

# Office of Injured Employee Counsel



**2018**

# **Annual Report of Nonfinancial Data**

**Fiscal Year Ending August 31, 2018**





OFFICE OF INJURED EMPLOYEE COUNSEL

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December 31, 2018

Honorable Greg Abbott, Governor  
Sarah Keyton, Assistant Director, Legislative Budget Board  
Lisa Collier, CPA, First Assistant State Auditor

Dear Governor Abbott, Ms. Keyton, and Ms. Collier:

We are pleased to submit the Office of Injured Employee Counsel *Annual Report of Nonfinancial Data* for the year ended August 31, 2018, in compliance with the Texas Government Code Annotated, Section 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 Jessica Barta at (512) 804-4198.

Sincerely,

*Jessica Barta*

Jessica Barta  
Public Counsel



**Office of Injured Employee Counsel  
ANNUAL REPORT OF NONFINANCIAL DATA  
Fiscal Year 2018**

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Office of Injured Employee Counsel (448)

**SCHEDULE OF BONDED EMPLOYEES**  
For the Fiscal Year Ended August 31, 2018

<u>EMPLOYEE NAME</u>	<u>AMOUNT OF BOND</u>	<u>SURETY COMPANY</u>
All employees of the Office of Injured Employee Counsel	\$1,000,000 aggregate \$15,000 per claim retention	ACE American Insurance Company

Office of the Injured Employee Counsel (448)

**SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, 2018

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, 2018

<u>NAME</u>	<u>TYPE OF SERVICE RENDERED</u>	<u>AMOUNT</u>
McConnell & Jones, LLP	Financial and Accounting Services	\$ 36,185.50
Alliance Work Partners	Other Professional Services	3,388.32
Tyann R Osborn	Consultant Services-Other	387.50
<b>TOTAL PROFESSIONAL/CONSULTING FEES</b>		<b>\$ 39,961.32</b>

Office of Injured Employee Counsel (448)

**HUB STRATEGIC PLAN PROGRESS FORM**  
For the Fiscal Year Ended August 31, 2018

Category	Goal for	Actual for	Goal for
	FY '18	FY '18	FY '19
Heavy Construction	n/a	0.00%	n/a
Building Construction	n/a	0.00%	n/a
Special Trade Construction Contracts	n/a	0.00%	n/a
Professional Services Contracts	5.00%	100.00%	5.00%
Other Services Contracts	15.00%	0.15%	15.00%
Commodities Contracts	21.10%	56.38%	21.10%

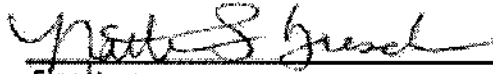
Goal = Strategic Plan HUB Goal

Actual = Percent Spent with HUBs from CPA HUB Report

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

**Prepared by:**

Natlee Fresch  
Assistant HUB Coordinator  
512-676-6148

  
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Signature

**Reviewed by:**

Melissa Burkhart  
Director of Procurement and General Services /  
HUB Coordinator  
512-676-6609

  
\_\_\_\_\_  
Signature

**Approved by:**

Melissa Burkhart  
Director of Procurement and General Services /  
HUB Coordinator  
512-676-6609

  
\_\_\_\_\_  
Signature

Office of Injured Employee Counsel (448)

**SCHEDULE OF APPROPRIATION ITEM TRANSFERS**

For the Fiscal Year Ended August 31, 2018

**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	\$ -	\$ 141,623.94	\$ (141,623.94)
<b>Total Ombudsman Program</b>	<u>\$ -</u>	<u>\$ 141,623.94</u>	<u>\$ (141,623.94)</u>
<b>B. Goal: Education and Referral</b>			
<b>Strategies:</b>			
B.1.1 (13002) Rights, Responsibilities & Referral	\$ 60,000.00	\$ 83,122.88	\$ (23,122.88)
<b>Total Education and Referral</b>	<u>\$ 60,000.00</u>	<u>\$ 83,122.88</u>	<u>\$ (23,122.88)</u>
<b>C. Goal: Advocate for Injured Employees</b>			
<b>Strategies:</b>			
C.1.1 (13001) Advocate for Injured Employees	\$ 164,746.82	\$ -	\$ 164,746.82
<b>Total Advocate for Injured Employees</b>	<u>\$ 164,746.82</u>	<u>\$ -</u>	<u>\$ 164,746.82</u>
 <b>NET APPROPRIATION ITEM TRANSFERS *</b>	 <u><u>\$ 224,746.82</u></u>	 <u><u>\$ 224,746.82</u></u>	 <u><u>\$ -</u></u>

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

Office of Injured Employee Counsel (448)

**INDIRECT COST SCHEDULE**

For the Fiscal Year Ended August 31, 2018

**A. Payroll-related Costs (reported on Operating Statements)**

FICA Employer Matching Contribution	\$	524,533.53	
Additional Payroll Contributions		33,909.05	
Other Employment Expense		19,938.03	
Group Health Insurance		1,737,549.52	
Retirement		666,871.58	
Unemployment		22,408.25	
Total Payroll-related Costs			<u>3,005,209.96</u>
Workers' Compensation		31,505.77	
Benefit Replacement Pay		11,209.88	
Total Workers' Compensation and BRP			<u>42,715.65</u>

**B. Indirect Costs (not reported on Operating Statements)**

Bond Debt Service Payments			
Texas Facilities Commission (TFC)		5,971.00	
Total Indirect Costs			<u>5,971.00</u>

**C. Indirect Costs - Statewide Full Cost Allocation Plan**

CPA Fiscal and ITD		59,588.00	
CPA Purchasing & Support (TPASS)		(41.00)	
OOG Budget, Policy and Planning Division		129.00	
Total Indirect Costs - Statewide Full Cost Allocation Plan			<u>59,676.00</u>

<b>TOTAL INDIRECT COSTS</b>			<b>\$ <u><u>3,113,572.61</u></u></b>
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**LISTING OF SCHEDULES NOT APPLICABLE**

For the Fiscal Year Ended August 31, 2018

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

Agency Report of Recycled, Remanufactured, and Environmentally Sensitive Purchases





