

## **A G E N D A**

### **SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION**

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

January 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 JANUARY 21, 2014** *CHAIRMAN BECK*
2. **APPROVAL OF MINUTES OF THE BUSINESS MEETING OF DECEMBER 16, 2013 (Tab 1)** *CHAIRMAN BECK*
3. **GENERAL ANNOUNCEMENTS** *MR. CANNON*
4. **APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2)** *MR. SMITH*
5. **DEPARTMENT DIRECTORS' REPORTS**  
Administration – Financial Report (Tab 3) *MS. GANTT*  
Human Resources (Tab 4) *MS. FLOYD*  
Information Services (Tab 5) *MS. HARTMAN*  
Insurance & Medical Services (Tab 6) *MR. DUFFIELD*  
Claims (Tab 7) *MR. DUFFIELD*  
Judicial (Tab 8) *MS. CROCKER*
6. **EXECUTIVE DIRECTOR'S REPORT (Tab 9)** *MR. CANNON*
7. **OLD BUSINESS** *CHAIRMAN BECK*  
A. Access Copy Fees for Electronic Images (Tab 10) *Mr. Cannon*
8. **NEW BUSINESS** *CHAIRMAN BECK*  
A. Lease Purchase Agreement for Computer Purchases (Tab 11) *Mr. Cannon*  
B. Purchase Request for Software License & Coding (Tab 12) *Mr. Cannon*  
for Upload of Electronic Documents
9. **EXECUTIVE SESSION** *CHAIRMAN BECK*  
A. Personnel Matter
10. **ADJOURNMENT** *CHAIRMAN BECK*

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**THE  
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION  
BUSINESS MEETING**

**Monday, December 16, 2013**

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, December 16, 2013 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; Grant Duffield, Insurance and Medical Services Director; Virginia Crocker, Judicial Director; Betsy Hartman, IT Director; Amanda Underhill, IT; Wayne Ducote, Coverage Director; W.C. Smith, Self-Insurance Director; and Keith Roberts, Attorney. Also present were Clara Smith and Gary Christmas, Injured Workers' Advocates; and Jenna Garraux, Stewart Law Offices.

Chairman Beck called the meeting to order at 10:50 a.m.

**AGENDA**

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

**APPROVAL OF MINUTES - BUSINESS MEETING OF NOVEMBER 18, 2013**

Commissioner Roche moved that the minutes of the Business Meeting of November 18, 2013 be approved. Commissioner Barden seconded the motion, and the motion was approved.

**GENERAL ANNOUNCEMENTS**

Mr. Cannon announced the Agency's Holiday luncheon is today at noon.

**APPLICATIONS FOR APPROVAL TO SELF-INSURE**

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Thirty-six (36) prospective members of four (4) funds were presented to the Commission for approval. The applications were:

**Palmetto Timber Fund**

Charpia Trucking  
Morris Logging  
Stewart Timber

**SC Automobile Dealers SIF**

Benson Hyundai, LLC  
Benson Automotive of Spartanburg, LLC dba Benson Kia

**SC Home Builders SIF**

Alphonso Jones dba Jones Electrical Heating & Air  
Amex Construction  
Bradley Plumbing & Heating, Inc.  
Charles Brown dba Brown's Masonry  
Dudley Nick DeKrafft dba DeKrafft Builders  
Gary Hall Landscape Designs  
Homestar Residential, LLC  
Houston Grading and Hauling, LLC  
John Lee dba Lee & Associates  
John Williams  
Jonathon Noble dba Noble Painting  
Josh Williamson dba Williamson Remodeling  
K&B Masonry & Concrete, LLC  
Larry Jackson dba Jackson Installation  
L&L Total Home Improvements, LLC  
Mark Ullman Construction, LLC  
MTP Nursery, LLC  
Nick Gant dba Action Fence Company  
Paul Gough dba P&C Painting  
Priority Painting SC, LLC  
Pro Air Technologies, Inc.  
Robert Briggs dba Southern Woodworks  
Rodney Welker dba RGW Masonry  
SC Drywall, LLC  
Sequest Development Company, Inc.  
Star Contracting, Inc.  
Thorn Contracting, LLC  
Willie Cannady dba Cannady Builders

**SC Municipal Self Insurance Trust Fund**

Town of Heath Springs  
Town of McCormick  
City of Welford

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 James seconded the motion. The motion was unanimously approved.

Mr. Smith stated the Department has reached a milestone in exceeding \$2.2 million allotted to the agency and they are half-way through the year. He anticipates collection to come in slightly higher this year than last year.

### **DEPARTMENT DIRECTORS' REPORTS**

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

#### **Administration Department**

In Diana Gant's absence, Mr. Cannon presented the Summary of Revenues and Expenditures for the period ending November 30, 2013. The benchmark for November is 33.33%. The Commission's revenues are at 42%, and expenses are at 42%. The salaries for November exceed the budgeted benchmark due to the processing of three payrolls in the month.

#### **Human Resources Department**

In Cathy Floyd's absence, Mr. Cannon presented the Human Resources report for the period of November 13 – December 10, 2013. The Executive Leadership Team is currently working to develop a strategic plan for the next five years. They will begin to assign tasks and work efforts soon.

#### **Information Services**

Betsy Hartman presented the Information Services Department's report. IT has completed a couple of E-case enhancements that went live. E-case users can ask questions, appeal fines, see all status codes for a specific case. They have also added an E-Case button on the Progress screen so internal staff can see E-case images as well. IT is getting good feedback on making the process more self-service. Main projects include Executive Leadership Team and Interdepartmental Teams helping to prioritize projects as well as uploading APA's through E-case to OnBase. The upload project should be in effect by mid-January. Another project in progress is the addition of another query on the iPad for Full Commission documents which should be in effect in January.

#### **Insurance & Medical Services Department**

Grant Duffield presented the Insurance & Medical Services Department's report. He has conducted a second meeting with the medical stakeholders concerning medical coding transition. The department is at 59% through November, when prior years' collections ran 274% prior year overall. Coverage Department funds continue to trend positively at 194%, this transition from 12A's being sent to the Coverage Department not to the Claims Department. Self-Insurance Tax status update is 27 self-insured audits and medical bill review info as well.

#### **Claims Department**

Mr. Duffield presented the Claims Department's report. For the month of November, Claims Department closed 2,348 individual cases. Fine Revenue received in November was

\$57,425. Claims Examiners reviewed 402 individual case files. A pilot project has been completed allowing stakeholders to email claim forms into the Commission. This process has been well received and successful based in part on the IT Department. This pilot project puts the Claims Department in a position to implement this process for all carriers beginning in December.

#### **Judicial Department**

Virginia Crocker presented the Judicial Department's report. Judicial processed 1,342 pleadings for November, 348 requests for Informal Conference and 92 clinchers requests. Of those, 110 cases subject to regulatory mediation, 13 requesting mediation and 7 ordered mediation. There has been a 15-20% reduction of caseload, with the exception of Charleston which is only up 10 more cases than last year. Judicial is still working to receive information and pleadings electronically for January. The next round of aggregate mediations will be in January.

#### **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:

Mr. Cannon gave an update on the interview process for the Claims Director position. They have conducted interviews and will conduct 20 more interviews next Friday. He hopes to come to the January Business meeting with a recommendation. He also hopes to have a completion date on the electronic submission of the Form 58 by January 15<sup>th</sup>.

#### **OLD BUSINESS**

##### **A. Access Copy Fees for Electronic Images**

Mr. Cannon requested to carry this item over to next meeting. He is still conducting research consistent with FOIA to allow parties to access information via eCase. Commissioner Barden made the motion. Commissioner Roche seconded the motion, and the motion was approved unanimously.

##### **B. Updated CMS-1500 Form**

Mr. Duffield reported the staff had previously asked the Commission to accept the new form, but now he would ask Commissioners to allow for the use of new updated CMS-1550 claim form.

#### **MOTION TO APPROVE THE IMPLEMENTATION AND USE OF THE CMS-1500 IN FORM AND SCHEDULE THAT IS CONSISTENT WITH THE CMS**

Commissioner Roche made the motion. Commissioner Wilkerson seconded the motion, and the motion was approved unanimously.

#### **NEW BUSINESS**

##### **A. 2014 Average Weekly Wage**

Mr. Cannon reported effective January 1, 2014, the Department of Employment Workforce has released a new effective rate of \$752.16 per week. The request for approval was submitted in the form of an Order. All Commissioners signed the order.

Mr. Cannon thanked Kellie Lindler for filling in for Kim Ballentine as she becomes a new grandmother today.

**ADJOURNMENT**

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

The December 16, 2013 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:08 am.

Reported January 21, 2014  
Kellie Lindler  
Administrative Coordinator I  
to Commissioner Gene McCaskill

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**INTEROFFICE MEMORANDUM**

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**TO:** GARY CANNON, EXECUTIVE DIRECTOR  
**FROM:** DIANA GANTT, DIRECTOR OF ADMINISTRATION  
**SUBJECT:** FINANCIAL REPORT PERIOD ENDING DECEMBER 31, 2013  
**DATE:** 1/14/2014

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The Summary of Revenues and Expenditures for the period ending December 31, 2013, is attached.

- December is the 6th Fiscal Month of Fiscal Year 2014.
- The benchmark for December is 50.00%. The Commission's revenues are at 48.05% and expenses are at 47%.
- There were 93 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 48%.

**Earmark Fund:**

**Commissioners -**

- Total expenditures are at 49% of budget.

**Administration -**

- Overall the expenditures are 45% of budget.

**Claims -**

- Expenditures are at 48% of budget.

**Insurance & Medical -**

- Total expenditures are at 47% of budget

**Judicial -**

- Total expenditures are at 38% of budget.

**Activity Report from the Procurement Office:**

	MTD	YTD
SCEIS Shopping Carts	3	27
Vendors Contacted for Price Quotes	1	59
Visa Procurement Card Orders Placed	5	35
SC Dept of Corrections Orders Placed	2	5
Staples Orders Placed	2	12
State Leased Vehicles taken for Service	2	12
State Reports filed by Procurement Officer	1	16

**Mail Room Activity:**

	MTD	YTD
Files Copied for Outside Parties	241	1,460
Pages Copied	6,702	39,003



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

<b>STATE APPROPRIATIONS</b>	<b>Budget</b>	<b>FY To Date</b>	<b>Benchmark</b>	<b>50.00%</b>
General Appropriation	<u>\$ 1,763,619</u>	<u>\$ 881,809.50</u>		50.00%

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,378,405	\$ 677,136	\$ 701,269	49.1%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	480,606	207,155	273,451	43.1%
<b>Total</b>	<b><u>\$ 1,859,011</u></b>	<b><u>\$ 884,291</u></b>	<b><u>\$ 974,720</u></b>	<b>47.6%</b>

**OTHER APPROPRIATIONS**

<b>EARMARKED</b>	<b>Budgeted Revenues</b>	<b>Received thru 12/31/13</b>	<b>% Received</b>
Training Conference Registration Fee	\$ 5,000	\$ 5,780	115.60%
Sale of Publication and Brochures	8,000	2,400	30.00%
Workers' Comp Award Review Fee	79,000	19,350	26.51%
Sale of Photocopies	88,000	40,479	46.00%
Workers' Compensation Filing Violation Fee	1,660,000	835,322	50.32%
Sale of Listings and Labels	25,000	11,245	44.98%
Workers' Comp Hearing Fee	562,000	248,640	44.24%
Earmarked Funds - Original Authorization increase Authorization	<u>\$ 2,421,000</u> 951,066	<u>\$ 1,163,216</u>	<u>48.05%</u>
<b>Total Earmarked Revenues + Fund Balance</b>	<b><u>\$ 3,372,066</u></b>		

<b>SELF INSURANCE</b>	<b>Collected Revenue</b>	<b>Transferred to State Fund</b>	<b>Balance to WCC Fund Balance</b>
Self Insurance	\$ 2,442,956	\$ -	\$ 2,442,956

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,454,375	\$ 771,685	\$ 682,690	53.1%
Taxable Subsistence	72,350	32,544	39,806	45.0%
Other Operating Expenses	1,379,941	510,433	869,508	37.0%
Employer Contribution	465,400	252,383	213,017	54.2%
<b>Total Earmarked</b>	<b><u>\$ 3,372,066</u></b>	<b><u>\$ 1,567,046</u></b>	<b><u>\$ 1,805,020</u></b>	<b>46.5%</b>

<b>TOTAL OTHER APPROPRIATIONS</b>	<b><u>\$ 3,372,066</u></b>	<b><u>\$ 1,567,046</u></b>	<b><u>\$ 1,805,020</u></b>	<b>46.5%</b>
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**South Carolina Workers' Compensation Commission**  
**2013 - 2014 Budget**  
**October 31, 2013**

**Consolidated**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 50.00%				
				Expended October	Year to Date	%	Encumb	Balance
<b>Commissioners</b>								
Salaries	\$ 1,175,584	\$ -	\$ 1,175,584	\$ 48,171	\$ 584,161	50%	\$ -	\$ 39,806
Other Operating Expenditures								
Total Contractual Services	201,275	-	201,275	15,391	87,250	43%	-	114,025
Total Supplies & Materials	12,120	-	12,120	824	5,715	47%	-	6,405
Total Fixed Charges	153,899	-	153,899	12,010	81,659	53%	-	72,240
Total Travel	57,600	-	57,600	10,034	36,222	63%	-	21,376
Total Other Operating Exp	434,894	-	434,894	38,259	230,846	50%	-	214,848
<b>Total Commissioners</b>	<b>\$ 1,600,478</b>	<b>\$ -</b>	<b>\$ 1,600,478</b>	<b>\$ 86,429</b>	<b>\$ 795,006</b>	<b>50%</b>	<b>\$ -</b>	<b>\$ 253,854</b>
<b>Administration</b>								
Salaries	\$ 471,969	\$ -	\$ 471,969	\$ 24,582	\$ 319,166	68%	\$ -	\$ 181,809
Other Operating Expenditures								
Total Contractual Services	294,063	(2,472)	291,591	5,828	30,837	11%	-	260,755
Total Supplies & Materials	33,134	2,472	35,606	3,651	10,445	29%	-	25,161
Total Fixed Charges	133,426	-	133,426	9,297	65,805	49%	-	67,621
Total Travel	20,000	-	20,000	2,088	7,514	38%	-	12,486
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	480,523	-	480,523	20,664	134,603	28%	-	344,820
<b>Total Administration</b>	<b>\$ 952,592</b>	<b>\$ -</b>	<b>\$ 952,592</b>	<b>\$ 45,446</b>	<b>\$ 433,767</b>	<b>46%</b>	<b>\$ -</b>	<b>\$ 518,825</b>
<b>Claims</b>								
Salaries	\$ 394,463	\$ -	\$ 394,463	\$ 18,244	\$ 384,035	67%	\$ -	\$ 210,428
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	2,179	12,943	32%	-	27,627
Total Supplies & Materials	24,600	-	24,600	1,399	9,305	38%	-	15,295
Total Fixed Charges	82,234	-	82,234	6,132	38,982	47%	-	43,252
Total Travel	2,100	-	2,100	-	26	1%	-	2,074
Total Other Operating Exp	149,504	-	149,504	9,710	61,256	41%	-	88,248
<b>Total Claims</b>	<b>\$ 543,967</b>	<b>\$ -</b>	<b>\$ 543,967</b>	<b>\$ 27,954</b>	<b>\$ 245,290</b>	<b>45%</b>	<b>\$ -</b>	<b>\$ 298,677</b>
<b>Insurance and Medical Services</b>								
Salaries	\$ 472,119	\$ -	\$ 472,119	\$ 22,425	\$ 239,834	51%	\$ -	\$ 232,284
Other Operating Expenditures								
Total Contractual Services	98,898	-	98,898	3,014	31,360	32%	-	67,538
Total Supplies & Materials	20,800	-	20,800	922	13,093	53%	-	9,707
Total Fixed Charges	63,090	-	63,090	4,389	28,946	46%	-	34,144
Total Travel	1,350	-	1,350	-	-	0%	-	1,350
Total Other Operating Exp	184,138	-	184,138	8,324	71,888	39%	-	112,250
<b>Total Insurance and Medical Services</b>	<b>\$ 656,257</b>	<b>\$ -</b>	<b>\$ 656,257</b>	<b>\$ 30,749</b>	<b>\$ 311,152</b>	<b>47%</b>	<b>\$ -</b>	<b>\$ 345,105</b>
<b>Judicial</b>								
Salaries	\$ 390,993	\$ -	\$ 390,993	\$ 12,443	\$ 154,190	39%	\$ -	\$ 236,803
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	2,034	11,941	34%	-	23,581
Total Supplies & Materials	29,270	-	29,270	903	6,130	21%	-	23,140
Total Fixed Charges	70,545	-	70,545	5,143	34,183	48%	-	36,362
Total Travel	5,445	-	5,445	-	139	3%	-	5,306
Total Other Operating Exp	140,782	-	140,782	8,281	52,393	37%	-	88,389
<b>Total Judicial</b>	<b>\$ 531,777</b>	<b>\$ -</b>	<b>\$ 531,777</b>	<b>\$ 20,724</b>	<b>\$ 206,583</b>	<b>39%</b>	<b>\$ -</b>	<b>\$ 325,194</b>
<b>Totals By Departments</b>								
Department Totals								
Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 86,429	\$ 795,006	50%	\$ -	\$ 253,854
Administration	952,592	-	952,592	45,446	433,767	46%	-	518,825
Claims	543,967	-	543,967	27,954	245,290	45%	-	298,677
Insurance & Medical	656,257	-	656,257	30,749	311,152	47%	-	345,105
Judicial	531,777	-	531,777	20,724	206,583	39%	-	325,194
<b>Total Departmental Expend</b>	<b>\$ 4,285,071</b>	<b>\$ -</b>	<b>\$ 4,285,071</b>	<b>\$ 206,301</b>	<b>\$ 1,991,798</b>	<b>46%</b>	<b>\$ -</b>	<b>\$ 1,741,689</b>
Employer Contributions	930,371	15,635	946,006	35,627	459,538	49%	-	486,468
<b>Total General &amp; Earmarked Funds</b>	<b>\$ 5,215,442</b>	<b>\$ 15,635</b>	<b>\$ 5,231,077</b>	<b>\$ 242,929</b>	<b>\$ 2,451,337</b>	<b>47%</b>	<b>\$ -</b>	<b>\$ 2,228,121</b>

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

**General Appropriation**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 50.00%				
				Expended December	Year to Date	%	Encumb Balance	
<b>Commissioners</b>								
<b>Salaries</b>								
Chairman	\$ 118,890	\$ -	\$ 118,890	\$ 4,754	\$ 57,045	48%	\$ -	\$ 61,845
Commissioner	684,540	-	684,540	28,723	344,670	50%	-	339,870
Terminal Leave	-	-	-	-	-	0%	-	-
Classified Employees	299,804	-	299,804	12,492	149,902	50%	-	149,902
<b>Total Commissioners</b>	<b>1,103,234</b>	<b>-</b>	<b>1,103,234</b>	<b>45,968</b>	<b>551,617</b>	<b>50%</b>	<b>-</b>	<b>-</b>
<b>Administration</b>								
<b>Salaries</b>								
Director	\$ 96,976	\$ -	\$ 96,976	\$ 4,041	\$ 48,498	50%	\$ -	\$ 48,498
Classified Positions	46,169	-	46,169	1,924	23,084	50%	-	23,085
<b>Total Administration</b>	<b>143,145</b>	<b>-</b>	<b>143,145</b>	<b>5,964</b>	<b>71,572</b>	<b>50%</b>	<b>-</b>	<b>71,573</b>
<b>Claims</b>								
<b>Salaries</b>								
Classified Positions	\$ 63,487	\$ -	\$ 63,487	\$ -	\$ 6,891	11%	\$ -	\$ 56,596
Terminal Leave	13,736	-	13,736	-	13,736	100%	-	(0)
<b>Total Claims</b>	<b>77,223</b>	<b>-</b>	<b>77,223</b>	<b>-</b>	<b>20,627</b>	<b>27%</b>	<b>-</b>	<b>56,596</b>
<b>Insurance and Medical Services</b>								
<b>Salaries</b>								
Classified Positions	\$ 26,110	\$ -	\$ 26,110	\$ 1,088	\$ 16,905	65%	\$ -	\$ 9,205
<b>Total Ins and Medical Svcs</b>	<b>26,110</b>	<b>-</b>	<b>26,110</b>	<b>1,088</b>	<b>16,905</b>	<b>65%</b>	<b>-</b>	<b>9,205</b>
<b>Judicial</b>								
<b>Salaries</b>								
Classified Positions	\$ 28,693	\$ -	\$ 28,693	\$ 1,425	\$ 16,416	57%	\$ -	\$ 12,277
<b>Total Judicial</b>	<b>28,693</b>	<b>-</b>	<b>28,693</b>	<b>1,425</b>	<b>16,416</b>	<b>57%</b>	<b>-</b>	<b>12,277</b>
<b>General Funds</b>								
<b>Department Totals</b>								
Commissioners	\$ 1,103,234	\$ -	\$ 1,103,234	\$ 45,968	\$ 551,617	50%	\$ -	\$ 551,617
Administration	143,145	-	143,145	5,964	71,572	50%	-	71,573
Claims	77,223	-	77,223	-	20,627	27%	-	56,596
Insurance & Medical	26,110	-	26,110	1,088	16,905	65%	-	9,205
Judicial	28,693	-	28,693	1,425	16,416	57%	-	12,277
<b>Total Departmental Expend</b>	<b>\$ 1,378,405</b>	<b>\$ -</b>	<b>\$ 1,378,405</b>	<b>\$ 54,446</b>	<b>\$ 677,136</b>	<b>49%</b>	<b>\$ -</b>	<b>\$ 701,269</b>
Employer Contributions	464,971	15,635	480,606	15,577	207,155	43%	-	273,451
<b>Total General Fund Appropriations</b>	<b>\$ 1,843,376</b>	<b>\$ 15,635</b>	<b>\$ 1,859,011</b>	<b>\$ 70,022</b>	<b>\$ 884,291</b>	<b>48%</b>	<b>\$ -</b>	<b>\$ 974,720</b>

**South Carolina Workers' Compensation Commission**

**2013 - 2014 Budget**

December 31, 2013

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date - 50.00%			
				Expended December	Year to Date	%	Encumb Balance
<b>Commissioners</b>							
<b>Salaries</b>							
Favorable Subsistence	\$ 72,350	\$ -	\$ 72,350	\$ 2,203	\$ 32,544	45%	\$ - \$ 39,806
<b>Total Salaries</b>	<b>72,350</b>	<b>-</b>	<b>72,350</b>	<b>2,203</b>	<b>32,544</b>	<b>45%</b>	<b>-</b> <b>39,806</b>
<b>Other Operating Expenditures</b>							
<b>Contractual Services</b>							
Copying Equipment Service	1,300	-	1,300	-	-	0%	- 1,300
Data Processing Services	34,000	-	34,000	2,195	13,206	39%	- 20,794
Freight Express Delivery	100	-	100	-	-	0%	- 100
Telephones	3,500	-	3,500	320	1,893	54%	- 1,607
Cellular Phone Service	11,500	-	11,500	462	4,379	38%	- 7,121
Legal Services/Attorney Fees	150,675	-	150,675	12,014	67,342	45%	- 83,333
Other Professional Services	200	-	200	-	430	215%	- (230)
<b>Total Contractual Services</b>	<b>201,275</b>	<b>-</b>	<b>201,275</b>	<b>15,991</b>	<b>87,250</b>	<b>43%</b>	<b>-</b> <b>114,025</b>
<b>Supplies &amp; Materials</b>							
Office Supplies	2,900	-	2,900	546	1,415	49%	- 1,485
Copying Equipment	2,300	-	2,300	-	1,334	58%	- 966
Printing	1,800	-	1,800	-	610	34%	- 1,190
Data Processing Supplies	50	-	50	-	-	0%	- 50
Postage	4,800	-	4,800	238	2,264	47%	- 2,536
Magazines/Journal Supplies	150	-	150	-	35	24%	- 115
Motor Vehicle Supp/Gasoline	50	-	50	-	56	112%	- (6)
Other Supplies	70	-	70	-	-	0%	- 70
<b>Total Supplies &amp; Materials</b>	<b>12,120</b>	<b>-</b>	<b>12,120</b>	<b>824</b>	<b>6,715</b>	<b>47%</b>	<b>-</b> <b>6,405</b>
<b>Fixed Charges</b>							
Rental-Cont Rent Payment	1,000	-	1,000	70	358	36%	- 642
Rent-Non State Owned Property	143,000	-	143,000	11,940	71,640	50%	- 71,360
Insurance-State	8,300	-	8,300	-	9,033	109%	- (711)
Insurance-Non State	1,169	-	1,169	-	-	0%	- 1,169
Dues & Memberships	430	-	430	-	650	151%	- (220)
<b>Total Fixed Charges</b>	<b>153,899</b>	<b>-</b>	<b>153,899</b>	<b>12,010</b>	<b>81,651</b>	<b>53%</b>	<b>-</b> <b>72,240</b>
<b>Travel (Includes Leased Car)</b>							
In State - Meals (Non-Reportable)	200	-	200	19	277	139%	- (77)
In State - Auto Mileage	18,000	-	18,000	2,271	9,034	50%	- 8,966
In State - Subsistence Allowance	9,000	-	9,000	1,542	9,258	103%	- (258)
Out State - Meals	100	-	100	66	321	321%	- (221)
Out State - Auto Mileage	300	-	300	-	-	0%	- 300
Leased Car	30,000	-	30,000	5,336	17,332	58%	- 12,668
<b>Total Travel</b>	<b>57,600</b>	<b>-</b>	<b>57,600</b>	<b>10,034</b>	<b>36,222</b>	<b>63%</b>	<b>-</b> <b>21,378</b>
<b>Total Other Operating Expenditures</b>	<b>424,894</b>	<b>-</b>	<b>424,894</b>	<b>30,258</b>	<b>230,846</b>	<b>50%</b>	<b>-</b> <b>214,048</b>
<b>Total Commissioners</b>	<b>\$ 497,144</b>	<b>\$ -</b>	<b>\$ 497,244</b>	<b>\$ 40,461</b>	<b>\$ 248,390</b>	<b>49%</b>	<b>\$ -</b> <b>\$ 253,854</b>

**South Carolina Workers' Compensation Commission**

**2013 - 2014 Budget**

December 31, 2013

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 50.00%				
				Expended December	Year to Date	%	Encumb	Balance
<b>Administration</b>								
<b>Salaries</b>								
Classified Positions	\$ 316,210	\$ -	\$ 316,210	\$ 17,312	\$ 227,391	72%	\$ -	\$ 88,819
Temporary Employees	12,614	-	12,614	1,305	20,209	160%	-	(7,589)
Terminal Leave	-	-	-	-	-	0%	-	-
<b>Total Salaries</b>	<b>328,824</b>	<b>-</b>	<b>328,824</b>	<b>18,617</b>	<b>247,599</b>	<b>75%</b>	<b>-</b>	<b>81,230</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Service	8,100	-	8,100	-	2,163	27%	-	5,937
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	5,272	21,583	10%	-	189,938
Freight Express Delivery	1,800	-	1,800	23	142	8%	-	1,658
Telephone	7,060	-	7,060	283	1,723	24%	-	5,338
Cellular Phone Service	5,000	-	5,000	251	1,141	23%	-	3,859
Education & Training Services	5,000	-	5,000	-	-	0%	-	5,000
Attorney Fees	25,000	-	25,000	-	144	1%	-	24,856
General Repair	1,500	-	1,500	-	-	0%	-	1,500
Audit Acct Finance	330	-	330	-	114	304%	-	(4)
Catered Meals	4,000	-	4,000	-	1,698	42%	-	2,302
Other Professional Services	1,500	-	1,500	-	-	0%	-	1,500
Other Contractual Services	2,000	-	2,000	-	497	25%	-	1,503
<b>Total Contractual Services</b>	<b>294,863</b>	<b>(2,472)</b>	<b>291,391</b>	<b>5,828</b>	<b>30,887</b>	<b>11%</b>	<b>-</b>	<b>260,503</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	9,500	-	9,500	615	2,746	29%	-	6,754
Copying Equipment Supplies	4,434	-	4,434	-	958	22%	-	3,477
Printing	3,500	-	3,500	135	1,048	30%	-	2,452
Data Processing Supplies	2,300	2,472	4,772	2,472	3,089	65%	-	1,683
Postage	8,000	-	8,000	429	2,258	28%	-	5,742
Maint/Janitorial Supplies	1,000	-	1,000	-	260	26%	-	740
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
<b>Total Supplies &amp; Materials</b>	<b>33,134</b>	<b>2,472</b>	<b>35,606</b>	<b>1,651</b>	<b>10,445</b>	<b>29%</b>	<b>-</b>	<b>25,163</b>
<b>Fixed Charges</b>								
Rental-Cont Rent Payment	6,000	-	6,000	126	2,081	35%	-	3,919
Rent-Non State Owned Property	95,000	-	95,000	7,726	47,280	50%	-	47,270
Rent-Other	11,000	-	11,000	1,435	6,385	58%	-	4,615
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	-	4,715	94%	-	285
Sales Tax Paid	8,186	-	8,186	-	1,691	21%	-	6,495
<b>Total Fixed Charges</b>	<b>133,426</b>	<b>-</b>	<b>133,426</b>	<b>9,297</b>	<b>65,861</b>	<b>49%</b>	<b>-</b>	<b>67,621</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals Non/ Reportable	1,000	-	1,000	-	211	21%	-	789
Reportable Meals	1,000	-	1,000	104	410	41%	-	590
In State - Lodging	1,000	-	1,000	-	406	41%	-	595
In State - Auto Mileage	-	1,000	1,000	-	299	30%	-	701
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	1,984	5,464	39%	-	8,036
<b>Total Travel</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>1,400</b>	<b>7,510</b>	<b>30%</b>	<b>-</b>	<b>12,490</b>
<b>Equipment</b>								
Equipment Data Processing - PC's	-	-	-	-	-	0%	-	-
<b>Total Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>Total Other Operating Expenditures</b>	<b>680,623</b>	<b>-</b>	<b>680,623</b>	<b>20,864</b>	<b>114,801</b>	<b>24%</b>	<b>-</b>	<b>565,762</b>
<b>Total Administration</b>	<b>\$ 809,447</b>	<b>\$ -</b>	<b>\$ 809,447</b>	<b>\$ 39,482</b>	<b>\$ 262,394</b>	<b>45%</b>	<b>\$ -</b>	<b>\$ 547,053</b>

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

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 50.00%			
				Expended December	Year to Date	%	Encumb Balance
<b>Claims</b>							
<b>Salaries</b>							
Classified Positions	\$ 301,790	\$ -	\$ 301,790	\$ 12,646	\$ 155,205	51%	\$ -
Temporary Positions	15,450	-	15,450	999	8,203	53%	-
Terminal Leave	-	-	-	-	-	0%	-
<b>Total Salaries</b>	<b>317,240</b>	<b>-</b>	<b>317,240</b>	<b>13,645</b>	<b>163,408</b>	<b>52%</b>	<b>-</b>
<b>Other Operating Expenditures</b>							
<b>Contractual Services</b>							
Copying Equipment Service	1,800	-	1,800	-	-	0%	-
Data Processing Services	33,050	-	33,050	1,917	13,266	34%	-
Telephone	4,000	-	4,000	262	1,573	39%	-
Cellular Phone Service	1,720	-	1,720	-	304	6%	-
<b>Total Contractual Services</b>	<b>40,570</b>	<b>-</b>	<b>40,570</b>	<b>2,179</b>	<b>15,143</b>	<b>32%</b>	<b>-</b>
<b>Supplies &amp; Materials</b>							
Office Supplies	2,000	-	2,000	464	683	34%	-
Copying Equipment	3,000	-	3,000	-	909	30%	-
Printing	1,500	-	1,500	-	483	32%	-
Data Processing Supplies	3,500	-	3,500	-	934	27%	-
Postage	14,000	-	14,000	935	6,268	45%	-
Maint./Janitorial Supplies	500	-	500	-	28	6%	-
Other Supplies	100	-	100	-	-	0%	-
<b>Total Supplies &amp; Materials</b>	<b>24,600</b>	<b>-</b>	<b>24,600</b>	<b>1,399</b>	<b>9,305</b>	<b>38%</b>	<b>-</b>
<b>Fixed Charges</b>							
Rental-Cost Rent Payment	2,500	-	2,500	162	805	32%	-
Rent-Non State Owned Property	75,000	-	75,000	5,970	35,820	48%	-
Insurance-State	2,800	-	2,800	-	2,356	84%	-
Insurance-Non State	134	-	134	-	-	0%	-
Equipment- Copying	800	-	800	-	-	0%	-
Equipment Maintenance	1,000	-	1,000	-	-	0%	-
<b>Total Fixed Charges</b>	<b>83,234</b>	<b>-</b>	<b>83,234</b>	<b>6,132</b>	<b>38,982</b>	<b>47%</b>	<b>-</b>
<b>Travel (Includes Leased Car)</b>							
In State - Meals (Non-Reportable)	300	-	300	-	-	0%	-
In State - Lodging	600	-	600	-	-	0%	-
In State - Auto Mileage	600	-	600	-	-	0%	-
In-State Registration	200	-	200	-	-	0%	-
Reportable Meals	400	-	400	-	26	7%	-
<b>Total Travel</b>	<b>2,100</b>	<b>-</b>	<b>2,100</b>	<b>-</b>	<b>26</b>	<b>1%</b>	<b>-</b>
<b>Total Other Operating Expenditures</b>	<b>149,504</b>	<b>-</b>	<b>149,504</b>	<b>9,710</b>	<b>61,256</b>	<b>41%</b>	<b>-</b>
<b>Total Claims</b>	<b>\$ 466,744</b>	<b>\$ -</b>	<b>\$ 466,744</b>	<b>\$ 22,954</b>	<b>\$ 224,664</b>	<b>48%</b>	<b>\$ -</b>

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

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 50.00%				
				Expended December	Year to Date	%	Encumb	Balance
<b>Insurance and Medical Services</b>								
<b>Salaries</b>								
Classified Positions	430,540	-	430,540	21,337	222,909	52%	-	207,631
Temporary Employees	15,469	-	15,469	-	-	0%	-	15,469
Terminal Leave	0	-	0	0	0	0%	-	-
<b>Total Salaries</b>	<b>446,009</b>	<b>-</b>	<b>446,009</b>	<b>21,337</b>	<b>222,909</b>	<b>50%</b>	<b>-</b>	<b>223,100</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Service	100	-	100	-	-	0%	-	100
Copying Equipment Service	100	-	100	-	-	0%	-	100
Data Processing Services	55,000	-	55,000	2,078	20,496	37%	-	34,504
Telephone	2,300	-	2,300	203	1,272	55%	-	1,028
Cell Phone	1,000	-	1,000	53	292	29%	-	708
Catered Meals	1,600	-	1,600	-	-	0%	-	1,600
Other Professional Services	38,298	-	38,298	680	8,754	23%	-	29,544
Other Contractual Services	500	-	500	-	548	109%	-	(48)
<b>Total Contractual Services</b>	<b>98,898</b>	<b>-</b>	<b>98,898</b>	<b>3,014</b>	<b>31,360</b>	<b>32%</b>	<b>-</b>	<b>67,538</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	9,000	-	9,000	512	4,738	53%	-	4,262
Copying Equipment	2,500	-	2,500	-	1,005	40%	-	1,495
Printing	2,500	-	2,500	-	1,747	70%	-	753
Data Processing Supplies	500	-	500	-	527	105%	-	(27)
Postage	5,000	-	5,000	409	2,985	60%	-	2,015
Maintenance/Janitorial Supplies	150	-	150	-	31	21%	-	119
Building Materials	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	50	-	50	-	-	0%	-	50
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>26,800</b>	<b>-</b>	<b>26,800</b>	<b>922</b>	<b>11,033</b>	<b>50%</b>	<b>-</b>	<b>9,767</b>
<b>Fixed Charges</b>								
Rental-Cert Rent Payment	2,500	-	2,500	76	336	13%	-	2,164
Rent-Non State Owned Property	52,000	-	52,000	4,214	25,285	49%	-	26,715
Rent-Other	2,000	-	2,000	95	641	32%	-	1,359
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	1,000	-	3,000	-	130	4%	-	2,870
<b>Total Fixed Charges</b>	<b>63,090</b>	<b>-</b>	<b>63,098</b>	<b>4,389</b>	<b>28,946</b>	<b>46%</b>	<b>-</b>	<b>34,144</b>
<b>Travel (includes Leased Car)</b>								
In State - Meals (Non-Reportable)	400	-	400	-	-	0%	-	400
In-State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	-	0%	-	700
<b>Total Travel</b>	<b>1,350</b>	<b>-</b>	<b>1,350</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>1,350</b>
<b>Total Other Operating Expenditures</b>	<b>184,138</b>	<b>-</b>	<b>184,198</b>	<b>8,324</b>	<b>71,338</b>	<b>39%</b>	<b>-</b>	<b>112,860</b>
<b>Total Insurance and Medical Services</b>	<b>\$ 630,147</b>	<b>\$ -</b>	<b>\$ 630,147</b>	<b>\$ 29,661</b>	<b>\$ 294,247</b>	<b>47%</b>	<b>\$ -</b>	<b>\$ 335,900</b>

**South Carolina Workers' Compensation Commission**

**2013 - 2014 Budget**

December 31, 2013

**Earmarked Funds**

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 50.00%				
				Expended December	Year to Date	%	Encumbr	Balance
<b>Judicial</b>								
<b>Salaries</b>								
Classified Positions	\$ 360,302	\$ -	\$ 360,302	\$ 11,038	\$ 138,591	38%	\$ -	\$ 223,711
Temporary Employees	2000	-	2000	0	1184	59%	-	816
<b>Total Salaries</b>	<b>362,302</b>	<b>-</b>	<b>362,302</b>	<b>11,038</b>	<b>137,775</b>	<b>38%</b>	<b>-</b>	<b>224,527</b>
<b>Other Operating Expenditures</b>								
<b>Contractual Services</b>								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Data Processing Services	29,972	-	29,972	1,796	10,483	35%	-	19,482
Telephone	2,500	-	2,500	183	1,117	45%	-	1,383
Cellular Phone Service	1,120	-	1,120	53	264	24%	-	854
Other Professional Services	200	-	200	-	80	40%	-	120
<b>Total Contractual Services</b>	<b>35,522</b>	<b>-</b>	<b>35,522</b>	<b>2,032</b>	<b>11,941</b>	<b>34%</b>	<b>-</b>	<b>23,581</b>
<b>Supplies &amp; Materials</b>								
Office Supplies	4,000	-	4,000	415	745	19%	-	3,255
Copying Equipment Supplies	2,500	-	2,500	-	1,192	48%	-	1,308
Printing	2,000	-	2,000	-	432	22%	-	1,568
Data Processing Supplies	2,500	-	2,500	-	467	19%	-	2,033
Postage	18,000	-	18,000	489	3,268	18%	-	14,731
Maintenance/Janitorial Supplies	150	-	150	-	25	17%	-	125
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
<b>Total Supplies &amp; Materials</b>	<b>29,270</b>	<b>-</b>	<b>29,270</b>	<b>903</b>	<b>6,130</b>	<b>21%</b>	<b>-</b>	<b>23,140</b>
<b>Road Charges</b>								
Rent-Cont Rent Payment	3,000	-	3,000	76	336	11%	-	2,664
Rent-Non State Owned Property	65,300	-	65,300	5,268	31,606	48%	-	33,694
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	2,000	-	2,000	-	2,241	112%	-	(241)
Insurance-Non State	120	-	120	-	-	0%	-	120
<b>Total Road Charges</b>	<b>70,545</b>	<b>-</b>	<b>70,545</b>	<b>5,343</b>	<b>34,183</b>	<b>48%</b>	<b>-</b>	<b>36,362</b>
<b>Travel (Includes Leased Car)</b>								
In State - Meals / Non-Reportable	450	-	450	-	-	0%	-	450
Reportable Meals	770	-	770	-	7	1%	-	763
In State - Lodging	2,200	-	2,200	-	-	0%	-	2,200
In State - Auto Mileage	1,800	-	1,800	-	123	7%	-	1,677
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
<b>Total Travel</b>	<b>5,445</b>	<b>-</b>	<b>5,445</b>	<b>-</b>	<b>139</b>	<b>3%</b>	<b>-</b>	<b>5,306</b>
<b>Total Other Operating Expenditures</b>	<b>140,782</b>	<b>-</b>	<b>140,782</b>	<b>8,281</b>	<b>52,381</b>	<b>37%</b>	<b>-</b>	<b>88,501</b>
<b>Total Judicial</b>	<b>\$ 503,084</b>	<b>\$ -</b>	<b>\$ 503,084</b>	<b>\$ 19,299</b>	<b>\$ 190,167</b>	<b>38%</b>	<b>\$ -</b>	<b>\$ 312,917</b>
<b>Earmarked Funds</b>								
<b>Department Totals</b>								
Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 40,461	\$ 243,390	49%	\$ -	\$ 253,854
Administration	809,447	-	809,447	39,462	362,154	45%	-	447,253
Claims	466,744	-	466,744	22,954	224,444	48%	-	242,080
Insurance & Medical	630,147	-	630,147	29,661	294,247	47%	-	335,900
Judicial	503,084	-	503,084	19,299	190,167	38%	-	312,917
<b>Total Departmental Expend</b>	<b>\$ 2,906,666</b>	<b>\$ -</b>	<b>\$ 2,906,666</b>	<b>\$ 151,856</b>	<b>\$ 1,314,562</b>	<b>45%</b>	<b>\$ -</b>	<b>\$ 1,592,004</b>
<b>Employer Contributions</b>	<b>465,400</b>	<b>-</b>	<b>465,400</b>	<b>21,051</b>	<b>232,383</b>	<b>54%</b>	<b>-</b>	<b>213,017</b>
<b>Total Earmarked Funds</b>	<b>\$ 3,372,066</b>	<b>\$ -</b>	<b>\$ 3,372,066</b>	<b>\$ 172,906</b>	<b>\$ 1,547,045</b>	<b>46%</b>	<b>\$ -</b>	<b>\$ 1,805,020</b>
<b>Capital / Computer Project Carryforward</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>



## MEMORANDUM

Date: January 15, 2014

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

**FROM:** Cathy Floyd  
Human Resources

**SUBJECT:** Human Resources Report Period of December 11, 2013 – January 14, 2014

Below is a summary of the Human Resources activity for the period of December 11, 2013 – January 14, 2014.

### Employee Relations (ER)

- Two 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
- Executive Leadership Team Retreat follow-up meetings were held December 11 and January 8
  - Secured a location for the follow-up meetings and coordinated with the Executive Director to ensure all materials needed were available, ensured the room was configured as requested, participated in both sessions, compiled all information gathered during the sessions, created guidelines for the project teams and distributed all information to all Executive Leadership Team members
- Coordinated Driver Safety Driving to be held March 19, 2014
  - Researched the requirements for driver safety training for employees that drive state vehicles, coordinated with State Fleet and the Insurance Reserve Fund, secured a trainer and training location
- 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
  - Issued human resources letters advising of the 2014 payroll schedule and holiday schedule
- Annual Holiday Events
  - Holiday Luncheon was held Monday, December 16 at noon
    - Coordinated with the Social Committee in selecting a caterer and menu, coordinated the door prizes, decorations and activity during the luncheon
  - Holiday Breakfast/Snack Day was held Friday, December 20

### Recruitment and Selection

- Reorganization within the Commission
  - Transferred the File Room and Receptionist from the Claims Department to the Administration Department
  - Transferred an employee from the receptionist position to the File Room
  - Reclassified a vacant position in the Claims Department to a receptionist in the Administration Department and began recruiting for the position
  - Transferred a temporary employee from the File Room to the Insurance and Medical Services Department
    - As a result of all changes, updated all organizational charts, updated the employee directory, requested updated position descriptions and planning stages for all affected employees

- Continue to assist the interview panel as needed for the Claims Director position
  - Total of 53 applications received for the position
  - Interviews have concluded
    - Conduct background checks on top candidates, followed-up with all applicants as needed regarding various inquiries received
- Compliance Officer Position
  - Total of 13 applications received for the position
  - All 7 internal applicants were interviewed
  - Position was offered to and accepted by Valerie Deller
    - 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
- Recruitment has begun for the receptionist position
  - Over 450 applications have been received to date
  - Position closes Thursday, January 16, 2014 at midnight
    - Started reviewing applications received and determine eligibility, following-up with all applicants as needed regarding various inquiries received

#### Benefits

- Issued a human resources letter advising of the State Optional Retirement Program open enrollment period of January 1 – March 1
- Assisted three employees with retirement related issues
  - Counseled 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
- 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
- Distributed the 2014 Insurance Beneficiary Guides to all employees

#### SC Enterprise Information System (SCEIS)

- Processed the separation of two employees
  - Coordinated with the Comptroller General's Office regarding final payment, coordinated with PEBA Insurance Services and Retirement Services, coordinated with SCEIS to ensure proper leave balance transfer to another State agency, processed all necessary final paperwork
- Processed one employment verification
  - 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
- Processed Leave Pool Donations
  - Reminded employees that it is again time to consider donating excess leave to the Commission's leave pool, compiled all requests, audited the participating employees' leave balances to ensure they fell within the guidelines of eligibility, entered the requests in SCEIS and notified the employee the of the completed donation
- Issued a human resources letter advising of the 2012 leave balances roll over on December 31

- **Assisted four employees in conducting a leave analysis**
  - **Employees' requested I verify their leave balance and remaining leave eligible to be taken within the remainder of the calendar year, calculated all leave taken during the calendar year based on leave type and determined the balanced based on 2012 carryover balances and monthly accrual rates, resolved any discrepancies with the employee and their supervisor as needed**
- **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**
- **Eighteen 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**

#### **Finance Related**

- **Approved fifty-three SCEIS financial transactions**
  - **Within the SCEIS system approved deposits, purchase orders, invoices, and travel requests submitted by the Fiscal Manager**

# State of South Carolina

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## Workers' Compensation Commission

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To: Gary Cannon  
SCWCC Executive Director

From: Betsy Hartman  
IT Director

Date: January 15, 2014

Subject: IT Department December 2013 Full Commission Report

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### IT Department Activities for the Month of December 2013

#### Purchase requests submitted

1. 5 year PC/Laptop refresh plan
2. KeyMark Inc. for additional licensing and coding for upload project

#### Testing eFine project for Claims

Training with Barbara James on EDI R3 issue resolution with Trading Partners

Produced FC Outstanding Fines Report

Rewriting Form 1B fine assessment program

Modifying 12A review report

Working with Executive Leadership Team to create interdepartmental teams to assist with business processes involved with IT projects.

2 PC's being rebuilt due to viruses

Upgrading scanner workstations to Windows 7

Tested new vote sheet template

Developed design for upload of document/forms via eCase

Working with Xerox to upgrade 2 copiers which will allow faxing from PC

EDI R3 Final notice sent to Trading Partners – cutoff 12/31/2013

### EDI Release 3 FROM Implementation Status

Daily Average	Release 3 R3 %	Release 3 R3 %
November	150	100%
December	90	60%
January	66	43%
February	58	39%
March	42	28%
April	57	38%
May	41	27%
June	59	39%
July	20	14%
August	16	11%
September	14	10%
October	12	8%
November	18	7%
December	10	7%

WCC IT Projects Status Report

Period Ending	12/31/2012		Change Key	Not Started	On Track	Testing	
<b>IT Strategic Goals</b>							
1	Implement Phase #1 of system to receive payments for self-insurance dues 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 14 Section 1 and 2, Form 15 B.						
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 80 WCC claim file images via eCase web portal to registered users.						
8	Enhance the eService via a mobile application to allow iPad use for review, processing and delivery of Single Commissioner Notices, Decisions and Orders, and Full Commission orders and settlements.						
9	Implement Second Report of Injury (SROI) EDI Release 3, Forms 14, 17, 18, and 19 electronically by implementing EDI Release 2 Second Report of Injury (SROI).						
10	Develop and implement system to automate all processes of the Rule to Show Cause hearings conducted by the Commission.						
11	Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings.						

Strategic Goal	Key Projects	Sub Projects	Estimate of hours	Start Date	Estimated Completion Date	Lead	Key Risks / Comments
	DATA CD Images 2 - I-RO		1000	2/1/2013	1/31/2013	Amanda Underhill	Completed in 2012
							Waiting approval for recommended fee
	1 Payment	Electronic copy fee	TBD	11/1/2013	TBD	Kath Roberts	
	1	See payments for items being uploaded	25	TBD	TBD	Betsy Hartman	develop requirements and design for clearing payments via eCase using uploading forms with payments
	2 Upload documents	Upload from access user	60	11/1/2013	2/15/2013	Betsy Hartman	Upload functionality coded. Need additional licensing and coding to download forms. APN and Printing Status will be added. Supplemental data required or necessary to process licensing
	2	distribution of uploads	TBD	TBD		Betsy Hartman	Need team to determine distribution base
3 & 8	EDI Release 3 BRCN		74 updates	TBD	TBD	TBD	Start with identification of BRCN capable Clear Items. Review forms and edit cross walk to file layout. Development of Element Requirements Table, E-xml Table and E-xml Table.
	4 Strategic Planning Process	Accountability Report	60	7/1/2013	6/30/2014	Gary Carson	Develop action plans for each Strategic Objective and assign Ownership to lead the project team
	6 Centralized Mail		40	11/1/2013	ongoing	Mario Clemons	Need team to determine if paper copies need immediate stamp. Have method to get to address image
	6 sending forms	Form ID processing	30	12/1/2013	TBD	Amy Stacy	Scope has changed - items will be uploaded - close this item
	6 sending forms	of Claims forms	TBD		complete	Grant Duffield	Code implemented - IT portion of project complete
	8 Release Report of Claims Fees		TBD	?	TBD	Jill Wash	Create report of claims to be released? process business waiting for data from PAYMENTS AND ADDRESS
	7 Upload images	Electronic copy fee	75	TBD	TBD	Betsy Hartman	
	RTSC process and installation		600			Wayne Duvall	See if now's GLT project needed up by Wayne Duvall. Was review last IT project used needed
	10 Paid application upgrade	Online upgrade	200	7/1/2014	TBD	Amanda Underhill	Upgrade from version 10 to version 13
	Upgrade accepted Progress 10.2) (2)		TBD			IT Staff	Complete testing in development

State of South Carolina



**Workers' Compensation Commission**

**To:** Mr. Gary Cannon  
SCWCC Executive Director

**From:** Grant Duffield  
IMS Director

**Date:** 15 – Jan – 2014

**Subj:** Insurance and Medical Services Department  
December 2013 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:

- |                            |  |
|----------------------------|--|
| <b>Compliance Division</b> | <ol style="list-style-type: none"><li>1. Working to improve Carrier Order and Rule to Show Cause notice process.</li><li>2. Working in conjunction with IT staff to better define outstanding Carrier fine debt to be addressed through ORSC process.</li><li>3. Training of new Coverage-Compliance Officer</li></ol>   |
| <b>Coverage Division</b>   | <ol style="list-style-type: none"><li>1. Working with staff to review workflow processes and explore opportunities to enhance service provision.</li><li>2. Training of new Coverage-Compliance Officer.</li></ol>   |
| <b>Medical Services</b>    | <ol style="list-style-type: none"><li>1. Identifying updates / edits needed within the Medical Services Provider Manual.</li><li>2. Continue work with MedAssets to improve Medical Bill review process.</li></ol>   |
| <b>IMS Administration:</b> | <ol style="list-style-type: none"><li>1. Working with team-members to review / improve team processes and key functions.</li><li>2. Working with Department Mgrs to provide cross coordination of mgmt. functions.</li><li>3. Working closely with IT staff to explore opportunities to improve function and processes within IMS.</li><li>4. Working with in-house Counsel to improve RTSC case preparation process.</li><li>5. Working with Executive Team concerning strategic planning and future needs forecasting.</li></ol> |

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

**Carryover Caseload:**

The Compliance Division closed December 2013 with 351 cases active, compared to an active caseload of 415 at the close of December 2012.

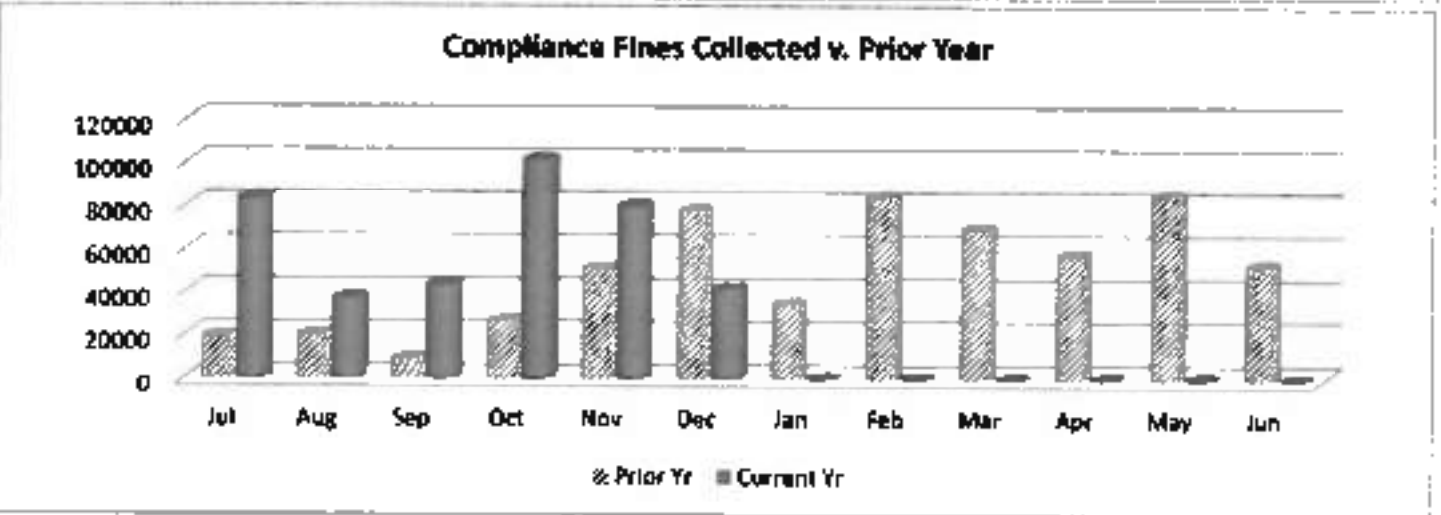
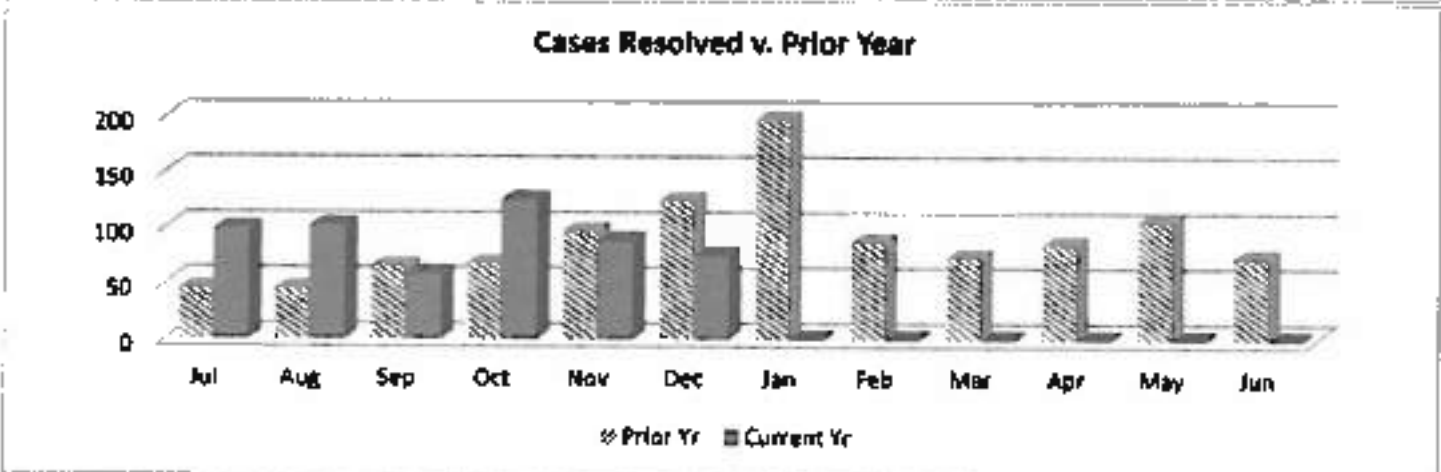
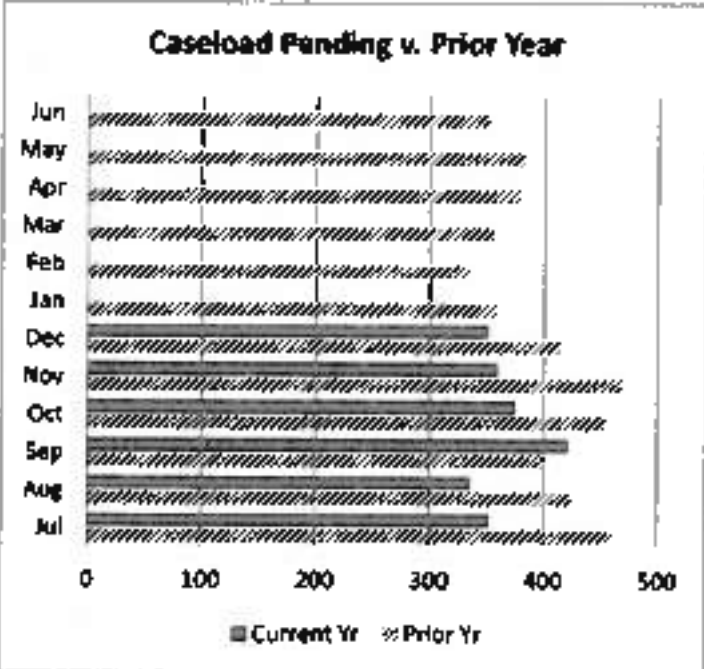
**Cases Resolved:**

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of December 2013, Compliance Division staff closed-out 75 cases.

**Compliance Fines:**

Year to Date, the Compliance Division has collected \$387,077 in fines which represents 66% of prior year's year-end collection (\$587,429). The Compliance Division Year-to-Date revenue trend is 189% of prior year, and month-on-month is at 54% of same month / prior year (December 2012).

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





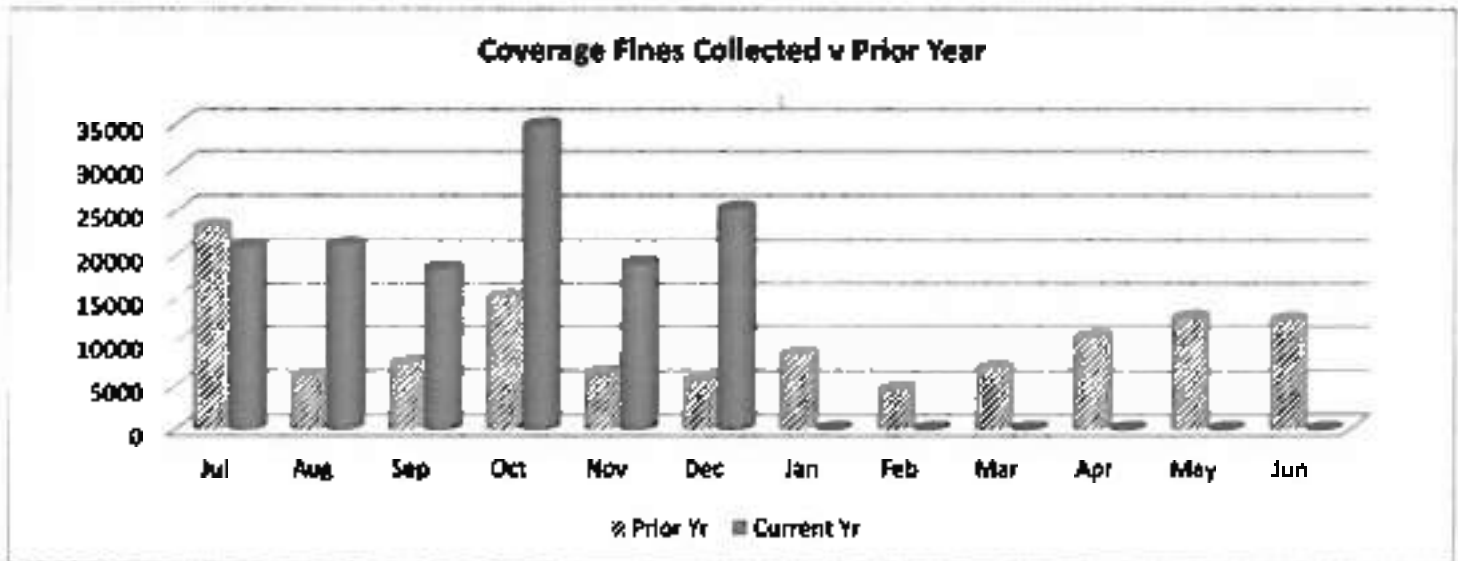
**WCC Claim Files:**

In December 2013, the Coverage Division created a total of 1,693 WCC Claim files. Of these, 1,479 were created electronically, and 349 were submitted in hard copy format. Year to Date, 11,820 Claim files have been created which is 104% of claim file volume for the same period in prior year [11,344].

**Coverage Fines:**

The Coverage Division collected \$25,300 in fine revenue in December 2013, as compared to \$5,600 in Coverage fines/penalties accrued during December 2012. Year on Year, Coverage fines are at 217% of collections for the same period.

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



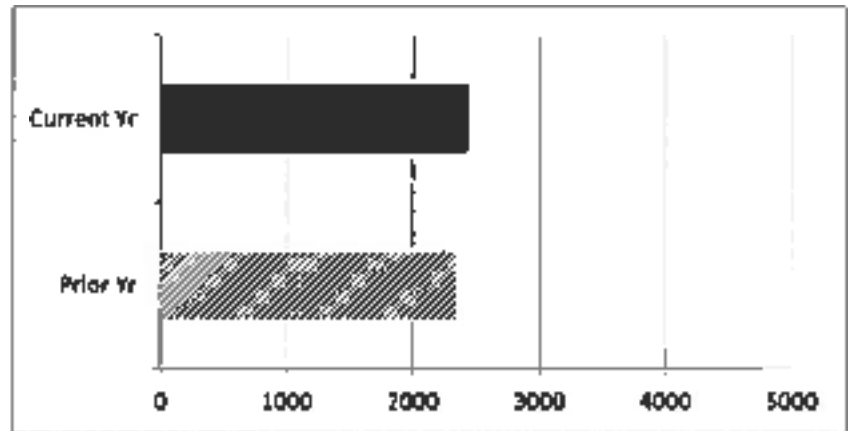
**IMS SELF INSURANCE DIVISION**

December 2013

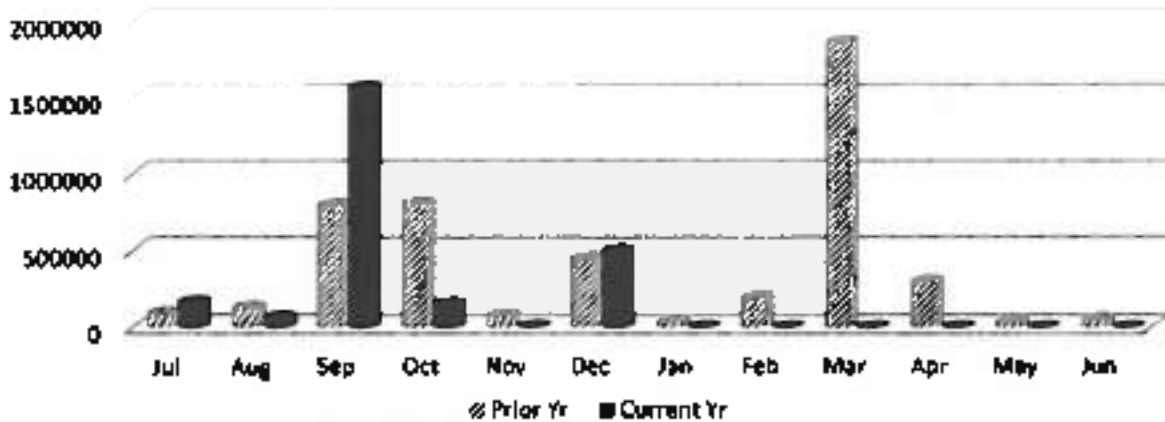
During the month of December 2013, the Self Insurance Division:

- collected \$496,785 in self-insurance tax.
- added 36 new self-insurers.
- conducted 4 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 104% of prior year and 24 Self Insurance audits have been completed.



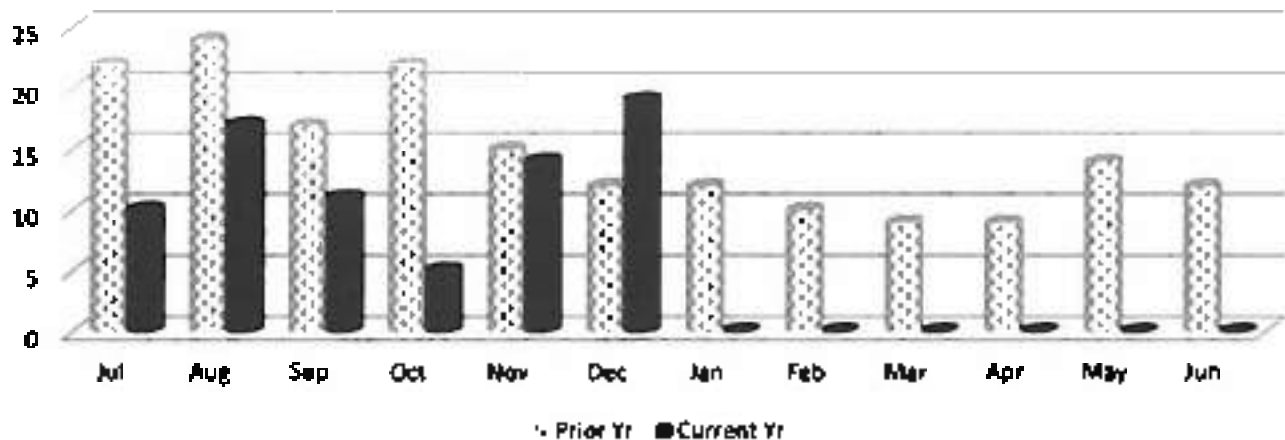
**Self Insurance Tax Collections v. Prior Year**



**IMS MEDICAL SERVICES DIVISION**

In December 2013, the Medical Services Division began the month with 14 bills pending review, received an additional 12 bills for review, conducted 7 bill reviews and ended the month with 19 bills pending.

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



State of South Carolina



**Workers' Compensation Commission**

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**To:** Gary Cannon  
SCWCC Executive Director

**From:** Grant Duffield  
Interim Claims  
Director

**Date:** January 7, 2014

**Subj:** Claims Department  
December 2013 Full Commission Report

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

For the month of December 2013, the Claims Department has:

1. Closed 1967 individual case files.
2. Collected \$50,900 in Fine revenue.
3. The examiners reviewed 211 individual case files.
4. Continued to assist IMS in the processing of Carrier related Order and Rule to Show Cause Hearing matters.
5. Grant Duffield continued as the interim director effective July 1.
6. Worked with IT to improve our intra departmental processes in an effort to continue to provide exceptional service.
7. Conducted 310 informal conferences in 8 locations with 181 settled.

Five Year Claims Fine Collection History												
FY 2009-2010, 2010-2011, 2011-2012, 2012-2013 and 2013-2014												
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2009-2010	100,383	119,653	100,026	66,565	61,627	54,390	66,200	1,003,600	203,410	159,375	218,150	96,500
2010-2011	147,025	144,825	119,325	120,300	128,000	103,000	104,200	101,700	110,650	119,525	117,875*	124,650*
2011-2012	111,875	103,600	83,300	81,300	85,100	110,700	126,700	128,225	116,815	100,200	61,050	90,450
2012-2013	60,825	68,100	57,075	91,825	64,825	65,950	60,550	79,875	67,000	56,650	47,550	48,500
2013-2014	42,350	21,900	35,050	110,350	57,425	50,900						
*May collected figures include payments 5/1/2010 through 6/11/2010												
**June collected figure includes payments 6/1/2010 through 6/30/2010												

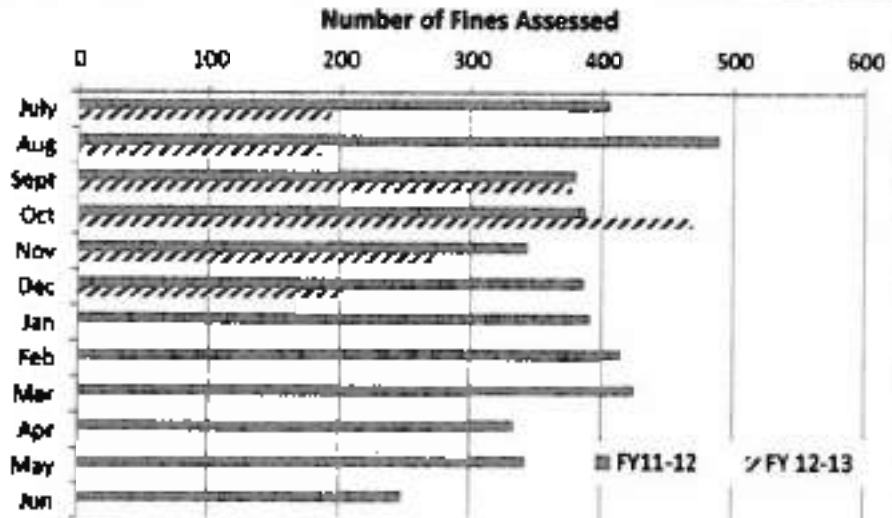




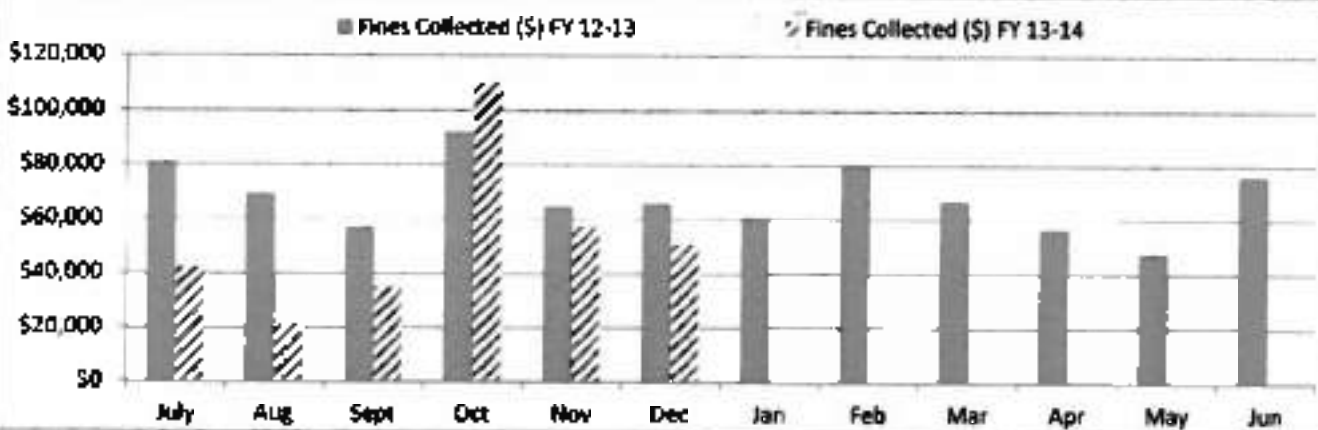
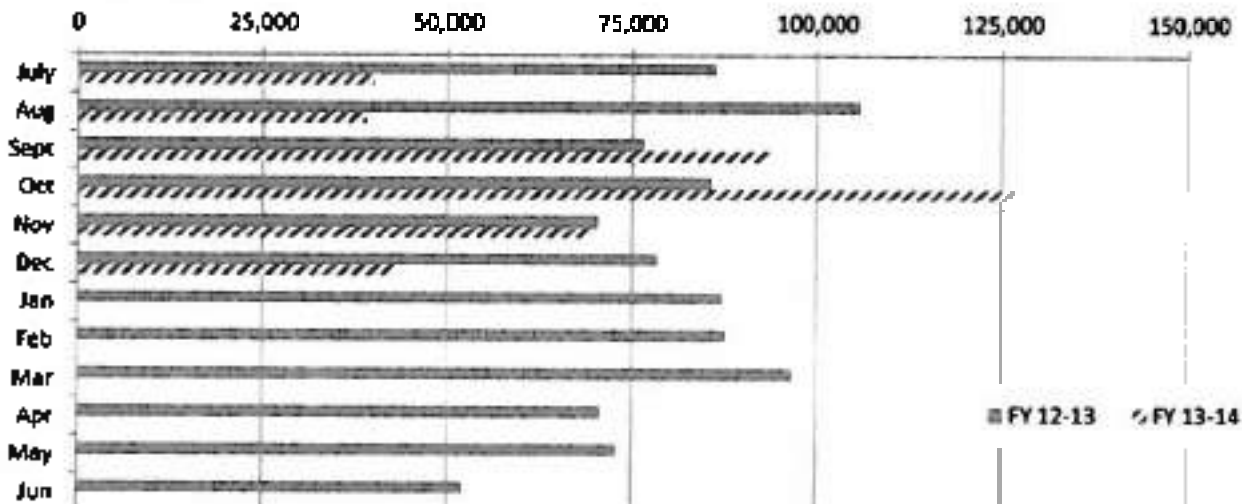
**CLAIMS DEPARTMENT - Fine Activity Report Dec 2013**

The number of fines assessed by the Claims Department decreased in number to 204 from 272 in Nov. The number of Claims fines paid decreased from 459 in Oct to 242 in Nov.

Total fine dollars assessed in Dec. was \$42,7500 a decrease over prior month \$69,350. Fine revenue received in Dec. was \$50,900 a decrease over prior month \$57,425.



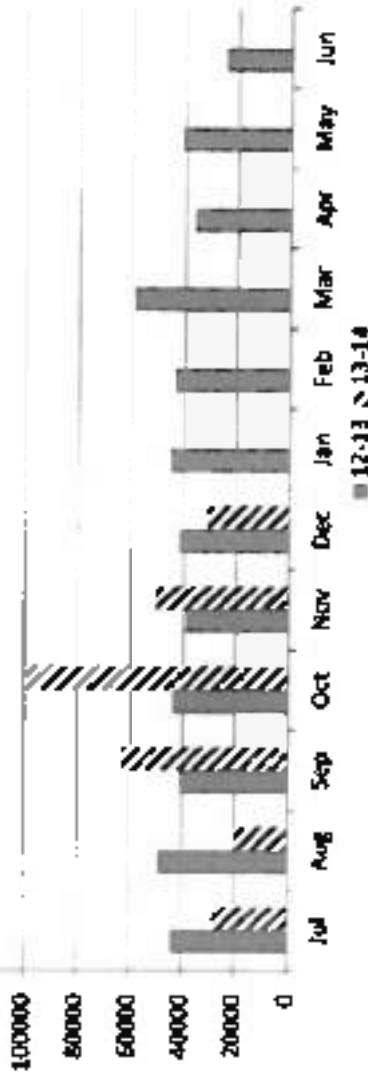
**Net Fines Assessed (\$)**



### FORM 18 FINE ASSESSMENTS

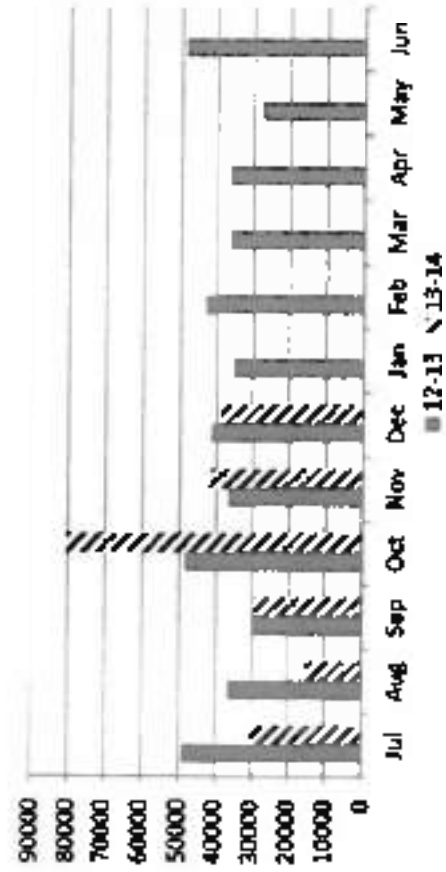
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of Dec 2013, this has resulted in a decrease in Form 18 Fine Assessments to \$ 30,800 as compared to Nov. 2013 \$50,200. The actual number of fines assessed decreased from 166 in Nov 2013 to 143 in Dec 2013.

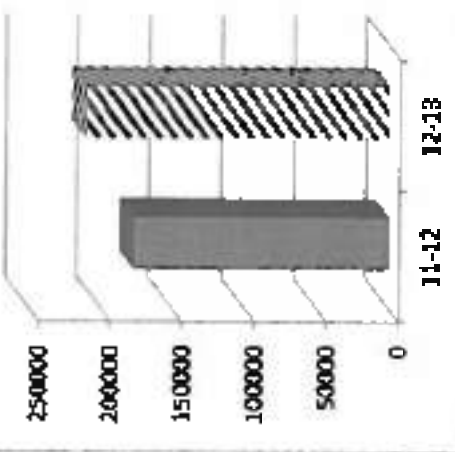


### FORM 18 FINE COLLECTION

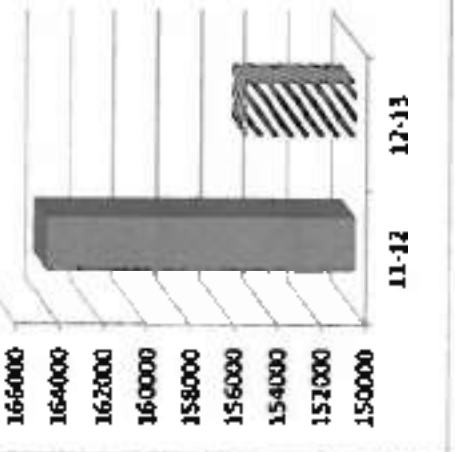
In Nov 2013, the Claims Department received payment on Form 18 Fines resulting in revenue of \$41,400.



**FORM 18 FINE ASSESSMENTS YTD**  
Form 18 Fine Assessment is trending at 88% of prior year assessments.



**FORM 18 FINE REVENUE YTD**  
Form 18 Fine Revenue is trending at 75% of prior year collections.





State of South Carolina

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**Workers' Compensation Commission**

January 21, 2014

**To:** Gary M. Cannon  
Executive Director

**From:** Virginia L. Crocker

**RE:** **Monthly Judicial Report**

The New Year begins with success in our mediation program and the normal reduction in pleadings as usual during the holiday season. For the month of December, there were one hundred and twenty-five (125) regulatory mediations, twenty-two (22) requested mediations, and five (5) Commissioner ordered mediations. The one hundred fifty-two mediations accounted for fifty-nine (59%) percent of the matters considered during the month. There were one hundred and five (105) Single Commissioner Hearings held.

No aggregate mediations were scheduled during the month of December. Another round is scheduled for February. There has been some delay with the scheduling of these matters awaiting response from the Social Security Administration with regard to proper allocation of benefits.

The Judicial Staff continues to monitor the mediation process and answer questions to our constituents regarding policy and procedure. They have been active in making sure the Commission is advised of the status of the mediations and that the Forms 70s are received in a timely manner.

We are also monitoring the success of our improvements to the eCase system which allow the Parties to monitor the status of their cases online. This has been extremely helpful in reducing the amount of emails and telephone calls regarding status inquiries.

This month, the Appellate Division has worked to ensure the entire appellate record is scanned and indexed in our system to allow Commissioners to review the entire record online. Not only does this save us copy costs, but it also allows the Commissioners to review the appeals at their convenience off-site and not solely rely on the distribution from the Judicial Department one week prior to oral argument. Additionally, a specific Commissioner has been assigned to each pending appeal for the management of that case through the process of appeal.

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

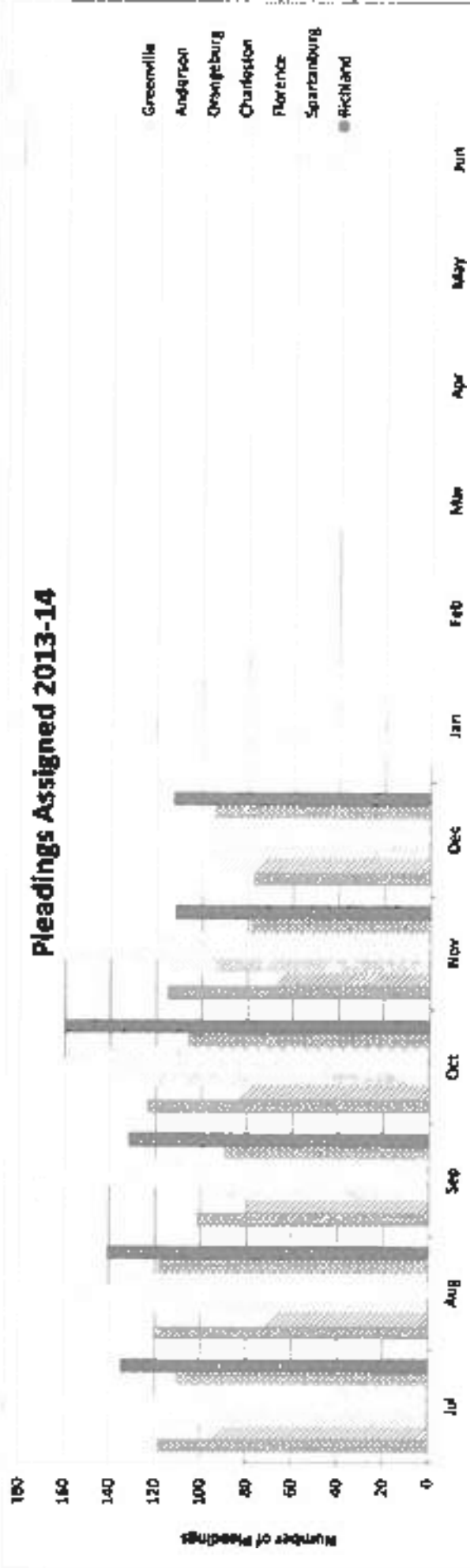


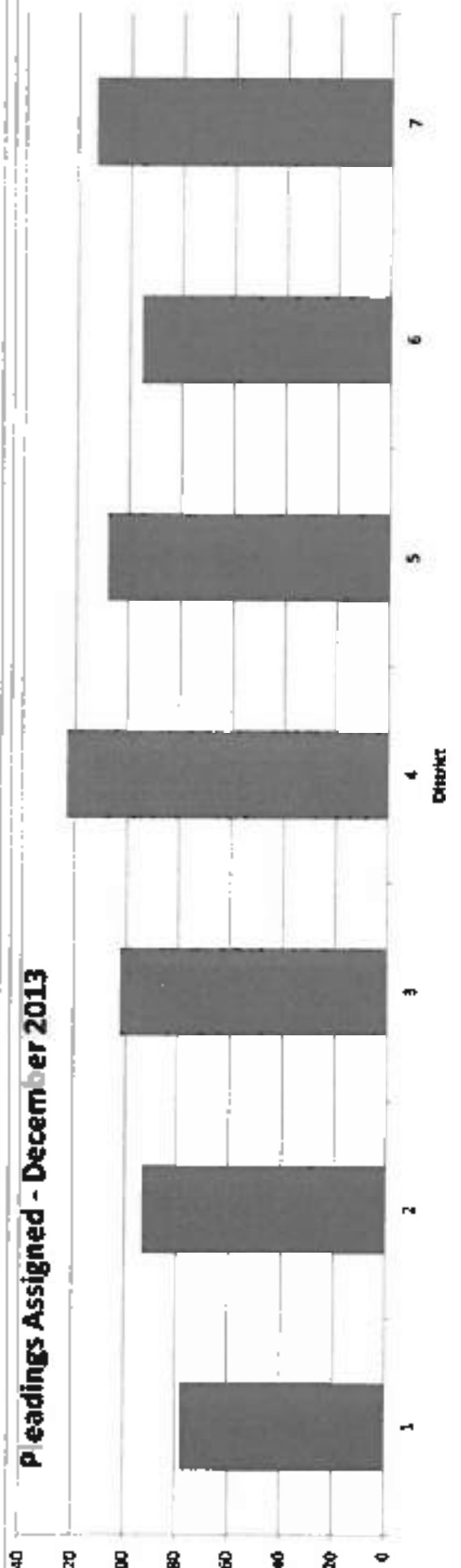
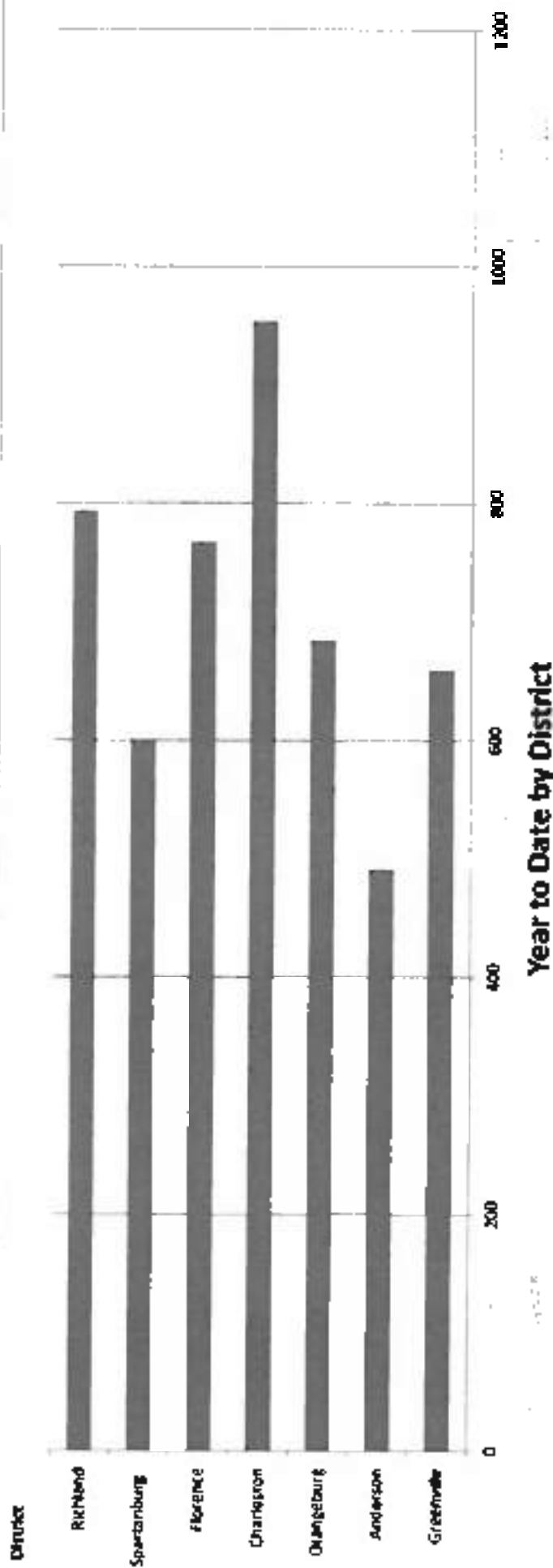


### Pleadings Assigned

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland		
	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16
Jul	114	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	128	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	127	101	152	90	107	131	132	144	148
Oct	124	118	118	84	97	97	128	120	134	170	188	198	159	138	138	106	115	132	160	146	144
Nov	115	111	159	87	99	94	115	125	135	163	152	152	115	139	129	79	106	138	112	138	161
Dec	78	74	164	93	80	142	102	147	104	123	156	184	108	118	177	95	116	115	113	108	144
Jan		111	112		106	90		118	129	193	180	180		128	111		121	98		141	129
Feb		106	169		98	114		115	112	166	141			114	136		89	117		133	153
Mar		104	118		90	84		107	126	134	162			143	149		121	134		160	118
Apr		120	123		73	89		107	101	155	126			108	143		103	106		162	136
May		67	105		67	79		78	131	134	145			80	130		102	109		107	144
Jun		98	112		80	94		125	119	163	170			121	134		110	143		144	154
<b>Totals</b>	<b>659</b>	<b>1233</b>	<b>1518</b>	<b>491</b>	<b>1079</b>	<b>1188</b>	<b>684</b>	<b>1384</b>	<b>1435</b>	<b>963</b>	<b>1894</b>	<b>1982</b>	<b>767</b>	<b>1483</b>	<b>1623</b>	<b>600</b>	<b>1338</b>	<b>1546</b>	<b>793</b>	<b>1771</b>	<b>1856</b>

### Pleadings Assigned 2013-14



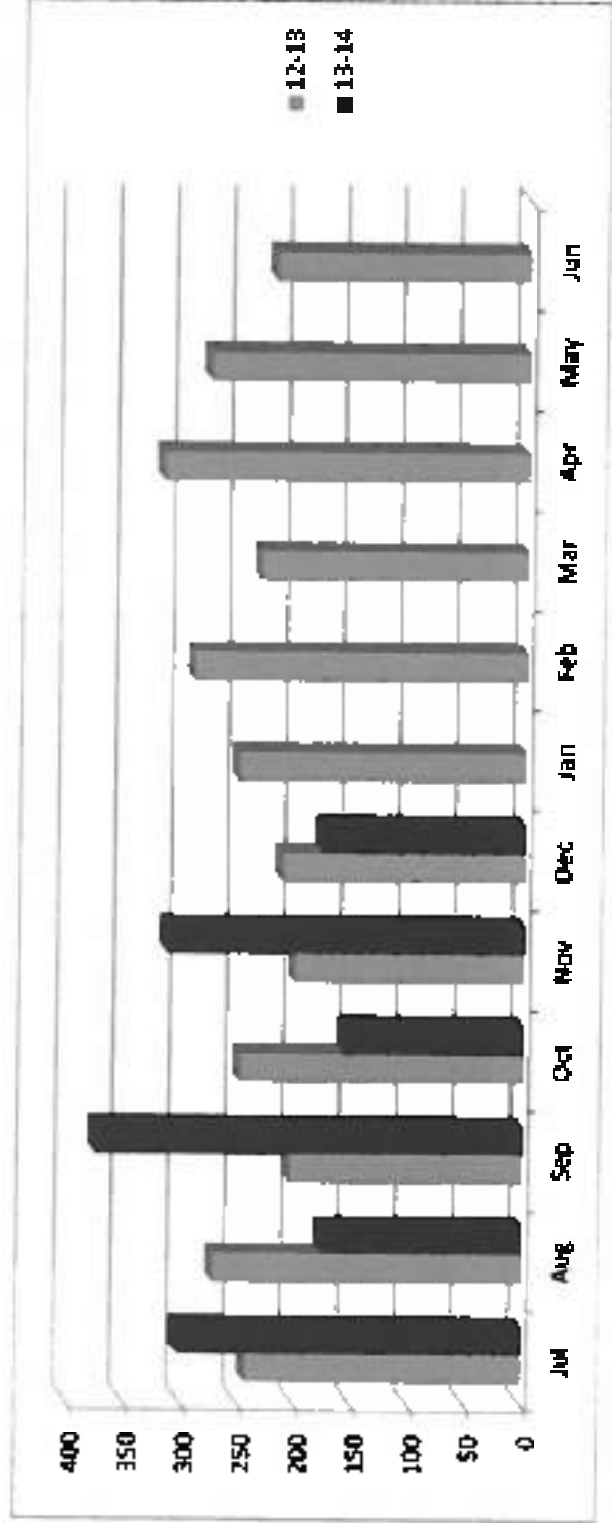
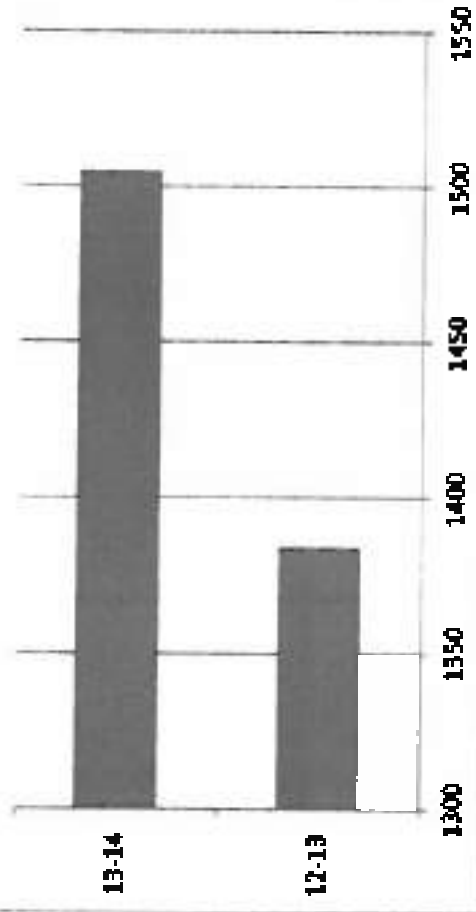


**Informal Conf. Conducted**

	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		0.0%
Feb	292		0.0%
Mar	234		0.0%
Apr	320		0.0%
May	280		0.0%
Jun	223		0.0%
<b>Total</b>	<b>2985</b>	<b>1505</b>	

Y-T-D 12-13 13-14 108.7%

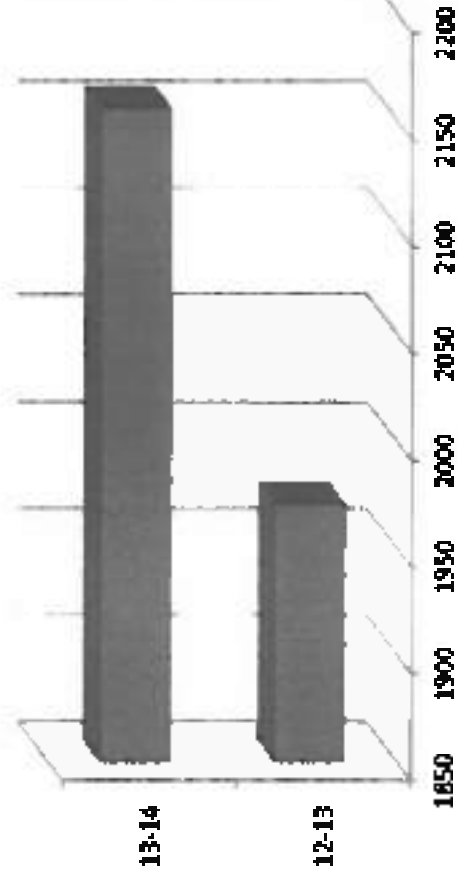
**IC's to Date v. Prior**



**Informal Conf. Requested**

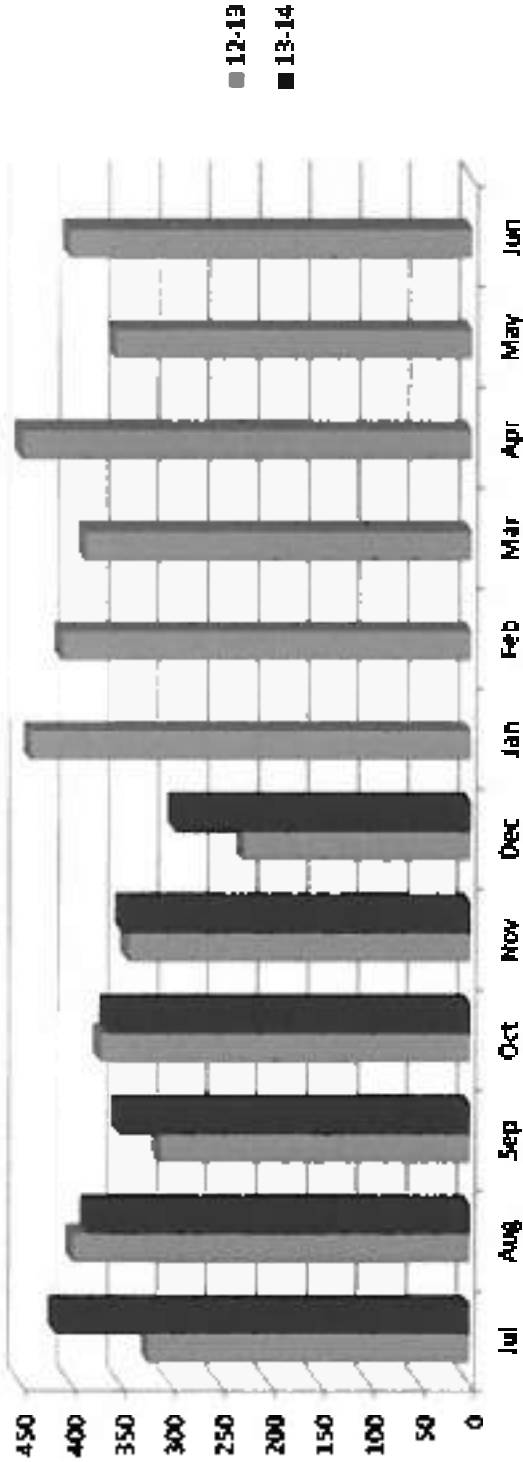
	12-13	13-14
Jul	322	414
Aug	398	382
Sep	310	352
Oct	371	364
Nov	343	348
Dec	227	296
Jan	441	
Feb	410	
Mar	386	
Apr	450	
May	356	
Jun	403	
<b>Total</b>	<b>4417</b>	<b>2156</b>

**Y-T-D**



12-13	13-14
1971	2156
<b>1.093861</b>	

**Y-T-D**



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## *Workers' Compensation Commission*

**Executive Director's Report**  
**Gary M. Cannon**  
**January 17, 2013**

### **Staff Re-Organization**

In our continuous efforts to further improve productivity and services to our stakeholders, the following organizational changes were made effective January 7:

- The File Room function transferred from the Claims Department to the Administration Department
- Joan Burckhalter was transferred from receptionist to the File Room
- The vacant Claims Analyst position in the Claims Department was reclassified to an Administrative Specialist II position and transferred to the Administration Department as the receptionist position
- Dionne Witherspoon assigned to the temp position in the File Room was transferred to the Insurance and Medical Services Department to provide administrative support to Compliance and Coverage

### **Personnel Recruitment**

Recruiting has begun for the Administrative Specialist II (Receptionist) position in the Administration Department. More than 500 applications have been received. The closing date for accepting applications is midnight on Thursday, January 16, 2014.

Valerie Deller, Claims Examiner in the Judicial Department, was selected for the recently posted Compliance Officer position in the Coverage and Compliance Division. She will begin her new responsibilities January 17.

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

An Executive Leadership Team follow-up session was held on January 8. Seventeen project teams have been formed based on previous strategic planning sessions. Project Team Guidelines providing a summary of expectations for each team were reviewed and discussed. Team Leaders will provide status updates at a follow-up session scheduled for January 29. The next all employee meeting is scheduled for January 25.



**FY 2014-15 Budget**

Commission Chairman, Executive Director and Director of Finance will meet with the House Ways and Means Committee, Transportation and Subcommittee, on January 29, 2014 to present the SCWCC 2014-15 Proposed Budget.

**Other Meetings**

The Executive Director participated in the following meetings/activities:

- January 2, 2014 – Meeting at Attorney General's Office
- January 10, 2014 – Presentation to SC Small Business Regulatory Review Committee
- January 15, 2014 – Planning Committee for SC Bar – WC Essentials Program

**Informal Conference Mediators Training**

DiAnn Davis, Informal Conference mediator, observed 10 clincher conferences conducted in Richland County by Chairman Beck.

**Constituent /Public Information Services**

For the period December 10, 2013 through January 14, 2014 the Executive Director's Office and the General Counsel's office had 335 contacts with various system constituents and stakeholders. The contacts included telephone communications; electronic and personal contacts with claimants or constituents, state agencies, federal agencies, attorneys, service providers, business partners; and letters with congressional offices.

**SCWCC Stakeholder Electronic Distribution List**

For the period December 10, 2013 through January 14, 2014, we added 19 individuals to the Commission's stakeholder distribution list. A total of 450 individuals currently receive notifications from the Commission.

**SC Vocational Rehabilitation Department**

Attached is a report on SCVRD/WCC referrals provided by Chuck Hamden, SCVRD Counselor, for December 2013.



## South Carolina Vocational Rehabilitation Department

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

Barbara G. Hollis, Commissioner

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### MEMO

TO: Gary Cannon  
FROM: Chuck Hamden, SCVRD Counselor  
DATE: December 31, 2013  
RE: SCVRD/WCC Referrals

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As the SCVRD counselor assigned to the Workers Compensation Commission, I held office hours at WCC for three (3) days in the month of December 2013.

During the December 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, thirty-three (33) referral letters have been sent in December to potential clients.

As of December 31st, 2013, two (2) potential WCC referrals have responded to inquiry letters:

- One (1) referral has been made for the Lancaster SCVRD office
- One (1) referral has been made for the Richland County SCVRD office.
- Two (2) letters was returned with no forwarding address.

Additionally, one (1) Workman's Compensation employee has been referred to Vocational Rehabilitation for services.

In Fiscal Year 2014, 1,422 cases for Lexington County and 1,311 cases for Richland County have been reviewed to search for potential Vocational Rehabilitation referrals as of December 31<sup>st</sup>. Of the cases reviewed, 146 letters have been sent and twenty-seven (27) referrals have been made to SCVRD offices across the state.

Beginning in January 2014, SCVRD, in conjunction with Client Services, will begin to look at transitioning to begin using the WCC-SCVRD portal in order for VR Counselors to reach out to more potential referrals.

**SC Vocational Rehabilitation Dept  
Workers' Comp Referrals SFY 2013**

COUNTY	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	City 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
Laurens													0
Lee													0
Lexington		2	2	1	1								6
Marian													0
Marlboro													0
McCormick													0
Newberry													0
Oconee													0
Orangeburg		1			1								2
Pickens													0
Richland			1	2	1	1							5
Saluda													0
Spartanburg													0
Sumter		1											1
Union													0
Williamsburg													0
York													0
Monthly Totals	4	9	5	4	3	2	0	0	0	0	0	0	27

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)	16
General physical debilitation (fatigue, weakness, chronic pain)	3
Hearing or visual Impairments	
Other physical Impairments (not listed above)	2
Total	27

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## Workers' Compensation Commission

**TO:** Commissioners

**FROM:** Gary Cannon  
Executive Director

A handwritten signature in blue ink that reads "Gary Cannon".

**DATE:** January 21, 2014

**RE:** Electronic Images Fee Schedule

The Commission continues its mission to improve services to our stakeholders. Implementation of eCase allows parties to cases to acquire the status of the case. In recent months, we have received feedback from our stakeholders that accessing the electronic images of the case documents would greatly improve our service to them and potentially reduce their costs by decreasing their need for requesting paper copies of documents.

In 1995 the Commission adopted a fee schedule for obtaining paper copies of documents. The fee is \$20 for pages 1-20 and \$.50 per page for additional pages. The fee, pursuant to the requirements in the Freedom of Information Act, is based on the costs associated with providing the paper records to the person making the request.

While the current statutory framework permits the Commission to pass on to the parties the costs associated with providing access to electronic copies of the files, it is necessary for the Commission to amend the fee schedule to allow us to recover the costs incurred by the Commission when providing access to the electronic images.

Attached is an analysis prepared by Keith Roberts providing details for the proposed fee for accessing electronic images and a review of several pricing options. The analysis includes the estimated cost of \$88,559 for Commission staff time for design and development, purchase and coding of software licenses, Commission staff time for routine maintenance, and monthly charges for DSIT services. These expenditures are included in our current fiscal year budget.

### Recommendation

Staff recommends the Commission approve the following amendment to the Copy Cost Fee Schedule as required by the Freedom of Information Act:

Parties to cases may purchase access to the electronic images in a case file through the Commission's eCase portal. The fee for such access will be \$20.00 for a 24 hour period.

**TO:** Gary Cannon, Executive Director

**FROM:** J. Keith Roberts, Attorney

**DATE:** January 17<sup>th</sup>, 2014

**RE:** Recommendations on Pricing Models for Electronic Copy Requests

Currently, the parties pay \$ 20.00 up front with their basic copy requests, and the Commission bills them for the additional charges at a rate of \$0.50 per page. This is done pursuant to the fee schedule for copying costs created by a directive of the Commission dated October 1<sup>st</sup>, 1996. Over the last five years, the costs involved with preparing copies of records have been passed on to the requesting party using this model as follows:

FISCAL YEAR	TOTAL CHARGES	CHARGES FOR BASIC COPY REQUESTS	# BASIC COPY <sup>1</sup> REQUESTS	CHARGES FOR ADDITIONAL PAGES	# OF ADDITIONAL PAGES REQUESTED
FY 12-13	\$ 87,499.00	\$ 60,513.00	3,025	\$ 26,986.00	53,972
FY 11-12	\$ 88,250.00	\$ 63,133.00	3,156	\$ 25,117.00	50,234
FY 10-11	\$ 93,958.00	\$ 68,915.00	3,445	\$ 25,043.00	50,086
FY 09-10	\$ 94,635.00	\$ 68,573.00	3,428	\$ 26,062.00	52,124
FY 08-09	\$ 102,767.00	\$ 77,380.00	3,869	\$ 25,387.00	50,774

However, charges under FOIA for receiving copies of electronic records must be based on the actual costs associated with providing the records electronically. Since this is prospective in nature, we will have to estimate the actual costs for the first year. I recommend we revise the fee schedule on an annual basis using numbers from the actual usage. Estimates of the costs for the first year are as follows:

<sup>1</sup> The upfront charge for a basic copy request is \$20.00. The reason the total amount of charges for basic copy requests does not evenly divide by twenty is because sometimes parties will send in a check for the incorrect amount (i.e. \$25.00) with their basic copy request. The party is then billed or reimbursed accordingly in a separate transaction.

Service	Breakdown	Estimated Cost
Design View Images: Amanda	\$33.09 h/r for 50 h/rs	\$1,655
Design View Images: Betsy	\$61.08 h/r for 175 h/rs	\$10,689
KeyMark License and coding	\$33,970.00	\$33,970
BravePoint Coding	\$125 h/r for 100 h/rs	\$12,500
Maintaining View Images: Betsy	\$61.08 h/r for 10 h/rs	\$610
Maintaining View Images: Amanda	\$33.09 h/r for 195 h/rs	\$6,453
Maintaining View Images: Duane	\$46.61 h/r for 40 h/rs	\$1,865
DSIT Costs for non-SCEIS Imaging	\$1,734.75 per month	\$20,817
<b>TOTAL</b>		<b>\$88,559</b>

Based on the numbers provided by IT and Human Resources, the actual costs to the Commission of producing records electronically will be \$ 88,559.00.

#### POSSIBLE PRICING STRUCTURES

The Commission's current pricing structure essentially breaks down as a minimum of \$20.00 for up to the first twenty pages, and \$ 0.50 per page for the remainder. Over the last five years, the requests made on a per page basis are:

FISCAL YEAR	Initial Pages	Additional Pages	Total Pages
FY 12-13	60,500	53,972	114,472
FY 11-12	63,120	50,234	113,354
FY 10-11	68,900	50,086	118,986
FY 09-10	68,560	52,124	120,684
FY 08-09	77,380	50,774	128,154

In the five year period from 2008- 2013, the Commission provided a total of 595,650 pages in response to file copy requests. On average, the Commission provided 119,130 pages per year in response to file copy requests.

However, it is the hope and expectation of staff that by providing the much more convenient method of access to the files, the number of records requested from the Commission will increase once electronic access is available. Furthermore, the Commission should keep in mind

that not all requests will be made electronically and the Commission will still be responding to some requests for hard copies of files. Finally, it should be considered that the cost of \$88,559.00 per year is only an estimate; until we have actually implemented and started maintaining the system, the Commission will not know exactly how much it will cost to provide, and may need to adjust its fee schedule accordingly.

Keeping these factors in mind, below are some examples of pricing structures based on estimated numbers of requests and costs:

	# of Pages Requested	Annual Costs	Charges per Page
Current Average	119,130	\$ 88,559.00	\$ 0.74
50% Increase	178,695	\$ 88,559.00	\$ 0.50
100% Increase	238,260	\$ 88,559.00	\$ 0.37
200% Increase	357,390	\$ 88,559.00	\$ 0.25

These numbers are based on a pricing model that charges users "per page". The Commission should be aware that records stored in OnBase are stored as images rather than paginated documents. As a result, each "file" saved into OnBase can be accessed through the portal, regardless of the number of physical pieces of paper contained in the original document of which the imaged was scanned from consisted. So, a single page Form 18 would count as one "document", as would a 22 page Decision and Order. This should be kept in mind when setting a fee schedule. The design for presenting images via eCase would provide a user a list of documents stored to a specific WCC case number. Therefore, all documents associated with the WCC case at the time of the query would be available as one query. If a user signs on to view documents one week later and additional documents were stored, they would be available at that time.

The Commission could also consider, rather than charging per page, charging per WCC case file for all available documents. Under this method, the party would pay a flat fee to have access to all the records contained on the Commission's database in one case file for a one hour of time per query. Over the last five years, from 2008-2013, there have been a total of 16,925 files requested, with an average of 3,385 per year. Were the Commission to charge based on a per file basis, it could break down as follows:



DEMAND	# of Files Requested	Annual Costs	Charges per File
Current Average	3,385	\$ 88,559.00	\$ 26.16
50% increase	5,077	\$ 88,559.00	\$ 17.44
100% increase	6,770	\$ 88,559.00	\$ 13.08
200% increase	10,155	\$ 88,559.00	\$ 8.72

When taking into consideration the technical aspects associated with setting up such a system, providing unlimited access to all the data contained in a single file for a set period of time in exchange for a fixed payment amount is the most practical. Under this model, a party would pay a fixed amount to have access to all electronic records contained in an electronic file at that particular point in time. Once the party had paid the fee, the party would be able to access any or all images contained in a file and print, download, or otherwise make a permanent copy at their leisure. This would provide the party with the same data that would be available to them currently if they paid \$20.00 plus copying costs for a paper copy of the file.

Based on the data available at this time, \$88,559.00 is a realistic expectation of the actual costs to the Commission of providing electronic access to records contained in its files. We expect the number of copies requested to increase; we just don't know how much. We hypothesize that the demand will be somewhere between the current average number of files and a 50% increase. Therefore, we recommend that the fee for obtaining files should be between \$17.44 and \$26.16 if it is charged on a per file basis.

It is staff's recommendation at this time that the Commission allow parties to obtain electronic copies of files by granting unlimited access to all images stored in a particular file for a set 24 hour period of time in exchange for a fee of \$20.00.

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*Workers' Compensation Commission*

**TO: Commissioners**

**FROM: Gary Cannon  
Executive Director**

**DATE: January 21, 2014**

**RE: Desktop and Laptop Computer Equipment Replacement**

Attached is a recommendation from the IT Director with regard to the replacement program for the agency's desktop and laptop computers.

The General Assembly approved an additional \$77,424 in the Commission's FY2013-14 budget for improvements to our IT program. To date the following items have been purchased from the additional funds.

	<b>Amount</b>
Additional Monitors (Purchased 11/12/13)	\$ 2,472
View Images Electronic Documents License/Coding (approved 11/18/13)	\$ 33,971
Upload Documents License/Coding (Request 1/21/14)	\$ 7,977
Computer Equipment Replacement Program (Request 1/21/14)	\$ 14,509
<b>Total</b>	<b>\$ 58,929</b>

I recommend the Commission approve the IT Director's recommendation and authorize a lease purchase program.

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**Workers' Compensation Commission**

**To:** Gary Cannon  
SCWCC Executive Director

**From:** Betsy Hartman  
IT Director

**Date:** January 7, 2014

**Subject:** IT Department PC & Laptop Refresh recommendation

A detailed inventory has been completed to determine the number of workstations and laptops that are needed by the staff and work areas to efficiently conduct business at SC Workers' compensation. Since my tenure at the Commission, it has been my opinion that following industry best practices for the refresh of daily use equipment is necessary to keep up with technology to adhere to security standards. I am recommending that the Commission should replace workstations every five years and laptops every three years. Any workstation that is more than seven years old and any laptop older than 5 years old should be salvaged.

I have obtained quotes to purchase and lease workstations and laptops. It is my recommendation to start leasing equipment on an annual lease plan through Ontario Leasing off of the state term contract. Based on the recommendation for life cycle of each type of equipment (three or five years) I have developed a five year refresh plan.

Recommended 5 year Workstation and Laptop Refresh Plan							
as of 12/2013							
year	# of units	type of unit	2014	2015	2016	2017	2018
2014	19	Work Station	\$4,955.96	\$4,955.96	\$4,955.96	\$4,955.96	\$4,955.96
2014	16	laptops	\$7,540.00	\$7,540.00	\$7,540.00	\$7,540.00	\$7,540.00
2015	7	Work Station		\$1,825.88	\$1,825.88	1825.88	\$1,825.88
2015	1	laptops		\$471.25	\$471.25	\$471.25	\$471.25
2016	22	Work Station			\$5,738.48	\$5,738.48	\$5,738.48
<b>Totals</b>	<b>65</b>		<b>\$24,509.86</b>	<b>\$16,808.09</b>	<b>\$22,547.57</b>	<b>\$22,548.57</b>	<b>\$22,549.57</b>

\*\* the number of units include workstations or laptops for staff(54), scanner stations(4), banking station(1), IT test boxes(3) and spares(3) which can be dedicated to interns as needed

At the end of the lease period, the equipment is returned to Ontario and we would obtain new quotes for the next lease cycle. Based on past history, the equipment costs have remain very close to the cost of today and could be expected to drop unless there is a drastic change in technology. The information is as accurate as I can project for the next five years and should be considered in our budget requests for each budget cycle going forward to ensure we stay as current as necessary to continue to conduct business in the most efficient way possible.

Please let me know if you have any additional questions or concerns.

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## *Workers' Compensation Commission*

**TO:** Commissioners

**FROM:** Gary Cannon  
Executive Director 

**DATE:** January 21, 2014

**RE:** Upload of Electronic Documents

The Commission continues its mission to improve services to our stakeholders. Two Commissioners are reducing their requirements for paper documents by requiring the attorneys to submit the APA's after the hearing as an electronic document via email. This requires them to use our secure email system, which is necessary to ensure any documents sent to us are secured and are not infected with a virus. The secure email system is not simple to use and is limited in the amount of data that may be emailed at one time.

The IT staff recommended an improved process by which the electronic documents may be submitted to the Commission. The Commission will create a process to allow the attorneys to "upload" the documents direct to our system via the eCase portal. The document will be uploaded and reviewed for viruses and, if necessary, appropriate action is taken. Once the upload review process is complete, the document will be inserted in the case file.

The current system takes the paper documents we scan and saves them as an electronic image in TIFF format. Documents uploaded by attorneys are done so in PDF format. For us to convert the PDF image to TIFF image for our On-Base electronic document management system requires the purchase of software license and coding. The coding will also include adding a date and time stamp to each electronic document prior to storing in the database. KeyMark is the current vendor for On-Base system electronic document imaging system and will be the provider for the new license and coding.

The total cost for the license and coding is \$7,977. Attached are a recommendation from Betsy Hartman and the cost proposal from KeyMark.

Funds are included in the current FY2013-14 budget for upgrades to the IT system. It is recommended the Commission approve this purchase of license and coding from KeyMark to proceed with the implementation of the document upload system.

**Cannon, Gary**

---

**From:** Hartman, Betsy  
**Sent:** Tuesday, January 07, 2014 1:25 PM  
**To:** Cannon, Gary  
**Cc:** \_WCC - IT  
**Subject:** Upload custom coding and licensing 2014.docx  
**Attachments:** Upload custom coding and licensing 2014.docx

Gary,

I receive a new quote from KeyMark to cover the conversion of the files uploaded to .tiff format which is the standard that is needed to store images. Although it is possible to store other file types, we recommend that we adhere to the standard that was set when SCWCC implemented OnBase. It is a sound decision and there is no reason to change it at this point. KeyMark has also found a solution for time date stamping images that are uploaded. We will work with them to also include items that are scanned and virtually printed to eliminate the need to stamp the paper copies. If a Commissioners Office has a preference of using paper copies it would be the AA's responsibility to date stamp any documents received as paper or to print a copy from Onbase.

Without this custom coding and licensing we will not make the January 15<sup>th</sup> dead line for uploading APA and Prehearing Briefs. We may not make the date unless KeyMark can dedicate a resource to accomplish the task. This may be feasible as it is only 1 day or less to accomplish. But we would need to purchase the licensing prior to going live.

Please let me know if you have any questions or concerns.



## Workers' Compensation Commission

---

**To:** Gary Cannon  
SCWCC Executive Director

**From:** Betsy Hartman  
IT Director

**Date:** January 7, 2014

**Subject:** Upload documents via eCase

---

In the process of designing and testing methods to securely upload documents from eCase, several of the requirements have required us to look for outside 3<sup>rd</sup> party solutions because our current software and code base doesn't handle the needs.

The specific issues were:

- Converting the uploaded file formats to .tiff which is the standard format that we store images in.
- The ability to time/date stamp incoming documents
- Workflow to distribute the documents to the correct staff member and give them functionality to properly work the documents in the most expedient manner

We contacted KeyMark to validate that the current licensing we have with OnBase would allow us to meet these requirements and found there is a need for some custom coding and additional licenses to securely complete the project. KeyMark has already tested a script to accomplish the conversion of the file and adding a time date stamp. I have asked them for a quick turnaround to implement this which they are attempting to meet our request.

The additional cost includes the following items:

Item	Unit Cost	State Term	Qty.	Total	Extended
<b>OnBase Software</b>					
Concurrent Workflow Client SL (1-20)	\$ 2,000.00	\$ 1,620.00	2	\$ 3,240.00	
PDF Framework	\$ 3,000.00	\$ 2,430.00	1	\$ 2,430.00	
<b>Total OnBase Software</b>				<b>\$ 5,670.00</b>	<b>\$ 5,670.00</b>
<b>Technical Services - Time &amp; Materials</b>					
Estimated - KeyMark hours required for installation and updating of script. Actual services to be billed as time and materials.	\$ 225.00	\$ 190.00	8	\$ 1,520.00	
<b>Total Technical Services</b>				<b>\$ 1,520.00</b>	<b>\$ 1,520.00</b>
<b>Annual Maintenance</b>					
OnBase Maintenance - provided through 08/01/14 - assumes order placed before 1/14/13	\$ 787.27	\$ 787.27	1	\$ 787.27	
KeyMark Hourly Support (To be charged on a per hour basis as needed)	\$ 225.00	\$ 190.00	1	\$ -	
<b>Total Annual Maintenance</b>				<b>\$ 787.27</b>	<b>\$ 787.27</b>
<b>TOTAL COST</b>					<b>\$ 7,977.27</b>

Back several years ago we knew we would need to purchase the Workflow licensing and I believe this was approved. The unknown costs were the PDF Framework software and the customer coding. There is another third party product that may accomplish what we need but is an unknown vendor, not on state term contract. And would also require the SCWCC IT staff to implement and maintain. My recommendation is to use KeyMark to assist with this implementation so that we have a known partner that will support our needs with any updates, upgrades and other issues that may arise in the future.

Please let me know if you have questions or concerns.