



Executive Committee

Briefing Book

Thursday, October 24, 2019

11:00 a.m. - 12:30 p.m. Eastern Time

Universal Service Administrative Company Offices

700 12th Street, NW, Suite 900

Washington, DC, 20005

**Universal Service Administrative Company
Executive Committee Quarterly Meeting
Agenda**

<p>Thursday, October 24, 2019 11:00 a.m. – 12:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <ul style="list-style-type: none"> A. Approval of Executive Committee Meeting Minutes of July 25, 2019 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i> 	5

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended.		<i>Estimated Duration in Minutes</i>
Radha	<p>i1. CEO Business Update</p> <ul style="list-style-type: none"> • Action items • Look Ahead 2020 	30
Charlie	i2. Information on Contribution Factor	15
Radha/ Joel	i3. Discussion of FCC / USAC Executive Committee Quarterly Meeting	10

Next Scheduled USAC Executive Committee Meeting

<p>Thursday, January 23, 2020 11:00 a.m. – 12:30 a.m. Eastern Time USAC Offices, Washington, D.C.</p>
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**Universal Service Administrative Company
Executive Committee Meeting**

ACTION ITEM

Consent Items

Action Requested

The Executive Committee (Committee) of the USAC Board of Directors (Board) is requested to approve the consent items listed below.

Discussion

The Committee is requested to approve the following items using the consent resolution below:

- A. Committee meeting minutes of July 25, 2019 (*see Attachment A*).
- B. Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i1** – CEO Business Update. USAC management recommends that this item be discussed in *Executive Session* because it may include discussion of *internal controls and/or confidential company data*, and *pre-decisional matters pending before the FCC*. In addition, *47 C.F.R. § 54.711(b) requires USAC to keep all data obtained from contributors confidential*.
 - (2) **i2** – Information on Contribution Factor. USAC management recommends that this matter be discussed in *Executive Session* because it relates to *internal controls, and/or confidential company data*, and may also include *pre-decisional matters pending before the FCC*. In addition, *47 C.F.R. § 54.711(b) requires USAC to keep all data obtained from contributors confidential*.
 - (3) **i3** – Discussion of FCC-USAC Executive Committee Quarterly Meeting. USAC management recommends that this item be discussed in *Executive Session* because it may include discussion of *confidential company data*, and *pre-decisional matters pending before the FCC*.

Upon request of a Committee member, any one or more of the above items are available for discussion by the Committee.

Recommended USAC Executive Committee Action

APPROVAL OF THE FOLLOWING RESOLUTION:

RESOLVED, that the USAC Board of Directors Executive Committee hereby approves: (1) the Committee meeting minutes of July 25, 2019; and (2) discussion in *Executive Session* of the items noted above.

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

EXECUTIVE COMMITTEE MEETING
Thursday, July 25, 2019

(DRAFT) MINUTES¹

The quarterly meeting of the Executive Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Thursday, July 25, 2019. Mr. Joel Lubin, Committee Chair, called the meeting to order at 11:03 a.m. Eastern Time with a quorum of five of the eight Committee members present.

Domenech, Dr. Dan – *by telephone*
Gillan, Joe – Vice Chair – *by telephone*
Lubin, Joel – Chair – *by telephone*
Sekar, Radha – Chief Executive Officer
Wein, Olivia – Secretary – *by telephone*

Dr. Kathy Wibberly joined the meeting by telephone at 11:05 a.m. She participated in all discussion and voted on all items. Dr. Dan Domenech left the call at 11:36 a.m. He did not participate in the discussion on items i1, i2, and i3.

Committee members not present:

Feiss, Geoff
Mason, Ken – Treasurer

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Schools and Libraries
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
Bocher, Bob – Member of the Board – *by telephone*
Buzacott, Alan – Member of the Board – *by telephone*
Davis, Craig – Vice President of Procurement and Strategic Sourcing
Delmar, Teleshia – Vice President of Audit and Assurance
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Kinser, Cynthia – Member of the Board – *by telephone*
Sweeney, Mark – Vice President of Rural Health Care
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer

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

Others present:

<u>NAME</u>	<u>COMPANY</u>
Kahn, Sammy	USAC
Lawson, Suzanne	USAC
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Tiwari, Tanya	USAC

OPEN SESSION

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

a1. Consent Items. Mr. Lubin presented this item to the Committee.

A. Approval of Executive Committee Meeting Minutes of April 25, 2019.

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

- (1) **i2** – Information on Contribution Factor. USAC management recommends that this matter be discussed in *Executive Session* because it relates to *internal controls, and/or confidential company data*, and may also include *pre-decisional matters pending before the FCC*. In addition, *47 C.F.R. § 54.711(b) requires USAC to keep all data obtained from contributors confidential*.
- (2) **i3** – Discussion of FCC-USAC Executive Committee Quarterly Meeting. USAC management recommends that this item be discussed in *Executive Session* because it may include *confidential company data, and pre-decisional matters pending before the FCC*.
- (3) **i1** – CEO Business Update (*Continued*). USAC management recommends that discussion of this item occur in *Executive Session* because it involves *confidential company data and internal controls*.

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

RESOLVED, that the USAC Board of Directors Executive Committee hereby approves: (1) the Committee meeting minutes of April 25, 2019; and (2) discussion in *Executive Session* of the items noted above.

i1. CEO Business Update. Ms. Sekar presented PowerPoint slides covering the following items to the Committee for discussion:

- Action Items and Updates from the April 2019 Board and Committee Quarterly Meetings
- Upcoming USAC Priorities
 - Digital Opportunity Data Collection
 - Connected Care Pilot Program
 - E-rate Modification of FCC Form 470
 - Lifeline National Verifier Rollout
 - High Cost Rural / Broadband Fund
 - Enterprise Resource Planning (ERP)
 - Rural Health Care Reform Order

At 11:42 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items noted above.

EXECUTIVE SESSION

i1. CEO Business Update (Continued). Ms. Sekar continued her presentation to the Committee.

i2. Information on Contribution Factor. Mr. Salvator presented this item to the Committee for discussion.

i3. Discussion of FCC / USAC Executive Committee Quarterly Meeting. The Committee discussed potential topics for the FCC / USAC Executive Committee quarterly meeting. Mr. Lubin reminded the Committee that, during the course of the quarterly Board and Committee meetings, topics could be added to the agenda if necessary.

OPEN SESSION

At 12:17 p.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned from *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Lubin reported that, in *Executive Session*, the Committee discussed items i1, i2, and i3.

On a motion duly made and seconded, the Committee adjourned at 12:18 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary