

MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from electronic originals
(may include minor formatting differences from printed original)



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

JANETT. MILLS
GOVERNOR

JOHN C. ROHDE
EXECUTIVE DIRECTOR

January 29, 2025

Honorable Matthea Daughtry
President of the Senate
3 State House Station
Augusta, Maine 04333

Honorable Ryan Fecteau
Speaker of the House
2 State House Station
Augusta, Maine 04333

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

Dear President Daughtry and Speaker Fecteau:

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, 2025.

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", written over a large, stylized circular flourish.

John C. Rohde
Executive Director

JCR/dah

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



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

JANETT. MILLS
GOVERNOR

JOHN C. ROHDE
EXECUTIVE DIRECTOR

January 29, 2025

Honorable Matthea Daughtry
President of the Senate
3 State House Station
Augusta, Maine 04333

Honorable Ryan Fecteau
Speaker of the House
2 State House Station
Augusta, Maine 04333

**RE: 2025 Report of the Workers' Compensation Board Pursuant to 5 M.R.S.A.
§ 12023(2)**

Dear President Daughtry and Speaker Fecteau:

On behalf of the Workers' Compensation Board ("Board") I am submitting this annual report of procurements for fiscal year 2024 (7/1/2023 – 6/30/2024) 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 MRSA §§ 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. No changes to the Board's written policies and procedures were made in the preceding year.

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.

Vendors	Justification for Waiver of Competitive Bidding	Dollar Amount of Procurement
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 \$12,610.00.
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 \$11,451.00.

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:

Organization	Justification	Amount
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	\$ 1,800.00 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.

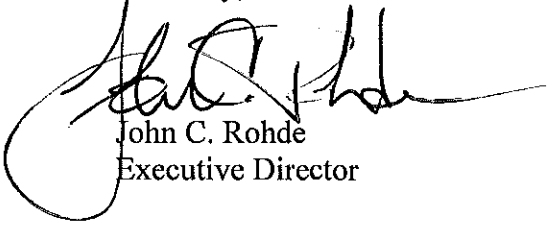
The Board, pursuant to 39-A M.R.S.A. § 152(13), approves the agency's annual budget which includes membership dues only if they pertain to the Board's mission. The Board's policy pertaining to gifts, donations, sponsorships, or travel reimbursement has been to, effectively, incorporate by reference practices 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 2024.

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

Sincerely,



John C. Rohde
Executive Director

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