

## AGENDA

### SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

**December 17, 2012 – 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 DECEMBER 17, 2012 *CHAIRMAN BECK*
2. APPROVAL OF MINUTES OF THE BUSINESS MEETING OF November 13, 2012 (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. R67-213 Official Receipt of Electronic Notification (10) Mr. Cannon
  - B. DSIT Contract (11) Mr. Cannon
8. NEW BUSINESS *CHAIRMAN BECK*
  - A. 2013 Average Weekly Wage (Tab 12) Mr. Cannon
9. EXECUTIVE SESSION *CHAIRMAN BECK*
  - A. Pending Litigation
10. ADJOURNMENT *CHAIRMAN BECK*

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THE  
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION  
BUSINESS MEETING

**Tuesday, November 13, 2012**

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Tuesday, November 13, 2012 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:

T. SCOTT BECK, INTERIM CHAIRMAN  
SUSAN S. BARDEN, VICE CHAIR  
MELODY L. JAMES, COMMISSIONER  
GENE MCCASKILL, COMMISSIONER  
ANDREA C. ROCHE, COMMISSIONER  
AVERY B. WILKERSON, JR., COMMISSIONER  
DERRICK L. WILLIAMS, COMMISSIONER

Present also were Gary M. Cannon, Executive Director, Grant Duffield, Insurance and Medical Services Director; Virginia Crocker, Judicial Director; Greg Line, Claims Director; Diana Gantt, Accounting/Fiscal Manager; Cathy Floyd, Human Resources Manager; Wayne Ducote, Coverage Director; W.C. Smith, Self-Insurance Director; Betsy Hartman, IT Director; Amanda Underhill, Business Analyst; Duane Earles, Business Analyst; and Keith Roberts, Law Clerk. Visitors present were Kristian Cross, Collins & Lacy, P.C.; and Clara Smith and Ronnie Maxwell, Injured Workers' Advocates

Chairman Beck called the meeting to order at 10:57 a.m.

**AGENDA**

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

**APPROVAL OF MINUTES – BUSINESS MEETING OF OCTOBER 22, 2012**

Commissioner Roche moved that the minutes of the Business Meeting of October 22, 2012 be approved. Commissioner Williams seconded the motion, and the motion was approved.

**GENERAL ANNOUNCEMENTS**

Gary Cannon, Executive Director, congratulated Keith Roberts on successfully passing the South Carolina Bar Examination by the Board of Law Examiners. Mr. Roberts will participate in the swearing-in ceremony this afternoon.

**APPLICATIONS FOR APPROVAL TO SELF-INSURE**

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Nineteen (19) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

**Palmetto Timber Fund SIF**  
Clean Cut Pine Needles LLC

### **SC Home Builders SIF**

Alley Construction Co., Inc.  
Beachside Granite and Marble  
Brothers Builders and Renovations LLC  
Carolina Acoustical & Drywall, Inc.  
Catalyst Builders, Inc.  
Delphi Property Group dba Coastal Dream Homes  
Green Energy Foam Insulation LLC  
Gregory Orr dba Blue Marlin Mechanical LLC  
Hansen Pump & Well LLC  
JT Owens Company LLC  
Lauren J Eaddy  
Monarch Homes of the Upstate LLC  
Moro-Moore Roofing & Sheet Metal LLC  
Native Touch LLC dba Davis Home Improvement  
PG Enterprises Inc. dba CRG Construction  
Reeves Construction Company LLC  
Scott Gochnauer Inc dba Gochnauer Heating & Air LLC Gochnauer Mechanical  
Travis L Law dba State Trends Steps & Decks

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 Williams 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 October 31, 2012. The benchmark for October is 33.33%. The Commission's revenues are at 27.43%, and expenditures are at 31%.

#### **Human Resources Department**

Cathy Floyd presented the Human Resources report for the period of October 11 – November 6, 2012. Ms. Floyd pointed out the following highlights from the report:

- Assisted 23 employees with changes and re-enrollment during October Annual Enrollment.
- The annual Equal Employment Opportunity Report was submitted to the General Assembly on October 19, 2012. The Commission reached 100% goal attainment for the fourth consecutive year.
- The all employee meeting scheduled for Thursday, November 15, has been moved to Friday, November 16, due to scheduling conflicts.

#### **Information Services**

Betsy Hartman presented the Information Services Department's report. She announced the notification of midterm cancellation of insurance coverage registration is posted on the Verification of Coverage webpage on the Agency's website. The EDI Release 3 went live on November 1, 2012.

There was discussion on the recent breach in security at the Department of Revenue. Ms.

Hartman reported the Inspector General's Office has established a Task Force and the investigation is ongoing. On November 1, 2012, she met with 76 agency CIO/IT Directors to discuss state-wide information security initiatives. Ms. Hartman said most of the data in the agency's database is considered high risk for personal information (PII) and personal health information (PHI). The data is secure behind firewalls, and is housed and monitored at DSIT. She said one of the goals if the IT Department is to upgrade the development server with security and encryptions, test and place into production.

### **Insurance & Medical Services**

Grant Duffield presented the Insurance & Medical Services Department's report. IMS is working closely with Information Technology Services to streamline many of the department's processes and key functions. The Compliance Division closed October 2012 with 454 cases active, compared to an active caseload of 579 at the close of October 2011. Compliance fine collection is trending in a positive direction, up 11% from prior month. The Coverage Division collected \$15,250 in fine revenue in October 2012, an increase from \$8,500 in Coverage fines/penalties accrued during October 2011.

Chairman Beck commended the IMS staff for their work in evaluating the processes within the department and looking for ways to improve the system.

### **Claims Department**

Greg Line presented the Claims Department's report. The number of fines assessed by the Claims Department increased slightly in October to 387 from 380 in September. The number of fines paid increased in October to 437 from 275 in September. Fine revenue received in October was \$91,925, an increase from \$57,075 over prior month. Mr. Line said he is coordinating staff schedules for cross training in the Coverage Division.

### **Judicial Department**

Virginia Crocker presented the Judicial Department's report. The number of Claimants' Pleadings increased in October to 698 from 493 in September. The number of Defense Pleadings increased in October to 301 from 273 in September. Another round of aggregate mediations is scheduled the first week in in December.

## **EXECUTIVE DIRECTOR'S REPORT**

Gary Cannon, Executive Director, presented his report which was also submitted to the Commission in written form. He pointed out the following highlights from his report:

### **Hearing Sites Review**

Mr. Cannon has requested the Judicial Department to conduct an inventory and assessment of each of the hearing sites currently used for Commissioners hearings. Results will be presented at the Judicial Conference in December 2012.

### **Vocational Rehabilitation Referrals (SCVRD)**

In follow-up from October's Business Meeting, Mr. Cannon reported he contacted Jim Williams, Client Services at SCVRD, about attorney referrals to SCVRD not being accepted because of active workers' compensation claims. Mr. Williams said that in accordance with federal law SCVRD accepts all applications of referrals and contacts the individuals for evaluation, and indicated this is a staff training issue. Mr. Williams would like to have the location of the attorneys who said their referrals were denied and he will contact case managers in those specific locations.

### Advisory Committees

Mr. Cannon announced the Commuted Value Discount Calculation Advisory Committee will meet on Wednesday, November 14, and the Surgical Implant Advisory Committee will meet on Friday, December 7.

### Claims Administration Workshop

Mr. Cannon reported staff conducted a Claims Administration Workshop on Wednesday, November 7, 2012 at the S.C. Department of Archives and History. A total of 82 stakeholders participated in the workshop.

### Ethics Training for Commissioners and Administrative Assistants

Mr. Cannon announced the three hours required ethics and APA training for the Commissioners and their Administrative Assistants is scheduled for today from 2:00 p.m. – 5:00 p.m. in the First Floor Conference Room. Barbara Seymour, Esq., Office of Disciplinary Counsel, SC Supreme Court, and Cathy Hazelwood, Assistant Director and General Counsel of the SC Ethics Commission, will lead the discussion.

## **OLD BUSINESS**

### **A. R67-213 Official Receipt of Electronic Notification**

Mr. Cannon said that at the November Business Meeting Commissioners were provided additional research concerning the date electronic service is deemed complete. The Commission took no action and carried the matter over to December's Business Meeting.

Mr. Cannon recognized Keith Roberts. Mr. Roberts referred to Regulations R67-211 and R67-213. He said the regulations are silent as to when the date electronic service is deemed complete. The Commission may consider resolving the discrepancy judicially, or by the promulgation of regulations pursuant to SC Code § 42-3-30.

Mr. Roberts presented three options for the Commission to consider if the Commission desires to resolve the discrepancy by regulation:

(1) Add language to the existing Regulations R67-211 and R67-213 clarifying the effective date electronic service is deemed complete.

(2) Create a new regulation explicitly stating the effective date of filing of service for electronic documents.

(3) Authorize by regulation the creation and maintenance by the Commission of a manual providing policies and procedures for the use of electronic documents.

### **Motion to Carry Over Matter of Official Receipt of Electronic Notification to Next Month**

Following discussion, Commissioner Barden moved to carry the matter over to next month's Business Meeting. Commissioner Roche seconded the motion. The vote was taken, and the motion carried.

### **B. DSIT Contract**

Mr. Cannon distributed to the Commissioners a memo on DSIT Billing to Contract Comparison requested by Commissioner Wilkerson. Mr. Cannon presented highlights from the DSIT Contract Cost Analysis from FY2009-2010 to FY2012-2013. The total cost for the proposed DSIT contract for FY2012-2013 is \$162,370, which is an increase of \$28,170 over the FY2009-2010 contract. The increase includes charges related to the purchase and implementation of the new server approved by the Commission in 2011, imaging licensing for an additional month, regular desktop/laptop computer software enhancements approved by the Commission in 2011, and funds necessary for database upgrades for encryption of data.

Mr. Cannon referred to the DSIT Billing to Contract Comparison. The total difference in billing cost to contract cost for FY2009/2010 \$12,094; FY2010-2011 \$324; and FY2011-2012 \$12,133.

The proposed contract Agreement for Services with DSIT for FY2012-2013 was inadvertently omitted in the documentation provided to Commissioners in preparation for today's Business Meeting. Mr. Cannon will provide a copy of the proposed contract to the Commissioners.

**Motion to Carry Over DSIT Contract for IT Services for FY2012-2013**

Commissioner Wilkerson made a motion to carry over approval of the DSIT Contract for IT Services for FY2012-2013 until next month's Business Meeting. Commissioner Roche seconded the motion. The vote was taken, and the motion carried.

**NEW BUSINESS**

**A. Approval of 2013 Commission Calendar**

Mr. Cannon presented a recommendation to approve the proposed 2013 Commission Calendar.

**Motion to Approve Proposed 2013 Commission Calendar**

Commissioner Roche made the motion to accept the proposed 2013 Commission Calendar. Commissioner Wilkerson seconded the motion, and the motion was approved.

**B. Financial Sustainability Strategy**

Mr. Cannon briefed the Commission on the staff's research of the Commission's recent trends in revenues and expenses and the continued reduction of the Commission's cash fund balance to provide services. Several potential solutions were discussed. The Commission directed Mr. Cannon to develop a briefing identifying the problem and offering several potential solutions for members of the General Assembly.

**ADJOURNMENT**

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

The November 13, 2012 meeting of the South Carolina Workers' Compensation Commission adjourned at 12:08 p.m.

Reported December 17, 2012  
Kim Ballentine, Office of the Executive Director

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**INTEROFFICE MEMORANDUM**

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**TO:** GARY CANNON, EXECUTIVE DIRECTOR  
**FROM:** DIANA GANTT, DIRECTOR OF ADMINISTRATION  
**SUBJECT:** FINANCIAL REPORT PERIOD ENDING NOVEMBER 30, 2012  
**DATE:** 12/11/2012

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The Summary of Revenues and Expenditures for the period ending November 30, 2012, is attached.

- November is the 5th Fiscal Month of FY13.
- There were 98 payments made to vendors, travelers, and other State Agencies.
- The benchmark for November is 41.67%. The Commission's revenues are at 33.60 % and expenses are at 43%.
- There were three payrolls processed during the month of November (1, 16, 30), therefore, the benchmarks for salaries is off due to this additional expenditure. The month of December 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 expenditures are at 45%.

**Earmark Fund:**

*Commissioners –*

- Total expenditures are at 34% of budget.

*Administration –*

- Overall the expenditures are 41% of budget.

*Claims –*

- Expenditures are at 43% of budget.

*Insurance & Medical –*

- Total expenditures are at 45% of budget

*Judicial –*

- Total expenditures are at 41% of budget.

**Activity Report from the Procurement Office:**

	MTD	YTD
SCEIS Shopping Carts	0	4
Vendors Contacted for Price Quotes	15	84
Visa Procurement Card Orders Placed	7	23
SC Dept of Corrections Orders Placed	0	5
Staples Orders Placed	5	23
State Leased Vehicles taken for Service	2	10
State Reports filed by Procurement Officer	2	9

**Mail Room Activity:**

	MTD	YTD
Files Copied for Outside Parties	190	1,117
Pages Copied	563	58,552



**South Carolina Workers' Compensation Commission**  
**Summary of Revenues and Expenditures**  
**2012 - 2013 Budget**  
**November 30, 2012**

<b>STATE APPROPRIATIONS</b>	<b>Budget</b>	<b>FY To Date</b>	<b>Benchmark</b>	<b>41.67%</b>
General Appropriation	<u>\$ 1,841,795</u>	<u>\$ 767,414.58</u>		41.67%

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,378,405	\$ 640,473	\$ 737,932	46.5%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	463,390	187,217	276,173	40.4%
<b>Total</b>	<b><u>\$ 1,841,795</u></b>	<b><u>\$ 827,690</u></b>	<b><u>\$ 1,014,105</u></b>	<b><u>44.9%</u></b>

**OTHER APPROPRIATIONS**

<b>EARMARKED</b>	<b>Budgeted Revenues</b>	<b>Received thru 11/30/12</b>	<b>% Received</b>
Training Conference Registration Fee	\$ 1,000	\$ 3,950	395.00%
Sale of Publication and Brochures	8,000	1,650	20.63%
Workers' Comp Award Review Fee	75,000	25,200	33.60%
Sale of Photocopies	95,000	39,153	41.21%
Workers' Compensation Filing Violation Fee	1,891,000	598,057	31.63%
Sale of Listings and Labels	30,000	13,444	44.81%
Workers' Comp Hearing Fee	600,000	222,285	37.05%
Insurance Reserve Refund (Prepaid Legal)		3,460	
Earmarked Funds - Original Authorization	<b><u>\$ 2,700,000</u></b>	<b><u>\$ 907,199</u></b>	<b><u>33.60%</u></b>
Increase Authorization	535,066		
Increase Authorization - BD100	-		
<b>Total Earmarked Revenues + Fund Balance</b>	<b><u>\$ 3,235,066</u></b>		

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,464,017	\$ 671,635	\$ 792,382	45.9%
Taxable Subsistence	80,000	23,921	56,079	29.9%
Other Operating Expenses	1,242,865	438,134	804,731	35.3%
Employer Contribution	448,184	212,133	236,051	47.3%
<b>Total Earmarked</b>	<b><u>\$ 3,235,066</u></b>	<b><u>\$ 1,345,823</u></b>	<b><u>\$ 1,889,243</u></b>	<b><u>41.6%</u></b>

**COMPUTER FUNDS CARRIED FORWARD**

Computer Services - Carry forward	\$ -	\$ -	\$ -	0.0%
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<b>TOTAL OTHER APPROPRIATIONS</b>	<b><u>\$ 3,235,066</u></b>	<b><u>\$ 1,345,823</u></b>	<b><u>\$ 1,889,243</u></b>	<b><u>41.6%</u></b>
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**South Carolina Workers' Compensation Commission**  
**2012 - 2013 Budget**  
**November 30, 2012**

**Consolidated**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date	%	Encumb	Balance
<b>Commissioners</b>								
<b>Salaries</b>	\$ 1,150,244	\$ 32,990	\$ 1,183,234	\$ 145,791	\$ 529,569	45%	\$ -	\$ 56,079
<b>Other Operating Expenditures</b>								
Total Contractual Services	219,128	-	219,128	26,630	79,601	36%	-	139,527
Total Supplies & Materials	23,499	-	23,499	1,052	5,379	23%	-	18,120
Total Fixed Charges	158,028	-	158,028	11,826	58,822	37%	-	99,206
Total Travel	90,950	-	90,950	6,961	23,800	26%	-	67,150
<b>Total Other Operating Exp</b>	<b>491,605</b>	<b>-</b>	<b>491,605</b>	<b>46,469</b>	<b>167,601</b>	<b>34%</b>	<b>-</b>	<b>324,004</b>
<b>Total Commissioners</b>	<b>\$ 1,641,849</b>	<b>\$ 32,990</b>	<b>\$ 1,674,839</b>	<b>\$ 192,260</b>	<b>\$ 697,170</b>	<b>42%</b>	<b>\$ -</b>	<b>\$ 380,083</b>
<b>Administration</b>								
<b>Salaries</b>	\$ 559,791	\$ 4,168	\$ 563,959	\$ 70,804	\$ 258,156	46%	\$ -	\$ 305,803
<b>Other Operating Expenditures</b>								
Total Contractual Services	105,502	-	105,502	9,350	37,517	36%	-	67,985
Total Supplies & Materials	23,053	-	23,053	1,816	6,869	30%	-	16,184
Total Fixed Charges	132,810	-	132,810	13,428	51,756	39%	-	81,054
Total Travel	14,490	-	14,490	1,069	4,026	28%	-	10,464
Total Equipment	-	-	-	-	-	0%	-	-
<b>Total Other Operating Exp</b>	<b>275,855</b>	<b>-</b>	<b>275,855</b>	<b>25,663</b>	<b>100,168</b>	<b>36%</b>	<b>-</b>	<b>175,687</b>
<b>Total Administration</b>	<b>\$ 835,646</b>	<b>\$ 4,168</b>	<b>\$ 839,814</b>	<b>\$ 96,467</b>	<b>\$ 358,324</b>	<b>43%</b>	<b>\$ -</b>	<b>\$ 481,490</b>
<b>Claims</b>								
<b>Salaries</b>	\$ 376,757	\$ 10,223	\$ 386,980	\$ 53,247	\$ 183,333	47%	\$ -	\$ 203,647
<b>Other Operating Expenditures</b>								
Total Contractual Services	64,472	-	64,472	11,586	25,599	40%	-	38,873
Total Supplies & Materials	37,471	-	37,471	1,555	8,229	22%	-	29,242
Total Fixed Charges	79,659	-	79,659	6,202	30,205	38%	-	49,454
Total Travel	2,100	-	2,100	138	307	15%	-	1,793
<b>Total Other Operating Exp</b>	<b>183,702</b>	<b>-</b>	<b>183,702</b>	<b>19,481</b>	<b>64,340</b>	<b>35%</b>	<b>-</b>	<b>119,362</b>
<b>Total Claims</b>	<b>\$ 560,459</b>	<b>\$ 10,223</b>	<b>\$ 570,682</b>	<b>\$ 72,727</b>	<b>\$ 247,673</b>	<b>43%</b>	<b>\$ -</b>	<b>\$ 323,009</b>
<b>Insurance and Medical Services</b>								
<b>Salaries</b>	\$ 422,768	\$ 760	\$ 423,528	\$ 53,290	\$ 202,817	48%	\$ -	\$ 220,711
<b>Other Operating Expenditures</b>								
Total Contractual Services	73,104	200	73,304	11,543	30,675	42%	-	42,629
Total Supplies & Materials	22,725	(200)	22,525	2,072	8,799	39%	-	13,726
Total Fixed Charges	62,194	-	62,194	4,327	21,345	34%	-	40,849
Total Travel	1,350	-	1,350	-	-	0%	-	1,350
<b>Total Other Operating Exp</b>	<b>159,373</b>	<b>-</b>	<b>159,373</b>	<b>17,942</b>	<b>60,819</b>	<b>38%</b>	<b>-</b>	<b>98,554</b>
<b>Total Insurance and Medical Services</b>	<b>\$ 582,141</b>	<b>\$ 760</b>	<b>\$ 582,901</b>	<b>\$ 71,232</b>	<b>\$ 263,636</b>	<b>45%</b>	<b>\$ -</b>	<b>\$ 319,265</b>
<b>Judicial</b>								
<b>Salaries</b>	\$ 363,886	\$ 835	\$ 364,721	\$ 41,090	\$ 162,154	44%	\$ -	\$ 202,567
<b>Other Operating Expenditures</b>								
Total Contractual Services	33,570	200	33,770	5,453	13,657	40%	-	20,113
Total Supplies & Materials	22,770	(200)	22,570	743	4,171	18%	-	18,399
Total Fixed Charges	70,545	-	70,545	5,320	26,284	37%	-	44,261
Total Travel	5,445	-	5,445	-	1,095	20%	-	4,350
<b>Total Other Operating Exp</b>	<b>132,330</b>	<b>-</b>	<b>132,330</b>	<b>11,516</b>	<b>45,206</b>	<b>34%</b>	<b>-</b>	<b>87,124</b>
<b>Total Judicial</b>	<b>\$ 496,216</b>	<b>\$ 835</b>	<b>\$ 497,051</b>	<b>\$ 52,606</b>	<b>\$ 207,360</b>	<b>42%</b>	<b>\$ -</b>	<b>\$ 289,691</b>
<b>Totals By Departments</b>								
<b>Department Totals</b>								
Commissioners	\$ 1,641,849	\$ 32,990	\$ 1,674,839	\$ 192,260	\$ 697,170	42%	\$ -	\$ 380,083
Administration	835,646	4,168	839,814	96,467	358,324	43%	-	481,490
Claims	560,459	10,223	570,682	72,727	247,673	43%	-	323,009
Insurance & Medical	582,141	760	582,901	71,232	263,636	45%	-	319,265
Judicial	496,216	835	497,051	52,606	207,360	42%	-	289,691
<b>Total Departmental Expend</b>	<b>\$ 4,116,311</b>	<b>\$ 48,976</b>	<b>\$ 4,165,287</b>	<b>\$ 485,293</b>	<b>\$ 1,774,163</b>	<b>43%</b>	<b>\$ -</b>	<b>\$ 1,793,538</b>
Employer Contributions	882,374	29,200	911,574	111,321	399,350	44%	-	512,224
<b>Total General &amp; Earmarked Funds</b>	<b>\$ 4,998,685</b>	<b>\$ 78,176</b>	<b>\$ 5,076,861</b>	<b>\$ 596,614</b>	<b>\$ 2,173,513</b>	<b>43%</b>	<b>\$ -</b>	<b>\$ 2,305,762</b>

**South Carolina Workers' Compensation Commission**  
**2012 - 2013 Budget**  
**November 30, 2012**

**General Appropriation**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date to Date	%	Encumb	Balance
<b>Commissioners</b>								
<b>Salaries</b>								
Chairman	\$ 115,567	\$ 3,323	\$ 118,890	\$ 14,261	\$ 52,291	44%	\$ -	\$ 66,599
Commissioner	664,602	19,938	684,540	86,168	315,947	46%	-	368,593
Terminal Leave	-	-	-	-	-	0%	-	-
Classified Employees	290,075	9,729	299,804	37,475	137,410	46%	-	162,394
<b>Total Commissioners</b>	<b>1,070,244</b>	<b>32,990</b>	<b>1,103,234</b>	<b>137,904</b>	<b>505,648</b>	<b>46%</b>	<b>-</b>	<b>-</b>
<b>Administration</b>								
<b>Salaries</b>								
Director	\$ 94,152	\$ 2,824	\$ 96,976	\$ 12,122	\$ 44,447	46%	\$ -	\$ 52,529
Classified Positions	44,825	1,344	46,169	5,771	28,886	63%	-	17,283
<b>Total Administration</b>	<b>138,977</b>	<b>4,168</b>	<b>143,145</b>	<b>17,893</b>	<b>73,333</b>	<b>51%</b>	<b>-</b>	<b>69,812</b>
<b>Claims</b>								
<b>Salaries</b>								
Classified Positions	\$ 67,000	\$ 10,223	\$ 77,223	\$ 9,920	\$ 36,374	47%	\$ -	\$ 40,849
<b>Total Claims</b>	<b>67,000</b>	<b>10,223</b>	<b>77,223</b>	<b>9,920</b>	<b>36,374</b>	<b>47%</b>	<b>-</b>	<b>40,849</b>
<b>Insurance and Medical Services</b>								
<b>Salaries</b>								
Classified Positions	\$ 25,350	\$ 760	\$ 26,110	\$ 3,264	\$ 11,967	46%	\$ -	\$ 14,143
<b>Total Ins and Medical Svcs</b>	<b>25,350</b>	<b>760</b>	<b>26,110</b>	<b>3,264</b>	<b>11,967</b>	<b>46%</b>	<b>-</b>	<b>14,143</b>
<b>Judicial</b>								
<b>Salaries</b>								
Classified Positions	\$ 27,858	\$ 835	\$ 28,693	\$ 3,587	\$ 13,151	46%	\$ -	\$ 15,542
<b>Total Judicial</b>	<b>27,858</b>	<b>835</b>	<b>28,693</b>	<b>3,587</b>	<b>13,151</b>	<b>46%</b>	<b>-</b>	<b>15,542</b>
<b>General Funds</b>								
<b>Department Totals</b>								
Commissioners	\$ 1,070,244	\$ 32,990	\$ 1,103,234	\$ 137,904	\$ 505,648	46%	\$ -	\$ 597,586
Administration	138,977	4,168	143,145	17,893	73,333	51%	-	69,812
Claims	67,000	10,223	77,223	9,920	36,374	47%	-	40,849
Insurance & Medical	25,350	760	26,110	3,264	11,967	46%	-	14,143
Judicial	27,858	835	28,693	3,587	13,151	46%	-	15,542
<b>Total Departmental Expend</b>	<b>\$ 1,329,429</b>	<b>\$ 48,976</b>	<b>\$ 1,378,405</b>	<b>\$ 172,568</b>	<b>\$ 640,473</b>	<b>46%</b>	<b>\$ -</b>	<b>\$ 737,932</b>
Employer Contributions	434,190	29,200	463,390	49,157	187,217	40%	-	276,173
<b>Total General Fund Appropriations</b>	<b>\$ 1,763,619</b>	<b>\$ 78,176</b>	<b>\$ 1,841,795</b>	<b>\$ 221,725</b>	<b>\$ 827,690</b>	<b>45%</b>	<b>\$ -</b>	<b>\$ 1,014,105</b>

**South Carolina Workers' Compensation Commission**

**2012 - 2013 Budget**

November 30, 2012

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date	%	Encumb	Balance
<b>Commissioners</b>								
<b>Salaries</b>								
Taxable Subsistence	\$ 80,000	\$ -	\$ 80,000	\$ 7,887	\$ 23,921	30%	\$ -	\$ 56,079
<b>Total Salaries</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>	<b>7,887</b>	<b>23,921</b>	<b>30%</b>	<b>-</b>	<b>56,079</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Service	1,700	-	1,700	-	-	0%	-	1,700
Copying Equipment Service	1,200	-	1,200	-	-	0%	-	1,200
Print/Bind/Advertisement	1,510	-	1,510	-	-	0%	-	1,510
Print Pub Annual Reports	1,028	-	1,028	-	-	0%	-	1,028
Data Processing Services	34,000	-	34,000	6,549	15,983	47%	-	18,017
Freight Express Delivery	1,490	-	1,490	-	-	0%	-	1,490
Telephone	6,100	-	6,100	271	1,238	20%	-	4,862
Cellular Phone Service	9,100	-	9,100	860	4,427	49%	-	4,673
Legal Services/Attorney Fees	160,000	-	160,000	18,950	57,953	36%	-	102,047
Other Professional Services	3,000	-	3,000	-	-	0%	-	3,000
<b>Total Contractual Services</b>	<b>219,128</b>	<b>-</b>	<b>219,128</b>	<b>26,630</b>	<b>79,601</b>	<b>36%</b>	<b>-</b>	<b>139,527</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	7,500	-	7,500	106	836	11%	-	6,664
Copying Equipment	4,200	-	4,200	545	1,610	38%	-	2,590
Printing	1,200	-	1,200	-	740	62%	-	460
Data Processing Supplies	1,649	-	1,649	-	14	1%	-	1,635
Postage	8,500	-	8,500	351	2,018	24%	-	6,482
Communication Supplies	50	-	50	-	-	0%	-	50
Maint/Janitorial Supplies	200	-	200	-	44	22%	-	156
Motor Vehicle Supp/Gasoline	100	-	100	49	49	49%	-	51
Other Supplies	100	-	100	-	67	67%	-	33
<b>Total Supplies &amp; Materials</b>	<b>23,499</b>	<b>-</b>	<b>23,499</b>	<b>1,052</b>	<b>5,379</b>	<b>23%</b>	<b>-</b>	<b>18,120</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	2,500	-	2,500	132	353	14%	-	2,148
Rent-Non State Owned Property	149,000	-	149,000	11,694	58,469	39%	-	90,531
Rent-Other	250	-	250	-	-	0%	-	250
Insurance-State	4,500	-	4,500	-	-	0%	-	4,500
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Fees & Fines	109	-	109	-	-	0%	-	109
Equipment Maintenance	500	-	500	-	-	0%	-	500
<b>Total Fixed Charges</b>	<b>158,028</b>	<b>-</b>	<b>158,028</b>	<b>11,826</b>	<b>58,822</b>	<b>37%</b>	<b>-</b>	<b>99,206</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals (Non-Reportable)	350	-	350	77	137	39%	-	213
In State - Auto Mileage	20,000	-	20,000	2,960	8,304	42%	-	11,696
In State - Subsistence Allowance	30,000	-	30,000	1,107	4,305	14%	-	25,695
Out State - Meals	100	-	100	21	57	57%	-	43
Out State - Auto Mileage	2,000	-	2,000	-	-	0%	-	2,000
Leased Car	38,500	-	38,500	2,796	10,998	29%	-	27,502
<b>Total Travel</b>	<b>90,950</b>	<b>-</b>	<b>90,950</b>	<b>6,961</b>	<b>23,800</b>	<b>26%</b>	<b>-</b>	<b>67,150</b>
<b>Total Other Operating Expenditures</b>	<b>491,605</b>	<b>-</b>	<b>491,605</b>	<b>46,469</b>	<b>167,601</b>	<b>34%</b>	<b>-</b>	<b>324,004</b>
<b>Total Commissioners</b>	<b>\$ 571,605</b>	<b>\$ -</b>	<b>\$ 571,605</b>	<b>\$ 54,356</b>	<b>\$ 191,522</b>	<b>34%</b>	<b>\$ -</b>	<b>\$ 380,083</b>

**South Carolina Workers' Compensation Commission**

**2012 - 2013 Budget**

November 30, 2012

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date	%	Encumb	Balance
<b>Administration</b>								
<b>Salaries</b>								
Classified Positions	\$ 408,567	\$ -	\$ 408,567	\$ 51,071	\$ 179,534	44%	\$ -	\$ 229,033
Temporary Employees	11,247	-	11,247	1,840	5,289	47%	-	5,958
Terminal Leave	1,000	-	1,000	-	-	0%	-	1,000
<b>Total Salaries</b>	<b>420,814</b>	<b>-</b>	<b>420,814</b>	<b>52,911</b>	<b>184,823</b>	<b>44%</b>	<b>-</b>	<b>235,991</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Service	5,800	-	5,800	446	5,174	89%	-	626
Copying Equipment Service	550	-	550	-	-	0%	-	550
Print/Bind/Advertisement	500	-	500	-	-	0%	-	500
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	62,000	-	62,000	6,725	20,209	33%	-	41,791
Freight Express Delivery	800	-	800	64	195	24%	-	605
Telephone	4,600	-	4,600	327	1,780	39%	-	2,820
Cellular Phone Service	3,000	-	3,000	157	865	29%	-	2,135
Education & Training Services	1,000	-	1,000	-	-	0%	-	1,000
Attorney Fees	25,000	-	25,000	1,631	8,611	34%	-	16,389
General Repair	230	-	230	-	-	0%	-	230
Audit Acct Finance	100	-	100	-	104	104%	-	(4)
Catered Meals	300	-	300	-	-	0%	-	300
Other Professional Services	100	-	100	-	135	135%	-	(35)
Other Contractual Services	1,500	-	1,500	-	445	30%	-	1,055
<b>Total Contractual Services</b>	<b>105,502</b>	<b>-</b>	<b>105,502</b>	<b>9,350</b>	<b>37,517</b>	<b>36%</b>	<b>-</b>	<b>67,985</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	5,000	-	5,000	176	777	16%	-	4,223
Subscriptions	175	-	175	-	-	0%	-	175
Copying Equipment Supplies	3,434	-	3,434	432	1,313	38%	-	2,121
Printing	1,964	-	1,964	-	609	31%	-	1,355
Data Processing Supplies	500	-	500	730	1,592	318%	-	(1,092)
Postage	10,000	-	10,000	478	2,494	25%	-	7,506
Maint/Janitorial Supplies	200	-	200	-	35	17%	-	165
Fees & Fines	280	-	280	-	50	18%	-	230
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	1,000	-	1,000	-	-	0%	-	1,000
Other Supplies	400	-	400	-	-	0%	-	400
<b>Total Supplies &amp; Materials</b>	<b>23,053</b>	<b>-</b>	<b>23,053</b>	<b>1,816</b>	<b>6,869</b>	<b>30%</b>	<b>-</b>	<b>16,184</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	6,000	-	6,000	842	2,397	40%	-	3,603
Rent-Non State Owned Property	95,000	-	95,000	7,567	37,833	40%	-	57,167
Rent-Other	11,000	-	11,000	837	4,768	43%	-	6,232
Insurance-State	7,490	-	7,490	-	705	9%	-	6,785
Insurance-Non State	134	-	134	-	-	0%	-	134
Dues and Memberships	5,000	-	5,000	3,500	3,950	79%	-	1,050
Sales Tax Paid	8,186	-	8,186	683	2,102	26%	-	6,084
<b>Total Fixed Charges</b>	<b>132,810</b>	<b>-</b>	<b>132,810</b>	<b>13,428</b>	<b>51,756</b>	<b>39%</b>	<b>-</b>	<b>81,054</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals Non/ Reportable	100	-	100	-	-	0%	-	100
Reportable Meals	100	-	100	-	-	0%	-	100
Out of State - Milage	90	-	90	-	-	0%	-	90
In State - Registration Fees	200	-	200	-	194	97%	-	6
Leased Car	14,000	-	14,000	1,069	3,832	27%	-	10,168
<b>Total Travel</b>	<b>14,490</b>	<b>-</b>	<b>14,490</b>	<b>1,069</b>	<b>4,026</b>	<b>28%</b>	<b>-</b>	<b>10,464</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>275,855</b>	<b>-</b>	<b>275,855</b>	<b>25,663</b>	<b>100,168</b>	<b>36%</b>	<b>-</b>	<b>175,687</b>
<b>Total Administration</b>	<b>\$ 696,669</b>	<b>\$ -</b>	<b>\$ 696,669</b>	<b>\$ 78,574</b>	<b>\$ 284,991</b>	<b>41%</b>	<b>\$ -</b>	<b>\$ 411,678</b>

**South Carolina Workers' Compensation Commission**

**2012 - 2013 Budget**

November 30, 2012

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date	%	Encumb	Balance
<b>Claims</b>								
<b>Salaries</b>								
Classified Positions	\$ 294,757	\$ -	\$ 294,757	\$ 41,726	\$ 141,804	48%	\$ -	\$ 152,953
Temporary Positions	14,000	-	14,000	1,600	5,155	37%	-	8,845
Terminal Leave	1,000	-	1,000	-	-	0%	-	1,000
<b>Total Salaries</b>	<b>309,757</b>	<b>-</b>	<b>309,757</b>	<b>43,327</b>	<b>146,959</b>	<b>47%</b>	<b>-</b>	<b>162,798</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Services	200	-	200	-	-	0%	-	200
Copying Equipment Service	400	-	400	-	513	128%	-	(113)
Print / Bind / Adv	750	-	750	-	-	0%	-	750
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	30,000	-	30,000	5,450	13,844	46%	-	16,156
Freight Express Delivery	500	-	500	-	21	4%	-	479
Telephone	4,000	-	4,000	759	1,672	42%	-	2,328
Cellular Phone Service	2,500	-	2,500	52	259	10%	-	2,241
Temporary Services	26,000	-	26,000	5,325	9,290	36%	-	16,710
Other Professional Services	100	-	100	-	-	0%	-	100
<b>Total Contractual Services</b>	<b>64,472</b>	<b>-</b>	<b>64,472</b>	<b>11,586</b>	<b>25,599</b>	<b>40%</b>	<b>-</b>	<b>38,873</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	8,271	-	8,271	102	493	6%	-	7,778
Copying Equipment	3,000	-	3,000	432	1,275	42%	-	1,725
Printing	900	-	900	-	497	55%	-	403
Data Processing Supplies	3,000	-	3,000	-	11	0%	-	2,989
Postage	22,000	-	22,000	945	5,806	26%	-	16,194
Maint/Janitorial Supplies	200	-	200	77	148	74%	-	52
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>37,471</b>	<b>-</b>	<b>37,471</b>	<b>1,555</b>	<b>8,229</b>	<b>22%</b>	<b>-</b>	<b>29,242</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	2,500	-	2,500	355	971	39%	-	1,529
Rent-Non State Owned Property	73,000	-	73,000	5,847	29,235	40%	-	43,766
Rent-Other	225	-	225	-	-	0%	-	225
Insurance-State	2,000	-	2,000	-	-	0%	-	2,000
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>79,659</b>	<b>-</b>	<b>79,659</b>	<b>6,202</b>	<b>30,205</b>	<b>38%</b>	<b>-</b>	<b>49,454</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	138	307	77%	-	93
<b>Total Travel</b>	<b>2,100</b>	<b>-</b>	<b>2,100</b>	<b>138</b>	<b>307</b>	<b>15%</b>	<b>-</b>	<b>1,793</b>
<b>Total Other Operating Expenditures</b>	<b>183,702</b>	<b>-</b>	<b>183,702</b>	<b>19,481</b>	<b>64,340</b>	<b>35%</b>	<b>-</b>	<b>119,362</b>
<b>Total Claims</b>	<b>\$ 493,459</b>	<b>\$ -</b>	<b>\$ 493,459</b>	<b>\$ 62,807</b>	<b>\$ 211,299</b>	<b>43%</b>	<b>\$ -</b>	<b>\$ 282,160</b>

**South Carolina Workers' Compensation Commission**

**2012 - 2013 Budget**

November 30, 2012

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date	%	Encumb	Balance
<b>Insurance and Medical Services</b>								
<b>Salaries</b>								
Classified Positions	378,434	-	378,434	48,093	180,248	48%	-	198,187
Temporary Employees	15,469	-	15,469	1,933	7,087	46%	-	8,382
Terminal Leave	3,515	-	3,515	0	3,515	100%	-	(0)
<b>Total Salaries</b>	<b>397,418</b>	<b>-</b>	<b>397,418</b>	<b>50,026</b>	<b>190,850</b>	<b>48%</b>	<b>-</b>	<b>206,568</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	-	-	0%	-	500
Print Pub Annual Report	24	-	24	-	-	0%	-	24
Data Processing Services	47,000	-	47,000	9,219	23,056	49%	-	23,944
Freight Express Delivery		200	200	-	21	11%	-	179
Telephone	2,626	-	2,626	190	866	33%	-	1,760
Cell Phone	3,000	-	3,000	53	271	9%	-	2,729
Catered Meals	2,000	-	2,000	1,516	1,516	76%	-	484
Other Professional Services	10,000	-	10,000	565	4,945	49%	-	5,055
Other Contractual Services	7,454	-	7,454	-	-	0%	-	7,454
<b>Total Contractual Services</b>	<b>73,104</b>	<b>200</b>	<b>73,304</b>	<b>11,543</b>	<b>30,675</b>	<b>42%</b>	<b>-</b>	<b>42,629</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	5,000	-	5,000	327	3,672	73%	-	1,328
Copying Equipment	3,500	-	3,500	477	1,409	40%	-	2,091
Printing	1,500	-	1,500	899	1,447	96%	-	53
Data Processing Supplies	500	-	500	-	13	3%	-	487
Postage	11,000	(200)	10,800	369	2,220	21%	-	8,580
Maintenance/Janitorial Supplies	75	-	75	-	38	51%	-	37
Building Materials	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	50	-	50	-	-	0%	-	50
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>22,725</b>	<b>(200)</b>	<b>22,525</b>	<b>2,072</b>	<b>8,799</b>	<b>39%</b>	<b>-</b>	<b>13,726</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	2,104	-	2,104	190	600	29%	-	1,504
Rent-Non State Owned Property	52,000	-	52,000	4,127	20,636	40%	-	31,364
Rent-Other	2,000	-	2,000	-	-	0%	-	2,000
Insurance-State	2,000	-	2,000	-	-	0%	-	2,000
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	10	108	4%	-	2,892
<b>Total Fixed Charges</b>	<b>62,194</b>	<b>-</b>	<b>62,194</b>	<b>4,327</b>	<b>21,345</b>	<b>34%</b>	<b>-</b>	<b>40,849</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals (Non-Reportable)	400	-	400	-	-	0%	-	400
In-State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	-	0%	-	700
<b>Total Travel</b>	<b>1,350</b>	<b>-</b>	<b>1,350</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>1,350</b>
<b>Total Other Operating Expenditures</b>	<b>159,373</b>	<b>-</b>	<b>159,373</b>	<b>17,942</b>	<b>60,819</b>	<b>38%</b>	<b>-</b>	<b>98,554</b>
<b>Total Insurance and Medical Services</b>	<b>\$ 556,791</b>	<b>\$ -</b>	<b>\$ 556,791</b>	<b>\$ 67,969</b>	<b>\$ 251,669</b>	<b>45%</b>	<b>\$ -</b>	<b>\$ 305,122</b>

**South Carolina Workers' Compensation Commission**  
**2012 - 2013 Budget**  
November 30, 2012

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date	%	Encumb	Balance
<b>Judicial</b>								
<b>Salaries</b>								
Classified Positions	\$ 333,028	\$ -	\$ 333,028	\$ 37,431	\$ 148,440	45%	\$ -	\$ 184,588
Temporary Employees	3000	0	3000	73	563	19%	-	2,438
<b>Total Salaries</b>	<b>336,028</b>	<b>-</b>	<b>336,028</b>	<b>37,504</b>	<b>149,003</b>	<b>44%</b>	<b>-</b>	<b>187,025</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Print Pub Annual Reports	20	-	20	-	-	0%	-	20
Freight Express Delivery	-	200	200	-	21	11%	-	179
Data Processing Services	28,000	-	28,000	5,065	12,309	44%	-	15,691
Telephone	2,500	-	2,500	177	836	33%	-	1,664
Cellular Phone Service	1,120	-	1,120	211	491	44%	-	629
Other Professional Services	200	-	200	-	-	0%	-	200
<b>Total Contractual Services</b>	<b>33,570</b>	<b>200</b>	<b>33,770</b>	<b>5,453</b>	<b>13,657</b>	<b>40%</b>	<b>-</b>	<b>20,113</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	5,500	-	5,500	75	500	9%	-	5,000
Copying Equipment Supplies	2,500	-	2,500	386	1,140	46%	-	1,360
Printing	2,000	-	2,000	-	444	22%	-	1,556
Data Processing Supplies	2,500	-	2,500	-	10	0%	-	2,490
Postage	10,000	(200)	9,800	282	2,045	21%	-	7,755
Maintenance/Janitorial Supplies	150	-	150	-	31	21%	-	119
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>22,770</b>	<b>(200)</b>	<b>22,570</b>	<b>743</b>	<b>4,171</b>	<b>18%</b>	<b>-</b>	<b>18,399</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	3,000	-	3,000	161	489	16%	-	2,511
Rent-Non State Owned Property	65,300	-	65,300	5,159	25,795	40%	-	39,505
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	2,000	-	2,000	-	-	0%	-	2,000
Insurance-Non State	120	-	120	-	-	0%	-	120
<b>Total Fixed Charges</b>	<b>70,545</b>	<b>-</b>	<b>70,545</b>	<b>5,320</b>	<b>26,284</b>	<b>37%</b>	<b>-</b>	<b>44,261</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals / Non-Reportable	450	-	450	-	100	22%	-	350
Reportable Meals	770	-	770	-	164	21%	-	606
In State - Lodging	2,200	-	2,200	-	578	26%	-	1,622
In State - Auto Mileage	1,800	-	1,800	-	252	14%	-	1,548
In State - Misc Travel Expense	25	-	25	-	-	0%	-	25
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
<b>Total Travel</b>	<b>5,445</b>	<b>-</b>	<b>5,445</b>	<b>-</b>	<b>1,095</b>	<b>20%</b>	<b>-</b>	<b>4,350</b>
<b>Total Other Operating Expenditures</b>	<b>132,330</b>	<b>-</b>	<b>132,330</b>	<b>11,516</b>	<b>45,206</b>	<b>34%</b>	<b>-</b>	<b>87,124</b>
<b>Total Judicial</b>	<b>\$ 468,358</b>	<b>\$ -</b>	<b>\$ 468,358</b>	<b>\$ 49,019</b>	<b>\$ 194,209</b>	<b>41%</b>	<b>\$ -</b>	<b>\$ 274,149</b>
<b>Earmarked Funds</b>								
<b>Department Totals</b>								
Commissioners	\$ 571,605	\$ -	\$ 571,605	\$ 54,356	\$ 191,522	34%	\$ -	\$ 380,083
Administration	696,669	-	696,669	78,574	284,991	41%	-	411,678
Claims	493,459	-	493,459	62,807	211,299	43%	-	282,160
Insurance & Medical	556,791	-	556,791	67,969	251,669	45%	-	305,122
Judicial	468,358	-	468,358	49,019	194,209	41%	-	274,149
<b>Total Departmental Expend</b>	<b>\$ 2,786,882</b>	<b>\$ -</b>	<b>\$ 2,786,882</b>	<b>\$ 312,725</b>	<b>\$ 1,133,690</b>	<b>41%</b>	<b>\$ -</b>	<b>\$ 1,653,192</b>
Employer Contributions	448,184	-	448,184	62,164	212,133	47%	-	236,051
<b>Total Earmarked Funds</b>	<b>\$ 3,235,066</b>	<b>\$ -</b>	<b>\$ 3,235,066</b>	<b>\$ 374,890</b>	<b>\$ 1,345,823</b>	<b>42%</b>	<b>\$ -</b>	<b>\$ 1,889,243</b>



**South Carolina Workers' Compensation Commission**  
**2012 - 2013 Budget**  
 November 30, 2012

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 41.67%				
				Expended November	Year to Date	%	Encumb	Balance
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	-	-

## MEMORANDUM

Date: December 12, 2012

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

**FROM:** Cathy Floyd  
Human Resources

**SUBJECT:** Human Resources Report Period of November 7 – December 11, 2012

Below is a summary of the Human Resources activity for the period of November 7 – December 11, 2012.

### Employee Relations (ER)

- One ER issue was addressed during the activity period
- DACUM update
  - Forms have been sent out to gather the step detail for the Second Phase
  - Twenty hours have been dedicated to DACUM during this reporting period
- The Social Committee continues to work on the bi-monthly office activities and Annual Holiday Event
  - Holiday Breakfast will be held December 17 at 9:00 am

### Benefits

- Assisted three employees with insurance related matters
- Assisted two employees with retirement/TERI participation
- Completed one inquiry with the Retirement Systems

### SC Enterprise Information System (SCEIS)

- One employment verifications
- Assisted one employee with payroll issues
- Assisted six employees with leave and time issues
- Seventeen transactions were keyed into the system

### Training

- Attended a webinar hosted by SCEIS regarding changes and improvements to MySCEmployee

### Finance Related

- Assisted with the daily deposit
- Approved 60 SCEIS financial transactions



## Workers' Compensation Commission

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To: Gary Cannon  
SCWCC Executive Director  
From: Betsy Hartman  
IT Director  
Date: December 12, 2012, 2012  
Subject: IT Department  
December 2012 Full Commission Report

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### Summary of IT Department Activities

Interviewed by Inspector General Office for Security breach report  
Completed IT Security Survey for Inspector General  
Attended Fraud Prevention conference hosted by State Treasurer Curtis Loftis  
Completed upgrade to OnBase to 11.x  
Continue to test and approve EDI Release 3 Trading partners.

### Metrics for EDI R3 implementation

#### Code changes:

- 117 program components required changes
- 31,266 lines of code were reviewed, modified and or written

#### Testing

- 1,074 scenarios were developed
- 57 batch runs were conducted
- 8,264 total tests run

#### Implementation issues

### Projects – In Process

#### EDI Release 3

- Mitchell approved as a vendor
- 36 trading partners able to submit R3 in production
- 1 Vendor, Ebix and 1 TP in testing and approval process

#### Mediation

- Developing work flow for Medication process

#### DSIT Contract

- Reviewed with Commissioner Wilkerson
- Waiting on DSIT for Security language to be added to the contract

#### Rule to Show Cause automation

- Requirements gathered and documented to automate full process
- Estimate to code, test and implement 8 weeks.

#### Development Server Upgrade

- Server upgraded to 64 bit Windows 2003 R2
- Upgrading to Open Edge 10.2b 6
- Testing

#### Sealed Records

- Finalizing process for approval by Commissioners and Executive Director

#### Proof of Coverage request

- Working with Coverage and private vendor, Kevin Hale of Hale Insurance for a request to receive POC data weekly.

#### eCase

- Requirements and write up for modification to eCase to streamline the attorney add and link process.
- Re-brand the look of the site.

### **Projects – to be started in January 2013**

#### SC Vocational Rehabilitation Web Portal

- Finalizing the requirements before turning over to BravePoint for coding.
- Coding to start when requirements signed off by SCVRD

#### SCWCC Security Planning

- Outlining project for prioritization

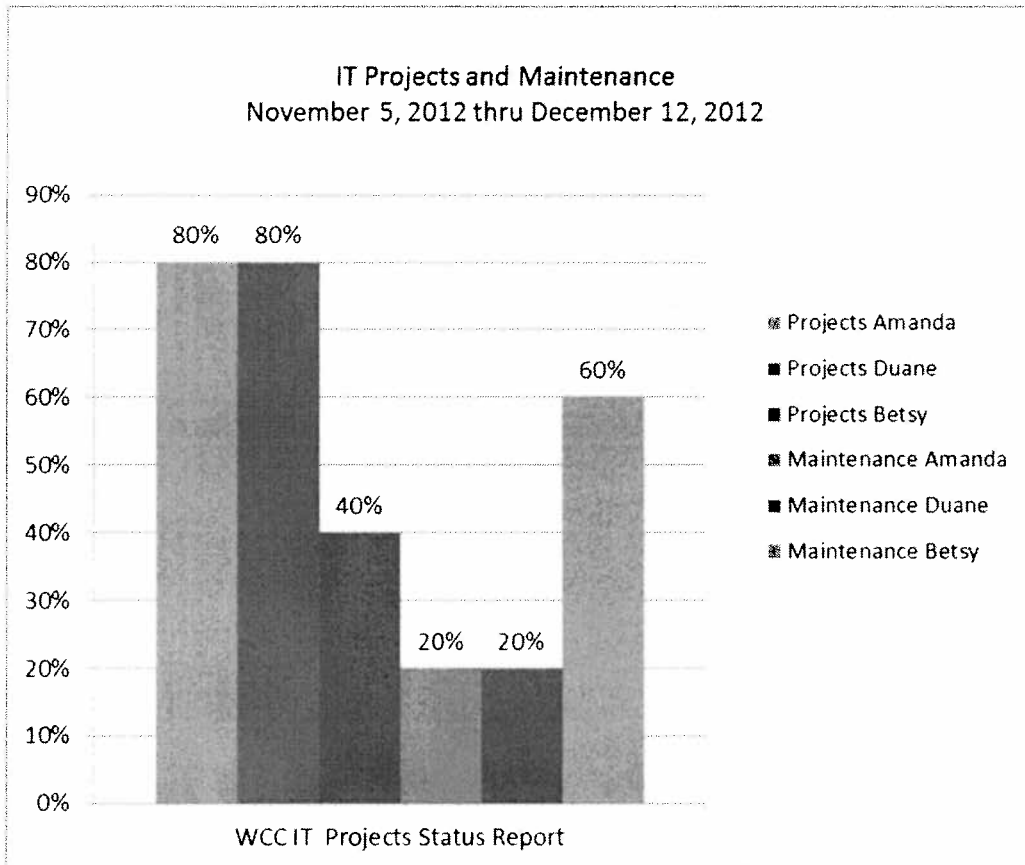
#### Production Server Upgrade

- Upgrading Progress to Open Edge 10.2b 6
- Test

## Help Desk Activities

### Current IT Staff Activities – 11/5/2012 – 12/11/2012

Non Help Desk Activities	Time spent on non-Help Desk Activities or projects	Open Help Desk tickets
162	177 hours	79



WCC IT Projects Status Report										
Period			12/12/12			Status Key:	Not Started	On Track	Timing	Lead
<b>Key Projects</b>	<b>Sub Project</b>	<b>Regulation</b>	<b>Due Date</b>	<b>% of completion</b>	<b>% of time devoted to issue</b>	<b>Lead</b>	<b>Issues / Comments</b>			
Phase II - Claims EDI release 3			August 2012	95%	80%	Duane	went live 11/1/2012 - Post implementation and implementation issues			
Phase II - Claims EDI release 3			August 2012	95%	45%	Amanda	went live 11/1/2012 - Post implementation and implementation issues			
Phase II - Claims EDI release 3			August 2012	95%	5%	Betsy	went live 11/1/2012 - Post implementation and implementation issues			
Upgrade OnBase to Onbase 11X	EDI R3 complete		October 2012	100%	5%	Amanda	Completed			
Upgrade wccsql server to Windows 2008 R2, Progress 10.2b.06	EDI Ris 3 and Lapse in coverage in projection		11/1/2012	90%	10%	Betsy	Server rebuilt - waiting for BravePoint to finish - have testing plan ready			
SC Voc. Rehab	Upgrade to WCCSQL		TBD	50%	5%	Betsy	gave specs to SCVRD - waiting their approval			
Upgrade wccsqlprdProgress 10.2b.06			TBD				after full testing of developemen			
RTSC process and automation	Carrier RTSC process		12/1/2012	25%	20%	Amanda	Met with all departments to finalize the process - need priority			
Electronic Service Initiatives	Electronic Service Initiatives Clinchers	67-213	TBD	0%						
	Electronic Service Initiatives Fee Petitions - Form 61	67-213	TBD	0%						
	Electronic Service Initiatives - Receipt of electronic pleadings	67-211	TBD	0%						
	Electronic receipt of any form or document	67-205	TBD	0%						
	12 M Revamp of current Minor Medical Reporting from Carriers	67-412	TBD	0%						
Mediation			TBD	15%	5%	Betsy	working on flow			
Security plan	ITSC guidelines		ASAP	10%	5%	Betsy	met with IG and 76 CIOIT directors to discuss short term planning in security inventory. Con Call with Gartner set for 11/9. Looking for assistance in development and analysis of planning			
Sealed Records			TBD	40%	10%	Betsy	documents requirements			
Sealed Records			TBD	40%	10%	Amanda	working on flow and process			
				Projects Amanda	80%					
				Projects Duane	80%					
				Projects Betsy	40%					

Maintenance issue							
FOIA report requests, general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing		20%	Duane	
				Maintenance Duane	20%		
FOIA report requests, general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing		20%	Amanda	
				Maintenance Amanda	20%		
FOIA report requests, general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing		60%	Betsy	
				Maintenance Betsy	60%		

State of South Carolina



Workers' Compensation Commission

**To:** Gary Cannon  
SCWCC Executive Director

**From:** Grant Duffield  
IMS Director

**Date:** 12 – Dec – 2012

**Subj:** Insurance and Medical Services Department  
November 2012 Full Commission Report

Please find attached information provided to summarize the status and workflow of initiatives currently underway within the Insurance and Medical Services (IMS) Department

In addition to the statistical data provided, please be advised of the following workflow initiatives:

- |                     |  |
|---------------------|--|
| Compliance Division | <ol style="list-style-type: none"><li>1. Working with Claims and IT to "streamline" the processing of Outstanding Carrier fines.</li><li>2. GEAR program support and scheduling of GEAR Hearings.</li><li>3. Developing revised approaches to ORSC case investigation.</li><li>4. Implementing use of productivity metrics to gauge performance.</li></ol>   |
| Coverage Division   | <ol style="list-style-type: none"><li>1. Working with IT department to address 12m fine assessment process.</li><li>2. EDI R3 implementation.</li></ol>  |
| Medical Services    | <ol style="list-style-type: none"><li>1. Identifying updates / edits needed within the Medical Services Provider Manual.</li><li>2. Continued coordination efforts concerning significant issue of non-compliance involving national medical bill repricing software provider.</li><li>3. Division received 4 Bill Disputes in November 2012. (66 year to date).</li><li>4. Division "closed-out" 14 MBD issues.</li><li>5. Issued 6 "Final Determination" Orders.</li><li>6. 0 MBD cases slated for Order and Rule to Show Cause.</li><li>7. Ended month with 13 MBD cases pending.</li></ol> |
| IMS Administration: | <ol style="list-style-type: none"><li>1. Monthly department-wide meetings.</li><li>2. Working with team-members to review / improve team processes and key functions.</li><li>3. Revising Template letter documents.</li><li>4. Working with IT department to improve docketing process for ORSC.</li><li>5. Working with SCHA on Surgical Implant study issues.</li><li>6. Assisting with SCHBA Lapse in Coverage post-implementation efforts.</li></ol>  |

Mr. Cannon, while this summary is in no way all-inclusive, it may serve to assist you and our Commissioners in understanding the key initiatives underway in the IMS Department and provide measures by which the Department's effectiveness can be gauged. IMS welcomes any guidance that you and/or our Commissioners can provide concerning our performance and direction.



**Carryover Caseload:**

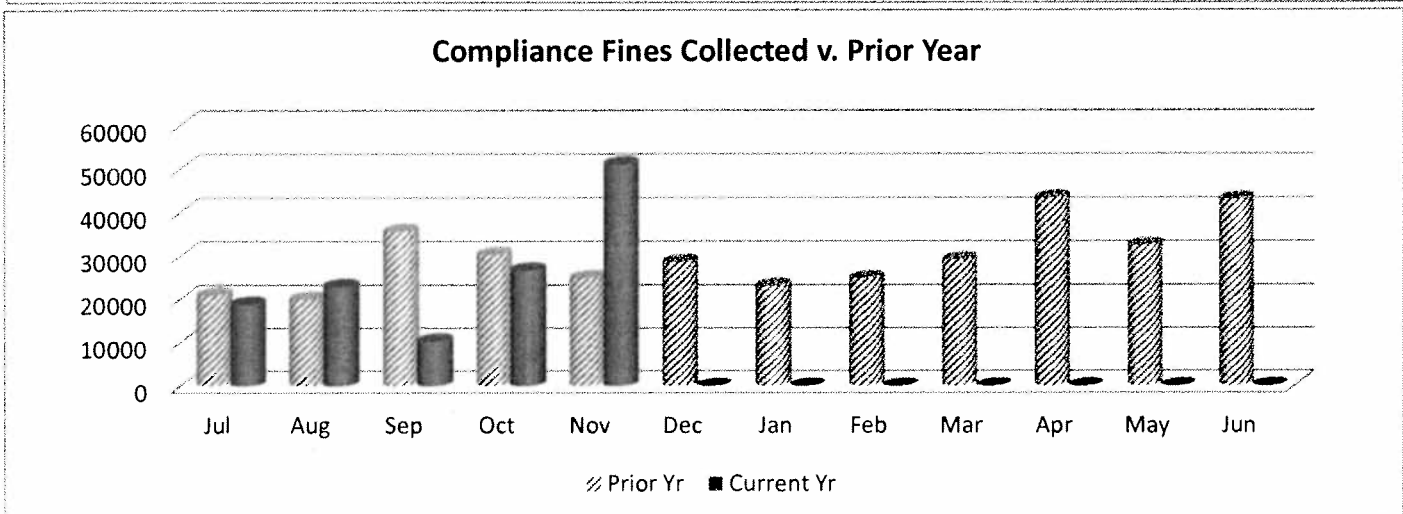
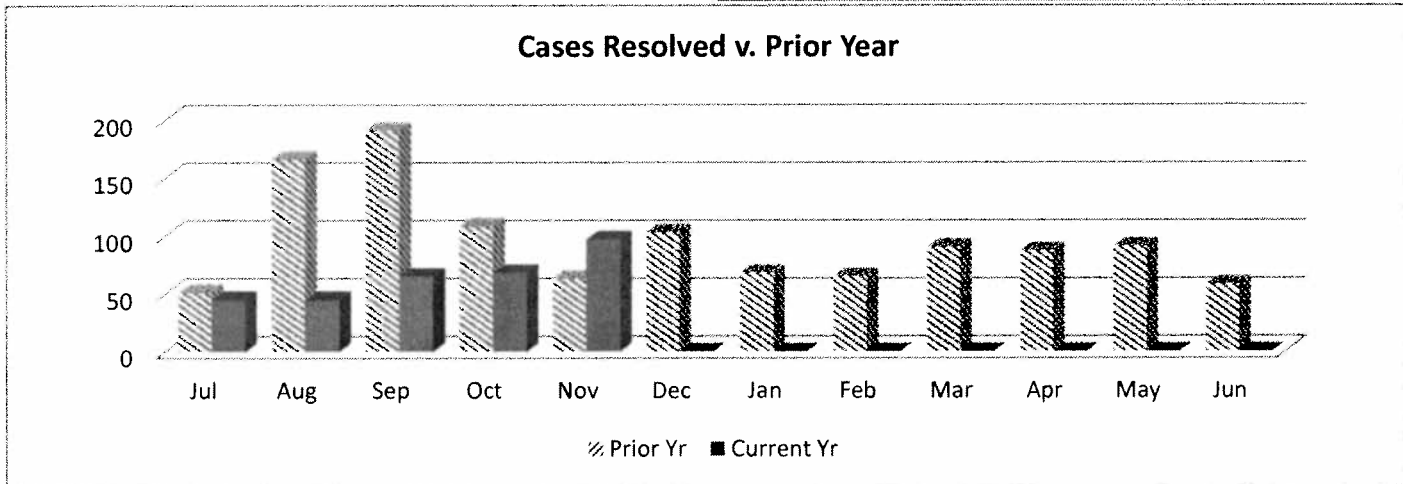
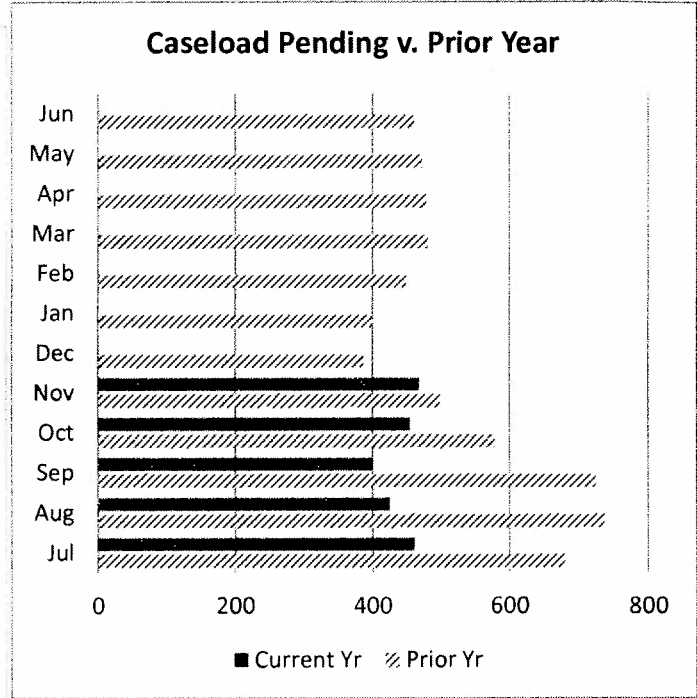
The Compliance Division endeavors to maintain a month-on-month "carry-over" caseload (backlog) of 300 cases. Compliance closed November 2012 with 468 cases active, compared to an active caseload of 498 at the close of November 2011.

**Cases Resolved:**

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of November 2012, Compliance Division staff closed-out 97 cases.

**Compliance Fines:**

Year to Date, the Compliance Division has collected \$130,102 in fines which represents 99% of prior year's accrual (\$132,003). Compliance fine collection is trending in a positive direction, up 90% from prior month. Compliance fine revenue represents 19% of the Commission's annual earmarked revenue budget.



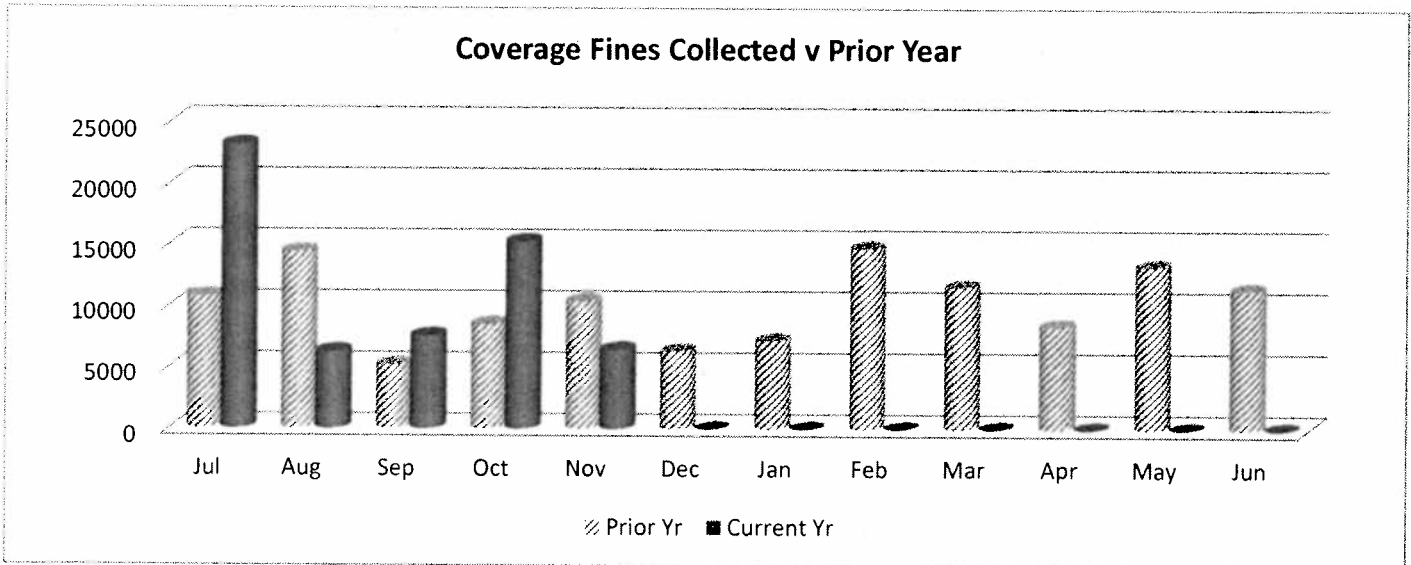
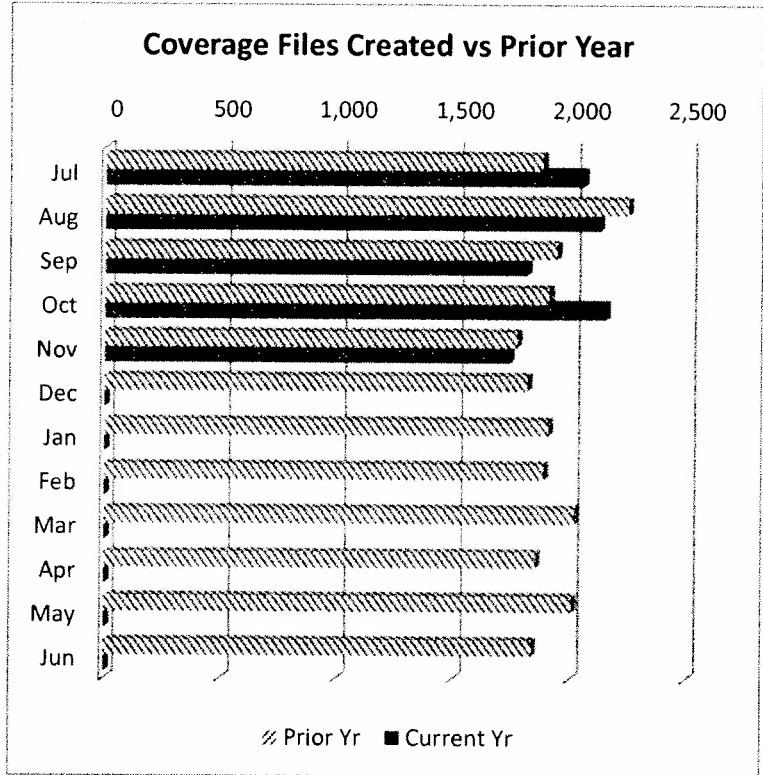
**WCC Claim Files:**

In November 2012, the Coverage Division created a total of 1,739 WCC Claim files. Of these, 1,437 were created electronically, and 302 were submitted in hard copy format. Year to Date, 9,879 Claim files have been created which is 101% of claim file volume for the same period in prior year (9,752).

**Coverage Fines:**

The Coverage Division collected \$6,450 in fine revenue in November 2012, as compared to \$10,400 in Coverage fines/penalties accrued during the same period in prior year (November 2011). Year on Year, Coverage fines are at 119% of collections for the same period.

Coverage Division fines represent 10% of the Commission's annual earmarked budget.



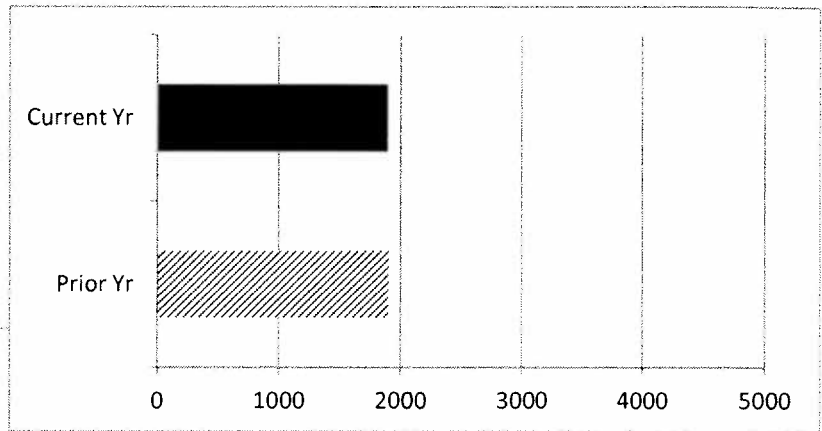
**IMS SELF INSURANCE DIVISION**

November 2012

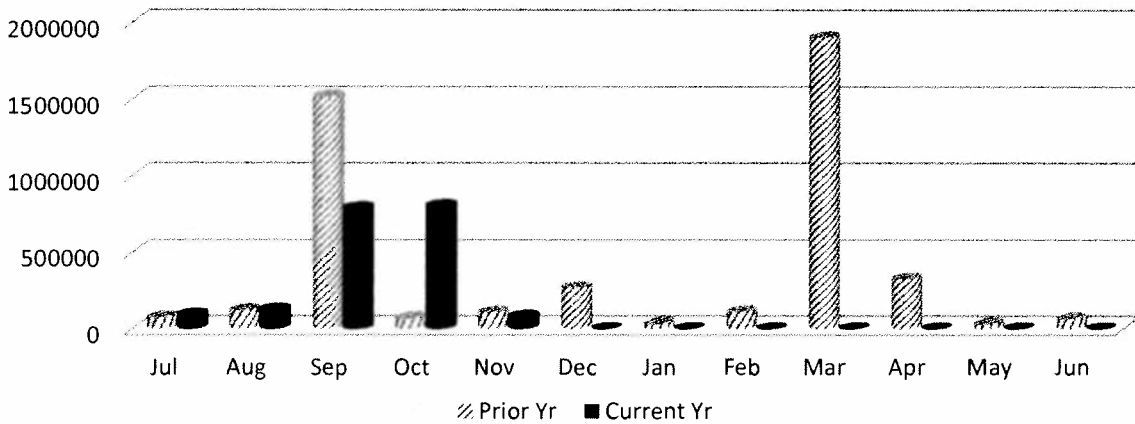
During the month of November 2012, the Self Insurance Division:

- \* collected \$79,619 in self-insurance tax.
- \* added 19 new self-insurers.
- \* conducted 5 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 100% of prior year and 20 Self Insurance audits have been completed.



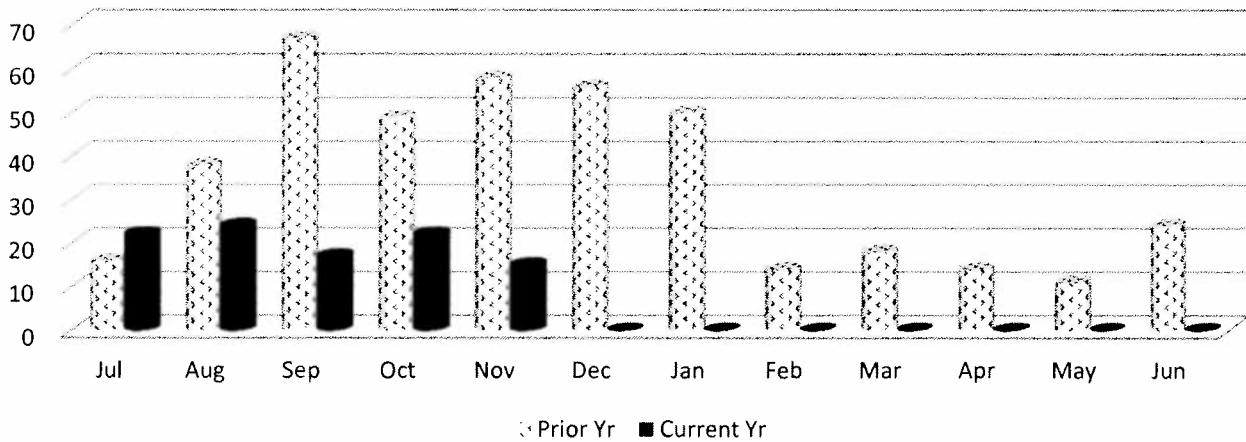
**Self Insurance Tax Collections v. Prior Year**



**IMS MEDICAL SERVICES DIVISION**

In November 2012, the Medical Services Division began the month with 22 bills pending review, received an additional 12 bills for review, conducted 19 bill reviews and ended the month with 15 bills pending.

**Medical Bills Pending Review v. Prior Year**



### RULE TO SHOW CAUSE CASE PROCESS

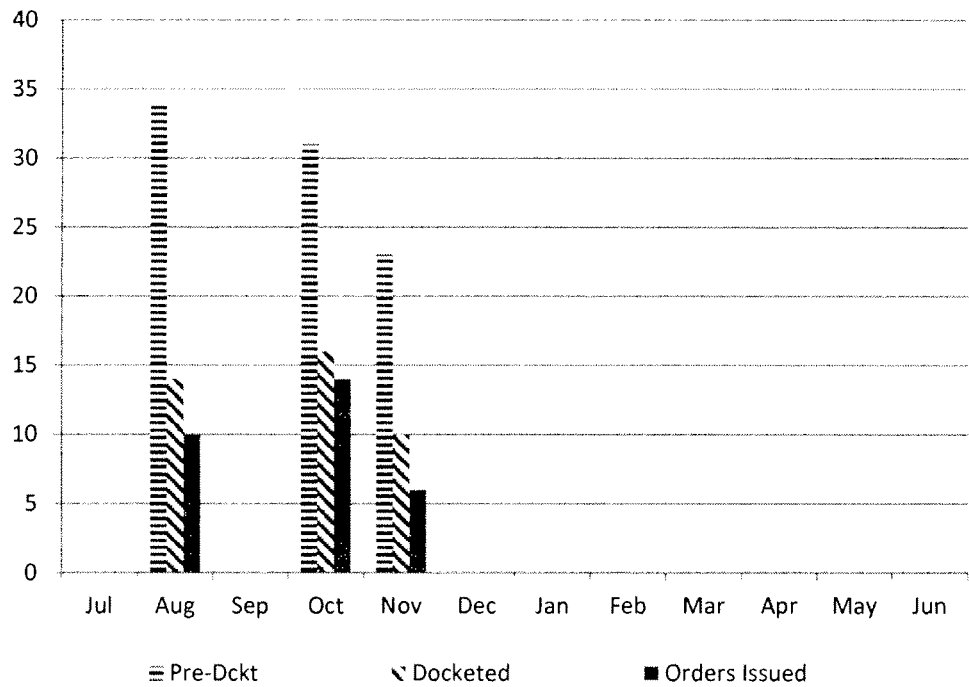
For the Month of November 2012 Rule to Show Cause Hearing cycle:

65 Compliance Investigations were completed.

23 cases were pre-docketed for the November Rule to Show Cause Hearing.

Of those, 13 cases settled prior to the Hearing date.

Of the 10 remaining:  
 3 cases were continued.  
 1 case was settled.  
 6 cases received Orders.



### RTSC FINES BY ORDER

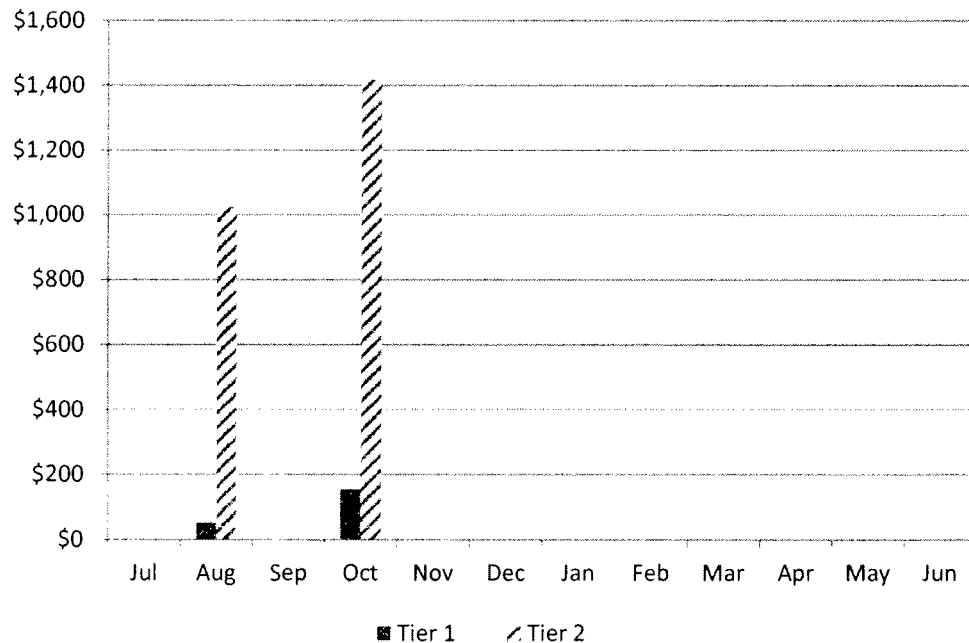
FINE AMOUNTS ARE REPRESENTED IN MULTIPLES OF \$1,000  
 (ie: \$1,000 = \$1,000,000)

At the time of report draft, October 2012 Order information is the most recent available.

Two cases settled at Hearing for \$1,900.00 and are not reflected in the Fine totals herein.

Tier 1 fines Ordered equaled \$156,100. No Teir 1 Fine payments have been received.

Tier 2 fines Ordered equaled \$1,418,100.



Tier 1: Fine amount if paid within 30 days of Order.

Tier 2: Fine amount assessed if Tier 1 fine not paid within 30 days of Order

State of South Carolina



Workers' Compensation Commission

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**To:** Gary Cannon  
SCWCC Executive Director

**From:** Gregory S. Line  
Claims Director

**Date:** 6 – December – 2012

**Subj:** Claims Department  
December 2012 Full Commission Report

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Please find attached information provided to summarize key workflow benchmarks related to the functions of the Claims Department. In addition to the statistical data provided herein, please note the following information.

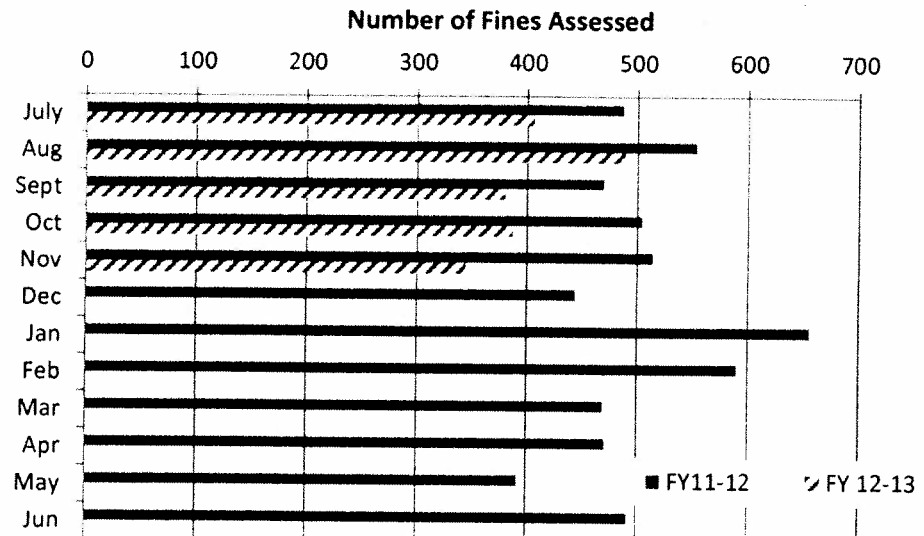
For the month of November 2012, the Claims Department has:

1. Closed 1,829 individual case files.
2. Collected \$64,825 in Fine revenue.
3. Continued to assist IMS in the processing of Carrier related Order and Rule to Show Cause Hearing matters.
4. Continued to provide Informal Conference staff support.
5. Adjusted workflow patterns to compensate for key personnel absence due to medical leave.

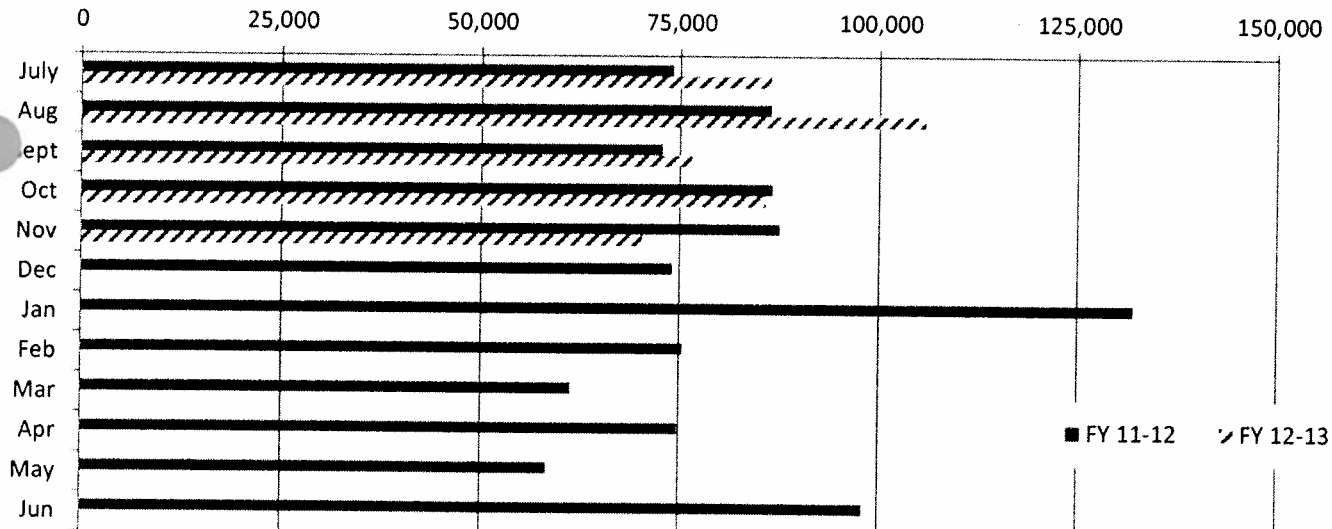
## CLAIMS DEPARTMENT - Fine Activity Report November 2012

The number of fines assessed by the Claims Department decreased slightly in number in November to 344 from 387 in October. The number of Claims fines paid in November (295) decreased by more than 32% from prior month (437).

Total fine dollars assessed in November were \$70,300, a decrease of 18% over prior month (\$85,780). Fine revenue received in November was \$64,825, a decrease of 29% over prior month (\$91,925). Year to Date, Fine revenue received

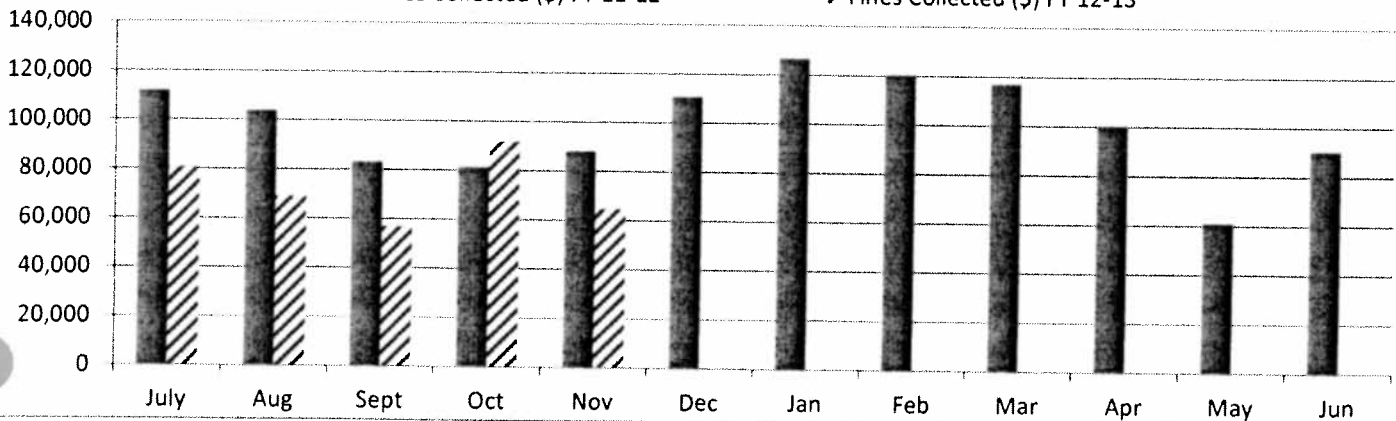


### Net Fines Assessed (\$)



■ Fines Collected (\$) FY 11-12

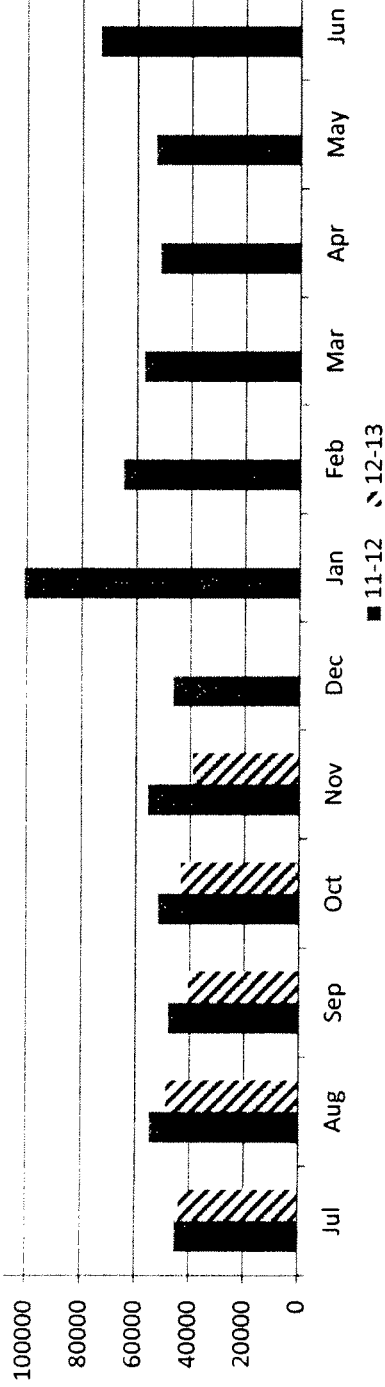
▨ Fines Collected (\$) FY 12-13



## FORM 18 FINE ASSESSMENTS

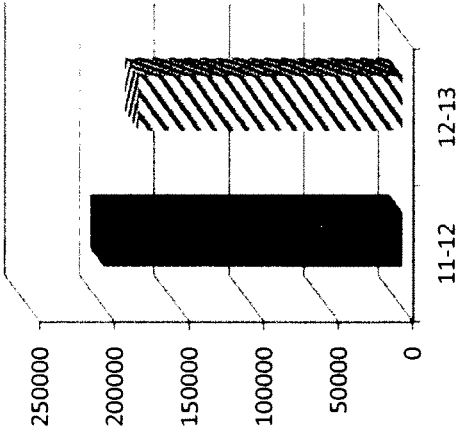
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of November 2012, this has resulted in a 62% drop in Form 18 Fine Assessments (in \$) than were issued in November 2011. The actual number of fines assessed dropped from 514 in November 2011 to 195 in November 2012.



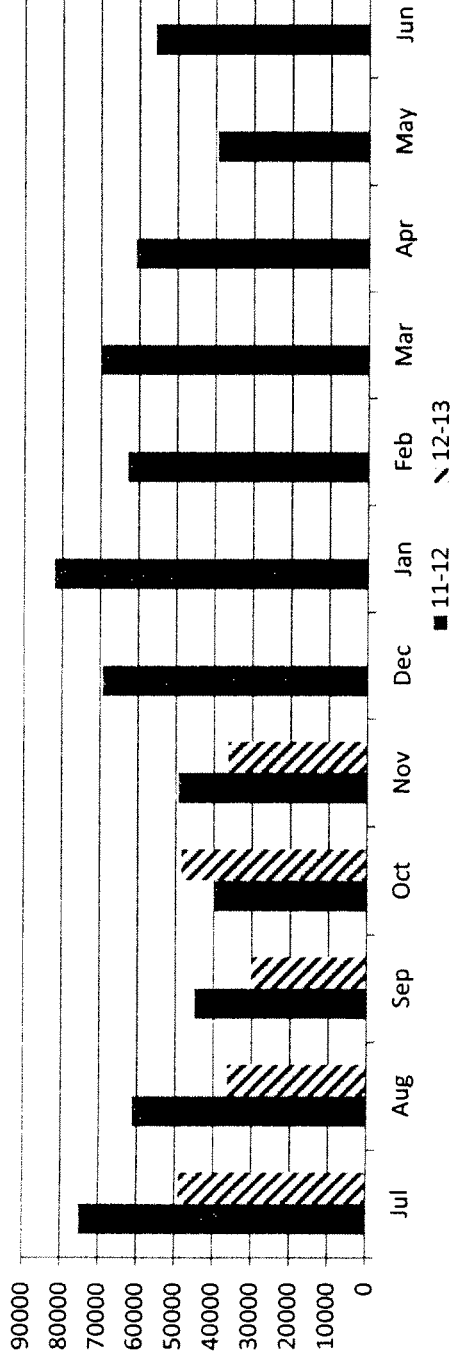
## FORM 18 FINE ASSESSMENTS YTD

Form 18 Fine Assessment is trending at 88% of prior year assessments.



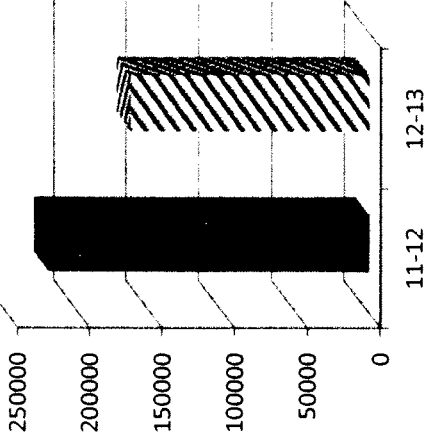
## FORM 18 FINE COLLECTION

In November 2012, the Claims Department received payment on 160 outstanding Form 18 Fines resulting in revenue of \$36,400. This represents a revenue decrease of 27% over prior month, although overall Year to Date Form 18 Fine revenue is lower.



## FORM 18 FINE REVENUE YTD

Form 18 Fine Revenue is trending at 75% of prior year collections.



Fines Collected FY 2009-2010, 2010-2011, 2011-2012, and 2012-2013

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2009-2010	100,383	119,853	100,026	66,565	61,627	54,390	66,200	1,003,600	203,410	159,375	218,150	86,500
2010-2011	147,025	144,825	119,325	120,300	128,000	103,000	104,200	101,700	110,650	119,525	117,875*	124,650**
2011-2012	111,875	103,800	83,300	81,300	85,100	110,700	126,700	120,225	116,915	100,200	61,050	90,450
2012-2013	80,825	69,100	57,075	91,925	64,825							

\*May collected figures include payments 5/1/2010 through 6/1/2010

\*\* June collected figure includes payments 6/12/2010 through 6/30/2010







State of South Carolina

1333 Main Street  
P.O. Box 1715  
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[www.wcc.sc.gov](http://www.wcc.sc.gov)

**Workers' Compensation Commission**

December 17, 2012

Gary M. Cannon  
Executive Director

**RE: December Judicial Report**

The Judicial Department staff has processed 607 Forms 50 this month which is a reduction in those filed last month. Additionally, 289 Defense pleadings have been filed and processed. There have been 34 appeals filed and 34 Full Commission Orders served.

Three mediations were conducted and settled.

The assignment of cases per district remains fairly consistent along with the number of Consent Orders and Motions.

There were 110 Single Commissioner Hearings held during the month of November.

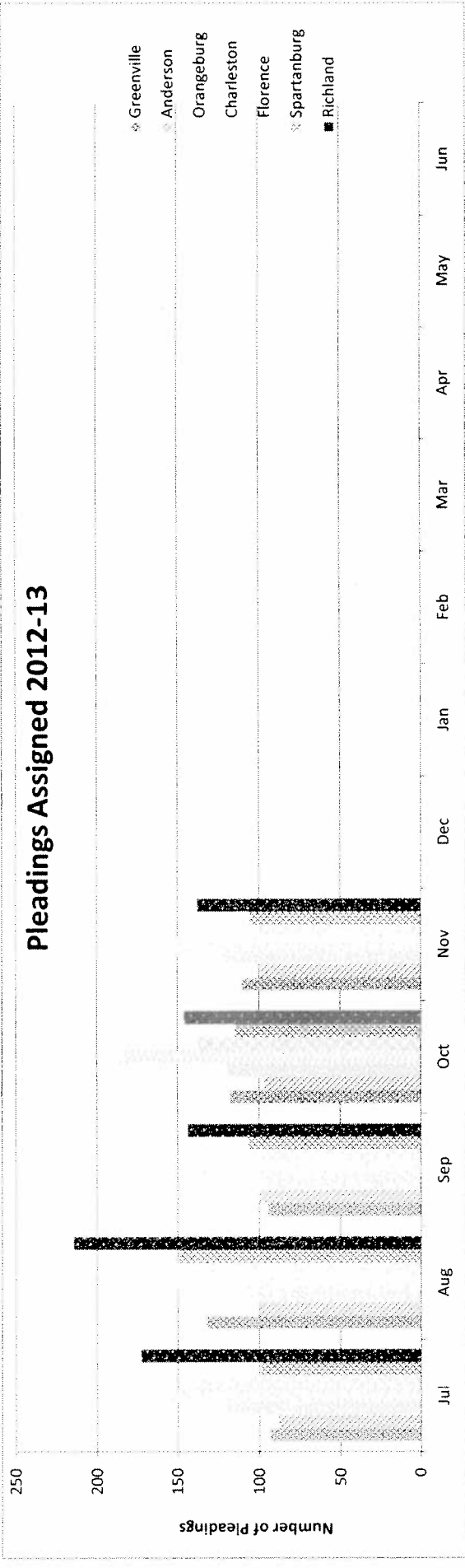
Virginia L. Crocker  
Judicial Director  
[vcrocker@wcc.sc.gov](mailto:vcrocker@wcc.sc.gov)  
803.737.5739 Voice  
803.239.7935 Cell

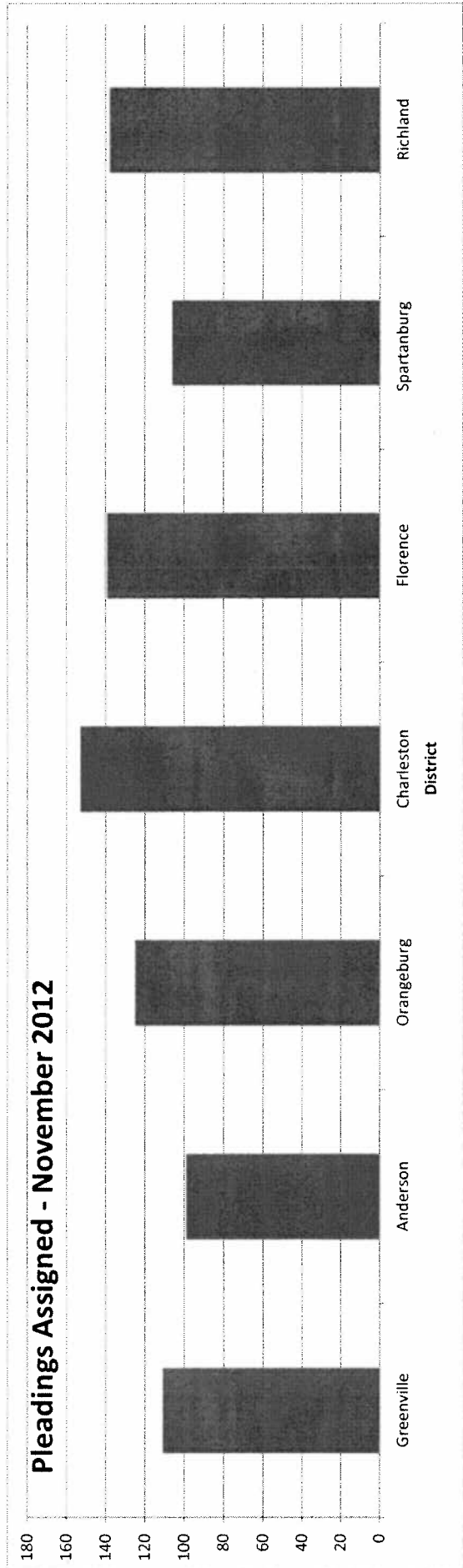
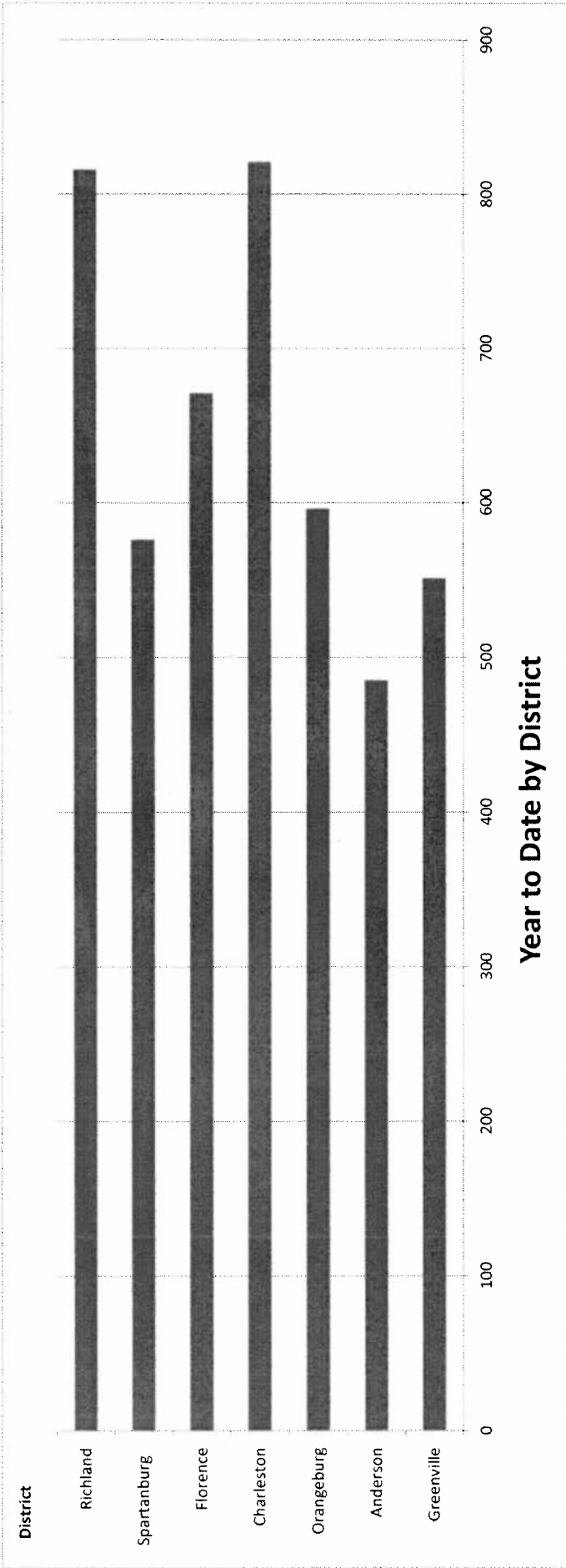




## Pleadings Assigned

	District 1 Greenville		District 2 Anderson		District 3 Orangeburg		District 4 Charleston		District 5 Florence		District 6 Spartanburg		District 7 Richland				
	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	12-13	11-12	10-11		
	Jul	94	85	89	106	111	124	103	118	160	153	169	146	155	146	173	163
Aug	133	140	121	104	106	126	113	113	176	199	193	138	149	184	215	183	132
Sep	95	121	111	95	85	101	128	105	144	143	130	115	107	131	144	148	163
Oct	118	118	99	97	76	120	134	84	188	198	157	117	115	132	146	144	130
Nov	111	159	97	99	50	125	133	122	153	151	140	99	106	138	138	191	151
Dec	164	95	142	81	81	104	111	181	117	88	115	83	115	83	144	118	118
Jan	112	108	90	83	83	122	123	180	111	90	98	101	98	101	129	140	140
Feb	163	132	114	67	67	112	102	141	136	89	117	85	117	85	153	95	95
Mar	118	165	84	100	100	126	109	162	149	140	134	133	134	133	118	159	159
Apr	121	130	89	83	83	101	112	126	143	96	106	106	106	106	185	163	163
May	105	92	79	90	90	131	113	148	130	112	109	86	109	86	144	149	149
Jun	112	95	94	79	79	119	112	170	134	110	143	111	143	111	154	152	152
<b>Totals</b>	<b>551</b>	<b>1518</b>	<b>485</b>	<b>1188</b>	<b>1011</b>	<b>596</b>	<b>1435</b>	<b>821</b>	<b>671</b>	<b>1625</b>	<b>576</b>	<b>1212</b>	<b>816</b>	<b>1856</b>	<b>1692</b>		

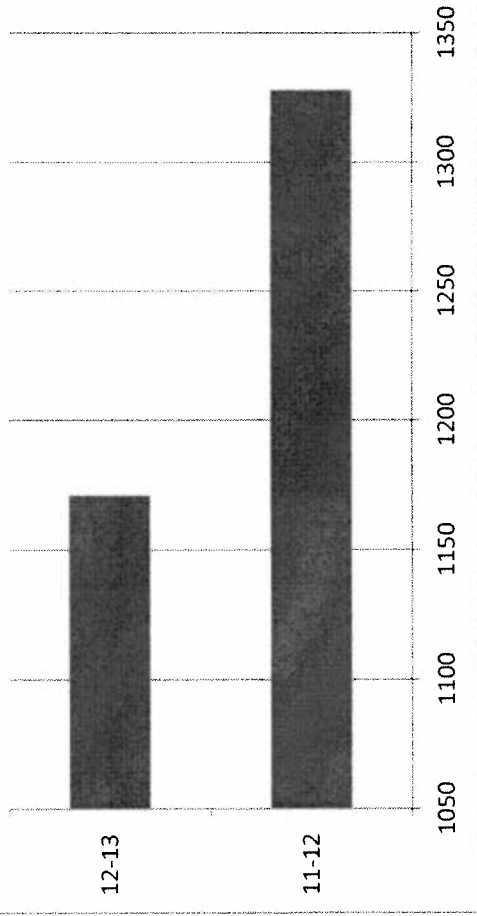




**Informal Conf. Conducted**

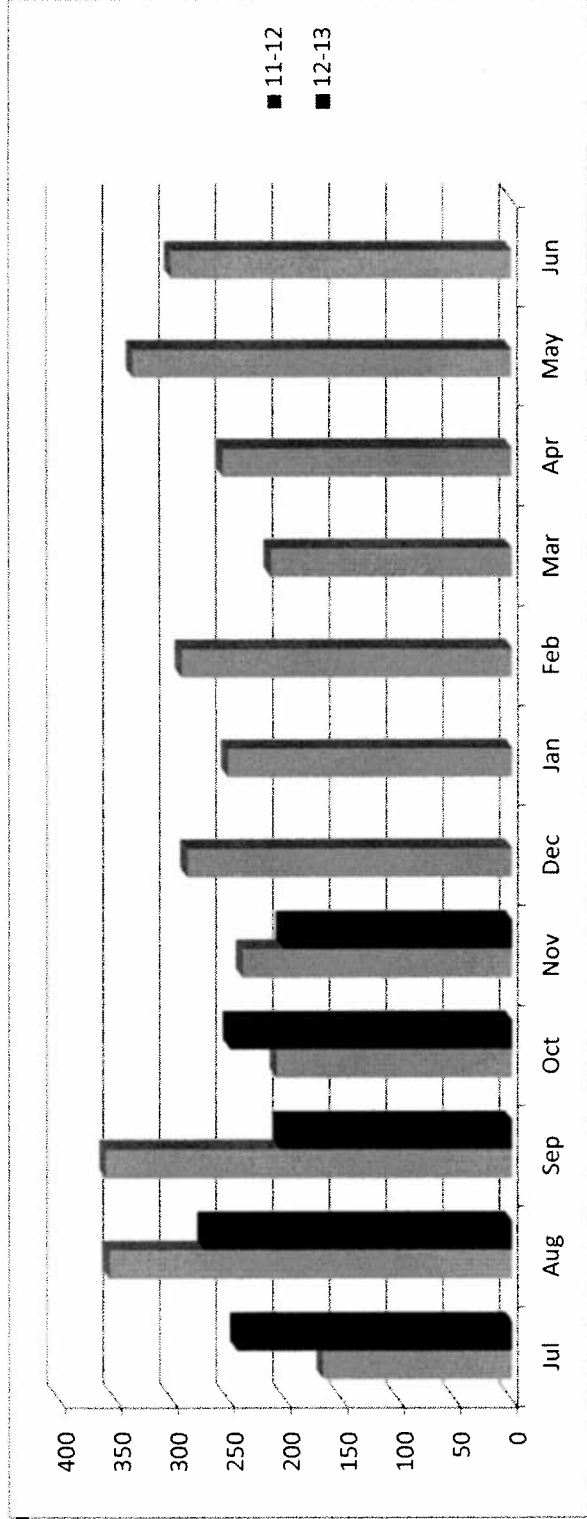
	11-12	12-13	
Jul	167	243	145.5%
Aug	356	272	76.4%
Sep	359	205	57.1%
Oct	208	249	119.7%
Nov	238	202	84.9%
Dec	287		0.0%
Jan	251		0.0%
Feb	292		0.0%
Mar	213		0.0%
Apr	255		0.0%
May	335		0.0%
Jun	301		0.0%
<b>Total</b>	<b>3262</b>	<b>1171</b>	

**IC's to Date v. Prior**



11-12	1328	1171	88.2%
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**Y-T-D**

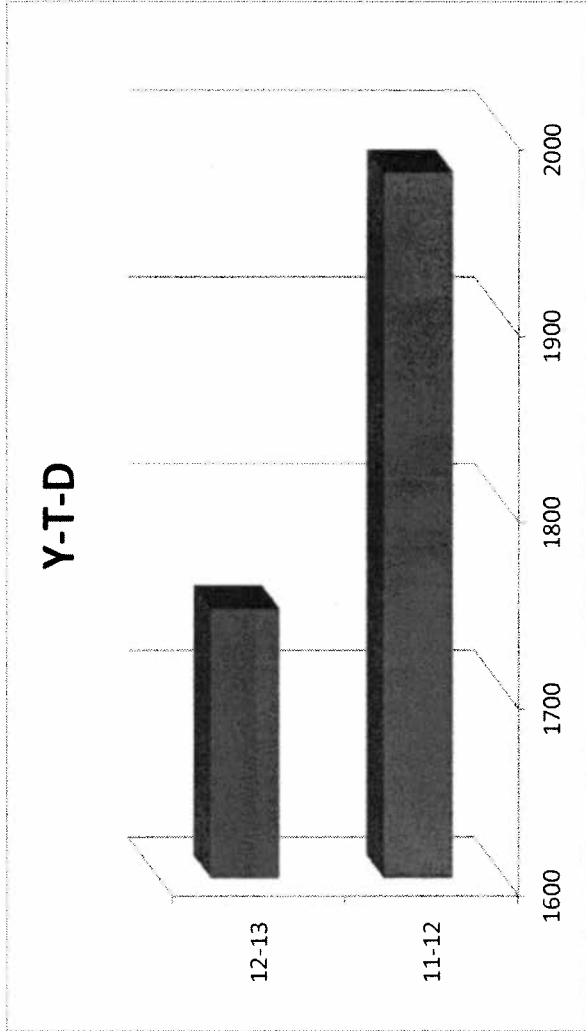




**Informal Conf. Requested**

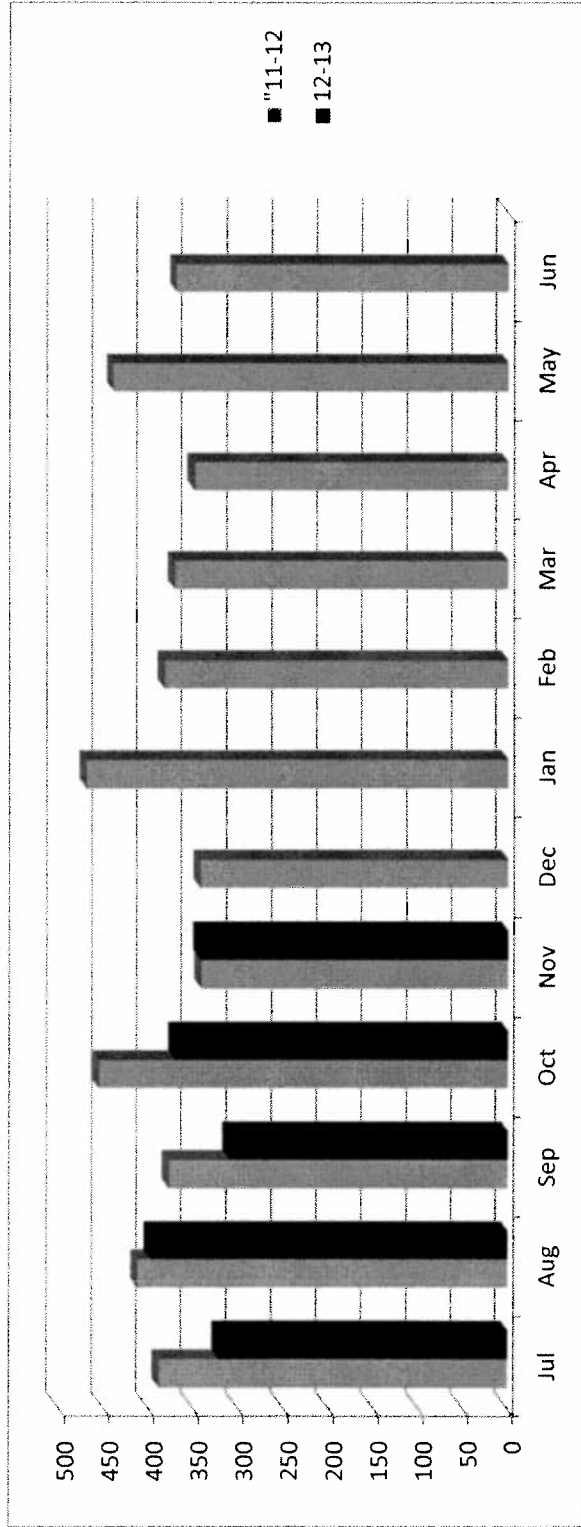
	"11-12	12-13
Jul	389	322
Aug	413	398
Sep	378	310
Oct	456	371
Nov	342	343
Dec	343	
Jan	470	
Feb	383	
Mar	372	
Apr	350	
May	440	
Jun	370	
<b>Total</b>	<b>4706</b>	<b>1744</b>

**Y-T-D**



11-12 1978 1744 0.881699

**Y-T-D**



## Informal Conference & Mediations

Staff	Mileage/Hours	2012												Total		
		Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13			
Staff 1 Greg	SVM 615.00	730.00	983.00	1192.00	783.00											4303.00
	PVM 50.00	0.00	0.00	0.00	0.00											50.00
	Time 60.00	44.00	52.00	56.00	51.00											263.00
	Hotel 0.00	0.00	0.00	0.00	0.00											0.00
Staff 2 DiAnn	SVM 513.00	776.00	424.00	290.00	427.00											2430.00
	PVM 0.00	0.00	0.00	0.00	0.00											0.00
	Time 42.00	59.75	39.00	38.00	42.50											221.25
	Hotel 0.00	111.95	0.00	0.00	0.00											111.95
Staff 3 Kelly	SVM 0.00	0.00	0.00	0.00	0.00											0.00
	PVM 0.00	0.00	0.00	0.00	0.00											0.00
	Time 12.50	12.50	12.50	12.00	12.50											62.00
	Hotel 0.00	0.00	0.00	0.00	0.00											0.00
Staff 4 Robin	SVM 0.00	0.00	0.00	0.00	0.00											0.00
	PVM 0.00	0.00	0.00	0.00	0.00											0.00
	Time 0.00	0.00	0.00	0.00	0.00											0.00
	Hotel 0.00	0.00	0.00	0.00	0.00											0.00
Staff 5 Ginger	SVM 0.00	0.00	0.00	0.00	0.00											0.00
Mediations	PVM 0.00	0.00	346.00	0.00	0.00											346.00
	Time 8.00	0.00	60.50	16.00	7.00											91.50
	Hotel 0.00	0.00	0.00	0.00	0.00											0.00

Totals FY 2012-2013	
SVM = State Vehicle Miles	6733.00
PVM = Personal Vehicle Miles	396.00
T = Time	637.75
H = Hotel Cost	111.95

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## *Workers' Compensation Commission*

### **Executive Director's Report**

**Gary M. Cannon**

**December 17, 2012**

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

An All Employee meeting was held on November 16; Executive Staff met on November 20 and the Leadership Team met on December 4.

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

For the period November 7 through December 7, 2012 the Executive Director's Office had 415 contacts with various system constituents and stakeholders. 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.

#### **SCWCC Stakeholder Electronic Distribution List**

For the period November 6 through December 7, 2012, we added 15 individuals to the Commission's stakeholder distribution list. We have 342 individuals currently receiving notifications from the Commission.

#### **Claims Adjusters Focus Group**

Last year the Commission hosted a focus group lunch and discussion with workers' compensation claims adjusters to discuss ways to improve the Workers' Compensation system. As a result of the meeting we implemented improvements to the Informal Conference process. We hosted another adjuster's focus group meeting on Thursday, November 29, 2012 with 17 participants and three staff members. We discussed the current Informal Conference process. The group offered suggestions on scheduling informal conferences.

#### **Commuted Value Discount Calculation Advisory Committee**

The Committee met on Wednesday, November 14, 2012. A recommendation will be presented at the Commission Business Meeting in January.

**Surgical Implant Advisory Committee**

The Committee met on Friday, December 7, 2012. The language for the committee's recommendation is being drafted. We anticipate a recommendation will be presented at the Commission's January Business Meeting.

**Other Meetings**

The Executive Director participated in the following meetings/activities:

- November 15 – SC Municipal Insurance Trust Annual Meeting Presentation
- December 4 – meeting with Jeff Griffith re: MSPM and SAS Electronic Security

**SC Vocational Rehabilitation Department**

Attached is a statistical report on SCVRD/WCC referrals provided by Michelle Prevost, SCVRD Counselor, for November 2012.

**Court Fines and Assessments Aging Report**

The attached Fines and Assessments Aging Report reflects the number and amount of fines assessed for the period ending November 30, 2012.

Fines and Assessments Aging Report  
Monthly Totals

	Summary All Depts.	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Total	\$1,119,034	\$1,110,890	\$1,120,312	\$1,111,051	\$1,122,185							
Count	2,428	2,457	2,449	2,300	2,282							
> 91 Days	\$880,507	\$893,195	\$900,917	\$871,058	\$870,994							
Count	1,752	1,720	1,741	1,667	1,669							
61-90 Days	\$49,881	\$58,158	\$44,755	\$46,840	\$35,291							
Count	103	163	140	137	108							
31-60 Days	\$77,108	\$62,042	\$67,428	\$60,280	\$76,527							
Count	232	216	229	183	172							
< 30 days	\$111,537	\$97,494	\$107,212	\$132,872	\$139,372							
Count	341	358	339	313	333							
Of Fines Over 90 Days Old												
Orders	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275							
Count	5	5	5	5	5							
Judgments	\$250,792	\$250,792	\$250,792	\$250,792	\$250,792							
Count	537	537	537	537	537							

Claims	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$444,201	\$447,068	\$446,518	\$410,093	\$396,698							
Count	2,039	2,046	2047	1887	1874							
> 91 Days	\$297,852	\$288,568	\$300,268	\$286,218	\$281,768							
Count	1,433	1387	1412	1350	1348							
61-90 Days	\$19,644	\$40,450	\$32,800	\$26,450	\$21,450							
Count	86	150	128	118	93							
31-60 Days	\$59,200	\$48,450	\$45,950	\$35,475	\$34,780							
Count	218	198	204	160	150							
< 30 days	\$67,505	\$69,600	\$67,500	\$61,950	\$58,700							
Count	302	311	303	259	283							
Of Fines Over 90 Days Old												
Orders	\$1,275	\$1,275	\$1,275	\$1,275	\$1,275							
Count	5	5	5	5	5							
Judgments	\$92,043	\$92,043	\$92,043	\$92,043	\$92,043							
Count	474	474	474	474	474							

Compliance	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$605,215	\$584,952	\$603,030	\$634,322	\$662,143							
Count	230	224	233	237	238							
> 91 Days	\$521,260	\$537,823	\$538,841	\$532,194	\$537,430							
Count	195	199	203	200	198							
61-90 Days	\$29,437	\$15,686	\$11,124	\$16,840	\$12,241							
Count	13	9	7	5	7							
31-60 Days	\$15,686	\$11,874	\$16,840	\$22,605	\$37,778							
Count	9	8	5	12	9							
< 30 days	\$38,832	\$19,569	\$36,225	\$62,682	\$74,693							
Count	13	8	18	20	24							
Of Fines Over 90 Days Old												
Orders												
Count												
Judgments	\$158,749	\$158,749	\$158,749	\$158,749	\$158,749							
Count	63	63	63	63	63							

Coverage	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$52,600	\$57,225	\$49,650	\$43,200	\$39,600							
Count	137	139	125	129	125							
> 91 Days	\$46,000	\$49,025	\$42,850	\$33,400	\$31,600							
Count	104	98	91	80	85							
61-90 Days	\$600	\$600	\$400	\$2,400	\$1,600							
Count	3	3	2	12	8							
31-60 Days	\$800	\$1,000	\$3,200	\$2,200	\$1,800							
Count	4	5	16	11	9							
< 30 days	\$5,200	\$6,600	\$3,200	\$5,200	\$4,600							
Count	26	33	16	26	23							
Of Fines Over 90 Days Old												
Orders												
Count												
Judgments												
Count												
Judicial												
Division Total	\$17,018	\$21,644	\$21,114	\$23,436	\$23,744							
Count	22	48	44	47	45							
> 91 Days	\$15,396	\$17,779	\$18,958	\$19,245	\$20,195							
Count	20	36	35	37	38							
61-90 Days	\$200	\$1,423	\$431	\$1,150	\$0							
Count	1	1	3	2	0							
31-60 Days	\$1,423	\$718	\$1,438	\$0	\$2,169							
Count	1	5	4	0	4							
< 30 days	\$0	\$1,725	\$287	\$3,040	\$1,379							
Count	0	6	2	8	3							



## South Carolina Vocational Rehabilitation Department

*Enabling eligible South Carolinians with disabilities to prepare for,  
achieve and maintain competitive employment.*

Barbara G. Hollis, Commissioner

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### MEMO

TO: Gary Cannon  
FROM: Chuck Hamden, SCVRD Counselor  
DATE: November 30, 2012  
RE: SCVRD/WCC Referrals

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As the SCVRD counselor assigned to the Workers Compensation Commission, I held office hours at WCC for four (4) days in the month of November.

During the November office hours, SCVRD has continued to review of approximately 1300 WCC Richland County cases for 2010. Six-hundred (600) cases were reviewed during the month and twenty-five (25) referral letters have been sent. This endeavor will continue in order review all of the 2010 cases for the Lexington/Richland area based upon body type and severity of injury through the Claims Maintenance and Documents on file for the cases.

As of November 30th, we had the following contacts regarding potential WCC referrals:

- For the letters sent out in November, I have received five (5) returned phone calls. Three respondents were set up with appointments, one each in Richland, Lexington, and Orangeburg counties. Two additional responses were received. I discussed the SCVRD program to both and both individuals decided to follow-up if they believe they would benefit from VR services in the future. Three letters have been returned with no forwarding address.
- Received direct contact from a Claimant's Attorney who is currently filing a claim. Contact letter has been sent directly to the claimant and their Attorney. No response has been received at this time.
- Three (3) referrals for WCC staff are being processed for Job Retention Services. At this time, one has been completed and an Individual Plan for Employment (IPE) has been completed for planned services. The second was determined to be eligible for services on 11/28/2012 and an IPE will be completed. The third case is awaiting medical records to determine eligibility.
- Two additional referrals were received for previous claimants and contact will be made: one was a referral from WCC Staff and the second was from a direct email contact. SCVRD will make contact with both individuals to discuss SCVRD program and benefits.





Primary Disability	#
Mobility Impairments	3
Manipulation/dexterity impairments (hand/fingers)	5
Other Orthopedic Impairments (e.g. limited range of motion)	17
General physical debilitation (faigue, weakness, chronic pain)	1
Hearing or visual impairments	
Other physical impairments (not listed above)	3
Total	29

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## *Workers' Compensation Commission*

**TO:** Gary M. Cannon, Executive Director  
**FROM:** J. Keith Roberts, Law Clerk  
**DATE:** November 8, 2012  
**RE:** Electronic Service

### ISSUE

You asked me to perform research regarding the effective date of filing and service of electronic documents as provided in 25A S.C. Code Regs. 67-211 and 67-213.

### ANALYSIS

R.67-211 and R.67-213 state when service or filing is accomplished for documents sent by first class mail and certified mail, but remain silent as to when it is accomplished for documents sent electronically. For the filing and service of hearing requests and other forms and documents, the regulation provides "[s]ervice is deemed complete upon mailing unless the form is returned." R.67-211. For Orders of the Workers' Compensation Commission, the regulation provides "[w]hen service is made by certified mail, the date of service is the date of the addressee's receipt indicated by the certified mail return receipt. When service is made by first class mail, five days are added to the date of mailing. Service by first class mail is deemed complete five days after the date of deposit in the United States Postal Service." R.67-213(A)(2). For Hearing Notices "[s]ervice is deemed complete upon mailing. . . [t]he commission may. . . serve such notices by certified mail. . . [s]ervice by certified mail is deemed complete upon receipt." R.67-213(B).

The Federal Rules explicitly state how and when service or filing is completed electronically, as well as by conventional methods of delivery. *See* Federal Local Civil Rules for the United States District Court of South Carolina. Because the Commission has stated by regulation the effective date of service or filing when documents are served conventionally, I do not see how the Commission can identify the effective date of service or filing for electronic documents except by regulation.

If the Commission wants to resolve the discrepancy that has been created by the regulations defining the effective date of service or filing for conventional methods of delivery but not for electronic service, the Commission has two options. It may do nothing and wait for the

discrepancy to be resolved judicially, or it may resolve the discrepancy administratively, by the promulgation of regulations pursuant to S.C. Code Ann. § 42-3-30 (1976).

If the Commission desires to resolve the discrepancy by regulation, I have identified three ways the Commission might accomplish this goal. First, the Commission could add language to the existing Regulations R.67-211 and R.67-213 clarifying the effective date of filing or service for electronic documents. Second, it could create a new regulation explicitly stating the effective date of filing or service for electronic documents. Finally, it could authorize by regulation the creation and maintenance by the Commission of a manual providing policies and procedures for the use of electronic documents.

If the Commission chooses to govern the policies and procedures of electronic service by manual, it could look to the Federal courts for guidance as to how it should be structured. The Federal Local Civil Rules for the United States District Court of South Carolina Rule 5.02 provides the authority for the courts to use electronic filing and service and create policies and procedures regarding their use.

Choosing to control the use of filing and service of electronic documents by a policies and procedures manual would provide the Commission with the flexibility to update the manual without having to go through the process of changing the regulation. It would also give the Commission the ability to stay current with evolving technology and quickly address electronic security issues. This would also create an official publication that would allow the Commission and its IT staff to provide step-by-step instructions to users of electronic filing and service, ensuring consistency and uniformity.

#### CONCLUSION

I am unaware of any way the discrepancy created by the regulations defining the effective date of service or filing for conventional methods of delivery but not for electronic service without a judicial opinion or a regulatory amendment. If the Commission chooses to amend the regulation or create a new regulation, it must do so pursuant to the Administrative Procedures Act. I will be available to discuss these issues and address any questions the Commissioners may have at the Full Commission Business Meeting on Tuesday, November 13, 2012.

## OPTION 1- Define by New Regulation

### **67-217. Effective Date of Service of Forms and Documents**

Whenever the Commission or a party serves or files papers electronically pursuant to R.67-211 or R.67-213, service or filing is deemed completed at the time the file is sent to the proper electronic mail address on file with the Commission, unless the electronic mail server or internet service provider indicates that the file did not reach the recipient. If the serving party receives indication that the file did not reach the recipient, service may be completed pursuant to the other methods of service provided for under R.67-211 and R.67-213, or pursuant to the South Carolina Rules of Civil Procedure.

--or--

### **67-217. Effective Date of Service of Forms and Documents**

Whenever the Commission or a party serves or files papers electronically pursuant to R.67-211 or R.67-213, service or filing is deemed completed five days after the date the file is sent to the proper electronic mail address on file with the Commission, unless the electronic mail server or internet service provider indicates that the file did not reach the recipient. If the serving party receives indication that the file did not reach the recipient, service may be completed pursuant to the other methods of service provided for under R.67-211 and R.67-213, or pursuant to the South Carolina Rules of Civil Procedure.

## OPTION 2- Amend Existing Regulations

### **67-211. Service of Forms and Documents.**

#### A. Claimant's Request for Hearing.

(1) When the claimant is represented by an attorney, the attorney shall serve a copy of the Form 15(III), Form 50, or Form 52 hearing request electronically or by depositing the form in the United States Postal Service first class postage, addressed to the opposing parties pursuant to R.67-210. Service is deemed complete upon mailing or electronic service unless the form is returned. If the form is returned, service may be completed pursuant to the South Carolina Rules of Civil Procedure. A hearing will not be set until service is complete and proof of service is filed with the Judicial Department.

(2) When the claimant is not represented, the claimant may serve the Form 15(III), Form 50, or Form 52 hearing request as set forth in A(1) above. When the claimant does not serve the hearing request, the Commission will serve the request electronically or by depositing the form in the United States Postal Service first class postage, addressed to the opposing parties per R.67-210.

## B. Employer's Representative's Request for Hearing and/or Response to a Request For Hearing.

(1) When the claimant is represented by an attorney, the employer's representative shall serve a copy of the Form 21, Form 51, or Form 53 electronically or by depositing the form in the United States Postal Service first class postage, addressed to the claimant's attorney. Service is deemed complete upon mailing or electronic service unless the form is returned. If the form is returned, service may be completed pursuant to the South Carolina Rules of Civil Procedure. A hearing will not be set until service is complete and proof of service is filed with the Judicial Department.

(2) When the claimant is not represented by an attorney, the employer's representative shall serve a copy of the Form 21, Form 51, or Form 53 by personal service or by certified mail, return receipt requested, delivery restricted to the addressee. When service is by certified mail, service is complete the date of the addressee's receipt of the form as indicated by the signed certified mail return receipt. If the form is returned, service may be completed pursuant to the South Carolina Rules of Civil Procedure. A hearing will not be set until service is complete and proof of service is filed with the Judicial Department.

## C. Other Forms and Documents.

(1) Unless otherwise specified in this Chapter, serve other forms and documents electronically or by depositing the form or document in the United States Postal Service first class postage, addressed to the opposing parties per R.67-210. Service is deemed complete upon mailing or electronic service unless the document is returned. If the document is returned, service may be completed pursuant to the South Carolina Rules of Civil Procedure.

(2) When the claimant is not represented by an attorney, the claimant may serve a form or document according to C(1) above. When the claimant does not serve the form or document, the Commission will serve it by depositing the form or document in the United States Postal Service first class postage, addressed to the opposing parties per R.67-210.

(3) Hearing notices may be served electronically pursuant to R.67-210. Service is deemed complete at the time the file is sent to the proper electronic mail address on file with the Commission, unless the electronic mail server or internet service provider indicates that the file did not reach the recipient. All unrepresented claimants and uninsured employers shall be served by depositing the notice in the United States Postal Service, first class postage per R.67-210.

## **67-213. Service of Orders, Hearing Notices, and Review Hearing Notices.**

A. The Commission serves orders electronically, by certified mail, return receipt requested or by

deposit in the United States Postal Service, first class postage, addressed to the parties according to R.67-210.

(1) Service is made by delivering a copy of the order to a party representing himself or herself or to the attorney representing the party.

(2) When service is made by certified mail, the date of service is the date of the addressee's receipt indicated by the certified mail return receipt. When service is made by first class mail, five days are added to the date of mailing. Service by first class mail is deemed complete five days after the date of deposit in the United States Postal Service. Electronic service is deemed completed at the time the file is sent to the proper electronic mail address on file with the Commission, unless the electronic mail server or internet service provider indicates that the file did not reach the recipient.

B. The Commission serves hearing notices and Form 31, Review Hearing Notices, electronically or by deposit in the United States Postal Service first class postage, addressed to the parties according to R.67-210. Service is deemed complete upon mailing or electronic service. All unrepresented claimants and uninsured employers shall be served by depositing the notice in the United States Postal Service, first class postage per R.67-210. The Commission may, but is not required to, serve such notices by certified mail, return receipt requested. Service by certified mail is complete upon receipt.

C. When an attorney represents a party, the party is not served. If the mailing is returned, service may be completed as in R.67-211.

#### OPTION 3- Create Authority to Define by Manual

### **67-217. Electronic Filing and Service of Forms and Documents**

The Commission shall establish a manual setting the guidelines for the electronic filing and service of documents.

*State of South Carolina*

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*Workers' Compensation Commission*

**To: Commissioners**

**From: Gary Cannon, Executive Director**

**Subject: DSIT Contract**

**Date: December 12, 2012**

At the November Business Meeting, the Commission voted to carry over consideration of the DSIT contract until the next Business Meeting. After that meeting, we requested DSIT include language in the contract to address DSIT's responsibility for the security of the Commission's electronic data. The revised contract was not ready to be included on the agenda for this month's meeting. I respectfully request the matter be carried over until the January Business Meeting.



STATE OF SOUTH CAROLINA )  
COUNTY OF RICHLAND )  
\_\_\_\_\_ )

BEFORE THE SOUTH CAROLINA  
WORKERS' COMPENSATION  
COMMISSION

In Re: Average Weekly Wage  
Maximum Compensation Rate  
Effective January 1, 2013

The South Carolina Department of Employment and Workforce has certified the average weekly wage in South Carolina for the period of July 1, 2011 through June 30, 2012, was Seven Hundred Forty Three Dollars and Seventy Two Cents (\$743.72). South Carolina Code Ann. Section 42-9-10, provides, in pertinent part, that "The injured employee may not be paid more each week than the average weekly wage in this State for the preceding fiscal year." Therefore according to South Carolina Code Sections 42-1-50; 42-9-10; and 42-9-20, et seq. (Law. Co-op 1976), the maximum weekly compensation rate for injuries arising on and after January 1, 2013, shall be Seven Hundred Forty Three Dollars and Seventy Two Cents (\$743.72).

AND IT IS SO ORDERED!

\_\_\_\_\_  
T. Scott Beck, Chairman

\_\_\_\_\_  
Susan S. Barden, Vice Chair

\_\_\_\_\_  
Andrea C. Roche, Commissioner

\_\_\_\_\_  
Avery B. Wilkerson, Jr., Commissioner

\_\_\_\_\_  
Derrick L. Williams, Commissioner

\_\_\_\_\_  
Gene McCaskill, Commissioner

\_\_\_\_\_  
Melody L. James, Commissioner

In Chambers  
Columbia, South Carolina

\_\_\_\_\_  
Date

PO Box 995  
1550 Gadsden Street  
Columbia, SC 29202  
www.dew.sc.gov



Nikki R. Haley  
Governor

Abraham J. Turner  
Executive Director

November 30, 2012

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DEC 01 2012

S. C. WORKERS' COMP. COMM  
EXECUTIVE DIRECTOR

Mr. Gary Cannon  
Office of Executive Director  
Workers' Compensation Commission  
1333 Main Street  
Columbia, SC 29202-1715

Dear Mr. Cannon,

As requested, this letter certifies that the average weekly wage for July 1, 2011 through June 30, 2012 as computed under South Carolina Employment Security Law was \$743.72.

If you should have any questions or need any further information, please contact Brenda Lisbon, Director of Labor Market Information, at 737-2813.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to be "Abraham J. Turner".

Abraham J. Turner  
Executive Director

AJT:cm

ES-8

*"Putting South Carolinians Back to Work"*