OPTN Executive Committee
Prioritization Work Group
Meeting Summary
May 22, 2024
Webex

Andrea Tietjen, MBA, CPA, Chair

Introduction

The OPTN Executive Committee Prioritization Work Group met via Webex teleconference on 05/22/2024 to discuss the following agenda item:

1. Welcome and Announcements
2. Outstanding Item: TBD Entity
3. Work Group Progress
4. Board Preparation

1. Welcome and Announcements

Andrea Tiejen welcomed the work group members. The work group reviewed their charge and their agenda for the meeting.

2. Outstanding Item: TBD Entity

Ms. Tietjen presented the recommendation for the TBD entity to the work group. Ms. Tietjen shared that the recommendation is to add Board representation to the Policy Oversight Committee (POC) and to have this be the TBD entity within the prioritization process. Ms. Tietjen reviewed the work group's conversation during their last meeting and explained why adding to the existing structure of the POC is the best option at this moment. Ms. Tietjen explained that the best recommendation would be for the work group to add Board representation to the existing structure so they can make the committee more robust and utilize the already established structure.

Summary of Discussion:

The work group discussed how they can continue to improve upon the existing POC structure and if there are any other positions or expertise they would like to consider incorporating in the future. The work group discussed how this entity may operate in the future when there are multiple OPTN contractors, and they highlighted the emphasis on coordination needed between the POC and the Board. The work group discussed the OPTN project portfolio that currently tracks projects throughout different phases of the policymaking process across all committees, and discussed how this resource could be enhanced in the future.

3. Work Group Progress

Contractor staff presented the work group's efforts and process since their work began. Contractor staff summarized the recommendations the work group has made and shared how these recommendations will be relayed to the Board during the in-person Board meeting in June. The work group plans to share their proposed prioritization process design and the roles and responsibilities needed throughout the process. Contractor staff shared that the work group still needs to discuss refinement of support tools, the phased implementation process, and monitoring.

<u>Summary of Discussion:</u>

When discussing the draft schedule of the prioritization process, a work group member suggested being more intentional with the communication and collaboration between the POC and the Executive Committee. The work group discussed how to ensure updates to the Board on prioritization are engaging and involve the entire Board. Work group members and representatives from HRSA discussed their proposed prioritization workflow and discussed what parts of the process HRSA would be involved.

The work group discussed policy project ideas and how these are filtered through committees and the OPTN. The work group discussed the time from which an idea is introduced to the OPTN to when the policy is implemented. The work group discussed how the information on time from idea to implementation can be incorporated in the prioritization process. Contractor staff and other work group members explained that it is difficult to track this as many projects have different resource needs and implementation efforts.

4. Board Preparation

Contractor staff briefed the work group on what the update from the work group chair will include during the in-person Board meeting in June. Contractor staff shared a summary of the recommendations the chair would report on during the meeting.

Attendance

- **Work Group Members**
    - Alan Langnas
    - Andrea Tietjen
    - Erika Lease
    - George Surratt
    - Ginny McBride
    - Jim Sharrock
    - Kim Koontz
    - Matt Cooper
- **HRSA Representatives**
    - Adrienne Goodrich-Doctor
- **UNOS Staff**
    - Anna Messmer
    - Cole Fox
    - James Alcorn
    - Kimberly Uccellini
    - Lindsay Larkin
    - Morgan Jupe
    - Trish Jasion