

A G E N D A

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

1333 Main Street, 5th Floor
Columbia, South Carolina 29201

April 21, 2014 – 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 APRIL 21, 2014 *CHAIRMAN BECK*
2. APPROVAL OF MINUTES OF THE BUSINESS MEETING OF MARCH 17, 2014 (Tab 1) *CHAIRMAN BECK*
3. GENERAL ANNOUNCEMENTS *MR. CANNON*
4. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. SMITH*
5. DEPARTMENT DIRECTORS' REPORTS *MR. CANNON*
 - Administration – Financial Report (Tab 3) *MS. FLOYD*
 - Human Resources (Tab 4) *MS. HARTMAN*
 - Information Services (Tab 5) *MR. DUFFIELD*
 - Insurance & Medical Services (Tab 6) *MS. SPANN*
 - Claims (Tab 7) *MS. CROCKER*
 - Judicial (Tab 8)
6. EXECUTIVE DIRECTOR'S REPORT (Tab 9) *MR. CANNON*
7. OLD BUSINESS *CHAIRMAN BECK*
8. NEW BUSINESS *CHAIRMAN BECK*
 - A. Certification of Appellate Record (Tab 10) *MR. CANNON*
 - B. Information Security Policies (Tab 11) *MR. CANNON*
9. EXECUTIVE SESSION *CHAIRMAN BECK*
 - A. Legal Briefing *MR. ROBERTS*
 - B. Personnel Matter *MR. CANNON*
10. ADJOURNMENT *CHAIRMAN BECK*

Table of Contents

1	Approval of Minutes of the Business Meeting of March 17, 2014
2	Self-Insurance
3	Administration
4	Human Resources
5	Information Services
6	Insurance & Medical Services
7	Claims
8	Judicial
9	Executive Director's Report
10	Certification of Appellate Record
11	Information Security Policies

THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, March 17, 2014

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, March 17, 2014 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
AISHA TAYLOR, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER

Present also were Gary M. Cannon, Executive Director; Diana Gantt, Accounting/Fiscal Manager; Cathy Floyd, Human Resources Manager; Betsy Hartman, IT Director; Grant Duffield, Insurance and Medical Services Director; Sonji Spann, Claims Director; Eugenia Hollmon, Judicial Department; Wayne Ducote, Coverage & Compliance Director; Amanda Underhill, Business Analyst; W.C. Smith, Self-Insurance Director; and Keith Roberts, Attorney. Also present were: Clara Smith and Gary Christmas, Injured Workers' Advocates; and Amy Quinn, NCCI.

Chairman Beck called the meeting to order at 10:45 a.m.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF FEBRUARY 18, 2014

Commissioner Barden moved that the minutes of the Business Meeting of February 18, 2014 be approved. Commissioner Taylor seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

There were no general announcements.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Twenty-three (23) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund
Ladson Wood Recycling

SC Home Builders SIF

Absolute AV Innovations, LLC
All Seasons Home Care Services, Inc.
B&C Pressure Washing Quality Painting
B&F Grading & Seeding, LLC
Carolina Drywall
Debbie Stockbridge
Dwelling Group, LLC
Gallup & Lafitte, Inc.
Garbade Landscape Services, Inc.
Gowan Residential Services, LLC
Grindstaff, LLC
Jose Gonzalez dba Gonzalez Painting
Juan Rodriguez dba Rodriguez Masonry Construction
Michael Williams dba Seven Cedar Builders
Otonu Services, LLC
Preston Installation, LLC
Richard Sturkie
South Star Homes, LLC
Summit Construction Group, LLC
The Dlorch Group, LLC
Tropical Builders, Inc.
William Lile, Randy Lile, & Sherry Lile dba Fourwinds Construction

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

DEPARTMENT DIRECTORS' REPORTS

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

Administration Department

Diana Gantt presented the Summary of Revenues and Expenditures for the period ending February 28, 2014. The benchmark for February is 66.67%. The Commission's revenues are at 65%, and expenditures are at 65%.

Human Resources Department

Cathy Floyd presented the Human Resources report for the period of February 12, 2014 through March 11, 2014. Ms. Floyd announced Driver Safety Driving is scheduled for Wednesday, March 19, 2014, in the first floor conference room from 8:30 a.m. – 5:00 p.m. All employees who drive state vehicles are required to attend an eight-hour driver safety training course as well as a four-hour refresher course every three years.

Ms. Floyd made the following announcements:

- Rita Regal was selected to fill the Administrative Specialist II (Receptionist) position. She began her employment with the Commission on March 3, 2014.
- Marlene Johnson-Moore began her law clerk internship on March 12, 2014.

- The Commission received 42 applications for the Insurance Claims Examiner II position in the Judicial Department. Two applicants withdrew their application. Ten interviews were conducted on March 10 and 11, 2014.

Information Services

Betsy Hartman presented the Information Services Department's report. IT continues to work on the development of workflows to process uploaded documents. Ms. Hartman announced the Form 18 fine assessment correction program is implemented and all fines assessed correctly and up to date. She reported two new copiers/scanners were installed. IT will install the necessary software to enable the PC to fax feature.

Insurance & Medical Services

Grant Duffield presented the Insurance & Medical Services Department's report. Mr. Duffield reported that the Compliance Division's year-to-date revenue trend is 166% of prior year and coverage fines are at 228% of collections for the same period. Year-to-date self-insurance tax revenue is trending at 99 % of prior year.

Mr. Duffield said to better demonstrate the Compliance Division's activities, the Insurance & Medical Services report has been enhanced to include statistics on the number of employers the Compliance Division has compelled into compliance with the S.C. Workers' Compensation Act.

Claims Department

Sonji Spann presented the Claims Department's report. For the month of February, the Claims Department closed 2,210 individual case files. The fine revenue received in February was \$38,500. Claims Examiners reviewed 136 individual case files. A total of 179 Informal Conferences were conducted in six locations with 108 settled. Three locations were canceled due to hazardous weather conditions.

Ms. Spann reported that each examiner is processing all Commission forms. The File Room is scanning all forms to the examiner according to their examiner number.

Judicial Department

On behalf of Virginia Crocker, Eugenia Hollmon presented the Judicial Department's report. Ms. Hollmon reported the Judicial Department has submitted a recommendation to fill the vacant position in the Appellate Division to Mr. Cannon.

Ms. Hollmon reported for the month of February, 162 mandatory mediations with seven ordered mediations were conducted, and the Judicial Department processed 779 pleadings along with 91 motions. Twenty-four mediations in the Exide cases will be conducted on March 17-18.

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:

Proposed Amendments to R 67-1605 (R 4399) Lump Sum Payment

Mr. Cannon reported the Senate Judiciary Committee carried the matter over at their meetings on March 4 and March 11. The regulation is pending in the General Assembly.

Informal Conference and Hearing Costs Assessment

Mr. Cannon said the Commission voted at the February 2014 Business Meeting to carry over consideration of FY 2014 Informal Conference and Hearing Costs Assessment. Mr. Cannon reported staff is still conducting research on the various methodologies and cost allocation methods for establishing the costs.

FY 2014-15 Budget

Mr. Cannon reported the FY 2014-15 Budget was presented to the Senate Transportation and Regulatory Committee on March 13, 2014.

Advisory Committee

Mr. Cannon said the Commission approved creating an Ad Hoc Advisory Committee of stakeholders to study the issue of the use of prescribed narcotics for patients receiving treatment as a result of workers' compensation injury. He reported staff is developing a list of names of stakeholders as potential members of the committee.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. NCCI Lost Cost Filing

Chairman Beck recognized Amy Quinn, State Relations Executive, Regulatory Services Division, for the National Council on Compensation Insurance, Inc. (NCCI), and welcomed her to the meeting.

Ms. Quinn briefed the Commission on the recent South Carolina Workers' Compensation Voluntary Market Loss Costs and Rating Values Filing to be effective September 1, 2014.

ADJOURNMENT

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

The March 17, 2014 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:06 a.m.

Reported April 21, 2014

Kim Ballentine, Office of the Executive Director

INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: DIANA GANTT, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING MARCH 31, 2014
DATE: 4/10/2014

The Summary of Revenues and Expenditures for the period ending March 31, 2014, is attached.

- March is the 9th Fiscal Month of Fiscal Year 2014.
- The benchmark for March is 75%. The Commission's revenues are at 74.33% and expenses are at 71%.
- There were 86 payment made to vendors, travelers, and other State Agencies
- The following is a summary of each department expenditure benchmarks:

General Fund: Total expenditures are at 71%.

Earmark Fund:

Commissioners –

- Total expenditures are at 70% of budget.

Administration –

- Overall the expenditures are 75% of budget.

Claims –

- Expenditures are at 72% of budget.

Insurance & Medical –

- Total expenditures are at 73% of budget

Judicial –

- Total expenditures are at 55% of budget.

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2013 - 2014 Budget
March 31, 2014

	Budget	FY To Date	Benchmark	75.00%
STATE APPROPRIATIONS				
General Appropriation	\$ 1,763,619	\$ 1,322,714.25		75.00%

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,378,405	\$ 1,009,784	\$ 368,621	73.3%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	480,606	311,085	169,521	64.7%
Total	\$ 1,859,011	\$ 1,320,869	\$ 538,142	71.1%

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received thru 3/31/14	% Received
Training Conference Registration Fee	\$ 5,000	\$ 5,780	115.60%
Sale of Publication and Brochures	8,000	3,900	48.75%
Workers' Comp Award Review Fee	73,000	30,450	41.71%
Sale of Photocopies	88,000	62,485	71.01%
Workers' Compensation Filing Violation Fee	1,660,000	1,281,759	77.21%
Sale of Listings and Labels	25,000	16,114	64.45%
Workers' Comp Hearing Fee	562,000	398,991	70.99%
Earmarked Funds - Original Authorization	\$ 2,421,000	\$ 1,799,478	74.33%
Increase Authorization	951,066		
	-		
Total Earmarked Revenues + Fund Balance	\$ 3,372,066		

SELF INSURANCE	Collected Revenue	Transferred to State Fund	Balance to WCC Fund Balance
Self Insurance	\$ 4,516,820	\$ -	\$ 4,516,820

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,454,375	\$ 1,149,699	\$ 304,676	79.1%
Taxable Subsistence	72,350	43,149	29,201	59.6%
Other Operating Expenses	1,379,941	835,240	544,701	60.5%
Employer Contribution	465,400	376,885	88,515	81.0%
Total Earmarked	\$ 3,372,066	\$ 2,404,972	\$ 967,094	71.3%

TOTAL OTHER APPROPRIATIONS	\$ 3,372,066	\$ 2,404,972	\$ 967,094	71.3%
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South Carolina Workers' Compensation Commission
2013 - 2014 Budget
March 31, 2014

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended March	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,175,584	\$ -	\$ 1,175,584	\$ 48,006	\$ 870,574	74%	\$ -	\$ 305,010
Other Operating Expenditures								
Total Contractual Services	201,275	-	201,275	18,859	130,939	65%	-	70,336
Total Supplies & Materials	12,120	-	12,120	759	7,798	64%	-	4,322
Total Fixed Charges	153,899	-	153,899	23,945	117,691	76%	-	36,208
Total Travel	57,600	-	57,600	10,211	50,858	88%	-	6,742
Total Other Operating Exp	424,894	-	424,894	53,774	307,287	72%	-	117,607
Total Commssioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 101,780	\$ 1,177,861	74%	\$ -	\$ 422,617
Administration								
Salaries	\$ 471,969	\$ -	\$ 471,969	\$ 25,520	\$ 467,685	99%	\$ -	\$ 4,284
Other Operating Expenditures								
Total Contractual Services	294,063	(2,472)	291,591	12,956	118,587	41%	-	173,004
Total Supplies & Materials	33,134	2,472	35,606	3,307	20,749	58%	-	14,856
Total Fixed Charges	133,426	-	133,426	17,502	93,459	70%	-	39,967
Total Travel	20,000	-	20,000	3,076	10,811	54%	-	9,189
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	480,623	-	480,623	36,840	243,606	51%	-	237,017
Total Administration	\$ 952,592	\$ -	\$ 952,592	\$ 62,361	\$ 711,291	75%	\$ -	\$ 241,301
Claims								
Salaries	\$ 394,463	\$ -	\$ 394,463	\$ 14,561	\$ 269,581	68%	\$ -	\$ 124,882
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	6,588	23,626	58%	-	16,944
Total Supplies & Materials	24,600	-	24,600	1,258	12,321	50%	-	12,279
Total Fixed Charges	82,234	-	82,234	12,148	57,351	70%	-	24,883
Total Travel	2,100	-	2,100	-	26	1%	-	2,074
Total Other Operating Exp	149,504	-	149,504	19,995	93,324	62%	-	56,180
Total Claims	\$ 543,967	\$ -	\$ 543,967	\$ 34,555	\$ 362,905	67%	\$ -	\$ 181,062
Insurance and Medical Services								
Salaries	\$ 472,119	\$ -	\$ 472,119	\$ 21,555	\$ 370,287	78%	\$ -	\$ 101,832
Other Operating Expenditures								
Total Contractual Services	98,898	-	98,898	10,552	55,892	57%	-	43,006
Total Supplies & Materials	20,800	-	20,800	904	13,258	64%	-	7,542
Total Fixed Charges	63,090	-	63,090	8,720	42,294	67%	-	20,796
Total Travel	1,350	-	1,350	-	-	0%	-	1,350
Total Other Operating Exp	184,138	-	184,138	20,176	111,444	61%	-	72,694
Total Insurance and Medical Services	\$ 656,257	\$ -	\$ 656,257	\$ 41,731	\$ 481,732	73%	\$ -	\$ 174,525
Judicial								
Salaries	\$ 390,995	\$ -	\$ 390,995	\$ 10,995	\$ 224,504	57%	\$ -	\$ 166,491
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	5,605	21,261	60%	-	14,261
Total Supplies & Materials	29,270	-	29,270	672	7,900	27%	-	21,370
Total Fixed Charges	70,545	-	70,545	10,604	50,212	71%	-	20,333
Total Travel	5,445	-	5,445	66	205	4%	-	5,240
Total Other Operating Exp	140,782	-	140,782	16,946	79,578	57%	-	61,204
Total Judicial	\$ 531,777	\$ -	\$ 531,777	\$ 27,941	\$ 304,082	57%	\$ -	\$ 227,695
Totals By Departments								
Department Totals								
Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 101,780	\$ 1,177,861	74%	\$ -	\$ 422,617
Administration	952,592	-	952,592	62,361	711,291	75%	-	241,301
Claims	543,967	-	543,967	34,555	362,905	67%	-	181,062
Insurance & Medical	656,257	-	656,257	41,731	481,732	73%	-	174,525
Judicial	531,777	-	531,777	27,941	304,082	57%	-	227,695
Total Departmental Expend	\$ 4,285,071	\$ -	\$ 4,285,071	\$ 268,368	\$ 3,037,871	71%	\$ -	\$ 1,247,200
Employer Contributions	930,371	15,635	946,006	38,182	687,970	73%	-	258,036
Total General & Earmarked Funds	\$ 5,215,442	\$ 15,635	\$ 5,231,077	\$ 306,550	\$ 3,725,841	71%	\$ -	\$ 1,505,236

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 March 31, 2014

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended March	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Chairman	\$ 118,890	\$ -	\$ 118,890	\$ 4,754	\$ 85,568	72%	\$ -	\$ 33,323
Commissioner	684,540	-	684,540	28,723	517,005	76%	-	167,535
Terminal Leave	-	-	-	-	-	0%	-	-
Classified Employees	299,804	-	299,804	12,492	224,852	75%	-	74,952
Total Commissioners	1,103,234	-	1,103,234	45,968	827,425	75%	-	275,809
Administration								
Salaries								
Director	\$ 96,976	\$ -	\$ 96,976	\$ 4,041	\$ 72,732	75%	\$ -	\$ 24,244
Classified Positions	46,169	-	46,169	1,924	34,627	75%	-	11,542
Total Administration	143,145	-	143,145	5,964	107,358	75%	-	35,787
Claims								
Salaries								
Classified Positions	\$ 63,487	\$ -	\$ 63,487	\$ 3,125	\$ 12,863	20%	\$ -	\$ 50,624
Terminal Leave	13,736	-	13,736	-	13,736	100%	-	(0)
Total Claims	77,223	-	77,223	3,125	26,600	34%	-	50,624
Insurance and Medical Services								
Salaries								
Classified Positions	\$ 26,110	\$ -	\$ 26,110	\$ 1,088	\$ 23,432	90%	\$ -	\$ 2,678
Total Ins and Medical Svcs	26,110	-	26,110	1,088	23,432	90%	-	2,678
Judicial								
Salaries								
Classified Positions	\$ 28,693	\$ -	\$ 28,693	\$ 1,425	\$ 24,968	87%	\$ -	\$ 3,725
Total Judicial	28,693	-	28,693	1,425	24,968	87%	-	3,725
General Funds								
Department Totals								
Commissioners	\$ 1,103,234	\$ -	\$ 1,103,234	\$ 45,968	\$ 827,425	75%	\$ -	\$ 275,809
Administration	143,145	-	143,145	5,964	107,358	75%	-	35,787
Claims	77,223	-	77,223	3,125	26,600	34%	-	50,623
Insurance & Medical	26,110	-	26,110	1,088	23,432	90%	-	2,678
Judicial	28,693	-	28,693	1,425	24,968	87%	-	3,725
Total Departmental Expend	\$ 1,378,405	\$ -	\$ 1,378,405	\$ 57,571	\$ 1,009,784	73%	\$ -	\$ 368,621
Employer Contributions	464,971	15,635	480,606	17,964	311,085	65%	-	169,521
Total General Fund Appropriations	\$ 1,843,376	\$ 15,635	\$ 1,859,011	\$ 75,535	\$ 1,320,869	71%	\$ -	\$ 538,142

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

March 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended March	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 72,350	\$ -	\$ 72,350	\$ 2,038	\$ 43,149	60%	\$ -	\$ 29,201
Total Salaries	72,350	-	72,350	2,038	43,149	60%	-	29,201
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,300	-	1,300	-	-	0%	-	1,300
Data Processing Services	34,000	-	34,000	6,590	24,050	71%	-	9,950
Freight Express Delivery	100	-	100	-	-	0%	-	100
Telephone	3,500	-	3,500	309	2,791	80%	-	709
Cellular Phone Service	11,500	-	11,500	810	6,861	60%	-	4,639
Legal Services/Attorney Fees	150,675	-	150,675	11,150	96,807	64%	-	53,868
Other Professional Services	200	-	200	-	430	215%	-	(230)
Total Contractual Services	201,275	-	201,275	18,859	130,939	65%	-	70,336
Supplies & Materials								
Office Supplies	2,900	-	2,900	479	2,312	80%	-	588
Copying Equipment	2,300	-	2,300	-	1,582	69%	-	718
Printing	1,800	-	1,800	-	814	45%	-	986
Data Processing Supplies	50	-	50	-	104	207%	-	(54)
Postage	4,800	-	4,800	273	2,838	59%	-	1,962
Maint/Janitorial Supplies	150	-	150	8	93	62%	-	57
Motor Vehicle Supp/Gasoline	50	-	50	-	56	112%	-	(6)
Other Supplies	70	-	70	-	-	0%	-	70
Total Supplies & Materials	12,120	-	12,120	759	7,798	64%	-	4,322
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	65	571	57%	-	429
Rent-Non State Owned Property	143,000	-	143,000	23,880	107,460	75%	-	35,540
Insurance-State	8,300	-	8,300	-	9,011	109%	-	(711)
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Dues & Memberships	430	-	430	-	650	151%	-	(220)
Total Fixed Charges	153,899	-	153,899	23,945	117,691	76%	-	36,208
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	76	353	177%	-	(153)
In State - Auto Mileage	18,000	(6)	17,994	1,343	12,077	67%	-	5,917
In State - Misc Exp	-	6	6	6	6	100%	-	-
In State - Subsistence Allowance	9,000	-	9,000	1,161	13,128	146%	-	(4,128)
Out State - Meals	100	-	100	-	337	337%	-	(237)
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Leased Car	30,000	-	30,000	7,625	24,957	83%	-	5,043
Total Travel	57,600	-	57,600	10,211	50,858	88%	-	6,742
Total Other Operating Expenditures	424,894	-	424,894	53,774	307,287	72%	-	117,607
Total Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 55,812	\$ 350,436	70%	\$ -	\$ 146,808

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

March 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended March	Year to Date	%	Encumb	Balance
Administration								
Salaries								
Classified Positions	\$ 316,210	\$ -	316,210	\$ 17,312	\$ 331,265	105%	\$ -	\$ (15,055)
Temporary Employees	12,614	-	12,614	2,244	29,062	230%	-	(16,448)
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	328,824	-	328,824	19,556	360,326	110%	-	(31,502)
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	8,100	-	8,100	-	2,508	31%	-	5,592
Copying Equipment Service	3,000	-	3,000	-	-	0%	-	3,000
Print/Bind/Advertisement	10,000	-	10,000	-	1,632	16%	-	8,368
Print Pub Annual Reports	6,000	-	6,000	-	-	0%	-	6,000
Data Processing Services	213,993	(2,472)	211,521	11,386	105,201	50%	-	106,320
Freight Express Delivery	1,800	-	1,800	23	164	9%	-	1,636
Telephone	7,060	-	7,060	272	2,536	36%	-	4,524
Cellular Phone Service	5,000	-	5,000	453	2,090	42%	-	2,910
Education & Training Services	5,000	-	5,000	325	325	7%	-	4,675
Attorney Fees	25,000	-	25,000	-	194	1%	-	24,806
General Repair	1,500	-	1,500	-	-	0%	-	1,500
Audit Acct Finance	110	-	110	-	114	104%	-	(4)
Catered Meals	4,000	-	4,000	-	1,698	42%	-	2,302
Other Professional Services	1,500	-	1,500	498	1,551	103%	-	(51)
Other Contractual Services	2,000	-	2,000	-	574	29%	-	1,426
Total Contractual Services	294,063	(2,472)	291,591	12,956	118,587	41%	-	173,004
Supplies & Materials								
Office Supplies	9,500	-	9,500	1,841	10,495	110%	-	(995)
Copying Equipment Supplies	4,434	-	4,434	426	1,383	31%	-	3,051
Printing	3,500	-	3,500	-	1,210	35%	-	2,290
Data Processing Supplies	2,300	2,472	4,772	787	4,215	88%	-	556
Postage	8,000	-	8,000	246	3,054	38%	-	4,946
Maint/Janitorial Supplies	1,000	-	1,000	7	307	31%	-	693
Fees & Fines	1,800	-	1,800	-	-	0%	-	1,800
Gasoline/ Motor Vehicle Supply	100	-	100	-	85	85%	-	15
Employee Recog Award	1,500	-	1,500	-	-	0%	-	1,500
Other Supplies	1,000	-	1,000	-	-	0%	-	1,000
Total Supplies & Materials	33,134	2,472	35,606	3,307	20,749	58%	-	14,856
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	250	2,871	48%	-	3,129
Rent-Non State Owned Property	95,000	-	95,000	15,452	69,533	73%	-	25,467
Rent-Other	11,000	-	11,000	650	8,010	73%	-	2,990
Insurance-State	7,490	-	7,490	-	3,653	49%	-	3,837
Insurance-Non State	750	-	750	-	-	0%	-	750
Dues and Memberships	5,000	-	5,000	-	4,840	97%	-	160
Sales Tax Paid	8,186	-	8,186	1,150	4,553	56%	-	3,633
Total Fixed Charges	133,426	-	133,426	17,502	93,459	70%	-	39,967
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	1,000	-	1,000	-	212	21%	-	788
Reportable Meals	1,000	-	1,000	65	696	70%	-	304
In State - Lodging	1,000	-	1,000	-	406	41%	-	595
In State - Auto Mileage	-	1,000	1,000	291	590	59%	-	410
In State - Registration Fees	2,000	(1,000)	1,000	-	125	13%	-	875
Out State - Lodging	-	400	400	-	324	81%	-	76
Out State - Meals	-	100	100	-	75	75%	-	25
Leased Car	15,000	(500)	14,500	2,719	8,383	58%	-	6,117
Total Travel	20,000	-	20,000	3,076	10,811	54%	-	9,189
Equipment								
Equipment Data Processing- PC's	-	-	-	-	-	0%	-	-
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Expenditures	480,623	-	480,623	36,840	243,606	51%	-	237,017
Total Administration	\$ 809,447	\$ -	\$ 809,447	\$ 56,396	\$ 603,933	75%	\$ -	\$ 205,514

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

March 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended March	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 301,790	\$ (7,118)	\$ 294,672	\$ 10,932	\$ 224,080	76%	\$ -	\$ 70,592
Temporary Positions	15,450	-	15,450	504	11,784	76%	-	3,666
Terminal Leave	-	7,118	7,118	-	7,118	0%	-	0
Total Salaries	317,240	-	317,240	11,436	242,982	77%	-	74,259
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Services	33,050	-	33,050	6,280	21,092	64%	-	11,958
Telephone	4,000	-	4,000	256	2,339	58%	-	1,661
Cellular Phone Service	1,720	-	1,720	53	194	11%	-	1,526
Total Contractual Services	40,570	-	40,570	6,588	23,626	58%	-	16,944
Supplies & Materials								
Office Supplies	2,000	-	2,000	245	1,258	63%	-	742
Copying Equipment	3,000	-	3,000	-	1,105	37%	-	1,895
Printing	1,500	-	1,500	-	645	43%	-	855
Data Processing Supplies	3,500	-	3,500	-	934	27%	-	2,566
Postage	14,000	-	14,000	1,009	8,308	59%	-	5,692
Maint/Janitorial Supplies	500	-	500	4	72	14%	-	428
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	24,600	-	24,600	1,258	12,321	50%	-	12,279
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	208	1,265	51%	-	1,235
Rent-Non State Owned Property	75,000	-	75,000	11,940	53,730	72%	-	21,270
Insurance-State	2,800	-	2,800	-	2,356	84%	-	444
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment- Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	82,234	-	82,234	12,148	57,351	70%	-	24,883
Travel (Includes Leased Car)								
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	-	26	7%	-	374
Total Travel	2,100	-	2,100	-	26	1%	-	2,074
Total Other Operating Expenditures	149,504	-	149,504	19,995	93,324	62%	-	56,180
Total Claims	\$ 466,744	\$ -	\$ 466,744	\$ 31,430	\$ 336,305	72%	\$ -	\$ 130,439

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

March 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%			
				Expended March	Year to Date	%	Encumb Balance
Insurance and Medical Services							
Salaries							
Classified Positions	430,540	-	430,540	20,467	346,855	81%	83,685
Temporary Employees	15,469	-	15,469	-	-	0%	15,469
Terminal Leave	0	-	0	0	0	0%	-
Total Salaries	446,009	-	446,009	20,467	346,855	78%	99,154
Other Operating Expenditures							
Contractual Services							
Office Equipment Service	100	-	100	-	-	0%	100
Copying Equipment Service	100	-	100	-	-	0%	100
Data Processing Services	55,000	-	55,000	7,827	35,625	65%	19,375
Telephone	2,300	-	2,300	237	1,984	86%	316
Cell Phone	1,000	-	1,000	53	450	45%	550
Catered Meals	1,600	-	1,600	-	-	0%	1,600
Other Professional Services	38,298	-	38,298	2,435	16,826	44%	21,472
Other Contractual Services	500	-	500	-	1,008	202%	(508)
Total Contractual Services	98,898	-	98,898	10,552	55,892	57%	43,006
Supplies & Materials							
Office Supplies	9,000	-	9,000	511	5,623	62%	3,377
Copying Equipment	2,500	-	2,500	-	1,221	49%	1,279
Printing	2,500	-	2,500	-	1,925	77%	575
Data Processing Supplies	500	-	500	-	527	105%	(27)
Postage	5,000	-	5,000	388	3,880	78%	1,120
Maintenance/Janitorial Supplies	150	-	150	6	80	54%	70
Building Materials	1,000	-	1,000	-	-	0%	1,000
Fees & Fines	50	-	50	-	-	0%	50
Other Supplies	100	-	100	-	-	0%	100
Total Supplies & Materials	20,800	-	20,800	904	13,258	64%	7,542
Fixed Charges							
Rental-Cont Rent Payment	2,500	-	2,500	69	563	23%	1,937
Rent-Non State Owned Property	52,000	-	52,000	8,428	37,927	73%	14,073
Rent-Other	2,000	-	2,000	146	983	49%	1,017
Insurance-State	2,500	-	2,500	-	2,554	102%	(54)
Insurance-Non State	148	-	148	-	-	0%	148
Equipment Maintenance	942	-	942	-	-	0%	942
Sales Tax Paid	3,000	-	3,000	77	268	9%	2,733
Total Fixed Charges	63,090	-	63,090	8,720	42,294	67%	20,796
Travel (Includes Leased Car)							
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
Total Travel	1,350	-	1,350	-	-	0%	1,350
Total Other Operating Expenditures	184,138	-	184,138	20,176	111,444	61%	72,694
Total Insurance and Medical Services	\$ 630,147	\$ -	\$ 630,147	\$ 40,643	\$ 458,299	73%	\$ -

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 March 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended March	Year to Date	%	Encumb	Balance
Judicial								
Salaries								
Classified Positions	\$ 360,302	\$ -	\$ 360,302	\$ 9,569	\$ 198,352	55%	\$ -	\$ 161,950
Temporary Employees	2000	-	2000	0	1184	59%	-	816
Total Salaries	362,302	-	362,302	9,569	199,536	55%	-	162,766
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Data Processing Services	29,972	-	29,972	5,365	19,084	64%	-	10,888
Telephone	2,500	-	2,500	187	1,674	67%	-	826
Cellular Phone Service	1,120	-	1,120	53	422	38%	-	698
Other Professional Services	200	-	200	-	80	40%	-	120
Total Contractual Services	35,522	-	35,522	5,605	21,261	60%	-	14,261
Supplies & Materials								
Office Supplies	4,000	-	4,000	245	1,286	32%	-	2,714
Copying Equipment Supplies	2,500	-	2,500	-	1,367	55%	-	1,133
Printing	2,000	-	2,000	-	577	29%	-	1,423
Data Processing Supplies	2,500	-	2,500	-	467	19%	-	2,033
Postage	18,000	-	18,000	423	4,139	23%	-	13,862
Maintenance/Janitorial Supplies	150	-	150	4	65	43%	-	85
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	29,270	-	29,270	672	7,900	27%	-	21,370
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	69	563	19%	-	2,437
Rent-Non State Owned Property	65,300	-	65,300	10,535	47,409	73%	-	17,891
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	2,000	-	2,000	-	2,241	112%	-	(241)
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	70,545	-	70,545	10,604	50,212	71%	-	20,333
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	450	-	450	-	-	0%	-	450
Reportable Meals	770	-	770	7	14	2%	-	756
In State - Lodging	2,200	-	2,200	-	-	0%	-	2,200
In State - Auto Mileage	1,800	-	1,800	59	182	10%	-	1,618
In State - Misc Travel Expense	25	-	25	-	9	36%	-	16
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
Total Travel	5,445	-	5,445	66	205	4%	-	5,240
Total Other Operating Expenditures	140,782	-	140,782	16,946	79,578	57%	-	61,204
Total Judicial	\$ 503,084	\$ -	\$ 503,084	\$ 26,516	\$ 279,114	55%	\$ -	\$ 223,970
Earmarked Funds								
Department Totals								
Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 55,812	\$ 350,436	70%	\$ -	\$ 146,808
Administration	809,447	-	809,447	56,396	603,933	75%	-	205,514
Claims	466,744	-	466,744	31,430	336,305	72%	-	130,439
Insurance & Medical	630,147	-	630,147	40,643	458,299	73%	-	171,848
Judicial	503,084	-	503,084	26,516	279,114	55%	-	223,970
Total Departmental Expend	\$ 2,906,666	\$ -	\$ 2,906,666	\$ 210,797	\$ 2,028,087	70%	\$ -	\$ 878,579
Employer Contributions	465,400	-	465,400	20,218	376,885	81%	-	88,515
Total Earmarked Funds	\$ 3,372,066	\$ -	\$ 3,372,066	\$ 231,015	\$ 2,404,972	71%	\$ -	\$ 967,094
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

MEMORANDUM

Date: April 16, 2014

TO: Mr. Gary Cannon
Executive Director

FROM: Cathy Floyd
Human Resources

SUBJECT: Human Resources Report Period of March 12 – April 15, 2014

Below is a summary of the Human Resources activity for the period of March 12 – April 15, 2014.

Employee Relations (ER)

- Executive Leadership Team (ELT)
 - Serve as the lead for 2 ELT projects and a member of 6 additional project teams
 - As the team lead, coordinate the meeting times and locations, set the meeting agenda, ensure all necessary personnel resources are involved with the project
 - As a team member, attend meetings, research and provide information to the teams as needed
 - A follow-up meetings were held March 24 and April 11 - secured a location for the follow-up meeting and coordinated with the Executive Director to ensure all materials needed were available, ensured the room was configured as requested, participated in the session
- Began coordinating the CAME Workshop scheduled for May 8
 - Secured a location for the event
 - Issued a Save the Date Notice
 - Utilizing event planning software, created all aspects of the notification, registration, payment and mass distribution emails to be used for the workshop
 - Held a planning meeting with key staff to finalize the materials and agenda
- Began coordinating the Employee Appreciation Luncheon scheduled for May 19
 - Secured a location and caterer for the event, established a menu and luncheon format
- Worked twelve hours on a special project for the Executive Director
 - Gathered necessary data, provided analysis of the data, researched regulatory requirements and generated possible scenarios
- Four employee relations issues were addressed during the activity period
 - Provided counseling sessions for the issues that were brought to my attention, conducted initial investigations into the matter as needed, contacted the supervisor or department director as needed and collaborated with the necessary staff and external resources to find resolution for the issues
- Continued working on the Commission's role in the combined format of the State's required employer posters, ensure the Commission's information is up-to-date and accurate, coordinating with SC Department of Labor, Licensing and Regulation on the combined poster and the sale of those posters by the Commission
- Ensure timely communication with all employees regarding events hosted by the Commission, Prevention Partners, other State agencies and CBRE through email, employee website updates coordinated with the Commission's Website Coordinator and/or posting of flyers
- Continued working with the Social Committee regarding event planning for the year to include planning for the offsite annual holiday event
 - Participated in a site visit for the holiday party location

- Created and distributed a survey regarding the holiday party attendance and location
- Planned a pizza lunch to be held April 24, polled staff regarding attendance and collecting money for the event

Recruitment and Selection

- Insurance Claims Analyst II Position
 - Total of 42 applications received for the position
 - Position was offered to and accepted by Kim Falls
 - Reviewed all applications received and determined eligibility, contacted all applicants selected for an interview and scheduled the interviews, coordinated with interview panel as needed to provide information, followed-up with all applicants as needed regarding various inquiries received, notified all applicants not selected for the position
- Records Analyst I Position
 - Position closed at midnight on April 10
 - Total of 99 applications received for the position
 - Currently in the process of reviewing applications
- Director of Administration Position (Accounting/Fiscal Manager I)
 - Position closed at midnight on April 13
 - Total of 26 applications received for the position
 - Currently in the process of reviewing applications
- Coordinated the Law Clerk Internship interview process
- Contacted a Summer Intern and scheduled the internship to begin June 1
- Coordinating with the IT Department and the SC Vocational Rehabilitation Department regarding their Skilled Workforce Apprenticeship Training (SWAT) Program to obtain qualified candidates for hardware support within the Commission

Benefits

- Met with a representative from Colonial Life regarding their offerings for State employees
- Assisted five employees with insurance related issues
 - contacted the Public Employee Benefit Authority or outside vendor for clarification as needed, counselled with employees regarding their options
- Completed one inquiry with the Retirement Systems
 - As notified by the Public Employee Benefit Authority using the retirement system employer portal, researched data to be entered in the portal and printed a copy to be kept in the employee's file for auditing purposes
- Assisted three employees with retirement related issues
 - Counsellor with employees and discussed the options available to them based on the employee's length of service, age and any possible extenuating circumstances, contacted the Public Employee Benefit Authority for clarification as needed
- A Human Resources Letter was issued advising of a Workplace Health Screening being offered locally

SC Enterprise Information System (SCEIS)

- Processed a re-employment action
 - Completed all necessary induction paperwork to place the employee on payroll and used eVerify to ensure eligibility to work through Homeland Security
- Twenty-one transactions were keyed into the system
 - Entered into the SCEIS system all required transactions to include time entry and corrections to employee data, leave entry corrections to employee data and position updates

- Processed two employment verifications
 - Received notification from an outside source requesting verification of employment, ensure that the employee has authorized the release of information, researched the requested information, completed and submitted the form from the outside source and made copies of completed packet to be kept in the employee's personnel file for auditing purposes
- Continue to assist employees with leave and time issues caused by SCEIS
 - Employees continue to have intermittent leave and time issues related to SCEIS, as identified by the employee or the SCEIS collision report audited the employee's leave and/or time history to determine the error, coordinated with SCEIS in correcting the error and investigated possible corrections to prevent the issues from reoccurring

Training

- Provided a detailed overview of the Employee Leave Program, 2.12 of the Administrative Policies and Procedures Manual, during the All Employee Meeting on March 26
- Serving as the Commission's Cyber Security Training Coordinator for the Division of Information Security within the Budget and Control Board
 - Distributed materials for the first in a series of courses to be offered to agencies over the next year
- Attended an 8-hour Defensive Driver Training on March 19
 - Coordinated with the trainer to distribute all certifications and answer questions as needed
- Attended a SHRM Workshop on March 25 - Workforce Flexibility: The Next Imperative for Business Success and HR Leadership
 - The workshop discussed the national When Work Works initiative and the benefits of a flexible work environment

State Human Resources Department (HRD)

- Contacted HRD Consultant regarding an issue
- Contacted by HRD requesting a speaker at an event in November, coordinated with the Executive Director to ensure the request was fulfilled

Finance Related

- Approved eighty-seven SCEIS financial transactions
 - Within the SCEIS system approved deposits, purchase orders, invoices, and travel requests submitted by the Fiscal Manager
- Coordinated with the Director of Administration to learn a variety of tasks for me to complete until the vacant position is filled
- Assumed the responsibility of managing the Coffee Fund, Coke Fund and maintenance of supplies for each until the vacant Director of Administration is filled

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Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Betsy Hartman
IT Director
Date: April 16, 2014
Subject: IT Department March 2014 Full Commission Report

IT Department Activities for the Month of March

- All new PC/Laptops and monitors received.
 - Waiting on DTO Desktop Support to create image
 - Submitted request for additional staff to assist with rollout
- IAIABC quarterly conference call.
 - Demonstration of SC system
- Met with EarthLink to obtain quote for security assessment
- Production issues
 - EDI matching when WCC case number in record
 - Multiple Secure Email issues resolved
 - Trouble shooting Fine 18 programs
 - 12M reporting process started for 2013 reporting year
- ELT projects
 - PC to Fax
 - Trouble shooting copier fax from PC
 - Upload/View/Epayment
 - Re-evaluating process based on new requirements
 - Re-Designing workflows to process uploaded document
 - Redesign of OnBase security – requirements stage
 - eFines
 - testing
 - develop implementation schedule
 - develop communications plan for roll-out
- Desktop support issues resolved
 - Password reset
 - Printer issues
 - Upgrade to Wells Fargo software for Finance
 - Upgraded four scanners from XP to Windows 7 on new equipment

Committee/Conferences attended in March 2014

- Attended SCITDA Spring Leadership Conference, 2 days Charleston

- Conducted training for examiners for the SC Quality Forum Governors' Quality Award – 3 days Spartanburg
- Information Technology Solutions Committee (ITSC) meeting at DTO
- Two-Factor Authentication meeting at DTO
 - SCWCC is a pilot agency for Phase I
- DIS InfoSec conference call
 - Assignment of agency Policy Champions to attend DeLoitte Training for compliance of thirteen polices
- Attended DIS meeting on last six of thirteen InfoSec policies
 - Reviewed and recommendations sent to DIS
 - Policies will be taken out of Draft in April
- IT Training Center Business Advisory Council – Vocational Rehabilitation
- Quality Forum Steering Committee meeting for the Governors' Quality Award training program
- Attended state required Drivers Training
- BravePoint conference call
 - Schedule May 9, 2014 upgrade to Progress
 - Schedule coding time for upload/view/ePayment projects

WCC IT Projects Status Report									
Period Ending	1/30/2014				Status Key:	Not Started	On Track	Timing	Need Help
SCWCC Strategic Goals									
1	Implement Phase II of system to receive payments for Self-insurance taxes and fees; fines; filing fees; document copying fee; fee for Medical Services Provider Manual; and other publications produced by the Commission.								
2	Develop and implement system to allow stakeholders to upload electronic documents via eCase.								
3	Develop system to receive Second Report of Injury (SROI) EDI Release 3 Forms 16 Section I and II, Form 16 S.								
4	Refine existing and define future performance metrics to assist Commission leadership and staff in the ongoing performance evaluation of the agency.								
5	Implement system to receive and process all Commission forms electronically including the scanning of all incoming case file documentation for electronic reference.								
6	Replace the claims manual review processes with electronic review and electronic notification of deficiency.								
7	Provide access to SCWCC claim file images via eCase web portal to registered users.								
	Enhance the eService via a mobile application to allow iPad use for review, processing and delivery of Single Commissioner Notices, Decision and Orders, and Full Commission orders and settlements								
8	Implement Second Report of Injury (SROI) EDI Release 3, Forms 16, 17, 18, and 19 electronically by implementing EDI Release 3 Second Report of Injury (SROI).								
9	Develop and implement system to automate all processes of the Rule to Show Cause hearings conducted by the Commission.								
10	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.								
11	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.								
12	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.								
13	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.								
14	Refine existing and define future performance metrics to assist Commission leadership and staff in the ongoing performance evaluation of the agency.								
15	Continue to ad hoc advisory committees and focus groups to communicate and partner with stakeholders for improvements in business processes and seek input on policy direction of the Commission.								

Strategic Goal	Key Projects	Sub Project	Estimated hours	Start Date	Estimated Completion Date	Lead	Issues / Comments
3, 8, 14	Team 1 - SROI		18 months	TBD	TBD	Audra Higbe	start with identification of SROI capable Claim forms. Review forms and edits, cross walk to file layout Development of Element Requirement Table, Event Table and Edit matrix.
2, 14	Team 2 - Electronic Access	Upload from eCase user	50	11/1/2013	TBD	Betsy Hartman	Requirement changes based on judicial conference input from Commissioners. Need re-design of workflows, doctypes. Full requirements to be documented and submitted to BravePoint for coding.
2, 14		distribution of uploaded documents	40	2/1/2014	TBD	Betsy Hartman	
7, 10, 14		View Images	80	TBD	3/15/2014	Betsy	WebService developed by KeyMark. Need SCWCC testing and sign off. Full requirements and design to be completed and sent to BravePoint for coding.
4, 14	Team 3 - Switchboard updates	Review auto attendant	TBD	TBD	TBD	Diana Gantt	
5, 14	Team 4 - Conversion to paperless	modifications to back filing process, creation of appellant record for FC and centralized scanning	TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.
1, 2, 5, 7, 14	Team 5 - eCase Enhancements	Make more user friendly, linking in eCase to also link in progress, modify navigation	TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.
	Team 6 - Outgoing Faxes	upgrade Xerox copier with Fax Card	10		TBD	Cathy Floyd	Copiers installed and PC to Fax installed. Need to conduct training for staff.
1, 14	Team 7 - Electronic Payments	electronic copy fee	25	11/1/2013	3/30/2014	Diana Gantt	design and full requirements to be completed and submitted to BravePoint for coding.
1		fee payments for forms being uploaded	25	TBD	TBD	Diana Gantt	develop requirements and design for allowing payments via eCase when uploading forms with payments.
9, 14	Team 8 - RTSC process and automation		TBD			Wayne Ducote	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.
8, 14	Team 9 - eService Fines and Claim Requests	Deliver Fines assessed by SCWCC to invoiced parties by email where applicable	75	11/1/2013	3/1/2014	Amanda Underhill	Code complete, in final testing stages. Once signed off by Business Units will be implemented in production.
	Team 10 - ProSe notification		TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.
	Team 11 - Security Strategic Planning	multiple projects to prioritize what security issues should be addresses and in what order	TBD	TBD	TBD	Betsy Hartman	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.
	Team 12 - Personal security issues	Ensure the security of the Commission (facility personnel, hearing venues and visiting constituents)	TBD	TBD	TBD	Wayne Ducote	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.
	Team 13 - Professional Development	Staff Professional development, cross training and internal web training	TBD	TBD	TBD	Cathy Floyd	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.
13, 14	Team 14 - Class Action Team	Review of current agency organization, staff PD's and current compensations ranges	TBD	TBD	TBD	Ginger Crocker	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon.

Strategic Goal	Key Projects	Sub Project	Estimated hours	Start Date	Estimated Completion Date	Lead	Issues / Comments
14	Team 15 - Web External Training	will provide external self-study online courses for stakeholders and constituents on the	TBD	TBD	TBD	Kim Ballentine	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
4, 14	Team 16 - Budget Issues	template for the commission and implement the use of it to have department directors involved in	TBD	TBD	TBD	Diana Garitt	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
4	Team 17 - Collections	actively collect and clear all outstanding fines and invoices and to have an accurate account of	TBD	TBD	TBD	Juliet Bush	Initial outline of project being presented to ELT for approval. Final priority will be decided by Gary Cannon
6, 14	Replace the claims manual review process with electronic review		TBD	TBD	TBD	TBD	Not specifically mentioned but could be part of team 9's project
10	iPad application upgrades	OnBase upgrade	200	7/1/2014	TBD	Amanda Underhill / DSIT	Upgrade OnBase from version 10 to version 13
	Upgrade wccsqjprdProgress 10.2b.06		30	4/1/2014	5/9/2014	IT Staff	Staff testing to start in April. Schedule set with BravePoint for upgrade to be completed on Confederate Memorial Day

State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMS Director

Date: 15 – April – 2014

Subj: Insurance and Medical Services Department
March 2014 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

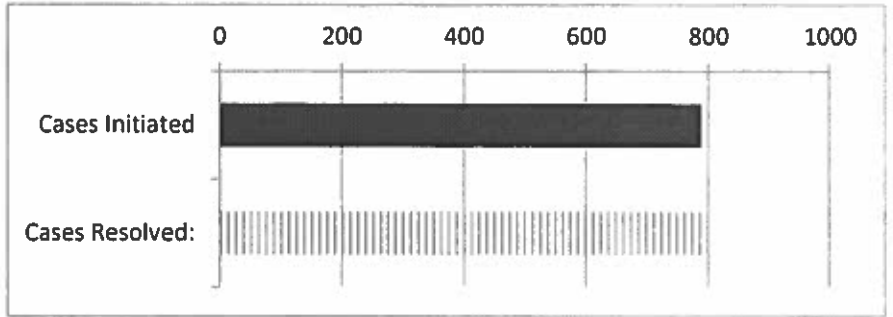
In addition to the statistical data provided, please be advised of the following workflow initiatives:

- | | |
|---------------------|---|
| Compliance Division | <ol style="list-style-type: none">1. Working to identify metrics that better illustrate value of effort.2. Completed 12M administrative process for 2013-14.3. Developing methods to better address Carrier RTSC process. |
| Coverage Division | <ol style="list-style-type: none">1. Working with staff to review workflow processes and explore opportunities to enhance service provision.2. Adjusting workflow to make best use of staff resources. |
| Medical Services | <ol style="list-style-type: none">1. Identifying edits needed within the Medical Services Provider Manual.2. Developing ICD-10 information to support our stakeholders. Experiencing additional inquiry due to recent Federal Legislation.3. Continue work with MedAssets to improve Medical Bill reviews.4. Working to assemble Ad Hoc Pharmaceutical Medication committee. |
| IMS Administration: | <ol style="list-style-type: none">1. Working with team-members to review / improve team processes and key functions.2. Working with Department Mgrs to provide cross coordination of mgmt. functions.3. Implementing peer to peer "360 review" evaluations.4. Working with in-house Counsel to improve RTSC case preparation process.5. Working with Executive Team concerning strategic planning and future needs forecasting. |

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.

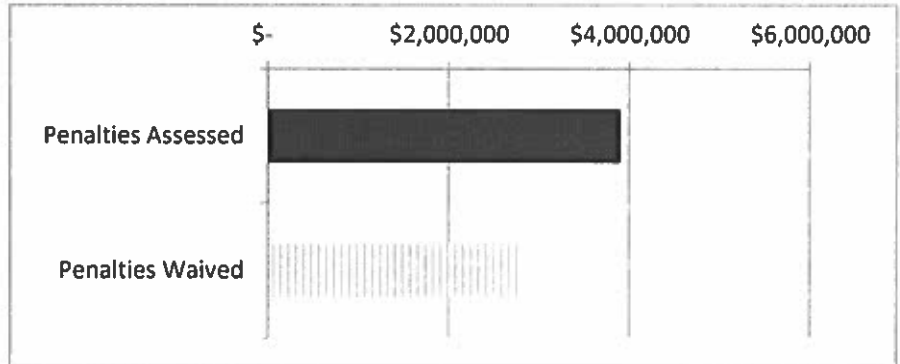
Employers Obtaining Coverage

For the Fiscal Year 2013 - 2014, the Compliance Division has worked with great diligence to help employers come into compliance with the South Carolina Workers' Compensation Act. Year to date, the Compliance Division has compelled 222 employers in South Carolina to come into compliance with the Act. In so doing, approximately 2,065 previously uninsured workers are now properly covered.



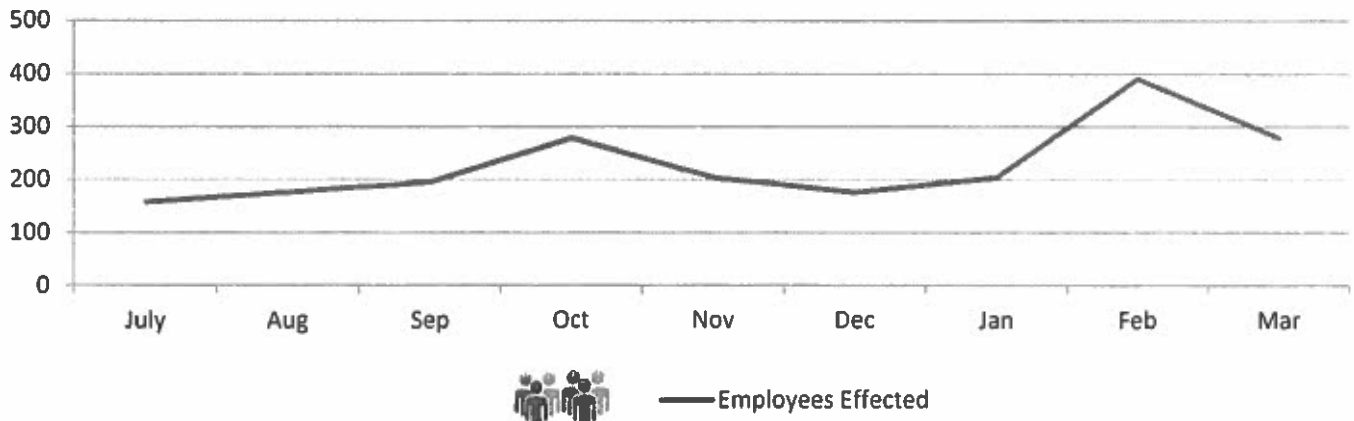
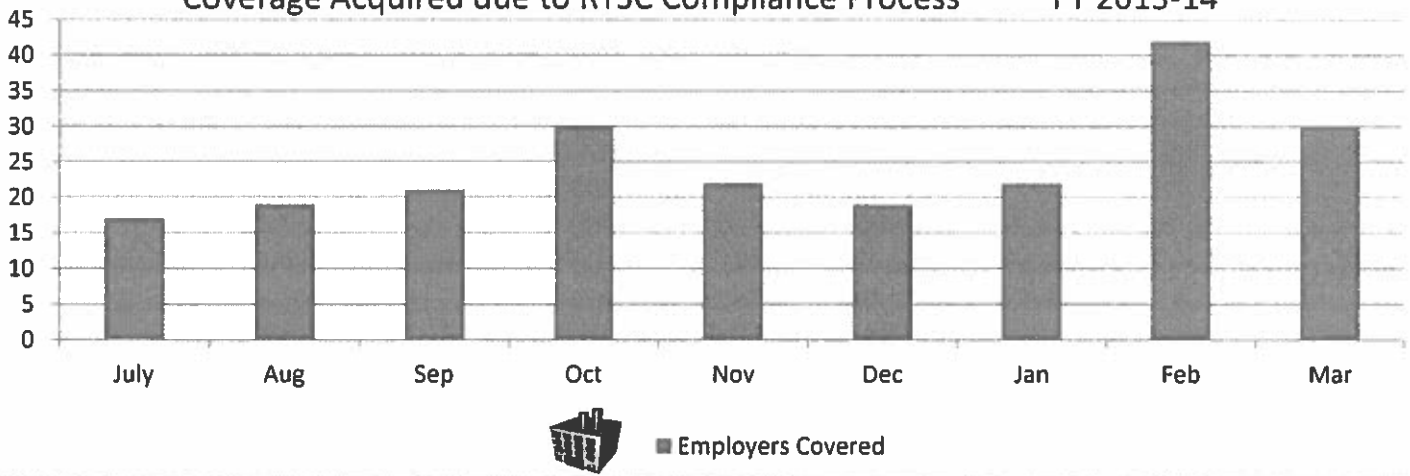
Penalties Waived

Although the Division has assessed 3.9 million dollars in fines, over 72% of those fines (\$2.8m) have been waived or rescinded as employers have obtained insurance coverage or found not to be subject to the Act.



Coverage Acquired due to RTSC Compliance Process

FY 2013-14



Carryover Caseload:

The Compliance Division closed March 2014 with 344 cases active, compared to an active caseload of 356 at the close of March 2013.

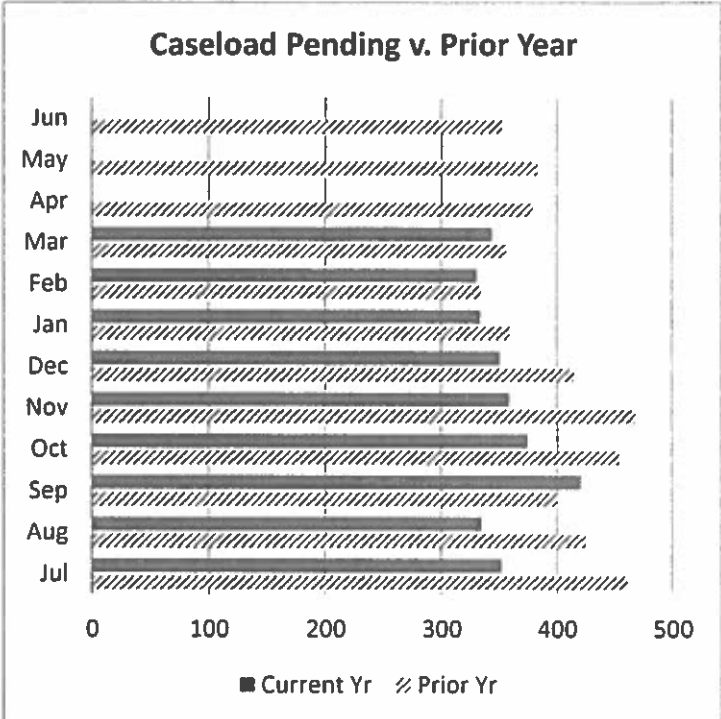
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of March 2014, Compliance Division staff closed-out 96 cases.

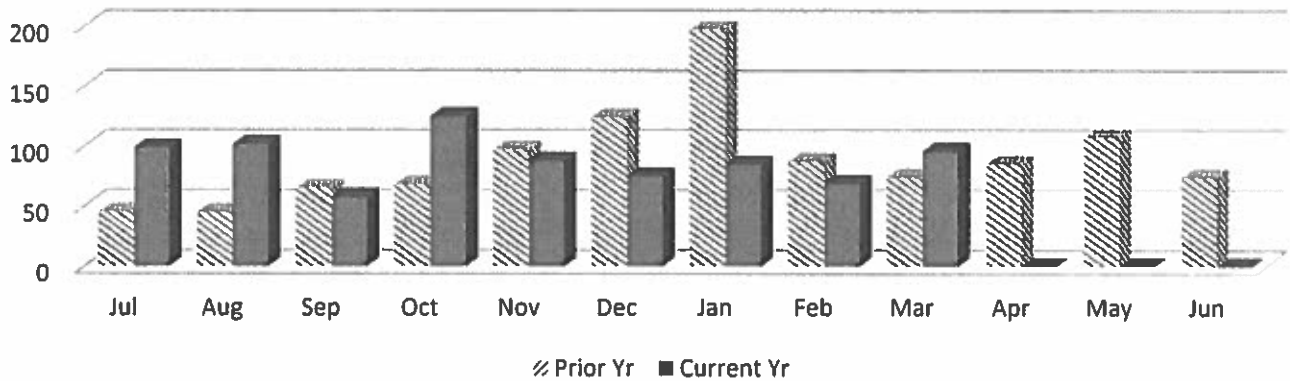
Compliance Fines:

Year to Date, the Compliance Division has collected \$600,618 in fines which represents 102% of prior year's year-end collection (\$587,429). The Compliance Division Year-to-Date revenue trend is 153% of prior year, and month-on-month is at 92% of same month / prior year (March 2013).

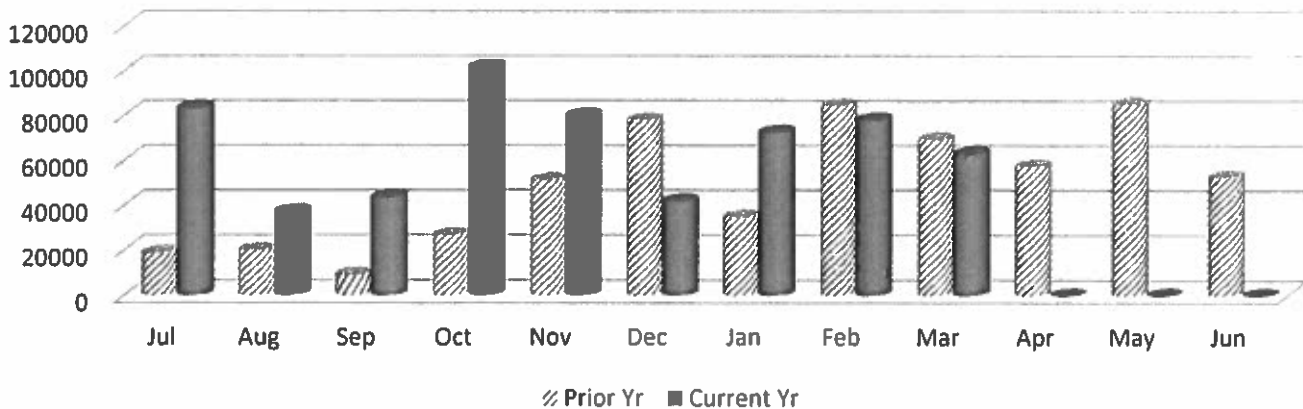
Compliance fine revenue represents 19% of the Commission's annual earmarked revenue budget.



Cases Resolved v. Prior Year



Compliance Fines Collected v. Prior Year



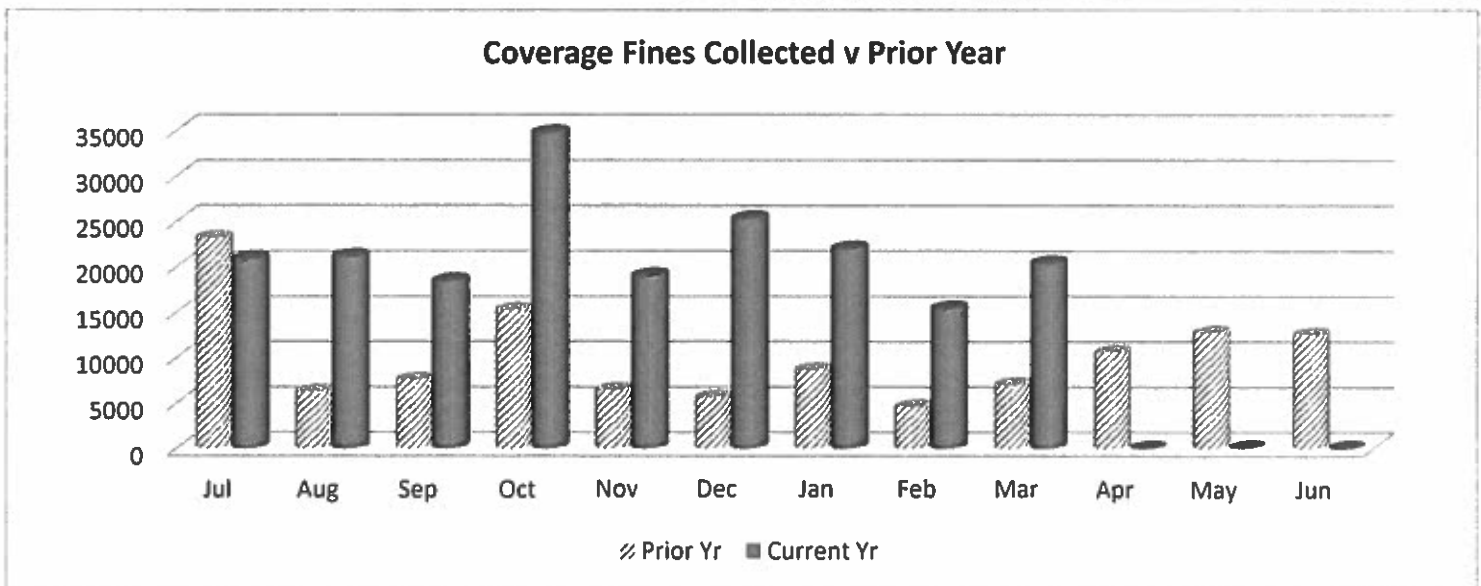
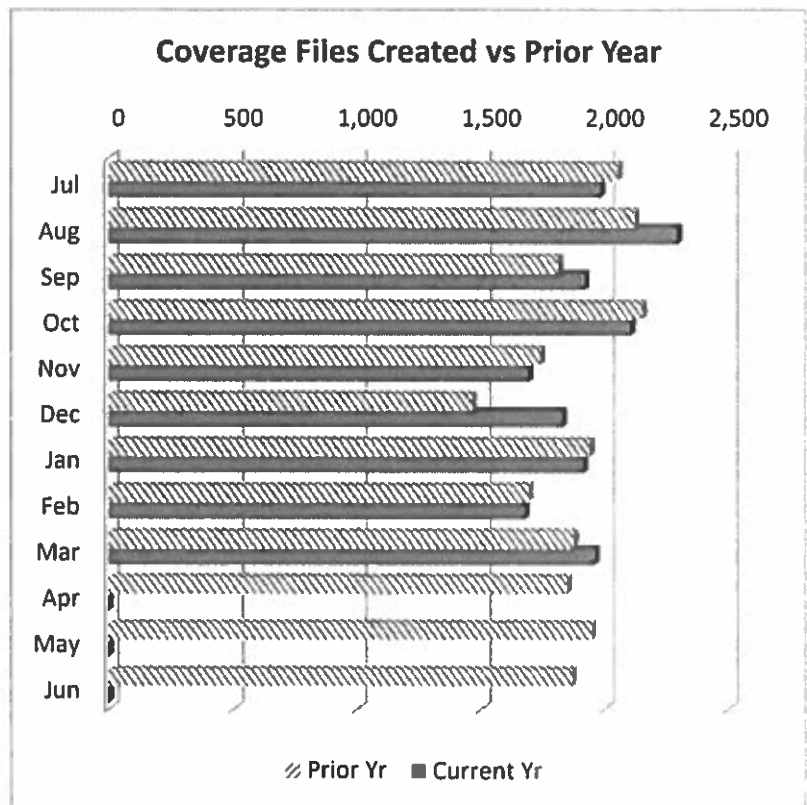
WCC Claim Files:

In March 2014, the Coverage Division received a total of 1,960 WCC Claim files. Of these, 1,660 were created electronically, and 300 were submitted in hard copy format. Year to Date, 17,371 Claim files have been created which is 103% of claim file volume for the same period in prior year(16,854).

Coverage Fines:

The Coverage Division collected \$20,400 in fine revenue in March 2014, as compared to \$7,000 in Coverage fines/penalties accrued during March 2013. Year on Year, Coverage fines are at 233% of collections for the same period.

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



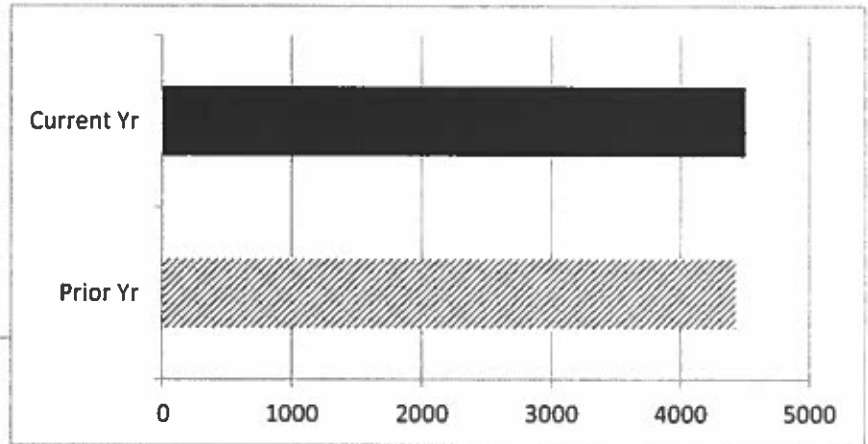
IMS SELF INSURANCE DIVISION

March 2014

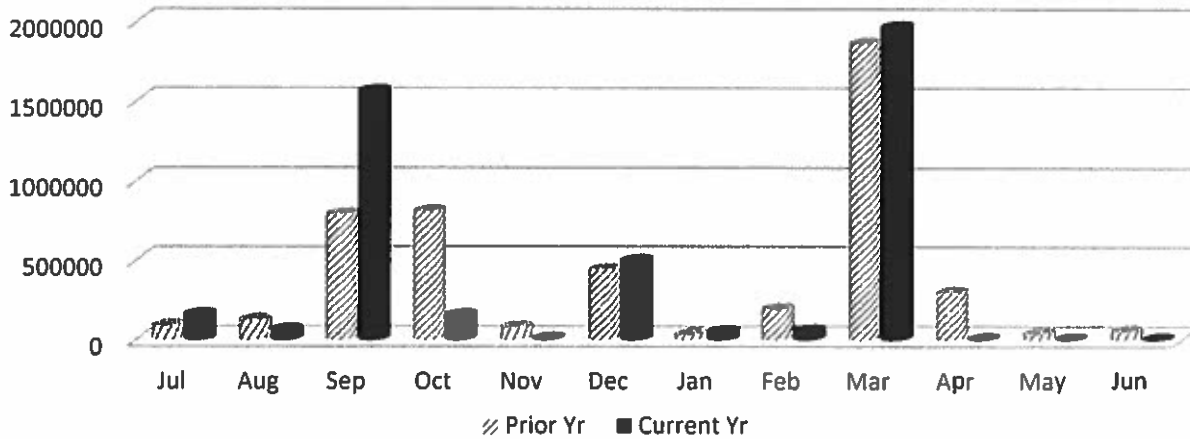
During the month of March 2014, the Self Insurance Division:

- * collected \$1,967,903 in self-insurance tax.
- * added 23 new self-insurers.
- * conducted 4 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 102% of prior year and 38 Self Insurance audits have been completed.



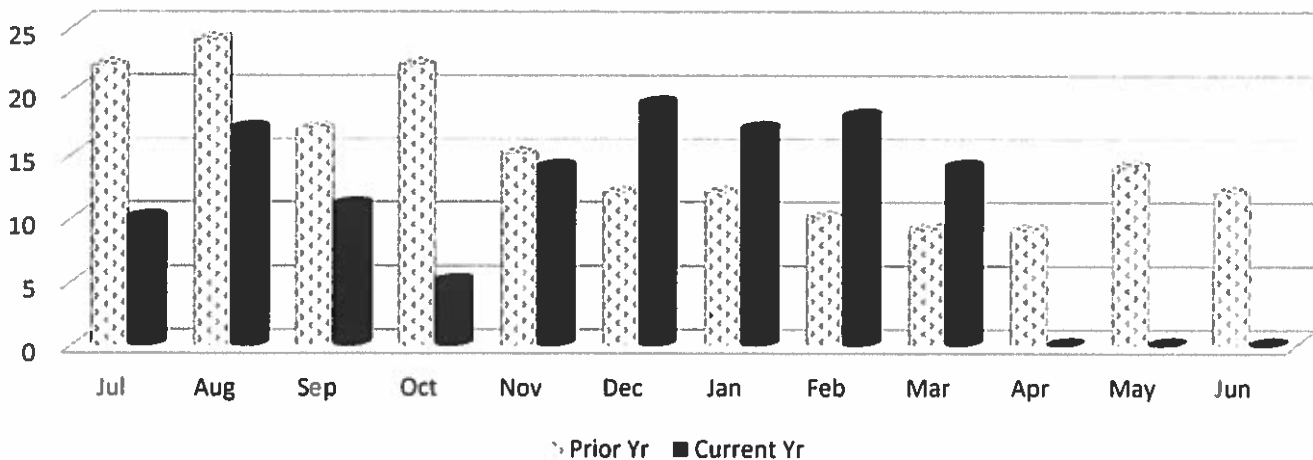
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In March 2014, the Medical Services Division began the month with 18 bills pending review, received an additional 15 bills for review, conducted 19 bill reviews and ended the month with 14 bills pending.

Medical Bills Pending Review v. Prior Year



State of South Carolina



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Sonji Spann
Claims Director

Date: April 9, 2014

Subj: Claims Department
March 2014 Full Commission Report

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 March 2014, the Claims Department has:

1. Closed 2119 individual case files.
2. Collected \$73,100 in fine revenue.
3. The examiners reviewed 115 individual case files.
4. Continued to assist IMS in the processing of Carrier related Order and Rule to Show Cause Hearing matters.
5. Worked with IT to improve our intra departmental processes in an effort to continue to provide exceptional service.
6. Greg Line had 304 informal conferences set in 8 locations with 192 settled on a Form 16.
7. DiAnn Davis conducted 8 informal conferences in Richland and 11 in Lexington County.
8. Continue to follow-up on outstanding fines and send collection notices.

CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2013-2014													
Prepared April 1, 2014													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
I. Claims Services Division													
Forms 15-I	1,321	1,476	1,284	1,262	1,104	1,085	1,252	1,053	1,430				11,267
Forms 15-III/Forms 17	672	723	965	919	814	916	943	798	1,022				7,772
Forms 16 for PP/Disf	255	264	273	253	263	235	180	152	267				2,142
Forms 18	4,363	4,436	4,287	4,507	4,041	4,407	4,539	4,517	4,830				39,927
Forms 20	842	947	979	942	796	773	821	740	957				7,797
Form 50 Claims Only	307	287	316	265	245	192	293	247	328				2,480
Form 61	658	575	770	724	578	775	723	552	804				6,159
Letters of Rep	131	144	158	123	111	82	121	112	181				1,163
Clinchers	883	681	797	770	708	876	865	760	930				7,270
Third Party Settlements	38	14	26	29	24	16	23	28	18				216
SSA Requests for Info	88	118	124	144	84	87	64	71	125				905
Cases Closed	1,970	2,154	2,561	3,116	2,348	1,967	2,235	2,210	2,119				20,680
Cases Reviewed	404	473	998	883	402	211	103	136	115				3,725
Total	11,932	12,292	13,538	13,937	11,518	11,622	12,162	11,376	13,126	0	0	0	111,503

CLAIMS DEPARTMENT REPORT

STATISTICS FOR FISCAL YEAR 2013-2014

Prepared April 1, 2014

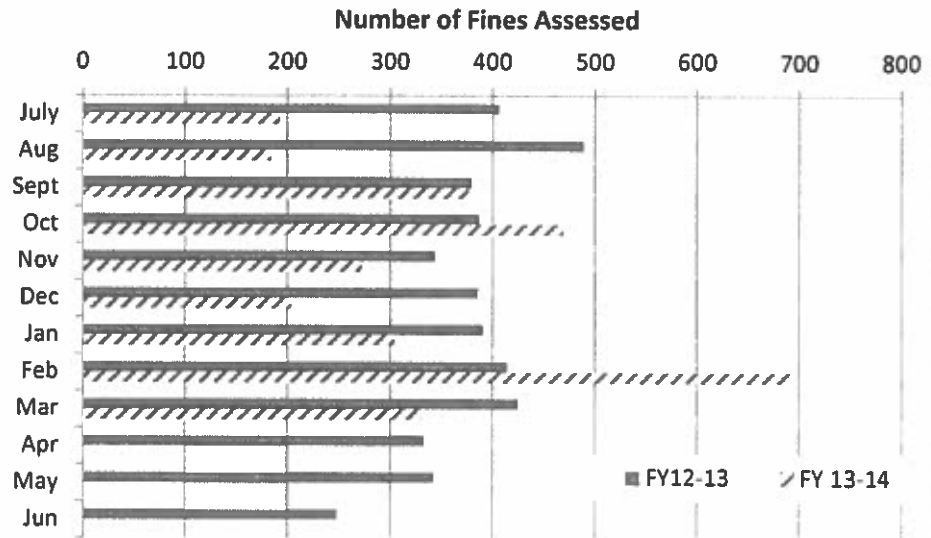
II. Fines Assessed by Claims Department

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
# Assessed	193	185	377	469	272	204	304	691	331				3,026
# Rescinded	43	44	30	52	65	24	121	83	289				751
# Reduced	1	6	5	8	2	1	15	2	1				41
# Paid	162	190	174	459	242	203	138	175	336				2,079
# Outstanding*	775	861	899	857	822	799	844	1,277	983				822
Total Amt. Assessed	\$40,000	\$39,000	\$93,500	\$127,250	\$69,350	\$42,750	\$67,200	\$143,600	\$67,600				690,250
Total Amt. Rescinded	\$10,700	\$8,500	\$7,850	\$9,900	\$15,100	\$4,800	\$26,450	\$16,800	\$58,250				158,350
Total Amt. Reduced	\$300	\$600	\$700	\$950	\$200	\$300	\$1,500	\$300	\$100				4,950
Net Assessed													
Total Amt. Paid	\$42,350	\$21,200	\$35,050	\$110,350	\$57,425	\$50,900	\$27,000	\$38,550	\$73,100				455,925
Total Outstanding*	\$154,569	\$172,369	\$213,619	\$219,669	\$216,294	\$203,044	\$215,294	\$303,244	\$239,394				216,294

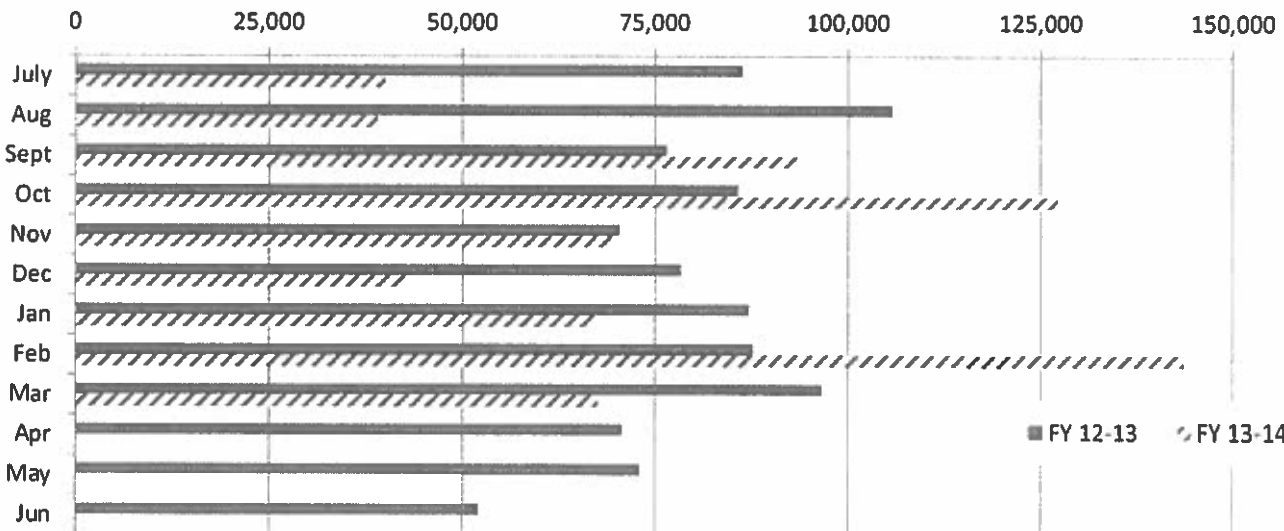
CLAIMS DEPARTMENT - Fine Activity Report Jan 2014

In March 2014, the number of fines assessed by the Claims Department decreased in number to 331 from 691 in February 2014. The number of Claims fines paid increased from 175 in Feb. to 336 in March.

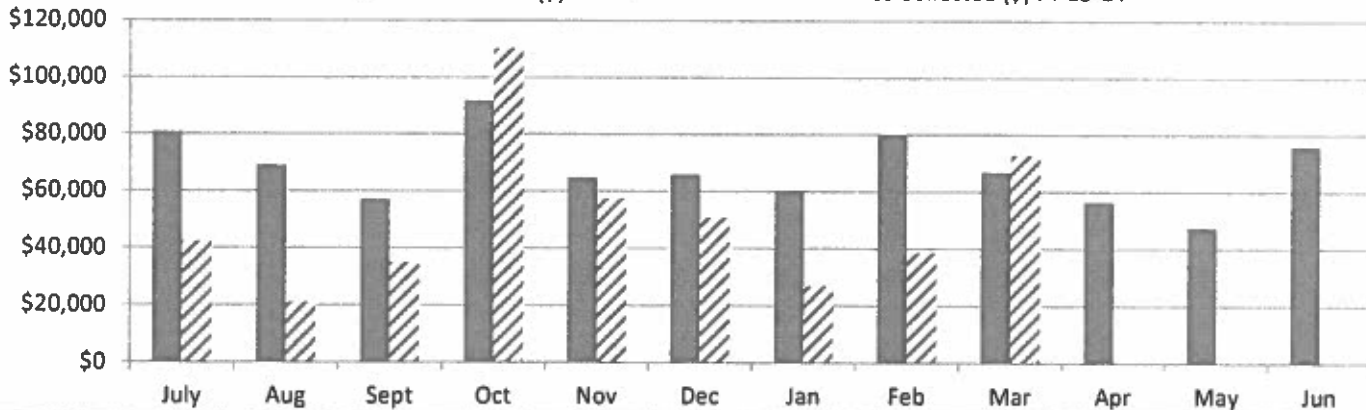
Total fine dollars assessed in March was \$67,600 a decrease over prior month \$143,600. Fine revenue received in March was \$73,100 an increase over prior month \$38,550.



Net Fines Assessed (\$)



Fines Collected (\$)



Claims Department - Fine Activity Report -March 2014

Fines Assessed (#)

	FY12 -13	FY 13-14
July	406	193
Aug	489	185
Sept	380	377
Oct	387	469
Nov	344	272
Dec	386	204
Jan	391	304
Feb	414	691
Mar	425	331
Apr	333	0
May	342	0
Jun	248	0
Total	4,545	3,026
Mo Avg	379	336

Fines Received (#)

	FY 12-13	FY 13-14
July	363	162
Aug	314	190
Sept	275	174
Oct	437	459
Nov	295	242
Dec	313	203
Jan	302	138
Feb	373	175
Mar	334	336
Apr	307	0
May	235	0
Jun	371	0
Total	3,919	2,079
Mo Avg	478	231

Net Fines Assessed (\$)*

	FY 12-13	FY 13-14
July	86,325	40,000
Aug	105,800	39,000
Sept	76,500	93,500
Oct	85,780	127,250
Nov	70,300	69,350
Dec	78,400	42,750
Jan	87,200	67,200
Feb	87,700	143,600
Mar	96,650	67,600
Apr	70,750	0
May	73,000	0
Jun	52,100	0
Total	970,505	690,250
Mo Avg	80,875	77,831

Fines Collected (\$)

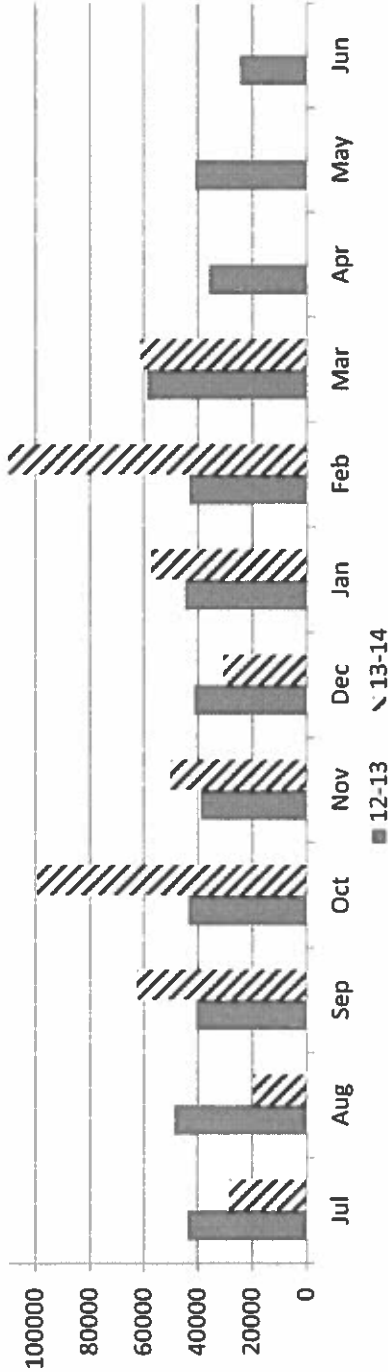
	FY 12-13	FY 13-14
July	\$80,825	42,350
Aug	\$69,100	21,200
Sept	\$57,075	35,050
Oct	\$91,925	110,350
Nov	\$64,825	57,425
Dec	\$65,950	50,900
Jan	\$60,550	27,000
Feb	\$79,875	38,550
Mar	\$67,000	73,100
Apr	\$56,650	0
May	\$47,550	0
Jun	\$76,100	0
Total	817,425	455,925
Mo Avg	68,119	46,603

*after reductions and rescinded

FORM 18 FINE ASSESSMENTS

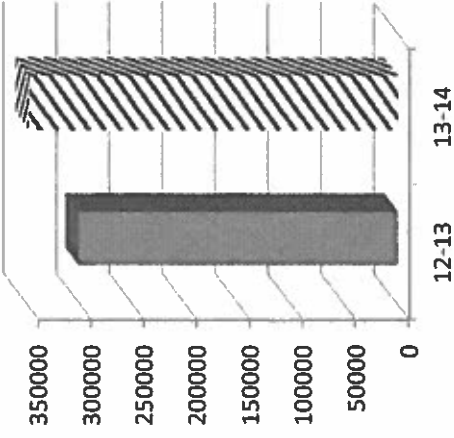
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of March 2014, this has resulted in a decrease in Form 18 Fine Assessments to \$61,400 as compared to February 2014 of \$132,400. The actual number of fines assessed decreased from 632 in February 2014 to 300 in March 2014.



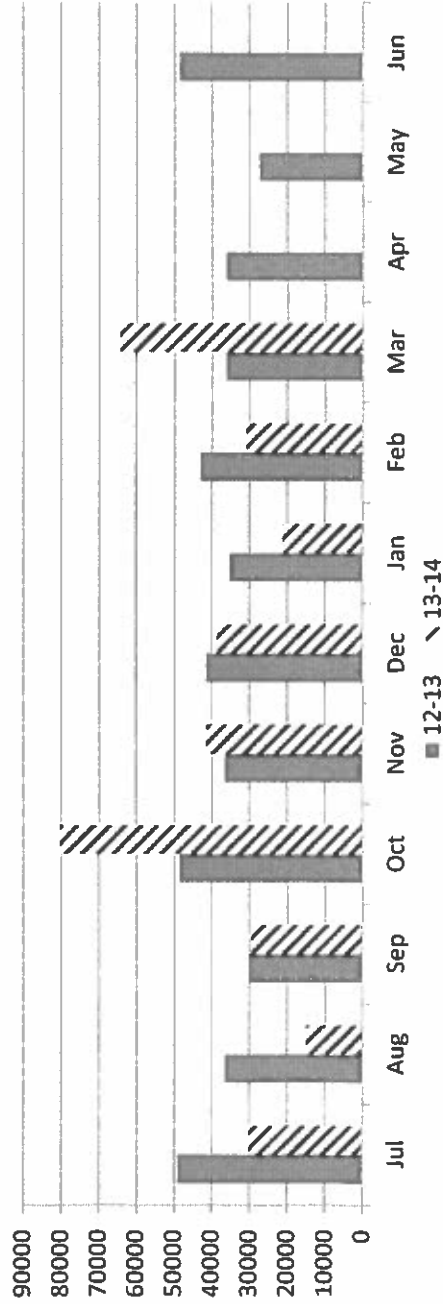
FORM 18 FINE ASSESSMENTS YTD

Form 18 Fine Assessment is trending at 115% of prior year assessments.



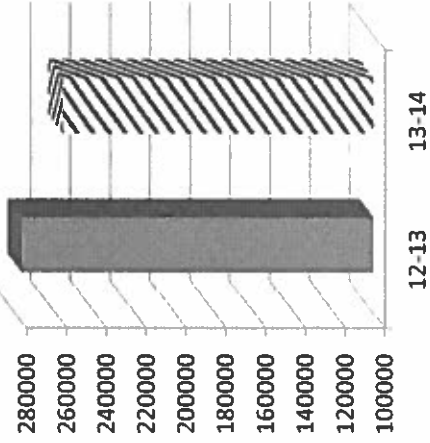
FORM 18 FINE COLLECTION

In March 2014, the Claims Department received payment on Form 18 Fines resulting in revenue of \$ 64,300



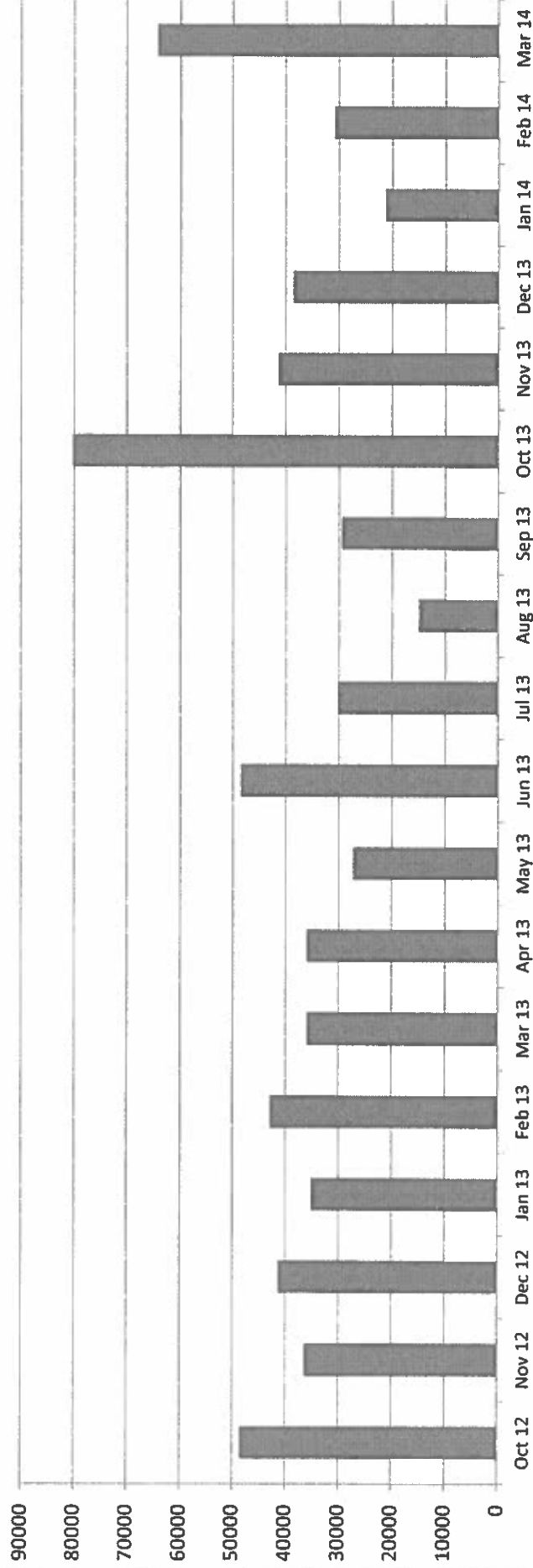
FORM 18 FINE REVENUE YTD

Form 18 Fine Revenue is trending at 93% of prior year collections.



Form 18 Fines Received

18 Month Summary



State of South Carolina

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



Tel: (803) 737-5700
Fax: (803) 737-5768
www.wcc.sc.gov

Workers' Compensation Commission

April 21, 2012

To: Gary M. Cannon
Executive Director

From: Virginia L. Crocker

RE: **Monthly Judicial Report**

The Judicial Department welcomes Kimberly Falls as our new associate as an Insurance Claims Examiner II in the Appellate Division. Kim will be assisting Eugenia Hollmon with her duties in completing the appellate docket. Kim is a graduate of the University of South Carolina with a BA in Sociology. She was a Dean's List student at Carolina and she also graduated Cum Laude from the University of Richmond with a Post Baccalaureate Certificate in Paralegal Studies.

Prior to her joining us at the Commission she worked as a paralegal with Rogers, Townsend & Thomas and McCutchen Blanton Johnson & Barnette here in Columbia.

You will note the Informal Conference numbers reported are unusually high. The three hundred seventeen cases (317) were cases heard at the end of last month and were not entered into the system due to the inclement weather and the office being closed. This number represents approximately six weeks of conference conducted rather than four.

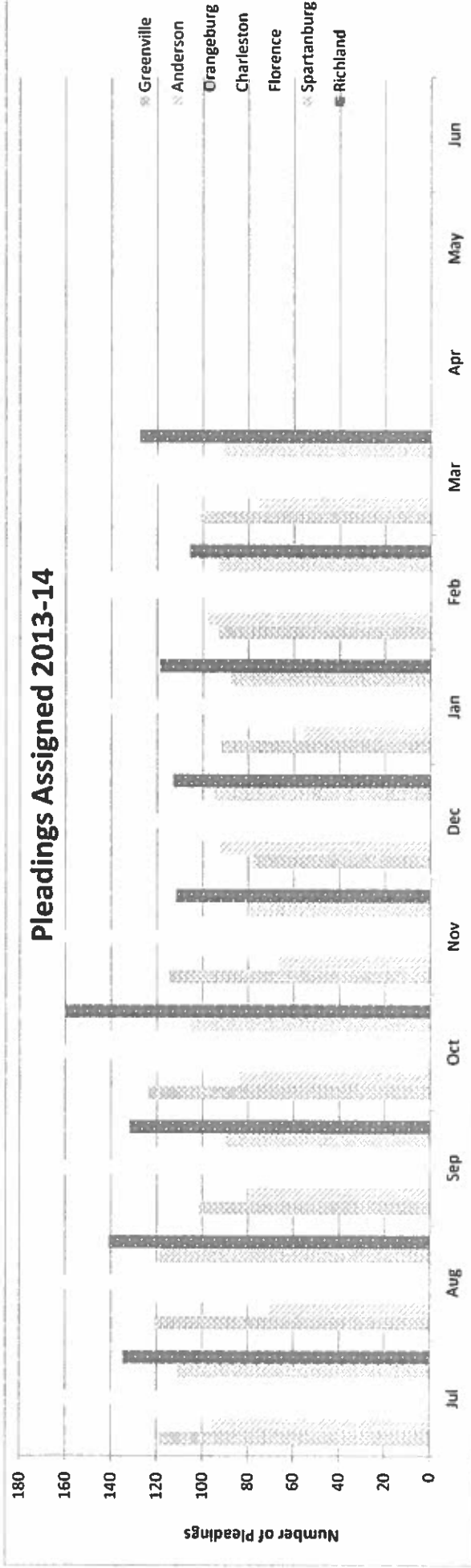
The mediation numbers are staying relatively steady along with successful resolutions with only about thirteen percent (13%) resulting in impasse. Attached is a status report of the ongoing aggregate mediations. Thirty-four (34) were conducted in Columbia on March 17th and another round is scheduled for April 30th through May 1st in Charleston.

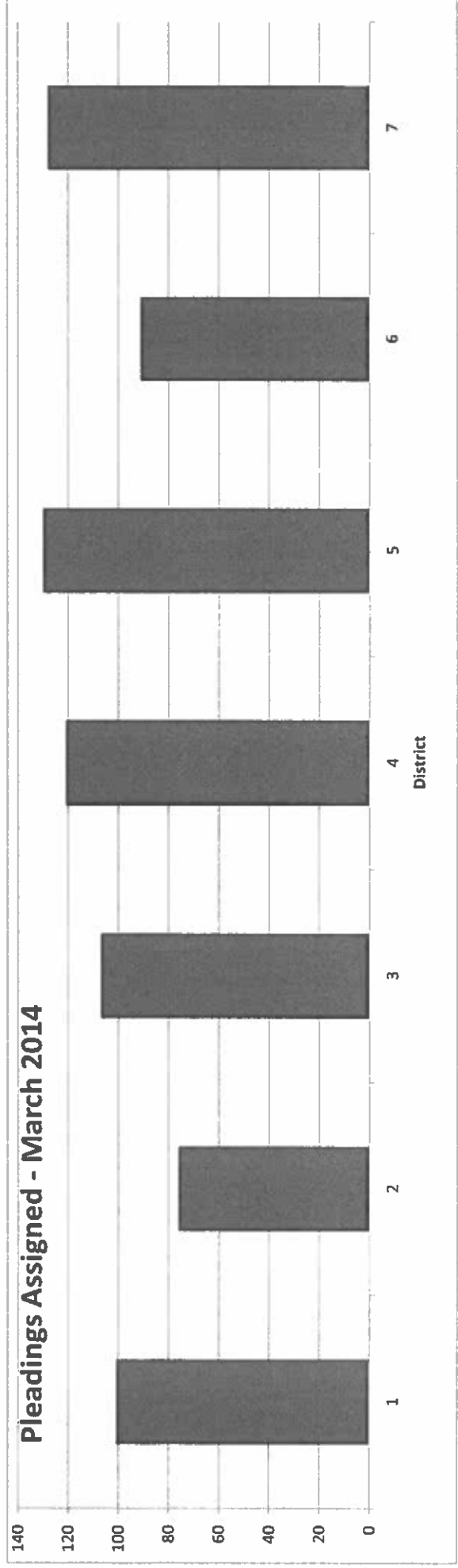
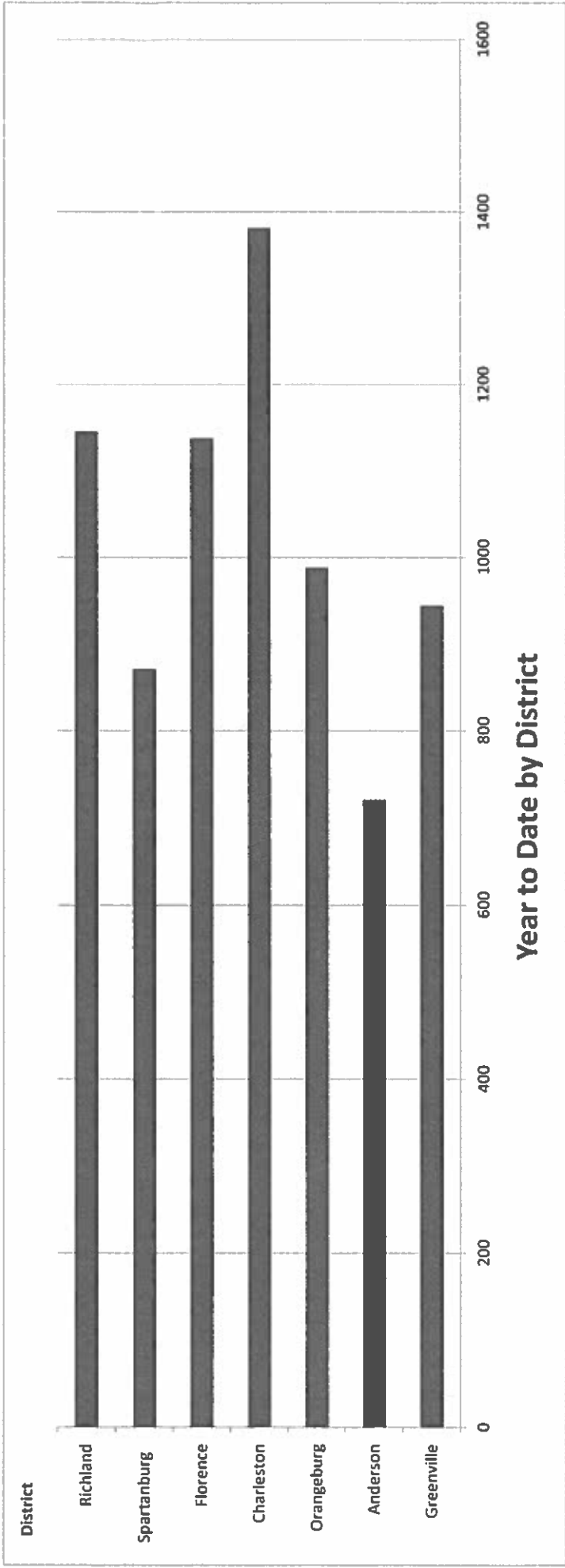
With the exception of District Three (Orangeburg), there were fewer pleadings assigned this month than the same time last year. There were one hundred and eight (108) hearings conducted this month and fifteen (15) oral arguments.

Pleadings Assigned

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland		
	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12
Jul	119	94	85	96	89	106	121	124	103	164	160	153	117	140	155	111	99	139	135	173	163
Aug	121	133	140	71	100	104	121	126	122	170	176	199	131	153	149	119	149	184	141	215	183
Sep	102	95	121	80	100	95	97	101	128	163	144	143	137	101	152	90	107	131	132	144	148
Oct	124	118	118	84	97	97	128	120	134	170	188	198	159	138	128	106	115	132	160	146	144
Nov	115	111	159	67	99	94	115	125	133	163	153	151	115	139	121	79	106	138	112	138	191
Dec	78	74	164	93	80	142	102	142	104	123	126	181	108	118	117	95	116	115	113	108	144
Jan	92	111	112	56	106	90	100	118	122	151	193	180	95	128	111	88	121	98	119	141	129
Feb	93	106	163	98	98	114	98	115	112	157	165	141	146	114	136	93	89	117	106	133	153
Mar	101	104	118	76	90	84	107	107	126	121	134	162	130	143	149	91	121	134	128	160	118
Apr		122	121		73	89		107	101		155	126		108	143		103	106		162	185
May		67	105		67	79		78	131		134	148		80	130		102	109		107	144
Jun		98	112		80	94		121	119		163	170		121	134		110	143		144	154
Totals	945	1233	1518	721	1079	1188	989	1384	1435	1382	1891	1952	1138	1483	1625	872	1338	1546	1146	1771	1856

Pleadings Assigned 2013-14

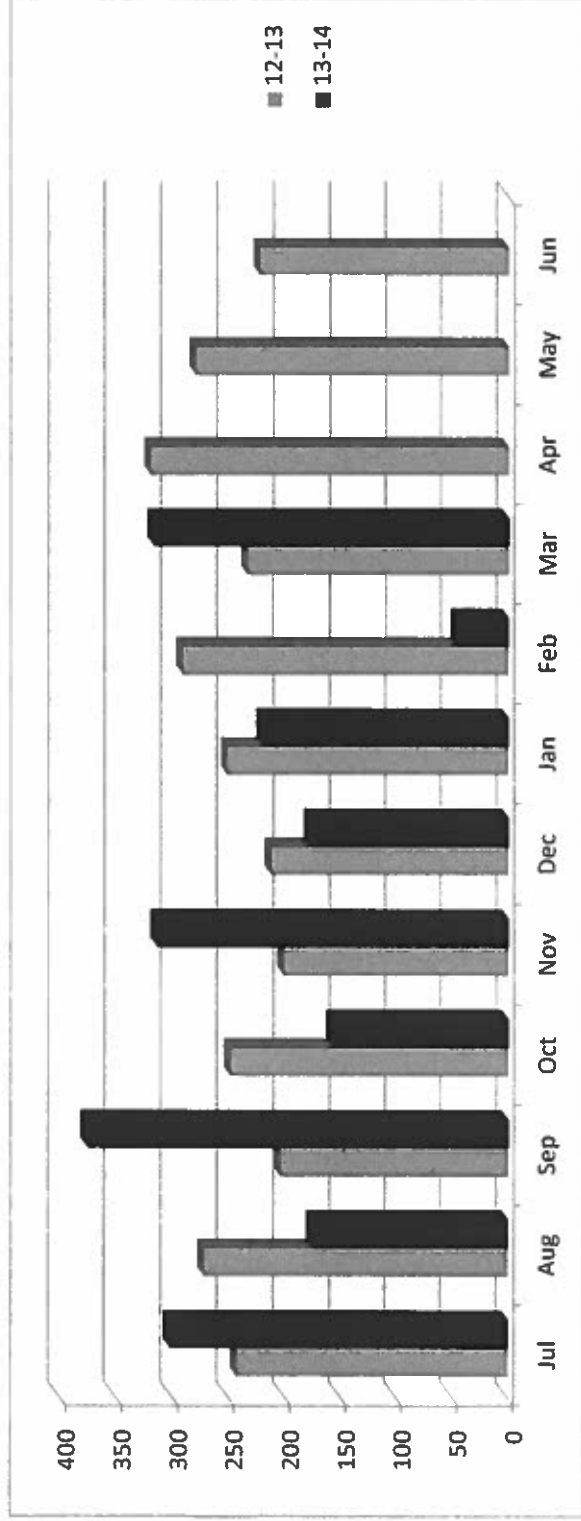
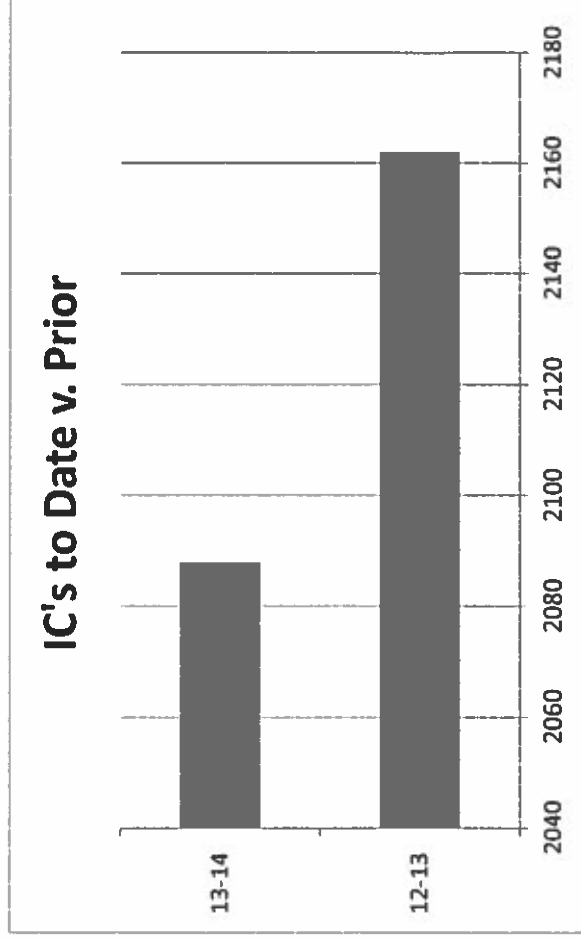




Informal Conf. Conducted

	12-13	13-14	
Jul	243	303	124.7%
Aug	272	176	64.7%
Sep	205	376	183.4%
Oct	249	158	63.5%
Nov	202	314	155.4%
Dec	213	178	83.6%
Jan	252	220	87.3%
Feb	292	46	15.8%
Mar	234	317	135.5%
Apr	320		0.0%
May	280		0.0%
Jun	223		0.0%
Total	2985	2088	

Y-T-D
 12-13 **2162**
 13-14 **2088**
96.6%

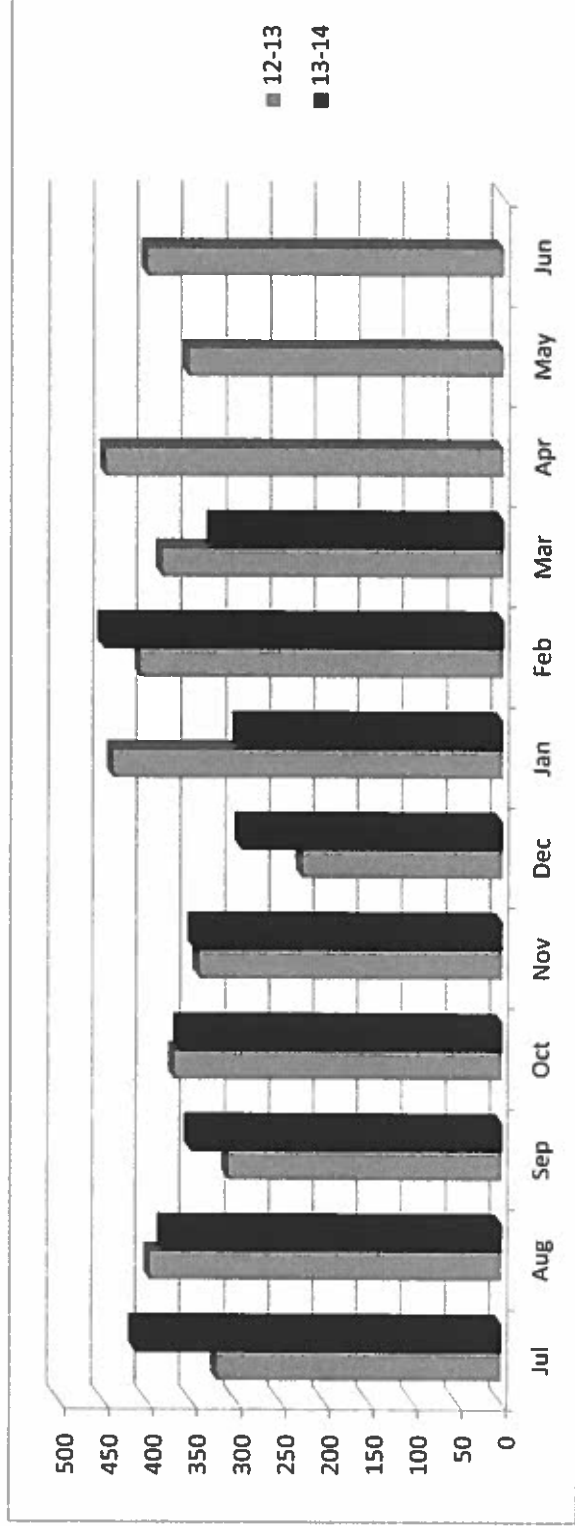
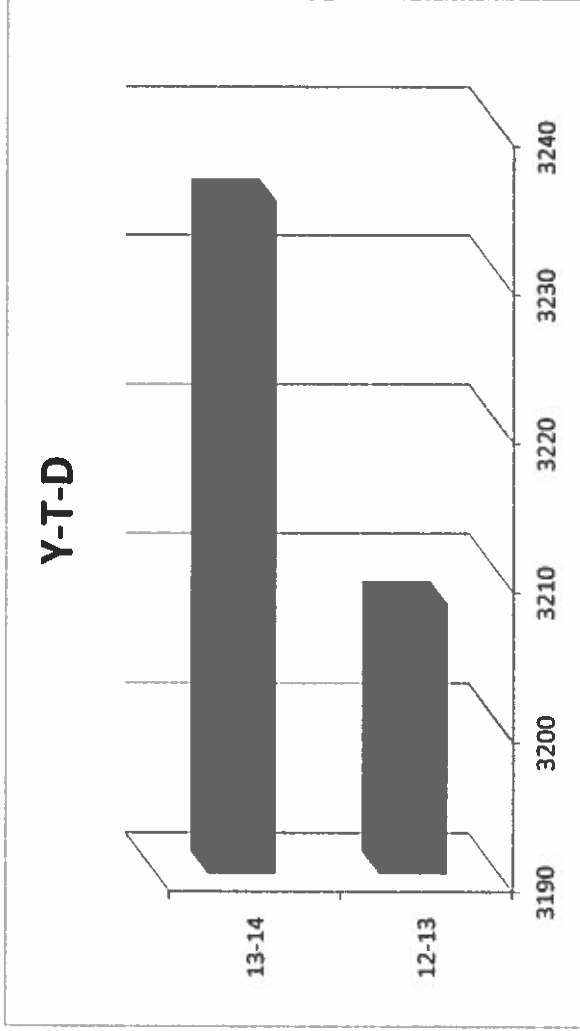


Informal Conf. Requested

	12-13	13-14
Jul	322	414
Aug	398	382
Sep	310	352
Oct	371	364
Nov	343	348
Dec	227	296
Jan	441	299
Feb	410	452
Mar	386	328
Apr	450	
May	356	
Jun	403	
Total	4417	3235

12-13 13-14
3208 3235 1.008416

Y-T-D



**SCWCC JUDICIAL DEPARTMENT
MEMORANDUM**

April 9, 2014

To: Gary M. Cannon

From: Virginia L. Crocker

RE: Aggregate Case Update

The first aggregate case mediation the Commission oversaw was a result of the Graniteville train derailment in 2005. All the workers' compensation cases were mediated here in Columbia in 2006. The Claimants in these cases were not represented by a single law firm. Several different Claimants' attorneys were involved, but the Defense was represented by only two firms. The mediations were held at the Clarion Town House with Earl Ellis as the mediator. I was present for the Commission, assisted the mediator and each of the cases were resolved.

The Commission is currently managing three aggregate case dockets: Hampton County Westinghouse, Exide; and Celanese. All three claim occupational disease and toxic exposure.

The process by which we have handled all three cases has been the same. A Jurisdictional Commissioner has been assigned the cases and that Commissioner manages scheduling and discovery orders and oversees the management of the progress of the process. Most issues that arise are resolved by agreement of the Parties or are resolved through the mediation process with the Mediator in conjunction with the Commission.

Micarta Facility Hampton County

In May of 2007, the Judicial Department conducted our first meeting with regard to the management of these aggregate cases. The Parties discussed a process by which these cases could be managed with as little disruption to the system as possible. The mediation process was agreed upon along with there being a Jurisdictional Commissioner assigned to the cases to issue scheduling orders and direct the Parties with regard to moving the cases forward to settlement. By agreement, the Forms 50 would be filed along with the Forms 51; but there would be no requirement for the Employer/Carriers to file Forms 18. The pleadings would be held in the Judicial Department until settlements were reached or a hearing became necessary. After repeated telephone conferences with the out of state attorney for the Union explaining

he needed to be admitted to the South Carolina Bar or associate in state counsel, Mr. Rosenthal associated The Steinberg Firm to represent the Claimants in these cases.

Representation of the Parties:

Gerald A. Rosenthal of the Florida Bar	Claimants/Union
Eric Lakind of the Florida Bar and SC Bar	Claimants/Union
Theodore Leopold of the Florida Bar	Claimants/Union
Spencer Kuvin of the Florida Bar	Claimants/Union
Lee Ortner	SC/ Union
David Pearlman	Claimants
Malcolm Crosland	Claimants
Jeff Eddy	Claimants
Dan Addison	Westinghouse
Drake Rogers	International Paper
Josh Metcalf of the Mississippi Bar	IP/Nevamar
Nick Giallourakis of the Mississippi Bar	IP/Nevamar
Tanya Ellis of the Mississippi Bar	IP/Nevamar
Al Danley	Nevamar
H. Mills Gallivan	Mediator

Mr. Danley was released from these cases prior to his death as a result of an agreement between the Parties that International Paper would carry the liability for the claims during the time Nevamar became the new owner of the facility.

The pending cases and proper employer/carrier relationship as of May, 2007

Plywood Plastics 1940-1955	50 cases
Westinghouse Viacom 1995 until September 1, 1995	699 cases
International Paper September 1, 1995 until June 28, 2002	635 cases
Nevamar beginning June 28, 2002	
Pacific Employers Insurance	72 cases
Ace American Insurance	461 cases
Total pending cases	1917 cases

Commissioner Williams was the Jurisdictional Commissioner in these cases. Commission Taylor has succeeded him. He issued orders regarding proper representation as well as discovery and scheduling orders. Mills Gallivan was agreed

upon as Mediator and the mediation process began in 2007. Discovery was completed and several mediation sessions were held without success. In June of 2012, the Mediator informed the Commissioner that the mediations had resulted in impasse. The Commissioner then convened the Parties and by agreement; the Judicial Department forwarded an agreed upon list of thirteen cases for hearing.

In March and April of 2012, Commissioner Williams heard all thirteen cases and each was appealed to Full Commission. By agreement of the Parties and by order of the Commission, the appeals were stayed pending a motion of the Parties or order of the Commission to go forward with oral argument. Oral arguments have not been scheduled to date.

Mediation began again and is continuing. The Parties continue their request to stay appellate matters. The discussion with regard to amount of settlement has been for indemnity only. At this point, there have been no discussions of reimbursement for medical care and treatment. There is a proposed settlement on the table which would settle all matters for a specific amount and have the proceeds of the settlement awarded by a special referee. The Parties have spoken with a retired South Carolina Circuit Court Judge who has agreed to participate. The only pending issue at this point is the amount of money and which Party owes what amount. Thus far, there have been no benefits paid in this matter as a result of mediation.

Exide

The Consent Scheduling Order in these cases was served on August 13, 2009 and we have successfully completed fifteen (15) rounds of mediation since that time. The last session was March 17, 2014. An additional aspect of these cases is the question of South Carolina Second Injury Fund reimbursement. The only issues which have been heard by the Commission at this point are the Second Injury Fund reimbursement arguments. The appeals of these Full Commission orders are still active in higher court. The proper jurisdiction for these cases is Circuit Court due to the dates of last injurious exposure. The settlements in these cases have been for indemnity only. Some interesting aspects of these cases are the proper compensation rate and the approval of CMS for settlement purposes. Determining the answers to these questions have been the primary reason for the time it has taken the Parties to settle. This process is working extremely well and has progressed as quickly as possible. Thus far, over fifteen (15) million dollars in indemnity has been paid. There has been no negotiation or payment for any medical care and treatment in any of these cases. Mills Gallivan is serving as the mediator and continues to do an excellent job of keeping everyone on task.

Representation of the Parties:

Hugh McAngus*	Claimants
Murrell Smith	Claimants
David Pearlman	Claimants
Malcolm Crosland	Claimants
Vernon Dunbar	Liberty/Arrowpoint
Cindy Dooley	Wassau/Liberty
Robert Gruber	Great American
 H. Mills Gallivan	 Mediator

As of the completion of our sixteenth round of mediation completed last week, we have settled five hundred and twenty-four (524) cases with payments for indemnity only in excess of fifteen (15) million dollars. The seventeenth round is scheduled in Charleston for April 30 through May 2. The Judicial Department's involvement in these mediations was requested by the Parties and was directed by the Jurisdictional Commissioner. I assist the mediator Mills Gallivan and participate in the discussions with the Parties in negotiating settlements. I also assist with the management of the caseload during the mediations and handle administrative issues with the Commission with regard to proper record keeping and efficient work flow of the correspondence and the settlement records.

*Interestingly, Hugh McAngus tried the original cases on behalf of the Claimants and took the matter to higher court. Although he was not involved in mediation, he still was an attorney of record on behalf of the Claimants. In that Vernon Dunbar has now joined McAngus, Goudelock and Courie, Mr. McAngus is no longer involved in these cases.

There are approximately forty-five (45) cases remaining.

Celanese Corporation

The Celanese aggregate cases were filed beginning in 2009. Claims have been filed for all Celanese plants in South Carolina both in Spartanburg and Rock Hill. At this time, mediation is moving forward on the Cel River (Rock Hill) cases only. Preliminary scheduling meetings and discovery have been held, but no specific mediations have yet been scheduled. Mr. Rosenthal associated The Steinberg Firm to represent the Claimants in these cases as well.

Representation of the Parties:

Gerald A. Rosenthal of the Florida Bar*	Claimants/Union
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Erik Lakind of the Florida Bar* and SC Bar	Claimants/Union
David Pearlman	Claimants
Malcolm Crosland	Claimants
Chad McGowan	Claimants
Cynthia C. Dooley	One Beacon Ins.
Hugh McAngus, Sr.	Celanese
Josh Metcalf of the Mississippi Bar	Celanese
J. Hubert Wood	Reliance (SCGF)

There are approximately six hundred (600) pending cases for the Cel River facility in Rock Hill. These are the cases which are currently in play with regard to negotiations. It may be the other cases will be withdrawn. Additionally, in this set of aggregate cases; there are third party contractor cases which have not yet been pursued. Hugh McAngus is representing Celanese regardless of the insurer and he has associated Mr. Metcalf who has also been participating in the Westinghouse mediations.

*Mr. Rosenthal and Mr. Lakind are currently withdrawing their representation in these cases. Mr. Lakind is withdrawing because he has left the Rosenthal firm in Florida. Mr. Lakind is a member of the South Carolina Bar.

Judicial Department's Role in Aggregate Cases:

I have been actively engaged in these aggregate mediations from their inception in 2007. The Judicial Department has managed the filings and the coordination with the Jurisdictional Commissioner. At the actual mediations, I represent the Commission by explaining the process to the Claimants ensuring them of the Commission's knowledge of these mediations and the support of the process. I answer questions Claimants have about the process and how the Commission works as well as questions regarding proper benefits. This has been very helpful in their understanding the importance of the negotiations and their willingness to participate and settle their cases. I also assist the mediator with record keeping and proposals of ways to effectively negotiate resolution of the cases. My assistance saves the litigants the extra costs of an associate mediator and also assists in efforts to move these matters forward in a timely manner. We will be looking at several more of these aggregate cases over the next few years. We have created a very effective way to manage them and by doing so save the Commissioners from hearing an excess of one thousand cases which, if heard by different Commissioners; would result in disparate findings and then because all of these cases would be appealed to Circuit Court, cause a caseload for the Circuit Court which would be very difficult to manage.

The Judicial Department's involvement keeps the Parties focused on resolution and encourages the litigants to move forward to settlement. We also manage the record keeping with saves both the Commission and the Parties money in the process. I believe as we move forward with these additional cases, our system will become even better.

Pending aggregate cases:

Greer Exide Plant

David Pearlman
Malcolm Crosland
Robert Gruber
Vernon Dunbar

Claimants
Claimants
Mitsui Sumitomo
Wassau

Florence Exide Plant
Savannah River Plant

State of South Carolina

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



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Workers' Compensation Commission

Executive Director's Report Gary M. Cannon April 18, 2014

Commissioners Reappointments

On April 16 the Senate confirmed the reappointment of Commissioner Beck as Commissioner for a term beginning June 30, 2014 through June 30, 2020 and confirmed his appointment as Chairman for a term beginning on June 30, 2014 through June 30, 2016. The Senate also confirmed the reappointment of Commissioner Wilkerson and Commissioner Taylor for terms beginning on June 30, 2014 through June 30, 2020.

Regulation Change – R 67-1605 Lump Sum Payment

The proposed changes to R67-1605 (Lump Sum Payment) are pending at the Senate Judiciary Committee. The 120 Review Expiration Date for Automatic Approval is May 14, 2014.

CAGC Casualty Company

In accordance with §38-31-160, the Commission issued an Administrative Order instructing the Commission to stay all matters before the Commission in which CAGC Casualty Company is a party until April 16, 2014, which is 90 days after the entry of the Order of Liquidation. The Judicial Department began processing the pending cases on April 17.

Narcotics Use Ad Hoc Advisory Committee

Staff has contacted developing a list of names of stakeholders as potential members of the committee.

Personnel

The following staff members have tendered resignations from the Commission: Diana Gantt, Director of Administration (Accounting/Fiscal Manager) and Joan Burekhalter, Records Analyst Kim Falls began employment as an Insurance Claims Examiner II in the Judicial Department on April 7.

Claims Administration Workshop (CAME)

Participated in the planning meeting for the CAME workshop scheduled for May 8.

Budget Preparation FY 2014-15 and FY2015-16

The Department Heads met on April 11 to discuss the proposed budget for FY2014-15 and the budget preparation for FY2015-16.

SC Bar Diversity Clerkship Program

On April 11, 2014 met with a candidate for the SC Bar Diversity Clerkship Program to discuss clerking with the Commission during the summer.

Employee Meetings/Staff Training

The Executive Director met with the Department Heads on March 24, April 3, and April 11. An All Employee meeting was held on March 26. Driver Safety Driving was held on March 19 for all employees who drive state vehicles.

Other Meetings

The Executive Director participated in the following meetings/activities:

- March 18 – Meeting with Earthlink IT Services regarding information security
- March 20 – Presentation to the International Association of Rehabilitation Professionals
- March 24 – Meeting with Attorney General’s staff regarding a litigation matter
- March 27 – Attended the Agency Directors Information Security Meeting
- March 28 – Presentation to the Injured Workers Advocates’ Association at the Spring Conference
- April 2 – Attended the Senate Judiciary Subcommittee – Commission Reappointments
- April 8 – Attended the Senate Judiciary Committee – Commission Reappointments

Constituent/Public Information Contacts

An update for the constituent/public information contacts made during the months of March and April will be provided in the May Executive Director Report.

SCWCC Stakeholder Electronic Distribution List

The number of stakeholders added to electronic distribution list during March and April will be provided in May Executive Director Report.

SC Vocational Rehabilitation Department

Attached is a report on SCVRD/WCC referrals provided by Chuck Hamden, SCVRD Counselor, for March 2014.

The Commission will begin participating in SCVRD’s Skilled Workforce Apprentice Training Opportunity Program for assistance in the IT Department.



South Carolina Vocational Rehabilitation Department

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

Barbara G. Hollis, Commissioner

MEMO

TO: Gary Cannon

FROM: Chuck Hamden, SCVRD Counselor

DATE: March 27, 2014

RE: SCVRD/WCC Referrals

As the SCVRD counselor assigned to the Workers Compensation Commission, I held office hours at WCC for three (3) days in the month of March 2014.

During the March office hours, SCVRD has continued to review the Workman's Compensation Commission files for Richland and Lexington counties for 2012. With the continued implementation of the WCC Query program, twenty-five (25) referral letters have been sent in March to potential clients.

As of March 27, 2014, five (5) potential WCC referrals have responded to inquiry letters:

- One (1) referral has been made for the Lexington SCVRD office
- Four (4) referrals have been made for the Richland County SCVRD office.

As of March 27, 2014, SCVRD has completed the review of potential WCC claimants for CY 2012. In total, 3,597 records were reviewed (Richland County-2174 and Lexington County-1423). SCVRD is now waiting for CY 2013 files to be loaded to begin review.

Preparations for the WCC-SCVRD Portal transition continue. Personnel and resources are being put in place by SCVRD and Portal presentations were made to Client Services in March 2014. Further meetings between WCC and SCVRD will be scheduled to continue roll-out of this program and do discuss changes to the WCC portal.

SC Vocational Rehabilitation Dept
Workers' Comp Referrals SFY 2013

COUNTY	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Cnty Total
Abbeville													0
Aiken		1											1
Allendale													0
Anderson													0
Bamberg													0
Barnwell													0
Beaufort													0
Berkeley	1			1									2
Calhoun													0
Charleston	1	2	1										4
Cherokee													0
Chester													0
Chesterfield													0
Clarendon													0
Colleton													0
Darlington													0
Dillon													0
Dorchester	1	1											2
Edgefield													0
Fairfield													0
Florence													0
Georgetown			1										1
Greenville	1												1
Greenwood													0
Hampton													0
Horry													0
Jasper													0
Kershaw		1											1
Lancaster						1	1						2
Laurens													0
Lee													0
Lexington		2	2	1	1			2	1				9
Marion													0
Marlboro													0
McCormick													0
Newberry													0
Oconee													0
Orangeburg		1			1								2
Pickens													0
Richland			1	2	1	1	2	3	4				14
Saluda													0
Spartanburg													0
Sumter		1											1
Union													0
Williamsburg													0
York													0
Monthly Ttls	4	9	5	4	3	2	3	5	5	0	0	0	40

SC Vocational Rehabilitation Dept
Workers' Comp Referrals SFY 2013

Primary Disability	#
Mobility Impairments	2
Manipulation/dexterity impairments (hand/fingers)	4
Other Orthopedic Impairments (e.g. limited range of motion)	18
General physical debilitation (faigue, weakness, chronic pain)	14
Hearing or visual impairments	
Other physical impairments (not listed above)	2
Total	40

SCWCC JUDICIAL DEPARTMENT
MEMORANDUM

April 16, 2014

To: Gary M Cannon
Keith Roberts

From: Virginia L. Crocker

RE: CERTIFICATION OF THE APPELLATE DOCKET

The Appellate Division of the Judicial Department requests the publishing of the Commission's preferences with regard to the certification and filing of the Appellate Record.

In order to complete electronic filing of the proper documentation for the appellate process, we propose the Commission adopt and publish their preferences for proper certification and submission. By doing so, we are ensuring consistency in our records and ease of submission for our constituents. This process will also save costs for the Parties.

The service requirements and procedures will mirror those which the Commission currently uses to serve Hearing Notices, Single Commissioner Decisions and Orders, as well as our Appellate Decision and Orders.

We do not anticipate an additional budgetary expenditure to implement the process.

Attached are the recommended procedures and delineations of preferences for electronic filing.

If you have any questions, or if I may provide any additional information; please do not hesitate to ask and I will respond as soon as possible.

SCWCC APPELLATE DIVISION

APPELLATE RECORD PREFERENCES

In order to complete the appellate record pursuant to Regulation 67-705 A the appellant should provide the following information and submit it to the Appellate Division of the Commission at appeals@wcc.sc.gov.

Decision and Order of the Single Commissioner
Pertinent APAs and Exhibits
Transcript of Hearing

Any additional evidence pertinent to the appeal

Any questions may be directed to the Appellate Division of the Commission at appeals@wcc.sc.gov or 803.737.5739.

SCWCC APPELLATE DIVISION

APPELLATE RECORD PREFERENCES

In order to complete the appellate record pursuant to **Regulation 67-705 A**, the appellant shall provide the complete Appellate Record to the Appellate Division of the Commission comprised of copies of the following information:

- Decision and Order of the Single Commissioner under review
- Additional Decision and Orders of the Commission or the Courts issued in the claim under review which are pertinent to the issues on appeal
- Pertinent APAs and Exhibits
- Transcript of the Hearing of the Single Commissioner under review
- Relevant portions of additional transcripts pertinent to the issues raised on appeal
- Any additional evidence contained in the record pertinent to the appeal

The Appellate Record shall be submitted as a separate document at the time the Appellant's Brief is submitted via secure email to appeals@wcc.sc.gov. This information shall be served on all Parties and the Commission certifying it is true and correct.

If the Respondent has additional records to submit into the Appellate Record or objections to records submitted by Appellant, such submissions or objections may be made with the submission of the Respondents' Brief.

If the Appellant is not represented by counsel, the Appellate Division of the Judicial Department will assist with the certification of the record.

Any questions may be directed to the Appellate Division of the Commission at appeals@wcc.sc.gov or 803.737.5739.

To: Gary Cannon, Executive Director

From: Betsy Hartman, Director of IT

Subject: Department of Information Security Polices

Date: April 4, 2014

A Statewide Information Security Project was started in June 2013. IT Security Policies developed by Deloitte have been rolled out to Agency Heads and IT Directors during monthly meetings starting September 2013. Now that the new Department of Information Security (DIS) is in place the responsibility has shifted from DSIT, now named Department of Technology (DTO). Two Provisos' were adopted by the House of Representatives and expected to become law next year.

101.cs ADD (Cyber Security) SUBCOMMITTEE RECOMMENDATION: ADD new proviso to require all state agencies to adopt and implement cyber security policies, guidelines and standards developed by the B&C Board. Authorize the board to conduct audits to monitor agency compliance. Require agencies to fully cooperate with and furnish any information or data as requested by the board in its performance of these duties

101.cs. (BCB: Cyber Security) All state agencies must adopt and implement cyber security policies, guidelines and standards developed by the Budget and Control Board. The Budget and Control Board may conduct audits as necessary to monitor compliance with established cyber security policies, guidelines and standards. In addition, the Budget and Control Board shall oversee all incident responses to agency cyber security breaches. Upon request of the Budget and Control Board for information or data, agencies must fully cooperate with and furnish the Budget and Control Board with all documents, reports, assessments, and any other data and documentary information needed by the Board to perform its mission and to exercise its functions, powers and duties.

The DIS Master Policy defines Information Security Program Planning, Security Organization (Roles and Responsibilities), Policy Management (Plan of Action), Information Security Controls Deployment). Under the Master Policy there are 13 policies:

1. Human Resources and Security Awareness
2. Asset Management
3. Risk Management
4. Information Systems Acquisition, Development and Maintenance
5. Access Control
6. Data Protection and Privacy
7. Mobile Security
8. IT Compliance
9. Physical and Environmental Security
10. Business Continuity Management
11. IT Risk Strategy

12. Threat & Vulnerability Management

13. Governance

DSI has set deadlines for State Agencies of

- June 30, 2013 to Establish Roles and Responsibilities
- January 31, 2015 Plan of action

In an effort to help the Agency's comply with the policies, DIS and Deloitte are holding InfoSec Policy Workshops every two weeks. During the workshops, they are giving instructions on tools developed to assist in the development of agency policies/procedures to comply with each policy. These workshops will run through August 2013. Deloitte staff has offered any assistance and a website where we can load our documents for their review and input.

DIS is currently offering online, self-paced training modules at no cost to state agencies for Cyber Security Awareness for all state employees which are a requirement of the HR Policy. They plan to have other tools and training as necessary in the future.

As the Policy Champion, I have and will attend the Policy Workshops that run through August 2014. The ELT Security Planning Team will develop a full timeline and plan for a proposal to implement procedural changes and or create new policies and procedures where we don't have one to comply with each policy.

Deloitte has done an assessment of DSIT who we contract with for infrastructure, network, OnBase and server hosting. I am working with DTO to determine if we need to do our own assessment or if we are compliant based on Deloitte assessment and what has not been assessed. I recommend that, at a minimum, SCWCC have an assessment of our claims management system (Progress), eCase, Medical Disputes portal, Coverage Verification and any other web application being developed prior to implementation (upload and view via eCase and eservice of fines) by a third party to develop a true benchmark of what vulnerabilities we have and to get actionable items from security experts so we can complete the GAP analysis and create a plan to close the GAPS.

I will have two quotes by the end of next week for the third party assessment. Once I have the information on the Deloitte assessment, I will be in a better position to make a recommendation on next steps. I anticipate the assessment will cost \$25,000 to \$90,000 depending on what needs to be assessed and what vendor we chose. Until then I cannot estimate what the cost will be to remediate any application issues until an assessment is complete.

Over the course of the next few weeks, I will provide you with the initial self-assessment and a high level task list of what needs to be accomplished to meet the deadlines DIS has set to define Roles and Responsibilities and create a Plan of Action.

Please let me know if you would like more detailed information or if you have questions.