



Governor’s Organ Donation Advisory Committee Minutes

July 16, 2019



Note taker (s): Valerie Volkart
Attendees: Jim Pruitt, Virginia Beatty, Jay Moore, Valerie Volkart
 By phone: Joan Keiser, Jan Finn, Deb Simaitis, Peter Nicasastro, Phil Duncan, Kenny Kovacs, Kevin Lee
Called by: Joan Keiser, Chair
Called to order at: 10:40 a.m.

Welcome, Introductions

Ms. Keiser called the meeting to order and welcomed everyone. She reminded attendees that the only topic for discussion is the FY20 proposed budget.

FY20 Proposed Budget

Ms. Beatty reviewed the revised FY20 proposed budget. As requested during the June 7th meeting, the report was modified to include an indicator of an increase, decrease or level funding from the previous fiscal year’s revised budget; a more detailed breakdown of the “Other (Materials, Initiatives, Media, etc.)” and the registry modernization. Adjustments were made to some line items based on May and June figures received to date; there may be additional adjustments as the end of year figures are received.

- Projected Revenues
 - The revised proposed FY20 budget donations (license renewals) is projected to increase; income tax check off is projected to decrease; emblem use (license plates) is projected to increase, DHSS direct contributions and unclaimed property donations are projected to decrease and MSECC donations are projected to increase.
 - Ms. Beatty indicated that FY20 projections since the June 7th meeting for donations (license renewals), income tax check off and DHSS direct contributions increased, while projections for emblem use (license plates), unclaimed property donations and MSECC donations decreased since the June 7th meeting.
- Personal Services
 - ITSD salary projection received in June was \$13,000. Fringe and indirect was calculated based on that projection. The program was later notified that the \$13,000 projection included fringe and indirect costs. An adjustment was made to break the \$13,000 into the appropriate categories; salary, fringe and indirect; and remove the additional projected costs.
 - Overall, salaries, fringe benefits, indirect costs and network allocations are all projected to increase in FY20. However, Ms. Beatty indicated that overall projections for FY20 salaries, fringe benefits and indirect costs decreased since the June 7th meeting.
 - The network allocations projection increased due to the new rate of \$2,568/FTE released on July 1st. Additional details on the calculation of network allocations can be found under line 5 in the notes section on page two of the handout.
- Donor Family Recognition agreement projection decreased from \$750 in FY19 to \$300 in FY20. This figure is based on the amount Saving Sight billed for the invitation letter mailing in FY19. MTN and Mid-America Transplant cover the cost of the invitation letter mailing.
- Education grant for license offices year one ended and has been zeroed out on the FY20 report. The contract crosses two fiscal years, as it runs September 15th through September 14th. Based on budget information provided by Mid-America Transplant, projecting \$6,000 for the remainder of year two and \$6,345 for the FY20 portion of year three. The year three budget submitted by Mid-America Transplant projected \$9,615; estimating that 66% will be used in FY20 and 34% will be used in FY21.
- Other (MO Kidney Collaborative) is a new project in collaboration with the Missouri Kidney Program and Heartland Kidney Network to provide education about living donation as an option for dialysis patients. The Program has not committed to the \$10,000 at this point, but a line item was included should the Program decide to help with printing materials. Ms. Beatty noted that the project is early in its development, so the amount may be adjusted in mid-year. There will be no contract in place for this collaborative and the funding may or may not be spent.
- The \$78,600 in Other (Materials, Initiatives, Media, etc.) is set aside for reprinting current materials, printing newly developed materials and the donor symbol sticker, and education campaigns. The funds are not committed to any specific project at this time and may not be spent. The Program will evaluate the potential for use of these

funds prior to completion of the mid-year budget. If the fund cannot support these activities, then the Program will not do them. A breakdown of how the Program anticipates the funds in this line item may be spent can be found under line 10 in the notes section on page two of the handout.

- The FY19 office supplies budget included the purchase of new computers for Program staff; therefore, the line item for office supplies decreased significantly for FY20.
- The \$14,000 budgeted for strategic planning is for the contractor to continue work on the strategic plan, including refinement of the draft plan and reporting.
- The line item for the toll-free line and voicemail is slightly higher for FY20 due to a monthly bill that did not pay in FY19.
- The projected budget for staff training has been reduced due to the Program's focus on donor registry modernization and training time constraints.
- The projected budget for postage has increased due to the mailing of donor stickers, which are mandated to go out first class. It is also anticipated that the cost of postage will increase.
- Travel in FY20 decreased, as the cost to travel to the Donate Life America Annual Conference is expected to be lower due to the location (Memphis in 2019 vs Portland in 2018). Funds are also set aside for staff to travel to meetings with partners and the HOSA Conference.
- After Hours Lookup Service amount includes the cost of equipment, data plan and cell phone services. The FY20 projection is slightly lower; the calculation is based on FY19 actuals.
- The Program will remain responsible for maintaining web domains. The costs are projected to go up slightly.
- State Data Center charges will be incurred to maintain the current system until all data is transferred and the new registry goes live. This figure also includes two to three months that did not pay in FY19. Additional details on State Data Center charges can be found under line 15 in the notes section on page two of the handout.
- Registry modernization projection increased since the June 7th meeting based on communication with ITSD and bids received. The budget will be adjusted once the contract is awarded and firm numbers are available. Additional details on the breakdown of the registry modernization can be found under line 16 in the notes section on page two of the handout.
- The funds in the "Software, Licensing and SSL Certificates" line item are for the web domains that the program is responsible for maintaining. The line item projection decreases in FY20, as the Oracle licensing will not be needed once the new registry goes live.

Mr. Nicastro requested clarification on which items outlined in the Other (Materials, Initiatives, Media, etc.) line item are mandatory and which items are discretionary. Ms. Beatty indicated that funds spent on the donor sticker are mandatory, as the Governor signed SB 368 and the Program is now required to implement the sticker. The Program is in the process of obtaining quotes for printing the sticker and a firm figure is not yet available. Costs associated with the donor sticker will likely include the sticker printing, postage costs and staff time. Social Media marketing costs are based on previous campaigns; the ads are paid per click, so the cost may be more or less than the budgeted amount of \$12,000. Radio and newspaper marketing is budgeted for Donate Life Month advertising and could be less or equal to the projected amount. Actual spending within this category will depend upon the fund balance.

Mr. Nicastro requested a timeline for the registry modernization contract award. Ms. Beatty reported that a Best and Final Offer (BAFO) has been completed and sent to the vendor. The Program is awaiting a response and hopes to know more around August 1st. Once a contract is awarded, the information will be released to the Committee. Mr. Nicastro is concerned that the fund balance at the end of FY20 will cover less than half a year's expenses.

Ms. Finn inquired whether there was an option to not move forward with the registry modernization project. Ms. Beatty explained that the project is mandatory, as the servers are antiquated and must be retired/replaced and some of the registry functionality needs to be improved based on Program and partner needs. Ms. Finn expressed concern that we are committing to an expense that is beyond our revenue and inquired whether it is an option for the OPOs to assume responsibility and cost for the registry. Ms. Beatty indicated that a contract with the OPOs to operate the registry is a possibility and that they could have bid on the registry RFP and Mr. Pruitt stated that at this point, it is not a possibility because the RFP bidding process has closed. Ms. Simaitis inquired whether the OPOs could simply make a donation to the fund. Mr. Pruitt indicated that the OPOs could make a donation to the fund. Ms. Finn stated that a donation to the fund would be difficult for her organization due to their non-profit status.

Mr. Nicastro asked Ms. Finn if she believed the OPOs could complete the registry modernization project cheaper than projected on the proposed budget. Ms. Finn indicated that they would likely be able to complete the project for much cheaper. MTN currently runs the Kansas registry at little cost. Ms. Finn stated that the costs for development would be variable, but she estimated they could likely do the project for less than half of what is projected on the budget. She estimates that the hosting costs would be less than \$40,000 per year.

Ms. Simaitis asked when the registry modernization project is slated to begin and whether there will be downtime during the process. Ms. Beatty indicated that the Program hopes to have the contract awarded by August 1st and the project will begin immediately after award. She explained that there would be no downtime during the project, as the current system will continue to function as the primary registry until the new system is fully tested and moved to production.

Mr. Pruitt indicated that the concerns expressed by Committee members surrounding the registry rebuild will be shared with Department management.

Mr. Duncan moved to adopt the FY20 proposed budget. Mr. Nicastro moved to amend the main motion by adding “by deleting the expenditures associated with line(s) 9, 10, and/or 16.” The motion to amend failed for lack of a second. The main motion was again presented and adopted. Three voted in favor, two opposed and one abstained.

Adjourn

Meeting adjourned at 11:49 a.m.

Joan Keiser, Chair

Approved as amended at 9.17.2019 meeting.