

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

**Monday, January 24, 2022
10:55 a.m. – 11:45 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. Consent Items (each available for discussion upon request): A. Approval of Rural Health Care Committee Meeting Minutes of October 25, October 28, and December 16, 2021 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 2022 Programmatic Budget and Demand Projection for the January 31, 2022 FCC Filing	5
Teleshia	i1. Information on One 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"> • Accomplishments <ul style="list-style-type: none"> ○ Update on FY2021 Application Processing ○ Outreach ○ HCF Automation First Release • Plans for Next Quarter <ul style="list-style-type: none"> ○ HCF Automation Releases ○ Outreach • Roadmap 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	i3. Rural Health Care Business Update <i>(Continued, if needed)</i>	5
Mark	a4. Approval of Rural Health Care Support Mechanism 2022 Annual Programmatic Budget	10

Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, April 25, 2022
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 24, 2022

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 24, 2022. 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 10:56 a.m. Eastern Time, with a quorum of seven of the eight Committee members present:

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
Wade, Dr. Joan – <i>by telephone</i>	

Member of the Committee not present:

Feiss, Geoff

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 – *by telephone*
Chalk, Indra – Member of the Board – *by telephone*
Choroser, Beth – Member of the Board – *by telephone*
Davis, Craig – Vice President of Schools and Libraries
Domenech, Dr. Dan – 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*

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

Mason, Ken – Member of the Board – *by telephone*
Schell, Julie Tritt – Member of the Board – *by telephone*
Skrivan, Michael – Member of the Board – *by telephone*
Sweeney, Mark – Vice President of Rural Health Care

Others present:

<u>NAME</u>	<u>COMPANY</u>
Augustino, Steven – <i>by telephone</i>	Kelley Drye & Warren LLP
Nuzzo, Patsy	USAC
Pace, Regina – <i>by telephone</i>	USAC
Phillippi, Megan	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Thomas, Spencer – <i>by telephone</i>	Cone Health
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 October 25 and 28; and December 16, 2021.

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 2022 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 25 and 28; and December 16, 2021; and (2) discussion in *Executive Session* of the items noted above.

Available For Public Use

- 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 2022 Programmatic Budget and Demand Projection for the January 31, 2022 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 2022 programmatic budget and demand projection for the January 31, 2022 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 2022 Rural Health Care Support Mechanism direct program budget of \$5.62 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee, having reviewed at its meeting on January 24, 2022 the 2nd Quarter 2022 Rural Health Care Support Mechanism demand estimate of negative \$7.62 million, hereby directs USAC staff to proceed with the required January 31, 2022 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*. 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:

- Accomplishments
 - Update on FY2021 Application Processing
 - Outreach
 - HCF Automation First Release
- Plans for Next Quarter
 - HCF Automation Releases
 - Outreach
- Roadmap

At 11:18 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. Rural Health Care Business Update (*Continued*). Mr. Sweeney presented a verbal update on appeals and invoicing.

a4. Approval of Rural Health Care Support Mechanism 2022 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 2022 annual programmatic budget for the Rural Health Care Support Mechanism of \$17.81 million.

OPEN SESSION

At 11:37 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 i3 and took action on item a4.

On a motion duly made and seconded, the Committee adjourned at 11:37 a.m. Eastern Time.

/s/ Olivia Wein
Secretary

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

**Monday, April 25, 2022
12:40 p.m. – 1:15 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 24, 2022 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 2022 Programmatic Budget and Demand Projection for the May 2, 2022 FCC Filing	5
Teleshia	i1. Information on Four 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"> • Funding Year (FY) 2022 and FY2021 Applications Updates • Eligibility and Invoicing • Other Accomplishments • Plans for 2Q2022 • Roadmap • Systems Update <ul style="list-style-type: none"> ○ HCF Automation Releases and Plans for Next Quarter • Appendix: Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Radha/ Mark	i3. Rural Health Care Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • CEO Roundtable • Call Center Metrics 	5

Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, July 25, 2022
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, April 25, 2022

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, April 25, 2022. 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. Mr. Brent Fontana, Committee Vice Chair, chaired the meeting on behalf of Dr. Kathy Wibberly, Committee Chair, who was not able to attend the meeting. Mr. Fontana called the meeting to order at 12:40 p.m. Eastern Time, with a quorum of seven of the eight Committee members present:

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

Member of the Committee not present:

Wibberly, 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 – *by telephone*
Buzacott, Alan – Member of the Board – *by telephone*
Chalk, Indra – Member of the Board
Delmar, Teleshia – Vice President of Audit and Assurance – *by telephone*
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer – *by telephone*
Gillan, Joe – Member of the Board
Gregory, Amber – Member of the Board – *by telephone*
Hughes, Pamela – Vice President of Lifeline – *by telephone*
Hutchinson, Kyle – Vice President of IT and Chief Information Officer – *by telephone*
Jacobs, Ellis – Member of the Board – *by telephone*
Mason, Ken – 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.

Schell, Julie Tritt – Member of the Board
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Williams, Erin – Acting Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Bolling, Christopher – <i>by telephone</i>	USAC
Glisson, Connor – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Levitats, Joshua	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Pace, Regina – <i>by telephone</i>	USAC
Phillippi, Megan	USAC
Sadirkhanova, Sabina – <i>by telephone</i>	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Tiwari, Tanya – <i>by telephone</i>	USAC
Wilson Jr., Jerusa Carl – <i>by telephone</i>	USAC

OPEN SESSION

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

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

A. Approval of Rural Health Care Committee Meeting Minutes of January 24, 2022.

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 24, 2022; and (2) discussion in **Executive Session** of the items noted above.

- a2. **Approval of Rural Health Care Support Mechanism 3rd Quarter 2022 Programmatic Budget and Demand Projection for the May 2, 2022 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 2022 programmatic budget and demand projection for the May 2, 2022 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 2022 Rural Health Care Support Mechanism direct program budget of \$4.61 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$4.61 million for Rural Health Care Support Mechanism administrative costs in the required May 2, 2022 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 25, 2022 the 3rd Quarter 2022 Rural Health Care Support Mechanism demand estimate of \$159.25 million, hereby directs USAC staff to proceed with the required May 2, 2022 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 Four USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. Mr. Fontana 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:
- Funding Year (FY) 2022 and FY2021 Applications Updates
 - Edibility and Invoicing
 - Other Accomplishments
 - Plans for 2Q2022
 - Roadmap
 - Systems Update
 - HCF Automation Releases and Plans for Next Quarter

At 1:09 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 Ms. Sekar presented a verbal update on the CEO Roundtable and Mr. Sweeney presented PowerPoint Slides covering call center metrics.

OPEN SESSION

At 1:18 p.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Mr. Fontana reported that, in ***Executive Session***, the Committee discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 1:19 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, July 25, 2022
1:35 p.m. – 2:20 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 25, 2022 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 2022 Programmatic Budget and Demand Projection for the August 2, 2022 FCC Filing	5
Teleshia	i1. Information on Three 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"> • FY2022 Demand Analysis • RHC Connect Improvements • Plans for Q3 2022 • Roadmap • RHC Systems Update • Appendix: Program Metrics 	30

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	i3. Rural Health Care Business Update <i>(Continued, if needed)</i>	5

Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, October 24, 2022
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 25, 2022

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 25, 2022. 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 1:59 p.m. Eastern Time, with a quorum of seven of the eight Committee members present:

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

Member of the Committee not present:

Fontana, Brent – Vice 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
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
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
Gillan, Joe – Member of the Board
Gregory, Amber – Member of the Board
Hughes, Pam – Vice President of Lifeline
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Jacobs, Ellis – Member of the Board – *by telephone*
Mason, Ken – 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.

Schell, Julie Tritt – Member of the Board
Skriwan, 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>
Augustino, Steven – <i>by telephone</i>	Nelson Mullins
Bolling, Christopher – <i>by telephone</i>	USAC
Case, Kevin – <i>by telephone</i>	USAC
Evirgen, Danielle – <i>by telephone</i>	Frontier Communications
Faunce, Donna – <i>by telephone</i>	USAC
Glisson, Connor – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Lazarony, Joseph – <i>by telephone</i>	USAC
Little, Christopher – <i>by telephone</i>	USAC
Long, April – <i>by telephone</i>	USAC
McIntosh, Denise – <i>by telephone</i>	Frontier Commutations
Miller, Arielle – <i>by telephone</i>	USAC
Nuzzo, Patsy	USAC
Parsons, Laura – <i>by telephone</i>	Maximus
Phillippi, Megan	USAC
Rios, Estee – <i>by telephone</i>	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Sihuin, Mely – <i>by telephone</i>	USAC
Tiwari, Tanya – <i>by telephone</i>	Morgan Lewis
Voth, Cara – <i>by telephone</i>	FCC
Wilson Jr., Jerusa Carl	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 25, 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, 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 25, 2022; and (2) discussion in *Executive Session* of the item noted above.

- a2. Approval of Rural Health Care Support Mechanism 4th Quarter 2022 Programmatic Budget and Demand Projection for the August 2, 2022 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 2022 programmatic budget and demand projection for the August 2, 2022 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 2022 Rural Health Care Support Mechanism direct program budget of \$3.95 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$0.00 million for Rural Health Care Support Mechanism administrative costs in the required August 2, 2022 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 25, 2022 the 4th Quarter 2022 Rural Health Care Support Mechanism demand estimate of \$0.11 million, hereby directs USAC staff to proceed with the required August 2, 2022 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 Three 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:

- Funding Year (FY) 2022 Demand Analysis
- RHC Connect Improvements
- Plans for Q3 2022
- Roadmap
- RHC Systems Update

i3. Rural Health Care Business Update (*Continued*). The committee determined that continued discussion in Executive Session was not needed.

On a motion duly made and seconded, the Committee adjourned at 2:26 p.m. Eastern Time.

/s/ Erin Williams

Assistant Secretary

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

**Monday, October 24, 2022
12:45 p.m. – 1:25 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 July 25, 2022 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i> C. Consideration and Approval of One Routine Procurement	5
Mark	a2. Approval of the Rural Health Care Support Mechanism 1st Quarter 2023 Programmatic Budget and Demand Projection for the November 2, 2022 FCC Filing	5
Teleshia	i1. Information on Six USAC Audit and Assurance 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"> • Accomplishments • 4Q2022 Plans • Funding Year 2023 Preparation • Roadmap • Appendix: Program Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Mark	i3. Rural Health Care Business Update <ul style="list-style-type: none"> • Business Process Outsourcing Vendor Performance • Healthcare Connect Fund Modernization Lessons Learned 	10
Chris	a3. Consideration to Exercise Three One-Year Option Terms for the Rural Health Care Program Form Processing Business Process Outsourcing Services	–

Next Scheduled USAC Rural Health Care Committee Meeting

**Monday, January 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, October 24, 2022

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 24, 2022. Dr. Kathy Wiberly, Committee Chair, called the meeting to order at 12:59 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	Wiberly, Dr. Kathy – Chair

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
Domenech, Dr. Dan – Member of the Board
Delmar, Teleshia – Vice President of Audit and Assurance – *by telephone*
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
Jacobs, Ellis – Member of the Board – *by telephone*
Mason, Ken – Member of the Board
Polk, Stephanie – Member of the Board – *by telephone*
Schell, Julie Tritt – Member of the Board
Skriwan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
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>
Augustino, Steven – <i>by telephone</i>	Nelson Mullins
Benhan, Cathy – <i>by telephone</i>	CSM
Bolling, Christopher – <i>by telephone</i>	USAC
Braxton, Carolyn	USAC
Case, Kevin – <i>by telephone</i>	USAC
Efrus, Max – <i>by telephone</i>	Hyperscience
Glisson, Connor – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Lacey-Morning, Kimberly – <i>by telephone</i>	Morgan Lewis
Little, Christopher	USAC
Nuzzo, Patsy	USAC
Phillippi, Megan	USAC
Sadirkhanova, Sabina – <i>by telephone</i>	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Spade, Gina – <i>by telephone</i>	Broadband Legal Strategies, LLC
Wilson Jr., Jerusa Carl	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 25, 2022.

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.
- (2) **a3** – Consideration to Exercise Three One-Year Option Terms for the Rural Health Care Program Form Processing Business Process Outsourcing Services. USAC management recommended that this item be discussed in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

C. Consideration and Approval of One Routine Procurement.

- (1) Approval of the Consideration to Exercise Three One-Year Option Terms for the Rural Health Care Program Form Processing Business Process Outsourcing Services. The resolution is provided in **aRHC03cf**.

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 25, 2022; (2) discussion in Executive Session of the items noted above; and (3) the approval of one routine procurement as presented in item aRHC03cf.

- a2. **Approval of Rural Health Care Support Mechanism 1st Quarter 2023 Programmatic Budget and Demand Projection for the November 2, 2022 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 1st Quarter 2022 programmatic budget and demand projection for the November 2, 2022 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 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 November 2, 2022 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 24, 2022 the 1st Quarter 2023 Rural Health Care Support Mechanism demand estimate of \$70.79 million, hereby directs USAC staff to proceed with the required November 2, 2022 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:

- Accomplishments
- Plans for 4Q2022
- Funding Year 2023 Preparation
- Roadmap

At 1:15 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 PowerPoint slides to the Committee for discussion covering the following topics:

- Business Process Outsourcing Vendor Performance
- Healthcare Connect Fund Modernization Lessons Learned

a3. Consideration to Exercise Three One-Year Option Terms for the Rural Health Care Program Form Processing Business Process Outsourcing Services. No additional discussion was held on this item. The Committee adopted the following resolution as part of the Consent Items:

RESOLVED, that the Rural Healthcare Committee, having reviewed the recommendation of USAC management, hereby authorizes management to exercise the three (3) one-year option terms of the Rural Healthcare Form Processing Business Process Outsourcing contract with Maximus, Inc. for a total not-to-exceed amount of \$10,148,316.00 (plus applicable taxes). The first one-year option term has a total not-to-exceed amount of \$3,354,852.00 (plus applicable taxes), the second one-year option term has a total not-to-exceed amount of \$3,382,584.00 (plus applicable taxes), and the third one-year option term has a total not-to-exceed amount of \$3,410,880.00 (plus applicable taxes), thereby increasing the total not-to-exceed amount of the contract from \$3,513,059.00 (plus applicable taxes) to \$13,661,375.00 (plus applicable taxes) over the remainder of the contract term, subject to required Federal Communications Commission approval.

OPEN SESSION

At 1:38 p.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Dr. Wibberly that the Committee discussed item i3 in ***Executive Session***.

On a motion duly made and seconded, the Committee adjourned at 1:38 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary