

OPTN Finance Committee

Meeting Summary

June 6, 2024

WebEx

Andrea Tietjen, Chair

Dale Smith, Chief Financial Officer

Introduction

The OPTN Finance Committee met via WebEx teleconference on 06/06/2024 to discuss the following agenda items:

1. Opening Remarks
2. FY25 Budget Working Session
3. Adjourn

The following is a summary of the Committee's discussions.

1. Opening Remarks

Andrea Tietjen, Committee Chair and Treasurer, welcomed the committee to the meeting. Ms. Tietjen explained that the meeting will be used to continue the development of the Fiscal Year 2025 (FY25) OPTN Budget and registration fee proposal. Ms. Tietjen thanked the contractor staff for providing more project-based accounting resources to the committee as requested.

2. FY25 Budget Working Session

Dale Smith, Chief Financial Officer, presented the Fiscal Year 2025 (FY25) Working Budget. The FY25 Working Budget is not the final proposed budget, but rather a calculation of costs for the current contract base period by tasks. The committee discussed their responsibility to evaluate the projects within each task. Mr. Smith led the committee through their review of the policy development life cycle to assess the level of work that supports each policy project from the idea stage to the post implementation monitoring stage. The committee reviewed an early draft of costs, stratified by committee based on hours, full time employees, wages, and travel expenses estimated across the different departments of the contractor organization that support OPTN committee work. The committee discussed that the estimated costs by committee should be analyzed further by project within each committee's portfolio of work. Mr. Smith presented a slide that highlighted the project level detail for Task 4, Electronic Matching, to show the project level categorization within contract tasks as well as level of effort across the contractor. Discussion surrounded the timeline associated with specific projects across different fiscal years. The committee continued discussion about refining the costs of committees by segmenting fixed costs and the variable cost for project work. The committee acknowledged the importance of tracking committee project costs and resources to ensure prioritization across multiple contractors in the future. Ms. Tietjen noted that the Board, through the Prioritization Work Group, is working to create processes to ensure alignment across the future multi-vendor landscape.

Mr. Smith transitioned the discussion to reviewing the proposed Expeditious Task Force cost breakdown based on current contractor staff resources, consultative services, and travel across FY24 and FY25. He explained that approximately \$3 million was reallocated within the FY24 budget to support the Task

Force for the remainder of the fiscal year. Mr. Smith noted that the proposed costs, specifically consultant allocated costs, were estimates and not contracted currently for the Expeditious Task Force. The committee noted that they will pursue a dynamic review of resource costs while sustaining current momentum in order to continue making progress.

The committee reviewed historical data surrounding the OPTN registration fee. It was noted that HRSA did not approve the proposed registration fee increase for FY23 or FY24 in order to initiate and support a spend-down of the OPTN Operating Account. Mr. Smith presented the progress of the spend-down, noting that the OPTN Operating Account did not have enough funds to reimburse the contractor for the monthly voucher in May 2024. The current practice is to maintain 2 months of operating expenses in the Operating Account and the contractor and HRSA will continue to monitor monthly collections. The committee will need discuss a potential fee increase and access to the OPTN Reserve Account funds. The Operating Account funds are not in an emergency state, but it was shared that the excess has been successfully spent down and fees will need to be collected and monitored monthly in order to cover the contractor reimbursement voucher.

3. Adjourn

Ms. Tietjen thanked the Committee and contractor staff for their time. The committee will continue to meet throughout June to prepare the FY25 Budget and registration fee for recommendation to the OPTN Board on June 25.

Attendance

- **Committee Members and Advisors**
 - Andrea Tietjen
 - Barry Massa
 - Brad Kornfeld
 - Emily Blumberg
 - George Surratt
 - Nancy Metzler
 - Stuart Sweet
- **HRSA Representatives**
 - Christopher McLaughlin
 - Mesmin Germain
- **UNOS Staff**
 - Anna Messmer
 - Dale Smith
 - James Alcorn
 - Joe McCollum
 - Kasey Darnes
 - Susie Sprinson