

OPTN Finance Committee

Meeting Summary

June 11, 2024

WebEx

Andrea Tietjen, Chair

Dale Smith, Chief Financial Officer

Introduction

The OPTN Finance Committee met via WebEx teleconference on 6/11/2024 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, Chair, welcomed the committee and walked members through the planned agenda.

2. FY25 Budget Working Session

Ms. Tietjen introduced Dale Smith, Chief Financial Officer. Mr. Smith continued the conversation from the June 6 committee meeting by presenting the policy development lifecycle graph. The committee discussed the flow of policy related projects and corresponding resource peaks across committees and committee contractor support staff. The committee discussed monitoring projects from Board approval to implementation as many projects span more than one fiscal year budget. The importance of understanding the project timelines and costs for budgeting purposes was emphasized. The committee discussed the ability to use this level of detail to help build a framework to more precisely estimate proposed project costs moving forward. Discussions moved into the resource cost of supporting each committee before policy projects are layered in. Ms. Tietjen addressed the committee to assess if the amount of detail being discussed at this point was the right amount of information for the committee to make a decisions. The group agreed that it was enough detail to recommend a FY25 budget to the Board. Additionally, the committee discussed the future state of who will assess numbers at a granular level, understand where the projects are in their lifecycle, and understand where costs will be applied to contract(s). It was noted that the committee's charge is to ensure the OPTN is making the most of the allocated OPTN funds, and they may be asked to reprioritize or reallocate funds based on asks from HRSA, such as secretarial directives.

Mr. Smith introduced James Alcorn to present a new proposed format for project resource estimates to be used in Executive Committee review of project proposals. The committee was enthusiastic about the level of detail in the new format and its ability to help the Executive Committee make informed decisions and prioritize while reviewing projects. The committee discussed adding the cost benefit analysis of proposed projects as a second iteration of the new resource estimate format. The Executive Committee will review the project proposals with the new resource estimate format on June 14.

Mr. Smith presented the resource estimates for contract tasks related to communications.

3. Adjourn

The committee thanked Mr. Smith and the support staff for their work to enhance the budget review process. The committee will meet again on June 21. The committee will also be hosting three office hour sessions to engage the Board in FY25 Budget discussions prior to the OPTN Board Meeting on June 25. Ms. Tietjen thanked the committee for their time and the meeting was adjourned.

Attendance

- **Committee Members and Advisors**
 - Andrea Tietjen
 - Barry Massa
 - Brad Kornfeld
 - Emily Blumberg
 - George Surratt
 - Nancy Metzler
 - Stuart Sweet
- **HRSA Representatives**
 - Chris McLaughlin
 - Mesmin Germain
- **UNOS Staff**
 - Anna Messmer
 - Dale Smith
 - Julie Nolan
 - James Alcorn
 - Joe McCollum
 - Kasey Darnes
 - Liz Robbins Callahan
 - Maureen McBride
 - Michael Ghaffari
 - Morgan Jupe
 - Roger Brown
 - Ryan Ehrensberger
 - Steven Hall