



UNIVERSAL SERVICE FUND COUNCIL MEETING MINUTES

MAY 30, 2024

Council members in attendance: (ExAB = Excused Absence) - 9 /12 members

ID	Name	Present	ID	Name	Present
1	Ted Hankins (Chair)	Y	7	Janet Zander	Y
2	Michelle Reinen (V.C.)	Y	8	Chris Stark	ExAB
3	Nicole Mauritz	Y	9	David Berka	Y
4	John Van Ooyen	Y	10	Amanda Miller	Y
5	David Byers	ExAB	11	Brian Peters	Y
6	Teri Hatchell	Y	12	John Kinstler	ExAB

Commission staff in attendance (8): Milena Bernardinello, Alyssa Kenney, Peter Jahn, Billy Mauldin, Damarr Purifoy, Jenna Schmidt, Rita Hargot, Sophia Rogers.

1. **Call to Order.** Chair called the Council meeting to order at 1:33 am
2. **Approval of Minutes of December 18, 2023, meeting.** (attached) **Action Item 1**
 - Chair call the motion to approve the minutes
 - Member Janet Zander moved to approve
 - Member John Van Ooyen asked about item#1 bullet point 3 if anyone can confirm it was him to second the minutes approval motion. No reply. He then requested to amend the December 18 , 2023 minutes on item#1 bullet point 3, and remove the ' (?) ' following his name.
 - Amendment accepted by the Chair. No opposition were raised.
 - Member Janet Zander moved, and John Van Ooyen seconded that the minutes for the Dec. 18, 2024 meeting of the Universal Service Fund Council be approved as amended.
 - Chair called to vote. In favor: all. Opposed: none Abstained: none
 - Motion carried.
3. **Council Member Exchange.**
 - Introduction. All 9 attending USFC members , and all 8 PSC staff introduced themselves.
 - Announcements. The chair announced the next action item(s) Reappointments and Nominations. He also asked to the USSF director to explain the USFC reappointment process.

4. Elections of Officers

- **Action Item 2-**

- Milena Bernardinello announced the 2024 USFC roster approved by the CO on May 23, 2024. Appointment letters to the two reappointed members will be sent out in the next month once the Order is formalized. The final 2024 roster is constituted by 12 members, with 5 industry representatives and 7 consumer representatives.
- The Chair call the nomination item for 2024 Chair and Vice Chair positions and announced the slate available for nomination: Ted Hankins and Michell Reinen;

Member John Van Ooyen call the motion to nominate the slate

Chair called 3 times the nomination; no other nomination came forward.

Chair called to vote, In favor: all - Opposed: none - Abstained: none

Nominations confirmed. Ted Hankins and Michell Reinen will serve as USFC Chair and Vice Chair for 2024

Motion carried.

5. USF Programs and General PSC Updates

General PSC update

- Alyssa Kenney introduced the new FCC Title 2 regulation and its meaning for the broadband industry and for the USF funding mechanism.
- Alyssa Kenney presented the Digital Equity Capacity Grant status update and application submission.
- Pete Jahn presented the ACP program update and its link to Lifeline
 - At enrollment freeze on Feb.8,2024 Total HH enrolled : 426,733 (50% of eligible HH*)
 - March 2024 – Total amount of reimbursement : \$ 11,011,042

USF Programs Updates (power point attached)

A. Lifeline Program.

Peter Jahn provided an update on the Lifeline program; program relatively stable; with few anomalies.

B. Telecommunications Equipment Purchase Program (TEPP) Program.

Billy Mauldin provided an update on the status of the TEPP program and the USF 2024 TEPP grant application. Program relatively stable with declining trend and few anomalies. Outreach programs visit have been conducted at various Independent Living Centers (ILCs) in the state, providing training and support for staff and consumers.

6. USF 2023 Grants brief updates.

Damarr Purifoy provided an update on the USF Grants 2023 awards status and impact , and the 2024 awards .

Member Brain Peter asked details about the 2024 conditional awards.

7. 2024 USF BUDGET. (attached)

- **Action Item 3** -

- Milena Bernardinello presented the 2024-2025 proposed budget, and elaborated on the specifics of each budget session; she also recommended reviewing the budget table footnotes.
- The overall 2025 proposed budget is lower than 2024. Main reasons, 1. a lower budget for the 2025 Telemedicine grant item, in the amount needed to cover just the 2024-2025 awarded projects. 2. lower budget for the 2025 2LVCO item due to the continuing declining in usage and related voucher reimbursements. 3. lower budget for Administrative cost , due to the exclusion of the DHS related item. A budget increase is proposed in Lifeline provider reimbursement item, due to an anticipated increase in Lifeline enrollment (more outreach and the loss of ACP subsidies).

Chair called a motion to approve the budget.

Member John Van Ooyen made a motion; Janet Zander second.

Chair called to vote: In favor: all. - Opposed: none - Abstained: none

Motion carried.

USF Director General Announcements

Milena Bernardinello provided some reminders.

- Recruitment for new council members will start next month. Ask for referral.
- Public Record training 2024 – Members are requested to complete the mandatory Public Records Law Training by the end of the calendar year, and email completion evidence to the USF director by Dec. 31,2024.

Chair asked for an e-mail to all members with the link to the training.

- Next meeting – Ideally second week of December. A doodle poll will be sent out in the Summer.

8. Adjourned.

Chair called the motion to Adjourn.

Michelle Reinen moved. Biran Peter second. Motion carried.

The Counsel adjourned at 2:50 pm.

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Action Item 1 - Minutes previous meeting. (as separate attachment)



UNIVERSAL SERVICE FUND COUNCIL MEETING MINUTES

DEC. 18, 2023

Council members present: (ExAb = Excused Absence)

ID	Name	Present	ID	Name	Present
1	Ted Hankins (Chair)	Y	9	Chris Stark	Y
2	Michelle Reinen (V.C.)	Y	10	David Berka	Y
3	Nicole Mauritz	Y	11	Amanda Miller	Y
4	John Van Ooyen	Y	12	Brian Peters	Y
5	David Byers	Y	13	John Kinster	Y
6	Teri Hatchell	Y	14	Michele Ahlman	Y
7	Janet Zander	Y	15	David Mortimer	Y
8	Paul Brad	ExAb			

Commission staff present: Milena Bernardinello, Alyssa Kenney, Tara Kiley, Peter Jahn, Billy Mauldin, Damarr Purifoy, Jenna Schmidt.

Call to Order. Chair called the Council meeting to order at 10:03 am.

1. Approval of Minutes of June 20, 2023, meeting. (attached)

- Member John Van Ooyen request to amend the June 20, 2023 minutes on item #2, for there is a typo in the name of the first person that move the motion of minutes approval: it should be David Byers – rather than Myers.
- Amendment accepted by the Chair.
- Member Janet Zander moved, and John Van Ooyen (?) seconded that the minutes for the June 20, 2023, meeting of the Universal Service Fund Council be approved as amended.
- Motion carried.

2. Council Member Exchange.

Introduction. Two announcements, by member Michelle Ahlman and David Mortimer, of their resignation from the Council, last day Dec.31, 2023.

3. 2023 USF Fiscal Updates.

Jenna Schmidt-PSC discussed the 2023 audit of the financial statement June 30, 2023, submitted by Baker Tilly US, LLP. (attached)

- The assets of the USF decreased by \$5,400,000, primarily due to cash balances being used for program reimbursements.

- The Non-USF 2023 Digital Equity Outreach Grant was a stand-alone grant distributed to gathered data for the statewide digital equity plan.

PSC Update – Milena Bernardinello provided an update on the PSC activities and some reminders.

- DE Plan - CO reviewed [ERF # 479504] *(link shared in the meeting chat)*. The current version of the Digital Equity Plan is available for read and feedback. It is a living document that will undergo further revisions.
- ACP program update. Wisconsin Household enrolled: 418,361 *(last week data) (link shared in the meeting chat)*
- USF grant priorities. Ask for Council's insights, and encouragement to USFC members to email to Milena any suggestions or insights for the USF grant priority
- USF grant application. The 2024 Nonprofit grant application will go live in January. Milena provided a heads up for a potential request for USFC volunteers that may be needed for grant review.
- Expiring appointments – Reappointment letters for council members that requested to be reappointed will be sent out in late January or February.
- Public Record training – Members are requested to complete the mandatory Public Records Law Training by the end of the calendar year, and email completion evidence to Milena by Dec. 31, 2023.
- Next meeting – Ideally last week of May after Memorial day. A doodle poll will be sent out in January.

Adjourned. The Counsel adjourned at 11:00 am. David Byers made the motion – Nicole Mauritz, second. Motion carried.

- Liabilities decreased by \$1,400,000, primarily due to outstanding payments that had not been processed yet.
- Total revenues increased by \$3,200,000, primarily from assessments from telecommunication providers and increased interest earnings on cash balances.
- Total expenditures decreased by \$7,500,000, with decreases in various programs.

USF Programs Updates

4. Telecommunications Equipment Purchase Program (TEPP) Program.

Billy Mauldin provided an update on the status of the TEPP program and the USF 2024 TEPP grant application.

- The TRS program saw stable numbers in terms of vouchers and expenditures compared to the previous year.
- The most popular piece of equipment in the Tech program is wireless devices, particularly Apple products.
- Outreach programs visit have been conducted at various Independent Living Centers (ILCs) in the state, providing training and support for staff and consumers.
- Grant applications for the 2024 TEPP Outreach Grant have been awarded, and the grant agreement are on the way to be executed before the beginning of the performance period Jan 1, 2024.

5. Lifeline Program.

Peter Jahn provided an update on the Lifeline program; program relatively stable as well; with few anomalies. Overall decline is minimal, but real. (power point attached)

USF 2023 Grants brief updates. Damarr Purifoy provided an update on the USF related grants and a non-USF grant closely related to the mission of the USF Council. (power point attached)

- The 2023 Nonprofit Access Grant awarded funding to 12 projects for a total of almost \$500,000.
- The 2023 Lifeline Outreach Grant awarded funding to 2 projects for a total of less than \$150,000.
- The 2022-2023 Telemedicine Grant awarded funding to 12 projects for a total of almost \$800,000.

Item 1_ Minutes previous meeting.

UNIVERSAL SERVICE FUND COUNCIL MEETING MINUTES	
TUESDAY, JUNE 20, 2023	
Council members present: Ted Hankins, Brightspeed, Counsel Chairperson; Michelle Reinen, Department of Agriculture, Trade and Consumer Protection, Counsel Vice Chairperson; Nicole Mauritz, TDS Telecom; John Van Ooyen, Mt. Horeb Telephone Co.; David Byers, Upper Midwest Wireless, LLC; Teri Hatchell, Charter Communications; Janet Zander, Greater Wisconsin Agency on Aging Resources; Chris Stark, University of Wisconsin-Madison Division of Extension; David Berka, United Way of Greater Milwaukee & Waukesha County; Brian Peters, Independent Living Services; John Kinster, Ultratec/Captel, TDI; Michele Ahlman, ClearSounds Communications, Inc.; David Mortimer, Hospital Sisters Health System	
Commission staff present: Kathy Endres, Rita Hargot, Peter Jahn, Alyssa Kenney, Tara Kiley, Dennis Klaila, Kara Koonce, Billy Mauldin, Jenna Schmidt	
1. Call to Order. Ted Hankins called the Council meeting to order at 10:01 a.m.	
2. Approval of Minutes of December 1, 2022 meeting. David MByers moved and Ted Hankins seconded that the minutes for the December 1, 2022, meeting of the Universal Service Fund Council be approved as presented. Motion carried.	
3. Introduction of New Members. Teri Hatchell, Charter Commissions, introduced herself.	
4. Election of Officers. a. Counsel Chairperson. Ted Hankins nominated for the position of Counsel Chairperson. No other nominations were received. Ted Hankins elected Counsel Chairperson.	
b. Counsel Vice Chairperson. Michelle Reinen nominated for the position of Counsel Vice Chairperson. No other nominations were received. Michelle Reinen elected Counsel Vice Chairperson.	
5. Financial Report. Jenna Schmidt discussed the audit report submitted by Baker Tilly.	
6. Lifeline Program. Peter Jahn provided an update on the Lifeline program.	
7. Telecommunications Equipment Purchase Program (TEPP) Program. Billy Mauldin provided an update on the current status of the TEPP program.	
8. Telecommunications Medical Equipment Grant Program (Telemedicine). Dennis Klaila provided an update on the current status of the Telemedicine Grant program.	
9. Non-Profit Grant Program. Alyssa Kenney provided an update on the current status of the Non-Profit Grant program. Alyssa Kenney also reported that the Commission had renewed its contract with the current program administrator, SOLIX.	
10. FY 2024 Universal Service Fund Budget. Alyssa Kenney presented a proposed budget for funding of USF programs during FY 2024. Janet Zander moved and Nicole Mauritz seconded that the FY 2024 USF Budget be approved as presented. Motion carried.	
11. Adjourned. The Counsel adjourned at 11:28 a.m.	

Action Item 3 – 2024-25 USF BUDGET proposed. (as separate attachment)

Presented to the USFC for approval
at the May 30, 2024 meeting

Universal Service Fund Proposed FY 2025 Budget

PSC USF Program	FY 2023 July 1, 2022– June 30, 2023		FY 2024 July 1, 2023 -May 15, 2024		FY 2025 July 1, 2024 – June 30, 2025	
	Budget	Actual	Budget	Actual	Proposed Budget	Change 24-25
Grant Programs		Actuals[1]		Actuals[2]	Note [6]	
LL Outreach for Low Income Assistance	\$250,000	\$960	\$250,000	\$239,597	\$250,000	\$0
Nonprofit Access	\$500,000	\$67,933	\$500,000	\$500,000	\$500,000	\$0
Telemedicine Equipment	\$292,522	\$162,873	\$500,000	\$500,000	\$241,571	(\$258,429)
TEPP Outreach and Support Services	\$350,000	\$334,704	\$350,000	\$350,000	\$350,000	\$0
Provider Reimbursements		Actuals[3]		Actuals[4]		
Lifeline	\$1,150,000	\$803,560	\$800,000	\$702,157	\$900,000	\$100,000
Telecommunications Equipment Purchase Program (TEPP)	\$900,000	\$619,941	\$900,000	\$627,026	\$900,000	\$0
High Rate Assistance	\$0	\$0	\$0	\$0	\$0	\$0
Two-Line Voice Carry-over (2LVCO)	\$3,000	\$1,579	\$3,000	\$668	\$1,000	(\$2,000)
Administration[5]	\$252,175	\$212,194	\$252,175	\$194,650	\$220,500	(\$31,675)
Total	\$3,697,697	\$2,203,744	\$3,555,175	\$3,114,098	\$3,394,746	(\$192,104)

USF remaining (of the total \$5,940,000) to be allocated to Broadband State Grants (min 2M.)

\$2,545,254

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Presented to the USFC for approval
at the May 30, 2024 meeting

[1] FY 2023 Actuals: Grant programs figures represent the reimbursements PAID to the grantees through May 15, 2024, for the grants that were awarded in FY 2023. The performance period for the grant rounds remains open up to June 30, 2025. As such, any apparent underspending for these programs may be invoiced by grantees in the upcoming fiscal year.

[2] FY 2024 Actuals:

Grant programs figures represent the awarded / OBLIGATED amounts. Any underspending amount is reported in the upcoming FY year(s) Proposed Budget category.

[3] FY 2023 Actuals:

Provider reimbursements figures represent the total amount reimbursed/PAID to providers by June 30, 2023.

[4] FY 2024 Actuals:

Provider reimbursements figures represent the amount reimbursed/PAID to providers as of May 15, 2024.

[5] Administration: Includes Solix's administration costs related to both Grant Programs and Provider Reimbursements, other administrative expenses such as audit fees; bank fees; interpreters; and travel and training costs for USF staff, and up to 2024 the amount to DHS for database access (\$31,675).

[6] FY2025 Proposed Budget Notes:

Grant programs - Telemedicine Equipment figures represent the OBLIGATED amounts for the FY 2024-25 awards. No FY2025 grant round is proposed.

Administration: The FY2025 Proposed Budget no longer include the \$31,675 to DHS for NV database access.