

**Missouri Universal Service Board**

**Minutes of Meeting**

Wednesday, March 5, 2003

1:30 p.m.

Missouri Public Service Commission

PSC Agenda Room, 9<sup>th</sup> Floor

Governor Office Building

200 Madison Street

Jefferson City, Missouri

Those present at the meeting were: John Coffman (JC), Steve Gaw (SG), Bryan Forbis (BF), Kelvin Simmons (KS), Connie Murray (CM), Sheila Lumpe (SL), various staff members of PSC and OPC and members of the public.

Chair John Coffman called the meeting to order at 1:31 p.m.

1 Approval of Minutes of May 23, 2002 Meeting.

Motion for approval by Commissioner Murray of the minutes for May 23, 2002.

Seconded by Secretary Forbis.

2. Election of Officers for 2003

Chair – John Coffman

Secretary – Commissioner Bryan Forbis

Vice Chair – Commissioner Steve Gaw

3. Review of IFB for Fund Administrator

John thanked everyone, including OA, for their hard work. He reviewed changes to the IFB.

Chair Coffman circulated a list of issues from the pre-bid conference.

a) Contract terms – bidders wanted more than an initial 1-year contract period. Bidders want a 2-year term. Some believe this guarantee would generate more and lower cost bids. Coffman asked if this would comprise the possible introduction of a high cost component later. Lumpe suggested this contract would be like TTY and duties could be added later for an additional amount.

b) Auditing of a carriers' line count. Question: Should this be a separate line item for reimbursement in the IFB? The Board wants it clear that there will be line count audits by contractors on-site several times each year and it would support "sample" audits and random audits. Staff will check other states IFB's for language suggestions. The Board would like some idea of how many hours to spend on audit function, and the cost.

c) Customer verification of low-income eligibility – It was suggested to break this out as a separate item. However, that could be a problem given difficulties with DSS over confidentiality. Get a bid for doing each of the six

J C	S G	B F	K S	C M	S L
Y	Y	Y	A	Y	Y
Y	Y	Y	A	Y	Y
Y	Y	Y	A	Y	Y

dot points as a one-time cost and the possibility of on-going cost if the bidders perform the verification. Make this a new item on pricing page.

Targeted mailings – made this a separate item for bid. Will let the bidders offer suggestions and costs offer suggestions and costs.

d) Collateralization – the fund is not in the state treasury so it can be collateralized. This was a concern – no reference to be made in the IFB about this topic.

e) Baseline. A chart has been prepared and will be provided as an IFB attachment to the bidders to help them determine assessment frequency.

J	S	B	K	C	S
C	G	F	S	M	L
Y	Y	Y	Y	Y	Y

Chair Coffman made a motion that the Board give the above directions to PSC and OPC staff to incorporate, as appropriate, in the IFB, and then to send the IFB out as soon as possible.

Barb Meisenheimer asked how often the fund administrator should clear disbursements with USF Board. This will be left to bidders to include in scope of work.

#### 4. Other MoUSB Matters

##### Future business

- a) Update of Memorandum of Understanding with Department of Social Services on data transfers.
- b) Update on bid process.

Meeting was adjourned at 3:03 p.m.

  
Chairman

8-6-03  
Date Approved

P = Present

A = Absent

Y = Yea

N = Nay

X = Not Participating