

**Universal Service Administrative Company
Schools & Libraries Committee
Quarterly Meeting
Agenda**

<p>Monday, January 30, 2023 12:30 p.m. – 1:25 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

OPEN SESSION		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 20px;">A. Approval of Schools & Libraries Committee Meeting Minutes of October 24, 2022</p> <p style="padding-left: 20px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Chair	a2. Recommendation for Election of Committee Chair and Vice Chair	5
Craig	a3. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2023 Programmatic Budget and Demand Projection for the January 31, 2023 FCC Filing	5
Teleshia	<p>i1. Information on Two USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports</p> <p style="text-align: center;"><i>(For Information Only)</i></p>	–
Craig	<p>i2. E-Rate Business Update</p> <ul style="list-style-type: none"> • 2022 Year in Review • Funding Year 2023 Window • Plans for Next Quarter • Roadmap • Appendix: Program Metrics 	20

EXECUTIVE SESSION		
Confidential – Executive Session Recommended		
Kyle	<p>i3. E-Rate Business Update <i>(Continued)</i></p> <ul style="list-style-type: none"> • E-Rate Legacy System Consolidation 	10
Craig	a4. Approval of Schools and Libraries Support Mechanism 2023 Annual Programmatic Budget	10

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Thursday, April 20, 2023 USAC Offices, Washington, D.C.</p>

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, January 30, 2023

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, January 30, 2023. Per the request of Dr. Dan Domenech, Committee Chair, Julie Tritt Schell, Committee Vice Chair, chaired the meeting. Ms. Schell called the meeting to order at 12:30 p.m. Eastern Time, with a quorum of eight of nine Committee members present (there is one vacancy):

Buzacott, Alan	Mason, Ken
Domenech, Dr. Dan – Chair – <i>by telephone</i>	Schell, Julie Tritt – Vice Chair
Fontana, Brent – <i>by telephone</i>	Sekar, Radha – Chief Executive Officer
Gregory, Amber	Wade, Dr. Joan

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer– *by telephone*
Butler, Stephen – Vice President of Shared Services
Chalk, Indra – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board *by telephone*
Garber, Michelle – Vice President of Finance and Chief Financial Officer – *by telephone*
Gaither, Victor – Vice President of High Cost – *by telephone*
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Sanquist, Christine – Member of the Board
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeff – Member of the Board – *by telephone*
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Benham, Cathy – <i>by telephone</i>	CSM.
Braxton, Carolyn	USAC
Case, Kevin – <i>by telephone</i>	USAC
Claxton, Naomi	USAC
Glisson, Connor – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Havivi, Daniel – <i>by telephone</i>	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
LeNard, David – <i>by telephone</i>	CDW-G
Little, Chris – <i>by telephone</i>	USAC
Morgan, Meredith – <i>by telephone</i>	USAC
Parsons, Laura – <i>by telephone</i>	Maximus
Phillippi, Megan	USAC
Rones, Julie	USAC
Rovetto, Ed	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Spade, Gina – <i>by telephone</i>	Broadband Legal Strategies, LLC
Tiwari, Tanya – <i>by telephone</i>	Morgan Lewis
Wilson, Carl – <i>by telephone</i>	USAC

OPEN SESSION

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

a1. Consent Items. Ms. Schell presented this item for consideration.

A. Approval of Committee meeting minutes of October 24, 2022.

B. Approval of moving all *Executive Session* items into *Executive Session*:

(1) **i3** – E-rate Business Update (*Continued, if needed*). USAC management recommended that this item be discussed in *Executive Session* because it may relate to *specific internal controls or confidential company data* and *internal rules and procedures* concerning the administration of the universal service support mechanisms, where discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

(2) **a4** – Approval of Schools and Libraries Support Mechanism 2023 Annual Programmatic Budget. USAC management recommended that this item be discussed in *Executive Session* because this

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

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

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of October 24, 2022; and (2) discussion in *Executive Session* of the items noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Ms. Schell introduced Dr. Wade. As Chair of the Nominating Committee, Dr. Wade reported on the election recommendations for the Schools and Libraries Committee.

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

RESOLVED, that the USAC Schools and Libraries Committee recommends that the USAC Board of Directors elect **Dr. Dan Domenech** as Chair and **Julie Tritt Schell** 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 Schools and Libraries Support Mechanism 2nd Quarter 2022 Programmatic Budget and Demand Projection for the January 31, 2023 Federal Communications Commission (FCC) Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Schools and Libraries Support Mechanism 2nd Quarter 2023 programmatic budget and demand projection for the January 31, 2023 FCC Filing.

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

RESOLVED, that the USAC Schools & Libraries Committee approves a 2nd Quarter 2023 Schools and Libraries Support Mechanism direct program budget of \$12.80 million; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$12.80 million for Schools and Libraries Support Mechanism administrative costs

in the required January 31, 2023 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on January 30, 2023 the 2nd Quarter 2023 Schools and Libraries Support Mechanism demand estimate of \$609.15 million, hereby directs USAC staff to proceed with the required January 31, 2023 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i1. **Information on Two USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. Ms. Schell noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.
- i2. **E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
 - 2022 Year in Review
 - Funding Year 2023 Window
 - Plans for Next Quarter
 - Roadmap

At 1:12 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. **E-Rate Business Update (Continued).** Mr. Hutchinson presented PowerPoint slides to the Committee for discussion covering the following topic:
 - E-Rate Legacy System Consolidation
- a4. **Approval of Schools and Libraries Support Mechanism 2023 Annual Programmatic Budget.** Mr. Davis presented this item to the Committee for consideration. The presentation included a written report on the Schools and Libraries Support Mechanism annual budget. On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the Schools and Libraries Committee approves a 2023 annual programmatic budget for the Schools and Libraries Support Mechanism of \$40.58 million.

OPEN SESSION

At 1:27 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Ms. Schell reported that, in *Executive Session*, the Committee discussed item i3 and took action on item a4.

On a motion duly made and seconded, the Committee adjourned at 1:28 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee
Quarterly Meeting
Agenda**

**Thursday, April 20, 2023
11:30 a.m. – 12:30 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 Schools & Libraries Committee Meeting Minutes of January 30, 2023 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Craig	a2. Approval of Schools and Libraries Support Mechanism 3 rd Quarter 2023 Programmatic Budget and Demand Projection for the May 2, 2023 FCC Filing	5
Teleshia	i1. Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report <i>(For Information Only)</i>	–
Craig	i2. E-Rate Business Update <ul style="list-style-type: none"> • 2023Q1 Accomplishments • Funding Year 2023 Filing Window Overview • Fiber Trends • Plans for 2023Q2 • Roadmap • Appendix: Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Craig Kyle	i3. E-Rate Business Update (Continued) <ul style="list-style-type: none"> • E-Rate Legacy System Consolidation Update 	20

Next Scheduled USAC Schools & Libraries Committee Meeting

**Monday, July 24, 2023
USAC Offices, Washington, D.C.**

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Thursday, April 20, 2023

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Thursday April 20, 2023. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:32 a.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Sanquist, Christine – <i>by telephone</i>
Domenech, Dr. Dan – Chair	Schell, Julie Tritt – Vice Chair
Fontana, Brent – <i>by telephone</i>	Sekar, Radha
Gregory, Amber	Wade, Dr. Joan
Mason, Ken	

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer – *by telephone*
Butler, Stephen – Vice President of Shared Services
Chalk, Indra – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board – *by telephone*
Gaither, Victor – Vice President of High Cost – *by telephone*
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
O'Brien, Tim – Vice President of Lifeline – *by telephone*
Sweeney, Mark – Vice President of Rural Health Care – *by telephone*
Waller, Jeff – Member of the Board – *by telephone*
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board – *by telephone*
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

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>
Bolling, Christopher – <i>by telephone</i>	USAC
Borg, Jeanenne – <i>by telephone</i>	USAC
Braxton, Carolyn	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota State E-rate Coordinator
LeNard, Dave – <i>by telephone</i>	CDW-G
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Phillippi, Megan	USAC
Robinson, Jen – <i>by telephone</i>	USAC
Rones, Julie	USAC
Rovetto, Ed – <i>by telephone</i>	USAC
Sihuin, Mely – <i>by telephone</i>	USAC
Wilson, Carl	USAC

OPEN SESSION

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

- a1. Consent Items.** Dr. Domenech presented this item for consideration.
- A. Approval of Committee meeting minutes of January 30, 2023.
 - B. Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i3** – E-Rate Business Update (*Continued*). USAC management recommended that this item be discussed in *Executive Session* because it may involve discussion of *specific internal controls or confidential company data* or *internal rules and procedures* concerning the administration of the universal service support mechanisms, where discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

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

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of January 30, 2023; and (2) discussion in *Executive Session* of the items noted above.

- a2. **Approval of Schools and Libraries Support Mechanism 3rd Quarter 2023 Programmatic Budget and Demand Projection for the May 2, 2023 Federal Communications Commission (FCC) Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Schools and Libraries Support Mechanism 3rd Quarter 2023 programmatic budget and demand projection for the May 2, 2023 FCC Filing.

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

RESOLVED, that the USAC Schools & Libraries Committee approves a 3rd Quarter 2023 Schools and Libraries Support Mechanism direct program budget of \$9.61 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.61 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2023 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on April 20, 2023, the 3rd Quarter 2023 Schools and Libraries Support Mechanism demand estimate of \$546.83 million, hereby directs USAC staff to proceed with the required May 2, 2023 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$25 million.

- i1. **Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report.** This item was provided for *information purposes only*. No discussion was held. Dr. Domenech noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.
- i2. **E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
- 1Q2023 Accomplishments
 - Funding Year 2023 Filing Window Overview
 - Fiber Trends
 - Plans for Next Quarter
 - Roadmap

At 12:02 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. E-Rate Business Update** (*Continued*). Mr. Davis and Mr. Hutchinson presented PowerPoint slides to the Committee covering the following items:
- E-Rate Legacy System Consolidation Update

OPEN SESSION

At 12:28 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that, in *Executive Session*, the Committee discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 12:28 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee
Meeting Agenda**

<p>Monday, May 1, 2023 4:00 p.m. – 4:30 p.m. ET Virtual Meeting USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

ACTION ITEMS <i>Open Session</i>		<i>Estimated Duration in Minutes</i>
Craig	<p>a1. Approval of Revised Schools and Libraries Support Mechanism 3rd Quarter 2023 Programmatic Budget and Demand Projection for the May 2, 2023 FCC Filing</p>	5

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, May 1, 2023

MINUTES¹

The non-quarterly meeting of the Schools & Libraries Committee (Committee) was conducted by web conference on Monday, May 1, 2023. At the request of Dr. Dan Domenech, Committee Chair, Julie Tritt Schell, Committee Vice Chair, chaired the meeting. The meeting was called to order at 4:04 p.m. Eastern Time, with a quorum of six of the nine Committee members present:

Buzacott, Alan	Sanquist, Christine
Gregory, Amber	Schell, Julie Tritt – Vice Chair
Mason, Ken	Wade, Dr. Joan

Members of the Committee not present:

Domenech, Dr. Dan – Chair	Sekar, Radha
Fontana, Brent	

Other Board members and officers of the corporation present:

Davis, Craig – Vice President of Schools and Libraries
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present by telephone:

<u>NAME</u>	<u>COMPANY</u>
Nuzzo, Patsy	USAC
Phillippi, Megan	USAC
Wilson, Carl	USAC

OPEN SESSION

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

**a1. Approval of Revised Schools and Libraries Support Mechanism 3rd Quarter
2023 Programmatic Budget and Demand Projection for the May 2, 2023**

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.

Federal Communications Commission (FCC) Filing. Mr. Davis presented this item for consideration. The presentation included a written report on USAC management's recommendations for the revised Schools and Libraries Support Mechanism 3rd Quarter 2023 programmatic budget and demand projection for the May 2, 2023 FCC Filing.

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

RESOLVED, that the USAC Schools & Libraries Committee approves a 3rd Quarter 2023 Schools and Libraries Support Mechanism direct program budget of \$9.61 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.61 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2023 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on May 1, 2023 the 3rd Quarter 2023 Schools and Libraries Support Mechanism demand estimate of \$586.77 million, hereby directs USAC staff to proceed with the required May 2, 2023 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$25 million.

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

/s/ Erin Williams
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee
Quarterly Meeting
Agenda**

<p>Monday, July 24, 2023 10:00 a.m. – 10:45 a.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

OPEN SESSION		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 40px;">A. Approval of Schools & Libraries Committee Meeting Minutes of April 20 and May 1, 2023</p> <p style="padding-left: 40px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Craig	<p>a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2023 Programmatic Budget and Demand Projection for the August 2, 2023 FCC Filing</p>	5
Teleshia	<p>i1. Information on Six USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports</p> <p style="text-align: center;"><i>(For Information Only)</i></p>	–
Craig	<p>i2. E-Rate Business Update</p> <ul style="list-style-type: none"> • Accomplishments • Funding Year 2023 Observations • Plans For Next Quarter • Roadmap • Appendix: Program Metrics • Appendix B: Glossary of Terms 	20

EXECUTIVE SESSION		
Confidential – Executive Session Recommended		
Craig/ Kyle	<p>i3. E-Rate Business Update <i>(Continued, if needed)</i></p>	10

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, October 30, 2023 USAC Offices, Washington, D.C.</p>

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, July 24, 2023

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday July 24, 2023. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:00 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Buzacott, Alan	Sanquist, Christine – <i>by telephone</i>
Domenech, Dr. Dan – Chair	Schell, Julie Tritt – Vice Chair
Gregory, Amber	Sekar, Radha
Mason, Ken	Wade, Dr. Joan

Members of the Committee not present:

Fontana, Brent

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Chalk, Indra – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
O'Brien, Tim – Vice President of Lifeline
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeff – Member of the Board – *by telephone*
Wein, Olivia – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Wibberly, Dr. Kathy – Member of the Board – *by telephone*
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Braxton, Carolyn	USAC
Claxton, Naomi	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Gustafson, Jaymie – <i>by telephone</i>	USAC
Jaruboon, Jetshada – <i>by telephone</i>	Maximus
Kriete, Debra – <i>by telephone</i>	South Dakota State E-rate Coordinator
Mann, Bernie	USAC
Morgan, Meredith	USAC
Nesbitt, Tom	USAC
Nuzzo, Patsy	USAC
Rones, Julie	USAC
Rovetto, Ed	USAC
Schrader, Theresa	Broadband Legal Strategies
Staurulakis, Chrsanthe	USAC

OPEN SESSION

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

- a1. **Consent Items.** Dr. Domenech presented this item for consideration.
- A. Approval of Committee meeting minutes of April 20 and May 1, 2023.
 - B. Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i3** – E-Rate Business Update (*Continued*). USAC management recommended that this item be discussed in *Executive Session* because it may involve discussion of *specific internal controls or confidential company data* or *internal rules and procedures* concerning the administration of the universal service support mechanisms, where discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

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

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting

minutes of April 20 and May 1, 2023; and (2) discussion in *Executive Session* of the item noted above.

- a2. Approval of Schools and Libraries Support Mechanism 4rd Quarter 2023 Programmatic Budget and Demand Projection for the August 2, 2023 Federal Communications Commission (FCC) Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Schools and Libraries Support Mechanism 4th Quarter 2023 programmatic budget and demand projection for the August 2, 2023 FCC Filing.

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

RESOLVED, that the USAC Schools & Libraries Committee approves a 4th Quarter 2023 Schools and Libraries Support Mechanism direct program budget of \$9.27 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.27 million for Schools and Libraries Support Mechanism administrative costs in the required August 2, 2023 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on July 24, 2023 the 4th Quarter 2023 Schools and Libraries Support Mechanism demand estimate of \$652.04 million, hereby directs USAC staff to proceed with the required August 2, 2023 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$25 million.

- i1. Information on Six USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report.** This item was provided for *information purposes only*. No discussion was held. Dr. Domenech noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.
- i2. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
- 2Q2023 Accomplishments
 - Funding Year Observations
 - Plans for Next Quarter
 - Roadmap

- Tribal Libraries & FCC 23-56 Enhancing Tribal Access to E-Rate

At 10:25 a.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. **E-Rate Business Update** (*Continued*). Mr. Davis and Mr. Hutchinson provided an update on the E-Rate Legacy System consolidation to the Committee.

OPEN SESSION

At 10:34 a.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Dr. Domenech reported that, in ***Executive Session***, the Committee discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 10:34 a.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee
Quarterly Meeting
Agenda**

<p>Monday, October 30, 2023 12:30 p.m. – 1:15 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

OPEN SESSION		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 20px;">A. Approval of Schools & Libraries Committee Meeting Minutes of July 24, 2023</p> <p style="padding-left: 20px;">B. Approval of Moving all <i>Executive Session</i> Items into <i>Executive Session</i></p>	5
Craig	<p>a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2024 Programmatic Budget and Demand Projection for the November 2, 2023 FCC Filing</p>	5
Craig	<p>a3. Consideration of Funding Year 2024 Filing Window Dates</p>	5
Teleshia	<p>i1. Information on Nine USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports</p> <p style="text-align: center;"><i>(For Information Only)</i></p>	–
Craig	<p>i2. E-Rate Business Update</p> <ul style="list-style-type: none"> • Accomplishments • Funding Year 2024 Readiness • System Consolidation Project Update • Tribal Update • Plans For Next Quarter • Roadmap 	30

EXECUTIVE SESSION		
Confidential – Executive Session Recommended		
Teleshia	<p>i3. E-Rate Business Update <i>(Continued)</i></p> <ul style="list-style-type: none"> • E-Rate Improper Payment Results 	5
Chris	<p>a4. Consideration of Contract Award for Schools and Libraries (E-Rate) Business Process Outsourcing (BPO) Services</p>	5

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, January 29, 2024 USAC Offices, Washington, D.C.</p>

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, October 30, 2023

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday October 30, 2023. Dr. Dan Domenech, Committee Chair, called the meeting to order at 12:30 p.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Sanquist, Christine
Domenech, Dr. Dan – Chair	Schell, Julie Tritt – Vice Chair
Fontana, Brent – <i>by telephone</i>	Sekar, Radha
Gregory, Amber	Wade, Dr. Joan – <i>by telephone</i>
Mason, Ken	

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Chalk, Indra – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
O'Brien, Tim – Vice President of Lifeline
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Benham, Cathy – <i>by telephone</i>	CSM
Braxton, Carolyn	USAC
Calhoun, Mitchell	USAC
Campos, Joel – <i>by telephone</i>	Maximus
Campos, Rosey – <i>by telephone</i>	CSM
Claxton, Naomi	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Hamm, Aaron	USAC
Hurley, Michelle – <i>by telephone</i>	CSM
Jaruboon, Jetshada – <i>by telephone</i>	Maximus
King, Ryan	USAC
Manns, Bernie	USAC
Morgan, Meredith	USAC
Nesbitt, Tom	USAC
Nuzzo, Patsy	USAC
Oliver, Lindsay	USAC
Rones, Julie	USAC
Rovetto, Ed	USAC
Sauls, Lucas – <i>by telephone</i>	Maximus
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies
Staurulakis, Chresanthe	USAC
Willis, Catherine	USAC

OPEN SESSION

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

a1. Consent Items. Dr. Domenech presented this item for consideration.

A. Approval of Committee meeting minutes of July 24, 2023.

B. Approval of moving all *Executive Session* items into *Executive Session*:

- (1) **i3 – E-Rate Business Update** (*Continued, if needed*). 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, and may also include discussion of ***investigatory records or pending or contemplated enforcement action*** against participants in the universal service support mechanisms.

- (2) **a4** – Consideration of Contract Award for Schools and Libraries (E-Rate) Business Process Outsourcing (BPO) Service. 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 Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of July 24, 2023; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2024 Programmatic Budget and Demand Projection for the November 2, 2023 Federal Communications Commission (FCC) Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Schools and Libraries Support Mechanism 1st Quarter 2024 programmatic budget and demand projection for the November 2, 2023 FCC Filing.

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

RESOLVED, that the USAC Schools & Libraries Committee approves a 1st Quarter 2024 Schools and Libraries Support Mechanism direct program budget of \$9.33 million; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.33 million for Schools and Libraries Support Mechanism administrative costs in the required November 2, 2023 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on October 30, 2023 the 1st Quarter 2024 Schools and Libraries Support Mechanism demand estimate of \$634.96 million, hereby directs USAC staff to proceed with the required November 2, 2023, filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$25 million.

- a3. Consideration of Funding Year 2024 Filing Window Dates.** Mr. Davis presented this item for consideration. He requested authorization for USAC to open

the Funding Year (FY) 2024 application filing window no earlier than January 2024, and to close the window no earlier than March 2024.

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

RESOLVED, that the USAC Schools & Libraries Committee accepts the recommendation of USAC management to open the Funding Year 2024 filing window no earlier than January 2024 and to close the Funding Year 2024 filing window no earlier than March 2024, subject to the requirements of Section 54.502 of the Commission's rules; and

RESOLVED FURTHER, that upon consultation with the Committee Chair, USAC management is authorized to adjust the Funding Year 2024 filing window opening and closing dates as circumstances may warrant.

- i1. Information on Nine USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. Dr. Domenech noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.
- i2. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
 - Accomplishments
 - Funding Year 2024 Readiness
 - System Consolidation Project Update
 - Tribal Update
 - Plans For Next Quarter
 - Roadmap
 - Appendix A: Program Metrics

At 1:01 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. E-Rate Business Update (Continued).** Ms. Delmar provided an update on the E-Rate Improper Payment results to the Committee.
- a4. Consideration of Contract Award for Schools and Libraries (E-Rate) Business Process Outsourcing (BPO) Services.** Mr. Beyerhelm presented this item for consideration. The presentation included a written summary, and the discussion provided background detailing USAC management's recommendation

to award a contract for E-Rate BPO services. The committee adopted the following resolution as apart of the Consent Items:

RESOLVED, that the Schools and Libraries Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, authorizes USAC management to award a contract to Maximus Federal Services for E-Rate Business Process Outsourcing Services. The contract will have a hybrid fee structure of firm-fixed-price and fixed-unit price for a total not-to-exceed amount of \$15,474,483.80 (plus applicable taxes) over a base period of twelve (12) months, with the ability to exercise four (4) additional one-year option terms. Exercise of option terms to extend the contract beyond the initial twelve (12) month base period is subject to required Federal Communications Commission and Schools and Libraries Committee approvals.

OPEN SESSION

At 1:14 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that, in *Executive Session*, the Committee discussed item i3 and took action on item a4.

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

/s/ Erin Williams
Assistant Secretary