

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

**Monday, January 27, 2025
11:50 a.m. – 12:45 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u> Available for Public Use		<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 28, 2024 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 2025 Programmatic Budget and Demand Projection for the January 31, 2025, FCC Filing	5
Mark	i1. Rural Health Care Business Update <ul style="list-style-type: none"> • 2024 Year in Review • 2025 Program Plans 	15

<u>INFORMATION ONLY</u> Available for Public Use		<i>Estimated Duration in Minutes</i>
Mark	i2. Rural Health Care Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Q4 2024 Accomplishments • Q1 2025 Plans • Roadmap • Appendix A: Rural Health Care Metrics 	—
Teleshia	i3. Information on Four USAC Internal Audit Division Rural Health Care Support Mechanism Beneficiary Audit Report	—

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Josey	i4. Rural Health Care Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • RHC Legacy My Portal Data Conversion 	15
Mark	a4. Approval of Rural Health Care Support Mechanism 2025 Annual Programmatic Budget	10

Next Scheduled USAC Rural Health Care Committee Meeting

Monday, April 28, 2025
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 27, 2025

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 27, 2025. Dr. Kathy Wibberly called the meeting to order at 11:55 a.m. Eastern Time, with a quorum of seven of the eight committee members present (there was one vacancy):

Freeman, Sarah	Thompson, Mona
Kettwich, Dan	Waller, Jeff – <i>by telephone</i>
Sekar, Radha – Chief Executive Officer	Wibberly, Dr. Kathy – Chair
Semmler, Kara – <i>by telephone</i>	

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Chacko, Sheba – Member of the Board
Chalk, Indra – Member of the Board
Dalhover, Brian – 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
Green, Anisa – 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
Sanquist, Christine – Member of the Board
Schell, Julie Tritt – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Wade, Dr. Joan – Member of the Board
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, or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Albert, Blythe	USAC
Bailey, Macey	USAC
Braxton, Carolyn	USAC
Bui, Brandon	USAC
Calhoun, Mitch	USAC
Chu, Josey	USAC
Estrella, Giulianna	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Francisco, Dale	USAC
Goode, Vernell	USAC
Green, Kevin	USAC
James, Christine	USAC
King, Ryan	USAC
Little, Chris	USAC
Lloyd, Pamela – <i>by telephone</i>	USAC
Mitchell, Katherine	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Powell, Shantell	ESPY Services
Robinson, Jen	USAC
Sadirkhanova, Sabina – <i>by telephone</i>	USAC
Santana-Gonzalez, Jeanette	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies
Smith, Chris	USAC
Smith, Zack – <i>by telephone</i>	USAC
Staurulakis, Chresanthe	USAC
Walsh, Colleen – <i>by telephone</i>	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 the Rural Health Care Committee meeting minutes of October 28, 2024.
 - B. Approval of moving one ***Executive Session*** item into ***Executive Session***:
 - (1) i4. Rural Health Care Business Update (*Continued*). 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.

- (2) **a4.** Approval of Rural Health Care Support Mechanism 2025 Annual Programmatic Budget. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC's *procurement strategy and contract administration*, as well as *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. In addition, this includes *pre-decisional matters pending before the FCC*.

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

RESOLVED, that the Rural Health Care Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of October 28, 2024; and (2) discussion in *Executive Session* of the items noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Mr. Mason introduced this item to the Board requesting that Ms. Freeman, Chair of the Nominating Committee, report on the Nominating Committee's recommendations for the election of the Rural Health Care Committee Chair and Vice Chair.

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 **Dan Kettwich** 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 2025 Programmatic Budget and Demand Projection for the January 31, 2025 FCC Filing.** Mr. Sweeney presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Rural Health Care Mechanism 2nd Quarter 2025 programmatic budget and demand projection for the January 31, 2025 quarterly 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 2025 Rural Health Care Support Mechanism direct program budget of \$4.50 million; and

RESOLVED FURTHER, that the USAC Rural Health Care Committee directs USAC staff to submit a collection requirement of \$4.50 million for Rural Health Care Support Mechanism administrative costs in the required January 31, 2025, 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 27, 2025, the 2nd Quarter 2025 Rural Health Care Support Mechanism demand estimate of \$176.10 million, hereby directs USAC staff to proceed with the required January 31, 2025 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. **Rural Health Care Business Update.** Mr. Sweeney presented PowerPoint slides to the Committee providing and update on the following:
 - 2024 Year in Review
 - 2025 Program Plans
- i2. **Rural Health Care Business Update** (*Continued*). This item was provided for *information purposes only*. No discussion was held. Dr. Wibberly noted that the Rural Health Care materials listed below would be made public and posted to the USAC website.
 - Q4 2024 Accomplishments
 - Q1 2025 Plans
 - Roadmap
 - Appendix A: Rural Health Care Metrics
- i3. **Information on Four 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.

At 12:28 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. The Committee immediately recessed and returned to *Executive Session* at 12:42 p.m. Eastern Time.

EXECUTIVE SESSION

i4. **Rural Health Care Business Update** (*Continued*). Ms. Chu presented PowerPoint slides to the Committee on the Rural Health Care Legacy My Portal Data Conversion.

a4. **Approval of Rural Health Care Support Mechanism 2025 Annual Programmatic Budget**. Mr. Sweeney presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Rural Health Care Support Mechanism 2025 Annual Programmatic Budget.

On a motion duly made and seconded, the Board adopted the following resolution:

RESOLVED, that the Rural Health Care Committee approves a 2025 annual programmatic budget for the Rural Health Care Support Mechanism of \$17.41 million.

OPEN SESSION

At 12:55 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 i4 and acted on item a4.

On a motion duly made and seconded, the Committee adjourned at 12:56 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary