

OPTN Finance Committee

Meeting Summary

June 21, 2024

WebEx

Andrea Tietjen, Chair

Dale Smith, Chief Financial Officer

Introduction

The OPTN Finance Committee met via WebEx teleconference on 06/21/2024 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, Treasurer and Chair of the committee thanked the committee for joining and the support staff for gathering additional details at the direction of the committee. Ms. Tietjen reminded the committee that if they feel comfortable with the Fiscal Year 2025 Budget and registration fee at the end of today's call, the committee will vote to recommend the budget and registration fee to the OPTN Board of Directors.

2. FY25 Budget Working Session

Chris McLaughlin, HRSA Contracting Officer's Representative (COR), began the discussion by reminding the committee that they will need to be prepared to readdress the FY25 budget and reexamine the proposed costs once there are multiple OPTN contractors and more information regarding federal appropriations is available. The committee confirmed with HRSA that the proposed FY25 budget and registration fee will be voted on and recommended to the OPTN Board based on information known at this time. Dale Smith, Chief Operating Officer, accentuated Mr. McLaughlin's point by stating the committee will be working today to consider on a budget based on the current state of \$6.5 million in federal appropriations and estimated costs to support the OPTN contract, which will be an increased budget and registration fee from last year due to additional work requests. Mr. Smith presented the FY25 new requests that are driving the budget increase. New requests include the Expeditious Task Force, secretarial directives, and employment of the Executive Director. The committee reviewed and discussed estimated costs of consultants compared to current contractor staff in support of the FY25 Expeditious Task Force work. The anticipated secretarial directives that will impact FY25 budget are for ventilated patient data collection and pre-waitlist data collection. The committee reviewed and discussed estimated costs of consultants compared to current contractor staff to support the data directive work. The committee was not tasked with approving bids from consultants, but instead was provided with the cost and benefit analysis of each option to help them build a budget.

The committee progressed into reviewing a budget comparison of the FY24 budget against the FY25 budget. The budgets were compared across expense categories. The categories included personnel, meetings and travel, legal fees, purchased services, facilities, IT & telecom, other direct costs, and OPTN

indirect costs. The committee discussed the level of detail required for the budget submittal process and a goal of actual costs calculating within 1 to 2 percent of the proposed budget in order to allow for contingency during change. The committee reviewed the detailed costs that build each expense category of the estimated budget. The committee discussed API and Salesforce development activities, as well as the transferability of contracts related to OPTN activities.

3. Adjourn

The committee decided to schedule an additional meeting to discuss the fee calculation in more detail and vote prior to the OPTN Board meeting on June 25. The meeting was adjourned at 12:05pm.

Attendance

- **Committee Members and Advisors**
 - Andrea Tietjen
 - Barry Massa
 - Brad Kornfeld
 - George Surratt
 - Lloyd Ratner
 - Nancy Metzler
 - Stuart Sweet
- **HRSA Representatives**
 - Chris McLaughlin
 - Jennifer Brock
 - Mesmin Germain
 - Marilyn Levi
 - Suma Nair
- **UNOS Staff**
 - Anna Messmer
 - Dale Smith
 - Jacqui O'Keefe
 - Kasey Darnes
 - Liz Robbins Callahan
 - Morgan Jupe
 - Roger Brown
 - Ryan Ehrensberger
 - Steven Hall
 - Susie Sprinson