

OPTN Nominating Committee

Meeting Summary

April 26th, 2023

Webex

Dianne LaPointe Rudow, ANP-BC, DNP, FAAN, Chair

Introduction

The Nominating Committee held a closed session via Webex 04/26/2023 to discuss the following agenda items:

1. Welcome
2. Committee Review 2024-2025 Board and Committee Needs Assessment
3. Feedback and Discussion on Job Description Project
4. Next Steps & Adjourn

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

1. Welcome

Dr. Dianne LaPointe Rudow, Chair of the Nominating Committee welcomed the committee to the meeting.

2. Committee Review of 2024-2025 Board and Committee Needs Assessment

Committee support staff shared comparative metrics for 2021-2023 on policy development committee composition including gender, race, and patient and donor perspectives. The committee also reviewed comparative metrics in the same categories across committee applicant demographics. Dr. Adrienne Goodrich-Doctor requested the data be sent and committee support staff referenced that it was uploaded to the OPTN Nominating Committee SharePoint site and will provide that link in the follow up email. Committee support staff then shared the 2024-2025 Board and Committee Needs Assessment final draft that was shared with the committee prior to the meeting for their review. Dr. LaPointe Rudow, led the discussion of the document review by going through each section. Dr. LaPointe Rudow highlighted where feedback had already been provided and asked for any additional feedback on the document. The Committee provided final feedback and edits and approved the final version.

Next steps:

Committee support staff will send the full committee the metrics that were covered as well as the final approved 2024-2025 Board and Committee Needs Assessment document. The document will be submitted to HRSA as a contract deliverable on May 1, 2023, and posted to the OPTN website on June 1, 2023.

3. Feedback and Discussion on Job Description Project

Committee support staff informed the group that position descriptions had been sent to current officers for their review. The Committee came to consensus that they would like to do their review and provide feedback once review had been completed by current officers. The Committee agreed that they will do their review separately and provide feedback to be incorporated for the final draft without an additional meeting.

Next steps:

Committee support staff will send drafts of all job descriptions with current officer feedback to the committee for their review. The committee members will provide feedback and edits via the SharePoint document track changes function. Committee support staff will then incorporate edits and share with the committee.

4. Next Steps & Adjourn

The committee will receive the final version of the 2024-2025 Board and Committee Needs Assessment and metrics via email. The committee will receive the job description edits from current officers in mid-May to provide their feedback via SharePoint. The final job descriptions will be posted on the OPTN website.

Attendance

- **Committee Members**
 - Dianne LaPointe Rudow
 - Evelyn Hsu
 - Jan Finn
 - Jerry McCauley
 - Jim Sharrock
 - Laurel Avery
 - Manish Gandhi
 - Mark Barr
 - Meg Rogers
 - Melissa McQueen
 - Valinda Jones
 - Wendy Garrison
- **HRSA Representatives**
 - Adrienne Goodrich-Doctor
 - Vanessa Arriola
- **UNOS Staff**
 - Anna Messmer
 - Morgan Jupe
 - Tina Rhoades