

OPTN Finance Committee

Meeting Summary

May 24, 2024

WebEx

Andrea Tietjen, Chair

Dale Smith, Chief Financial Officer

Introduction

The OPTN Finance Committee met via WebEx teleconference on 5/24/2024 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 shared the planned agenda.

2. FY25 Budget Working Session

Ms. Tietjen introduced Dale Smith, Chief Financial Officer. Mr. Smith presented the Fiscal Year 2025 (FY25) budget guidelines to the committee. The budget guidelines will drive the upcoming work in preparing the FY25 budget. Mr. Smith explained that the current OPTN contract will be in effect for the first three months of FY25, and HRSA has an option period to extend the current contract an additional 6 months, which would also fall under FY25 budget. There is a second 6-month contract option period that would take the current contract through December 2025, going into FY26. The committee will be preparing the FY25 budget for October 1, 2024, through September 30, 2025. The budget guidelines noted that the budget proposal will be inclusive of a 5% merit increase. Chris McLaughlin, HRSA Representative, noted that in recent years, HRSA has not approved the budget increase through the registration fee due to their perception that committee members did not have a granular level understanding of the budget they were recommending. Ms. Tietjen asked Mr. McLaughlin and the HRSA team to think about an improved structure moving forward for budget preparation.

Mr. Smith presented the base framework for the current operating budget of roughly \$73 million. The goal of the committee is to build a budget by department, function, and value stream by reviewing enough detail to strategically decide the areas where the committee may want to divest, and areas the committee may want to invest more resources. The committee reviewed the policy department operational activities and estimated costs. Discussion surrounded interest in seeing the operational activities and cost broken down by policy making committee rather than by the policy department. The committee discussed the stages of work and level of effort currently being allocated to the policy making committees. The committee discussed opportunities to think differently about meeting activities and opportunities to save costs.

James Alcorn provided additional details surrounding the stages of work during the policy prioritization process. The committee agreed the approach to the budget preparation is a good approach and aligns well with prioritization efforts to date.

3. Adjourn

Ms. Tietjen thanked the committee for their time and the meeting was adjourned at 11:11am ET.

Attendance

- **Committee Members and Advisors**
 - Andrea Tietjen
 - Emily Blumberg
 - George Surratt
 - Lloyd Ratner
 - Nancy Metzler
- **HRSA Representatives**
 - Chris McLaughlin
 - Frank Holloman
- **UNOS Staff**
 - Anna Messmer
 - Dale Smith
 - Jacqui O'Keefe
 - James Alcorn
 - Joe McCollum
 - Kasey Darnes
 - Liz Robbins Callahan
 - Michael Ghaffari
 - Morgan Jupe
 - Roger Brown
 - Steven Hall
 - Susie Sprinson