

# **Office of Injured Employee Counsel**



**2015**

# **Annual Report of Nonfinancial Data**

**Fiscal Year Ending August 31, 2015**





## OFFICE OF INJURED EMPLOYEE COUNSEL

---

### Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744  
(512) 804-4170 | F: (512) 804-4181 | [oiec.texas.gov](http://oiec.texas.gov) | @OIEC

December 31, 2015

The Honorable Greg Abbott, Governor  
The Honorable Glenn Hegar, Texas Comptroller  
Ursula Parks, Director, Legislative Budget Board  
John Keel, CPA, State Auditor

Dear Governor Abbott, Comptroller Hegar, Ms. Parks and Mr. Keel:

We are pleased to submit the Office of Injured Employee Counsel *Annual Report of Nonfinancial Data* for the year ended August 31, 2015, in compliance with the TEX. GOV'T CODE ANN. §2101.0115 and in accordance with the instructions for completing the Annual Report of Nonfinancial Data.

The accompanying report has not been audited and is considered to be independent of the agency's *Annual Financial Report*.

If you have any questions, please contact Joe Meyer at 512-676-6167.

Sincerely,

Jessica Corna  
Public Counsel



**Office of Injured Employee Counsel  
ANNUAL REPORT OF NONFINANCIAL DATA  
Fiscal Year 2015**

**TABLE OF CONTENTS**

Schedule of Space Occupied.....	1
Schedule of Professional/Consulting Fees and Legal Service Fees.....	2
HUB Strategic Plan Progress Form.....	3
Schedule of Appropriation Item Transfers.....	4
Indirect Cost Schedule.....	5
Agency Report of Recycled, Remanufactured, and Environmentally Sensitive Purchases .....	6
Listing of Schedules Not Applicable.....	7



Office of the Injured Employee Counsel (448)

**SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, 2015

The Office of Injured Employee Counsel occupies space leased by the Texas Department of Insurance. Per the Texas Labor Code, § 404.002 (c), “the department shall provide the staff and facilities necessary to enable the office to perform the duties of the office...”

Office of Injured Employee Counsel (448)

**SCHEDULE OF PROFESSIONAL/CONSULTING FEES AND LEGAL SERVICE FEES**

For The Fiscal Year Ended August 31, 2015

<b>NAME</b>	<b>TYPE OF SERVICE RENDERED</b>	<b>AMOUNT</b>
American Forensics, LLC	Medical Quality Review Services	\$ 975.00
Alliance Work Partners	Employee Assistance Services	\$ 3,708.64
TOTAL PROFESSIONAL/CONSULTING FEES		<u>\$ 4,683.64</u>

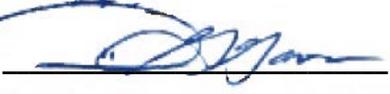
Office of Injured Employee Counsel (448)

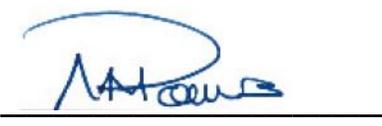
**HUB STRATEGIC PLAN PROGRESS FORM**

For The Fiscal Year Ended August 31, 2015

Goal = Strategic Plan HUB Goal Actual = % Spent with HUBs from HUB Report	Goal for	Actual for	Goal for
	FY '15	FY '15	FY '16
*Heavy Construction	n/a	n/a	n/a
*Building Construction	n/a	n/a	n/a
*Special Trade Construction Contracts	n/a	0.00%	n/a
Professional Services Contracts	n/a	0.00%	5.00%
Other Services Contracts	2.60%	0.00%	18.60%
Commodities Contracts	21.10%	79.91%	21.10%

Signature: 

Signature: 

Signature: 

Prepared By: Frank Brown  
 Title: HUB Program Specialist  
 Phone Number: 512-676-6148

Approved By: Mike Powers  
 Title: Director, Procurement General Services  
 Phone Number: 512-676-6124

Reviewed By: Darryl Gaona  
 Title: HUB Coordinator  
 Phone Number: 512-676-6141

\*OIEC's functions do not include construction; therefore the categories of heavy construction, building construction and special trade construction are not applicable.

Office of Injured Employee Counsel (448)

**SCHEDULE OF APPROPRIATION ITEM TRANSFERS**

For The Fiscal Year Ended August 31, 2015

**ITEM OF APPROPRIATION**

	<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
<b>A. Goal: Ombudsman Program</b>			
<b>Strategies:</b>			
A.1.1 (13004) Ombudsman Program	\$ 169,722.63	\$ -	\$ 169,722.63
<b>Total Ombudsman Program</b>	<u>\$ 169,722.63</u>	<u>\$ -</u>	<u>\$ 169,722.63</u>
<b>B. Goal: Education and Referral</b>			
<b>Strategies:</b>			
B.1.1 (13002) Rights, Responsibilities & Referral	\$ 31,245.00	\$ 80,000.00	\$ (48,755.00)
<b>Total Education and Referral</b>	<u>\$ 31,245.00</u>	<u>\$ 80,000.00</u>	<u>\$ (48,755.00)</u>
<b>C. Goal: Advocate for Injured Employees</b>			
<b>Strategies:</b>			
C.1.1 (13001) Advocate for Injured Employees	\$ 5,000.00	\$ 125,967.63	\$ (120,967.63)
<b>Total Advocate for Injured Employees</b>	<u>\$ 5,000.00</u>	<u>\$ 125,967.63</u>	<u>\$ (120,967.63)</u>
 <b>NET APPROPRIATION ITEM TRANSFERS *</b>	 <u>\$ 205,967.63</u>	 <u>\$ 205,967.63</u>	 <u>\$ -</u>

\*This schedule does not include Benefit Replacement Pay and Salary Increase transfers.

## Office of Injured Employee Counsel (448)

**INDIRECT COST SCHEDULE**

For The Fiscal Year Ended August 31, 2015

A. Payroll-related Costs (reported on Operating Statements)		
FICA Employer Matching Contribution	\$	550,106.85
Additional Payroll Contributions		34,461.09
Other Employment Expense		1,164.28
Group Health Insurance		1,504,130.34
Retirement		534,258.48
Unemployment		25,500.67
Total Payroll-related Costs		<u>2,649,621.71</u>
Workers' Compensation		24,451.02
Benefit Replacement Pay		37,993.52
Total Workers' Compensation and BRP		<u>62,444.54</u>
B. Indirect Costs (not reported on Operating Statements)		
Bond Debt Service Payments		
Texas Facilities Commission (TFC)		147,339.00
Total Indirect Costs		<u>147,339.00</u>
C. Indirect Costs - Statewide Full Cost Allocation Plan		
CPA Fiscal and ITD		8,864.00
CPA Purchasing & Support (TPASS)		736.00
CPA Rebates		(1,040.00)
Governor Budget & Planning		218.00
Total Indirect Costs - Statewide Full Cost Allocation Plan		<u>8,778.00</u>
TOTAL INDIRECT COSTS	\$	<u><u>2,868,183.25</u></u>

**Office of Injured Employee Counsel (448)**  
**Agency Report of Recycled, Remanufactured and Environmentally Sensitive Purchases**  
**For the Fiscal Year Ended August 31, 2015**

Point of Contact: Darryl Gaona  
 Phone Number: 512-676-6141  
 E-Mail Address: darryl.gaona@tdi.texas.gov

E1, E2, or E3	Description	Total Expenditures		
		Non-Delegated	Delegated	Total
Total E1 Including 1 <sup>st</sup> Choice	Recycled	-	\$ 2,346.00	\$ 2,346.00
Total E2 Including 1 <sup>st</sup> Choice	Remanufactured	-	-	-
Total E3 Including 1 <sup>st</sup> Choice	Environmentally Sensitive	-	-	-
<b>Total of E1, E2 and E3 includes Recycled 1<sup>st</sup> Choice Targeted Totals</b>		-	\$ 2,346.00	\$ 2,346.00

FY 2015 1 <sup>st</sup> Choice Targeted Commodities	Expenditures			
	1 <sup>st</sup> Choice Products (A)	Virgin Counterpart (B)	Total (A+B)	% Spent on 1 <sup>st</sup> Choice Products 100* [A/(A+B)]
Motor Oil & Lubricants	-	-	-	0%
Toilet Paper, Toilet Seat Covers & Paper Towels	-	-	-	0%
Printing Paper, Copier Paper & Computer Paper	\$ 2,346.00	-	\$ 2,346.00	0%
Business Envelopes	-	-	-	0%
Plastic Trash Bags	-	-	-	0%
Plastic Covered Binders	-	-	-	0%
Recycling Containers	-	-	-	0%
Photocopiers	-	-	-	0%
<b>Total 1<sup>st</sup> Choice Targeted Commodities</b>	\$ 2,346.00	\$0.00	\$ 2,346.00	0%

Summary of Total Number of FY 2015 Justification Letters	Total Cost	Total Quality	Total Not Available	Total Other
Motor Oil & Lubricants	-	-	-	-
Toilet Paper, Toilet Seat Covers & Paper Towels	-	-	-	-
Printing Paper, Copier Paper & Computer Paper	-	-	-	-
Business Envelopes	-	-	-	-
Plastic Trash Bags	-	-	-	-
Plastic Covered Binders	-	-	-	-
Recycling Containers	-	-	-	-
Photocopiers	-	-	-	-
<b>Total Number(s)</b>	-	-	-	-

The following elements are not included in the current report:

1. OfficeMax and AHI purchases
2. Items that went through TxSmartBuy as quote items (including inside delivery and transportation)
3. Any purchases made outside the TXSmartBuy system (offline sales)
4. TXMAS items

Office of Injured Employee Counsel (448)

**LISTING OF SCHEDULES NOT APPLICABLE**

For The Fiscal Year Ended August 31, 2015

Schedule of Bonded Employees

Schedule of Aircraft Operation

Schedule of Itemized Purchases

Schedule of Vehicles Purchased

Schedule of Lump-Sum Vacation and Compensatory Leave

Schedule of State-Owned or Leased Vehicles Used by State Employees