

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

**Monday, January 30, 2023
1:25 p.m. – 2:25 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Rural Health Care Committee Meeting Minutes of October 24, 2022 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Chair	a2. Recommendation for Election of Committee Chair and Vice Chair	5
Mark	a3. Approval of Rural Health Care Support Mechanism 2nd Quarter 2023 Programmatic Budget and Demand Projection for the January 31, 2023 FCC Filing	5
Teleshia	i1. Information on Six USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i>	–
Mark	i2. Rural Health Care Business Update <ul style="list-style-type: none"> • 2022 Year in Review <ul style="list-style-type: none"> ○ Update on FY2022 Application Processing • 1Q2023 Plans • Roadmap • Appendix: Program Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Kyle	i3. Rural Health Care Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • Rural Health Care Automation Status Update 	15
Mark	a4. Approval of Rural Health Care Support Mechanism 2023 Annual Programmatic Budget	10

Tuesday, January 31, 2023
10:45 a.m. – 10:50 a.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. Approval of Updated Rural Health Care Support Mechanism 2nd Quarter 2023 Programmatic Budget and Demand Projection for the January 31, 2023 FCC Filing	5

Next Scheduled USAC Rural Health Care Committee Meeting

Thursday, April 20, 2023
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, January 30, 2023

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, January 30, 2023. Dr. Kathy Wiberly, Committee Chair, called the meeting to order at 1:29 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 – <i>by telephone</i>	Wein, Olivia
Sekar, Radha – Chief Executive Officer	Wiberly, Dr. Kathy – Chair

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
Delmar, Teleshia – Vice President of Audit and Assurance
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President and Chief Financial Officer – *by telephone*
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
O'Brien, Tim – Vice President of Lifeline
Polk, Stephanie – 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
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Braxton, Carolyn	USAC
Case, Kevin – <i>by telephone</i>	USAC

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

<u>NAME</u>	<u>COMPANY</u>
Glisson, Connor – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Little, Chris	USAC
Morgan, Meredith – <i>by telephone</i>	USAC
Parsons, Laura – <i>by telephone</i>	Maximus
Roach, Daulton – <i>by telephone</i>	Deloitte
Phillippi, Megan	USAC
Rones, Julie – <i>by telephone</i>	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Suggs-Moore, Vickie	USAC
Tiwari, Tanya	Morgan Lewis

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 24, 2022.
 - B.** Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i3** – Rural Health Care Business Update (*Continued, if needed*). 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; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
 - (2) **a4** – Approval of Rural Health Care Support Mechanism 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 Rural Health Care 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.** Dr. Wibberly introduced Dr. Wade. As Chair of the Nominating Committee, Dr.

Wade 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 2023 Programmatic Budget and Demand Projection for the January 31, 2023 Federal Communications Commission (FCC) Filing.** Mr. Sweeny presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 2nd Quarter 2023 Rural Health Care Support Mechanism direct program budget of \$4.49 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$4.49 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on January 30, 2023 the 2nd Quarter 2023 Rural Health Care Support Mechanism demand estimate of \$99.23 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 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 Six USAC Internal Audit 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 to the Committee covering the following items:
- 2022 Year In Review
 - Update on FY2022 Application Processing
 - 1Q2023 Plans
 - Roadmap

At 1:56 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. Hutchinson presented PowerPoint slides to the Committee for discussion covering the following topic:
- Rural Health Care Automation Status Update
- a4. Approval of Rural Health Care Support Mechanism 2023 Annual Programmatic Budget.** Mr. Sweeny presented this item to the Committee 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 2023 annual programmatic budget for the Rural Health Care Support Mechanism of \$18.00 million.

OPEN SESSION

At 2:32 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 a4.

On a motion duly made and seconded, the Committee adjourned at 2:33 a.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

<p>Tuesday, January 31, 2023 10:45 a.m. – 10:50 a.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

	<u>OPEN SESSION</u>	<i>Estimated Duration in Minutes</i>
Mark	<p>a1. Approval of Updated Rural Health Care Support Mechanism 2nd Quarter 2023 Programmatic Budget and Demand Projection for the January 31, 2023 FCC Filing</p>	5

Next Scheduled USAC Rural Health Care 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

RURAL HEALTH CARE COMMITTEE MEETING
Tuesday, January 31, 2023

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was reconvened at USAC's offices in Washington, D.C. on Tuesday, January 31, 2023 to vote on an updated 2nd Quarter 2023 Programmatic Budget and Demand Projection for the January 31, 2023 FCC filing. The 2nd Quarter 2023 Programmatic Budget and Demand Projection was updated to reflect guidance USAC received from the Federal Communications Commission on January 31, 2023. Dr. Kathy Wibberly, Committee Chair, called the meeting to order at 10:47 a.m. Eastern Time, with a quorum of eight of the 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 – <i>by telephone</i>	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
Butler, Stephen – Vice President of Shared Services
Buzacott, Alan – Member of the Board
Chalk, Indra – Member of the Board – *by telephone*
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President and Chief Financial Officer
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 – *by telephone*
Mason, Ken – Member of the Board
O'Brien, Tim – Vice President of Lifeline
Sanquist, Christine – 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

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>
Behnam, Cathy – <i>by telephone</i>	CSM
Bolling, Christopher – <i>by telephone</i>	USAC
Carlin, Tyler – <i>by telephone</i>	KPMG
Case, Kevin – <i>by telephone</i>	USAC
Claxton, Naomi – <i>by telephone</i>	USAC
Glisson, Connor – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Hamm, Aaron	USAC
Havivi, Daniel – <i>by telephone</i>	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
Little, Chris – <i>by telephone</i>	USAC
Phillippi, Megan	USAC
Robinson, Crystal	USAC
Sadirkhanova, Sabina	USAC
Schultz, Kent – <i>by telephone</i>	Deloitte
Shrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Tiwari, Tanya – <i>by telephone</i>	Morgan Lewis
Tyler, Gerrod	USAC
Wilson, Carl – <i>by telephone</i>	USAC

OPEN SESSION

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

- a1. Approval of Updated Rural Health Care Support Mechanism 2nd Quarter 2023 Programmatic Budget and Demand Projection for the January 31, 2023 FCC Filing.** Dr. Wibberly presented this item for consideration. The presentation included an updated written report on USAC management’s recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 2nd Quarter 2023 Rural Health Care Support Mechanism direct program budget of \$4.49 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$4.49 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on January 31, 2023 the 2nd Quarter 2023 Rural Health Care Support Mechanism demand estimate of \$159.36 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 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.

On a motion duly made and seconded, the Committee adjourned at 10:50 a.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Thursday, April 20, 2023
3:00 p.m. – 4:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Rural Health Care Committee Meeting Minutes of January 30 and January 31, 2023 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Mark	a2. Approval of Rural Health Care Support Mechanism 3rd Quarter 2023 Programmatic Budget and Demand Projection for the May 2, 2023 FCC Filing	5
Teleshia	i1. Information on One USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Report <i>(For Information Only)</i>	–
Mark	i2. Rural Health Care Business Update <ul style="list-style-type: none"> • 1Q2023 Accomplishments • Plans for 2Q2023 • Roadmap • Appendix: Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Kyle Mark	i3. Rural Health Care Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • Automation Update • Appeals Update 	20

Next Scheduled USAC Rural Health Care 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

RURAL HEALTH CARE COMMITTEE MEETING
Thursday, April 20, 2023

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C., on Thursday, April 20, 2023. Dr. Kathy Wibberly called the meeting to order at 3:00 p.m. Eastern Time, with a quorum of seven of the 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 – <i>by telephone</i>	Wibberly, Dr. Kathy – Chair
Sekar, Radha – Chief Executive Officer	

Member of the Committee not present:

Skrivan, Michael

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
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
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
Sweeney, Mark – Vice President of Rural Health Care
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Bolling, Christopher – <i>by telephone</i>	USAC
Braxton, Carolyn	USAC
Faunce, Donna – <i>by telephone</i>	USAC

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

<u>NAME</u>	<u>COMPANY</u>
Goode, Vernell	USAC
James, Christine	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Phillippi, Megan	USAC
Sihuin, Mely – <i>by telephone</i>	USAC
Wilson, Carl	USAC
Xu, Wayne – <i>by telephone</i>	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 30 and 31, 2023.

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

- (1) **i3** – Rural Health Care 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 Rural Health Care Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of January 30 and January 31, 2023; and (2) discussion in *Executive Session* of the items noted above.

a2. Approval of Rural Health Care Support Mechanism 3rd Quarter 2023 Programmatic Budget and Demand Projection for the May 2, 2023 Federal Communications Commission (FCC) Filing. Mr. Sweeny presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 3rd Quarter 2023 Rural Health Care Support Mechanism direct program budget of \$4.48 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$4.48 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on April 20, 2023 the 3rd Quarter 2023 Rural Health Care Support Mechanism demand estimate of \$170.57 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 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 One USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Report.** This item was provided for *information purposes only*. No discussion was held. 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 to the Committee covering the following items:
 - 1Q2023 Accomplishments
 - Plans for 2Q2023
 - Roadmap

At 3:13 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 and Mr. Hutchinson presented PowerPoint slides to the Committee covering the following items:
 - Automation Update
 - Appeals Update

OPEN SESSION

At 3:37 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Wibberly reported that, in *Executive Session*, the Committee discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 3:37 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, July 24, 2023
1:15 p.m. – 2:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Rural Health Care Committee Meeting Minutes of April 20, 2023 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Mark	a2. Approval of Rural Health Care Support Mechanism 4th Quarter 2023 Programmatic Budget and Demand Projection for the August 2, 2023 FCC Filing	5
Teleshia	i1. Information on Five USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i>	–
Mark	i2. Rural Health Care Business Update <ul style="list-style-type: none"> • 2Q2023 Accomplishments • Funding Year 2023 Demand Trend Analysis • Plans for 3Q2023 • Roadmap • Appendix: Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Kyle/ Mark	i3. Rural Health Care Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • RHC Connect Roadmap & Outreach 	10

Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, October 30, 2023
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 24, 2023

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C., on Monday, July 24, 2023. Dr. Kathy Wibberly called the meeting to order at 1:15 p.m. Eastern Time, with a quorum of all eight Committee members present:

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

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer – *by telephone*
Buzacott, Alan – Member of the Board
Chalk, Indra – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
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
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Sweeney, Mark – Vice President of Rural Health Care
Wein, Olivia – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Augustino, Steven	Nelson, Mullins, Riley & Scarborough
Braxton, Carolyn	USAC
Burchins, Jessica	Nelson Mullins Riley & Scarborough

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

<u>NAME</u>	<u>COMPANY</u>
Campbell, Jo-Ann	USAC
Claxton, Naomi	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
James, Christine	USAC
Jaruboon, Jetshada – <i>by telephone</i>	Maximus
Krueger, Katie – <i>by telephone</i>	KPMG
Lawson, Suzanne	USAC
McCornac, Carolyn	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Schrader, Theresa	Broadband Legal Strategies
Squire, Matt	USAC
Staurulakis, Chresanthe	USAC USAC
Walsh, Jeff	USAC
Xu, Wayne – <i>by telephone</i>	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 20, 2023.
 - B. Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i3** – Rural Health Care 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 Rural Health Care Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of April 20, 2023; and (2) discussion in *Executive Session* of the item noted above.

- a2. Approval of Rural Health Care Support Mechanism 4th Quarter 2023 Programmatic Budget and Demand Projection for the August 2, 2023**

Federal Communications Commission (FCC) Filing. Mr. Sweeny presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 4th Quarter 2023 Rural Health Care Support Mechanism direct program budget of \$4.55 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$4.55 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on July 24, 2023 the 4th Quarter 2023 Rural Health Care Support Mechanism demand estimate of \$170.98 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 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 Five USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Report.** This item was provided for *information purposes only*. No discussion was held. 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 to the Committee covering the following items:
 - 2Q2023 Accomplishments
 - Funding Year 2023 Demand Trends Analysis
 - Plans for 3Q2023
 - Roadmap

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 and Mr. Hutchinson presented PowerPoint slides to the Committee, providing a status update on the Rural Health Care System modernization and associated outreach.

OPEN SESSION

At 1:45 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.

On a motion duly made and seconded, the Committee adjourned at 1:46 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

<p>Monday, October 30, 2023 1:20 p.m. – 2:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
--

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 20px;">A. Approval of Rural Health Care 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
Mark	<p>a2. Approval of Rural Health Care Support Mechanism 1st Quarter 2024 Programmatic Budget and Demand Projection for the November 2, 2023 FCC Filing</p>	5
Teleshia	<p>i1. Information on Two USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i></p>	–
Mark	<p>i2. Rural Health Care Business Update</p> <ul style="list-style-type: none"> • Q3 2023 Accomplishments • Q4 2023 Plans • Roadmap • Appendix: Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	<p>i3. Rural Health Care Business Update <i>(Continued, if needed)</i></p>	–

Next Scheduled USAC Rural Health Care 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

RURAL HEALTH CARE COMMITTEE MEETING
Monday, October 30, 2023

MINUTES¹

The quarterly meeting of the Rural Health Care Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C., on Monday, October 30, 2023. Dr. Kathy Wibberly called the meeting to order at 1:22 p.m. Eastern Time, with a quorum of seven of the eight committee members present:

Feiss, Geoff	Skrivan, Michael
Fontana, Brent – Vice Chair – <i>by telephone</i>	Wade, Dr. Joan – <i>by telephone</i>
Freeman, Sarah	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 – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Buzacott, Alan – Member of the Board
Chalk, Indra – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
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
Gregory, Amber – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
O'Brien, Tim – Vice President of Lifeline
Sanquist, Christine – Member of the Board
Schell, Julie Tritt – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Wein, Olivia – 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>
Braxton, Carolyn	USAC
Claxton, Naomi	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
James, Christine	USAC
Jaruboon, Jetshada – <i>by telephone</i>	Maximus
King, Ryan	USAC
McCornac, Carolyn	USAC
Morgan, Meredith	USAC
Nussio, Anna – <i>by telephone</i>	Maximus
Nuzzo, Patsy	USAC
Oliver, Lindsay	USAC
Sauls, Lucas – <i>by telephone</i>	Maximus
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies
Staurulakis, Chresanthe	USAC USAC
Walsh, Jeff	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 24, 2023.
 - B.** Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i2** – Rural Health Care Business Update (*Continued if needed*). USAC management recommends 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 Rural Health Care 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 item noted above.

- a2. Approval of Rural Health Care Support Mechanism 1st Quarter 2024 Programmatic Budget and Demand Projection for the November 2, 2023 FCC Filing.** Mr. Sweeny presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Rural Health Care 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 Rural Health Care Committee approves a 1st Quarter 2024 Rural Health Care Support Mechanism direct program budget of \$4.56 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$4.56 million for Rural Health Care 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 Rural Health Care Committee, having reviewed at its meeting on October 30, 2023, the 1st Quarter 2024 Rural Health Care Support Mechanism demand estimate of \$168.6 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 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 Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. 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 to the Committee covering the following items:
- Q3 2023 Accomplishments
 - Q4 2023 Plans
 - Roadmap
 - Appendix: Metrics

On a motion duly made and seconded, the Committee adjourned at 1:40 p.m. Eastern Time.

/s/ Erin Williams

Assistant Secretary

Available for Public Use