



**2013  
Annual Report  
of  
Nonfinancial Data**

**The Office of Injured Employee  
Counsel**

**For the Fiscal Year Ending  
August 31, 2013**



## OFFICE OF INJURED EMPLOYEE COUNSEL

NORMAN DARWIN, PUBLIC COUNSEL

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December 31, 2013

The Honorable Rick Perry, *Governor*  
Mr. John Keel, CPA, *State Auditor*  
Mr. Ursula Parks, *Director, Legislative Budget Board*

Dear Governor Perry, Mr. Keel and Ms. Parks:

We are pleased to submit the Office of Injured Employee Counsel *Annual Report of Nonfinancial Data* for the year ended August 31, 2013, 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 Brian White at 512-804-4186.

Sincerely,

A handwritten signature in blue ink, appearing to read "Norman Darwin".

Norman Darwin  
Public Counsel

**Office of Injured Employee Counsel  
ANNUAL REPORT OF NONFINANCIAL DATA  
Fiscal Year 2013**

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Office of the Injured Employee Counsel (448)

**SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, 2013

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..."

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

For The Fiscal Year Ended August 31, 2013

<b><u>NAME</u></b>	<b><u>TYPE OF SERVICE RENDERED</u></b>	<b><u>AMOUNT</u></b>
Alliance Work Partners	Employee Assistance Services	\$ 4,316.00
Medical Legal Consultants of San Antonio	Medical Examinations and Expert Testimony	\$ 2,375.00
TOTAL PROFESSIONAL/CONSULTING FEES		<u>\$ 6,691.00</u>

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**HUB STRATEGIC PLAN PROGRESS FORM**  
For The Fiscal Year Ended August 31, 2013

Goal = Strategic Plan HUB Goal Actual = % Spent with HUBs from HUB Report	Actual for FY '12	Actual for FY '13	Goal for FY '14
Heavy Construction	0.00%	0.00%	0.00%
Building Construction	0.00%	0.00%	0.00%
Special Trade Construction	0.00%	0.00%	0.00%
Professional Services	0.00%	0.00%	0.00%
Other Services	0.53%	2.21%	24.60%
Commodities	46.34%	62.91%	21.00%

Prepared by: 

Approved:   
(Signature Required)

Printed Name: Sandy Williams

Printed Name: Brian White

Phone Number: (512) 322-2236

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**SCHEDULE OF APPROPRIATION ITEM TRANSFERS**

For The Fiscal Year Ended August 31, 2013

**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	\$ 140,500.00	\$ 161,854.04	\$ (21,354.04)
<b>Total Ombudsman Program</b>	<u>\$ 140,500.00</u>	<u>\$ 161,854.04</u>	<u>\$ (21,354.04)</u>
<b>B. Goal: Education and Referral</b>			
<b>Strategies:</b>			
B.1.1 (13002) Rights, Responsibilities & Referral	\$ 211,346.16	\$ 49,000.00	\$ 162,346.16
<b>Total Education and Referral</b>	<u>\$ 211,346.16</u>	<u>\$ 49,000.00</u>	<u>\$ 162,346.16</u>
<b>C. Goal: Advocate for Injured Employees</b>			
<b>Strategies:</b>			
C.1.1 (13001) Advocate for Injured Employees	\$ -	\$ 140,992.12	\$ (140,992.12)
<b>Total Advocate for Injured Employees</b>	<u>\$ -</u>	<u>\$ 140,992.12</u>	<u>\$ (140,992.12)</u>
 <b>NET APPROPRIATION ITEM TRANSFERS *</b>	 <u><u>\$ 351,846.16</u></u>	 <u><u>\$ 351,846.16</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, 2013

A. Payroll-related Costs (reported on Operating Statements)		
FICA Employer Matching Contribution	\$ 524,646.61	
Group Health Insurance	1,176,120.11	
Retirement	439,921.84	
Unemployment	41,070.90	
Total Payroll-related Costs		<u>2,181,759.46</u>
Workers' Compensation	29,612.49	
Benefit Replacement Pay	46,514.51	
Total Workers' Compensation and BRP		<u>76,127.00</u>
B. Indirect Costs (not reported on Operating Statements)		
Bond Debt Service Payments		
Texas Facilities Commission (TFC)	142,371.00	
Total Indirect Costs		<u>142,371.00</u>
C. Indirect Costs - Statewide Full Cost Allocation Plan		
CPA Fiscal and ITD	30,311.00	
CPA Purchasing & Support (TPASS)	(1,330.00)	
CPA Rebates	(135.00)	
CPA Rebates Adjust FY2012	(234.00)	
Dept of Information Resources	99.00	
DIR RollForward Adjustment	(70.00)	
Governor Budget & Planning	90.00	
Total Indirect Costs - Statewide Full Cost Allocation Plan		<u>28,731.00</u>
<b>TOTAL INDIRECT COSTS</b>		<u><u>\$ 2,428,988.46</u></u>

**AGENCY REPORT OF RECYCLED, REMANUFACTURED AND ENVIRONMENTALLY SENSITIVE**

For The Fiscal Year Ended August 31, 2013

Point of Contact: Sandy Williams Phone Number: (512) 322-2236 E-Mail Address: sandy.williams@tdi.texas.gov				
E1, E2, or E3	Description	Total Expenditures		
		Non-Delegated	Delegated	Total
Total E1 Including 1st Choice	Recycled	\$ -	\$ 4,345.13	\$ 4,345.13
Total E2 Including 1st Choice	Remanufactured	-	-	-
Total E3 Including 1st Choice	Environmentally Sensitive	-	-	-
<b>Total of E1, E2 and E3 includes Recycled 1st Choice Targeted Totals</b>		\$ -	\$ 4,345.13	\$ 4,345.13
FY 2013 1st Choice Targeted Commodities	Expenditures			% Spent on 1st Choice
	1st Choice Products (A)	Virgin Counterpart (B)	Total (A+B)	Products 100 * [A/(A+B)]
Motor Oil & Lubricants	\$ -	\$ -	\$ -	0.00%
Toilet Paper, Toilet Seat Covers & Paper Towels	-	-	-	0.00%
Printing Paper, Copier Paper & Computer Paper	-	-	-	0.00%
Business Envelopes	34.59	-	34.59	100.00%
Plastic Trash Bags	-	-	-	0.00%
Plastic Covered Binders	-	-	-	0.00%
Recycling Containers	-	-	-	0.00%
Photocopiers	-	-	-	0.00%
<b>Total 1st Choice Targeted Commodities</b>	\$ 34.59	\$ -	\$ 34.59	100.00%
Summary of Total Number of FY 2013 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>	-	-	-	-

Due to unanticipated data collection issues, the report of Non-Delegated Expenditures of Recycled, Remanufactured and Environmentally Sensitive Commodities may have incomplete data. The tracking categories that were used are E1,(recycle), E2, (remanufacturing), and E3 (environmentally friendly).

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

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**LISTING OF SCHEDULES NOT APPLICABLE**

For The Fiscal Year Ended August 31, 2013

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