

AGENDA

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

November 17, 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.

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| 1. | CALL TO ORDER | <i>CHAIRMAN BECK</i> |
| 2. | APPROVAL OF AGENDA OF BUSINESS MEETING OF NOVEMBER 17, 2014 | <i>CHAIRMAN BECK</i> |
| 3. | APPROVAL OF MINUTES OF THE BUSINESS MEETING OF OCTOBER 27, 2014 (Tab 1) | <i>CHAIRMAN BECK</i> |
| 4. | GENERAL ANNOUNCEMENTS | <i>MR. CANNON</i> |
| 5. | APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) | <i>MR. SMITH</i> |
| 6. | DEPARTMENT DIRECTORS' REPORTS
Administration – Financial Report (Tab 3)
Human Resources (Tab 4)
Information Services (Tab 5)
Insurance & Medical Services (Tab 6)
Claims (Tab 7)
Judicial (Tab 8) | <i>MS. COPELAND</i>
<i>MS. OSBORNE</i>
<i>MS. HARTMAN</i>
<i>MR. DUFFIELD</i>
<i>MS. SPANN</i>
<i>MS. BRACY</i> |
| 7. | EXECUTIVE DIRECTOR'S REPORT (Tab 9) | <i>MR. CANNON</i> |
| 8. | OLD BUSINESS
A. DTO Contract and Service (10)
B. Compensation Payments Debit Card Program | <i>CHAIRMAN BECK</i>
Mr. Cannon
Bob Mendte, President, InsurCard |
| 9. | NEW BUSINESS | <i>CHAIRMAN BECK</i> |
| 10. | EXECUTIVE SESSION
A. Legal Briefing – Contractual Matter (11) | <i>CHAIRMAN BECK</i>
Mr. Roberts |
| 11. | RETURN TO OPEN SESSION | <i>CHAIRMAN BECK</i> |
| 12. | ADJOURNMENT | <i>CHAIRMAN BECK</i> |

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THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, October 27, 2014

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, October 27, 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, CHAIRMAN
SUSAN S. BARDEN, VICE CHAIR
R. MICHAEL CAMPBELL, II, COMMISSIONER
MELODY L. JAMES, COMMISSIONER
GENE MCCASKILL, COMMISSIONER
AISHA TAYLOR, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER

Present also were Gary M. Cannon, Executive Director; Betsy Hartman, IT Director; Grant Duffield, Insurance and Medical Services Director; Sonji Spann, Claims Director; Amy Bracy, Judicial Director; Sherry Copeland, Administration Director; Alicia Osborne, Human Resources Manager; Wayne Ducote, Coverage & Compliance Director; W.C. Smith, Self-Insurance Director; Amanda Underhill, Business Analyst; and Keith Roberts, Attorney. Also present were: Clara Smith, Injured Workers' Advocates and Amy Quinn, NCCI.

Chairman Beck called the meeting to order at 10:36 a.m.

EXECUTIVE SESSION

Commissioner Barden moved to adjourn into Executive Session to receive a legal briefing. Commissioner James seconded the motion. The Commission adjourned into Executive Session at 10:36 a.m.

[EXECUTIVE SESSION]

At 11:41 a.m., Commissioner Wilkerson made a motion to arise from Executive Session. Commissioner McCaskill seconded the motion, and the motion was unanimously approved. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF SEPTEMBER 15, 2014

Commissioner James moved that the minutes of the Business Meeting of September 15, 2014 be approved. Commissioner McCaskill seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

Gary Cannon, Executive Director, introduced Alicia Osborne, the new Human Resources Manager. Ms. Osborne began her responsibilities with the Agency on October 17, 2014.

Mr. Cannon announced that the United Way Campaign will conclude on November 15, 2014.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Seventeen (17) prospective members of three (3) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund

Glenn R. Thompson Logging Co., Inc.

SC Home Builders SIF

ACH General Maintenance
Barnhill Construction, LLC
Bruce Ackermann
Chris Corbett dba Four Seasons Construction
Covington Construction Co., Inc.
DA Masonry, LLC
Mealors Custom Werx
Millrock Construction Inc.
Mountain Lake Builders, Inc.
Myriad Painting, LLC
Rod's Painting, LLC
ROG Framing, LLCRYTEC Electric LLC
RYTEC Electric LLC
SC Concrete, LLC
Ticomex Painting and Drywall, LLC

SC School Board Self Insurance Trust Fund

Clarendon School District One

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 Barden 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

Sherry Copeland presented the Summary of Revenues and Expenditures for the period ending September 30, 2014. The benchmark for September is 25%. The Commission's revenues are at 15.88%, and expenses are at 24.8%.

Chairman Beck asked about the decrease in revenues. Mr. Cannon said staff will prepare a financial analysis before the next business meeting.

Information Technology Department

Betsy Hartman presented the Information Services Department's report. Ms. Hartman announced the public launch date for implementation of electronic submission of the Form 18 through SROI is March 31, 2015.

Ms. Hartman reported IT is working through minor technical issues and testing with outside users on the new Upload Project for electronic submission of certain documents.

Ms. Hartman reported the Commission received a 3.5 out of a 4.0 scale on the recent information security and vulnerability assessment. IT is reviewing recommendations to incorporate into the security plan to ensure compliance with SCDIS Information Security Program policies due by January 31, 2015.

Insurance & Medical Services Department

Grant Duffield presented the Insurance & Medical Services Department's report. He reported fiscal year to date the Compliance Division has compelled 62 employers in South Carolina to come into compliance with the Act. The Compliance Division's fiscal year-to-date revenue trend is 59% of prior year, and coverage fines collections are at 23% for the same period.

Mr. Duffield said Compliance Division staff focused a greater effort on case resolution. A number of cases were found to be incorrectly coded. For the month of September, Compliance Division staff closed out 271 cases.

Mr. Duffield announced Marion Buraczynski, Administrative Assistant, will retire effective November 1, 2014. Recruiting has begun to fill the position.

Commissioner Barden and Commissioner James commended IMS staff for their helpful and efficient responses to recent inquiries.

Claims Department

Sonji Spann presented the Claims Department's report. For the month of September, the Claims Department closed 2,509 individual case files, an increase of 372 over prior month. The fine revenue received in September was \$51,650, an increase of \$9,550 over prior month. Claims Examiners reviewed 886 individual case files, an increase of 205 over prior month.

Ms. Spann said the Claims Department continues to look at ways to educate and provide guidance to stakeholders as well as claims examiners on how to properly complete workers' compensation forms. A PowerPoint presentation on How to Successfully Complete WCC Forms was presented at the S.C. Workers' Compensation Educational Association Annual Meeting; two telephonic training sessions were conducted with two stakeholders; and a one-on-one training session with one stakeholder.

Judicial Department

Amy Bracy presented the Judicial Department's report. She reported the following for September:

- 105 regulatory mediations scheduled
- 33 requested mediations
- 62 matters resolved in mediation with the receipt of Forms 70
- Addressed 294 informal conference cases
- 157 Single Commissioner Hearings conducted; Chairman Beck asked why an increase in the number of Single Commissioner Hearings conducted. Commissioner Taylor explained that her office recently entered the appropriate

code into the system for when a hearing is held. Ms. Bracy explained the information is reported using the date the information is entered in the system, and not the date the hearing took place.

- 15 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:

Audit Report FY 2013 – State Auditor's Office

The State Auditor's Office Report for fiscal year ending June 30, 2013 is posted on the State Auditor's website along with the Commission's response.

Legal Internship

Mr. Cannon announced Mark James will end his law clerkship on October 30. Marlene Johnson Moore completed her Officer Candidate School and will return to her law clerk duties on November 1, 2014.

Narcotics Use Advisory Committee

Mr. Cannon announced the next meeting of the Narcotics Use Advisory Committee is scheduled for Tuesday, November 20, 2014, at 1:30 p.m. The meeting will take place at the S.C. Pharmacy Association in Columbia.

OLD BUSINESS

A. Court Reporters Administrative Policies

Mr. Cannon presented a recommendation that the Commission approve the S.C. Workers' Compensation Commission Administrative Policies and Procedures for the use of Court Reporter Services dated October 22, 2014. He noted a correction on page 3 under *Maximum Allowable Charge*. The last sentence should read, "The maximum amount the Commission will pay is \$6.50 per page.

Motion to Approve Court Reporters Administrative Policies

Commissioner Campbell moved to adopt the S.C. Workers' Compensation Commission Administrative Policies and Procedures for the use of Court Report Services as amended. Commissioner James seconded the motion. The motion was unanimously approved.

B. FY 2015-16 Budget Proposal

Mr. Cannon presented a summary of the FY2015-16 proposed budget. The total budget is \$5.6 million, \$350,000 more than the current budget. We have requested an additional \$150,000 in General Fund Appropriations and \$200,000 in Earmarked Funds. The \$150,000 in General Fund Appropriations will be used to implement changes in the Information Technology System to comply with information security requirements established by the General Assembly. The additional \$200,000 requested in Earmarked Funds will be used for enhancements to the Information Technology System to implement the Subsequent Report of Injury (SROI) program.

Motion to approve FY 2015-16 Budget Request

Commissioner Taylor made a motion to approve the FY 2015-16 Budget Request. Commissioner Campbell seconded the motion. The vote was taken, and the motion was unanimously approved.

NEW BUSINESS

A. Commissioners Annual Ethics Training

Mr. Cannon announced the required annual Ethics and Administration Procedures Act training for the Commissioners and their Administrative Assistances is Monday, November 17, 2014 from 1:00 p.m. 4:00 p.m.

B. DTO Contract and Service

Mr. Cannon presented a recommendation to carry over the matter.

Motion to Carry Over DTO Contract and Service

Commissioner Barden moved to carry over the matter, which was duly seconded by Commissioner Wilkerson. The vote was taken, and the motion was unanimously approved.

C. Petition to Repeal Regulation 67-801

Mr. Cannon said the Commission received a Petition to Repeal Regulation 67-801 Settlement of the Claim, General, from Mr. Alexander Guice, dated October 3, 2014. Mr. Cannon presented a recommendation to deny the request on the grounds that the regulation is vital to accomplishing the Commission's duties under the Act.

Motion to Deny Petition to Repeal Regulation 67-801

Commissioner Barden moved to deny the request to repeal Regulation 67-801 Settlement of the Claim, General. Commissioner Taylor seconded the motion. The vote was taken, and the motion was unanimously approved.

D. Compensation Payments Debit Card Program

Mr. Cannon presented an overview of InsurCard prepaid cards. The information was provided for information only and possible future consideration by the Commission. At a recent Workers' Compensation Institute's annual meeting in August, representatives from InsurCard requested the Commission consider allowing carriers and employers to make indemnity payments by pre-paid debit card. Commissioners directed staff to schedule a presentation about the InsurCard program at the next business meeting.

E. Approval of Revisions to Form 31

Ms. Bracy presented proposed revisions to the Form 31 which will impact the Judicial Department's process of setting Full Commission Hearings. The new process will allow the Form 31 to be issued 60 days prior to the Full Commission Hearing date in order to give proper time for filing of all briefs. Ms. Bracy proposed if the revised Form 31 is approved, no appellate hearings be scheduled in January 2015, and also requested the Commissioners allow three days in February 2015 for appellate hearings. Judicial Department will docket February 2015 hearings mid to late November 2014.

Motion to Approve Revisions to Form 31

Commissioner Barden made a motion to approve the revisions to the Form 31 as presented. Commissioner McCaskill seconded the motion. The vote was taken, and the motion was unanimously approved.

ADJOURNMENT

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

The October 27, 2014 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:14 a.m.

Reported November 17, 2014

Kim Ballentine, Office of the Executive Director

INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: SHERRY COPELAND, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING OCTOBER
DATE: 10/20/2014

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

- October is the 4th Fiscal Month of Fiscal Year 2015.
- The benchmark for October is 33.33 The Commission's revenues are at 26.55% and expenses are at 36.9%
- There were three payrolls processed during the month of October (1, 16, 31) therefore, the benchmarks for salaries are high due to this additional expense.
- The benchmark for Administration is high due to payment to Team IA Contract and Increase Data Processing cost.
- There were 92 payments made to vendors, travelers, and other State Agencies
- The following is a summary of each department expenditure benchmarks:

General Fund: Total expenditures are at 37.3%.

Earmark Fund:

Commissioners –

- Total expenditures are at 29% of budget.

Administration –

- Overall the expenditures are 41% of budget.

Claims –

- Expenditures are at 30% of budget.

Insurance & Medical –

- Total expenditures are at 41% of budget

Judicial –

- Total expenditures are at 28% of budget.

Activity Report from the Procurement Office:

	MTD	YTD
SCEIS Shopping Carts- Purchase Orders	15	62
Vendors Contacted for Price Quotes	25	74
Visa Procurement Card Orders Placed	16	51
SC Dept of Corrections Orders Placed	0	3
State leased vehicles traded	0	4
State Leased Vehicles taken for Service	0	4
GAAP packages completed	0	8

Mail Room Activity:

	MTD	YTD
Files Copied for Outside Parties	320	979

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2014-15 Budget
October 31, 2014

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	33.33%
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Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,412,465	\$ 542,774	\$ 869,691	38.4%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	496,796	169,068	327,728	34.0%
Total	\$ 1,909,261	\$ 711,843	\$ 1,197,418	37.3%
Carry Forward Money 6100.00	\$ 15,141		\$ 15,141	
	Insurance an		\$ 1,212,559	

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received Thru 10/31/2014	% Received
Training Conference Registration Fee	\$ 5,000	\$ -	0.00%
Sale of Publication and Brochures	8,000	1,800	22.50%
Workers' Comp Award Review Fee	73,000	15,600	21.37%
Sale of Photocopies	88,000	25,670	29.17%
Workers' Compensation Filing Violation Fee	1,660,000	406,503	24.49%
Sale of Listings and Labels	25,000	6,760	27.04%
Workers' Comp Hearing Fee	562,000	186,416	33.17%
Earmarked Funds - Original Authorization	\$ 2,421,000	\$ 642,748	26.55%
Increase Authorization	951,066		
Total Earmarked Revenues + Fund Balance	\$ 3,372,066		

SELF INSURANCE	Collected Revenue	Transferred to State Fund	Balance to WCC Fund Balance
Self Insurance	\$ 2,026,119	\$ -	\$ 2,026,119

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,544,527	\$ 579,313	\$ 965,214	37.5%
Taxable Subsistence	50,000	26,320	23,680	52.6%
Other Operating Expenses	1,224,669	415,046	809,623	33.9%
Employer Contribution	552,870	212,404	340,466	38.4%
Total Earmarked	\$ 3,372,066	\$ 1,233,084	\$ 2,138,982	36.6%

TOTAL OTHER APPROPRIATIONS	\$ 3,372,066	\$ 1,233,084	\$ 2,138,982	36.6%
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South Carolina Workers' Compensation Commission
2013 - 2014 Budget
October 31, 2014

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Expended July	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,153,234	\$ 30,102	\$ 1,183,336	\$ 151,850	\$ 472,760	40%	\$ -	\$ 710,576
Other Operating Expenditures								
Total Contractual Services	200,094	-	200,094	16,918	40,639	20%	-	159,455
Total Supplies & Materials	12,120	-	12,120	1,001	2,353	19%	-	9,767
Total Fixed Charges	159,405	143,000	302,405	84	9,454	3%	-	7,311
Total Travel	57,600	-	57,600	5,280	17,697	31%	-	42,310
Total Other Operating Exp	429,219	143,000	572,219	23,284	70,142	12%	-	218,844
Total Commissioners	\$ 1,582,453	\$ 173,102	\$ 1,755,555	\$ 175,134	\$ 542,901	31%	\$ -	\$ 929,421
Administration								
Salaries	\$ 640,790	\$ 2,862	\$ 643,652	\$ 66,535	\$ 219,765	34%	\$ -	\$ 425,636
Other Operating Expenditures								
Total Contractual Services	154,772	-	154,772	36,499	93,757	61%	-	61,015
Total Supplies & Materials	33,134	-	33,134	1,982	7,085	21%	-	26,226
Total Fixed Charges	131,740	335,300	467,040	80,906	206,260	44%	-	269,467
Total Travel	20,000	-	20,000	3,316	7,744	39%	-	12,636
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	339,646	335,300	674,946	122,703	314,846	47%	-	369,344
Total Administration	\$ 980,436	\$ 338,162	\$ 1,318,598	\$ 189,239	\$ 534,610	41%	\$ -	\$ 794,980
Claims								
Salaries	\$ 428,856	\$ -	\$ 428,856	\$ 52,919	\$ 151,059	35%	\$ -	\$ 277,797
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	507	1,014	2%	-	39,556
Total Supplies & Materials	24,600	-	24,600	1,002	2,727	11%	-	21,873
Total Fixed Charges	82,234	75,000	157,234	215	2,382	2%	-	4,852
Total Travel	100	-	100	350	350	350%	-	(250)
Total Other Operating Exp	147,504	75,000	222,504	2,074	6,473	3%	-	66,031
Total Claims	\$ 576,360	\$ 75,000	\$ 651,360	\$ 54,993	\$ 157,532	24%	\$ -	\$ 343,828
Insurance and Medical Services								
Salaries	\$ 421,909	\$ 522	\$ 422,431	\$ 58,668	\$ 206,768	49%	\$ -	\$ 215,663
Other Operating Expenditures								
Total Contractual Services	98,898	-	98,898	7,897	12,359	12%	-	86,539
Total Supplies & Materials	20,800	-	20,800	1,203	1,955	9%	-	18,845
Total Fixed Charges	63,090	52,000	11,090	48	2,915	26%	-	8,175
Total Travel	1,350	-	1,350	480	634	47%	-	870
Total Other Operating Exp	184,138	52,000	132,138	9,629	17,863	14%	-	114,429
Total Insurance and Medical Services	\$ 606,047	\$ 52,522	\$ 554,569	\$ 68,297	\$ 224,631	41%	\$ -	\$ 330,092
Judicial								
Salaries	\$ 328,143	\$ 574	\$ 328,717	\$ 18,610	\$ 98,056	30%	\$ -	\$ 230,661
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	348	715	2%	-	34,807
Total Supplies & Materials	12,650	-	12,650	1,245	2,532	20%	-	10,118
Total Fixed Charges	70,545	65,300	135,845	36	2,083	2%	-	3,162
Total Travel	5,445	-	5,445	393	393	7%	-	5,052
Total Other Operating Exp	124,162	65,300	189,462	2,023	5,724	3%	-	53,138
Total Judicial	\$ 452,305	\$ 65,874	\$ 518,179	\$ 20,633	\$ 103,780	20%	\$ -	\$ 283,799
Totals By Departments								
Department Totals								
Commissioners	\$ 1,582,453	\$ 173,102	\$ 1,755,555	\$ 175,134	\$ 542,901	31%	\$ -	\$ 929,421
Administration	980,436	338,162	1,318,598	189,239	534,610	41%	\$ -	794,980
Claims	576,360	75,000	651,360	54,993	157,532	24%	\$ -	343,828
Insurance & Medical	606,047	52,522	658,569	68,297	224,631	34%	\$ -	330,092
Judicial	452,305	65,874	518,179	20,633	103,780	20%	\$ -	283,799
Total Departmental Expend	\$ 4,197,601	\$ 704,660	\$ 4,902,261	\$ 508,295	\$ 1,563,454	32%	\$ -	\$ 2,682,121
Employer Contributions	1,033,476	16,190	1,049,666	120,561	381,472	36%	\$ -	668,194
Total General & Earmarked Funds	\$ 5,231,077	\$ 720,850	\$ 5,951,927	\$ 628,855	\$ 1,944,926	33%	\$ -	\$ 3,350,314

South Carolina Workers' Compensation Commission
2014-15 Budget
September 30, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended October	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 50,000	\$ -	\$ 50,000	\$ 9,070	\$ 26,320	53%	\$ -	\$ 23,680
Total Salaries	50,000	-	50,000	9,070	26,320	53%	-	23,680
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,300	-	1,300	-	-	0%	-	1,300
Data Processing Services	34,000	-	34,000	-	-	0%	-	34,000
Freight Express Delivery	100	-	100	-	-	0%	-	100
Telephone	3,500	-	3,500	683	1,377	39%	-	2,123
Cellular Phone Service	11,500	-	11,500	2,216	2,981	26%	-	8,519
Legal Services/Attorney Fees	149,494	-	149,494	13,304	35,565	24%	-	113,930
Other Professional Services	200	-	200	716	716	358%	-	(516)
Total Contractual Services	200,094	-	200,094	16,918	40,639	20%	-	159,455
Supplies & Materials								
Office Supplies	2,900	-	2,900	961	1,667	57%	-	1,233
Copying Equipment	2,300	-	2,300	-	-	0%	-	2,300
Printing	1,800	-	1,800	-	107	6%	-	1,693
Data Processing Supplies	50	-	50	37	110	221%	-	(60)
Postage	4,800	-	4,800	3	448	9%	-	4,352
Maint./Janitorial Supplies	150	-	150	-	-	0%	-	150
Motor Vehicle Supp./Gasoline	50	-	50	-	20	40%	-	30
Other Supplies	70	-	70	-	-	0%	-	70
Total Supplies & Materials	12,120	-	12,120	1,001	2,353	19%	-	9,767
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	34	137	14%	-	863
Rent-Non State Owned Property	143,000	143,000	Transferred to Administrator	-	-	0%	-	-
Rent-other	-	-	-	-	360	-	-	360
Insurance-Workers Comp.	13,806	-	13,806	-	8,294	60%	-	5,512
Insurance-Unemployment	1,169	-	1,169	-	193	17%	-	976
Dues & Memberships	430	-	430	50	470	109%	-	(40)
Total Fixed Charges	159,405	143,000	16,405	84	9,454	58%	-	7,311
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	130	278	139%	-	(78)
In State - Auto Mileage	18,000	-	18,000	1,584	5,640	31%	-	12,360
In State - Subsistence Allowance	9,000	-	9,000	-	645	7%	-	8,355
In State Lodging	-	-	-	385	385	-	-	385
Out State - Meals	100	-	100	454	795	-	-	345
Out State - Auto Mileage	300	-	300	-	51	51%	-	49
Out of State Registration Fees	-	-	-	-	-	0%	-	300
Leased Car	30,000	-	30,000	-	1,227	-	-	28,773
Total Travel	57,600	-	57,600	5,280	17,697	31%	-	42,310
Total Other Operating Expenditures	429,219	143,000	286,219	23,284	70,142	25%	-	218,844
Total Commissioners	\$ 479,219	\$ 143,000	\$ 336,219	\$ 32,354	\$ 96,462	29%	\$ -	\$ 239,757

South Carolina Workers' Compensation Commission

2014-15 Budget

September 30, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended October	Year to Date	%	Encumb	Balance
Administration								
Salaries								
Classified Positions	\$ 462,641	\$ -	\$ 462,641	\$ 43,796	\$ 135,166	29%	\$ -	\$ 327,475
Temporary Employees	35,004	-	35,004	3,614	28,097	80%	-	6,907
Ot and Shift Different	-	-	-	875	1,749	-	-	-
Bonus pay	-	-	-	-	-	-	-	-
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	497,645	-	497,645	48,285	165,012	33%	-	334,382
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	7,139	-	7,139	-	-	0%	-	7,139
Copying Equipment Service	3,000	-	3,000	-	-	0%	-	3,000
Print/Bind/Advertisement	3,000	-	3,000	-	-	0%	-	3,000
Print Pub Annual Reports	100	-	100	-	-	0%	-	100
Data Processing Services	103,563	-	103,563	34,268	87,454	84%	-	16,109
Freight Express Delivery	1,800	-	1,800	-	-	0%	-	1,800
Telephone	7,060	-	7,060	959	3,117	44%	-	3,943
Cellular Phone Service	5,000	-	5,000	1,210	1,677	34%	-	3,323
Education & Training Services	5,000	-	5,000	-	-	0%	-	5,000
Attorney Fees	10,000	-	10,000	63	63	1%	-	9,938
General Repair	1,500	-	1,500	-	-	0%	-	1,500
Audit Acct Finance	110	-	110	-	111	101%	-	(1)
Catered Meals	4,000	-	4,000	-	-	0%	-	4,000
Other Professional Services	1,500	-	1,500	-	750	50%	-	750
Other Contractual Services	2,000	-	2,000	-	585	29%	-	1,415
Total Contractual Services	154,772	-	154,772	36,499	93,757	61%	-	61,015
Supplies & Materials								
Office Supplies	9,500	-	9,500	1,143	5,594	59%	-	3,906
Copying Equipment Supplies	4,434	-	4,434	-	-	0%	-	4,434
Printing	3,500	-	3,500	-	168	5%	-	3,332
Data Processing Supplies	2,300	-	2,300	-	-	0%	-	2,300
Postage	8,000	-	8,000	839	1,146	14%	-	6,854
Maint/Janitorial Supplies	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	1,800	-	1,800	-	-	0%	-	1,800
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	1,500	-	1,500	-	120	0%	-	1,500
Other Supplies	1,000	-	1,000	-	57	0%	-	1,000
Total Supplies & Materials	33,134	-	33,134	1,982	7,085	21%	-	26,226
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	168	1,603	27%	-	4,397
Rent-Non State Owned Property	95,000	335,300	430,300	73,614	183,881	43%	-	246,419
Rent-Other	11,000	-	11,000	1,351	3,395	31%	-	7,605
Rental - Data processing equip	-	-	-	53	8,687	-	-	-
Insurance-Workers Comp	7,490	-	7,490	-	2,703	36%	-	4,787
Insurance- Unemployment	750	-	750	296	296	39%	-	454
Dues and Memberships	5,000	-	5,000	3,750	4,021	80%	-	979
Sales Tax Paid	6,500	-	6,500	1,674	1,674	26%	-	4,826
Total Fixed Charges	131,740	335,300	467,040	80,906	206,260	44%	-	269,467
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	1,000	-	1,000	297	703	70%	-	297
In State Air transportation	-	-	-	380	380	-	-	-
In State-Auto Miles	1,000	-	1,000	383	864	86%	-	136
In State - Lodging	1,000	-	1,000	1,324	2,020	202%	-	(1,020)
In State - Registration Fees	2,000	-	2,000	-	1,010	51%	-	990
Leased Car	15,000	-	15,000	933	2,767	18%	-	12,233
Total Travel	20,000	-	20,000	3,316	7,744	39%	-	12,636
Equipment								
Equipment Data Processing- PC's	-	-	-	-	-	0%	-	-
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Expenditures	339,646	335,300	674,946	122,703	314,846	47%	-	369,344
Total Administration	\$ 837,291	\$ 335,300	\$ 1,172,591	\$ 170,988	\$ 479,858	41%	\$ -	\$ 703,726

South Carolina Workers' Compensation Commission
2014-15 Budget
September 30, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended October	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 331,158	\$ -	\$ 331,158	\$ 40,722	\$ 118,912	36%	\$ -	\$ 212,246
Temporary Positions	20,475	-	20,475	2,635	3,460	17%	-	17,016
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	351,633	-	351,633	43,357	122,372	35%	-	229,261
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Services	33,050	-	33,050	-	-	0%	-	33,050
Telephone	4,000	-	4,000	507	1,014	25%	-	2,986
Cellular Phone Service	1,720	-	1,720	-	-	0%	-	1,720
Total Contractual Services	40,570	-	40,570	507	1,014	2%	-	39,556
Supplies & Materials								
Office Supplies	2,000	-	2,000	190	864	43%	-	1,136
Copying Equipment	2,535	-	2,535	-	-	0%	-	2,535
Printing	2,430	-	2,430	-	85	3%	-	2,345
Data Processing Supplies	3,035	-	3,035	-	-	0%	-	3,035
Postage	14,000	-	14,000	812	1,779	13%	-	12,221
Maint./Janitorial Supplies	500	-	500	-	-	0%	-	500
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	24,600	-	24,600	1,002	2,727	11%	-	21,873
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	215	634	25%	-	1,866
Rent-Non State Owned Property	75,000	75,000	Transferred to Administration	-	-	100%	-	-
Insurance Workers Comp	2,800	-	2,800	-	1,465	52%	-	1,335
Insurance- Unemployment	134	-	134	-	283	211%	-	(149)
Equipment- Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	82,234	75,000	7,234	215	2,382	33%	-	4,852
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	50	-	50	-	-	0%	-	50
In State - Lodging	-	-	-	-	-	0%	-	-
In State - Auto Mileage	-	-	-	-	-	0%	-	-
In-State Registration	-	-	-	350	350	0%	-	(350)
Reportable Meals	50	-	50	-	-	0%	-	50
Total Travel	100	-	100	350	350	350%	-	(250)
Total Other Operating Expenditures	147,504	75,000	72,504	2,074	6,473	9%	-	66,031
Total Claims	\$ 499,137	\$ 75,000	\$ 424,137	\$ 45,430	\$ 128,844	30%	\$ -	\$ 295,293

South Carolina Workers' Compensation Commission
2014-15 Budget
September 30, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended October	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	395,799	-	395,799	55,339	193,555	49%	-	202,244
Temporary Employees	-	-	-	-	3,226	0%	-	(3,226)
Terminal Leave	0	-	0	0	0	0%	-	-
Total Salaries	395,799	-	395,799	55,339	196,781	50%	-	199,018
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	17	17	0%	-	54,983
Telephone	2,300	-	2,300	509	1,041	45%	-	1,259
Cell Phone	1,000	-	1,000	181	272	27%	-	728
Catered Meals	1,600	-	1,600	-	-	0%	-	1,600
Other Professional Services	38,298	-	38,298	7,191	10,319	27%	-	27,980
Other Contractual Services	500	-	500	-	711	142%	-	(211)
Total Contractual Services	98,898	-	98,898	7,897	12,359	12%	-	86,539
Supplies & Materials								
Office Supplies	9,000	-	9,000	730	925	10%	-	8,075
Copying Equipment	2,500	-	2,500	-	-	0%	-	2,500
Printing	2,500	-	2,500	-	186	7%	-	2,314
Data Processing Supplies	500	-	500	39	117	23%	-	383
Postage	5,000	-	5,000	434	727	15%	-	4,273
Maintenance/Janitorial Supplies	150	-	150	-	-	0%	-	150
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	1,203	1,955	9%	-	18,845
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	36	385	15%	-	2,115
Rent-Non State Owned Property	52,000	52,000	-	Transferred to	Administration	100%	-	-
Rent-Other	2,000	-	2,000	-	-	0%	-	2,000
Insurance-workers comp	2,500	-	2,500	-	1,663	67%	-	837
Insurance-unemployment	148	-	148	-	283	191%	-	(135)
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	12	584	19%	-	2,416
Total Fixed Charges	63,090	52,000	11,090	48	2,915	26%	-	8,175
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	400	-	400	-	-	0%	-	400
In-State Registration	100	-	100	480	480	480%	-	(380)
Miles	-	-	-	-	154	-	-	-
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	-	0%	-	700
Total Travel	1,350	-	1,350	480	634	47%	-	870
Total Other Operating Expenditures	184,138	52,000	132,138	9,629	17,863	14%	-	114,429
Total Insurance and Medical Services	\$ 579,937	\$ 52,000	\$ 527,937	\$ 64,968	\$ 214,644	41%	\$ -	\$ 313,447

South Carolina Workers' Compensation Commission
2014-15 Budget
September 30, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended October	Year to Date	%	Encumb	Balance
Judicial								
Salaries								
Classified Positions	\$ 299,450	\$ -	\$ 299,450	\$ 18,610	\$ 95,148	32%	\$ -	\$ 204,302
Temporary Employees	0	-	0	0	0	0%	-	-
Total Salaries	299,450	-	299,450	18,610	95,148	32%	-	204,302
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	-	-	0%	-	29,972
Telephone	2,500	-	2,500	348	715	29%	-	1,785
Cellular Phone Service	1,120	-	1,120	-	-	0%	-	1,120
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	35,522	-	35,522	348	715	2%	-	34,807
Supplies & Materials								
Office Supplies	2,000	-	2,000	742	1,449	72%	-	551
Copying Equipment Supplies	2,500	-	2,500	-	-	0%	-	2,500
Printing	2,000	-	2,000	-	76	4%	-	1,924
Data Processing Supplies	2,500	-	2,500	39	117	5%	-	2,383
Postage	3,380	-	3,380	464	890	26%	-	2,490
Maintenance/Janitorial Supplies	150	-	150	-	-	0%	-	150
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	12,650	-	12,650	1,245	2,532	20%	-	10,118
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	36	146	5%	-	2,854
Rent-Non State Owned Property	65,300	65,300	Transferred to Administration	-	-	100%	-	-
Rent-Other	125	-	125	-	240	192%	-	(115)
Insurance Workers Comp	2,000	-	2,000	-	1,466	73%	-	534
Insurance-unemployment	120	-	120	-	232	193%	-	(112)
Total Fixed Charges	70,545	65,300	5,245	36	2,083	40%	-	3,162
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	450	-	450	-	-	0%	-	450
Reportable Meals	770	-	770	-	-	0%	-	770
In State - Lodging	2,200	-	2,200	393	393	18%	-	1,807
In State - Auto Mileage	1,800	-	1,800	-	-	0%	-	1,800
In State - Misc Travel Expense	25	-	25	-	-	0%	-	25
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
Total Travel	5,445	-	5,445	393	393	7%	-	5,052
Total Other Operating Expenditures	124,162	65,300	58,862	2,023	5,724	10%	-	53,138
Total Judicial	\$ 423,612	\$ 65,300	\$ 358,312	\$ 20,633	\$ 100,872	28%	\$ -	\$ 257,440
Earmarked Funds								
Department Totals								
Commissioners	\$ 479,219	\$ 143,000	\$ 336,219	\$ 32,354	\$ 96,462	29%	\$ -	\$ 239,757
Administration	837,291	(335,300)	1,172,591	170,988	479,858	41%	-	924,572
Claims	499,137	75,000	424,137	45,430	128,844	30%	-	295,293
Insurance & Medical	579,937	52,000	527,937	64,968	214,644	41%	-	407,618
Judicial	423,612	65,300	358,312	20,633	100,872	28%	-	257,440
Total Departmental Expend	\$ 2,819,196	\$ -	\$ 2,819,196	\$ 334,373	\$ 1,020,680	36%	\$ -	\$ 2,124,680
Employer Contributions	552,870	-	552,870	66,195	212,404	38%	-	340,466
Total Earmarked Funds	\$ 3,372,066	\$ -	\$ 3,372,066	\$ 400,568	\$ 1,233,084	37%	\$ -	\$ 2,465,146
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

MEMORANDUM

Date: November 6, 2014

TO: Mr. Gary Cannon
Executive Director

FROM: Alicia Osborne
Human Resources

SUBJECT: Human Resources Report Period of October 17, 2014 through October 31, 2014

Below is a summary of the Human Resources activity for the period of October 17 – October 31, 2014.

Employee Relations (ER)

- 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.
- One ongoing injury is being monitored
 - Follow up appointments have been submitted.

Recruitment and Selection

- Coverage and Compliance Administrative Assistant
 - Selected candidates to be interviewed and arranged interviews
 - 334 applicants
 - 24 eligible
 - Six (6) strong candidates; five (5) scheduled to interview
 - Sent “Did Not Meet the Minimum Requirements” notices to other applicants
- Human Resources Manager I Position
 - Hired Alicia Osborne effective October 17, 2014

Benefits

- Open Enrollment
 - Presented benefits changes on October 20, 2014 to all staff
 - Met with 100% of staff regarding Open Enrollment
 - Discussed options with all four (4) State Temporary Employees regarding eligibility for insurance; one (1) enrolled for January 1, 2015. Other three (3) ineligible or declined.
 - Assisted employees with making changes online
 - Added new enrollees for MoneyPlu\$ accounts

- Retirement
 - Completing processing of Marion Buraczynski retirement
 - Obtained Governor's Appreciation Certificate
 - Revised Agency Retirement Certification to include only Department Director and Executive Director
 - Completed two inquiries with the Retirement Systems

SC Enterprise Information System (SCEIS)

- Added Roles for two (2) Temporary Employees to enter time; followed up with Supervisors for time approval
- Taught Sherry Copeland shortcuts in SCEIS
- Finished processing one Reclassification in SCEIS
- Ran SCEIS reports verifying Deductions Arrears Current
- 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 to obtain access to SCEIS, NeoGov.

Fiscal Department (Sherry Copeland)

- Approved approximately 25 SCEIS financial transactions
 - Within the SCEIS system approved deposits, purchase orders, invoices, and travel requests submitted by the Fiscal Manager

Reports

- Ran SCEIS Deductions Not Taken / Arrears report
 - Report is clear
- Public Employee Benefit Authority (PEBA)
 - Pulled Accumulator report and started reviewing
 - Dependents over the age of 19/25/26 letters and reports
 - Reviewed Bill for accuracy
- Payroll Claims
 - Corrected employee's final pay statement
 - Corrected an overpayment

Events

- United Way
 - Encouraged participation in ice cream social hosted by SC Lottery Commission
 - Received donations for United Way
- Think Pink!
 - Took pictures of teams/contestants
 - Set up pictures and voting



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Betsy Hartman
IT Director
Date: November 7, 2014
Subject: IT Department October 2014 Full Commission Report

IT Department Activities for the Month of October 2014

- Production issues
 - EDI RIs3 FROI
 - Processing error research and resolution based on email questions from TPA's and Carriers. Working with Barbara James to educate her on how to resolve the issues and respond to the questions.
 - Tested with future SFTP EDI FROI Partner, Tyson Foods, Inc.
 - Progress
 - Duane worked on code changes for the Form 31 processing.
 - Modifications were made to the eCase user password security to show the users the special characters that could not be used in creating a password. This was due to an end user not being able to log in when using restricted characters.
 - Duane resolved erroneous payment entries that were incorrectly entered by staff.
 - Duane researched and resolved report inconsistencies with Progress reporting based on input from Claims and Coverage staff.
 - When a case is closed in favor of another case, the system adds all parties to the new case. Periodically this creates duplicate parties. When serving notices or orders the application can't resolve the duplicates. This requires IT to delete the duplicates. The goal is to modify the cancel in favor of code to handle at that time but is a lower priority. For now, Duane will manually correct the entries as they come up.
 - Marion Glisson had problems balancing deposits which required Duane's assistance in clearing up the imbalances.
 - Several invoice entry errors needed IT assistance in clearing up erroneous entries.
 - Duane modified the database schema to handle capturing the medication cost data at the request of Judicial.
 - All code that is modified and tested is done in development. Once it has been debugged and is ready for production, Duane does a deployment so that the staff will use the new code the following day. This requires

- after hours work and a push of new code before staff arrives in the mornings.
 - OnBase Production Maintenance and new requests
 - Updated Mediation Memo to include Form 70 Request per Amy Bracy.
 - Resolved issues with Unity client that the AA's are now using for processing scanned mail for indexing issue involving documents that have a keyword for SSN.
 - Amanda continues to work with the Onbase user group security by designing and implementing new roles starting with the Appeals, AA's and Judicial Users. This is part of the new documents created for the Upload project and ties into the security policies project.
 - To accommodate the Onbase document security changes Amanda updated the Application Enabler configuration.
 - Amanda is in the process of requirements gathering for new document types for Form 31, Form 32 and Form 70. These request have come from the Judicial Department to ensure SCWCC is in compliance with the regulations.
 - POC EDI
 - Still working with InsurityX on POC data transmissions. They have been having difficulty in retrieving data via SFTP. Issue is on their side.
 - General
 - Set up Informal Conference email auto-reply
 - Set up secure email accounts for several carriers sending encrypted email to Claims Dept. Form email accounts
 - Tested adding eCase TPA linked emails to Notice, Order and Letter automated notifications
 - Tested removal of links when inactivating eCase user accounts
 - Duane is researching possibilities for Virtual Server versus Cloud Services in lieu of the current hardware that houses the Progress production and QA servers. This will ensure SCWCC is in compliance with best practices and the DIS policies.
- Desktop support
 - Multiple intermittent phone failures occurred. This may be due to old phones. Putting service call into Spirit for resolution.
 - Multiple Password Resets were performed by Brian and Betsy to assist staff and Commissioners.
 - One printers required toner which were causing black marks and smudging on copies.
 - Moved printer for Compliance to fix not printing envelope issue.
 - 2 Virus detected by DIS ISAC SOC. Brian followed the SOC Tiered response which required a scan of the PC. These were low level issues.
 - Several staff members had Outlook issues requiring passwords to be re-entered. Notified DTO of issue with dropping connection. Maybe related to the Spirit Phone failures.
 - App Enabler F4, F5 had production issues requiring Brian to reset Onbase desktop and app enabler.
 - Barbara Cheeseboro had virtual print issues requiring Brian to reset her default printer.

- Brian worked on McAfee issues where McAfee was not updates properly on several machines. Updated manually and problems resolved.
- Several PC/laptops had issues with sound bars not working properly. New drivers installed which resolved the problems.
- ELT projects
 - Upload project
 - Updated language on Hearing Notice email for three offices for soft launch: Taylor, James and Campbell
 - Testing / Troubleshooting issues – all IT staff involved.
 - Created timers for upload workflow process errors to notify IT
 - Researched function to combine documents within workflow
 - Added configuration for Description KW to APA document
 - SROI Project
 - The public launch date is **March 31, 2015**.
 - Team meetings will resume weekly in November
 - IT Security / DIS Policies continue to be a large project for IT. DIS has requested all agencies complete a very detailed survey on the progress the agencies have made toward the January 31, 2015 deadline for Implementation Planning.
 - The Budget and Control Board hired a consultant, Excipio to lead another survey on development of a statewide Disaster Recovery plan based on Proviso 117.32. This survey will result in a one on one interview with Excipio and DTO staff with SCWCC IT Director. There is a 2 hour workshop on how to complete the survey in November. The survey and interview must be completed by December 15th. The report to the Legislators and Governor's office is due March 2015.
- DTO meetings
 - Finalizing Contract FY 14/15. Commission Wilkerson reviewed the contract submitted and had several questions requiring some language changes in the proposed contract. Keith and Gary are working on the changes which will be submitted to the Commissioners and to DTO for approval.
 - Betsy attended workshops on completing surveys for DIS security status, DTO Proviso DR Spreadsheet.

Professional Development/Training attended in October 2014

- IT Training Center Business Advisory Council – Vocational Rehabilitation – Betsy Hartman
- Betsy Hartman attended the SC Governor's Quality Award Conference. Governor Haley was present and presented the Milliken Award and recognized the 2014 Silver and Bronze winners as well as the Examiners. Betsy received her seventh year Senior Examiner plaque.
- As part of the SC Quality Forum Examiner training, Betsy attended the BOSS User group conference call to discuss changes in the BOSS Tool which is used for examiners during an applicant examination and scoring for the SC Governor's Quality Award.
- Amanda and Betsy attended the SCWCEA conference. Both were presenters discussing the technology changes SCWCC has implemented to enhance communication with the agency. SCWCC also manned a booth at the conference and was very well received. Wilson, Jones, Carter and Baxley law firm requested onsite training in using eCase to get a better understanding of the new functionality being added such as upload. Amanda

and Betsy will hold a workshop in Columbia November 20, 2014. They may be asked to offer similar workshops in the Charleston and Greenville offices.

- Duane Earles attended the IAIABC Conference – EDI Council meeting

State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMS Director

Date: 6 – Nov – 2014

Subj: Insurance and Medical Services Department
October 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. Implementing new compliance verification workflow.2. Observing fewer employers in non-compliance.3. Clean-up of "cases open" files / metrics |
| Coverage Division | <ol style="list-style-type: none">1. Working with staff to review workflow processes and explore opportunities to enhance service provision.2. Preparing for staffing transition.3. Lapse in Coverage |
| Medical Services | <ol style="list-style-type: none">1. Identifying edits needed within the Medical Services Provider Manual.2. Working with Optum to obtain utilization numbers from NCCI.3. Executed Scope of Work concerning fee schedule analysis.4. 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 Exec Director to complete 2013-14 Accountability Report.4. Working with Executive Team concerning strategic planning and future needs forecasting. |

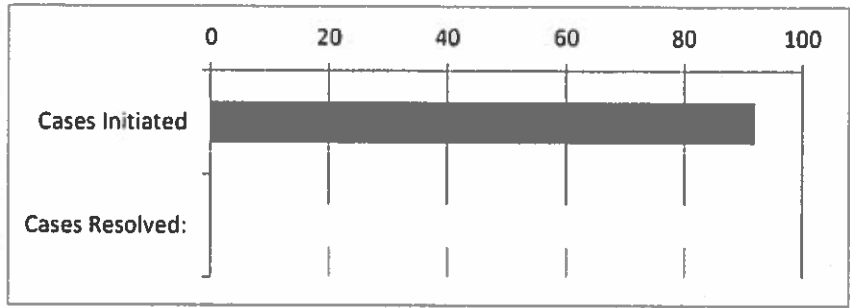
Mr. Cannon, while this summary is in no way all-inclusive, it may serve to assist you and our Commissioners in understanding the key initiatives underway in the IMS Department and provide measures by which the Department's effectiveness can be gauged. IMS welcomes any guidance that you and/or our Commissioners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

IMS COMPLIANCE DIVISION

October 2014

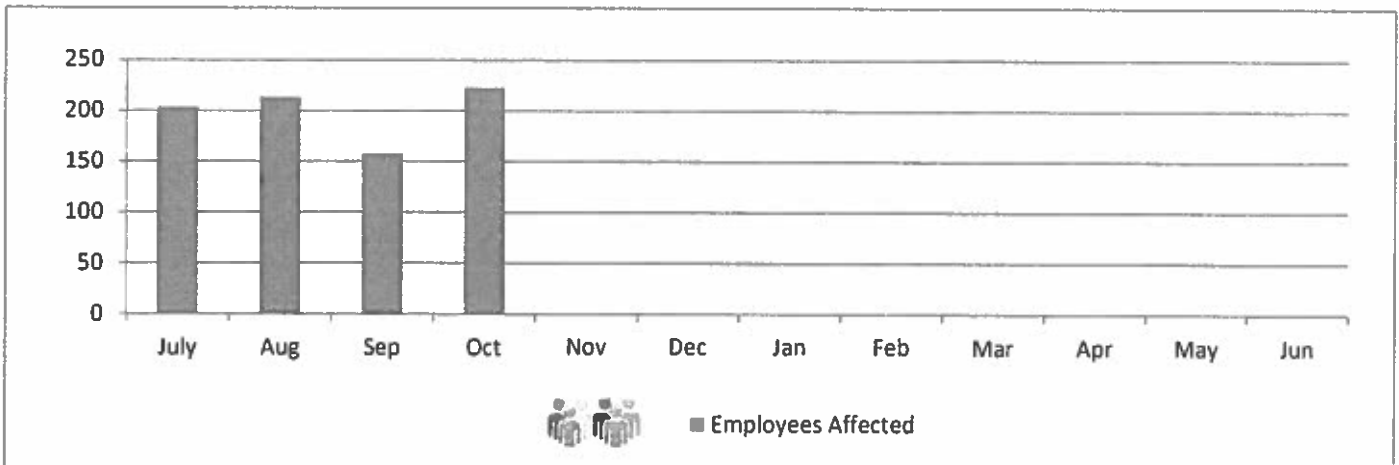
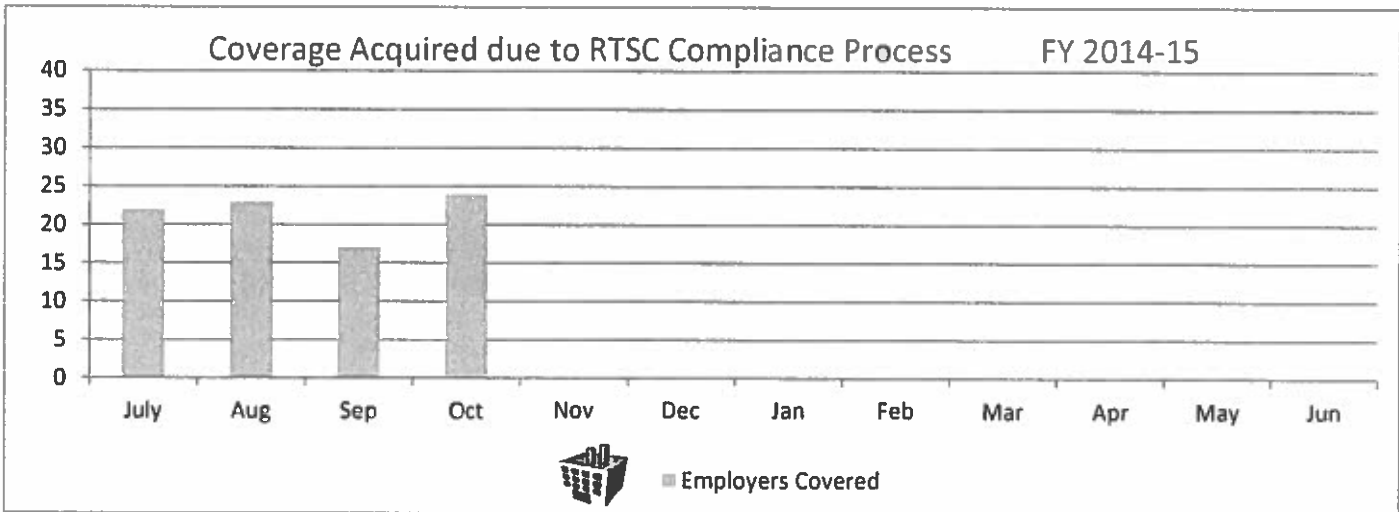
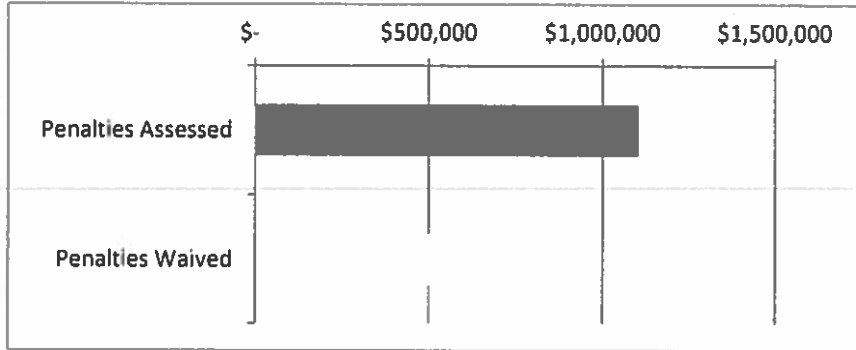
Employers Obtaining Coverage

For the Fiscal Year 2014 - 2015, 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 86 employers in South Carolina to come into compliance with the Act. In so doing, approximately 800 previously uninsured workers are now properly covered.



Penalties Waived

Although the Division has assessed 1.1 million dollars in fines, over 83% of those fines (\$919k) have been waived or rescinded as employers have either obtained insurance coverage or were found not to be subject to the Act.



Carryover Caseload:

The Compliance Division closed October 2014 with 165 cases active, compared to an active caseload of 421 at the close of October 2013.

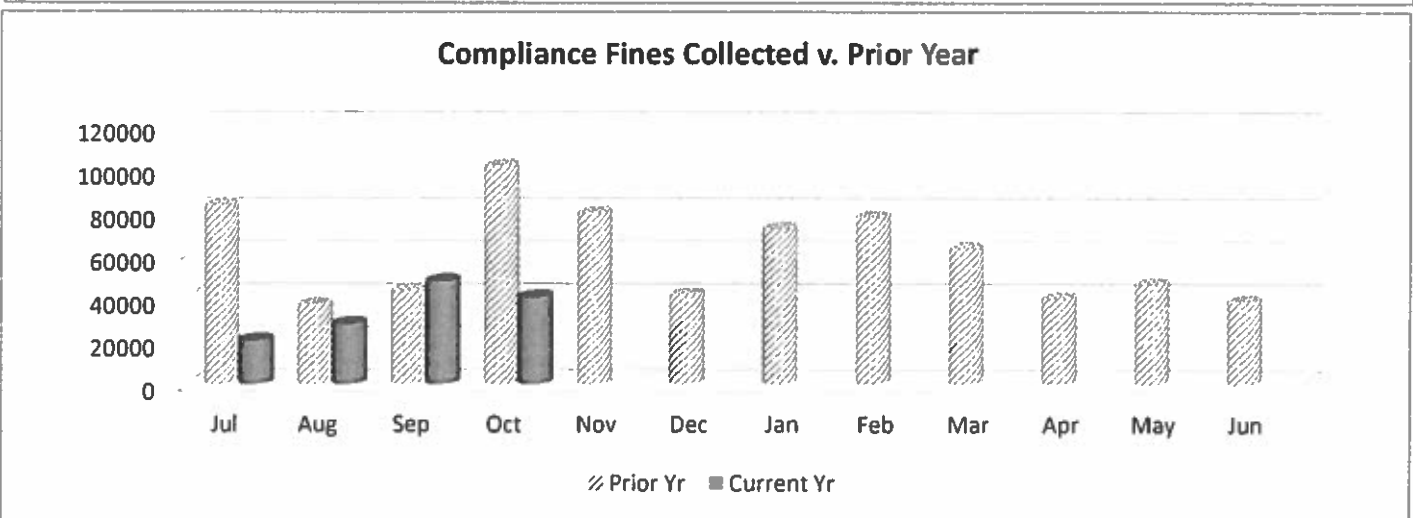
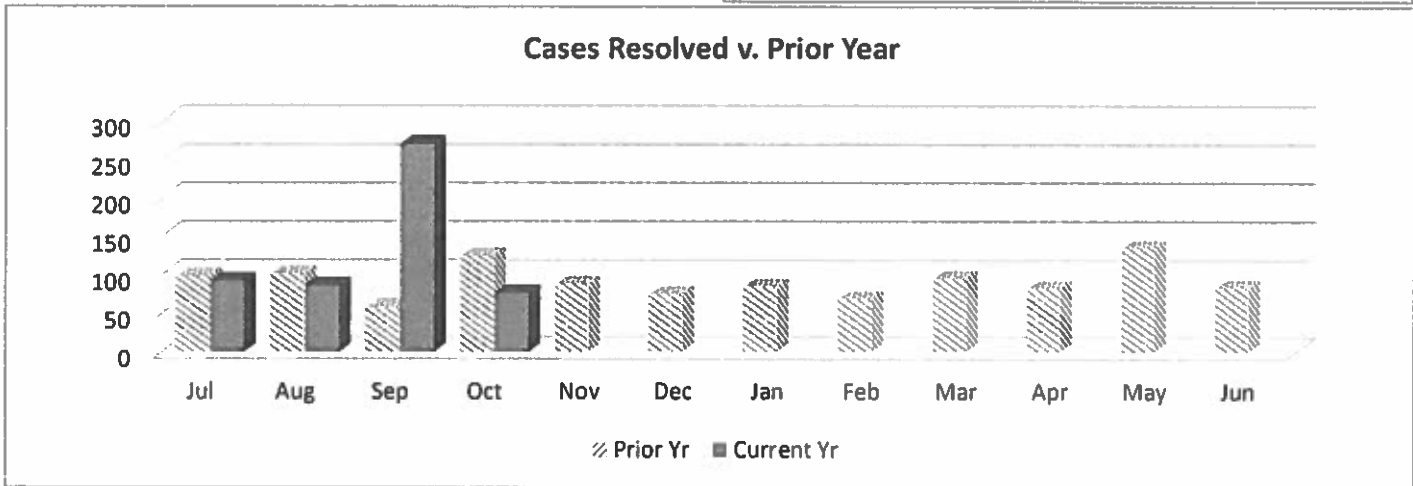
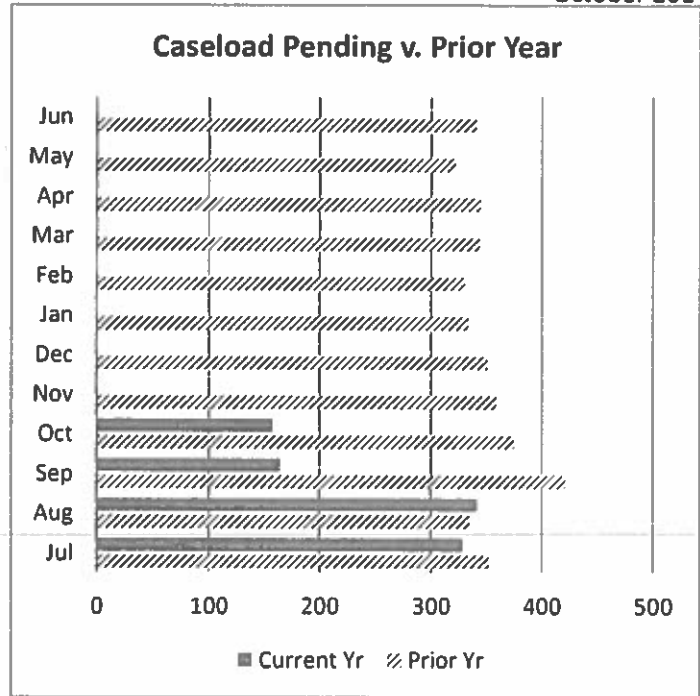
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of October 2014, Compliance Division staff closed-out 77 cases.

Compliance Fines:

In October 2014, the Compliance Division collected \$40,643 in fines and penalties. Year to Date, the Compliance Division has collected \$137,344 in fines which represents 19% of prior year's year-end collection (\$725,776). The Compliance Division Year-to-Date revenue trend is 52% of prior year.

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



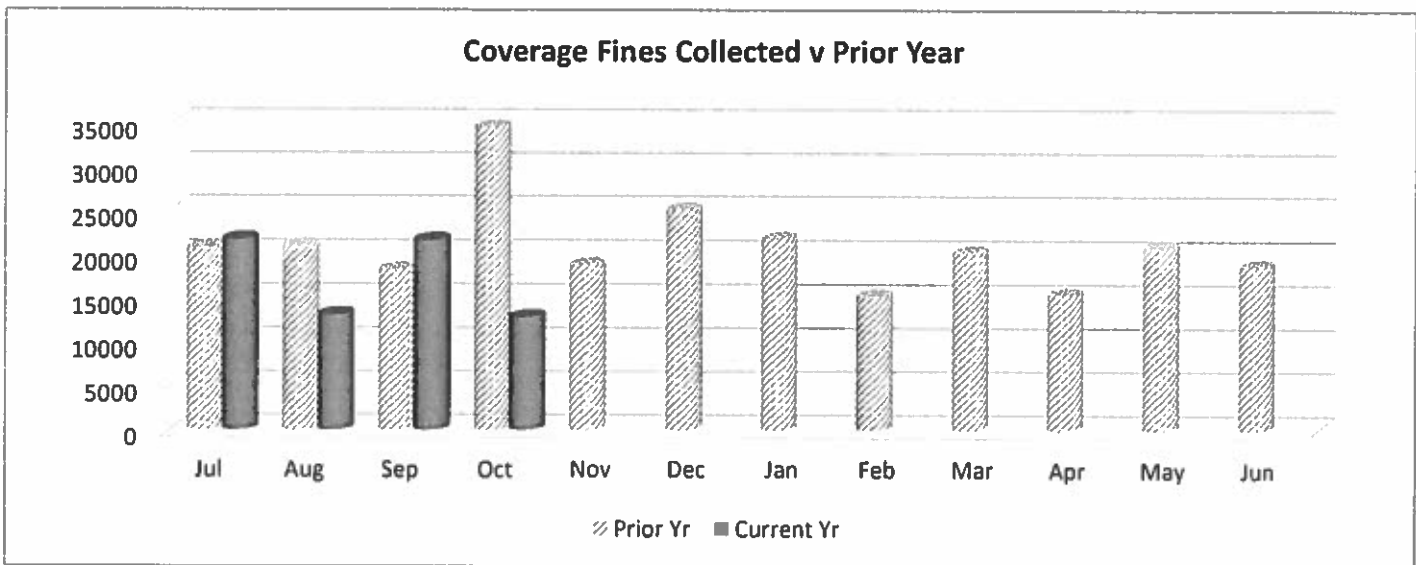
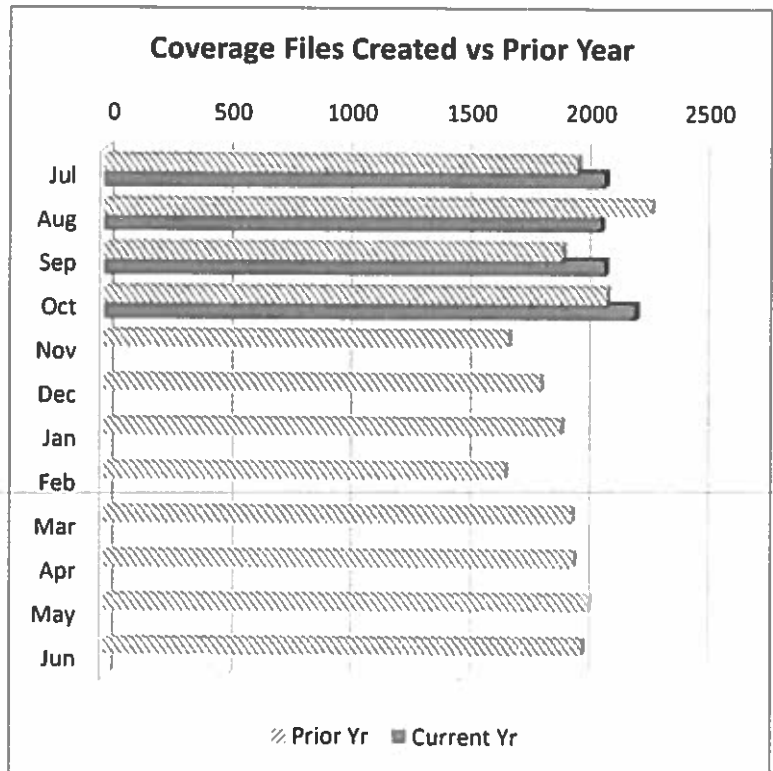
WCC Claim Files:

In October 2014, the Coverage Division received a total of 2,226 WCC Claim files. Of these, 1,838 were created electronically, and 388 were submitted in hard copy format. Year to Date, 8,501 Claim files have been created which is 36% of claim file volume prior year (23,369).

Coverage Fines:

The Coverage Division collected \$13,000 in fine revenue in October 2014, as compared to \$34,750 in Coverage fines/penalties accrued during October 2013. Year on Year, Coverage fines are at 28% of collections for prior year.

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

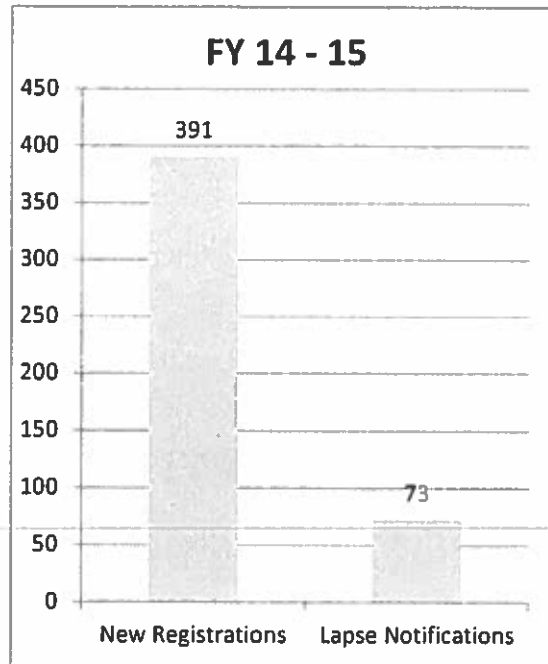


Lapse In Coverage Notification

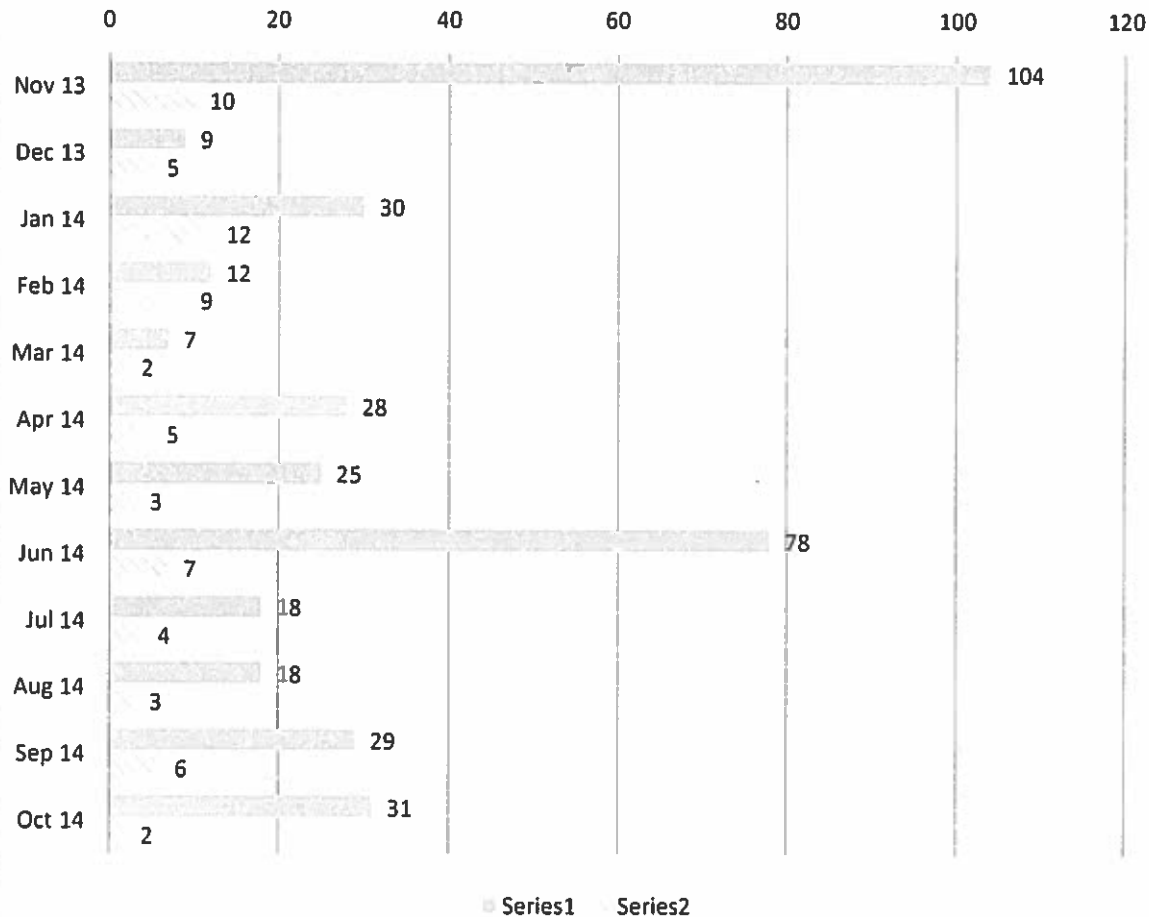
OCTOBER 2014

Title 42 holds that entities engaging a subcontractor for services may be held liable occupational injuries or death sustained by employees of the subcontractor if the subcontractor fails to maintain workers' compensation insurance. In collaboration with the SC Homebuilders Association, the SCWCC has developed a web-based application that allows an "up stream" employer to receive notification if a subcontractor's workers' compensation policy lapses. This enables the up stream contractor to take actions to safeguard themselves against unforeseen workers' compensation claim losses.

In October 2014, the LIC program registered 31 new policies to be tracked and issued 2 Lapse in Coverage notifications.



Lapse In Coverage Program Data (12 mo)



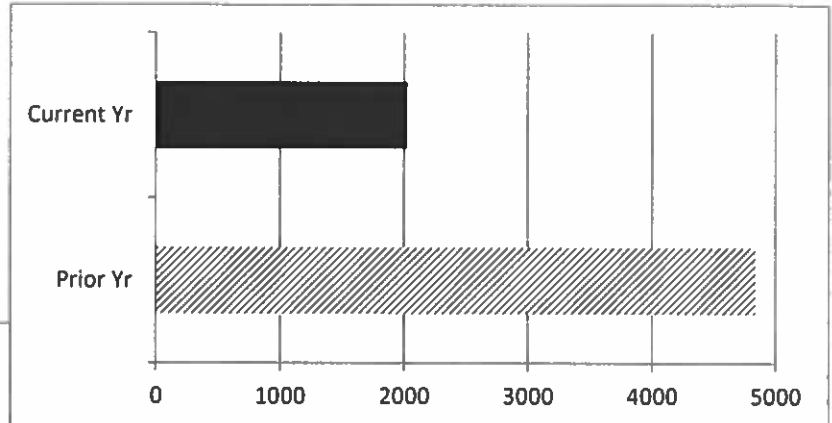
IMS SELF INSURANCE DIVISION

October 2014

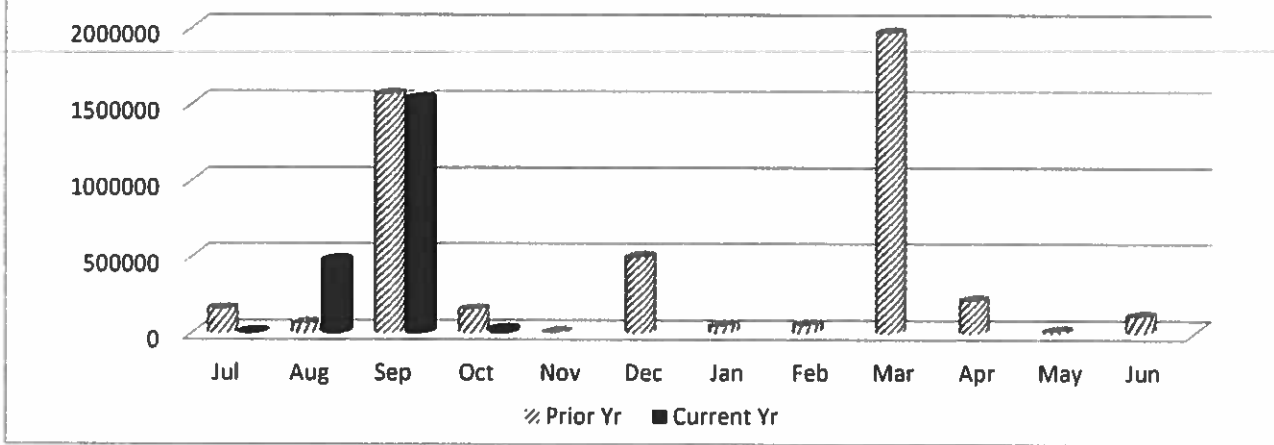
During the month of October 2014, the Self Insurance Division:

- * collected \$20,601 in self-insurance tax.
- * added 17 new self-insurers.
- * conducted 6 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 105% of prior year and 18 Self Insurance audits have been completed.



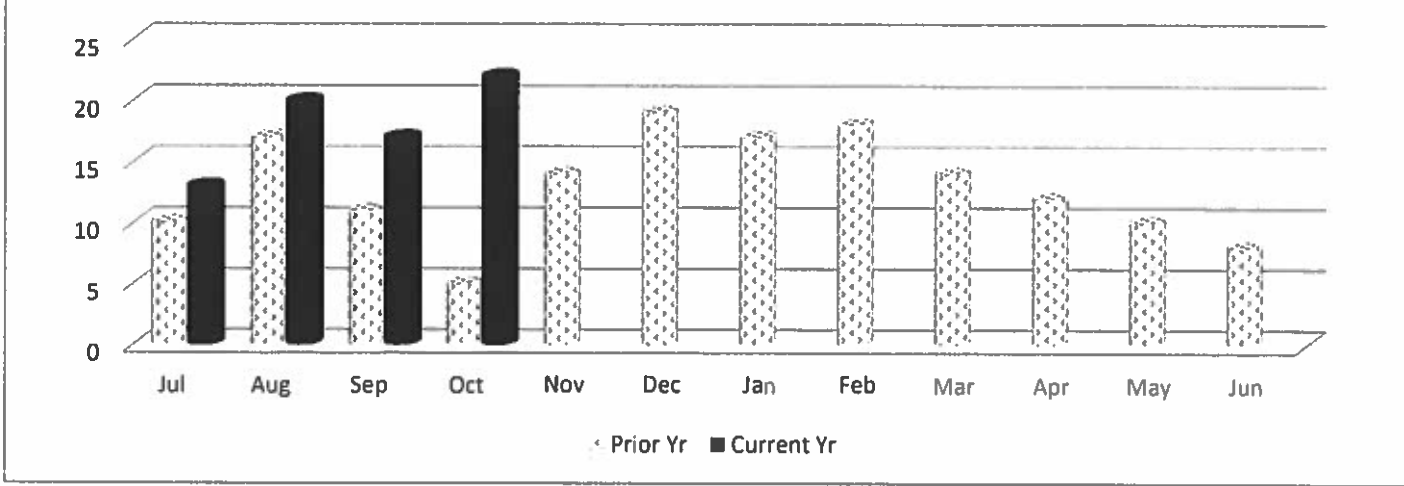
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In October 2014, the Medical Services Division began the month with 17 bills pending review, received an additional 23 bills for review, conducted 18 bill reviews and ended the month with 22 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: November 3, 2014

Subj: Claims Department
October 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.

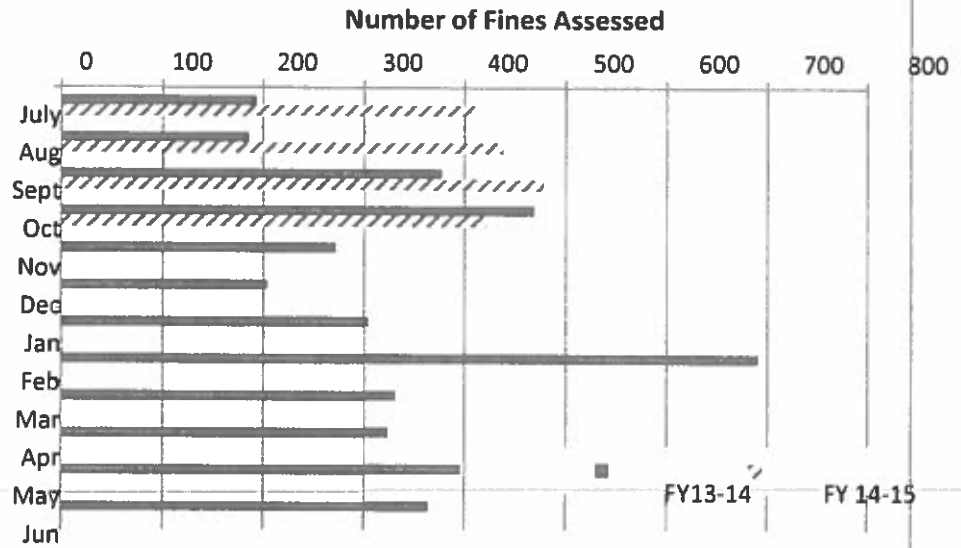
For the month of October 2014, the Claims Department has:

1. Closed 2309 individual case files.
2. Collected \$55,100 in fine revenue.
3. The examiners reviewed 770 individual case files.
4. Examiners are focusing on educating the stakeholders and strongly encouraging stakeholders to email forms.
Training (QBE, Sedgwick, Gallagher, CCMSI): new adjusters/ new to SC WCC
5. Reviewed 2010/ 2011 files have been reviewed and the open files have been integrated into the general file.
6. Emailed forms have increased from 731 (Feb) – 1680 (Oct).

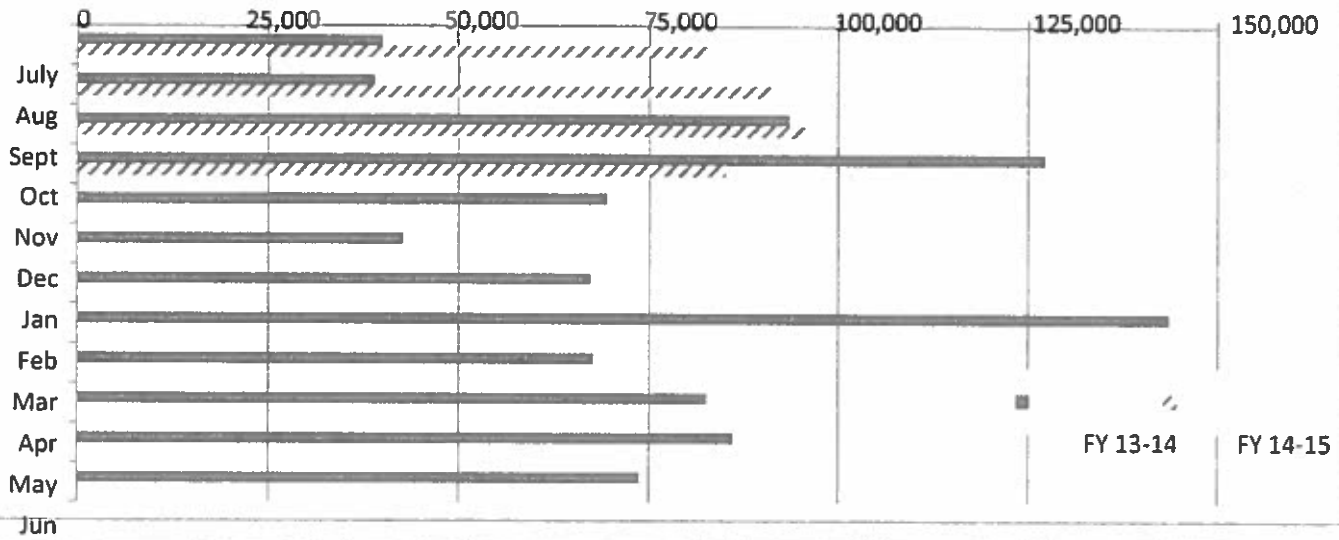
CLAIMS DEPARTMENT - Fine Activity Report October 2014

The number of fines assessed by the Claims Department decreased in number to 421 from 478 in October. The number of Claims fines paid increased from 254 in September to 259 in October.

Total fine dollars assessed in October was \$85,200 a decrease over prior month \$95,700. Fine revenue received in October was \$55,100 an increase over prior month \$51,650.

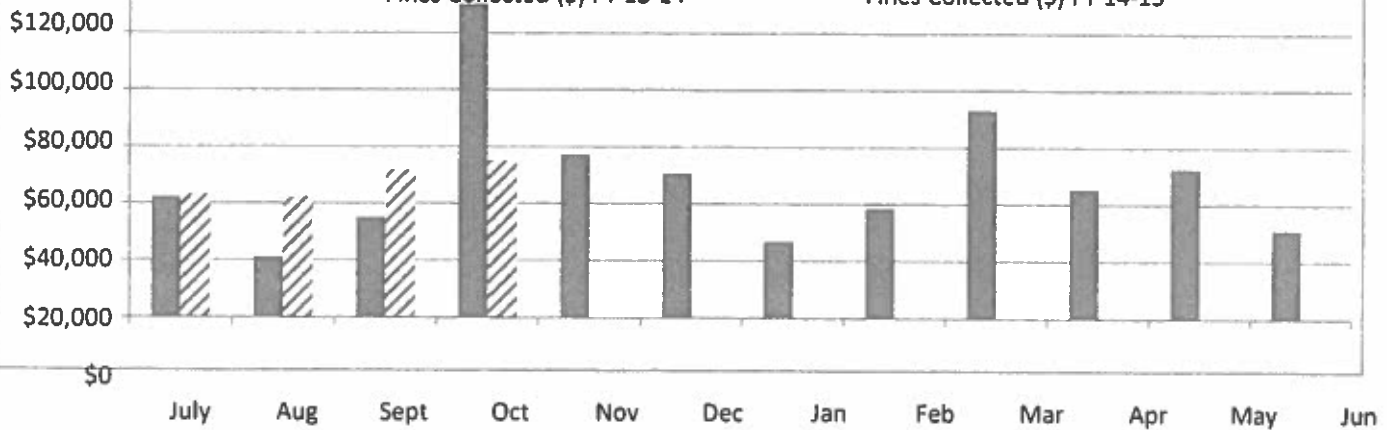


Net Fines Assessed (\$)



Fines Collected (\$) FY 13-14

Fines Collected (\$) FY 14-15



Fines Assessed (#)

	FY 13 -14	FY 14-15
July	193	413
Aug	185	438
Sept	377	478
Oct	469	421
Nov	272	0
Dec	204	0
Jan	304	0
Feb	691	0
Mar	331	0
Apr	324	0
May	396	0
Jun	364	0
Total	4,110	1,750
Mo Avg	343	438

Fines Received (#)

	FY 13-14	FY 14-15
July	162	198
Aug	190	205
Sept	174	254
Oct	459	259
Nov	242	0
Dec	203	0
Jan	138	0
Feb	175	0
Mar	336	0
Apr	219	0
May	214	0
Jun	130	0
Total	2,642	916
Mo Avg	220	229

Net Fines Assessed (\$)*

	FY 13-14	FY 14-15
July	40,000	82,650
Aug	39,000	91,250
Sept	93,500	95,700
Oct	127,250	85,200
Nov	69,350	0
Dec	42,750	0
Jan	67,200	0
Feb	143,600	0
Mar	67,600	0
Apr	82,700	0
May	86,200	0
Jun	73,750	0
Total	932,900	354,800
Mo Avg	77,742	88,700

Fines Collected (\$)

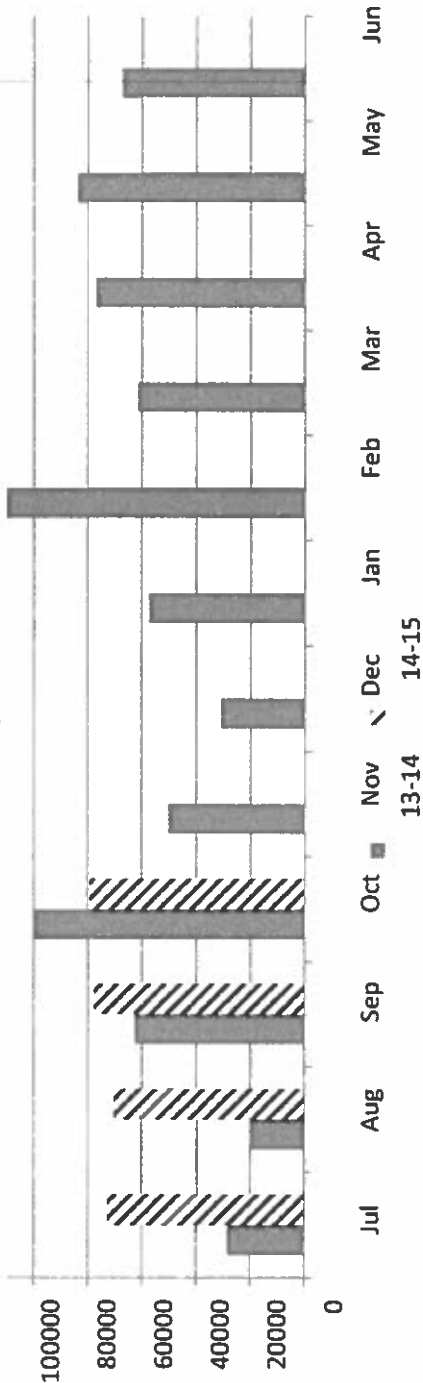
	FY 13-14	FY 14-15
July	\$42,350	43,300
Aug	\$21,200	42,100
Sept	\$35,050	51,650
Oct	\$110,350	55,100
Nov	\$57,425	0
Dec	\$50,900	0
Jan	\$27,000	0
Feb	\$38,550	0
Mar	\$73,100	0
Apr	\$45,350	0
May	\$52,550	0
Jun	\$31,200	0
Total	585,025	192,150
Mo Avg	48,752	48,038

*after reductions and rescinded

FORM 18 FINE ASSESSMENTS

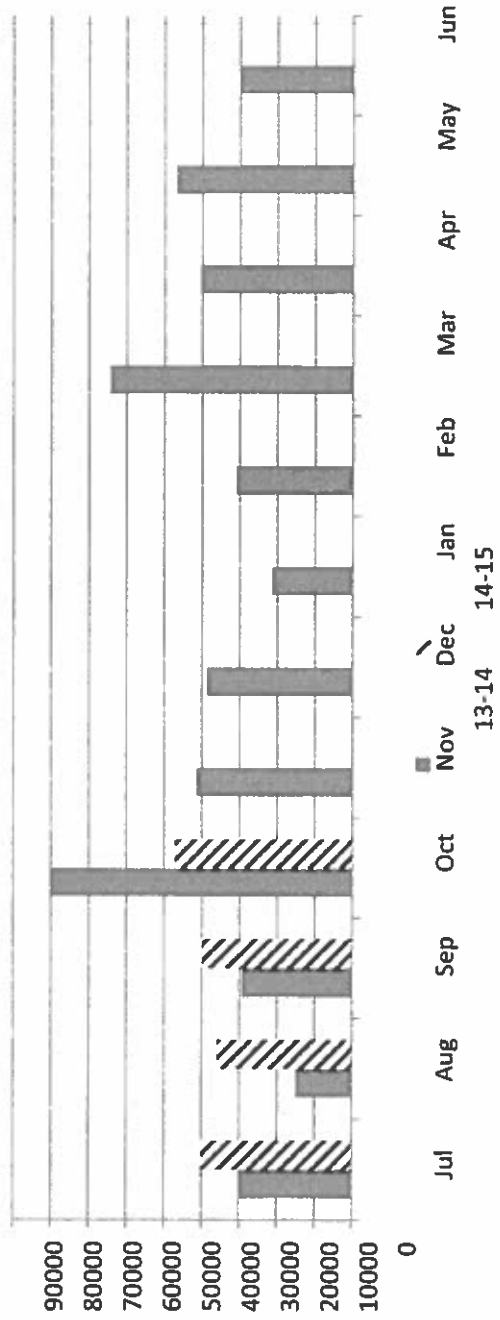
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of October 2014, this has resulted in a increase in Form 18 Fine Assessments to \$79,200 as compared to September 2014 of \$77,600. The actual number of fines assessed increased from 386 in September 2014 to 391 in October 2014.



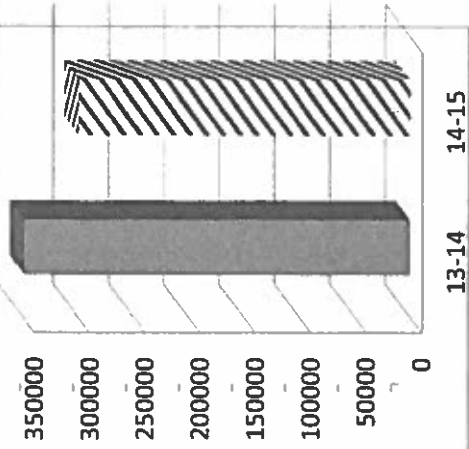
FORM 18 FINE COLLECTION

In October 2014, the Claims Department received payment on Form 18 Fines resulting in revenue of \$47,000.



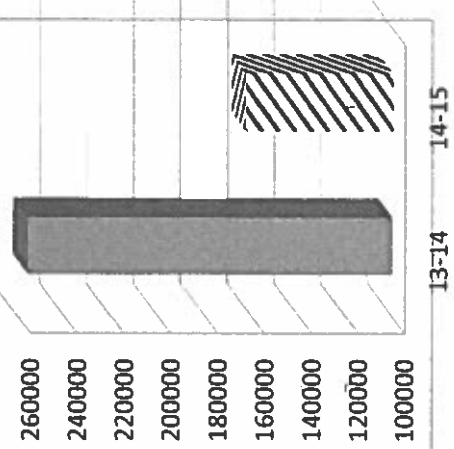
FORM 18 FINE ASSESSMENTS YTD

Form 18 Fine Assessment is trending at 1.15% of prior year assessments.



FORM 18 FINE REVENUE YTD

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



State of South Carolina

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Workers' Compensation Commission

November 5, 2014

To: Gary M. Cannon
Executive Director

From: Amy A. Bracy
Judicial Director

RE: **Monthly Judicial Report**

Please be advised of the following:

There were seventy-three (73) regulatory mediations scheduled and seventeen (17) requested mediations. The Judicial Department was notified of seventy-seven (77) matters resolved in mediation with the receipt of Forms 70.

The Informal Conference system has addressed two hundred fifty-eight (258) cases during the last month.

There were one hundred eight (108) Single Commissioner Hearings conducted during the past month.

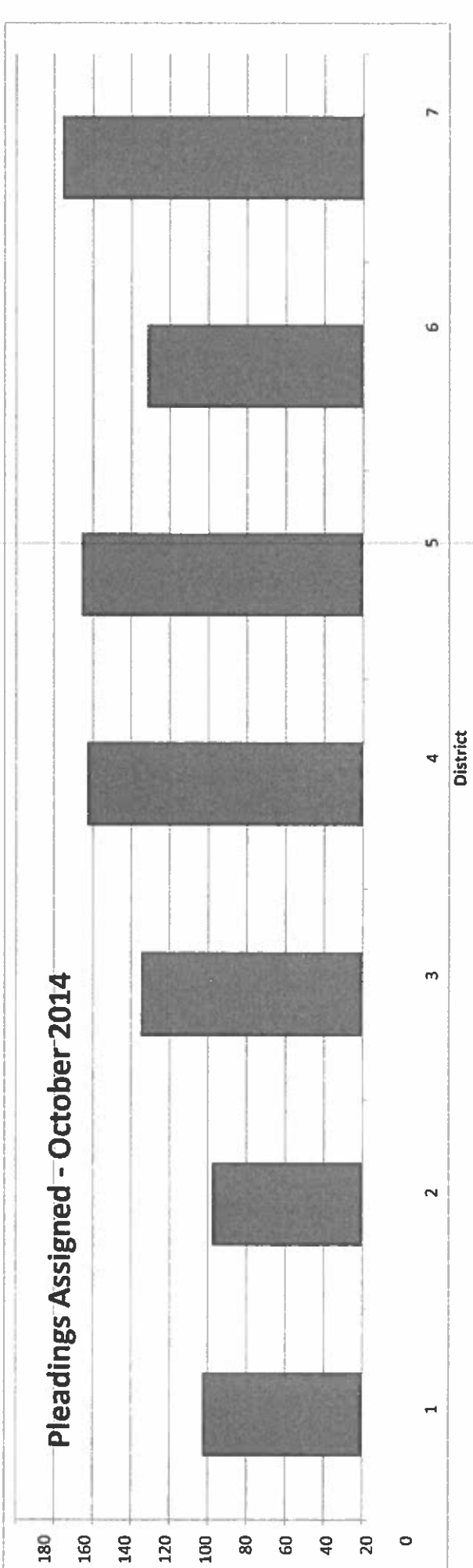
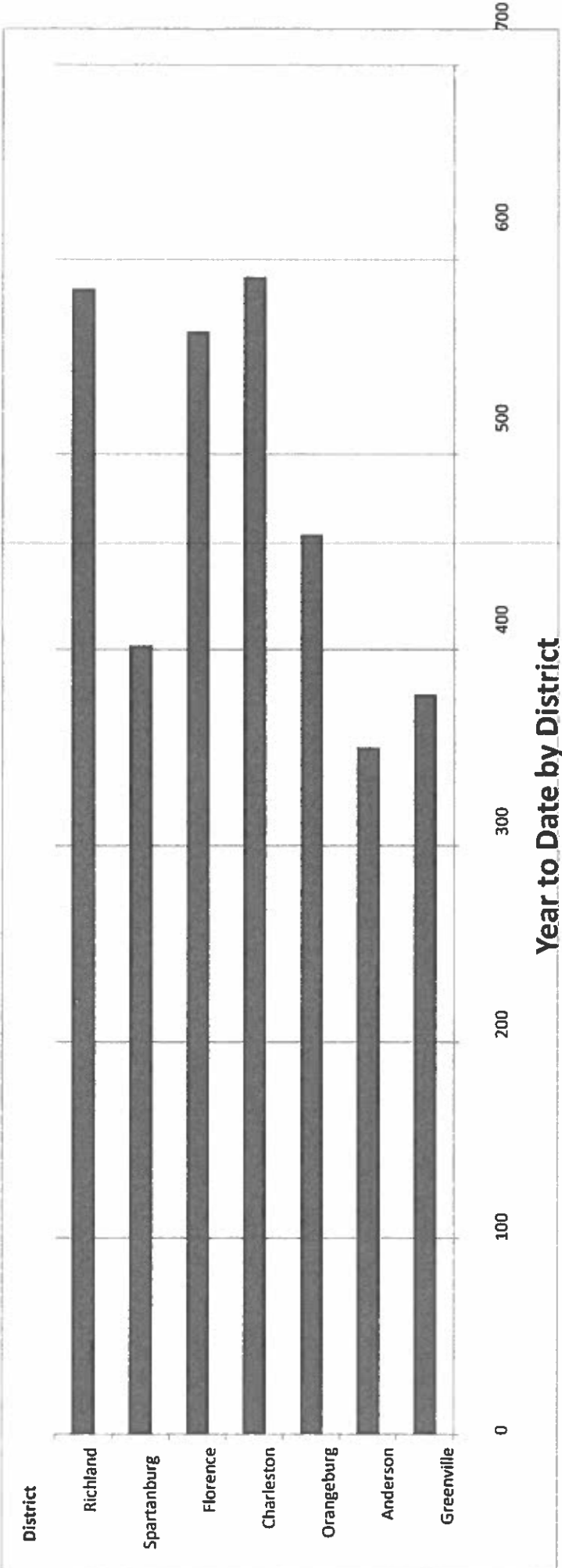
There were fifteen (15) cases appealed to Full Commission during the past month.

Pleadings Assigned

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland					
	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13	14-15	13-14	12-13
Jul	103	119	94	92	96	89	119	121	124	140	164	160	145	117	140	116	111	99	141	135	173			
Aug	86	121	133	96	71	100	120	121	126	153	170	176	146	131	153	104	119	149	164	141	216			
Sep	105	102	95	84	80	100	105	97	101	155	163	144	126	137	101	70	90	107	124	132	144			
Oct	83	124	118	78	84	97	115	128	120	143	170	188	146	159	138	112	106	115	156	160	146			
Nov		115	111		67	99		115	125		163	153		115	139		79	106		112	138			
Dec		78	74		93	80		102	142		123	126		108	118		95	116		113	108			
Jan		92	111		56	106		100	118		151	193		95	128		88	121		119	141			
Feb		93	106		98	98		98	115		157	165		146	114		93	89		106	133			
Mar		101	104		76	90		107	107		121	134		130	143		91	121		128	160			
Apr		98	122		69	73		100	107		144	155		141	108		101	103		150	162			
May		88	67		97	67		124	78		169	134		121	80		100	102		153	107			
Jun		81	98		79	80		95	121		148	163		110	121		79	110		123	144			
Totals	377	1212	1233	350	966	1079	459	1308	1384	591	1843	1891	563	1510	1483	402	1152	1338	585	1572	177			

Pleadings Assigned 2014-15

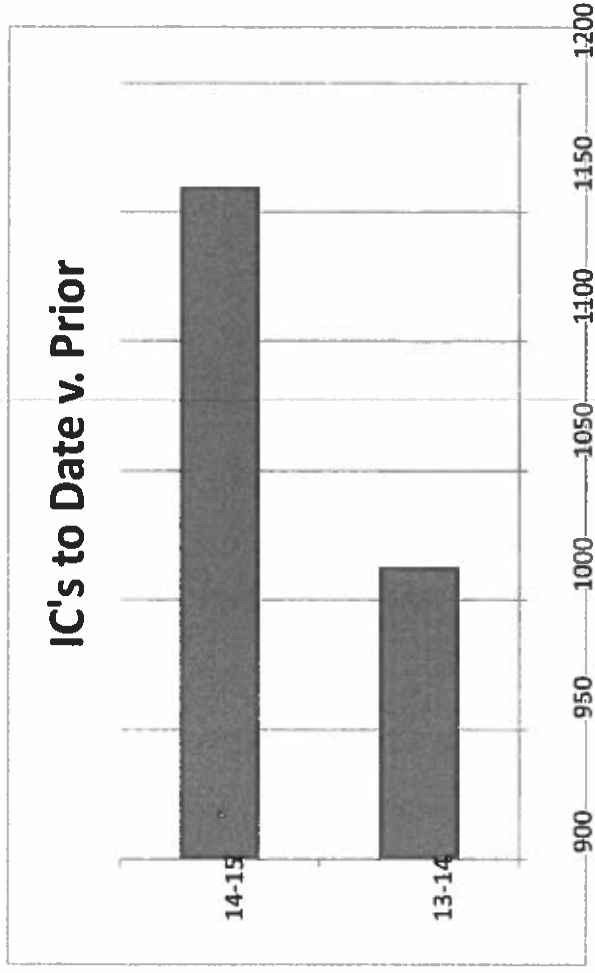




Informal Conf. Conducted

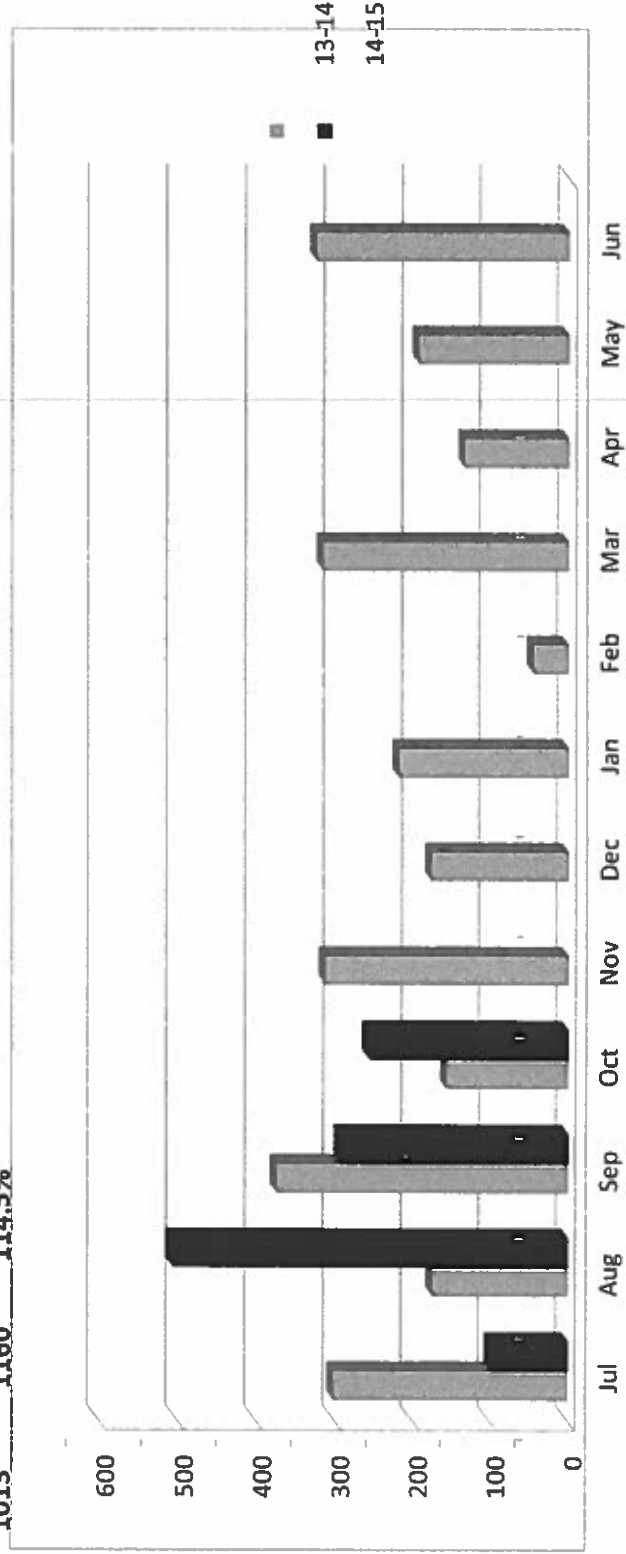
	13-14	14-15	
Jul	303	100	33.0%
Aug	176	508	288.6%
Sep	376	294	78.2%
Oct	158	258	163.3%
Nov	314		0.0%
Dec	178		0.0%
Jan	220		0.0%
Feb	46		0.0%
Mar	317		0.0%
Apr	136		0.0%
May	195		0.0%
Jun	326		0.0%
Total	2745	1160	

IC's to Date v. Prior



13-14 14-15
1013 1160 114.5%

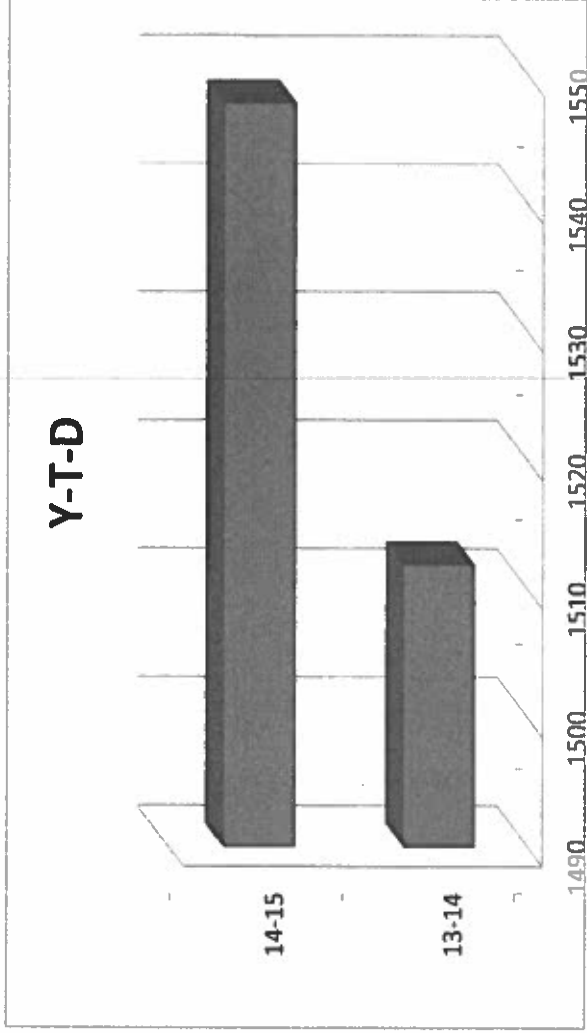
Y-T-D



Informal Conf. Requested

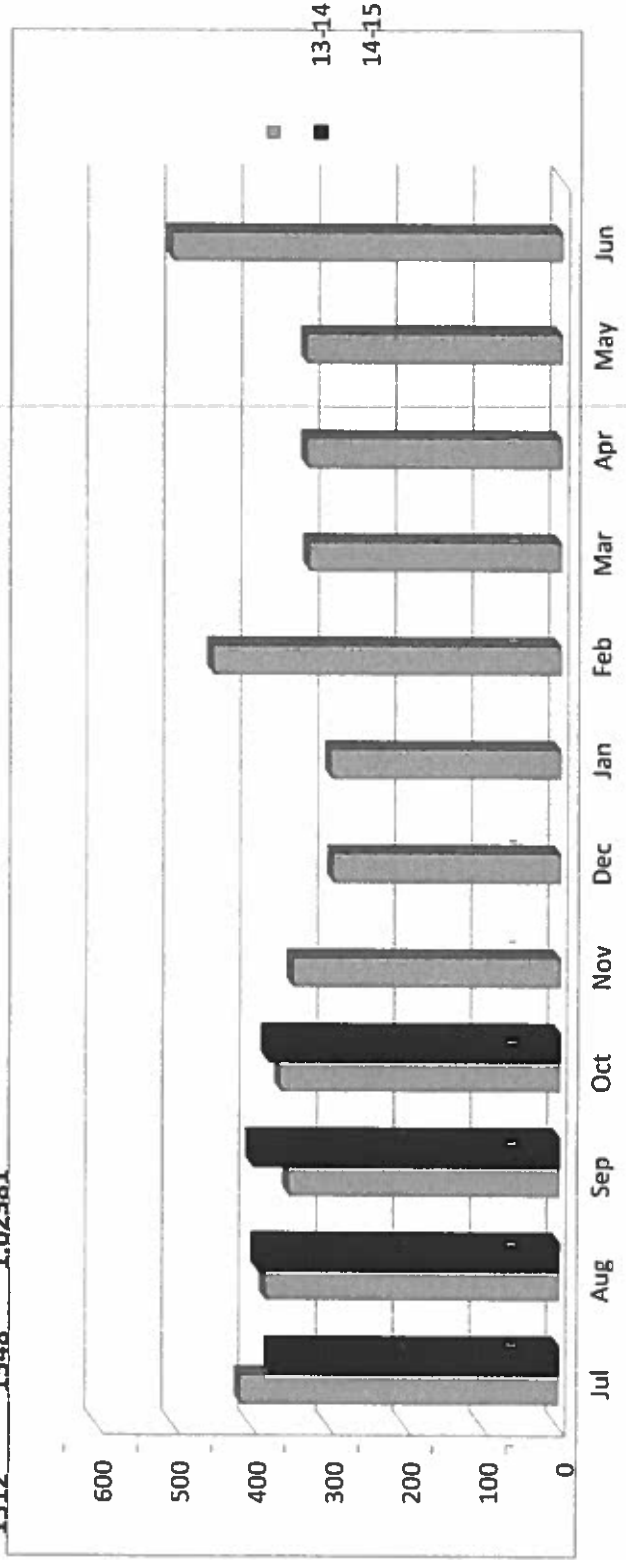
	13-14	14-15
Jul	414	375
Aug	382	393
Sep	352	400
Oct	364	380
Nov	348	
Dec	296	
Jan	299	
Feb	452	
Mar	328	
Apr	331	
May	332	
Jun	506	
Total	4404	1548

Y-T-D



13-14 1512
14-15 1548
1,02381

Y-T-D



State of South Carolina

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Workers' Compensation Commission

Executive Director's Report Gary M. Cannon November 14, 2014

Meetings/Activities

The Executive Director participated in the following meetings/activities:

- November 5 – Met with HR Manager and Department Heads about Human Resources and Security Awareness
- November 5 – Met with IT Director and Legal Counsel about DTO Contract
- November 6-8 – Commissioners and the Executive Director participated in presentations and roundtable discussions at the Injured Workers' Advocates Association's Annual Convention in Asheville, NC
- November 11-13 – Attended the Southern Association of Workers' Compensation Administrators, Executive Committee Meeting and All Committee Conference
- November 14 – Presentation to S.C. Occupational Health Nurses Conference, Charleston

Personnel Changes

Administrative Assistant – IMS Department

Five candidates were interviewed on November 3, 2014 for the position of Administrative Assistant in the Insurance and Medical Services Department. Breanne Jolly, temporary position in Compliance and Coverage, was selected for the position.

Law Clerks

Marlene Johnson-Moore began her law clerkship on Monday, November 3.

Employee Meetings/Staff Training

The Executive Director met with the Department Heads on November 4.

Narcotics Use Advisory Committee

The Narcotics Use Advisory Committee will meet on Thursday, November 20, 2014 at 1:30 p.m. The meeting will take place at the S.C. Pharmacy Association in Columbia.

Constituent /Public Information Services

For the period October 10 through November 7, 2014 the Executive Director's Office and the General Counsel's office had 319 contacts with various system constituents and stakeholders. The Executive Director's office handled 6 Human Resource related contacts in the absence of a Human Resources manager. 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 October 10, 2014 through November 7, 2014, we added 1 individual to the Commission's stakeholder distribution list. A total of 502 individuals currently receive notifications from the Commission.

State of South Carolina

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Workers' Compensation Commission

TO: Commissioners

FROM: Gary Cannon

DATE: November 14, 2014

RE: DTO Information Technology Contract

At the last Business Meeting the Commission voted to carry over the request to approve the contract with DTO (formally DSIT).

Commissioner Wilkerson reviewed the contract and brought to our attention several matters concerning the language in the contract.

I respectfully request the matter be carried over until we have presented our requested changes in the contract to DTO and received a response.

ACTION REQUESTED: Approve motion to carry over the matter.