

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

<p>Monday, January 29, 2024 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	a1. Consent Items (each available for discussion upon request): A. Approval of Schools & Libraries Committee Meeting Minutes of October 30, 2023 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
Craig	a3. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2024 Programmatic Budget and Demand Projection for the February 1, 2024 FCC Filing	5
Teleshia	i1. Information on Nine USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i>	–
Craig	i2. E-Rate Business Update <ul style="list-style-type: none"> • 2023 Accomplishments • 2024 Plans • 2024 E-Rate System Modernization • Q1 2024 Plans • Roadmap • Appendix: Program Metrics 	20

EXECUTIVE SESSION		
Confidential – Executive Session Recommended		
Craig	i3. E-Rate Business Update <i>(Continued, if needed)</i>	–
Craig	a4. Approval of Schools and Libraries Support Mechanism 2024 Annual Programmatic Budget	10

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, April 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, January 29, 2024

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 29, 2024. Dr. Dan Domenech, Committee Chair, called the meeting to order at 12:30 p.m. Eastern Time, with a quorum of nine of the ten Committee members present:

Buzacott, Alan – *by telephone*
Domenech, Dr. Dan – Chair
Gregory, Amber
Mason, Ken

Schell, Julie Tritt – Vice Chair – *by telephone*
Sekar, Radha
Thompson, Mona – *by telephone*
Wade, Dr. Joan

Mr. Brent Fontana joined the meeting by telephone at 12:42 p.m. Eastern Time. He did not vote on items a1 – a3.

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Chacko, Sheba – 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
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
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
O'Brien, Tim – Vice President of Lifeline
Semmler, Kara – 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*

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.

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

Others present:

<u>NAME</u>	<u>COMPANY</u>
Anderson, Latoya	USAC
Braxton, Carolyn	USAC
Brady, Jair	USAC
Corra, Kristen – <i>by telephone</i>	SHLB
Claxton, Naomi	USAC
Goldberg, Mark	Maximus
Goode, Vernell	USAC
Gustafson, Jaymie	USAC
Jaruboon, Jetshada	Maximus
Joseph, Frank	USAC
Kahn, Allison	USAC
King, Ryan	USAC
Lloyd, Pam	USAC
Manns, Bernie	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Oliver, Lindsay – <i>by telephone</i>	USAC
Richardson, Jenn	USAC
Rones, Julie	USAC
Rovetto, Ed	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies
Smith, Chris	USAC
Staurulakis, Chresanthe	USAC
Stamenkovic, Dusan	USAC
Wilkins, Jonathan	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 October 30, 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** – Approval of Schools and Libraries Support Mechanism 2024 Annual Programmatic Budget. USAC management recommends 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 30, 2023; (2) discussion in *Executive Session* of the item noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Dr. Domenech introduced Commissioner Freeman. As the Chair of the Nominating Committee, Commissioner Freeman reported on the election recommendations for the Audit Committee.

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

RESOLVED, that the USAC Schools & Libraries Committee recommends that the USAC Board of Directors elect **Dr. Dan Domenech** as Chair and **Amber Gregory** 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 2024 Programmatic Budget and Demand Projection for the February 1, 2024 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 2024 programmatic budget and demand projection for the February 1, 2024 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 2024 Schools and Libraries Support Mechanism direct program budget of \$11.98 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$11.98 million for Schools and Libraries Support Mechanism administrative costs in the required February 1, 2024 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 29, 2024, the 2nd Quarter 2024 Schools and Libraries Support Mechanism demand estimate of \$652.36 million, hereby directs USAC staff to proceed with the required February 1, 2024, 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 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:
 - 2023 Accomplishments
 - 2024 Plans
 - 2024 E-Rate System Modernization
 - Q1 2024 Plans
 - Roadmap
 - Appendix: Program Metrics

At 1:05 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

- a4. Approval of Schools and Libraries Support Mechanism 2024 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 2024 annual programmatic budget for the Schools and Libraries Support Mechanism of \$41.42 million.

OPEN SESSION

At 1:10 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 took action on item a4.

On a motion duly made and seconded, the Committee adjourned at 1:11 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary