Member of the Board

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<sup>1</sup> 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.

Morning, Kimberly – Acting Vice President and General Counsel, and Assistant Secretary  
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer  
Schell, Julie Tritt – Member of the Board  
Skriwan, Michael – Member of the Board  
Sweeney, Mark – Vice President of Rural Health Care

Others present:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
DiVo, Victor	USAC
Glisson, Connor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Lee, James	USAC
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Pace, Gina	USAC
Sherwood, Nicole	USAC
Tiwari, Tanya	USAC

### OPEN SESSION

At 10:29 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, April 26, 2021. Only members of the Board and USAC staff were present.

### EXECUTIVE SESSION

**i2. Rural Health Care Business Update.** Mr. Sweeney presented this item for discussion. The presentation included a PowerPoint presentation that included an update on the Business Process Outsourcing.

### OPEN SESSION

At 10:52 a.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that, in *Executive Session*, the Committee discussed item i2.

On a motion duly made and seconded, the Committee adjourned at 10:52 a.m. Eastern Time.

/s/ Kimberly Morning  
Assistant Secretary

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

<p><b>Friday, May 7, 2021</b>  <b>1:00 p.m. – 1:10 p.m. Eastern Time</b>  <b>Virtual Meeting</b>  <b>USAC Offices</b>  <b>700 12th Street, N.W., Suite 900</b>  <b>Washington, D.C. 20005</b></p>
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<b>ACTION ITEMS</b> <i>Executive Session Recommended – Confidential</i>		<i>Estimated Duration in Minutes</i>
Chris	<p><b>a1.</b> Consideration of a Task Order Modification for Rural Health Care Business Process Outsourcing Services for Funding Year 2021 Application Processing</p>	5



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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Friday, May 7, 2021**

**MINUTES<sup>1</sup>**

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) of the USAC Board of Directors (Board) was conducted by web conference on Friday, May 7, 2021. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:02 p.m. Eastern Time, with a quorum of all eight Committee members present:

Feiss, Geoff	Wade, Dr. Joan
Fontana, Brent – Vice Chair	Waller, Jeff
Freeman, Sarah	Wein, Olivia
Sekar, Radha – Chief Executive Officer	Wibberly, D., Kathy – Chair

Officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer  
Buzacott, Alan – Member of the Board  
Davis, Craig – Vice President of Schools and Libraries  
Gerst, Matthew – Member of the Board  
Gillan, Joe – 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  
Morning, Kimberly – Acting Vice President and General Counsel, and Assistant Secretary  
Polk, Stephanie – 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 of Rural Health Care

Others present by telephone:

<u>NAME</u>	<u>COMPANY</u>
Kahn, Sammy	USAC

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<sup>1</sup> 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**

Nuzzo, Patsy  
Sherwood, Nicole  
Tiwari, Tanya

**COMPANY**

USAC  
USAC  
USAC

**OPEN SESSION**

- a1. **Consideration of a Task Order Modification for Rural Health Care Business Process Outsourcing Services for Funding Year 2021 (FY 2021) Application Processing.** 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 Rural Health Care Committee 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 a Task Order Modification for Rural Health Care Business Process Outsourcing Services for Funding Year 2021 (FY 2021) Application Processing.** Mr. Beyerhelm presented this item for consideration. The presentation included a proposal to modify an existing contract with ICF Incorporated, LLC (ICF) for performance of Business Process Outsourcing (BPO) services.

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

**RESOLVED**, that the Rural Health Care Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes USAC management to modify its existing contract with ICF Incorporated, LLC for performance of Business Process Outsourcing services. Specifically, USAC is authorized to increase the period of performance of the base period of Task 1 under the contract from four (4) months to twelve (12) months, and increase the not-to-exceed task amount of \$970,876 (plus applicable taxes) by \$1.5 million (plus applicable taxes), which includes a \$300,000 contingency for additional variable costs associated with the services, for a total not-to-exceed amount of \$2,470,876 (plus applicable taxes) over the base period of Task 1 for services to support the Rural Health Care Program, subject to required Federal Communications Commission approval.

**OPEN SESSION**

At 1:14 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that, in *Executive Session*, the Committee discussed and took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 1:14 p.m. Eastern Time.

/s/ Kimberly Morning  
Assistant Secretary

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

**Monday, July 26, 2021  
1:00 p.m. – 2:00 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

<u><b>OPEN SESSION</b></u>		<i>Estimated Duration in Minutes</i>
Chair	<b>a1.</b> Consent Items (each available for discussion upon request): <b>A.</b> Approval of Rural Health Care Committee Meeting Minutes of April 26 and 27; and May 7, 2021 <b>B.</b> Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Mark	<b>a2.</b> Approval of Rural Health Care Support Mechanism 4th Quarter 2021 Programmatic Budget and Demand Projection for the August 2, 2021 FCC Filing	5
Teleshia	<b>i1.</b> Information on Two USAC Audit and Assurance Division Rural Health Care Support Mechanism Beneficiary Audit Reports ( <i>For Information Only</i> )	-
Mark	<b>i2.</b> Rural Health Care Business Update <ul style="list-style-type: none"> <li>• Accomplishments and Plans</li> <li>• Reform Order and Supply Chain Order Updates</li> <li>• Roadmap</li> <li>• Systems Update</li> </ul>	20

<u><b>EXECUTIVE SESSION</b></u> <b>Confidential – Executive Session Recommended</b>		<i>Estimated Duration in Minutes</i>
Michelle Mark	<b>i3.</b> Rural Health Care Business Update ( <i>Continued</i> ) <ul style="list-style-type: none"> <li>• Modernization</li> <li>• FY2021 Analysis</li> </ul>	20
Chris	<b>a3.</b> Consideration of a Contract Modification for 2021 Rural Health Care Business Processing Outsourcing Services	5

**Next Scheduled USAC Rural Health Care Committee Meeting**

**Monday, October 25, 2021  
11:00 a.m. – 12:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Monday, July 26, 2021**

**MINUTES<sup>1</sup>**

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, July 26, 2021. A virtual meeting platform was available to the general public for ***Open Session*** to accommodate the need for increased physical distancing on site due to the COVID-19 pandemic. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:00 p.m. Eastern Time, with a quorum of all eight Committee members present:

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

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer – *by telephone*  
Buzacott, Alan – Member of the Board  
Choroser, Beth – Member of the Board – *by telephone*  
Davis, Craig – Vice President of Schools and Libraries – *by telephone*  
Delmar, Teleshia – Vice President of Audit and Assurance – *by telephone*  
Gaither, Victor – Vice President of High Cost – *by telephone*  
Garber, Michelle – Vice President of Enterprise Resources Program and Acting Vice President of Shared Services  
Gerst, Matthew – Member of the Board  
Gillan, Joe – Member of the Board  
Gregory, Amber – Member of the Board – *by telephone*  
Hutchinson, Kyle – Vice President of IT and Chief Information Officer – *by telephone*  
Mason, Ken – Member of the Board  
Morning, Kimberly – Acting Vice President and General Counsel, and Assistant Secretary  
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer – *by telephone*  
Skrivan, Michael – Member of the Board  
Sweeney, Mark – Vice President of Rural Health Care

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<sup>1</sup> 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>
Glisson, Connor – <i>by telephone</i>	USAC
Hamm, Aaron – <i>by telephone</i>	USAC
Lee, James – <i>by telephone</i>	USAC
Little, Chris – <i>by telephone</i>	USAC
Nuzzo, Patsy	USAC
Pace, Regina – <i>by telephone</i>	USAC
Phillippi, Megan	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 26 and 27; and May 7, 2021.
- B.** Approval of moving all *Executive Session* items into *Executive Session*:
- (1) **i3** – Rural Health Care Business Update (*Continued*). USAC management recommended that this matter 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 Modification for 2021 Rural Health Care Business Process Outsourcing Services. USAC management recommended 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*.

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

**RESOLVED**, that the Rural Health Care Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of April 26 and 27, and May 7, 2021; and (2) discussion in *Executive Session* of the items noted above.

- a2. **Approval of Rural Health Care Support Mechanism 4th Quarter 2021 Programmatic Budget and Demand Projection for August 2, 2021 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 2021 programmatic budget and demand projection for the August 2, 2021 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 2021 Rural Health Care Support Mechanism direct program budget of \$3.67 million; and

**RESOLVED FURTHER**, that the USAC Rural Health Care Committee, having reviewed at its meeting on July 26, 2021 the 4th Quarter 2021 Rural Health Care Support Mechanism demand estimate of \$153.12 million, hereby directs USAC staff to proceed with the required August 2, 2021 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. **Information on Two USAC Audit and Assurance Division Rural Health Care Support Mechanism Beneficiary Audit Reports.** This item was provided for information purposes only. Dr. Wibberly noted that the Rural Health Care Audit Briefing Book would be made public and posted to the USAC website.
- i2. **Rural Health Care Business Update.** Mr. Sweeney presented PowerPoint slides covering the following items to the Committee:
- Accomplishments and Plans
    - Metrics
    - Open Data and Rates Database
    - Outreach
  - Reform Order and Supply Chain Order
  - Roadmap
  - Systems Update

At 1:34 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing confidential items. Only members of the Board and USAC staff were present.

### **EXECUTIVE SESSION**

- i3. **Rural Health Care Business Update (*Continued*).** Mr. Sweeney presented this item for discussion. The presentation included a PowerPoint presentation that

included an update on Rural Health Care system modernization and Funding Year 2021 Analysis.

- a3. Consideration of a Contract Modification for 2021 Rural Health Care Business Processing Outsourcing Services.** Mr. Beyerhelm presented this item to the Committee for consideration. The presentation included a written summary and report detailing USAC management’s recommendation to modify USAC’s contract with MAXIMUS Federal Services, Inc. for Rural Health Care business processing outsourcing Services.

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

**RESOLVED**, that the Rural Health Care Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes USAC management to modify its existing contract with MAXIMUS Federal Services, Inc. by exercising the “Added Services” provision to provide business process outsourcing services in support of the significant volume of applications for the Rural Health Care program, and to perform processing of applications for the Connected Care Pilot program. The modification will have a six (6) month period of performance for the fixed amount of \$900,000.00 (plus applicable taxes), plus a contingency reserve of \$300,000.00 (plus applicable taxes), for a total not-to-exceed amount of \$1.2 million (plus applicable taxes), subject to required Federal Communications Commission approval.

**OPEN SESSION**

At 2:09 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 i3 and took action on item a3.

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

/s/ Kimberly Morning  
Assistant Secretary



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

**Friday, September 10, 2021  
12:30 p.m. – 1:15 p.m. ET  
Immediately Following Board of Directors Meeting  
Virtual Meeting  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

<b>ACTION ITEMS</b> <i>Executive Session Recommended – Confidential</i>		<i>Estimated Duration in Minutes</i>
Chris	<b>a1.</b> Consideration of Contract Modification for Appian Cloud Services and Licenses	5

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Friday, September 10, 2021**

**MINUTES<sup>1</sup>**

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 of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Friday, September 10, 2021. At the request of Dr. Kathy Wibberly, Committee Chair, Mr. Joe Gillan, Board Chair, facilitated the Committee meeting. Mr. Gillan called the meeting to order at 1:03 p.m. Eastern Time, with a quorum of all eight Committee members present:

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

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer  
Buzacott, Alan – Member of the Board  
Choroser, Beth – Member of the Board  
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer  
Gillan, Joe – Member of the Board  
Gregory, Amber – Member of the Board  
Mason, Ken – Member of the Board  
Morning, Kimberly – Acting Vice President and General Counsel, and Assistant Secretary  
Schell, Julie Tritt– Member of the Board  
Skrivan, Michael – Member of the Board  
Sweeney, Mark – Vice President of Rural Health Care

Others present:

<u>NAME</u>	<u>COMPANY</u>
Daniels, Joel	USAC
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Pace, Regina	USAC

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<sup>1</sup> 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  
Phillippi, Megan  
Tiwari, Tanya

COMPANY  
USAC  
USAC

### OPEN SESSION

- a1. **Consideration of Contract Modification for Appian Cloud Services and Licenses.** 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 Rural Health Care Committee of the USAC Board of Directors approves discussion of this item in *Executive Session*.

At 1:03 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 Modification for Appian Cloud Services and Licenses.** Mr. Beyerhelm presented this item to the Committee for consideration. The presentation included a written summary and report detailing USAC management's recommendation to increase the amount of USAC's fourth one-year contract renewal option for Appian Cloud Services and Licensing to support the design, development, and delivery of a Healthcare Connect Fund Portal.

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

**RESOLVED**, that the USAC Board of Directors Rural Health Care Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to increase the amount of its fourth one-year contract renewal option for Appian Cloud Services and Licensing with Appian Corporation by \$388,294.00 (plus applicable taxes), for a total not-to-exceed price of \$2,888,294.00 (plus applicable taxes).

### OPEN SESSION

At 1:06 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Gillan reported that, in *Executive Session*, the Committee discussed and took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 1:07 p.m. Eastern Time.

/s/ Kimberly Morning  
Assistant Secretary

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

**Monday, October 25, 2021  
1:15 p.m. – 2:15 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

<b><u>OPEN SESSION</u></b>		<i>Estimated Duration in Minutes</i>
Chair	<b>a1.</b> Consent Items (each available for discussion upon request): <b>A.</b> Approval of Rural Health Care Committee Meeting Minutes of July 26 and September 10, 2021 <b>B.</b> Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Mark	<b>a2.</b> Approval of Rural Health Care Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing	5
Mark	<b>i1.</b> Rural Health Care Business Update <ul style="list-style-type: none"> <li>• Accomplishments <ul style="list-style-type: none"> <li>○ Metrics</li> <li>○ Appeals</li> <li>○ Outreach</li> </ul> </li> <li>• Plans for Next Quarter <ul style="list-style-type: none"> <li>○ Funding Year 2022 Preparation</li> <li>○ Roadmap</li> </ul> </li> <li>• Systems Update</li> </ul>	20

<b><u>EXECUTIVE SESSION</u></b> <b>Confidential – Executive Session Recommended</b>		<i>Estimated Duration in Minutes</i>
Radha/ Mark	<b>i2.</b> Rural Health Care Business Update ( <i>Continued</i> ) <ul style="list-style-type: none"> <li>• CEO Roundtable Update</li> <li>• Modernization</li> </ul>	30

**Next Scheduled USAC Rural Health Care Committee Meeting**

**Monday, January 24, 2022  
11:30 a.m. – 12:30 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Monday, October 25, 2021**

**MINUTES<sup>1</sup>**

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, October 25, 2021. A virtual meeting platform was available to the general public for ***Open Session*** to accommodate the need for increased physical distancing on site due to the COVID-19 pandemic. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:17 p.m. Eastern Time, with a quorum of seven of eight Committee members present:

Feiss, Geoff	Wade, Dr. Joan – <i>by telephone</i>
Fontana, Brent – Vice Chair – <i>by telephone</i>	Wein, Olivia
Freeman, Sarah – <i>by telephone</i>	Wibberly, Dr. Kathy – Chair
Sekar, Radha – Chief Executive Officer	

Members of the Committee not present:

Waller, Jeff

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer – *by telephone*  
Butler, Stephen – Vice President of Shared Services – *by telephone*  
Buzacott, Alan – Member of the Board  
Delmar, Teleshia – Vice President of Audit and Assurance – *by telephone*  
Gaither, Victor – Vice President of High Cost – *by telephone*  
Garber, Michelle – Vice President and Chief Financial Officer  
Gillan, Joe – Member of the Board  
Gregory, Amber – Member of the Board – *by telephone*  
Hughet, Pamela – Vice President of Lifeline – *by telephone*  
Hutchinson, Kyle – Vice President of IT and Chief Information Officer – *by telephone*  
Mason, Ken – Member of the Board  
Schell, Julie Tritt – Member of the Board  
Skriwan, Michael – Member of the Board – *by telephone*  
Sweeney, Mark – Vice President of Rural Health Care

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<sup>1</sup> 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>
Birdsell, Traci – <i>by telephone</i>	Maximus
Mitchell, Tamika – <i>by telephone</i>	USAC
Nuzzo, Patsy	USAC
Owens, Mike – <i>by telephone</i>	Maximus
Pace, Regina – <i>by telephone</i>	USAC
Phillippi, Megan	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Shorewood, Nicole – <i>by telephone</i>	USAC
Tiwari, Tanya	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 July 26 and September 10, 2021.
- B.** Approval of moving all *Executive Session* items into *Executive Session*:
- (1) **i1** – Information Regarding Rural Health Care Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing (*Continued*). USAC management recommended that this item be discussed in *Executive Session* because it relates to discussion of *pre-decisional matters pending before the FCC*.
  - (2) **i3** – Rural Health Care Business Update (*Continued*). USAC management recommended 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 Rural Health Care Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of July 26 and September 10, 2021; and (2) discussion in *Executive Session* of the items noted above.

- i1. **Information Regarding Rural Health Care Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing.** Mr. Sweeney presented this item for discussion. Mr. Sweeney and Ms. Williams noted that further discussion of this item would be moved to *Executive Session* because the matter related to *pre-decisional matters pending before the FCC*.
- i2. **Rural Health Care Business Update.** Mr. Sweeney presented PowerPoint slides to the Committee covering the following items:
  - Accomplishments and Plans
    - Metrics
    - Appeals
    - Outreach
  - Plans for Next Quarter
    - Funding Year 2022 Preparation
    - Roadmap
  - Systems Update

At 1:38 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing confidential items. Only members of the Board and USAC staff were present.

### **EXECUTIVE SESSION**

- i1. **Information Regarding Rural Health Care Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing. (Continued).** Mr. Sweeney presented this item for discussion. Mr. Sweeney noted that the Committee would receive a request later in the week to approve, via unanimous written consent, the 1st quarter 2022 programmatic budget and demand projection for the Rural Health Care Support Mechanism for submission to the FCC in USAC's November 2, 2021 quarterly filing because the information was undergoing revisions in response to FCC direction at the time of the Committee's scheduled quarterly meeting.
- i3. **Rural Health Care Business Update (Continued).** Mr. Sweeney and Ms. Sekar presented a PowerPoint presentation that included an update on the CEO Roundtable and modernization efforts.

### **OPEN SESSION**

At 2:22 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 items i1 and i3.

On a motion duly made and seconded, the Committee adjourned at 2:23 p.m. Eastern Time.



/s/ Olivia Wein  
Secretary

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

**Thursday, October 28, 2021  
Unanimous Consent  
Responses due by 5:00 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

<b>ACTION ITEMS</b>		<i>Estimated Duration in Minutes</i>
—	<b>a1.</b> Approval of Revised Rural Health Care Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing	—

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Thursday, October 28, 2021**

**MINUTES<sup>1</sup>**

During the quarterly Rural Health Care Committee (Committee) meeting held on Monday, October 25, 2021, the Committee was notified that a vote by unanimous written consent for the approval of the revised 1st quarter 2022 programmatic budget and demand projection for the November 2, 2021 FCC filing would be forthcoming.

- a1. Approval of Revised Rural Health Care Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing** On October 27, 2021, briefing papers were distributed to the Committee requesting members to vote electronically for this matter pursuant to Article II, Section 9 of USAC's By-laws.<sup>2</sup> Responses to approve the revised Rural Health Care 1st quarter 2022 programmatic budget and demand projection for the November 2, 2021 FCC Filing were timely received on October 28, 2021, providing unanimous consent from all 8 of the committee members. The Committee adopted the following resolutions:

**RESOLVED**, that the USAC Rural Health Care Committee approves a 1st Quarter 2022 Rural Health Care Support Mechanism direct program budget of \$3.63 million; and.

**RESOLVED, FURTHER**, that the USAC Rural Health Care Committee, having reviewed at its meeting on October 28, 2021 the 1st Quarter 2022 Rural Health Care Support Mechanism demand estimate of \$11.72 million, hereby directs USAC staff to proceed with the required November 2, 2021 filing to the Federal Communications Commission 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.

/s/ Olivia Wein  
Secretary

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<sup>1</sup> Draft resolutions were presented to the Board prior to the Board vote. 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.

<sup>2</sup> See USAC By-laws, Article II, § 9 ("Any action required or permitted to be taken at any meeting of the Board of Directors or any committee thereof may be taken without a meeting if all members of the Board or committee, as the case may be, consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Board or committee.").

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

**Thursday, December 16, 2021  
1:00 p.m. – 2:00 p.m. ET  
Virtual Meeting  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

<b>ACTION ITEMS</b> <i>Executive Session Recommended – Confidential</i>		<i>Estimated Duration in Minutes</i>
Chris	<b>a1.</b> Consideration of Contract Award for Rural Health Care and Connected Care Pilot Program Business Process Outsourcing Services for Applications Processing	5

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

**RURAL HEALTH CARE COMMITTEE MEETING**  
**Thursday, December 16, 2021**

**MINUTES<sup>1</sup>**

Due to USAC's maximum telework allowance in response to the COVID-19 pandemic, the non-quarterly meeting of the Rural Health Care Committee (Committee) was conducted by web conference on Thursday, December 16, 2021. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 1:13 p.m. Eastern Time, with a quorum of all eight Committee members present:

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

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer  
Choroser, Beth – Member of the Board  
Domenech, Dr. Dan – Member of the Board  
Gillan, Joe – 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  
Schell, Julie Tritt – Member of the Board  
Skrivan, Michael – Member of the Board  
Sweeney, Mark – Vice President of Rural Health Care

Others present by telephone:

<u>NAME</u>	<u>COMPANY</u>
Nuzzo, Patsy	USAC
Pace, Regina	USAC
Phillippi, Megan	USAC
Tiwari, Tanya	USAC
Williams, Erin	USAC

**OPEN SESSION**

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<sup>1</sup> 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.

- a1. **Consideration of Contract Award for Rural Health Care and Connected Care Pilot Program Business Process Outsourcing Services for Applications Processing.** 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 Rural Health Care Committee approves discussion of this item in *Executive Session*.

At 1:14 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 Rural Health Care and Connected Care Pilot Program Business Process Outsourcing Services for Applications Processing.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management's recommendation to award a contract to Maximus for business process outsourcing application processing services for the Rural Health Care Program and the Connected Care Pilot Program.

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

**RESOLVED**, that the USAC Rural Health Care Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes USAC management, subject to required Federal Communications Commission approval, to award a contract to Maximus Federal Services, Inc. for business process outsourcing application processing and support services for the Rural Health Care Program and Connected Care Pilot Program for a total not-to-exceed amount of \$3,513,059.00 (plus applicable taxes) over a twelve (12) month base period, with the ability to exercise three (3) additional one-year option terms, for a four (4) year total not-to-exceed amount of \$13,661,375.00 (plus applicable taxes) over the base year and three (3) one-year option terms. Exercise of options to extend the contract beyond the initial twelve (12) month term are subject to Federal Communications Commission and Committee approval.

### **OPEN SESSION**

At 1:22 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that, in *Executive Session*, the Committee discussed and took action on item a1.

On a motion duly made and seconded, the Committee adjourned at 1:22 p.m. Eastern Time.

/s/ Olivia Wein  
Secretary