

AGENDA

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

July 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 JULY 21, 2014 *CHAIRMAN BECK*
2. APPROVAL OF MINUTES OF THE BUSINESS MEETING OF JUNE 9, 2014 (Tab 1) *CHAIRMAN BECK*
3. SPECIAL RECOGNITION *CHAIRMAN BECK*
4. GENERAL ANNOUNCEMENTS *MR. CANNON*
5. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. SMITH*
6. DEPARTMENT DIRECTORS' REPORTS
Administration – Financial Report (Tab 3) *MS. COPELAND*
Human Resources (Tab 4) *MR. CANNON*
Information Services (Tab 5) *MS. HARTMAN*
Insurance & Medical Services (Tab 6) *MR. DUFFIELD*
Claims (Tab 7) *MS. SPANN*
Judicial (Tab 8) *MR. DUFFIELD*
7. EXECUTIVE DIRECTOR'S REPORT (Tab 9) *MR. CANNON*
8. OLD BUSINESS *CHAIRMAN BECK*
A. Information Security Gap Analysis (Tab 10) *Mr. Cannon*
9. NEW BUSINESS *CHAIRMAN BECK*
10. EXECUTIVE SESSION *CHAIRMAN BECK*
A. Contractual Matter (Tab 11) *Mr. Cannon*
11. ADJOURNMENT *CHAIRMAN BECK*

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THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, June 9, 2014

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, June 9, 2014 at 10:30 a.m. The meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act. The following Commissioners were present:

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

Present also were Gary M. Cannon, Executive Director; Cathy Floyd, Human Resources Manager; Betsy Hartman, IT Director; Grant Duffield, Insurance and Medical Services Director; Sonji Spann, Claims Director; Wayne Ducote, Coverage & Compliance Director; Eugenia Hollmon, Judicial Department; Amanda Underhill, Business Analyst; W.C. Smith, Self-Insurance Director; Amy Bracy, Administrative Coordinator; Frazier Baldwin, Intern; Marlene Johnson-Moore, Law Clerk Intern; and Keith Roberts, Attorney. Also present were: Clara Smith, Gary Christmas, Injured Workers' Advocates; and Harry Gregory, Executive Director, State Accident Fund.

Chairman Beck called the meeting to order at 10:39 a.m.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF MAY 19, 2014

Commissioner Taylor moved that the minutes of the Business Meeting of May 19, 2014 be approved. Commissioner Barden seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

There were no general announcements.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Thirteen (13) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

SC Automobile Dealers Association SIF
Santee Automotive

SC Home Builders SIF

Associated Contractors
Dicorte Excavating, Inc.
Dixon and Sons Constructors
E. Smith Construction, LLC
Framing Services, LLC
Hershberger Construction, Inc.
R&R Fabricators, Inc.
SC Concrete Work, LLC
Scott Construction Services
Speakman Exteriors, LLC
West Tek Solutions dba VTS Security
X-cel Construction

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

DEPARTMENT DIRECTORS' REPORTS

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

Administration Department

Gary Cannon, Executive Director, presented the Summary of Revenues and Expenditures for the periods ending April 30 and May 31. The Commission's revenues are at 85.14%, and expenditures are at 82%. A complete report on departmental activities will be provided at the next Business Meeting.

Human Resources Department

Cathy Floyd presented the Human Resources report for the period of May 14, 2014 through June 3, 2014. Ms. Floyd announced the Employee Appreciation Luncheon was held on May 19 at which time W.C. Smith, III was awarded 2013 Employee of the Year.

Ms. Floyd announced Dionne Witherspoon, temp position in Compliance and Coverage, was selected for the Records Analyst I position in the File Room. She began her new duties on June 2, 2014.

Ms. Floyd introduced Frazier Baldwin. Mr. Baldwin began a summer internship with the Agency for the period of June 2 through August 15, 2014.

Information Services

Betsy Hartman presented the Information Services Department's report. Ms. Hartman pointed out the following highlights from her written report:

- IT is developing processes and procedures for Agency's Security Policies to comply with the South Carolina Department of Information Security (SC DIS) Master Policy.
- Completed upgrade to Progress 10.2B on May 9, 2014.
- PC to fax is now operational. Software will be installed on desktops as requested.
- Coding in Progress is complete for upload of electronic documents. Work continues on completing OnBase coding. IT is hosting a focus group of attorneys and paralegals on June 26 at 2:00 p.m. in the First Floor Conference Room. The meeting will include an overview and demonstration of the process with hands-on experience.

There was discussion on the status of electronic payments. Ms. Hartman explained that the prioritizing of other projects, such as upload of electronic documents, took precedence over the electronic payments project. IT will focus more on the electronic payments project and view documents projects once the upload of electronic documents is complete.

Insurance & Medical Services

Grant Duffield presented the Insurance & Medical Services Department's report. Mr. Duffield reported that year to date the Compliance Division has compelled 282 employers in South Carolina to come into compliance with the Act. In so doing, approximately 2,623 previously uninsured workers are now properly covered. The Compliance Division's year-to-date revenue trend is 128% of prior year and coverage fines collections are at 216% for the same period. Year-to-date self-insurance tax revenue is trending at 99% of prior year.

Claims Department

Sonji Spann presented the Claims Department's report. For the month of May, the Claims Department closed 2,137 individual case files. The fine revenue received in May was 52,550. Claims Examiners reviewed 492 individual case files. Ms. Spann reported the Claims Examiners are reviewing a report that list files with the Form 19 received and the file is still open to determine if the files can be closed or if there are other issues. Files from 2011 that are in the file room for closure are also being reviewed.

There was discussion on whether or not the recent implementation of submitting certain forms via email is assisting stakeholders with the filing of those forms. Particularly, is there increased compliance in timely filing of forms? Chairman Beck noted that the Claims Department Report indicates an increase in the number of Form 18 fine assessments and a slight decrease in Form 18 fine collection. Chairman Beck requested a detailed status report since the implementation of email submission of certain claims forms.

Judicial Department

Mr. Duffield presented the Judicial Department's report. He reported the following for May:

- 116 regulatory mediations scheduled
- Eight requested mediations
- 68 matters resolved in mediation with the receipt of Forms 70
- Conducted another round of aggregate mediations and resolved 42 additional cases
- Addressed 195 informal conference cases
- 122 Single Commissioner Hearings conducted
- 16 cases appealed to Full Commission

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:

Regulation Change – R 67-1605 Lump Sum Payment

Mr. Cannon reported automatic approval of proposed changes to R67-1605 Lump Sum Payment was May 14, 2014. The final regulations take effect on the date of publication in the *State Register*, June 27, 2014.

Narcotics Use Ad Hoc Advisory Committee

Mr. Cannon announced the first meeting of the Narcotics Use Ad Hoc Advisory Committee is scheduled for Thursday, July 10, 2014, at 2:00 p.m. in the first floor conference room.

SC Bar Diversity Clerkship Program

Mr. Cannon announced Joseph Wideman was selected to work with the Agency through the SC Bar Diversity Clerkship Program. Mr. Wideman will begin his six week summer internship with the Agency on June 16, 2014.

OLD BUSINESS

A. IT Security Program

Mr. Cannon presented a recommendation that the Commission adopt Section 1.1 Information and Security Program Planning and 1.2 Security Organization of the South Carolina Department of Information Security (DIS) Master Policy. DIS has established two deadlines for State Agencies. June 30, 2014 is the deadline for adopting Section 1.1 Information and Security Program Planning and 1.2 Security Organization. The deadline for Section 1.3 Policy Management is October 1, 2015. Ms. Hartman will serve as the information security Policy Champion between the Commission and DIS, and will assist Mr. Cannon by coordinating the development and activities of Commission Policy Development Teams. The deadline for compliance of all the DIS Information Security Program policies is July 1, 2016.

Mr. Cannon reported that the Commission continues to operate under the Server Management and Information Technology Contract with the Division of Technology Operations (DTO, formerly DSIT). DTO will propose a new contract to include Service Level Agreements and DTO's responsibilities for cyber security.

Motion on Information Security Requirements

Following discussion, Commissioner Wilkerson made a motion to approve the key principles in Sections 1.1 and 1.2 of the DIS Master Policy, and Commissioner Barden seconded the motion. The motion was unanimously approved.

NEW BUSINESS

A. State Accident Fund Status Report

Harry Gregory, Executive Director, State Accident Fund, briefed the Commission on the status of the State Accident Fund. Commissioner Wilkerson requested Mr. Gregory provide a hardcopy of the presentation to the Commission.

B. Commuted Value Tables R67-1605

Mr. Cannon reported May 14, 2014 was the date for the 120-day period for automatic approval of proposed changes to R67-1605 Lump Sum Payment. Pursuant to the new regulation, the new Net Present Value Tables are calculated at the yield-to-maturity rate of the Five-Year U.S. Treasury Note reported by the Federal Reserve on the first business day following January 1.

Mr. Cannon presented the proposed net present value tables establishing the discount rate for weeks zero through 100 at 2%, and weeks 101 through 500 at 2%. He stated the final regulation takes effect on the date of publication in the *State Register* on June 27, 2014. He said there have been questions pertaining to the effective date and presented a recommendation that the Commission go into Executive Session to discuss a legal briefing on that issue.

EXECUTIVE SESSION

Commissioner Roche moved to adjourn into Executive Session to discuss a legal briefing. Commissioner Barden seconded the motion. The Commission adjourned into Executive Session at 11:42 a.m.

[EXECUTIVE SESSION]

At 11:51 a.m., Commissioner Roche made a motion to arise from Executive Session. Commissioner Barden seconded the motion, and the motion was unanimously approved. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

Motion to Approve Net Present Value Tables

Commissioner Roche moved to implement the net present values tables as presented effective June 27, 2014, which was duly seconded by Commissioner Barden. The vote was taken, and the motion was unanimously approved.

ADJOURNMENT

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

The June 9, 2014 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:52 a.m.

Reported July 21, 2014
Kim Ballentine, Office of the Executive Director

Ballentine, Kim

From: Cannon, Gary
Sent: Friday, July 18, 2014 5:27 PM
To: Beck, Scott; Barden, Susan; James, Melody; Wilkerson, Avery; Taylor, Aisha; McCaskill, Gene; Roche, Andrea
Cc: Copeland, Sherry; Ballentine, Kim; garycannon@sc.rr.com
Subject: June Financial Report
Attachments: Fiinancial Report June 2014 Final.xlsx; June 2014 cover letter for commission.docx

Commissioners,

Attached is Sherry's cover memo and the Financial Report for the 12 month period ending June 30, 2014.

The final Year End report will be provided to you at the August Commission meeting.

The preliminary numbers reflect a year end surplus of \$15,141 in the General Appropriations and a surplus of \$153,200 in the Earmarked Fund.

Special thanks to Sherry for coming on board at the end of the year and learning a new internal accounting system on short notice in order to reconcile it with State SCEIS system.

A paper copy will be distributed to you Monday morning. Have a great weekend.

Gary M. Cannon
Executive Director

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INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: SHERRY COPELAND, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING JUNE 30, 2014
DATE: 7/21/2014

The Summary of Revenues and Expenditures for the period ending June 30, 2014, is attached.

- June is the 12 Fiscal Month of Fiscal Year 2014.
- The benchmark for June is 100%. The Commission's revenues are at 94.45% and expenses are at 99.2%.
- There were 95 payment made to vendors, travelers, and other State Agencies
- 23 purchased orders were final invoice to clear up encumbered money
- The following is a summary of each department expenditure benchmarks:

General Fund: Total expenditures are at 99.2%.

Earmark Fund:

Commissioners –

- Total expenditures are at 83% of budget.

Administration –

- Overall the expenditures are 100% of budget.

Claims –

- Expenditures are at 72% of budget.

Insurance & Medical –

- Total expenditures are at 96% of budget

Judicial –

- Total expenditures are at 96% of budget.

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

June

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	100.00%
General Appropriation	<u>\$ 1,763,619</u>	<u>\$ 1,322,714</u>		75.00%

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,439,044	\$ 1,423,903	\$ 15,141	98.9%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	419,967	419,967	-	100.0%
Total	<u>\$ 1,859,011</u>	<u>\$ 1,843,870</u>	<u>\$ 15,141</u>	<u>99.2%</u>

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received	% Received
		\$ 41,820	
Training Conference Registration Fee	\$ 5,000	\$ 5,780	115.60%
Sale of Publication and Brochures	8,000	3,900	48.75%
Workers' Comp Award Review Fee	73,000	39,750	54.45%
Sale of Photocopies	88,000	62,485	71.01%
Workers' Compensation Filing Violation Fee	1,660,000	1,613,161	97.18%
Sale of Listings and Labels	25,000	21,084	84.33%
Workers' Comp Hearing Fee	562,000	540,391	96.15%
Earmarked Funds - Original Authorization	<u>\$ 2,421,000</u>	<u>\$ 2,286,550</u>	94.45%
Increase Authorization	951,066		
	-		
Total Earmarked Revenues + Fund Balance	<u>\$ 3,372,066</u>		

SELF INSURANCE	Collected Revenue	Transferred to State Fund	Balance to WCC Fund Balance
Self Insurance	\$ 4,835,681	\$ -	\$ 4,835,681

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,587,546	\$ 1,587,546	\$ 0	100.0%
Other Operating Expenses	1,255,891	1,102,691	153,200	87.8%
Employer Contribution	528,629	528,629	-	100.0%
Total Earmarked	<u>\$ 3,372,066</u>	<u>\$ 3,218,866</u>	<u>\$ 153,200</u>	<u>95.5%</u>

TOTAL OTHER APPROPRIATIONS	<u>\$ 3,372,066</u>	<u>\$ 3,218,866</u>	<u>\$ 153,200</u>	<u>95.5%</u>
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South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 June

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended June	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,175,584	\$ -	\$ 1,175,584	\$ 48,872	\$ 1,219,777	104%	\$ -	\$ 18,224
Other Operating Expenditures								
Total Contractual Services	201,275	-	201,275	24,492	182,442	91%	-	18,833
Total Supplies & Materials	12,120	-	12,120	83	9,055	75%	-	3,065
Total Fixed Charges	153,899	-	153,899	32,822	153,514	100%	-	385
Total Travel	57,600	-	57,600	16,961	69,635	121%	-	(10,358)
Total Other Operating Exp	<u>424,894</u>	<u>-</u>	<u>424,894</u>	<u>74,358</u>	<u>414,645</u>	<u>98%</u>	<u>-</u>	<u>11,926</u>
Total Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 123,230	\$ 1,634,422	102%	\$ -	\$ 30,150
Administration								
Salaries	\$ 471,969	\$ -	\$ 471,969	\$ 26,584	\$ 632,164	134%	\$ -	\$ (142,104)
Other Operating Expenditures								
Total Contractual Services	294,063	(2,472)	291,591	8,721	152,670	52%	-	138,921
Total Supplies & Materials	33,134	2,472	35,606	6,029	22,076	62%	-	13,530
Total Fixed Charges	133,426	-	133,426	20,199	121,907	91%	-	11,519
Total Travel	20,000	-	20,000	3,281	15,682	78%	-	4,318
Total Equipment	-	-	-	7,238	7,238	0%	-	(7,238)
Total Other Operating Exp	<u>480,623</u>	<u>-</u>	<u>480,623</u>	<u>45,468</u>	<u>319,573</u>	<u>66%</u>	<u>-</u>	<u>161,050</u>
Total Administration	\$ 952,592	\$ -	\$ 952,592	\$ 72,052	\$ 951,737	100%	\$ -	\$ 18,946
Claims								
Salaries	\$ 394,463	\$ -	\$ 394,463	\$ 14,960	\$ 374,565	95%	\$ -	\$ 13,943
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	6,228	30,166	74%	-	10,404
Total Supplies & Materials	24,600	-	24,600	2,988	16,388	67%	-	8,212
Total Fixed Charges	82,234	-	82,234	13,690	74,763	91%	-	7,471
Total Travel	2,100	-	2,100	-	26	1%	-	2,074
Total Other Operating Exp	<u>149,504</u>	<u>-</u>	<u>149,504</u>	<u>22,906</u>	<u>121,343</u>	<u>81%</u>	<u>-</u>	<u>28,161</u>
Total Claims	\$ 543,967	\$ -	\$ 543,967	\$ 37,866	\$ 495,908	91%	\$ -	\$ 42,104
Insurance and Medical Services								
Salaries	\$ 456,650	\$ -	\$ 456,650	\$ 21,954	\$ 522,516	114%	\$ -	\$ (39,516)
Other Operating Expenditures								
Total Contractual Services	98,898	-	98,898	8,292	73,160	74%	-	25,738
Total Supplies & Materials	20,800	-	20,800	1,556	15,437	74%	-	5,363
Total Fixed Charges	63,090	-	63,090	10,507	54,627	87%	-	8,463
Total Travel	1,350	-	1,350	-	241	18%	-	1,109
Total Other Operating Exp	<u>184,138</u>	<u>-</u>	<u>184,138</u>	<u>20,355</u>	<u>143,465</u>	<u>78%</u>	<u>-</u>	<u>40,673</u>
Total Insurance and Medical Services	\$ 640,788	\$ -	\$ 640,788	\$ 42,309	\$ 665,981	104%	\$ -	\$ 1,157
Judicial								
Salaries	\$ 390,995	\$ -	\$ 390,995	\$ 25,854	\$ 316,553	81%	\$ -	\$ 102,097
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	5,700	27,289	77%	-	8,233
Total Supplies & Materials	29,270	-	29,270	1,903	10,378	35%	-	18,892
Total Fixed Charges	70,545	-	70,545	12,254	65,568	93%	-	4,977
Total Travel	5,445	-	5,445	-	431	8%	-	5,014
Total Other Operating Exp	<u>140,782</u>	<u>-</u>	<u>140,782</u>	<u>19,857</u>	<u>103,665</u>	<u>74%</u>	<u>-</u>	<u>37,117</u>
Total Judicial	\$ 531,777	\$ -	\$ 531,777	\$ 45,711	\$ 420,219	79%	\$ -	\$ 139,213
Totals By Departments								
Department Totals								
Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 123,230	\$ 1,634,422	102%	\$ -	\$ 30,150
Administration	952,592	-	952,592	72,052	951,737	100%	-	18,946
Claims	543,967	-	543,967	37,866	495,908	91%	-	42,104
Insurance & Medical	640,788	-	640,788	42,309	665,981	104%	-	1,157
Judicial	531,777	-	531,777	45,711	420,219	79%	-	139,213
Total Departmental Expend	<u>\$ 4,269,602</u>	<u>\$ -</u>	<u>\$ 4,269,602</u>	<u>\$ 321,168</u>	<u>\$ 4,168,266</u>	<u>98%</u>	<u>\$ -</u>	<u>\$ 231,570</u>
Employer Contributions	930,371	15,635	946,006	38,346	948,596	100%	-	(63,229)
Total General & Earmarked Funds	<u>\$ 5,199,973</u>	<u>\$ 15,635</u>	<u>\$ 5,215,608</u>	<u>\$ 359,514</u>	<u>\$ 5,116,862</u>	<u>98%</u>	<u>\$ -</u>	<u>\$ 168,341</u>

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 June

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year to Date: 99%				
				Expended June	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Chairman	\$ 118,890	\$ -	\$ 114,090	\$ 4,754	\$ 114,090	100%	\$ -	\$ -
Commissioner	684,540	-	689,340	28,723	689,340	100%	-	-
Bonus	-	-	7,000	-	7,000	-	-	-
Taxable Subsistence	-	-	54,788	2,274	54,788	-	-	-
Terminal Leave	-	-	-	-	-	0%	-	-
Classified Employees	299,804	-	300,433	13,122	300,433	100%	-	-
Total Commissioners	1,103,234	-	1,165,651	48,872	1,165,651	100%	-	-
Administration								
Salaries								
Director	\$ 96,976	\$ -	\$ 96,976	\$ 4,041	\$ 96,976	100%	\$ -	\$ -
Bonus	-	-	3,000	-	3,000	-	-	-
Classified Positions	46,169	-	46,169	1,924	46,169	100%	-	0
Total Administration	143,145	-	146,145	5,964	146,145	100%	-	-
Claims								
Salaries								
Classified Positions	\$ 63,487	\$ -	\$ 46,754	\$ 3,125	\$ 31,613	68%	\$ -	\$ 15,141
Temporary Position	\$ -	-	277	277	277	-	-	-
Terminal Leave	13,736	-	13,736	-	13,736	100%	-	(0)
Total Claims	77,223	-	60,767	3,402	45,626	75%	-	15,141
Insurance and Medical Services								
Salaries								
Bonus	0	-	2000	0	2000	-	-	-
Classified Positions	\$ 26,110	\$ -	\$ 29,960	\$ 1,088	\$ 29,960	100%	\$ -	\$ -
Total Ins and Medical Svcs	26,110	-	31,960	1,088	31,960	100%	-	-
Judicial								
Salaries								
Bonus	0	-	1000	0	1000	-	-	-
Classified Positions	\$ 28,693	\$ -	\$ 33,521	\$ 1,425	\$ 33,521	100%	\$ -	\$ -
Total Judicial	28,693	-	34,521	1,425	34,521	100%	-	-
General Funds								
Department Totals								
Commissioners	\$ 1,103,234	\$ -	\$ 1,165,651	\$ 48,872	\$ 1,165,651	100%	\$ -	\$ -
Administration	143,145	-	146,145	5,964	146,145	100%	-	-
Claims	77,223	-	60,767	3,402	45,626	75%	-	15,141
Insurance & Medical	26,110	-	31,960	1,088	31,960	100%	-	-
Judicial	28,693	-	34,521	1,425	34,521	100%	-	-
Total Departmental Expend	\$ 1,378,405	\$ -	\$ 1,439,044	\$ 60,752	\$ 1,423,903	99%	\$ -	\$ 15,141
Employer Contributions	464,971	15,635	419,967	18,128	419,967	100%	-	-
Total General Fund Appropriations	\$ 1,843,376	\$ 15,635	\$ 1,859,011	\$ 78,880	\$ 1,843,870	99%	\$ -	\$ 15,141

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended June	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 72,350	\$ -	\$ 72,350	\$ -	\$ 54,126	75%	\$ -	\$ 18,224
Total Salaries	72,350	-	72,350	-	-	0%	-	18,224
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,300	-	1,300	-	-	0%	-	1,300
Data Processing Services	34,000	-	34,000	6,543	30,593	90%	-	3,407
Freight Express Delivery	100	-	100	-	-	0%	-	100
Telephone	3,500	-	3,500	654	3,825	109%	-	(325)
Cellular Phone Service	11,500	-	11,500	1,525	10,005	87%	-	1,495
Legal Services/Attorney Fees	150,675	-	150,675	15,760	137,579	91%	-	13,096
Other Professional Services	200	-	200	10	440	220%	-	(240)
Total Contractual Services	201,275	-	201,275	24,492	182,442	91%	-	18,833
Supplies & Materials								
Office Supplies	2,900	-	2,900	-	2,446	84%	-	454
Copying Equipment	2,300	-	2,300	-	1,769	77%	-	531
Printing	1,800	-	1,800	-	814	45%	-	986
Data Processing Supplies	50	-	50	-	104	207%	-	(54)
Postage	4,800	-	4,800	32	3,107	65%	-	1,693
Maint/Janitorial Supplies	150	-	150	-	93	62%	-	57
Motor Vehicle Supp/Gasoline	50	-	50	51	51	102%	-	(1)
Other Supplies	70	-	70	-	671	959%	-	(601)
Total Supplies & Materials	12,120	-	12,120	83	9,055	75%	-	3,065
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	105	747	75%	-	253
Rent-Non State Owned Property	143,000	-	143,000	25,204	144,604	101%	-	(1,604)
Insurance-State	8,300	-	8,300	7,513	7,513	91%	-	787
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Dues & Memberships	430	-	430	-	650	151%	-	(220)
Total Fixed Charges	153,899	-	153,899	32,822	153,514	100%	-	385
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	-	1,562	781%	-	(1,362)
In State - Auto Mileage	18,000	(6)	17,994	4,792	17,217	96%	-	777
In State - Misc Exp	-	6	6	-	6	100%	-	-
Reportable Subsistence	-	-	-	1,677	1,677	-	-	-
In State - Subsistence Allowance	9,000	-	9,000	1,806	15,192	169%	-	(6,192)
Out State - Meals	100	-	100	-	337	337%	-	(237)
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Leased Car	30,000	-	30,000	8,686	33,644	112%	-	(3,644)
Total Travel	57,600	-	57,600	16,961	69,635	121%	-	(10,358)
Total Other Operating Expenditures	424,894	-	424,894	74,358	414,645	98%	-	11,926
Total Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 74,358	\$ 414,645	83%	\$ -	\$ 30,150

South Carolina Workers' Compensation Commission
2013 - 2014 Budget

June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended June	Year to Date	%	Encumb	Balance
Administration								
Salaries								
Classified Positions	\$ 316,210	\$ -	316,210	\$ 17,558	\$ 430,761	136%	\$ -	\$ (114,551)
Bonus					\$ 14,500			
Temporary Employees	12,614	-	12,614	2,471	40,167	318%	-	(27,553)
OT ans Shift				591	591			
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	328,824	-	328,824	20,620	486,019	148%	-	(142,104)
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	8,100	-	8,100	380	2,888	36%	-	5,212
Copying Equipment Service	3,000	-	3,000	-	-	0%	-	3,000
Print/Bind/Advertisement	10,000	-	10,000	2,166	3,798	38%	-	6,202
Print Pub Annual Reports	6,000	-	6,000	2,691	-	0%	-	6,000
Data Processing Services	213,993	(2,472)	211,521	-	134,311	63%	-	77,211
Freight Express Delivery	1,800	-	1,800	-	164	9%	-	1,636
Telephone	7,060	-	7,060	836	3,191	45%	-	3,869
Cellular Phone Service	5,000	-	5,000	962	3,472	69%	-	1,528
Education & Training Services	5,000	-	5,000	-	325	7%	-	4,675
Attorney Fees	25,000	-	25,000	690	884	4%	-	24,116
General Repair	1,500	-	1,500	-	85	6%	-	1,415
Audit Acct Finance	110	-	110	-	114	104%	-	(4)
Catered Meals	4,000	-	4,000	-	1,698	42%	-	2,302
Other Professional Services	1,500	-	1,500	895	1,065	71%	-	435
Other Contractual Services	2,000	-	2,000	101	675	34%	-	1,325
Total Contractual Services	294,063	(2,472)	291,591	8,721	152,670	52%	-	138,921
Supplies & Materials								
Office Supplies	9,500	-	9,500	3,098	9,883	104%	-	(383)
Copying Equipment Supplies	4,434	-	4,434	-	1,041	23%	-	3,393
Printing	3,500	-	3,500	-	904	26%	-	2,596
Data Processing Supplies	2,300	2,472	4,772	326	2,024	42%	-	2,747
Postage	8,000	-	8,000	1,746	5,416	68%	-	2,584
Maint/Janitorial Supplies	1,000	-	1,000	-	272	27%	-	728
Fees & Fines	1,800	-	1,800	-	-	0%	-	1,800
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	1,500	-	1,500	859	859	57%	-	641
Other Supplies	1,000	-	1,000	-	1,676	168%	-	(676)
Total Supplies & Materials	33,134	2,472	35,606	6,029	22,076	62%	-	13,530
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	992	4,344	72%	-	1,656
Rent-Non State Owned Property	95,000	-	95,000	16,556	92,059	97%	-	2,941
Rent-Other	11,000	-	11,000	1,655	10,876	99%	-	124
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	-	4,830	97%	-	170
Sales Tax Paid	8,186	-	8,186	995	6,145	75%	-	2,041
Total Fixed Charges	133,426	-	133,426	20,199	121,907	91%	-	11,519
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	1,000	-	1,000	325	554	55%	-	446
Reportable Meals	1,000	-	1,000	-	898	90%	-	102
In State - Lodging	1,000	-	1,000	85	572	57%	-	428
In State - Auto Mileage		1,000	1,000	-	720	72%	-	280
In State - Registration Fees	2,000	(1,000)	1,000	-	36	4%	-	964
Out State - Lodging		400	400	-	763	191%	-	(363)
Out State - Meals		100	100	13	898	898%	-	(798)
Leased Car	15,000	(500)	14,500	2,858	11,241	78%	-	3,259
Total Travel	20,000	-	20,000	3,281	15,682	78%	-	4,318
Equipment								
Equipment Data Processing- PC's	-	-	-	7,238	7,238	0%	-	(7,238)
Total Equipment	-	-	-	7,238	7,238	0%	-	(7,238)
Total Other Operating Expenditures	480,623	-	480,623	45,468	319,573	66%	-	161,050
Total Administration	\$ 809,447	\$ -	\$ 809,447	\$ 66,088	\$ 805,592	100%	\$ -	\$ 18,946

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended June	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 301,790	\$ (7,118)	\$ 294,672	\$ 10,943	\$ 292,830	99%	\$ -	\$ 1,842
Bonus					\$ 10,500			
Temporary Positions	15,450	-	15,450	615	15,825	102%	-	(375)
Terminal Leave	-	7,118	7,118	-	9,784	0%	-	(2,666)
Total Salaries	317,240	-	317,240	11,558	328,938	104%	-	(1,198)
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Services	33,050	-	33,050	5,719	26,811	81%	-	6,239
Telephone	4,000	-	4,000	509	3,161	79%	-	839
Cellular Phone Service	1,720	-	1,720	-	194	11%	-	1,526
Total Contractual Services	40,570	-	40,570	6,228	30,166	74%	-	10,404
Supplies & Materials								
Office Supplies	2,000	-	2,000	351	1,846	92%	-	154
Copying Equipment	3,000	-	3,000	-	1,105	37%	-	1,895
Printing	1,500	-	1,500	-	645	43%	-	855
Data Processing Supplies	3,500	-	3,500	-	934	27%	-	2,566
Postage	14,000	-	14,000	2,637	11,786	84%	-	2,214
Maint/Janitorial Supplies	500	-	500	-	72	14%	-	428
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	24,600	-	24,600	2,988	16,388	67%	-	8,212
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	178	1,551	62%	-	949
Rent-Non State Owned Property	75,000	-	75,000	12,329	72,029	96%	-	2,971
Insurance-State	2,800	-	2,800	1,183	1,183	42%	-	1,617
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment- Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	82,234	-	82,234	13,690	74,763	91%	-	7,471
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	300	-	300	-	-	0%	-	300
In State - Lodging	600	-	600	-	-	0%	-	600
In State - Auto Mileage	600	-	600	-	-	0%	-	600
In-State Registration	200	-	200	-	-	0%	-	200
Reportable Meals	400	-	400	-	26	7%	-	374
Total Travel	2,100	-	2,100	-	26	1%	-	2,074
Total Other Operating Expenditures	149,504	-	149,504	22,906	121,343	81%	-	28,161
Total Claims	\$ 466,744	\$ -	\$ 466,744	\$ 34,464	\$ 450,281	96%	\$ -	\$ 26,963

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended June	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	430,540	-	430,540	20,866	470,056	109%	-	(39,516)
Bonus pay					20,500			
Terminal Leave	0		0	0	0	0%		
Total Salaries	430,540	-	430,540	20,866	490,556	114%	-	(39,516)
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	100	-	100	-	-	0%	-	100
Copying Equipment Service	100	-	100	-	-	0%	-	100
Data Processing Services	55,000	-	55,000	8,110	48,613	88%	-	6,387
Telephone	2,300	-	2,300	-	2,275	99%	-	25
Cell Phone	1,000	-	1,000	181	812	81%	-	188
Catered Meals	1,600	-	1,600	-	-	0%	-	1,600
Other Professional Services	38,298	-	38,298	-	20,451	53%	-	17,847
Other Contractual Services	500	-	500	-	1,008	202%	-	(508)
Total Contractual Services	98,898	-	98,898	8,292	73,160	74%	-	25,738
Supplies & Materials								
Office Supplies	9,000	-	9,000	-	5,623	62%	-	3,377
Copying Equipment	2,500	-	2,500	-	1,428	57%	-	1,072
Printing	2,500	-	2,500	-	1,925	77%	-	575
Data Processing Supplies	500	-	500	-	527	105%	-	(27)
Postage	5,000	-	5,000	1,556	5,853	117%	-	(853)
Maintenance/Janitorial Supplies	150	-	150	-	80	54%	-	70
Building Materials	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	50	-	50	-	-	0%	-	50
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	20,800	-	20,800	1,556	15,437	74%	-	5,363
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	442	1,124	45%	-	1,376
Rent-Non State Owned Property	52,000	-	52,000	8,834	50,975	98%	-	1,025
Rent-Other	2,000	-	2,000	-	983	49%	-	1,017
Insurance-State	2,500	-	2,500	1,183	1,183	47%	-	1,317
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	48	363	12%	-	2,637
Total Fixed Charges	63,090	-	63,090	10,507	54,627	87%	-	8,463
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	400	-	400	-	26	7%	-	374
In-State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	215	31%	-	485
Total Travel	1,350	-	1,350	-	241	18%	-	1,109
Total Other Operating Expenditures	184,138	-	184,138	20,355	143,465	78%	-	40,673
Total Insurance and Medical Services	\$ 614,678	\$ -	\$ 614,678	\$ 41,221	\$ 634,021	103%	\$ -	\$ 1,157

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 June

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 75.00%				
				Expended June	Year to Date	%	Encumb	Balance
Salaries								
Classified Positions	\$ 360,302	\$ -	\$ 360,302	\$ 10,101	\$ 259,021	72%	\$ -	\$ 101,281
Bonus					\$ 7,500			
Terminal Leave				\$ 14,327	\$ 14,327			
Temporary Employees	2000	-	2000	0	1184	59%	-	816
Total Salaries	362,302	-	362,302	24,428	282,032	78%	-	102,097
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Data Processing Services	29,972	-	29,972	5,314	24,398	81%	-	5,574
Telephone	2,500	-	2,500	386	2,276	91%	-	224
Cellular Phone Service	1,120	-	1,120	-	535	48%	-	585
Other Professional Services	200	-	200	-	80	40%	-	120
Total Contractual Services	35,522	-	35,522	5,700	27,289	77%	-	8,233
Supplies & Materials								
Office Supplies	4,000	-	4,000	523	1,994	50%	-	2,006
Copying Equipment Supplies	2,500	-	2,500	-	1,367	55%	-	1,133
Printing	2,000	-	2,000	-	577	29%	-	1,423
Data Processing Supplies	2,500	-	2,500	-	467	19%	-	2,033
Postage	18,000	-	18,000	1,380	5,908	33%	-	12,092
Maintenance/Janitorial Supplies	150	-	150	-	65	43%	-	85
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	29,270	-	29,270	1,903	10,378	35%	-	18,892
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	112	750	25%	-	2,250
Rent-Non State Owned Property	65,300	-	65,300	11,042	63,718	98%	-	1,582
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	2,000	-	2,000	1,100	1,100	55%	-	900
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	70,545	-	70,545	12,254	65,568	93%	-	4,977
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	450	-	450	-	62	14%	-	388
Reportable Meals	770	-	770	-	14	2%	-	756
In State - Lodging	2,200	-	2,200	-	-	0%	-	2,200
In State - Auto Mileage	1,800	-	1,800	-	330	18%	-	1,470
In State - Misc Travel Expense	25	-	25	-	25	100%	-	-
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
Total Travel	5,445	-	5,445	-	431	8%	-	5,014
Total Other Operating Expenditures	140,782	-	140,782	19,857	103,665	74%	-	37,117
Total Judicial	\$ 503,084	\$ -	\$ 503,084	\$ 44,285	\$ 385,698	77%	\$ -	\$ 139,213
Earmarked Funds								
Department Totals								
Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 74,358	\$ 414,645	83%	\$ -	\$ 30,150
Administration	809,447	-	809,447	66,088	805,592	100%	-	18,946
Claims	466,744	-	466,744	34,464	450,281	96%	-	26,963
Insurance & Medical	614,678	-	614,678	41,221	634,021	103%	-	1,157
Judicial	503,084	-	503,084	44,285	385,698	77%	-	139,213
Total Departmental Expend	\$ 2,891,197	\$ -	\$ 2,891,197	\$ 260,416	\$ 2,690,237	93%	\$ -	\$ 216,429
Employer Contributions	465,400	-	465,400	20,218	528,629	114%	-	(63,229)
Total Earmarked Funds	\$ 3,356,597	\$ -	\$ 3,356,597	\$ 280,634	\$ 3,218,866	96%	\$ -	\$ 153,200
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

State of South Carolina

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Workers' Compensation Commission

TO: Gary Cannon

FROM: Sherry Copeland
Director of Administration

DATE: July 17, 2014

RE: June Administration Report and Financial Statement

I am unable to complete the financial statement to include in the workbooks at this time due to balancing issues. I will provide the monthly statement to you by close of business tomorrow, Friday, July 18.

MEMORANDUM

Date: July 14, 2014

TO: Mr. Gary Cannon
Executive Director

FROM: Cathy Floyd
Human Resources

SUBJECT: Human Resources Report Period of June 4 – July 15, 2014

Below is a summary of the Human Resources activity for the period of June 4 – July 15, 2014.

Employee Relations (ER)

- Processed the General Increase
 - Ensured the legislated general increase was correct in SCEIS, updated internal databases, generated HR Action Notifications, updated employees personnel files
- Revised and distributed the Employee Directory
 - Ensured correct data was included in regards to phone number and room numbers, located most current employee picture or took additional pictures to complete the directory, emailed to all employees and provided hardcopy format as requested
- One employee relations issue was 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
- Two employee injuries were reported to CompEndium
 - Coordinated with the supervisors to ensure proper reporting to CompEndium
 - Provided CompEndium all required information regarding the employees and the injuries
- Transferred all information for the upcoming events to the Social Committee regarding the family picnic and offsite annual holiday event
- 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

Recruitment and Selection

- Law Clerk Internship
 - Joe Wideman began a Law Clerk internship that will be for the period of June 16 – July 25
- Information Resource Consultant
 - Brian Myers accepted a temporary position within the Information Services Department
- Judicial Director (Program Manager II) Position
 - Internal posting, a total of 4 internal applications received for the position
 - One internal applicant withdrew from consideration
 - Reviewed all applications received and determined eligibility, contacted all applicants selected for an interview and scheduled the interviews, coordinated with interview panel as needed to provide information, followed-up with all applicants as needed regarding various inquiries received, notified all external applicants that they were not eligible for the position

- Human Resources Manager I Position
 - Currently have a total of 1153 hits on the posting and 45 applications received for the position

Benefits

- Assisted two employees with insurance related issues
 - contacted the Public Employee Benefit Authority or outside vendor for clarification as needed, counselled with employees regarding their options
- Assisted three employees with retirement related issues
 - Counsellled 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
- Assisted two employees with FMLA requests
 - Counsellled with employees regarding the specific need for FMLA, issued the eligibility notices and fact sheet posters, followed-up and answered questions as needed
- Washington National Insurance held an information/registration day
 - Contacted outside vendor, ensured vendor was approved by the Comptroller General's Office, coordinated a date, time and location for them to come onsite for a day, announced information to employees and answered and related questions

SC Enterprise Information System (SCEIS)

- Processed three new hires/re-employment actions
 - Completed all necessary induction paperwork to place the employee on payroll and used eVerify to ensure eligibility to work through Homeland Security, coordinated with PEBA Insurance Services and Retirement Services to transfer all information to our agency, coordinated with SCEIS to ensure proper leave balance transfer and employee history transfer
- Thirty-seven transactions were keyed into the system
 - Entered into the SCEIS system all required transactions to include time entry and corrections to employee data, leave entry corrections to employee data and position updates
- Processed two employment verifications
 - Received notification from an outside source requesting verification of employment, ensure that the employee has authorized the release of information, researched the requested information, completed and submitted the form from the outside source and made copies of completed packet to be kept in the employee's personnel file for auditing purposes
- Continue to assist employees with leave and time issues caused by SCEIS
 - Employees continue to have intermittent leave and time issues related to SCEIS, as identified by the employee or the SCEIS collision report audited the employee's leave and/or time history to determine the error, coordinated with SCEIS in correcting the error and investigated possible corrections to prevent the issues from reoccurring

State Human Resources Department (HRD)

- Contacted HRD Consultant regarding an issue

Training

- Attended a SHRM Workshop on June 19 regarding Workkeys
- Participated in a SHRM Webinar on June 26 regarding HR Metrics

Finance Related

- Approved forty-seven SCEIS financial transactions
 - Within the SCEIS system approved deposits, purchase orders, invoices, and travel requests submitted by the Fiscal Manager
- Assisted with the development of an internal departmental budget worksheet to be used by all department heads in the next fiscal year
- Assisted the auditors by providing requested documentation and answering questions as needed
- Assisted with the daily deposit
 - Retrieve checks entered into Progress from the previous day, prep checks for scanning, scan checks into the Wells Fargo deposit scanner, balance deposit between the Wells Fargo scanner and Progress, research and reconcile any discrepancies, prepare for filing

State of South Carolina

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Workers' Compensation Commission

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

IT Department Activities for the Month of June 2014

- Production issues
 - Multiple Secure Email issues - resolved
 - eService issues with OnBase
 - attachments not being sent – Monitoring
 - 12M processing errors
 - Notification email not being sent – resolved
 - Printing of invoices for fines assessed – resolved
 - EDI Claims
 - Processing error research and resolution
 - EDI RIs3
 - Set up and testing in development for new TPA
 - Year End Reporting
 - Data analysis and data cleanup for Annual reports
 - Ran year end Annual Reports on June 30, 2014
 - Template updates
 - POC EDI coverage processing questions
 - DTO Server Name Change
 - Developed plan to set up and test DTO relocation of network files to new server
 - Modified Progress Open Edge programs and configuration tables.
 - Modified 66 configuration table entries on 22 EDI Trading Partners
 - Redesigned letter signature process to accommodate new file configurations
 - Coordinated with DTO to resolve firewall issues for Progress servers to access new file server
 - Coordinated with DTO and multiple EDI Trading Partners to restore access to EDI file transfer locations
 - Reconfigured label printer connections to accommodate server change
 - Troubleshoot user issues after DTO move to new server that did not automatically reconnect properly due to workstations not being off line as requested.
 - Monitor Form 18 fine processing for any additional issues
 - Correct multiple data entry errors requested by Department Directors.
- Desktop support
 - Deployed 4 new monitors
 - Password resets
 - 3 Printer issues
 - 4 Mailroom Scanner issues
 - Outlook password issues – multiple
 - Creating Assets Inventory per DIS Asset Policy
 - New PC/Laptops and monitors deployed
 - Completed deployment of all new workstations and laptops
 - Surplus Property contacted to review items for surplus. Pickup of equipment in July
 - Added summer interns to OnBase security user groups
- ELT projects
 - Upload
 - Testing of eCase Upload
 - Held Focus Group for input from Attorney offices
 - Overall impression was positive for the application
 - Requested more information on the Commissioner preferences
 - Working with Commissioner offices that accept via secure email on how they store documents

- Will store documents based on combined Commissioner preferences
 - eFines
 - on Hold until Upload completed
 - DIS Policies
 - June 30, 2014 deadline for posting of Roles and Responsibilities on Deloitte secure website met.
 - Working with two vendors on proposals for Security and Vulnerability assessment
 - Will allow SCWCC to complete GAP analysis
 - Upon conclusion of Security and Vulnerability assessment
 - Develop action plan to close GAP's
 - Develop FY 15/16 budget needed to close GAP's
 - Security Assessment Quotes
 - Presented recommendation to Gary Cannon for Full Commission approval

Staff Training

- SANS Security Essentials Boot camp Course – six days
 - Amanda Underhill
 - Duane Earles

Committee/Conferences attended in May 2014

- IT Training Center Business Advisory Council – Vocational Rehabilitation
- SC Quality Forum Governors' Quality Award
 - Attended site visit
 - Completed Feedback report for applicant
 - Boss User group conference call
- IT Directors Information Security Meeting
- DIS Policy Champion Workshops
 - Business Continuity
 - IT Risk Strategy
- IABIABC Jurisdiction EDI Claims conference call
- DTO – VoIP contract renewal conference call
- Web demo of Claims Management system

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

Strategic Goal	Key Projects	Sub Project	Estimated hours	Start Date	Estimated Completion Date	Lead	Issues / Comments
3, 8, 14	Team 1 - SROI		18 months	TBD	TBD	Audra Higbe	start with identification of SRIO capable Claim forms Review forms and edits cross walk to file layout Development of Element Requirement Table, Event Table and Edit matrix
2, 14	Team 2 -Electronic Access	Upload from eCase user	50	11/1/2013	7/30/2014	Betsy Hartman	Finalizing the distribution process in onBase Held focus group with both Attorney groups They had no issue with the application but questions on the commissioner preferences
2, 14		distribution of uploaded documents	40	2/1/2014	7/30/2014	Betsy Hartman	Amanda working on workflows
7, 10, 14		View images	80	After upload & with epayment	TBD	Betsy	WebService developed by KeyMark Need SCWCC testing and sign off Full requirements and design to be completed and sent to BravePoint for coding
4, 14	Team 3 - Switchboard updates	Review auto attendant	TBD	TBD	TBD	Sherry Copeland	
5, 14	Team 4 - Conversion to paperless	modifications to back filing process creation of appellant record for FC and centralized scanning	TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
1,2,5,7,14	Team 5 - eCase Enhancements	Make more user friendly linking in eCase to also link in progress, modify navigation	TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
1, 14	Team 7 - Electronic Payments	electronic copy fee	25	after upload and with new	TBD	Sherry Copeland	design and full requirements to be completed and submitted to BravePoint for coding
1		fee payments for forms being uploaded	25	TBD	TBD	Sherry Copeland	develop requirements and design for allowing payments via eCase when uploading forms with payments
9, 14	Team 8 - RTSC process and automation		TBD			Wayne Ducote	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
6, 14	Team 9 - eService Fines and Claim Requests	Deliver Fines assessed by SCWCC to invoiced parties by email where applicable	75	11/1/2013	3/1/2014	Amanda Underhill	Code complete, in final testing stages Once signed off by Business Units will be implemented in production
	Team 10 - ProSe notification		TBD	TBD	TBD	Amy Bracy	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
	Team 11 - Security Strategic Planning	multiple projects to prioritize what security issues should be addresses and in what order	150+	11/2013 or before	10/1/2014	Betsy Hartman	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
	Team 12 - Personal security issues	Ensure the security of the Commission (facility, personnel, hearing venues and visiting constituents)	TBD	TBD	TBD	Wayne Ducote	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
	Team 13 - Professional Development	Staff Professional development, cross training and internal web training	TBD	TBD	TBD	Cathy Floyd	On line security training deployed to all state employees
13, 14	Team 14 - Class Action Team	Review of current agency organization, staff PD's and current compensations ranges	TBD	TBD	TBD	tdb	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
14	Team 15 - Web External Training	will provide external self-study online courses for stakeholders and constituents on the	TBD	TBD	TBD	Kim Ballentine	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
4, 14	Team 16 - Budget Issues	template for the commission and implement the use of it to have department directors involved in	TBD	TBD	TBD	Sherry Copeland	Sherry developing new budget worksheets to give to Department Heads Will pull all IT cost into the IT budget
4	Team 17 - Collections	actively collect and clear all outstanding fines and invoices and to have an accurate account of	TBD	TBD	TBD	Juliet Bush	Initial outline of project being presented to ELT for approval Final prnonty will be decided by Gary Cannon
6, 14	Replace the claims manual review process with electronic review		TBD	TBD	TBD	TBD	Not specifically mentioned but could be part of team 9's project
10	iPad application upgrades	OnBase upgrade	200	7/1/2014	TBD	Amanda Underhill / DSIT	UpgradeOnBase from version 10 to version 13

State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMS Director

Date: 16 – July – 2014

Subj: Insurance and Medical Services Department
June 2014 Full Commission Report

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

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

- | | |
|---------------------|--|
| Compliance Division | <ol style="list-style-type: none">1. Working to identify metrics that better illustrate value of effort.2. Developing methods to better address Carrier RTSC process.3. Considering workflow process changes to verify ongoing Compliance |
| Coverage Division | <ol style="list-style-type: none">1. Working with staff to review workflow processes and explore opportunities to enhance service provision.2. Adjusting workflow to make best use of staff resources.3. Preparing for staffing transitions in coming months. |
| Medical Services | <ol style="list-style-type: none">1. Identifying edits needed within the Medical Services Provider Manual.2. Developing ICD-10 information to support our stakeholders. Experiencing additional inquiry due to recent Federal Legislation.3. Continue work with MedAssets to improve Medical Bill reviews. |
| IMS Administration: | <ol style="list-style-type: none">1. Working with team-members to review / improve team processes and key functions.2. Working with Division Mgrs to provide cross coordination of mgmt. functions.3. Working with Counsel to improve RTSC case preparation process.4. Working with Counsel to improve GEAR process.5. Working with Executive Team concerning strategic planning and future needs forecasting. |

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

IMS COMPLIANCE DIVISION

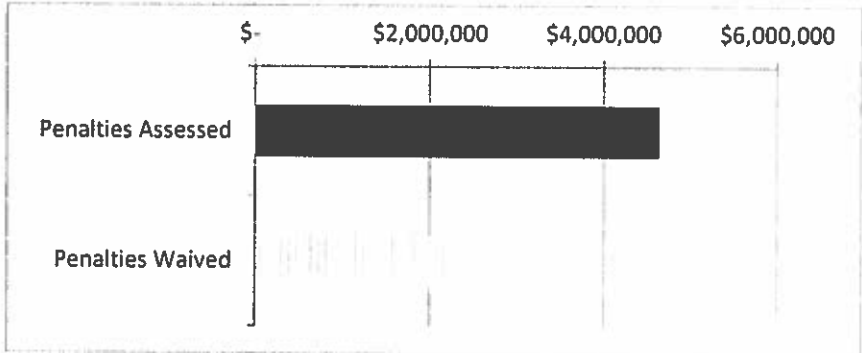
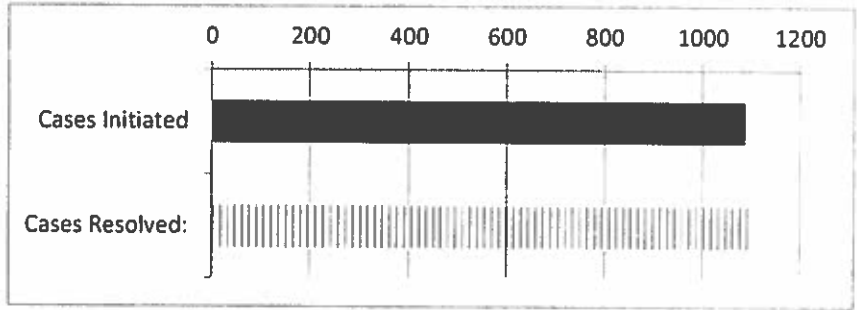
June 2014

Employers Obtaining Coverage

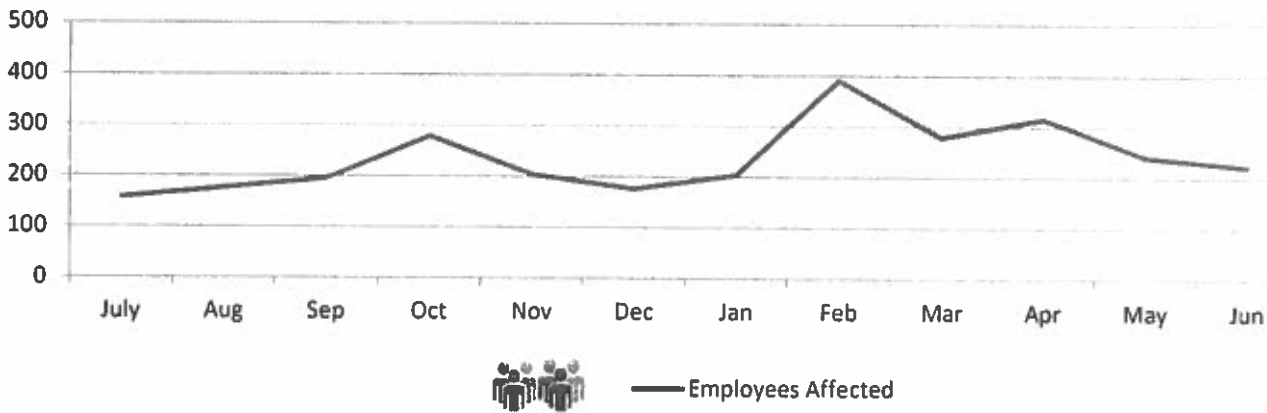
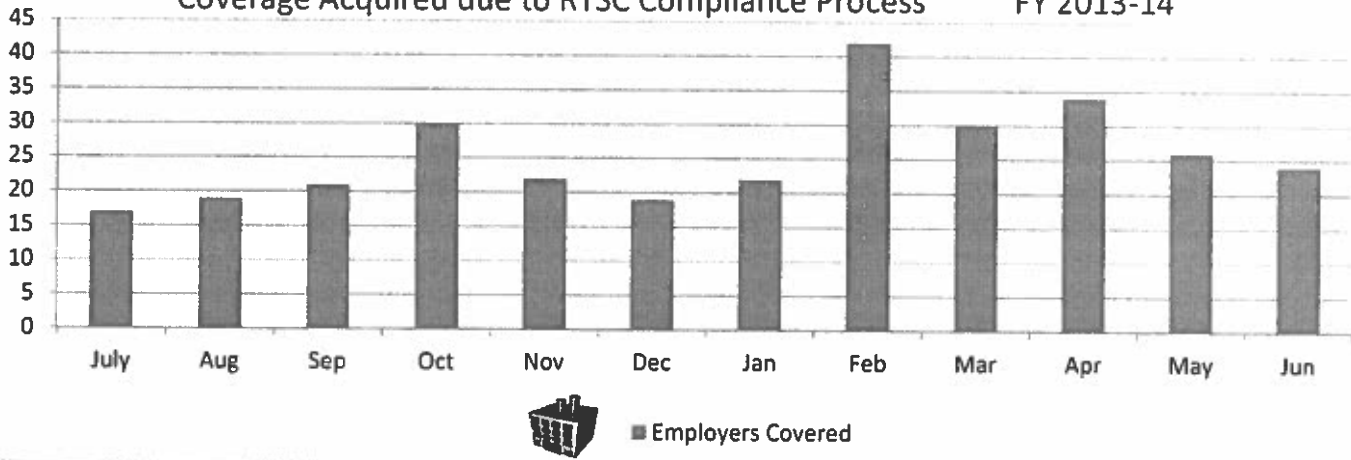
For the Fiscal Year 2013 - 2014, the Compliance Division has worked with great diligence to help employers come into compliance with the South Carolina Workers' Compensation Act. Year to date, the Compliance Division has compelled 306 employers in South Carolina to come into compliance with the Act. In so doing, approximately 2,846 previously uninsured workers are now properly covered.

Penalties Waived

Although the Division has assessed 4.6 million dollars in fines, over 76% of those fines (\$3.5m) have been waived or rescinded as employers have either obtained insurance coverage or were found not to be subject to the Act.



Coverage Acquired due to RTSC Compliance Process FY 2013-14



Carryover Caseload:

The Compliance Division closed June 2014 with 341 cases active, compared to an active caseload of 352 at the close of June 2013.

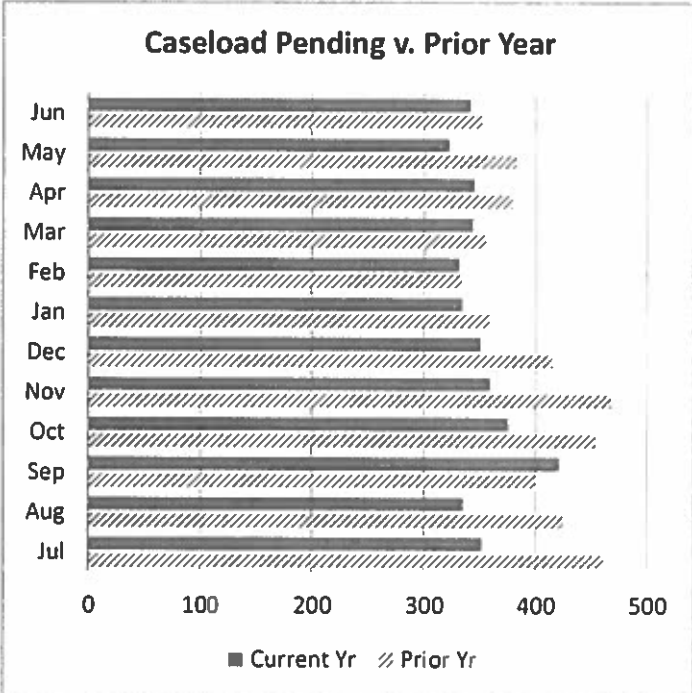
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of June 2014, Compliance Division staff closed-out 84 cases.

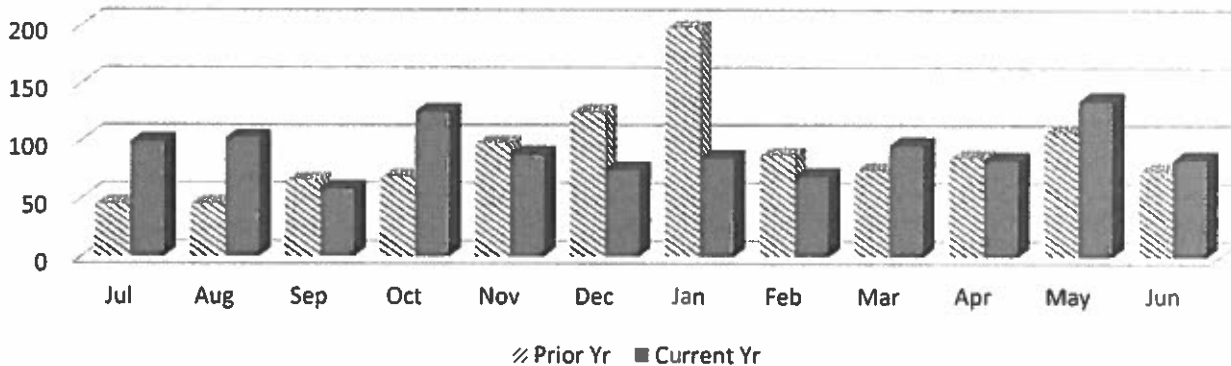
Compliance Fines:

Year to Date, the Compliance Division has collected \$725,776 in fines which represents 124% of prior year's year-end collection (\$587,429). The Compliance Division Year-to-Date revenue trend is 124% of prior year, and month-on-month is at 74% of same month / prior year (June 2013).

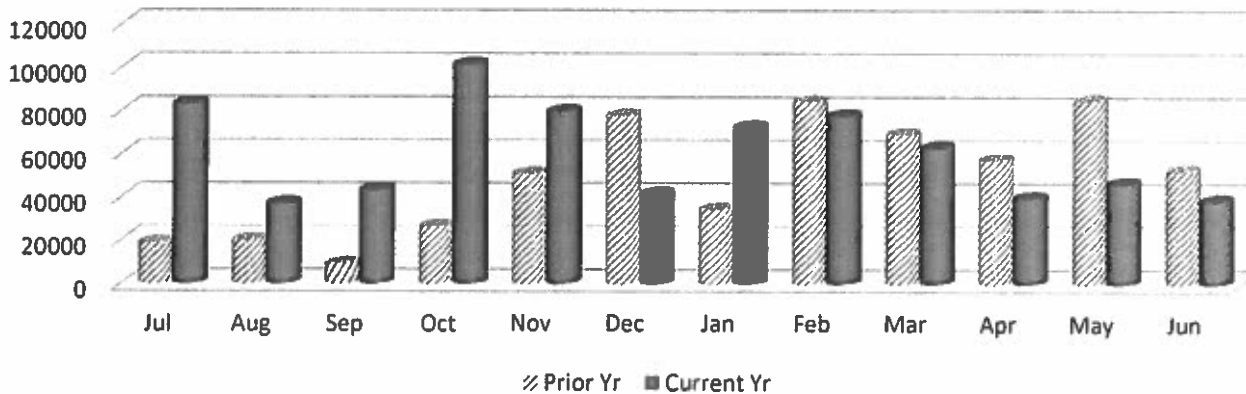
Compliance fine revenue represents 19% of the Commission's annual earmarked revenue budget.



Cases Resolved v. Prior Year



Compliance Fines Collected v. Prior Year



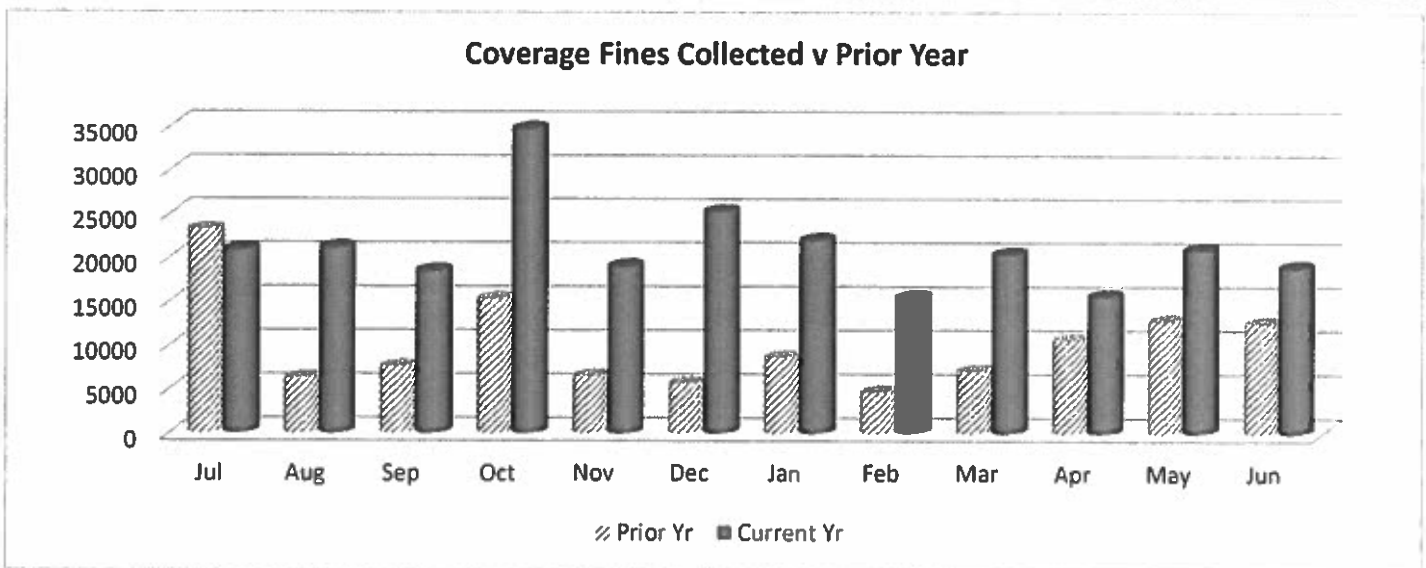
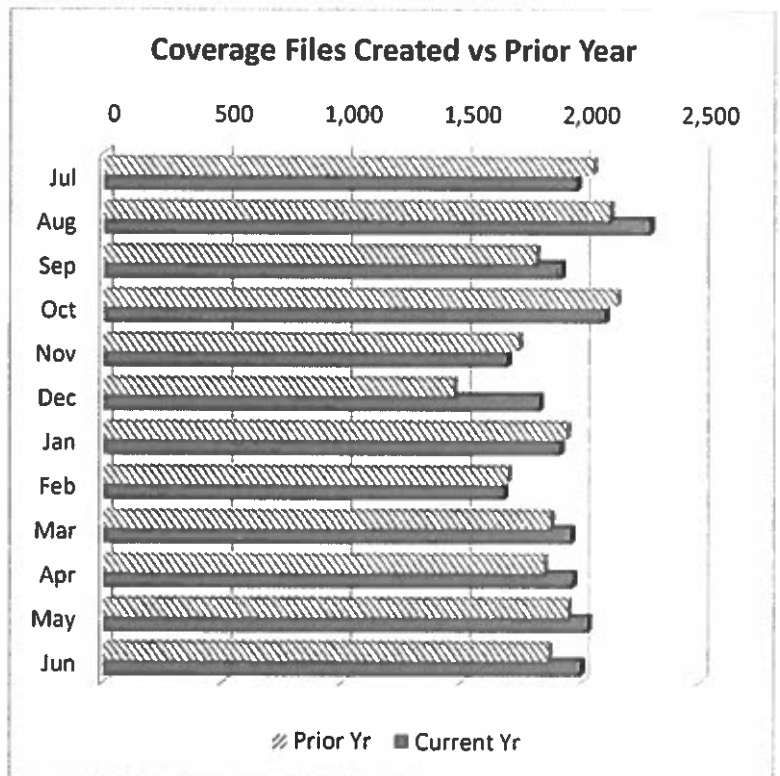
WCC Claim Files:

In June 2014, the Coverage Division recieved a total of 2,000 WCC Claim files. Of these, 1,670 were created electronically, and 300 were submitted in hard copy format. Year to Date, 23,369 Claim files have been created which is 104% of claim file volume for the same period in prior year (22,516).

Coverage Fines:

The Coverage Division collected \$18,900 in fine revenue in June 2014, as compared to \$12,525 in Coverage fines/penalties accrued during June 2013. Year on Year, Coverage fines are at 210% of collections for the same period.

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



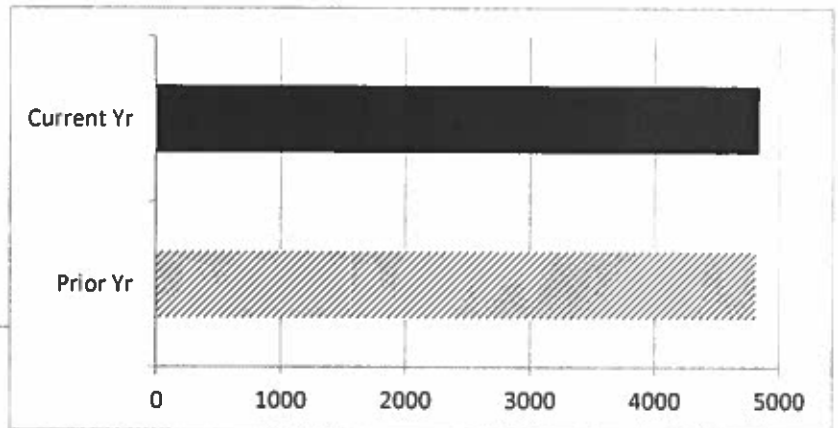
IMS SELF INSURANCE DIVISION

June 2014

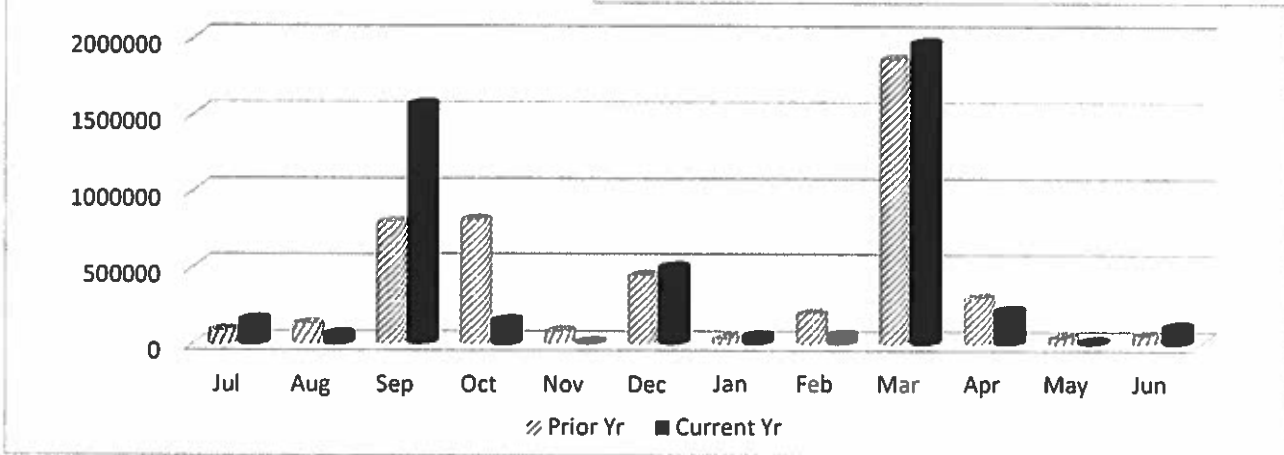
During the month of June 2014, the Self Insurance Division:

- * collected \$110,095 in self-insurance tax.
- * added 13 new self-insurers.
- * conducted 4 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 100% of prior year and 53 Self Insurance audits have been completed.



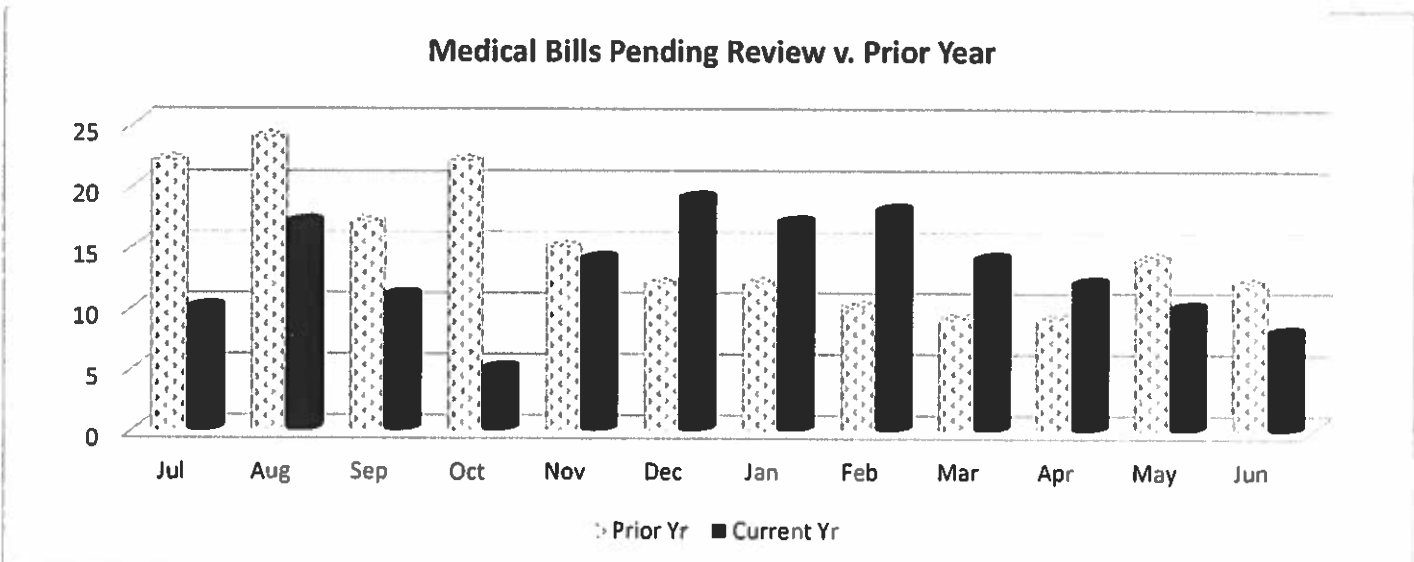
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In June 2014, the Medical Services Division began the month with 10 bills pending review, received an additional 19 bills for review, conducted 21 bill reviews and ended the month with 8 bills pending.

Medical Bills Pending Review v. Prior Year



State of South Carolina



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Sonji Spann
Claims Director

Date: July 2, 2014

Subj: Claims Department
June 2014 Full Commission Report

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

For the month of June 2014, the Claims Department has:

1. Closed 2725 individual case files.
2. Collected \$31,200 in fine revenue.
3. The examiners reviewed 1141 individual case files.
4. Continued to assist IMS in the processing of Carrier related Order and Rule to Show Cause Hearing matters.
5. Worked with IT to improve our intra departmental processes in an effort to continue to provide exceptional service.
6. Examiners are reviewing a Form 19 report that list files with Form 19 rec'd and file still open to determine if can be closed and/or other issues.
7. Juliet is reviewing the 2011 files in the file room for closure and/or to merge on to the shelves.

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	119,853	100,026	66,565	61,627	54,390	66,200	1,003,600	203,410	159,375	218,150	86,500
2010-2011	147,025	144,825	119,325	120,300	128,000	103,000	104,200	101,700	110,650	119,525	117,875*	124,650*
2011-2012	111,875	103,800	83,300	81,300	85,100	110,700	126,700	120,225	116,915	100,200	61,050	90,450
2012-2013	80,825	69,100	57,075	91,925	64,825	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	27,000	38,550	73,100	45,350	52,550	31,200

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

** June collected figure includes payments 6/1/2010 through 6/30/2010

CLAIMS DEPARTMENT REPORT
STATISTICS FOR FISCAL YEAR 2013-2014
 Prepared July 2, 2014

I. Claims Services Division

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Forms 15-I	1,321	1,476	1,284	1,262	1,104	1,085	1,252	1,053	1,430	1,254	1,140	1,306	14,967
Forms 15-III/Forms 17	672	723	965	919	814	916	943	798	1,022	882	811	917	10,382
Forms 16 for PP/Disf	255	264	273	253	263	235	180	152	267	250	244	215	2,851
Forms 18	4,363	4,436	4,287	4,507	4,041	4,407	4,539	4,517	4,830	4,329	4,172	4,307	52,735
Forms 20	842	947	979	942	796	773	821	740	957	847	813	777	10,234
Form 50 Claims Only	307	287	316	265	245	192	293	247	328	285	278	299	3,342
Form 61	658	575	770	724	578	775	723	552	804	651	785	743	8,338
Letters of Rep	131	144	158	123	111	82	121	112	181	178	178	170	1,689
Clinchers	883	681	797	770	708	876	865	760	930	704	761	924	9,659
Third Party Settlements	38	14	26	29	24	16	23	28	18	22	28	21	287
SSA Requests for Info	88	118	124	144	84	87	64	71	125	101	103	157	1,266
Cases Closed	1,970	2,154	2,561	3,116	2,348	1,967	2,235	2,210	2,119	2,201	2,137	2,725	27,743
Cases Reviewed	404	473	998	883	402	211	103	136	115	1090	492	1,141	6,448
Total	11,932	12,292	13,538	13,937	11,518	11,622	12,162	11,376	13,126	12,794	11,942	13,702	149,941

CLAIMS DEPARTMENT REPORT
STATISTICS FOR FISCAL YEAR 2013-2014
 Prepared July 2, 2014

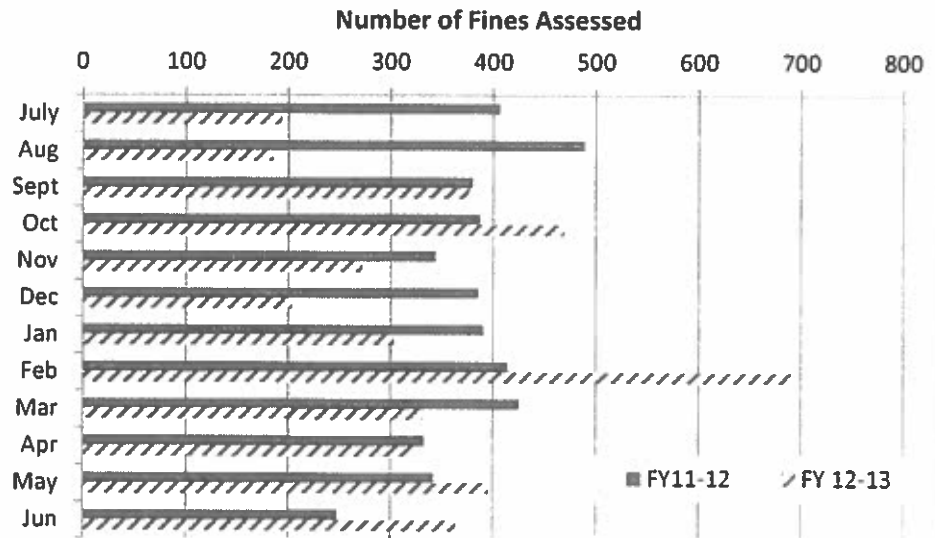
II. Fines Assessed by Claims Department

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
# Assessed	193	185	377	469	272	204	304	691	331	324	396	364	4,110
# Rescinded	43	44	30	52	65	24	121	83	289	77	85	66	979
# Reduced	1	6	5	8	2	1	15	2	1	0	0	0	41
# Paid	162	190	174	459	242	203	138	175	336	219	214	130	2,642
# Outstanding*	775	861	899	857	822	799	844	1,277	983	1011	1108	1276	822
Total Amt. Assessed	\$40,000	\$39,000	\$93,500	\$127,250	\$69,350	\$42,750	\$67,200	\$143,600	\$67,600	\$82,700	\$86,200	\$73,750	\$932,900
Total Amt. Rescinded	\$10,700	\$8,500	\$7,850	\$9,900	\$15,100	\$4,800	\$26,450	\$16,800	\$58,250	\$16,000	\$18,450	\$12,950	\$205,750
Total Amt. Reduced	\$300	\$600	\$700	\$950	\$200	\$300	\$1,500	\$300	\$100	\$0	\$0	\$0	\$4,950
Net Assessed													
Total Amt. Paid	\$42,350	\$21,200	\$35,050	\$110,350	\$57,425	\$50,900	\$27,000	\$38,550	\$73,100	\$45,350	\$52,550	\$31,200	\$585,025
Total Outstanding*	\$154,569	\$172,369	\$213,619	\$219,669	\$216,294	\$203,044	\$215,294	\$303,244	\$239,394	\$260,744	\$275,944	\$305,544	\$216,294

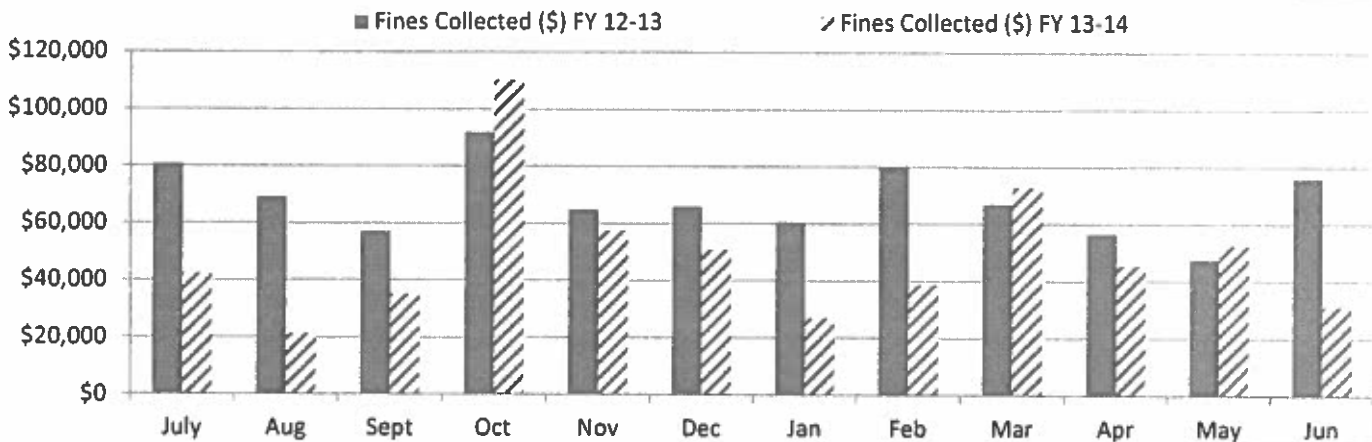
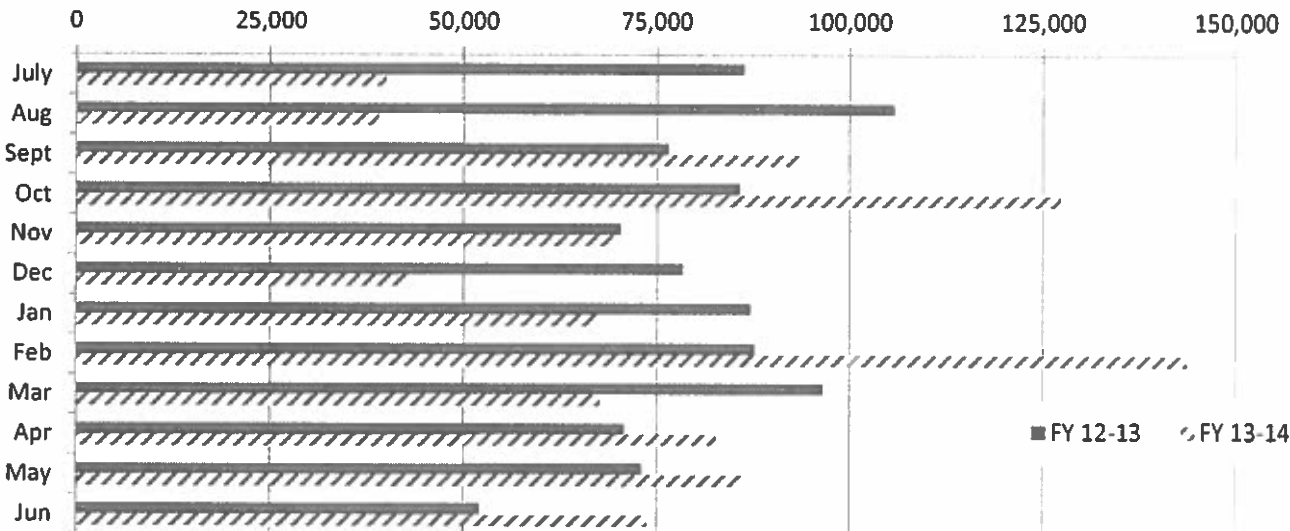
CLAIMS DEPARTMENT - Fine Activity Report June 2014

The number of fines assessed by the Claims Department decreased in number to 364 from 396 in June. The number of Claims fines paid decreased from 214 in May to 130 in June.

Total fine dollars assessed in June was \$73,750 an decrease over prior month \$86,200. Fine revenue received in June was \$31,200 a decrease over prior month \$52,550.



Net Fines Assessed (\$)



Claims Department - Fine Activity Report - June 2014

Fines Assessed (#)

	FY12 -13	FY 13-14
July	406	193
Aug	489	185
Sept	380	377
Oct	387	469
Nov	344	272
Dec	386	204
Jan	391	304
Feb	414	691
Mar	425	331
Apr	333	324
May	342	396
Jun	248	364
Total	4,545	4,110
Mo Avg	379	343

Fines Received (#)

	FY 11-12	FY 12-13
July	363	162
Aug	314	190
Sept	275	174
Oct	437	459
Nov	295	242
Dec	313	203
Jan	302	138
Feb	373	175
Mar	334	336
Apr	307	219
May	235	214
Jun	371	130
Total	3,919	2,642
Mo Avg	478	220

Net Fines Assessed (\$)*

	FY 12-13	FY 13-14
July	86,325	40,000
Aug	105,800	39,000
Sept	76,500	93,500
Oct	85,780	127,250
Nov	70,300	69,350
Dec	78,400	42,750
Jan	87,200	67,200
Feb	87,700	143,600
Mar	96,650	67,600
Apr	70,750	82,700
May	73,000	86,200
Jun	52,100	73,750
Total	970,505	932,900
Mo Avg	80,875	77,742

Fines Collected (\$)

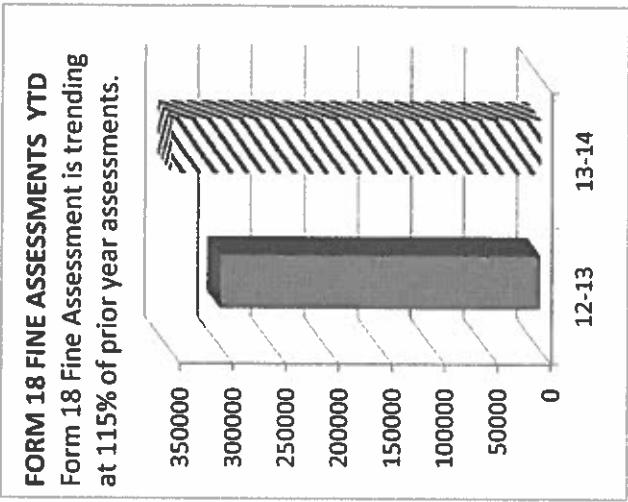
	FY 12-13	FY 13-14
July	\$80,825	42,350
Aug	\$69,100	21,200
Sept	\$57,075	35,050
Oct	\$91,925	110,350
Nov	\$64,825	57,425
Dec	\$65,950	50,900
Jan	\$60,550	27,000
Feb	\$79,875	38,550
Mar	\$67,000	73,100
Apr	\$56,650	45,350
May	\$47,550	52,550
Jun	\$76,100	31,200
Total	817,425	585,025
Mo Avg	68,119	43,752

*after reductions and rescinded

FORM 18 FINE ASSESSMENTS

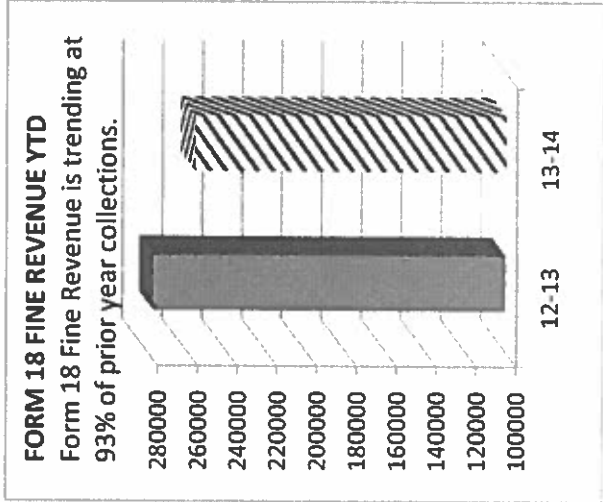
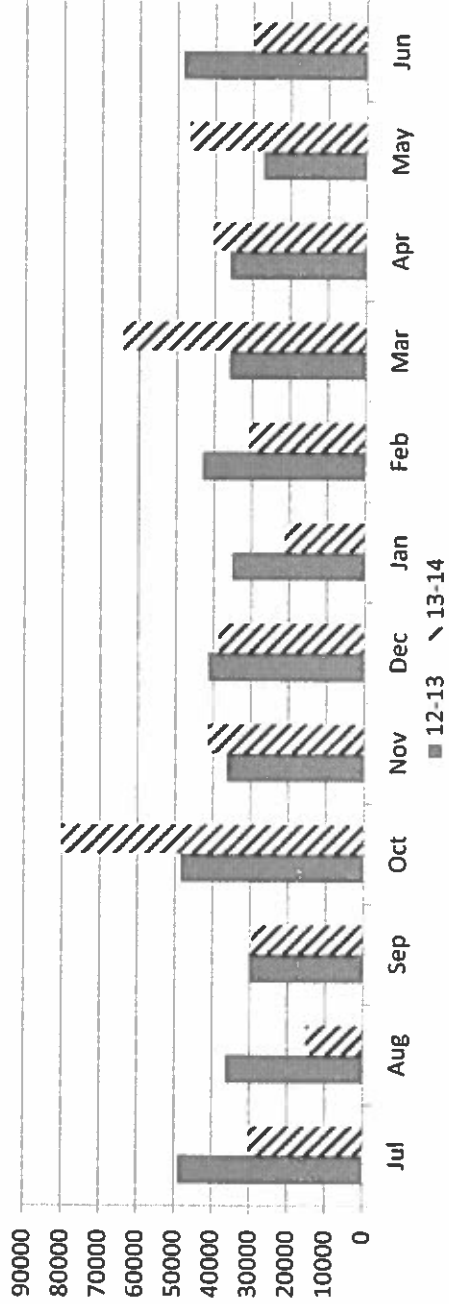
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of June 2014, this has resulted in a decrease in Form 18 Fine Assessments to \$67,400 as compared to May 2014 of \$83,800. The actual number of fines assessed decreased from 384 in May 2014 to 321 in June 2014.

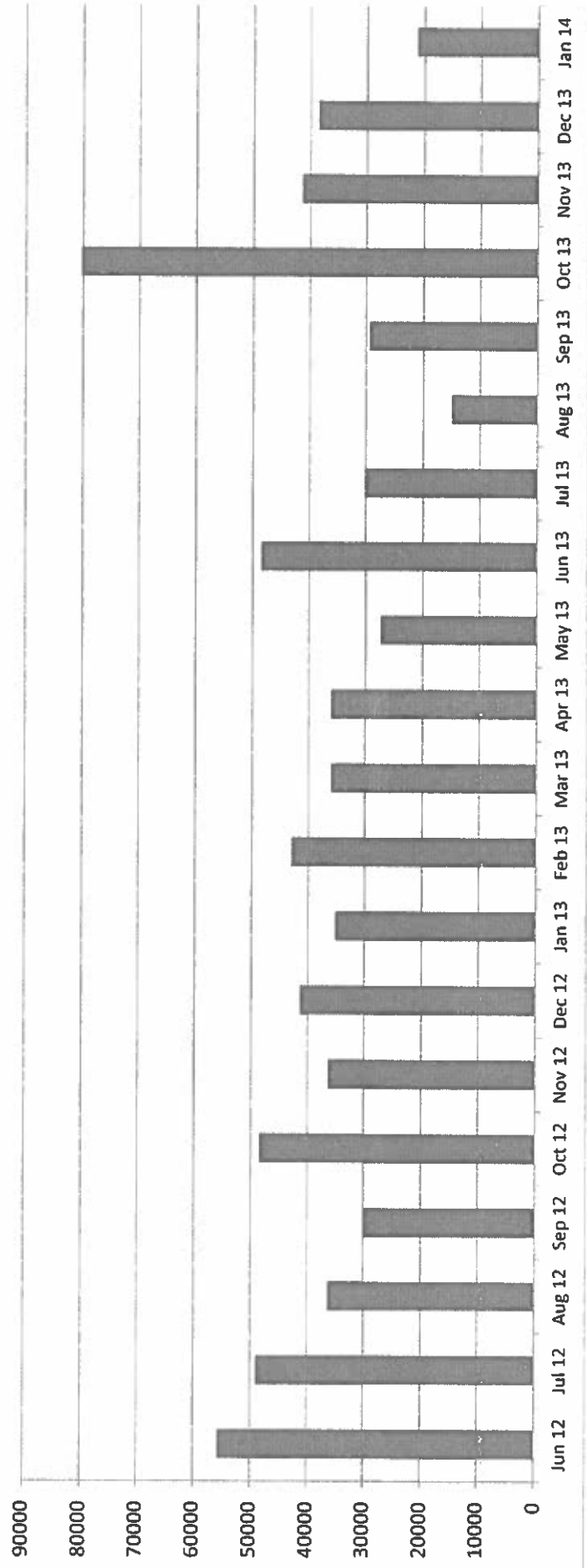


FORM 18 FINE COLLECTION

In June 2014, the Claims Department received payment on Form 18 Fines resulting in revenue of \$29,800.



\$ Collected



Form 18, Periodic Report (R 67 – 413)

Purpose:

When properly submitted, the Commission may receive a Form 18 for one of the three purposes:

- Periodic Report that is required six months after the alleged date of injury:
(Type of Compensation paid/ amount, # of weeks and medical paid)
- Request an Informal Conference
- Transmit a message to the WCC

Interim Electronic Method:

- An email box was set for stakeholders to email each form to WCC
- WCC Blast was sent January 24, 2014
- Education about emailing forms was presented in May at CAME
- Examiners encourage emailing forms daily
- Plan: Topic at the WC Educational Conference

Subsequent Report of Injury (SROI):

- Forms will be submitted electronically and the data will be entered in the system
- Improve claims adjudication process and maintain industry standards in data reporting
- Streamline the data entry function of the examiners
- Examiners will be able to thoroughly examine the data to enforce compliance and ensure forms are filed timely and accurate
- Decrease lost forms and errors
- Increase accuracy and timeliness
- Streamline data reporting form stakeholders
- Desk audit to ensure accountability
- Paper to a paperless system

Number of Form 18's processed July 2013 – June 2014 : 57,235

Form 18, Periodic Report Compliance Analysis

Review Period: February, March, April and May 2014

Findings:

- 7.05% of emailed forms during this period were non-compliant
- 10.2% of non-emailed forms during this period were non-compliant
- During this study period, form 18's submitted by email had approximately one-third fewer fines issued than Form 18's submitted via USPS, fax, drop-offs
- Emailed forms represent 22% of the F18 volume

Total number of F18s received:	17,848
Number of emailed F18's received:	3,951
Total non-emailed F18s received:	13,897

Total number of F18 fines issued for F18s:	1,699
Number of emailed F18s fine issued:	278
Total number of non-emailed F18 fines issued:	1,421

Month	Emailed F18s	Actual Sample Size	# Non-Compliant	% of Non-Compliant
February	733	80	6	7.05%
March	983	105	8	8.08%
April	1,124	120	6	5.00%
May	1,111	120	10	8.33%
TOTAL	3,951	425	30	7.05%

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Workers' Compensation Commission

July 16, 2014

To: Gary M. Cannon
Executive Director

From: Grant Duffield
Interim Judicial Director

RE: **Monthly Judicial Report**

Please be advised of the following:

There were eighty-nine (89) regulatory mediations scheduled and twenty (20) requested mediations. The Judicial Department was notified of seventy-five (75) matters resolved in mediation with the receipt of Forms 70.

The Informal Conference system continues to run smoothly and effectively and has addressed three hundred twenty-six (326) cases during the last month.

There were one hundred eleven (111) Single Commissioner Hearings conducted during the past month.

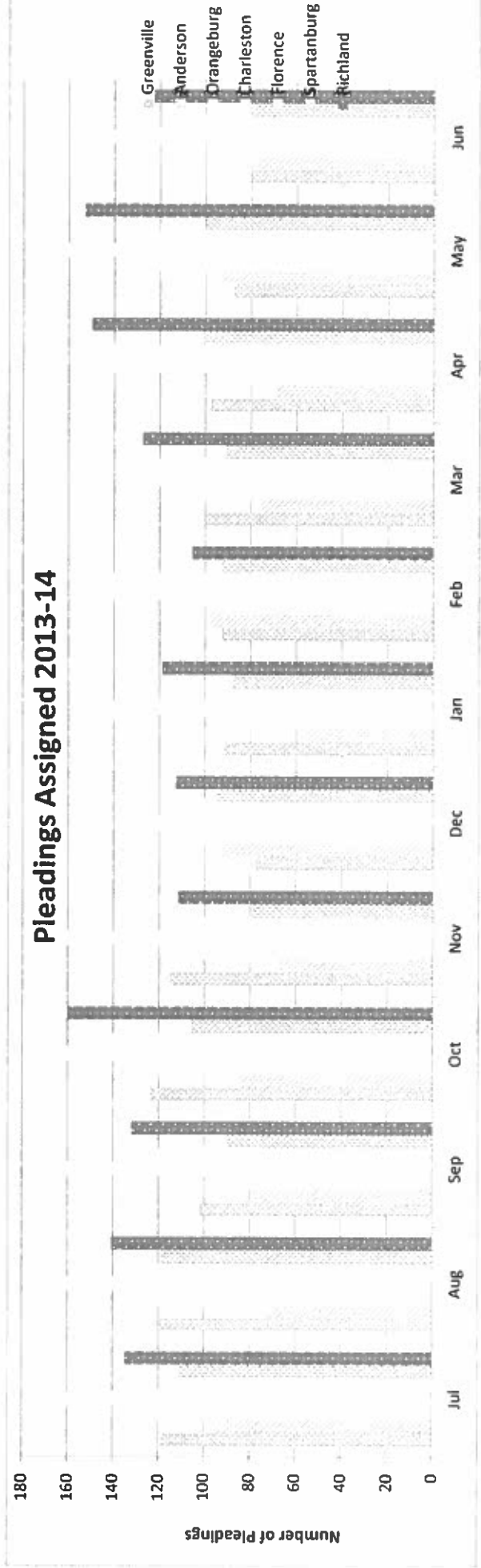
There were twenty-three (23) cases appealed to Full Commission during the past month.

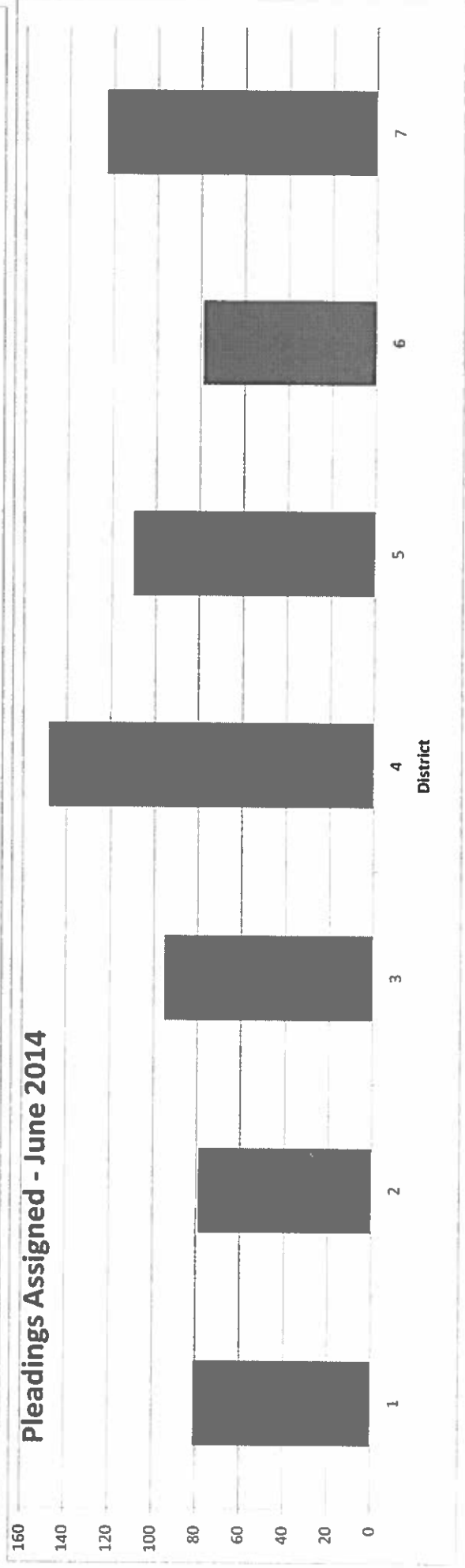
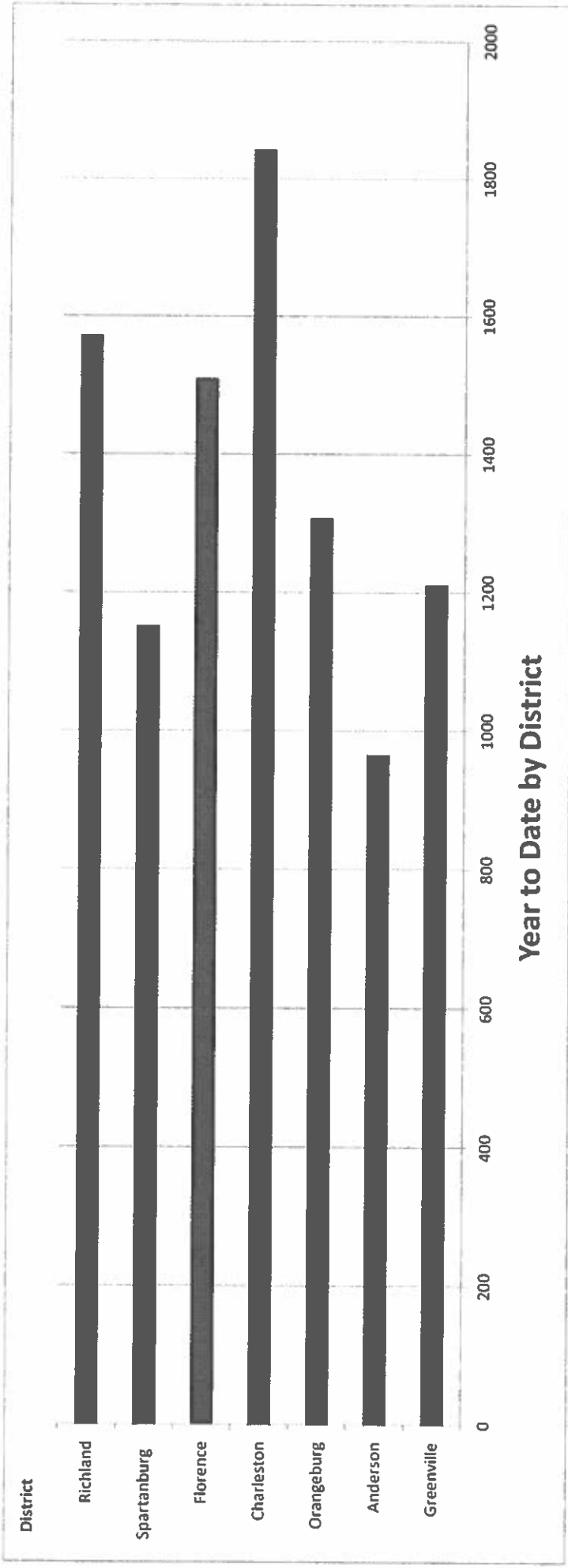
(Many thanks to Tracy Riddle for volunteering to update the numbers for this report!)

Pleadings Assigned

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland		
	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12
Jul	119	94	85	96	89	106	121	124	103	164	160	153	117	140	155	111	99	139	135	173	163
Aug	121	133	140	71	100	104	121	126	122	170	176	199	131	153	149	119	149	184	141	215	183
Sep	102	95	121	80	100	95	97	101	128	163	144	143	137	101	152	90	107	131	132	144	148
Oct	124	118	118	84	97	97	128	120	134	170	188	198	159	138	128	106	115	132	160	146	144
Nov	115	111	159	67	99	94	115	125	133	163	153	151	115	139	121	79	106	138	112	138	191
Dec	78	74	164	93	80	142	102	142	104	123	126	181	108	118	117	95	116	115	113	108	144
Jan	92	111	112	56	106	90	100	118	122	151	193	180	95	128	111	88	121	98	119	141	129
Feb	93	106	163	98	98	114	98	115	112	157	165	141	146	114	136	93	89	117	106	133	153
Mar	101	104	118	76	90	84	107	107	126	121	134	162	130	143	149	91	121	134	128	160	118
Apr	98	122	121	69	73	89	100	107	101	144	155	126	141	108	143	101	103	106	150	162	185
May	88	67	105	97	67	79	124	78	131	169	134	148	121	80	130	100	102	109	153	107	144
Jun	81	98	112	79	80	94	95	121	119	148	163	170	110	121	134	79	110	143	123	144	154
Totals	1212	1233	1518	966	1079	1188	1308	1384	1435	1843	1891	1952	1510	1483	1625	1152	1338	1546	1572	1771	1856

Pleadings Assigned 2013-14



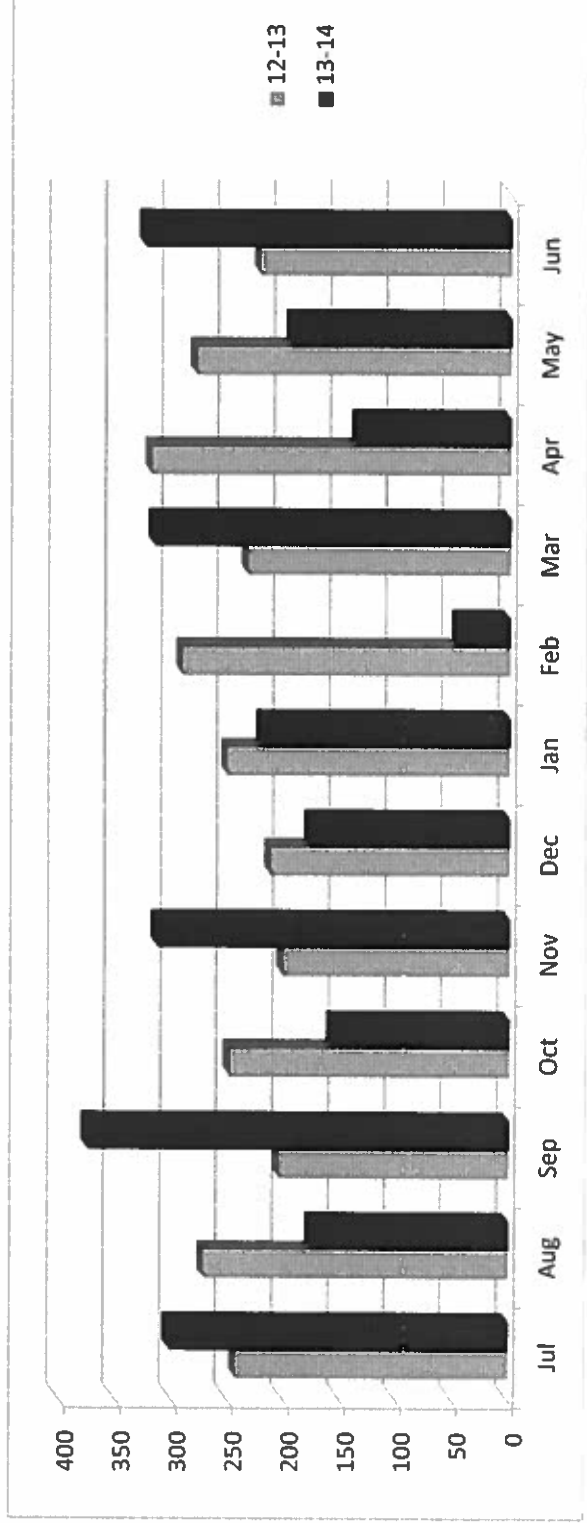
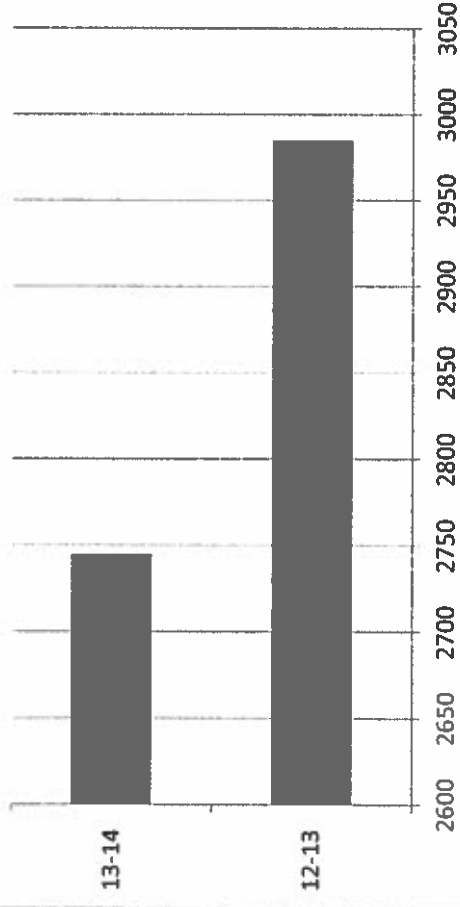


Informal Conf. Conducted

	12-13	13-14	
Jul	243	303	124.7%
Aug	272	176	64.7%
Sep	205	376	183.4%
Oct	249	158	63.5%
Nov	202	314	155.4%
Dec	213	178	83.6%
Jan	252	220	87.3%
Feb	292	46	15.8%
Mar	234	317	135.5%
Apr	320	136	42.5%
May	280	195	69.6%
Jun	223	326	146.2%
Total	2985	2745	

12-13 2985 13-14 2745
Y-T-D 2985 92.0%

IC's to Date v. Prior

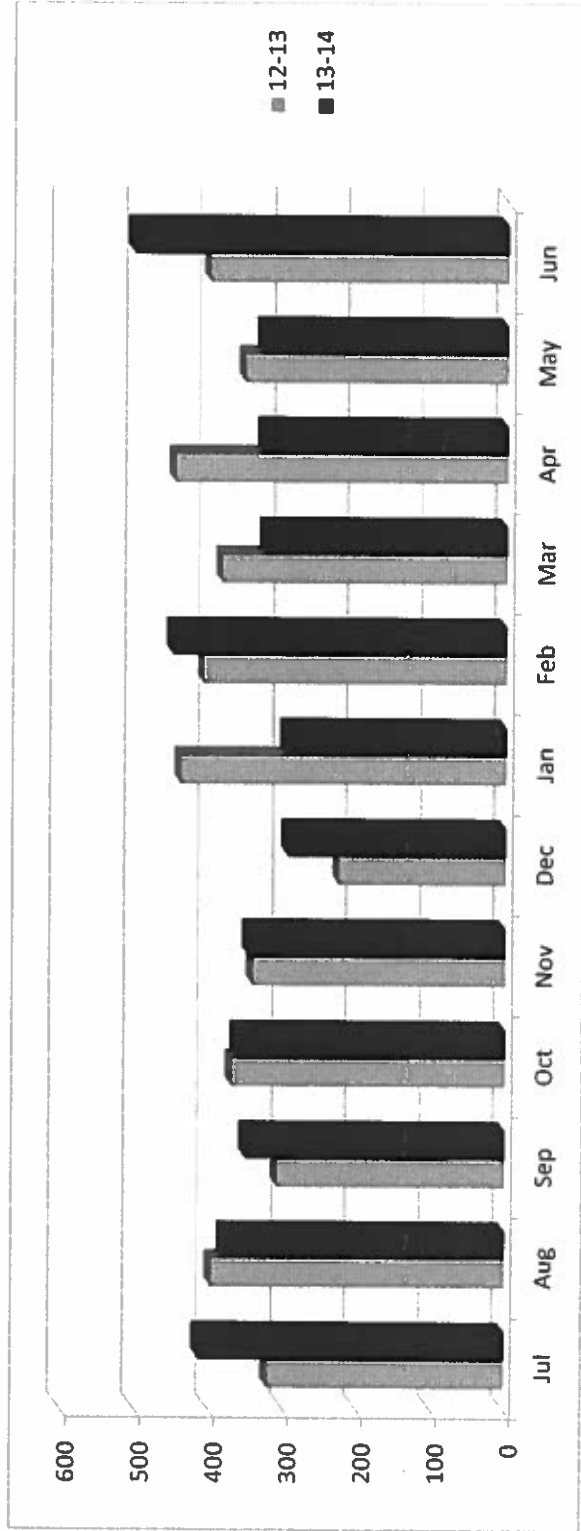
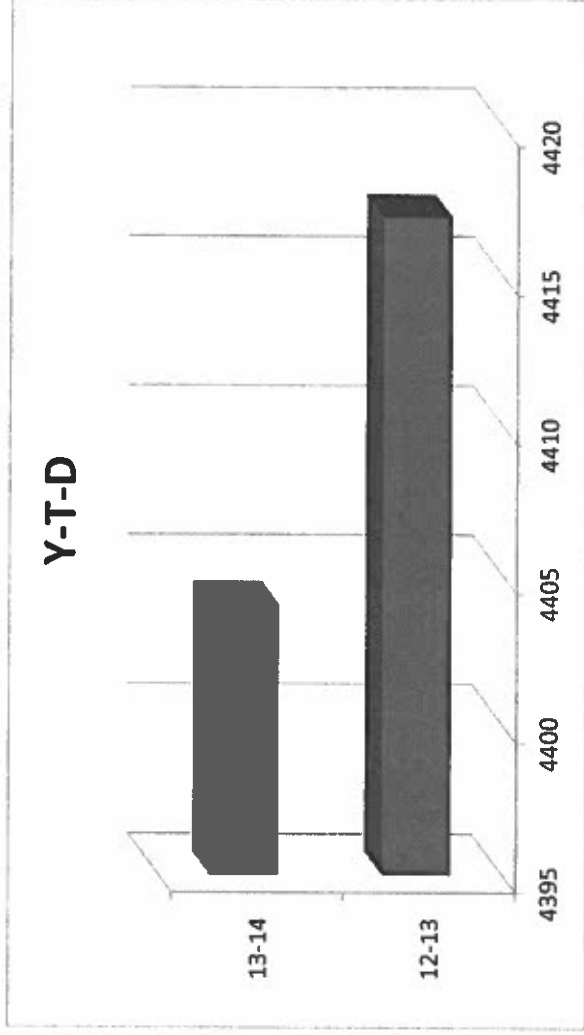


Informal Conf. Requested

	12-13	13-14
Jul	322	414
Aug	398	382
Sep	310	352
Oct	371	364
Nov	343	348
Dec	227	296
Jan	441	299
Feb	410	452
Mar	386	328
Apr	450	331
May	356	332
Jun	403	506
Total	4417	4404

12-13 13-14
4417 4404 0.997057

Y-T-D



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Workers' Compensation Commission

Executive Director's Report Gary M. Cannon July 16, 2014

Regulation Change – R 67-1605 Lump Sum Payment

At the June 9, 2014 Business Meeting, the Commission approved the new present value tables establishing the discount rate for weeks one through 100 at 2% and weeks 101 through 500 at 2% effective June 27, 2014. Notice about the new present value tables was posted on the website on June 20, 2014.

Narcotics Use Ad Hoc Advisory Committee

The first meeting of the Narcotics Use Ad Hoc Advisory Committee was held on Thursday, July 10, at 2:00 p.m. in the First Floor Conference Room.

SC Workers' Compensation Education Association

The Commission will have an information booth at the SCWCEA Annual Meeting, October 12-15, 2014.

Personnel

Cathy Floyd, Human Resources Manager, tenured her resignation from the Commission effective July 17, 2014.

Information Resource Consultant

Brian Myers accepted a temporary position within the Information Technology Department effective July 14, 2014. Brian has been working at the Commission in the IT Department since April 2014 in collaboration with the SC Vocational Rehabilitation Department.

Judicial Director

Recruiting has begun for the Director of Judicial (Program Manager II) position. The position was posted as an internal position. Three individuals submitted applications. Interviews are scheduled for Tuesday, July 22.

Human Resources Manager

Recruiting has begun for the Human Resources Manager I position. The closing date for accepting applications is midnight on Thursday, July 17.

Employee Meetings/Staff Training

The Executive Director met with the Department Heads on June 23 and July 14. The next all employee meeting is scheduled for July 24.

Other Meetings

The Executive Director participated in the following meetings/activities:

- June 10 – Along with Keith Roberts, met with J. Libet, Parkin Hunter, and John McIntosh regarding WestPoint Stevens litigation.
- June 11 - Met with United Way President Tim Ervolina to discuss United Way campaign.
- June 16 – Met with Keith Roberts and Chairman Beck regarding a claimant and CAGC subpoena.
- June 23 – Met with Keith Roberts and Grant Duffield to discuss amended Form 50 filing fee.
- June 24 – Met with Sonji Spann, Betsy Hartman, and Grant Duffield to discuss Form 18 compliance.
- June 27 – Met with claimant to discuss case.
- July 1 – Met with Susan Hance, Office of Human Resources, regarding Human Resources Manager Position.
- July 7 – Met with Chairman Beck to discuss an appellate order.
- July 15 – Conference call with Jeff Griffith regarding medical fee schedule and H.3111.

Constituent /Public Information Services

For the period June 4, 2014 through July 16, 2014 the Executive Director's Office and the General Counsel's office had 675 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 June 4, 2014 through July 16, 2014, we added 14 individuals to the Commission's stakeholder distribution list. A total of 484 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 June 2014.



South Carolina Vocational Rehabilitation Department

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

Barbara G. Hollis, Commissioner

MEMO

TO: Gary Cannon
FROM: Chuck Hamden, SCVRD Counselor
DATE: June 27, 2014
RE: SCVRD/WCC Referrals

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

During the May office hours, SCVRD has completed the review the Workman's Compensation Commission files for Richland and Lexington counties for 2012 and began using the WCC-SCVRD Portal for referrals.

As of May 30th, 2014, three (3) WCC claimants were referred for further services:

- One (1) response was received for the Richland County SCVRD office a case was opened
- Two (2) Attorney contacts were made for the Lexington SCVRD

In addition, one (1) WCC employee through the Job retention Services (JRS) program was referred to SCVRD and a case has been opened

As we close FY 2014, 1,422 cases from Lexington County and 2,174 cases were reviewed for Richland County, resulting in 235 letters being sent to potential clients. From these letters, fifty (50) responses were received from claimants inquiring to learn more about SCVRD services.

In preparations for FY 2015, final discussions for the WCC-SCVRD Portal transition are being made towards completion. Final changes and recommendations are made for the portal. Next steps for statewide roll-out are being finalized between the WCC IT Department and SCVRD Client Services group with a date to be determined to initiate a mass claimant mailing based on agreed criteria.

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

COUNTY	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Cnty Total
Abbeville													0
Aiken		1											1
Allendale													0
Anderson													0
Bamberg													0
Barnwell													0
Beaufort													0
Berkeley	1			1									2
Calhoun													0
Charleston	1	2	1										4
Cherokee													0
Chester													0
Chesterfield													0
Clarendon													0
Colleton													0
Darlington													0
Dillon													0
Dorchester	1	1											2
Edgefield													0
Fairfield													0
Florence													0
Georgetown			1										1
Greenville	1												1
Greenwood													0
Hampton													0
Horry													0
Jasper													0
Kershaw		1											1
Lancaster						1	1						2
Laurens													0
Lee													0
Lexington		2	2	1	1			2	1	1	3	2	15
Marion													0
Marlboro										1			1
McCormick													0
Newberry													0
Oconee													0
Orangeburg		1			1								2
Pickens													0
Richland			1	2	1	1	2	3	4	2	1	1	18
Saluda													0
Spartanburg													0
Sumter		1									1		2
Union													0
Williamsburg													0
York													0
Monthly TtIs	4	9	5	4	3	2	3	5	5	4	5	3	52

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)	21
General physical debilitation (faigue, weakness, chronic pain)	21
Hearing or visual impairments	
Other physical impairments (not listed above)	2
Total	50

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Workers' Compensation Commission

TO: Commissioners

FROM: Gary M Cannon

DATE: July 17, 2014

RE: Information Security Vulnerability Assessment

At the Commission meeting in June, the Commission complied with the SC Department of Information Security (SCDIS) Master Policy deadline of June 30, 2014 by adopting the key principles of the Program Planning and the Security Organization (Roles and Responsibilities). The deadline for approving a Policy Management (Plan of Action) is October 15, 2015. The deadline for compliance with all SCDIS Information Security Program policies is July 1, 2016.

The next step of this process is to conduct a security and vulnerability assessment of our internal and external information infrastructure. The assessment will identify weak systems or network devices (computers, hard drives, and applications) that expose the Commission to non-authorized personnel (hackers and malware) and other insider threats such as information security practices of authorized personnel. It also tests the vulnerability of our external on the Internet (Web) portals used by stakeholders such as eCase, Proof of Coverage, SC Vocational Rehabilitation and Medical Disputes.

The assessment and threat analysis is necessary to develop a plan for corrective action and determine the financial and other resources needed in the FY14-15 and FY15-16 budget in order to comply by the July 2016 deadline.

Attached is Ms. Hartman's recommendation for contracting with *Teamia*, a private vendor, to conduct this security and vulnerability assessment for a total contract amount of \$59,813.

Funds for this expenditure are included in the FY14-15 budget approved by the General Assembly.

Recommended Action: Commission approve the proposed contract with *Teamia* in the amount of \$59,813.



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Betsy Hartman
IT Director

Date: July 16, 2014

Subject: Recommendation for Security and Vulnerability Assessment

In reference to your memorandum to the Full Commission dated June 5, 2014 on Information Security, three vendors were contacted and requested to bid on conducting a Security and Vulnerability Assessment of the SCWCC infrastructure and applications to help identify GAPS in the security posture of SCWCC and the DIS Policies. EarthLink Business gave a written proposal with a total of \$58,847.00. Teamia gave a written proposal with a total of \$59,813. Deloitte gave a verbal quotation of \$90,000 for the same assessment they conducted for eighteen state agencies and falls into the same four categories as the other two vendors. All the proposals were based on the same four items which include External Penetration testing, Internal Penetration testing, Web Application Security Testing and Strategic Security Assessment. Although the wording in each area varied slightly the actual description of the work to be conducted was equal in nature.

I am recommending the Commission contract with Teamia to conduct a Security and Vulnerability Assessment for \$59,813. Although Teamia's bid is \$996 higher, in my opinion, Teamia would provide more experience conducting this type of assessment. They currently are under contract for similar engagements with Lexington County, Lexington School District One and just recently won a bid Richland School District One. If approved the procurement would be divided into four separate purchases:

1. External Penetration Testing (Core Assessment).
 - a. This core assessment includes project management, kickoff meeting, weekly status updates and creation of the deliverable presentation reports.
 - b. The assessment includes
 - i. Extensive, external penetration/vulnerability analysis
 - ii. Exploits are attempted and documented
 - c. The deliverable is a report that identifies weak systems or network devices on the perimeter that expose the organization to hackers, malware and other insider threats. Recommendations for remediation

are included that will allow SCWCC IT to develop FY 14/15 budget to ensure compliance with the DIS Policies by the July 2016 deadline.

2. **Internal Penetration Testing**
 - a. This assessment includes:
 - i. Extensive, internal vulnerability analysis
 - ii. Exploits are attempted and documented
 - b. The deliverable is a report that identifies weak systems or network devices on the perimeter that expose the organization to hackers, malware and other insider threats. Recommendations for remediation are included that will allow SCWCC IT to develop FY 14/15 budget to ensure compliance with the DIS Policies by the July 2016 deadline.
3. **Web Application Security Testing**
 - a. This assessment includes:
 - i. Comprehensive assessment of web application security for design flaws and vulnerability to outside hackers for eCase, Verification of Coverage, SCVRD Portal and Medical Dispute Portal
 - ii. Includes nGuard's MIMS: Web Integrity to monitor the integrity of critical web pages for 1 year, up to 100 pages.
 - b. The deliverable is a report that identifies areas of code that need remediation to close holes and threats to best practice standards as outlined by NIST and HIPPA requirements. Recommendations for remediation are included that will allow SCWCC IT to develop FY 14/15 budget to ensure compliance with the DIS Policies by the July 2016 deadline.
4. **Strategic Security Assessment**
 - a. This assessment includes:
 - i. Up to eight structured interviews with SCWCC staff both IT and Business units
 - ii. Provides a comprehensive review of programmatic and strategic security controls.
 - b. The Deliverable is a GAP analysis and recommendations to close the GAPS to ensure compliancy to the DIS Polices.