

**OPTN Executive Committee
Prioritization Work Group
Meeting Summary
May 16, 2024
Webex**

Andrea Tietjen, MBA, CPA, Chair

Introduction

The OPTN Executive Committee Prioritization Work Group met via Webex teleconference on 05/16/2024 to discuss the following agenda item:

1. Welcome and Announcements
2. Recap of Progress and Upcoming Deliverables
3. Roles and Responsibilities
4. Prioritization Rubrics
5. Next Steps

1. Welcome and Announcements

Andrea Tietjen welcomed the work group members and reviewed the agenda for the day. Ms. Tietjen welcomed Trish Jasion from the OPTN contractor to recap progress of the work group and upcoming deliverables.

2. Recap of Progress and Upcoming Deliverables

Ms. Jasion reminded the work group of their work to-date and the upcoming milestone of providing an update to the Board of Directors at their June 2024 meeting. Ms. Jasion outlined the goals for the meeting as further defining the to-be-determined (TBD) entity as well as discussing a prioritization rubric.

3. Roles and Responsibilities

Ms. Jasion presented the survey results of the work group's desired characteristics of the TBD entity. The highest ranked characteristics were portfolio management expertise and OPTN Board experience. Members discussed the ranking of the 10 characteristics. The work group discussed what was missing from the list of characteristics including transplant center experience, policy or regulatory experience, leadership experience, experience in lean process improvement, and an opportunity to define the breadth of OPO leadership. The work group will make a recommendation to the Board or Nominating Committee for their consideration.

The committee reviewed the existing process for committee recruitment and the current structure of the Policy Oversight Committee (POC). The work group discussed the potential to add to the current composition of the POC by including representation from the Finance Committee, Network Operations Oversight Committee (NOOC), and representation from the Vice President of Patient and Donor Affairs.

The work group discussed the POC's role in relation to the TBD entity and the Executive Committee. Adding representation to the POC would align with the current contract and bylaws. Potential hinderances of adding representation to the POC would be a very large group of decision makers without a defined appointment process or defined terms. The POC also serves as a development

opportunity for committee members to continue on their OPTN leadership trajectory. The work group discussed the opportunity to update the charter of the POC focusing on a smaller number of members that continue to represent the perspectives of the community.

4. Prioritization Rubrics

James Alcorn presented the feedback provided by the workgroup on the draft rubrics reviewed prior to the meeting. The purpose of the rubric is to assess a project on factors such as cost, community impact, and frequency of problem throughout each stage of the project's lifecycle. Projects will also be scored based on whether they fall within the scope of the strategic plan or outside of the scope of the strategic plan. The rubric will allow the TBD entity to weigh project scores against available resources. The workgroup provided support for the rubric concept and direction for the update to the Board of Directors at the in-person Meeting.

5. Next Steps

Contractor staff will collate the feedback of the workgroup and provide a summary. The meeting was adjourned.

Attendance

- **Work Group Members**
 - Alan Langnas
 - Andrea Tietjen
 - Erika Lease
 - George Surratt
 - Ginny McBride
 - Jim Sharrock
 - Kim Koontz
 - Matthew Cooper
 - Peter Stock
- **HRSA Representatives**
 - Frank Holloman
- **UNOS Staff**
 - Anna Messmer
 - Cole Fox
 - James Alcorn
 - Lauren Motley
 - Lindsay Larkin
 - Morgan Jupe
 - Rebecca Goff
 - Trish Jasion
 - Viktoria Filatova