

## AGENDA

### SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

1333 Main Street, 5<sup>th</sup> Floor  
Columbia, South Carolina 29201

**October 24, 2011 – 10:30 a.m.**

Commission Hearing Room A

*This meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act.*

1. APPROVAL OF AGENDA OF BUSINESS MEETING of October 24, 2011 *CHAIRMAN BECK*
  
2. APPROVAL OF MINUTES OF BUSINESS MEETING of September 19, 2011 (Tab 1) *CHAIRMAN BECK*
  
3. GENERAL ANNOUNCEMENTS *MR. CANNON*
  
4. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. SMITH*
  
5. DEPARTMENT DIRECTORS' REPORTS  
  
Administration – Financial Report (Tab 3) *MS. GANTT*  
Human Resources (Tab 4) *MS. FLOYD*  
Information Services (Tab 5) *MS. HARTMAN*  
Insurance & Medical Services (Tab 6) *MR. DUFFIELD*  
Claims (Tab 7) *MR. LINE*  
Judicial (Tab 8) *MS. CROCKER*
  
6. EXECUTIVE DIRECTOR'S REPORT (Tab 9) *MR. CANNON*
  
7. OLD BUSINESS *CHAIRMAN BECK*  
A. Court Interpreters (Tab 10) *Commissioner Roche*
  
8. NEW BUSINESS *CHAIRMAN BECK*
  
10. ADJOURNMENT *CHAIRMAN BECK*

## **Table of Contents**

<b>1</b>	<b>Minutes</b>
<b>2</b>	<b>Self-Insurance</b>
<b>3</b>	<b>Administration</b>
<b>4</b>	<b>Human Resources</b>
<b>5</b>	<b>Information Services</b>
<b>6</b>	<b>Insurance &amp; Medical Services</b>
<b>7</b>	<b>Claims</b>
<b>8</b>	<b>Judicial</b>
<b>9</b>	<b>Executive Director's Report</b>
<b>10</b>	<b>Court Interpreters</b>

THE  
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION  
BUSINESS MEETING

**Monday, September 19, 2011**

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, September 19, 2011 at 10:30 a.m. The meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act. The following Commissioners were present at the meeting:

T. SCOTT BECK, INTERIM CHAIRMAN  
SUSAN S. BARDEN, VICE CHAIR  
DAVID W. HUFFSTETLER, COMMISSIONER  
G. BRYAN LYNDON, COMMISSIONER  
ANDREA C. ROCHE, COMMISSIONER  
AVERY B. WILKERSON, JR., COMMISSIONER  
DERRICK L. WILLIAMS, COMMISSIONER

Present also were Gary M. Cannon, Executive Director; Greg Line, Claims Director; Grant Duffield, Insurance and Medical Services Director; Diana Gantt, Accounting/Fiscal Manager; Cathy Floyd, Human Resources Manager; Betsy Hartman, DSIT; Amanda Underhill, Senior Application Analyst; W.C. Smith, Self-Insurance Director; Genia Hollmon, Judicial Department; Wayne Ducote, Coverage Director; Garry Smith, Compliance Director; and Keith Roberts, Law Clerk. Visitors present were Clara Smith, Injured Workers Advocates and AnnMargaret McCraw, Midlands Orthopaedics/SC Orthopaedic Association.

Chairman Beck called the meeting to order at 10:30 a.m.

**AGENDA**

Commissioner Williams moved that the agenda be approved. Commissioner Wilkerson seconded the motion, and the motion was approved.

**APPROVAL OF MINUTES – PUBLIC HEARING OF AUGUST 15, 2011**

Commissioner Barden moved that the minutes of the Public Hearing of August 15, 2011 be approved. Commissioner Williams seconded the motion, and the motion was approved.

**APPROVAL OF MINUTES – BUSINESS MEETING OF AUGUST 15, 2011**

Commissioner Roche moved that the minutes of the Business Meeting of August 15, 2011 be approved. Commissioner Williams seconded the motion, and the motion was approved.

**APPROVAL OF MINUTES – SPECIAL BUSINESS MEETING OF SEPTEMBER 12, 2011**

Commissioner Barden moved that the minutes of the Special Business Meeting of September 12, 2011 be approved. Commissioner Williams seconded the motion, and the motion was approved.

## **GENERAL ANNOUNCEMENTS**

Gary Cannon announced that the All Employee Meeting will be held on Thursday, September 22, 2011 at 10:00 a.m. in the First Floor Conference Room.

## **APPLICATIONS FOR APPROVAL TO SELF-INSURE**

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Five (5) prospective members of one (1) fund were presented to the Commission for approval. The applications were:

### **SC Home Builders SIF**

Barton Builders, Inc.

Botts Construction LLC

James C. Mann dba Jimmy Mann Woodworks

Stanton Everett Custer

Steven C. Lambert dba Steve Lambert Master Carpenter

After examination of the applications, it was determined that each complied with the Commission's requirements and each was recommended for approval. Commissioner Wilkerson made the motion to approve the applications to self-insure, and Commissioner Roche seconded the motion. The motion was unanimously approved.

## **DEPARTMENT DIRECTORS' REPORTS**

The Department Directors presented their reports which were also submitted to the Commission in written form.

### **Administration Department**

Diana Gantt presented the Summary of Revenues and Expenditures for the period ending August 31, 2011. The benchmark for August is 16.67%. The Commission's revenues are at 17.46%, and expenses are at 14.7%.

### **Human Resources Department**

Cathy Floyd presented the Human Resources report for the period of August 10 – September 13, 2011.

- Reminders were sent to all supervisors of the EPMS Universal Review Date deadline of September 30, 2011.
- Grant Duffield was selected for the position of Director of Insurance and Medical Services. All applicants were notified the position had been filled.
- Conducted a leave analysis of the Judicial Department's and Administrative Department's leave usage.
- Attended the Benefits at Work Conference provided by Employee Insurance Program

Ms. Floyd announced that the 2012 Open Enrollment will be discussed at the All Employee Meeting on September 22.

### **Information Services**

Betsy Hartman presented the Information Services Department's report. She introduced Phillip Cockrell, the new Director of Operations/Shared Services at DSIT. Ms. Hartman reported that all proposed Orders are now being processed electronically.

### **Insurance & Medical Services**

Gary Cannon presented the Insurance & Medical Services Department's report. He introduced Grant Duffield, the new Insurance and Medical Services Director. Mr. Duffield began his responsibilities with the Agency on Wednesday, September 14.

Mr. Cannon reported 25 violation letters and 19 subpoenas were issued during the month of August. The next Order and Rule to Show Cause hearing is scheduled for September 29, 2011.

The Governmental Enterprise Accounts Receivable Collections (GEAR) application has been submitted to the Department of Revenue. The Commission will provide data on outstanding fines that are over 91 days and fines with judgments to SC Department of Revenue (SCDOR) in an attempt to collect the fines. Insurance carriers and self-insurers will not be included on the list provided to SDCOR.

Mr. Cannon explained that the increase in *Fines Waived/Rescinded/Uncollectable* for the month of August was due to the Compliance Division identified several cases with compliance violations that were several years old and no Order was issued.

### **Claims Department**

Greg Line presented the Claims Department's report. This was received as information.

### **Judicial Department**

Eugenia Hollmon presented the Judicial Department's report. This was received as information.

### **EXECUTIVE DIRECTOR'S REPORT**

Gary Cannon, Executive Director, presented his report which was also submitted to the Commission in written form.

### **SC Department of Vocational Rehabilitation**

Mr. Cannon reported that the SC Department of Vocational Rehabilitation has a designated webpage on SCWCC's website.

### **Pharmacy Fee Schedule Advisory Committee**

The Pharmacy Fee Schedule Advisory Committee met on Friday, August 26, 2011. The next meeting is scheduled for Friday, October 7, 2011 at 10:00 a.m.

### **Surgical Implant Advisory Committee**

The Surgical Implant Advisory Committee will meet Friday, October 21, 2011. A consultant from Optum (formerly Ingenix) Consulting will meet with the Committee to discuss the process and data necessary to conduct a financial analysis.

### **Workers' Compensation Advisory Committee**

The Workers' Compensation Advisory Committee will meet on Friday, September 23. Chairman Bill Shaughnessy has requested a briefing on the activities of the Surgical Implant Advisory Committee and the Pharmacy Fee Schedule Advisory Committee.

### **National Association of Workers' Compensation Judiciary College (NAWCJ) 2011**

The Executive Director, Chairman Beck, and Commissioner Roche attended the NAWCJ College 2011 in Orlando Florida on August 22-24. Commissioner Roche said the event was an excellent opportunity for learning and exposure to other jurisdictions. Chairman Beck said that subject matters discussed in the judicial college were issues SCWCC Commissioners deal with on a day-to-day basis and the event was worth the effort and time to attend.

### **SOUTH CAROLINA DEPARTMENT OF VOCATIONAL REHABILITATION**

Mr. Cannon said that as a result of the recommendations contained in the October 2010 Legislative Audit Council Report, staffs of the Commission and Vocational Rehabilitation Department have developed a system to exchange information and identify potential claimants for referral to Voc Rehab. Mr. Cannon introduced Jim Williams and Michelle Prevost from Voc Rehab.

Mr. Williams brought greetings on behalf of Commissioner Barbara Hollis and talked about initiatives and partnership between SCWCC and Voc Rehab.

- 1) Michelle Prevost has been identified as the counselor to work on a day-to-day basis as counselor for SCWCC.
- 2) Voc Rehab has web presence on SCWCC's website with contact information and links to Voc Rehab literature.
- 3) Voc Rehab staff is working with IT staff in developing a referral interface database which will assist with timely referrals, timely reporting, and provide a yearly report of individuals referred through the system.

### **NEW BUSINESS**

#### **A. April 27, 2009 Motion to Publish Notice of Intent for Parties to Sign in 30 Minutes Prior to Oral Argument**

Commissioner Williams said that the Commission approved a motion at the April 27, 2009 Full Commission Business Meeting that a regulation be drafted for parties to show up and sign in thirty minutes prior to their Appellate Hearing. No action has been taken by the Commission to proceed with publishing the Notice of Intent. Chairman Beck instructed staff to initiate the process to publicize the Notice of Intent.

#### **B. Creating an Advisory Committee for Mediations**

Commissioner Williams presented a recommendation that the Commission consider forming a committee to draft a regulation that would authorize the Commission to order mediations for certain cases in the workers' compensation system. The regulation would not create a mandatory system for mediations. Commissioner Huffstetler said he is a proponent for mediations, but not mandatory mediations, and suggested this be a matter of policy instead of a regulation. Commissioner Williams said he has not found a mechanism under the Act or in the regulations where Commissioners can order mediations of those cases deemed appropriate by the Commission.

#### **Motion to form a Mediation Advisory Committee**

Following discussion, Commissioner Williams made a motion to form an advisory committee for the purposes of drafting a regulation dealing with mediations for workers' compensation system. Commissioner Williams stated the regulation would not create a mandatory system for mediations. Commissioner Wilkerson seconded the motion. The motion carried by majority vote, with Commissioner Huffstetler voting against the

motion. Chairman Beck appointed Commissioner Williams to chair the advisory committee. Mr. Cannon recommended Dave DeMasters in Judicial Department to assist and the executive director's office will provide administrative support. Chairman Beck requested Commissioner Williams provide him a list of parties appropriate to serve on the advisory committee.

**C. Continuing Education Workshop – Ethics and Administration Procedures Act**

The Commissioners and their administrative assistants are required to attend a workshop of at least three continuing education hours concerning ethics and the Administrative Procedures Act. Mr. Cannon will proceed to schedule the workshop during Full Commission in November.

**D. Contract Renewal with DSIT – Server Management Services**

Mr. Cannon referred to the DSIT Contract Renewal for FY 2011-12 and the summary of the cost changes from last year's contract to the current year. The renewal contract is \$16,300 more due to the new SQL server and additional software.

Commissioner Wilkerson expressed he has concerns with the contract and would like to meet with Jimmy Early, DSIT Director, to discuss those concerns.

**Motion to Carry Over Contract Renewal until October Business Meeting**

Commissioner Wilkerson made a motion to carry over DSIT Contract renewal for FY 2011-12 until the October Full Commission Business meeting. Commissioner Huffstetler seconded the motion, and the motion was approved.

**EXECUTIVE SESSION**

Chairman Beck announced that Item 9 on the Agenda is no longer necessary.

**ADJOURNMENT**

Commissioner Williams made the motion to adjourn. Commissioner Barden seconded the motion, and the motion was approved.

The September 19, 2011 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:00 a.m.

Reported October 10, 2011

Kim Ballentine, Office of the Executive Director

State of South Carolina

1333 Main Street, Suite 500  
P.O. Box 1715  
Columbia, S.C. 29202-1715



Tel: (803) 737-5700  
Fax: (803) 737-1258  
www.wcc.sc.gov

**Workers' Compensation Commission**

**MEMORANDUM**

To: Commissioners  
Gary Cannon  
Executive Director

From: W. C. Smith, III, CPCU, ARM  
Director, Self-Insurance *WCS*

Date: October 24, 2011

Subject: Applications to Self-Insure

We have received the following applications for 8 prospective members of 2 funds.

**New Applicants**

**Palmetto Timber Fund**  
Bruce Stone LLC

**SC Home Builders SIF**  
East Coast Restoration LLC  
Grady H Snipes Construction & Home Remodeling Inc  
Lancaster Exterminating  
Muns Builders  
Paragon Custom Construction LLC  
Skolas Construction of South Carolina LLC  
Steve Dominick dba Oliver Dominick & Son Contractors

After examination of the various applications, it has been determined that each has complied with the Commissioners requirements and each is recommended for approval.

WCS/cb



---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** GARY CANNON, EXECUTIVE DIRECTOR  
**FROM:** DIANA GANTT, DIRECTOR OF ADMINISTRATION  
**SUBJECT:** FINANCIAL REPORT PERIOD ENDING SEPTEMBER 30, 2011  
**DATE:** 10/12/2011

---

The Summary of Revenues and Expenditures for the period ending September 30, 2011, is attached.

- September is the 3rd Fiscal Month of FY12.
- There were 47 payments made to vendors, travelers, and other State Agencies.
- The benchmark for September 25.00%. The Commission's revenues are at 24.55% and expenses are at 27%.
- There were three payrolls processed during the month of September (1, 16, 30), therefore, the benchmarks for salaries is off due to this additional expenditure. The month of October will only have one payroll posting and the benchmark percentages will be back in line on that finance report.
- The following is a summary of each department expenditure benchmarks:

General Fund: Total Expenses are at 29% due to the three payrolls processed for the month.

Earmark Fund:

*Commissioners –*

- Total expenditures are at 21% of budget (4% below benchmark).

*Administration –*

- Overall the expenditures are 23% of budget (2% below benchmark)

*Claims –*

- Expenditures are at 27% of budget due to Salaries and the following:  
**Supplies & Materials** are over 2% over budget due to the postage usage.

*Insurance & Medical –*

- Total expenditures are at 24% of budget.

*Judicial –*

- Total expenditures are at 28% of budget due to Salaries.

Activity Report from the Procurement Office:

SCEIS Shopping Carts	0	Staples Orders Placed	7
Vendors Contacted for Price Quotes	15	State Leased Vehicles taken for Service	2
Visa Procurement Card Orders Placed	5	State Reports filed by Procurement Officer	1
SC Dept of Corrections Orders Placed	2		

Mail Room Activity:

Files Copied for Outside Parties	249
See attached Mail Summary	

**South Carolina Workers' Compensation Commission**  
**Summary of Revenues and Expenditures**  
**2011 - 2012 Budget**  
**September 30, 2011**

	Budget	FY To Date	Benchmark	<b>25.00%</b>
<b>STATE APPROPRIATIONS</b>				
General Appropriation	<u>\$ 1,743,070</u>	<u>\$ 435,767.50</u>		25.00%

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,329,429	\$ 387,750	\$ 941,679	29.2%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	413,641	112,423	301,218	27.2%
<b>Total</b>	<b><u>\$ 1,743,070</u></b>	<b><u>\$ 500,172</u></b>	<b><u>\$ 1,242,898</u></b>	<b><u>28.7%</u></b>

**OTHER APPROPRIATIONS**

EARMARKED	Budgeted Revenues	Received thru 9/30/11	% Received
Training Conference Registration Fee	\$ 1,000	\$ 2,760	276.00%
Sale of Publication and Brochures	8,000	2,175	27.19%
Workers' Comp Award Review Fee	75,000	19,200	25.60%
Sale of Photocopies	95,000	26,853	28.27%
Workers' Compensation Filing Violation Fee	1,891,000	445,269	23.55%
Sale of Listings and Labels	30,000	7,807	26.02%
Workers' Comp Hearing Fee	600,000	158,775	26.46%
Earmarked Funds - Original Authorization	<b><u>\$ 2,700,000</u></b>	<b><u>\$ 662,839</u></b>	<b><u>24.55%</u></b>
Increase Authorization	418,815		
<b>Total Earmarked Revenues + Fund Balance</b>	<b><u>\$ 3,118,815</u></b>		

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,412,015	\$ 392,090	\$ 1,019,925	27.8%
Taxable Subsistence	72,350	19,121	53,229	26.4%
Other Operating Expenses	1,186,266	241,051	945,215	20.3%
Employer Contribution	448,184	141,995	306,189	31.7%
<b>Total Earmarked</b>	<b><u>\$ 3,118,815</u></b>	<b><u>\$ 794,257</u></b>	<b><u>\$ 2,324,558</u></b>	<b><u>25.5%</u></b>

**COMPUTER FUNDS CARRIED FORWARD**

	<u>\$ 9,931</u>			
Computer Services - Carry forward	<u>\$ 9,931</u>	<u>\$ 2,475</u>	<u>\$ 7,456</u>	<u>24.9%</u>

**TOTAL OTHER APPROPRIATIONS**

	<b><u>\$ 3,138,677</u></b>	<b><u>\$ 796,732</u></b>	<b><u>\$ 2,332,013</u></b>	<b><u>25.4%</u></b>
--	----------------------------	--------------------------	----------------------------	---------------------

**South Carolina Workers' Compensation Commission**  
**2011 - 2012 Budget**  
September 30, 2011

**Consolidated**

Year-To-Date : 25.00%

	Original Budget	Budget Amendments	Amended Budget	Expended September	Year to Date	%	Encumb	Balance
<b>Commissioners</b>								
<b>Salaries</b>	\$ 1,142,594	\$ -	\$ 1,142,594	\$ 142,357	\$ 331,275	29%	\$ -	\$ 53,229
<b>Other Operating Expenditures</b>								
Total Contractual Services	206,100	-	206,100	14,709	34,128	17%	-	171,972
Total Supplies & Materials	17,499	-	17,499	1,077	3,177	18%	-	14,322
Total Fixed Charges	146,102	-	146,102	11,836	35,726	24%	-	110,376
Total Travel	80,450	-	80,450	8,247	16,058	20%	-	64,392
<b>Total Other Operating Exp</b>	<b>450,151</b>	<b>-</b>	<b>450,151</b>	<b>35,868</b>	<b>89,088</b>	<b>20%</b>	<b>-</b>	<b>361,063</b>
<b>Total Commissioners</b>	<b>\$ 1,592,745</b>	<b>\$ -</b>	<b>\$ 1,592,745</b>	<b>\$ 178,226</b>	<b>\$ 420,363</b>	<b>26%</b>	<b>\$ -</b>	<b>\$ 414,292</b>
<b>Administration</b>								
<b>Salaries</b>	\$ 458,224	\$ -	\$ 458,224	\$ 57,204	\$ 134,738	29%	\$ -	\$ 323,486
<b>Other Operating Expenditures</b>								
Total Contractual Services	196,027	-	196,027	10,884	27,954	14%	-	168,073
Total Supplies & Materials	19,803	-	19,803	(170)	1,475	7%	-	18,328
Total Fixed Charges	118,095	-	118,095	9,602	28,535	24%	-	89,560
Total Travel	12,490	-	12,490	913	1,869	15%	-	10,621
Total Equipment	-	-	-	-	-	0%	-	-
<b>Total Other Operating Exp</b>	<b>346,415</b>	<b>-</b>	<b>346,415</b>	<b>21,229</b>	<b>59,833</b>	<b>17%</b>	<b>-</b>	<b>286,582</b>
<b>Total Administration</b>	<b>\$ 804,639</b>	<b>\$ -</b>	<b>\$ 804,639</b>	<b>\$ 78,433</b>	<b>\$ 194,571</b>	<b>24%</b>	<b>\$ -</b>	<b>\$ 610,068</b>
<b>Claims</b>								
<b>Salaries</b>	\$ 375,000	\$ -	\$ 375,000	\$ 46,320	\$ 107,953	29%	\$ -	\$ 267,047
<b>Other Operating Expenditures</b>								
Total Contractual Services	56,005	-	56,005	4,707	11,837	21%	-	41,789
Total Supplies & Materials	26,546	-	26,546	2,023	7,122	27%	-	19,424
Total Fixed Charges	73,739	-	73,739	6,006	18,200	25%	-	55,539
Total Travel	2,100	-	2,100	-	59	3%	-	2,041
<b>Total Other Operating Exp</b>	<b>158,390</b>	<b>-</b>	<b>158,390</b>	<b>12,736</b>	<b>37,218</b>	<b>23%</b>	<b>-</b>	<b>118,793</b>
<b>Total Claims</b>	<b>\$ 533,390</b>	<b>\$ -</b>	<b>\$ 533,390</b>	<b>\$ 59,056</b>	<b>\$ 145,171</b>	<b>27%</b>	<b>\$ -</b>	<b>\$ 385,840</b>
<b>Insurance and Medical Services</b>								
<b>Salaries</b>	\$ 458,368	\$ -	\$ 458,368	\$ 48,696	\$ 114,887	25%	\$ -	\$ 343,481
<b>Other Operating Expenditures</b>								
Total Contractual Services	51,050	-	51,050	4,018	11,733	23%	-	36,317
Total Supplies & Materials	15,725	-	15,725	1,250	3,431	22%	-	12,294
Total Fixed Charges	55,520	-	55,520	4,772	13,454	24%	-	42,066
Total Travel	1,350	-	1,350	-	53	4%	-	1,197
<b>Total Other Operating Exp</b>	<b>123,645</b>	<b>-</b>	<b>123,645</b>	<b>10,040</b>	<b>28,672</b>	<b>23%</b>	<b>-</b>	<b>91,873</b>
<b>Total Insurance and Medical Services</b>	<b>\$ 582,013</b>	<b>\$ -</b>	<b>\$ 582,013</b>	<b>\$ 58,737</b>	<b>\$ 143,559</b>	<b>25%</b>	<b>\$ -</b>	<b>\$ 435,354</b>
<b>Judicial</b>								
<b>Salaries</b>	\$ 379,608	\$ -	\$ 379,608	\$ 46,964	\$ 110,107	29%	\$ -	\$ 269,501
<b>Other Operating Expenditures</b>								
Total Contractual Services	28,054	-	28,054	2,244	6,946	25%	-	21,108
Total Supplies & Materials	13,545	-	13,545	993	2,957	22%	-	10,588
Total Fixed Charges	63,116	-	63,116	5,347	16,015	25%	-	47,101
Total Travel	2,950	-	2,950	-	322	11%	-	2,628
<b>Total Other Operating Exp</b>	<b>107,665</b>	<b>-</b>	<b>107,665</b>	<b>8,584</b>	<b>26,241</b>	<b>24%</b>	<b>-</b>	<b>81,424</b>
<b>Total Judicial</b>	<b>\$ 487,273</b>	<b>\$ -</b>	<b>\$ 487,273</b>	<b>\$ 55,548</b>	<b>\$ 136,348</b>	<b>28%</b>	<b>\$ -</b>	<b>\$ 350,925</b>
<b>Totals By Departments</b>								
<b>Department Totals</b>								
Commissioners	\$ 1,592,745	\$ -	\$ 1,592,745	\$ 178,226	\$ 420,363	26%	\$ -	\$ 414,292
Administration	804,639	-	804,639	78,433	194,571	24%	-	610,068
Claims	533,390	-	533,390	59,056	145,171	27%	-	385,840
Insurance & Medical	582,013	-	582,013	58,737	143,559	25%	-	435,354
Judicial	487,273	-	487,273	55,548	136,348	28%	-	350,925
<b>Total Departmental Expend</b>	<b>\$ 4,000,060</b>	<b>\$ -</b>	<b>\$ 4,000,060</b>	<b>\$ 429,999</b>	<b>\$ 1,040,012</b>	<b>26%</b>	<b>\$ -</b>	<b>\$ 2,196,479</b>
Employer Contributions	861,825	-	861,825	117,778	254,417	30%	-	607,408
<b>Total General &amp; Earmarked Funds</b>	<b>\$ 4,861,885</b>	<b>\$ -</b>	<b>\$ 4,861,885</b>	<b>\$ 547,777</b>	<b>\$ 1,294,430</b>	<b>27%</b>	<b>\$ -</b>	<b>\$ 2,803,887</b>

**South Carolina Workers' Compensation Commission**  
**2011 - 2012 Budget**  
September 30, 2011

**General Appropriation**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 25.00%				
				Expended September	Year to Date to Date	%	Encumb	Balance
<b>Commissioners</b>								
<b>Salaries</b>								
Chairman	\$ 115,567	\$ -	\$ 115,567	\$ 13,846	\$ 32,307	28%	\$ -	\$ 83,260
Commissioner	664,602	-	664,602	83,675	195,242	29%	-	469,360
Classified Employees	290,075	-	290,075	36,259	84,605	29%	-	205,470
<b>Total Commissioners</b>	<b>1,070,244</b>	<b>-</b>	<b>1,070,244</b>	<b>133,780</b>	<b>312,154</b>	<b>29%</b>	<b>-</b>	<b>-</b>
<b>Administration</b>								
<b>Salaries</b>								
Director	\$ 94,152	\$ -	\$ 94,152	\$ 11,769	\$ 27,461	29%	\$ -	\$ 66,691
Classified Positions	44,825	-	44,825	5,603	13,074	29%	-	31,751
<b>Total Administration</b>	<b>138,977</b>	<b>-</b>	<b>138,977</b>	<b>17,372</b>	<b>40,535</b>	<b>29%</b>	<b>-</b>	<b>98,442</b>
<b>Claims</b>								
<b>Salaries</b>								
Classified Positions	\$ 67,000	\$ -	\$ 67,000	\$ 8,375	\$ 19,542	29%	\$ -	\$ 47,458
<b>Total Claims</b>	<b>67,000</b>	<b>-</b>	<b>67,000</b>	<b>8,375</b>	<b>19,542</b>	<b>29%</b>	<b>-</b>	<b>47,458</b>
<b>Insurance and Medical Services</b>								
<b>Salaries</b>								
Classified Positions	\$ 25,350	\$ -	\$ 25,350	\$ 3,169	\$ 7,394	29%	\$ -	\$ 17,956
<b>Total Ins and Medical Svcs</b>	<b>25,350</b>	<b>-</b>	<b>25,350</b>	<b>3,169</b>	<b>7,394</b>	<b>29%</b>	<b>-</b>	<b>17,956</b>
<b>Judicial</b>								
<b>Salaries</b>								
Classified Positions	\$ 27,858	\$ -	\$ 27,858	\$ 3,482	\$ 8,125	29%	\$ -	\$ 19,733
<b>Total Judicial</b>	<b>27,858</b>	<b>-</b>	<b>27,858</b>	<b>3,482</b>	<b>8,125</b>	<b>29%</b>	<b>-</b>	<b>19,733</b>
<b>General Funds</b>								
<b>Department Totals</b>								
Commissioners	\$ 1,070,244	\$ -	\$ 1,070,244	\$ 133,780	\$ 312,154	29%	\$ -	\$ 758,090
Administration	138,977	-	138,977	17,372	40,535	29%	-	98,442
Claims	67,000	-	67,000	8,375	19,542	29%	-	47,458
Insurance & Medical	25,350	-	25,350	3,169	7,394	29%	-	17,956
Judicial	27,858	-	27,858	3,482	8,125	29%	-	19,733
<b>Total Departmental Expend</b>	<b>\$ 1,329,429</b>	<b>\$ -</b>	<b>\$ 1,329,429</b>	<b>\$ 166,178</b>	<b>\$ 387,750</b>	<b>29%</b>	<b>\$ -</b>	<b>\$ 941,679</b>
Employer Contributions	413,641	-	413,641	48,208	112,423	27%	-	301,218
<b>Total General Fund Appropriations</b>	<b>\$ 1,743,070</b>	<b>\$ -</b>	<b>\$ 1,743,070</b>	<b>\$ 214,386</b>	<b>\$ 500,172</b>	<b>29%</b>	<b>\$ -</b>	<b>\$ 1,242,898</b>

**South Carolina Workers' Compensation Commission**

**2011 - 2012 Budget**

September 30, 2011

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 25.00%				
				Expended September	Year to Date	%	Encumb	Balance
<b>Commissioners</b>								
<b>Salaries</b>								
Taxable Subsistence	\$ 72,350	\$ -	\$ 72,350	\$ 8,577	\$ 19,121	26%	\$ -	\$ 53,229
<b>Total Salaries</b>	<b>72,350</b>	<b>-</b>	<b>72,350</b>	<b>8,577</b>	<b>19,121</b>	<b>26%</b>	<b>-</b>	<b>53,229</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Service	700	-	700	-	-	0%	-	700
Copying Equipment Service	200	-	200	-	-	0%	-	200
Print/Bind/Advertisement	510	-	510	-	357	70%	-	153
Print Pub Annual Reports	28	-	28	-	-	0%	-	28
Data Processing Services	30,000	-	30,000	2,349	7,368	25%	-	22,632
Freight Express Delivery	490	-	490	-	-	0%	-	490
Telephone	5,100	-	5,100	448	859	17%	-	4,241
Cellular Phone Service	8,100	-	8,100	487	987	12%	-	7,113
Legal Services/Attorney Fees	160,000	-	160,000	11,425	24,556	15%	-	135,444
Other Professional Services	972	-	972	-	-	0%	-	972
<b>Total Contractual Services</b>	<b>206,100</b>	<b>-</b>	<b>206,100</b>	<b>14,709</b>	<b>34,128</b>	<b>17%</b>	<b>-</b>	<b>171,972</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	4,000	-	4,000	305	356	9%	-	3,644
Copying Equipment	3,200	-	3,200	111	451	14%	-	2,749
Printing	1,200	-	1,200	-	269	22%	-	931
Data Processing Supplies	649	-	649	-	-	0%	-	649
Postage	8,000	-	8,000	653	2,077	26%	-	5,923
Communication Supplies	50	-	50	-	-	0%	-	50
Maint/Janitorial Supplies	200	-	200	8	23	12%	-	177
Motor Vehicle Supp/Gasoline	100	-	100	-	-	0%	-	100
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>17,499</b>	<b>-</b>	<b>17,499</b>	<b>1,077</b>	<b>3,177</b>	<b>18%</b>	<b>-</b>	<b>14,322</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	2,500	-	2,500	142	644	26%	-	1,856
Rent-Non State Owned Property	141,000	-	141,000	11,694	35,081	25%	-	105,919
Rent-Other	250	-	250	-	-	0%	-	250
Insurance-State	1,633	-	1,633	-	-	0%	-	1,633
Insurance-Non State	169	-	169	-	-	0%	-	169
Fees & Fines	50	-	50	-	-	0%	-	50
Equipment Maintenance	500	-	500	-	-	0%	-	500
<b>Total Fixed Charges</b>	<b>146,102</b>	<b>-</b>	<b>146,102</b>	<b>11,836</b>	<b>35,726</b>	<b>24%</b>	<b>-</b>	<b>110,376</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals (Non-Reportable)	350	-	350	13	13	4%	-	337
In State - Auto Mileage	10,000	-	10,000	991	2,901	29%	-	7,099
In State - Subsistence Allowance	30,000	-	30,000	3,264	5,984	20%	-	24,016
Out State - Meals	100	-	100	-	18	18%	-	82
Out State - Auto Mileage	2,000	-	2,000	-	301	15%	-	1,699
Leased Car	38,000	-	38,000	3,978	6,842	18%	-	31,158
<b>Total Travel</b>	<b>80,450</b>	<b>-</b>	<b>80,450</b>	<b>8,247</b>	<b>16,058</b>	<b>20%</b>	<b>-</b>	<b>64,392</b>
<b>Total Other Operating Expenditures</b>	<b>450,151</b>	<b>-</b>	<b>450,151</b>	<b>35,868</b>	<b>89,088</b>	<b>20%</b>	<b>-</b>	<b>361,063</b>
<b>Total Commissioners</b>	<b>\$ 522,501</b>	<b>\$ -</b>	<b>\$ 522,501</b>	<b>\$ 44,445</b>	<b>\$ 108,209</b>	<b>21%</b>	<b>\$ -</b>	<b>\$ 414,292</b>

**South Carolina Workers' Compensation Commission**

**2011 - 2012 Budget**

September 30, 2011

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 25.00%				
				Expended September	Year to Date	%	Encumb Balance	
<b>Administration</b>								
<b>Salaries</b>								
Classified Positions	\$ 307,000	\$ -	\$ 307,000	\$ 38,334	\$ 89,445	29%	\$ -	\$ 217,555
Temporary Employees	11,247	-	11,247	1,498	4,758	42%	-	6,489
Terminal Leave	1,000	-	1,000	-	-	0%	-	1,000
<b>Total Salaries</b>	<b>319,247</b>	<b>-</b>	<b>319,247</b>	<b>39,832</b>	<b>94,203</b>	<b>30%</b>	<b>-</b>	<b>225,044</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Service	5,200	-	5,200	670	4,444	85%	-	756
Copying Equipment Service	550	-	550	-	-	0%	-	550
Print/Bind/Advertisement	500	-	500	-	282	56%	-	218
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	143,000	-	143,000	8,279	18,524	13%	-	124,477
Freight Express Delivery	1,000	-	1,000	112	306	31%	-	694
Telephone	6,200	-	6,200	357	662	11%	-	5,538
Cellular Phone Service	1,925	-	1,925	131	262	14%	-	1,663
Education & Training Services	1,000	-	1,000	-	-	0%	-	1,000
Attorney Fees	34,000	-	34,000	1,335	2,310	7%	-	31,690
General Repair	230	-	230	-	-	0%	-	230
Audit Acct Finance	100	-	100	-	-	0%	-	100
Catered Meals	2,000	-	2,000	-	-	0%	-	2,000
Other Professional Services	100	-	100	-	-	0%	-	100
Other Contractual Services	200	-	200	-	1,164	582%	-	(964)
<b>Total Contractual Services</b>	<b>196,027</b>	<b>-</b>	<b>196,027</b>	<b>10,884</b>	<b>27,954</b>	<b>14%</b>	<b>-</b>	<b>168,073</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	5,000	-	5,000	(1,453)	(469)	-9%	-	5,469
Subscriptions	175	-	175	-	-	0%	-	175
Copying Equipment Supplies	3,934	-	3,934	88	524	13%	-	3,410
Printing	1,964	-	1,964	-	213	11%	-	1,751
Data Processing Supplies	500	-	500	127	127	25%	-	373
Postage	6,800	-	6,800	1,061	1,061	16%	-	5,739
Maint/Janitorial Supplies	150	-	150	6	18	12%	-	132
Fees & Fines	280	-	280	-	-	0%	-	280
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	800	-	800	-	-	0%	-	800
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>19,803</b>	<b>-</b>	<b>19,803</b>	<b>(170)</b>	<b>1,475</b>	<b>7%</b>	<b>-</b>	<b>18,328</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	5,000	-	5,000	546	1,320	26%	-	3,680
Rent-Non State Owned Property	88,986	-	88,986	7,567	22,700	26%	-	66,286
Rent-Other	3,500	-	3,500	628	3,161	90%	-	339
Insurance-State	7,490	-	7,490	-	-	0%	-	7,490
Insurance-Non State	134	-	134	-	-	0%	-	134
Dues and Memberships	3,985	-	3,985	-	-	0%	-	3,985
Sales Tax Paid	9,000	-	9,000	861	1,354	15%	-	7,646
<b>Total Fixed Charges</b>	<b>118,095</b>	<b>-</b>	<b>118,095</b>	<b>9,602</b>	<b>28,535</b>	<b>24%</b>	<b>-</b>	<b>89,560</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals Non/ Reportable	100	-	100	-	7	7%	-	93
Reportable Meals	100	-	100	-	-	0%	-	100
Out of State - Milage	90	-	90	-	-	0%	-	90
In State - Registration Fees	200	-	200	-	43	22%	-	157
Leased Car	12,000	-	12,000	913	1,819	15%	-	10,181
<b>Total Travel</b>	<b>12,490</b>	<b>-</b>	<b>12,490</b>	<b>913</b>	<b>1,869</b>	<b>15%</b>	<b>-</b>	<b>10,621</b>
<b>Equipment</b>								
Equipment Data Processing- PC's	-	-	-	-	-	0%	-	-
<b>Total Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>Total Other Operating Expenditures</b>	<b>346,415</b>	<b>-</b>	<b>346,415</b>	<b>21,229</b>	<b>59,833</b>	<b>17%</b>	<b>-</b>	<b>286,582</b>
<b>Total Administration</b>	<b>\$ 665,662</b>	<b>\$ -</b>	<b>\$ 665,662</b>	<b>\$ 61,061</b>	<b>\$ 154,036</b>	<b>23%</b>	<b>\$ -</b>	<b>\$ 511,626</b>

**South Carolina Workers' Compensation Commission**

**2011 - 2012 Budget**

September 30, 2011

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 25.00%				
				Expended September	Year to Date	%	Encumb	Balance
<b>Claims</b>								
<b>Salaries</b>								
Classified Positions	\$ 293,000		\$ 293,000	\$ 36,437	\$ 85,019	29%	\$ -	\$ 207,981
Temporary Positions	14,000		14,000	1,508	3,393	24%	-	10,607
Terminal Leave	1,000		1,000	-	-	0%	-	1,000
<b>Total Salaries</b>	<b>308,000</b>	<b>-</b>	<b>308,000</b>	<b>37,945</b>	<b>88,412</b>	<b>29%</b>	<b>-</b>	<b>219,588</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Services	200	-	200	-	-	0%	-	200
Print / Bind / Adv	750	-	750	-	282	38%	-	468
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	21,933	-	21,933	1,992	6,104	28%	-	15,829
Freight Express Delivery	500	-	500	-	-	0%	-	500
Telephone	4,000	-	4,000	306	612	15%	-	3,388
Cellular Phone Service	2,500	-	2,500	55	121	5%	-	-
Temporary Services	26,000	-	26,000	2,355	4,688	18%	-	21,312
Other Professional Services	100	-	100	-	30	30%	-	70
<b>Total Contractual Services</b>	<b>56,005</b>	<b>-</b>	<b>56,005</b>	<b>4,707</b>	<b>11,837</b>	<b>21%</b>	<b>-</b>	<b>41,789</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	8,271	-	8,271	90	610	7%	-	7,661
Copying Equipment	3,000	-	3,000	88	357	12%	-	2,643
Printing	900	-	900	-	213	24%	-	687
Data Processing Supplies	75	-	75	-	-	0%	-	75
Postage	14,000	-	14,000	1,839	5,923	42%	-	8,077
Maint/Janitorial Supplies	200	-	200	6	18	9%	-	182
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>26,546</b>	<b>-</b>	<b>26,546</b>	<b>2,023</b>	<b>7,122</b>	<b>27%</b>	<b>-</b>	<b>19,424</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	2,500	-	2,500	159	660	26%	-	1,840
Rent-Non State Owned Property	68,000	-	68,000	5,847	17,541	26%	-	50,459
Rent-Other	225	-	225	-	-	0%	-	225
Insurance-State	1,080	-	1,080	-	-	0%	-	1,080
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment- Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
<b>Total Fixed Charges</b>	<b>73,739</b>	<b>-</b>	<b>73,739</b>	<b>6,006</b>	<b>18,200</b>	<b>25%</b>	<b>-</b>	<b>55,539</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals (Non-Reportable)	300	-	300	-	-	0%	-	300
In State - Lodging	600	-	600	-	-	0%	-	600
In State - Auto Mileage	600	-	600	-	-	0%	-	600
In-State Registration	200	-	200	-	-	0%	-	200
Reportable Meals	400	-	400	-	59	15%	-	341
<b>Total Travel</b>	<b>2,100</b>	<b>-</b>	<b>2,100</b>	<b>-</b>	<b>59</b>	<b>3%</b>	<b>-</b>	<b>2,041</b>
<b>Total Other Operating Expenditures</b>	<b>158,390</b>	<b>-</b>	<b>158,390</b>	<b>12,736</b>	<b>37,218</b>	<b>23%</b>	<b>-</b>	<b>118,793</b>
<b>Total Claims</b>	<b>\$ 466,390</b>	<b>\$ -</b>	<b>\$ 466,390</b>	<b>\$ 50,681</b>	<b>\$ 125,629</b>	<b>27%</b>	<b>\$ -</b>	<b>\$ 338,382</b>

**South Carolina Workers' Compensation Commission**

**2011 - 2012 Budget**

September 30, 2011

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 25.00%				
				Expended September	Year to Date	%	Encumb Balance	
<b>Insurance and Medical Services</b>								
<b>Salaries</b>								
Classified Positions	418,000		418,000	43,574	103,037	25%	-	314,963
Temporary Employees	15,018		15,018	1,954	4,456	30%	-	10,562
<b>Total Salaries</b>	<b>433,018</b>	<b>-</b>	<b>433,018</b>	<b>45,528</b>	<b>107,494</b>	<b>25%</b>	<b>-</b>	<b>325,524</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Service	200	-	200	-	-	0%	-	200
Copying Equipment Service	300	-	300	-	-	0%	-	300
Print/Bind/Advertisement	500	-	500	-	312	62%	-	188
Print Pub Annual Report	24	-	24	-	-	0%	-	24
Data Processing Services	40,000	-	40,000	3,657	9,613	24%	-	30,387
Telephone	2,626	-	2,626	226	452	17%	-	2,174
Cell Phone	3,000	-	3,000	-	-	0%	-	-
Other Professional Services	1,800	-	1,800	135	200	11%	-	1,600
Other Contractual Services	2,600	-	2,600	-	1,157	44%	-	1,444
<b>Total Contractual Services</b>	<b>51,050</b>	<b>-</b>	<b>51,050</b>	<b>4,018</b>	<b>11,733</b>	<b>23%</b>	<b>-</b>	<b>36,317</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	3,000	-	3,000	77	224	7%	-	2,776
Copying Equipment	3,500	-	3,500	97	395	11%	-	3,105
Printing	1,500	-	1,500	209	444	30%	-	1,056
Data Processing Supplies	500	-	500	-	37	7%	-	463
Postage	7,000	-	7,000	835	2,286	33%	-	4,714
Maintenance/Janitorial Supplies	75	-	75	7	20	27%	-	55
Fees & Fines	50	-	50	25	25	50%	-	25
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>15,725</b>	<b>-</b>	<b>15,725</b>	<b>1,250</b>	<b>3,431</b>	<b>22%</b>	<b>-</b>	<b>12,294</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	2,104	-	2,104	346	732	35%	-	1,372
Rent-Non State Owned Property	48,000	-	48,000	4,127	12,382	26%	-	35,618
Rent-Other	225	-	225	-	-	0%	-	225
Insurance-State	1,101	-	1,101	-	-	0%	-	1,101
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	299	341	11%	-	2,659
<b>Total Fixed Charges</b>	<b>55,520</b>	<b>-</b>	<b>55,520</b>	<b>4,772</b>	<b>13,454</b>	<b>24%</b>	<b>-</b>	<b>42,066</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals (Non-Reportable)	400	-	400	-	-	0%	-	400
In-State Registration	100	-	100	-	-	0%	-	-
Reportable Meals	150	-	150	-	53	35%	-	97
In State - Lodging	700	-	700	-	-	0%	-	700
<b>Total Travel</b>	<b>1,350</b>	<b>-</b>	<b>1,350</b>	<b>-</b>	<b>53</b>	<b>4%</b>	<b>-</b>	<b>1,197</b>
<b>Total Other Operating Expenditures</b>	<b>123,645</b>	<b>-</b>	<b>123,645</b>	<b>10,040</b>	<b>28,672</b>	<b>23%</b>	<b>-</b>	<b>91,873</b>
<b>Total Insurance and Medical Services</b>	<b>\$ 556,663</b>	<b>\$ -</b>	<b>\$ 556,663</b>	<b>\$ 55,568</b>	<b>\$ 136,165</b>	<b>24%</b>	<b>\$ -</b>	<b>\$ 417,398</b>



**South Carolina Workers' Compensation Commission**

**2011 - 2012 Budget**

September 30, 2011

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 25.00%				
				Expended September	Year to Date	%	Encumb	Balance
<b>Judicial</b>								
<b>Salaries</b>								
Classified Positions	\$ 351,750	\$ -	\$ 351,750	\$ 43,481	\$ 101,982	29%	\$ -	\$ 249,768
<b>Total Salaries</b>	<b>351,750</b>	<b>-</b>	<b>351,750</b>	<b>43,481</b>	<b>101,982</b>	<b>29%</b>	<b>-</b>	<b>249,768</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	303	36%	-	547
Print/Bind/Advertisement	800	-	800	-	253	32%	-	547
Print Pub Annual Reports	20	-	20	-	-	0%	-	20
Data Processing Services	23,000	-	23,000	1,946	5,791	25%	-	17,209
Telephone	2,000	-	2,000	208	417	21%	-	1,583
Cellular Phone Service	1,104	-	1,104	90	182	16%	-	922
Other Professional Services	200	-	200	-	-	0%	-	200
<b>Total Contractual Services</b>	<b>28,054</b>	<b>-</b>	<b>28,054</b>	<b>2,244</b>	<b>6,946</b>	<b>25%</b>	<b>-</b>	<b>21,108</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	2,000	-	2,000	175	210	11%	-	1,790
Copying Equipment Supplies	1,200	-	1,200	79	331	28%	-	869
Printing	1,000	-	1,000	-	191	19%	-	809
Data Processing Supplies	75	-	75	-	-	0%	-	75
Postage	9,000	-	9,000	734	2,220	25%	-	6,780
Maintenance/Janitorial Supplies	150	-	150	5	5	3%	-	145
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>13,545</b>	<b>-</b>	<b>13,545</b>	<b>993</b>	<b>2,957</b>	<b>22%</b>	<b>-</b>	<b>10,588</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	1,750	-	1,750	188	538	31%	-	1,212
Rent-Non State Owned Property	60,000	-	60,000	5,159	15,477	26%	-	44,523
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	1,121	-	1,121	-	-	0%	-	1,121
Insurance-Non State	120	-	120	-	-	0%	-	120
<b>Total Fixed Charges</b>	<b>63,116</b>	<b>-</b>	<b>63,116</b>	<b>5,347</b>	<b>16,015</b>	<b>25%</b>	<b>-</b>	<b>47,101</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals / Non-Reportable	250	-	250	-	-	0%	-	250
Reportable Meals	250	-	250	-	118	47%	-	132
In State - Lodging	750	-	750	-	-	0%	-	750
In State - Auto Mileage	1,200	-	1,200	-	204	17%	-	996
In State - Misc Travel Expense	100	-	100	-	-	0%	-	100
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
<b>Total Travel</b>	<b>2,950</b>	<b>-</b>	<b>2,950</b>	<b>-</b>	<b>322</b>	<b>11%</b>	<b>-</b>	<b>2,628</b>
<b>Total Other Operating Expenditures</b>	<b>107,665</b>	<b>-</b>	<b>107,665</b>	<b>8,584</b>	<b>26,241</b>	<b>24%</b>	<b>-</b>	<b>81,424</b>
<b>Total Judicial</b>	<b>\$ 459,415</b>	<b>\$ -</b>	<b>\$ 459,415</b>	<b>\$ 52,065</b>	<b>\$ 128,222</b>	<b>28%</b>	<b>\$ -</b>	<b>\$ 331,193</b>
<b>Earmarked Funds</b>								
<b>Department Totals</b>								
Commissioners	\$ 522,501	\$ -	\$ 522,501	\$ 44,445	\$ 108,209	21%	\$ -	\$ 414,292
Administration	665,662	-	665,662	61,061	154,036	23%	-	511,626
Claims	466,390	-	466,390	50,681	125,629	27%	-	338,382
Insurance & Medical	556,663	-	556,663	55,568	136,165	24%	-	417,398
Judicial	459,415	-	459,415	52,065	128,222	28%	-	331,193
<b>Total Departmental Expend</b>	<b>\$ 2,670,631</b>	<b>\$ -</b>	<b>\$ 2,670,631</b>	<b>\$ 263,820</b>	<b>\$ 652,262</b>	<b>24%</b>	<b>\$ -</b>	<b>\$ 2,012,889</b>
Employer Contributions	448,184	-	448,184	69,570	141,995	32%	-	306,189
<b>Total Earmarked Funds</b>	<b>\$ 3,118,815</b>	<b>\$ -</b>	<b>\$ 3,118,815</b>	<b>\$ 333,391</b>	<b>\$ 794,257</b>	<b>25%</b>	<b>\$ -</b>	<b>\$ 2,319,079</b>
<b>Capital / Computer Project Carryforward</b>	<b>\$ 9,931</b>	<b>\$ -</b>	<b>\$ 9,931</b>	<b>\$ 625</b>	<b>\$ 2,475</b>	<b>25%</b>	<b>\$ -</b>	<b>\$ 7,456</b>

## MEMORANDUM

October 12, 2011

**TO:** Mr. Gary Cannon  
Executive Director

**FROM:** Cathy Floyd  
Human Resources

**SUBJECT:** Human Resource Report Period of September 14 – October 11, 2011

Below is a summary of the Human Resource activity for the period of September 14 – October 11, 2011.

### Employee Relations (ER)

- Two ER issues were addressed during the activity period
- The United Way Campaign concluded on October 7, 2011 with a 31% participation rate

### Recruitment and Selection

- Processed a temporary reappointment for the medical advisory position after a mandatory two-week break in service

### Reporting

- Completed the Annual Equal Employment Opportunity Report to the General Assembly
  - The Commission reached 100% goal attainment for the third consecutive year
- October 1, 2011 was the universal review date for the Employee Performance Management System
  - The reports have been submitted by most departments, 65% completion rate
  - There is a 30 day window for submission after the review date or the rating results in a successful by default in the system

### Benefits

- Insurance Open Enrollment has begun and runs the month of October
- Assisted three employees with insurance coverage changes
- Assisted three employees with the Retirement Systems inquiries

### SC Enterprise Information System (SCEIS)

- Processed two employment verifications
- Eight transactions were keyed into the system
- Assisted two employees with leave/time issues
- Reconciled a payroll issue
- Have begun the process of entering all EPMS reviews into the system

### Training

- Assisted with the preparation of the materials for the Claims Made Easy Workshop held October 5, 2011
- The weekly training process on SCEIS Business Objects concluded earlier than expected on October 5
  - Business Objects allows HR and Finance users to create custom reports within the system
- Attended a SCEIS Payroll Workshop on October 6, 2011 discussing new reporting options that are soon to be released for assisting with payroll errors

# SC Workers' Compensation Commission

Agency Director: Gary M. Cannon  
EEO Officer: Cathy Floyd

1 EEO CATEGORY	2 ACTUAL WORKFORCE ON 9/30/2011								3 ADJUSTED AVAILABILITY % (Qualified Labor Pool)				4 HIRES AND PROMOTIONS 10/1/2010- 9/30/2011								5 % OF GOALS MET BASED ON ADJUSTED AVAILABILITY							
	WM	BM	OM	WF	BF	OF	TOTAL	%	WM	BM	OM	WF	BF	OF	TOTAL	%	WM	BM	OM	WF	BF	OF	TOTAL	%				
E1	2	0	0	2	0	0	4	50.0%	0.0%	0.0%	50.0%	0.0%	100.0%	100.0%	2	0	0	2	0	0	2	100.0%	0.0%	0.0%	100.0%	0.0%	100.0%	100.0%
E2	5	2	6.3%	16	9	32	32	15.6%	6.3%	0.0%	50.0%	28.1%	100.0%	100.0%	2	0	0	2	0	0	2	100.0%	0.0%	0.0%	100.0%	0.0%	100.0%	100.0%
E3	1	0	0.0%	1	0	0	1	50.0%	0.0%	0.0%	50.0%	0.0%	100.0%	100.0%														
E5	0	0	0.0%	3	0	0	3	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%	100.0%														
E6	0	0	0.0%	3	2	5	5	0.0%	0.0%	0.0%	60.0%	40.0%	100.0%	100.0%														

**NOTE:** See section entitled "Understanding the Report" for a detailed explanation of how the above information was computed.

**LEGEND:** WM = White Male    BM = Black Male    OM = Other Male    T = Total    % = Percentage  
 WF = White Female    BF = Black Female    OF = Other Female    # = Number  
*If an agency is not employing any race/sex group at a rate equal to the Adjusted Availability percentage, the underutilization is noted in Column # 4.*

\*No goal established because the underutilization is less than one whole person.

Level of Goal Attainment for 2009: 100.0 percent  
 Level of Goal Attainment for 2010: 100.0 percent  
 Level of Goal Attainment for 2011: 100.0 percent

**APPLICANT INFORMATION**

October 1, 2010 through September 30, 2011

Agency Title: SC Workers' Compensation Commission

Agency Code: R08

JOB CATEGORY	STATE AGENCY APPLICANTS										Race/Gender Unknown
	Applicant Status	White Males	Black Males	Other Males	White Females	Black Females	Other Females				
E1	AP	42	16	2	30	48	5				8
	MTE	42	16	2	30	48	5				8
	AI	13	2	0	3	4	0				2
	AH/P	2	0	0	0	0	0				0
E2	AP	36	26	4	48	91	13				11
	MTE	34	23	3	42	83	7				5
	AI	3	0	1	7	2	0				0
	AH/P	2	0	0	0	0	0				0
E3	AP										
	MTE										
	AI										
	AH/P										
E5	AP										
	MTE										
	AI										
	AH/P										
E6	AP										
	MTE										
	AI										
	AH/P										
	AP										
	MTE										
	AI										
	AH/P										

APPLICANT STATUS: AP = Applicants MTE = Minimum Training Experience AI = Applicants Interviewed AH/P = Applicants Hired/Promoted

**WCC IT Projects Status Report**

Period		10/24/11	Status Key:	Not Started	On Track	Timing		
Projects								
#	Key Projects	Sub Project	Regulation	Due Date	% of completion	% of time devoted to issue	Lead	Issues / Comments
2	PC and Server Refresh	Refresh		8/31/2011	95%	20%	Duane	Set up test Plan, verify connectivity and usability before turning over the business users for acceptance testing.
2	PC and Server Refresh	Refresh		8/31/2011	95%	10%	Amanda	Set up test Plan, verify connectivity and usability before turning over the business users for acceptance testing.
3	Phase II - Claims EDI release 3			April 2012	0%	50%	Duane	Starting project team and timeline after new server and PC projects are complete.
3	Phase II - Claims EDI release 3			April 2012	0%	20%	Amanda	Starting project team and timeline after new server and PC projects are complete.
3	Phase II - Claims EDI release 3			April 2012	0%	10%	Betsy	Starting project team and timeline after new server and PC projects are complete.
4g	Electronic Service Initiatives	Electronic Service Initiatives Consent Orders	67-213	May 2011	95%	10%	Amanda	pilot in Hufstetler's office started - Amanda monitoring Begin estimate of project plan
4h		Electronic Service Initiatives Clinchers	67-213	TBD	0%	0%		Begin estimate of project plan
4i		Electronic Service Initiatives Fee Petitions	67-213	TBD	0%	0%		Tied to electronic payment
4j		Electronic Service Initiatives - Receipt of electronic pleadings	67-211	TBD	0%	0%		
4k		Electronic receipt of any form or document	67-205	TBD	0%	0%		

**WCC IT Projects Status Report**

Period	10/24/11	Status Key:	Not Started	On Track	Timing
4	12 M Revamp of current Minor Medical Reporting from Carriers 67-412	TBD	0%	0%	
8 SC Voc. Rehab	Automation of the Show Cause fines for printing invoices and letters automatically rather than manually	TBD	10%	5%	Met with Voc Rehab. Delivered WCC data for past 2 years. They will return matches and statistics. Then we will begin the automation and access to WCC data for the Voc Rehab counselors.
9 Show Cause enhancements		TBD	5%	0%	Have requirements from Compliance - need to write up for Bravepoint.
			Projects Amanda	20%	
			Projects Duane	70%	
			Projects Betsy	15%	

**WCC IT Projects Status Report**

Period

10/24/11

Status Key: Not Started

On Track

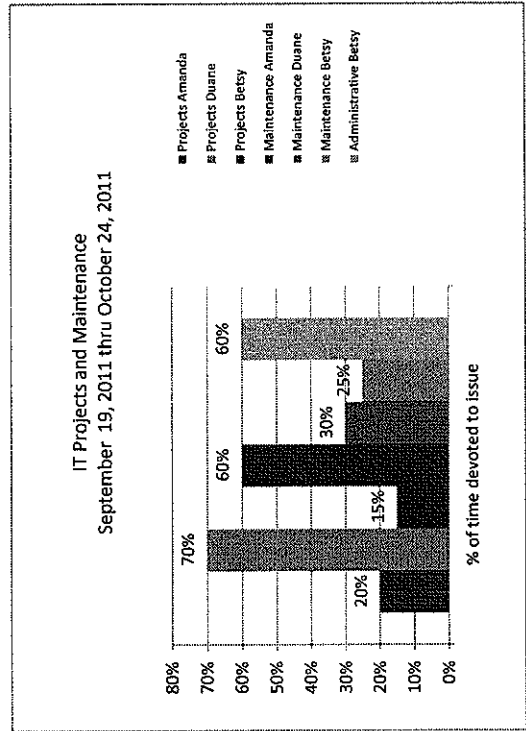
Timing

Maintenance									
Priority	Maintenance issue	Project	Start date	Estimated completion	% complete	% of time devoted to issue	Assigned to	Status	Notes
2	POC issues	EDI Coverage	August	4/30/2011	95%	20%	Duane		
8	FOIA report requests, general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing		10%	Duane		
					Maintenance Duane	30%			
	Duplicate Claim calibration template and email process	Imaging	April	5/31/2011		25%	Amanda		annual report
2	FOIA report requests, general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing		35%	Amanda		
					Maintenance Amanda	60%			
2	FOIA report requests, general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing		25%	Betsy		
					Maintenance Betsy	25%			

**WCC-IT Projects Status Report**

Period	10/24/11	Status Key: Not Started	On Track	Timing
--------	----------	-------------------------	----------	--------

Administrative Betsy							
#	Project	Sub Project	Due Date	% of completion	% of time devoted to issue	Assigned to	Status
2	PC and Server Refresh	Refresh	TBD	95%	0%	Betsy	Server ready for Bravepoint configuration. New PC's arrived. Setting up image and verifying security. Will begin deployment 6/30 after DSIT Security has verified images.
3	IT Help Desk Issues	Help Desk	ongoing	50%	5%	Betsy	Working on modifications to the application and each Director on priorities in each department. Will meet with G Cannon for over all prioritization
4	Contracts	DSIT, Claimsshop	ongoing	75%	5%	Betsy	negotiating both Claimsshop and DSIT contract renewals.
5	Accountability Report		9/15/2011	100%	50%	Betsy	negotiating both Claimsshop and DSIT contract renewals.
					60%		





**TO: Gary M. Cannon, Executive Director**

**FROM: Grant Duffield, Insurance & Medical Services  
Director**

**DATE: October 11, 2011**

**RE: Outstanding Fines Status**

The following is the requested status of outstanding fines in the Compliance and Coverage Divisions of the Insurance and Medical Services Department:

### **Compliance**

There are two categories for Compliance fines: cases with underlying claims; and cases without underlying claims. Cases with underlying claims are those cases in which a claim has been filed but there is no record of the employer having coverage. Cases with no underlying claims are the cases where employers are discovered to have no coverage through the search of the Department of Employment and Workforce records or a random coverage check.

The procedure for collection of fines is as follows:

1. Employers suspected of not having insurance are sent a letter requesting verification they have coverage and are given 14 days to respond. Failure to respond and to immediately acquire insurance will result in fines being assessed at \$1.00 per day for each employee, a minimum of \$10.00 per day and a maximum of \$100.00 per day.

**Sixty-two violation letters were issued during the month of September.**

2. For cases without an underlying claim, if the employer immediately comes into compliance after the initial notification, the assessed fine is \$750 for 10 or less employees and \$1,000 for 11-20 employees.

**Thirty-four compliance agreements were received during the month of September.**

3. If there is no response and we can prove the employer is subject to the Workers' Compensation Act, the Compliance Division subpoenas the employer to an Order and Rule to Show Cause hearing. These hearings are scheduled every 30 days.

**Fifteen subpoenas were issued in September. The next Order and Rule to Show Cause hearing is scheduled for October 27, 2011.**

4. Along with the subpoena, the employer is provided a letter offering the opportunity to settle in lieu of attending the hearing. However, if the employer does not settle, and the employer is found to be subject to the Act at the hearing, an order is issued finding the employer in violation of the Act. In most instances, the order stipulates maximum fines and penalties. Orders are issued within 30 days after the hearing.

**Three orders resulting from the August 29, 2011 Order and Rule to Show Cause hearing were published in September.**

5. If there is no response to the order, a civil judgment is filed within 45 days.

**Three civil judgments were filed during the month of September.**

6. Further contact with the employer (telephone and letter) is attempted by the Director of Compliance. If the employer remains willfully uninsured, the Director of Compliance files a criminal complaint with the jurisdictional magistrate. This new procedure for the Department has yet to be finalized with legal counsel.

## **Coverage**

There are two types of fines assessed on carriers by the Coverage Division:

- A. Late filing for policies not received within 30 days of the policies' effective date.
- B. 12M Minor Medical Fines

In January - March 2010, approximately 200 carriers were sent a final notice on fines over 90 days old. Carriers were advised that failure to pay outstanding fines would result in a subpoena being issued requiring attendance at an Order and Rule to Show Cause Hearing. Initially, these carriers owed \$207,375 in fines over 90 days old. This total was reduced to \$12,810.00 as of October 11, 2011.





TO: GARY CANNON, EXECUTIVE DIRECTOR  
FROM: GREGORY S. LINE, DIRECTOR OF CLAIMS  
SUBJECT: CLAIMS REPORT FOR THE MONTH OF SEPTEMBER  
DATE: 10/10/11

Fines assessed for the month of September 2011:

- We assessed **469** fines for the month of September which was down from assessing **553** fines for the month of August.
- The dollar amount of the fines assessed for the month September was **\$96,900** which was down from assessing **\$120,450** for the month of August.

Fines received for the month of September 2011:

- We received payment on **406** fines for the month of September which was down from receiving **516** fines for the month of August.
- The dollar amount of fines received for the month September was **\$83,300** which was down from receiving **\$103,800** for the month of August.

The number of fines assessed went down for the month of September and the number of fines collected went down slightly for the month:

• July '10 fines assessed	<b>1,195</b>	July fines collected	<b>742</b>
• August fines assessed	<b>699</b>	August fines collected	<b>722</b>
• September fines assessed	<b>839</b>	September fine collected	<b>580</b>
• October fines assessed	<b>560</b>	October fines collected	<b>599</b>
• November fines assessed	<b>715</b>	November fines collected	<b>649</b>
• December fines assessed	<b>661</b>	December fines collected	<b>488</b>
• January '11 fines assessed	<b>701</b>	January fines collected	<b>510</b>
• February fines assessed	<b>479</b>	February fines collected	<b>512</b>
• March fines assessed	<b>579</b>	March fines collected	<b>552</b>
• April fines assessed	<b>631</b>	April fines collected	<b>620</b>
• May fines assessed	<b>487</b>	May fines collected	<b>577</b>
• June fines assessed	<b>358</b>	June fines collected	<b>609</b>
• July fines assessed	<b>487</b>	July fines collected	<b>543</b>
• August fines assessed	<b>553</b>	August fines collected	<b>516</b>
• September fines assessed	<b>469</b>	September fine collected	<b>406</b>

The fines assessed for Form 18's went down **22** fines for the month. The last two months the fines for Form 18's have gone down **82** fines which shows in the amount of fines collected for the month of September which was down **89** fines collected for Form 18's for the month. I would think the Form 18 fines assessed may stay between **200 and 250** per month.

Since October, we are averaging assessing **557** fines and collecting **548** fines per month. The Claims Department processed **5,373** Form 18's for the month of September.









**Fine Report for April, May, June, July, August & September 2011**

	Apr	May	Jun	Jul	Aug	Sept
Amt assess	\$133,350	\$102,650	\$72,500	\$103,850	\$120,450	\$96,900
# fines assess	631	487	358	487	553	470
Amt coll	\$119,525	\$117,875	\$124,650	\$111,875	\$103,800	\$83,300
<u>Fines coll</u>	<u>620</u>	<u>577</u>	<u>609</u>	<u>542</u>	<u>516</u>	<u>406</u>

**Form 18's**

Fines assess						
Daily	\$73,600	\$51,600	\$28,000	\$42,400	\$50,300	\$43,200
Fines assessed						
file review	\$14,200	\$6,600	\$3,200	\$6,200	\$4,600	\$4,800
Total amount						
<u>Assessed</u>	<u>\$87,800</u>	<u>\$58,200</u>	<u>\$31,200</u>	<u>\$48,600</u>	<u>\$54,900</u>	<u>\$48,000</u>

fines assess daily	344	233	140	181	206	184
# fines assess						
file review	39	33	16	26	18	22
<u>Total fines assess</u>	<u>383</u>	<u>266</u>	<u>156</u>	<u>210</u>	<u>224</u>	<u>226</u>

Amt coll	\$85,172	\$87,300	\$91,250	\$75,200	\$61,350	\$45,000
# coll	437	416	432	350	295	206

**All other fines assessed  
(Form 12-A, Form 15, Form 17, Form 19, denial letter, Form 20, failure to respond)**

Amt assess	\$45,550	\$44,250	\$41,300	\$55,250	\$65,550	\$48,900
# fines assess	248	221	194	277	329	244
Amt paid	\$34,350	\$30,575	\$33,400	\$36,675	\$42,450	\$38,300
# fines pd	183	161	177	192	221	200

The dollar amount of fines assessed for each form, for the month of September, and fines collected for each form from September 1, 2011 through September 30, 2011  
The number of fines assessed and collected, for each form, are in parenthesis.

	<u>Assessed</u>	<u>Collected</u>
Form 12A -	\$ 17,600.00 (88)	\$ 13,300.00 (70)
Form 15 Section I -	\$ 13,500.00 (64)	\$ 9,700.00 (47)
Form 15 Section II -	\$ 4,800.00 (24)	\$ 3,800.00 (20)
Form 15 S -	\$ 2,600.00 (13)	\$ 2,200.00 (11)
Form 17 -	\$ 1,000.00 (5)	\$ 1,000.00 (5)
Form 18 -	\$ 48,000.00 (226)	\$ 45,000.00 (206)
Form 19 -	\$ 200.00 (4)	\$ 200.00 (4)
Denial letter -	\$ 5,800.00 (29)	\$ 4,100.00 (21)
Failure to respond -	\$ 3,400.00 (17)	\$ 3,900.00 (21)
Form 20	-0-	\$ 100.00 (1)
<b>TOTAL -</b>	<b>\$ 96,900.00 (470)</b>	<b>\$ 83,300.00 (406)</b>

TO: Gary M. Cannon, Executive Director  
FROM: Gregory S. Line  
DATE: October 10, 2011  
RE: Claims  
Outstanding Fines Status

Below is the status of 3 companies that were sent a Second and Final Notice of fines Assessment on February 18, 2011.

1. Lumbermens Mutual Casualty Co. (00056)
  - a. Beginning bal \$ 2,725.00
  - b. Bal as of 10/10/11 \$ **300.00**
  
2. Liberty Mutual Corporation (00417)
  - a. Beginning bal \$ 10,000.00
  - b. Bal as of 10/10/11 \$ **200.00**
  
3. Delhaize America, Inc (00891)
  - a. Beginning bal \$ 15,386.33
  - b. Bal as of 10/10/11 \$ **200.00**

TO: Gary M. Cannon, Executive Director  
FROM: Gregory S. Line  
Director of Claims  
DATE: October 10, 2011  
RE: Claims  
Outstanding fine status

Below is a list of four carriers that were sent a Second and Final Notice of fines Assessment on April 14, 2011.

1. Electric Insurance Company (00497)
  - a. Beginning bal \$ 2,250.00
  - b. Bal as of 10/10/11 \$ **200.00**
2. US Fire Insurance Co. (00125)
  - a. Beginning bal \$ 2,000.00
  - b. Bal as of 10/10/11 \$ **600.00**
3. Limitedbrands, Inc. (01644)
  - a. Beginning bal \$ 3,400.00
  - b. Bal as of 9/9/11 \$ **1,200.00**
4. Great American Alliance Ins. Co. (00372)
  - a. Beginning bal \$ 7,400.00
  - b. Bal as of 10/10/11 \$ **2,200.00**

TO: Gary M. Cannon, Executive

FROM: Gregory S. Line  
Director of Claims

DATE: October 10, 2011

RE: Claims  
Outstanding Fines Status

Below is a list of four carriers that were sent a Second and Final Notice of fines Assessment on February 18, 2011

1. Williamsburg National Ins. Co. (01058).
  - a. Beginning bal \$ 1,200.00
  - b. Bal as of 10/10/11 \$ **200.00**
  
2. Safety National Casualty Corp. (01026)
  - a. Beginning bal \$ 1,800.00
  - b. Bal as of 10/10/11 \$ **200.00**
  
3. PA Manufacturers Assn. Ins. Co. (00394)
  - a. Beginning bal \$ 5,200.00
  - b. Bal as of 10/10/11 \$ **600.00**
  
4. Nash Johnson & Sons Farm, Inc. (00994)
  - a. Beginning bal \$ 4,800.00
  - b. Bal as of 10/10/11 \$ **400.00**

TO: Gary M. Cannon, Executive Director  
FROM: Gregory S. Line  
Director of Claims  
DATE: October 10, 2011  
RE: Claims  
Outstanding fine status

Below is a list of five carriers that were sent a Second and Final Notice of fines Assessment on February 28, 2011.

1. American Casualty Co. of Rdg PA (00017)
  - a. Beginning bal \$ 7,086.33
  - b. Bal as of 10/10/11 \$ **400.00**
  
2. Lowe's Companies, Inc. (00946)
  - a. Beginning bal \$ 4,386.33
  - b. Bal as of 10/10/11 \$ **2,000.00**
  
3. Kroger Company (01691)
  - a. Beginning bal \$ 4,000.00
  - b. Bal as of 10/10/11 \$ **400.00**
  
4. SC School Board Self Ins. Trust Fund (00926)
  - a. Beginning bal \$ 9,600.00
  - b. Bal as of 10/10/11 \$ **2,200.00**
  
5. Federal Express Corp. (00956)
  - a. Beginning bal \$ 1,400.00
  - b. Bal as of 10/10/11 \$ **400.00**

TO: Gary M. Cannon, Executive Director  
FROM : Gregory S. Line  
DATE: October 10, 2011  
RE: Claims  
Outstanding Fines Status

Below is the status of 4 companies that were sent a Second and Final Notice of fines Assessment on August 8, 2011.

1. YRC, Inc. (00767)
  - a. Beginning bal \$ 1,800.00
  - b. Bal as of 10/10/11 \$ **400.00**
  
2. Accident Fund Ins. Co. of America (01072)
  - a. Beginning bal \$ 5,875.00
  - b. Bal as of 10/10/11 \$ 900.00
  
3. Lexington County Health Services (01702)
  - a. Beginning bal \$ 3,600.00
  - b. Bal as of 10/10/11 \$ **2,800.00**
  
4. Preimer Group Ins. Co. (01100)
  - a. Beginning bal \$4,200.00
  - b. Bal as of 10/10/11 **600.00**



# SCWCC Judicial Report



**October 2011**



**Pleadings Assigned**

Month	District 1	District 2	District 3	District 4	District 5	District 6	District 7
Jul-11	85	106	103	153	155	139	163
Aug-11	140	104	122	199	149	184	183
Sep-11	121	95	128	143	152	131	148
Oct-11							
Nov-11							
Dec-11							
Jan-12							
Feb-12							
Mar-12							
Apr-12							
May-12							
Jun-12							
<b>Totals</b>	<b>346</b>	<b>305</b>	<b>353</b>	<b>495</b>	<b>456</b>	<b>454</b>	<b>494</b>
<b>FY 2011-2012</b>							

# Informal Conference & Mediations

Staff	Mileage/Hours	2011												Total			
		Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12				
Staff 1 Greg	SVM 225.00	410.00	0.00														635.00
	PVM 0.00	0.00	0.00														0.00
	Time 12.00	23.00	44.00														79.00
	Hotel 0.00	0.00	0.00														0.00
Staff 2 Ginger	SVM 426.00	187.00	0.00														613.00
	PVM 0.00	43.00	28.00														71.00
	Time 32.00	26.00	48.00														106.00
	Hotel 0.00	0.00	0.00														0.00
Mediations	SVM 0.00	0.00	0.00														0.00
	PVM 0.00	0.00	301.00														301.00
	Time 0.00	0.00	133.00														133.00
	Hotel 0.00	0.00	0.00														0.00
Staff 3 Vivian	SVM 302.00	0.00	0.00														302.00
	PVM 0.00	0.00	0.00														0.00
	Time 28.00	8.00	8.00														44.00
	Hotel 0.00	0.00	0.00														0.00
Staff 4 Garry	SVM 713.00	509.00	725.00														1947.00
	PVM 0.00	0.00	0.00														0.00
	Time 38.50	32.50	41.00														112.00
	Hotel 0.00	0.00	0.00														0.00
Staff 5 Kelly	SVM 0.00	0.00	0.00														0.00
	PVM 0.00	0.00	0.00														0.00
	Time 0.00	13.00	24.50														37.50
	Hotel 0.00	0.00	0.00														0.00
Staff 6 Robin	SVM 0.00	0.00	0.00														0.00
	PVM 190.00	0.00	367.00														557.00
	Time 43.50	18.50	86.00														148.00
	Hotel 0.00	0.00	0.00														0.00

Totals FY 2011-2012	
SVM = State Vehicle Miles	3497.00
PVM = Personal Vehicle Miles	929.00
T = Time	659.50
H = Hotel Cost	0.00

# *State of South Carolina*

1333 Main Street, 5<sup>th</sup> Floor  
P.O. Box 1715  
Columbia, S.C. 29202-1715



TEL: (803) 737-5700  
FAX: (803) 737-5764

## *Workers' Compensation Commission*

### **Executive Director's Report October 24, 2011**

#### **Employee Meetings/Staff Training**

The All Employee Meeting was held on September 22, 2011. Four employees participated in the employee focus group with the Executive Director on September 29. Executive Staff met on September 27. The Executive Staff and Leadership Team met on October 11, 2011.

#### **Constituent /Public Information Services**

For the period September 14 through October 12 the Executive Director's Office had 184 contacts with various system constituents. The contacts included telephone communications; electronic and personal contacts with claimants or constituents, state agencies, federal agencies, attorneys, service providers, business partners; and letters with congressional offices.

#### **FY2010-2011 Accountability Report**

The FY 2010-2011 Accountability Report was submitted to the Office of State Budget on October 19, 2011. The report is posted on the website.

#### **FY2012-2013 Budget Plan**

The FY 2012-2013 Budget Plan was submitted to the Office of State Budget on September 30, 2011.

#### **Ethics Training for Commissioners and Administrative Assistants**

The three hours required ethics and APA training for the Commissioners and Administrative Assistants is scheduled for Tuesday, November 15, 2011 from 1:00 p.m. to 4:00 p.m. in the First Floor Conference Room. This year the staff members who conduct Informal Conferences will participate.

#### **Pharmacy Fee Schedule Advisory Committee**

The Pharmacy Fee Schedule Advisory Committee met on Friday, October 7, 2011. A proposed recommendation was adopted and will be presented to the Commission at Business Meeting on November 14, 2011.

#### **Surgical Implant Advisory Committee**

The Surgical Implant Advisory Committee's next meeting will be Oct 21. Eric Anderson from Optum Consulting will meet with the Committee to discuss the process and data necessary to conduct the financial analysis.

#### **Mediation Regulation Advisory Committee**

The letters of invite were emailed to potential committee members on September 21, 2011. The first meeting of the Mediation Regulation Advisory Committee is scheduled for Friday, October 28, 2011 at 10:00 a.m. in the First Floor Conference Room.

#### **Workers' Compensation Advisory Committee**

The SC Workers' Compensation Advisory Committee met on Friday, September 23. The Executive Director briefed the Committee on the status of the Pharmacy Fee Schedule Advisory Committee and the Surgical Implant Advisory Committee. The Committee discussed proposed topics and recommendations for their annual report to the General Assembly.

#### **SC Workers' Compensation Educational Association Annual Meeting**

The Executive Director attended the SC Workers' Compensation Association Annual Meeting October 16-19, 2011 in Myrtle Beach, SC

#### **SCWCC Claims Administration Made Easy Workshop**

The Commission's Claims Administration workshops were conducted on Wednesday, October 5, 2011 at Seawell's on Rosewood Drive. A total of 127 registered, and 110 participated, including 21 staff members.

#### **Small Business Regulatory Review Committee**

Chairman Beck and the Executive Director met with the Small Business Regulatory Review Committee on September 20, 2011 to discuss the proposed changes to Regulation 67-1302.

#### **SEACOEM**

The Executive Director spoke to 45 attendees of the Southeastern Atlantic College of Occupational and Environmental Medicine in Charleston, SC on September 20.

#### **Fines and Assessments Aging Report**

The attached Fines and Assessments Aging Report reflects the number and amount of fines assessed for the period ending September 30, 2011.

#### **DSIT Contract**

The Executive Director and the VCIO, Ms. Hartman, met with Commissioner Wilkerson to discuss his concerns with the proposed contract with DSIT. As a result we are conducting additional research and will present it to the Commission upon completion.

#### **Department of Labor, License and Regulation**

The Chairman, the Executive Director and Law Clerk Keith Roberts met with LLR Director Catherine Templeton, Barbara Derrick and Austin Smith on October 3 to discuss inter-agency collaboration. The Executive Director and Judicial Director met with Ms. Templeton on October 11 for additional discussions.









*State of South Carolina*

1333 Main Street, 5<sup>th</sup> Floor  
P.O. Box 1715  
Columbia, S.C. 29202-1715



TEL: (803) 737-5700  
FAX: (803) 737-5764

*Workers' Compensation Commission*

**TO: Commissioners**

**FROM: Gary Cannon**

**DATE: October 24, 2011**

**RE: Court Interpreters**

Commissioner Roche was recently approached by several attorneys requesting the Commission consider regulating or establishing some requirements for the use of court interpreters and translators.

On August 24, 2009 Ms. Luna Gainer and Cynthia Hernandez made a presentation to the Commission about certification and the Code of Ethics and Professional Responsibilities for judiciary interpreters and translators. Attached is the information provided at that time.



## National Association of Judiciary Interpreters & Translators

### CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITIES

#### ■ Preamble

**M**any persons who come before the courts are non- or limited-English speakers. The function of court interpreters and translators is to remove the language barrier to the extent possible, so that such persons' access to justice is the same as that of similarly-situated English speakers for whom no such barrier exists. The degree of trust that is placed in court interpreters and the magnitude of their responsibility necessitate high, uniform ethical standards that will both guide and protect court interpreters in the course of their duties as well as uphold the standards of the profession as a whole.

While many ethical decisions are straightforward, no code of ethics can foresee every conceivable scenario; court interpreters cannot mechanically apply abstract ethical principles to every situation that may arise. This Code is therefore intended not only to set forth fundamental ethical precepts for court interpreters to follow, but also to encourage them to develop their own, well-informed ethical judgment.

#### ■ Applicability

All NAJIT members are bound to comply with this Code.

#### Canon 1. Accuracy

Source-language speech should be faithfully rendered into the target language by conserving all the elements of the original message while accommodating the syntactic and semantic patterns of the target language. The rendition should sound natural in the target language, and there should be no distortion of the original message through addition or omission, explanation or paraphrasing. All hedges, false starts and repetitions should be conveyed; also, English words mixed into the other language should be retained, as should culturally-bound terms which have no direct equivalent in English, or which may have more than one meaning. The register, style and tone of the source language should be conserved.

Guessing should be avoided. Court interpreters who do not hear or understand what a speaker has said should seek clarification. Interpreter errors should be corrected for the record as soon as possible.

#### Canon 2. Impartiality and Conflicts of Interest

Court interpreters and translators are to remain impartial and neutral in proceedings where they serve, and must maintain the

appearance of impartiality and neutrality, avoiding unnecessary contact with the parties. Court interpreters and translators shall abstain from comment on matters in which they serve. Any real or potential conflict of interest shall be immediately disclosed to the Court and all parties as soon as the interpreter or translator becomes aware of such conflict of interest.

#### Canon 3. Confidentiality

Privileged or confidential information acquired in the course of interpreting or preparing a translation shall not be disclosed by the interpreter without authorization.

#### Canon 4. Limitations of Practice

Court interpreters and translators shall limit their participation in those matters in which they serve to interpreting and translating, and shall not give advice to the parties or otherwise engage in activities that can be construed as the practice of law.

#### Canon 5. Protocol and Demeanor

Court interpreters shall conduct themselves in a manner consistent with the standards and protocol of the court, and shall perform their duties as unobtrusively as possible. Court interpreters are to use the same grammatical person as the speaker. When it becomes necessary to assume a primary role in the communication, they must make it clear that they are speaking for themselves.

#### Canon 6. Maintenance and Improvement of Skills and Knowledge

Court interpreters and translators shall strive to maintain and improve their interpreting and translation skills and knowledge.

#### Canon 7. Accurate Representation of Credentials

Court interpreters and translators shall accurately represent their certifications, accreditations, training and pertinent experience.

#### Canon 8. Impediments to Compliance

Court interpreters and translators shall bring to the Court's attention any circumstance or condition that impedes full compliance with any Canon of this Code, including interpreter fatigue, in ability to hear, or inadequate knowledge of specialized terminology, and must decline assignments under conditions that make such compliance patently impossible.