

OPTN Finance Committee

Meeting Summary

September 11, 2024

WebEx

Andrea Tietjen, Chair

Dale Smith, Chief Financial Officer

Introduction

The OPTN Finance Committee met via WebEx teleconference on 09/11/2024 to discuss the following agenda items:

1. Opening Remarks
2. Introductions and Orientation
3. FY24 Performance
4. FY25 Update
5. General Updates
6. Adjourn

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

1. Opening Remarks

Andrea Tietjen, OPTN Treasurer and Chair of the Committee, welcomed the committee. Ms. Tietjen spoke to the meeting's agenda and objectives.

2. Introductions and Orientation

Ms. Tietjen welcomed new committee members and provided an orientation of their responsibilities as the OPTN Finance Committee. Ms. Tietjen covered the committee's fiduciary duty and key annual deliverables and expectations. The OPTN Finance Committee is responsible for overseeing federal funds received by the OPTN and ensuring they are appropriately used. The committee reviews financial reports, performance, and expenses to make recommendations to the OPTN Board. The OPTN's transition from a single contractor to multiple contractors will require the OPTN Finance Committee to conduct multiple budget reviews as more insights are gained throughout Fiscal Year 2025 (FY25). Christopher McLaughlin, OPTN Contract Contracting Officer's Representative (COR), emphasized the upcoming work of the Finance Committee to revise the budget based on more information upcoming in Q1 FY25. Future assessments of the OPTN budget(s) will need to consider increased federal appropriations and fees collected.

3. FY24 Performance

Dale Smith, COO, presented the OPTN net resources as of July 2024. The committee discussed the monthly voucher process between the contractor and HRSA under the cost reimbursement style contract. Mr. Smith highlighted the current FY24 actual costs versus budget at a variance of 1%, a positive performance metric, and the line items that attributed to the difference. Mr. Smith then presented the year-to-date actuals versus budget for FY24 by OPTN contract task. The committee continued to discuss the OPTN cash position. The committee reviewed and discussed the voucher payment schedule performance. The OPTN operating account has had insufficient funds to pay the

voucher for April, May, and June, creating delinquent payments as additional account receivables were needed to cover the voucher. The committee reviewed the OPTN Bylaws surrounding access to the OPTN reserve account and work being done between the OPTN contractor and HRSA to define a process for access in alignment with the bylaws. The committee reviewed the OPTN registrations to date and accounts receivable aging for August 2024. FY24 Performance discussions concluded with reviewing and discussing the year end projection.

4. FY25 Update

Mr. Smith reminded the committee that the FY25 OPTN Budget approved by the OPTN Board of Directors is supported by a fee of \$1,025 per registration. This budget was submitted to the Secretary of Health and Human Services on June 30, 2024. The contractor has not yet received a response to the proposed fee increase for FY25. October 1, 2024 is when communications are planned to be provided to OPTN members if there is a change to the registration fee.

5. General Updates

There were no additional questions or further discussion.

6. Adjourn

Ms. Tietjen thanked the contractor for their work and the committee for their time and engagement and the meeting was adjourned at 2:00pm ET.

Attendance

- **Committee Members and Advisors**
 - Andrea Tietjen
 - Dev Desai
 - George Surratt
 - Michael Kwan
 - Nancy Metzler
- **HRSA Representatives**
 - Amy Harbaugh
 - Chris McLaughlin
 - Mesmin Germain
- **UNOS Staff**
 - Anna Messmer
 - Dale Smith
 - Jacqui O'Keefe
 - Joe McCollum
 - Kasey Darnes
 - Lauren Mauk
 - Liz Robbins Callahan
 - Susie Sprinson