

# MAINE STATE LEGISLATURE

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STATE OF MAINE  
**WORKERS' COMPENSATION BOARD**  
OFFICE OF EXECUTIVE DIRECTOR/CHAIR  
442 CIVIC CENTER DRIVE, SUITE 100  
27 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0027

JANET T. MILLS  
GOVERNOR

JOHN C. ROHDE  
EXECUTIVE DIRECTOR

January 31, 2024

Honorable Rachel Talbot Ross  
Speaker of the House  
2 State House Station  
Augusta, Maine 04333

Honorable Troy D. Jackson  
President of the Senate  
3 State House Station  
Augusta, Maine 04333

**RE: Annual Report of the Workers' Compensation Board Pursuant to 5 M.R.S.A.  
§12023(2)**

Dear Speaker Talbot Ross and President Jackson:

Pursuant to 5 M.R.S.A., §12023, please consider this the transmittal letter for the required report from the Workers' Compensation Board due by February 1, 2024.

Please contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'John C. Rohde', with a large, sweeping flourish extending to the left.

John C. Rohde  
Executive Director

JCR/dah

cc: Suzanne Gresser, Executive Director of the Legislative Council  
(via e-mail: [quasiagencyreports@legislature.maine.gov](mailto:quasiagencyreports@legislature.maine.gov))





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Augusta, Maine 04333

**RE: 2024 Report of the Workers' Compensation Board Pursuant to 5 M.R.S.A.  
§ 12023(2)**

Dear Speaker Talbot Ross and President Jackson:

On behalf of the Workers' Compensation Board ("Board") I am submitting this annual report of procurements for fiscal year 2023 (7/1/2022 – 6/30/2023) as required by 5 M.R.S.A. § 12023 (2).

I. Introduction

Although technically a quasi-independent agency, the Board has, since its inception in 1993, adhered to the procurement and expense reimbursement policies of the Department of Administrative and Financial Services ("DAFS"). After the enactment of Title 5, Ch. 379, subchapter 3 (5 M.R.S.A. §§ 12021-12024), the Board decided to continue working under the oversight of DAFS. Adhering to those policies is the most efficient and effective way for the Board to operate. The Board adopted written policies and procedures governing that supplement procurement procedures established by DAFS in response to the review conducted by the Labor and Housing Committee in 2020.

Below is a description of the board's expenditures that fall into the reporting categories mandated by §12023 (2).

II. Procurements (5 M.R.S.A. §12023 (2) (A))

The Board continues to adhere to the comprehensive procurement procedures established by the Division of Procurement Services. For any purchase greater than \$5,000 for which competitive bidding is waived, the Board submits for approval a Procurement Justification form,

and must receive approval from the Division of Procurement Services before entering into a resulting contract.

The following table outlines procurements exceeding \$10,000 in the preceding fiscal year for which competitive procurement was waived.

<b>Vendors</b>	<b>Justification for Waiver of Competitive Bidding</b>	<b>Dollar Amount of Procurement</b>
RELX Inc. dba LexisNexis	The Board's staff is required by statute to mediate disputes, hear administrative law cases, write orders and/or provide legal advice and representation to individuals in the workers' compensation system. Board staff use RELX Inc.'s LexisNexis online library which includes <i>Larson's Workers' Compensation Law</i> , to perform legal research, write trial and appellate briefs, author administrative law decrees and accomplish other work necessary to perform required duties. Board staff has determined this on-line publication database is necessary to provide up-to-date legal analysis, opinions, and decisions. Also, Board staff has not found a source for references available in state government or other governmental entities.	The cost of procuring the subscription service from RELX Inc. dba LexisNexis was \$10,740.00.
Software Technology LLC	The Board's Worker Advocate Program is required to provide legal services to qualified injured workers with workers' compensation claims in Maine. Title 39-A section 153-A. Working out of five (5) offices state-wide, the Advocate Program needed software to effectively manage its case load. The Board consulted MeIT and did a survey of off-the-shelf software with features for litigation case management. Practice Master was selected as the lowest cost product with the most needed features to support the management of Advocate Program cases. The Board opted for this off-the-shelf product based on its low cost compared to custom products or other off-the-shelf products providing the same functionality. The annual maintenance costs were considered during the procurement process and were lower than other products considered.	The annual maintenance cost for server & software licenses was \$10,472.00.

### III. Contributions (5 M.R.S.A. § 12022(4))

#### Membership Dues

The Board, pursuant to 39-A M.R.S.A. § 152(3), approves the agency's annual budget which includes membership dues to organizations that pertain directly to the Board's mission. The following chart sets forth the pertinent information regarding membership dues:

<b>Organization</b>	<b>Justification</b>	<b>Amount</b>
International Association of Industrial Accident Boards and Commissions (IAIABC)	IAIABC is an organization that provides information and resources to workers' compensation systems across the country	\$ 1,731.00 for one calendar year.

#### Gifts, Donations and Sponsorships

The Board does not spend money on gifts, donations, or sponsorships.

#### Travel, Meals, and Entertainment

With respect to travel, meals and entertainment, the Board operates within the policies and procedures promulgated by the Controller's Office. The Board scrutinizes each expense request upon submission and approves reimbursements upon confirmation that the requests comply with the Controller's Office.

### IV. Policies and Procedures

A description of changes made in the preceding year to the written policies and procedures required by §12022 or to the procedures used by the governing body to monitor compliance with those policies and procedures.

The Board works under the oversight of DAFS and continues to adhere to comprehensive procurement procedures established by the Division of Procurement Services. The Board does not spend money on gifts, donations or sponsorships and only pays membership dues to organizations that relate directly to the Board's mission.

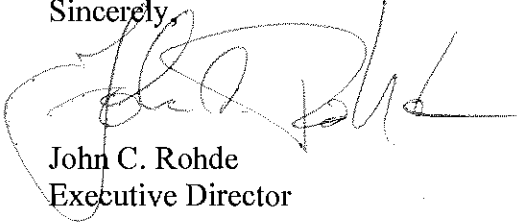
The Board, pursuant to 39-A M.R.S.A. § 152(13), approves the agency's annual budget which includes membership dues only if they pertain to the Board's mission. The Board's policy pertaining to gifts, donations, sponsorships, or travel reimbursement has been to, effectively, incorporate by reference practices prescribed by the Controller's Office. The Board will

continue to review its budgeting and payment protocols this year and maintain policies consistent with expectations of the Controller's Office.

The Board did not make any changes to its policies and procedures in fiscal year 2023.

If the Board may provide additional information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John C. Rohde", written over a circular stamp or seal that is partially obscured.

John C. Rohde  
Executive Director

cc: Suzanne Gresser, Executive Director of the Legislative Council  
(via e-mail: [quasiagencyreports@legislature.maine.gov](mailto:quasiagencyreports@legislature.maine.gov))