

A G E N D A

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

September 15, 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 SEPTEMBER 15, 2014 *CHAIRMAN BECK*
2. APPROVAL OF MINUTES OF THE BUSINESS MEETING OF AUGUST 11, 2014 (Tab 1) *CHAIRMAN BECK*
3. GENERAL ANNOUNCEMENTS *MR. CANNON*
4. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. SMITH*
5. DEPARTMENT DIRECTORS' REPORTS *MS. COPELAND*
 - Administration – Financial Report (Tab 3) *MS. HARTMAN*
 - Information Services (Tab 4) *MR. DUFFIELD*
 - Insurance & Medical Services (Tab 5) *MS. SPANN*
 - Claims (Tab 6) *MS. BRACY*
 - Judicial (Tab 7)
6. EXECUTIVE DIRECTOR'S REPORT (Tab 8) *MR. CANNON*
7. OLD BUSINESS *CHAIRMAN BECK*
 - A. Court Reporters Administrative Policies (Tab 9) Mr. Cannon
8. NEW BUSINESS *CHAIRMAN BECK*
 - A. FY 2015-16 Budget Request (Tab 10) Mr. Cannon
9. ADJOURNMENT *CHAIRMAN BECK*

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THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, August 11, 2014

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, August 11, 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
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; Amy Bracy, Judicial Director; Sherry Copeland, Administration Director; Wayne Ducote, Coverage & Compliance Director; W.C. Smith, Self-Insurance Director; and Keith Roberts, Attorney. Also present were: Clara Smith and Gary Christmas, Injured Workers' Advocates.

Chairman Beck called the meeting to order at 10:41 a.m.

Chairman Beck welcomed new Commissioner Mike Campbell, the Governor's appointment to replace former Commissioner Andrea Roche who resigned the Commission effective July 31, 2014. Commissioner Campbell joined the Commission on August 1, 2014.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF JULY 21, 2014

Commissioner Barden moved that the minutes of the Business Meeting of July 21, 2014 be approved. Commissioner McCaskill seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

Gary Cannon, Executive Director, announced that tomorrow, August 12, is the deadline to sign up for the employee picnic on Saturday, August 23, at Saluda Shoals Park. If there is a low response, the event may be cancelled.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Ten (10) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund
Casselman Land & Timber, LLC

SC Home Builders SIF
CB Murray Construction, LLC
Countertops & More, Inc.
Crawlspace Medic, LLC
D Warren Construction, LLC
JCM Electrical, LLC
JGL Construction, LLC
Martinez Trim Carpenters, LLC
Miguel Cordero dba Cordero Masonry
Select Coating, Inc.

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

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 Fiscal Year 2014. Revenue collected for FY 2014 was under budget by 5.55%. 99.2% of State Appropriations were spent and 95.5% of Earmarked Funds were spent for FY 2014.

Ms. Copeland presented the Summary of Revenues and Expenditures for the period ending July 31, 2014. The benchmark for July is 8.33%. The Commission's revenues are at 4.52%, and expenses are at 8.7%.

Information Technology Department

Betsy Hartman presented the Information Services Department's report. Ms. Hartman reported that the purchase order has been processed for Teamia to perform an information security and vulnerability assessment of the Agency's internal and external infrastructure. She anticipates the analysis to be scheduled sometime next week.

IT continues to work closely with the Claims Department on SROI and implementation of electronic submission of the Form 18.

IT will initiate a pilot of the Upload project from single commissioner hearings. She anticipates the Upload feature to go live in September.

Insurance & Medical Services Department

Grant Duffield presented the Insurance & Medical Services Department's report. Mr. Duffield reported that the Compliance Division issued fifteen GEAR employer data files to SC Department of Revenue (SCDOR) to collect outstanding liabilities owed to the Commission. He reported fiscal year to date the Compliance Division has compelled 22 employers in South Carolina to come into compliance with the Act. The Compliance Division's fiscal year-to-date revenue trend is 3% of prior year, and coverage fines collections are at 9% for the same period.

Chairman Beck asked about activity on the on-line proof of coverage application and if there is a way to assess the effectiveness of the process since implementation a little over a year ago. Mr. Duffield said he would look into it.

Claims Department

On behalf of Sonji Spann, Mr. Duffield presented the Claims Department's report. For the month of July, the Claims Department closed 2,588 individual case files. The fine revenue received in July was \$43,300. Claims Examiners reviewed 723 individual case files.

Mr. Duffield said there is an ongoing effort between Claims, Coverage, and Judicial in determining the best way to enter Form 20s when there are multiple employers without adding the secondary employer as a party to the claim.

Judicial Department

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

- 109 regulatory mediations scheduled
- 27 requested mediations
- 94 matters resolved in mediation with the receipt of Forms 70
- Addressed 100 informal conference cases
- 105 Single Commissioner Hearings conducted
- 35 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:

Personnel Recruitment

Amy Bracy was selected for the position of Judicial Director. She began her new responsibilities on August 4.

Fifty-five individuals submitted applications for the Human Resources Manager I position. Five candidates were selected to interview. One candidate withdrew application. Interviews are scheduled for today.

One hundred fifty-six applications were received for the Administrative Coordinator II position in Chairman Beck's Office. Chairman Beck conducted interviews on August 6, 2014.

Constituent/Public Information Services

Mr. Cannon noted the increase in number of contacts is a result of the Executive Director's Office handling 146 matters due to the vacancy of the Human Resources Manager.

S.C. Vocational Rehabilitation Department (SCVRD)

SCVRD staff and Commission staff met on August 6, 2014 to discuss the final stages of implementation for the SCWCC-SCVRD statewide electronic portal to allow access to data. An update will be provided at the September Business Meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Approval of 2015 Commission Calendar

Mr. Cannon presented a recommendation to approve the proposed 2015 Commission Calendar. Following discussion, Commissioner Taylor suggested a change in dates for the December Business Meeting and Appellate Panel Hearings from December 21-22 to December 14 & 15. The Commissioners agreed with Commissioner Taylor's suggested change. Commissioner Wilkerson suggested a change in dates for the January and February Business Meetings and Appellate Panel Hearings to January 12-13 and February 23-24. The Commissioners agreed with Commissioner Wilkerson's suggested change.

Motion to Approve Proposed 2015 Commission Calendar

Commissioner Wilkerson made the motion to adopt the 2015 Commission Calendar as amended. Commissioner Barden seconded the motion, and the motion was approved.

Chairman Beck directed Mr. Cannon to continue to Item C on the Agenda.

C. Medical Services Provider Manual Fee Schedule

Mr. Cannon presented a recommendation to contract with Optum for professional services to conduct an analysis and provide a comparison and update from the 2010 Medical Services Provider fee schedule to a proposed 2014 fee schedule for the amount of \$17,000. Mr. Cannon referred to the legislation passed in 2012 whereby H3111 was signed into law as Act 183. Act 183 places strict limitations upon the degree to which the Fee Schedule can be modified. Any modification of more than 10% within a Fee Schedule service adopted by the Commission, such adoption may be challenged before an Administrative Law Judge. The conditions imposed by Act 183 potentially jeopardize the Commission's ability to help maintain equilibrium within the benefit cost balance of S.C. Workers' Compensation system. To date, the Commission has elected to make no changes to the Fee Schedule. There was discussion. Mr. Cannon stated he would anticipate results within 60 days upon Commission approval of the contract.

Motion to Approve Contract with Optum

Commissioner Taylor made the motion to approve to contract with Optum to provide an analysis and recommend a new fee schedule in the MSPM. Commissioner James seconded the motion, and the motion was approved.

D. Approval of Language for Notice of Hearing Review

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

Motion to Carry Over Approval of Language for Notice of Hearing Review

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

Chairman Beck directed Mr. Cannon to address Item B on the Agenda.

B. Court Reporters Administrative Policies

Mr. Cannon referred to the proposed Court Reporters Policy and presented a recommendation to move into Executive Session to discuss legal issues with regard to the proposed policy before consideration by the Commission.

EXECUTIVE SESSION

Commissioner James moved to adjourn into Executive Session as recommended by Mr. Cannon. Commissioner Barden seconded the motion. The Commission adjourned into Executive Session at 11:19 a.m.

[EXECUTIVE SESSION]

At 11:56 a.m., Commissioner Barden made a motion to arise from Executive Session. Commissioner James seconded the motion, and the motion carried unanimously. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

Motion to Carry Over Court Reporters Administrative Policies

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

ADJOURNMENT

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

The August 11, 2014 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:57 a.m.

Reported September 15, 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 AUGUST 31, 2014
DATE: 09/10/2014

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

- August is the 2nd Fiscal Month of Fiscal Year 2015.
- The benchmark for August is 16.67%. The Commission's revenues are at 11.94% and expenses are at 21.9%.
- There were 65 payment made to vendors, travelers, and other State Agencies
- The following is a summary of each department expenditure benchmarks:

General Fund: Total expenditures are at 21.9%.

Earmark Fund:

Commissioners –

- Total expenditures are at 13% of budget.

Administration –

- Overall the expenditures are 21% of budget.

Claims –

- Expenditures are at 16% of budget.

Insurance & Medical –

- Total expenditures are at 23% of budget

Judicial –

- Total expenditures are at 13% of budget.

Activity Report from the Procurement Office:

	MTD	YTD
SCEIS Shopping Carts- Purchase Orders	19	33
Vendors Contacted for Price Quotes	15	31
Visa Procurement Card Orders Placed	8	14
SC Dept of Corrections Orders Placed	3	3
Staples orders placed	4	8
State Leased Vehicles taken for Service	2	4
GAAP packages completed	4	6

Mail Room Activity:

	MTD	YTD
Files Copied for Outside Parties	218	419

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

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	16.67%
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Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,378,405	\$ 310,880	\$ 1,067,525	22.6%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	480,606	96,458	384,148	20.1%
Total	\$ 1,859,011	\$ 407,337	\$ 1,451,674	21.9%
Carry Forward Money 6100.00	\$ 15,141		\$ 15,141	
	\$ 1,874,152		\$ 1,466,815	

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received thru 08/31/2014	% Received
Training Conference Registration Fee	\$ 5,000	\$ -	0.00%
Sale of Publication and Brochures	8,000	825	10.31%
Workers' Comp Award Review Fee	73,000	10,950	15.00%
Sale of Photocopies	88,000	12,194	13.86%
Workers' Compensation Filing Violation Fee	1,660,000	173,929	10.48%
Sale of Listings and Labels	25,000	2,760	11.04%
Workers' Comp Hearing Fee	562,000	88,495	15.75%
Earmarked Funds - Original Authorization	\$ 2,421,000	\$ 289,153	11.94%
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	\$ 476,850	\$ -	\$ 476,850

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,544,527	\$ 318,279	\$ 1,226,248	20.6%
Taxable Subsistence	50,000	15,949	34,051	31.9%
Other Operating Expenses	1,224,669	193,794	1,030,875	15.8%
Employer Contribution	552,870	122,870	430,000	22.2%
Total Earmarked	\$ 3,372,066	\$ 650,892	\$ 2,721,174	19.3%

TOTAL OTHER APPROPRIATIONS	\$ 3,372,066	\$ 650,892	\$ 2,721,174	19.3%
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South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 July 31, 2014

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				Balance
				Expended July	Year to Date	%	Encumb	
Commissioners								
Salaries	\$ 1,153,234	\$ -	\$ 1,153,234	\$ 167,780	\$ 272,017	24%	\$ -	\$ 881,217
Other Operating Expenditures								
Total Contractual Services	200,094	-	200,094	11,488	17,914	9%	-	182,180
Total Supplies & Materials	12,120	-	12,120	628	648	5%	-	11,472
Total Fixed Charges	159,405	143,000	302,405	308	728	0%	-	15,677
Total Travel	57,600	-	57,600	7,197	9,974	17%	-	49,194
Total Other Operating Exp	429,219	143,000	572,219	19,621	29,265	5%	-	258,522
Total Commissioners	\$ 1,582,453	\$ 143,000	\$ 1,725,453	\$ 187,402	\$ 301,281	17%	\$ -	\$ 1,139,739
Administration								
Salaries	\$ 640,790	\$ -	\$ 640,790	\$ 82,987	\$ 123,927	19%	\$ -	\$ 517,787
Other Operating Expenditures								
Total Contractual Services	154,772	-	154,772	15,938	26,108	17%	-	128,664
Total Supplies & Materials	33,134	-	33,134	4,173	4,333	13%	-	28,978
Total Fixed Charges	131,740	-	131,740	75,986	121,362	92%	-	18,959
Total Travel	20,000	-	20,000	909	2,708	14%	-	17,292
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	339,646	-	339,646	97,006	154,511	45%	-	193,894
Total Administration	\$ 980,436	\$ -	\$ 980,436	\$ 179,993	\$ 278,437	28%	\$ -	\$ 711,680
Claims								
Salaries	\$ 428,856	\$ -	\$ 428,856	\$ 50,285	\$ 80,553	19%	\$ -	\$ 348,303
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	253	253	1%	-	40,317
Total Supplies & Materials	24,600	-	24,600	1,429	1,429	6%	-	23,171
Total Fixed Charges	82,234	75,000	157,234	347	347	0%	-	6,887
Total Travel	100	-	100	-	-	0%	-	100
Total Other Operating Exp	147,504	75,000	222,504	2,029	2,029	1%	-	70,475
Total Claims	\$ 576,360	\$ 75,000	\$ 651,360	\$ 52,315	\$ 82,582	13%	\$ -	\$ 418,778
Insurance and Medical Services								
Salaries	\$ 421,909	\$ -	\$ 421,909	\$ 59,666	\$ 119,352	28%	\$ -	\$ 302,557
Other Operating Expenditures								
Total Contractual Services	98,898	-	98,898	4,830	5,541	6%	-	93,358
Total Supplies & Materials	20,800	-	20,800	508	508	2%	-	20,292
Total Fixed Charges	63,090	52,000	115,090	313	313	3%	-	10,777
Total Travel	1,350	-	1,350	154	154	11%	-	1,350
Total Other Operating Exp	184,138	52,000	132,138	5,805	6,515	5%	-	125,777
Total Insurance and Medical Services	\$ 606,047	\$ 52,000	\$ 658,047	\$ 65,470	\$ 125,867	23%	\$ -	\$ 428,334
Judicial								
Salaries	\$ 328,143	\$ -	\$ 328,143	\$ 30,764	\$ 49,260	15%	\$ -	\$ 278,883
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	192	192	1%	-	35,330
Total Supplies & Materials	12,650	-	12,650	969	969	8%	-	11,681
Total Fixed Charges	70,545	65,300	135,845	313	313	0%	-	4,932
Total Travel	5,445	-	5,445	-	-	0%	-	5,445
Total Other Operating Exp	124,162	65,300	189,462	1,474	1,474	1%	-	57,388
Total Judicial	\$ 452,305	\$ 65,300	\$ 517,605	\$ 32,238	\$ 50,734	10%	\$ -	\$ 336,271
Totals By Departments								
Department Totals								
Commissioners	\$ 1,582,453	\$ 143,000	\$ 1,725,453	\$ 187,402	\$ 301,281	17%	\$ -	\$ 1,139,739
Administration	980,436	-	980,436	179,993	278,437	28%	-	711,680
Claims	576,360	75,000	651,360	52,315	82,582	13%	-	418,778
Insurance & Medical	606,047	52,000	658,047	65,470	125,867	19%	-	428,334
Judicial	452,305	65,300	517,605	32,238	50,734	10%	-	336,271
Total Departmental Expend	\$ 4,197,601	\$ 335,300	\$ 4,532,901	\$ 517,418	\$ 838,902	19%	\$ -	\$ 3,034,803
Employer Contributions	1,033,476	-	1,033,476	114,141	219,328	21%	-	814,148
Total General & Earmarked Funds	\$ 5,231,077	\$ 335,300	\$ 5,566,377	\$ 631,559	\$ 1,058,229	19%	\$ -	\$ 3,848,951

South Carolina Workers' Compensation Commission
14-15 Budget
August 31, 2014

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year to date:				
				Expended August	Year to Date to Date	%	Encumb	Balance
Commissioners								
Salaries								
Chairman	\$ 118,890	\$ -	\$ 118,890	\$ 14,546	\$ 24,244	20%	\$ -	\$ 94,646
Commissioner	684,540	-	684,540	87,890	146,484	21%	-	538,056
Bonus	-	-	-	-	-	-	-	-
Terminal Leave	-	-	-	20,143	20,143	0%	-	(20,143)
Classified Employees	299,804	-	299,804	38,429	65,198	22%	-	234,606
Total Commissioners	1,103,234	-	1,103,234	161,008	256,068	23%	-	847,166
Administration								
Salaries								
Director	\$ 96,976	\$ -	\$ 96,976	\$ 12,364	\$ 20,607	21%	\$ -	\$ 76,369
Bonus	-	-	-	\$ -	\$ -	-	-	-
Classified Positions	46,169	-	46,169	5,886	9,811	21%	-	36,358
Total Administration	143,145	-	143,145	18,251	30,418	21%	-	112,727
Claims								
Salaries								
Classified Positions	\$ 77,223	\$ -	\$ 77,223	\$ 9,563	\$ 15,938	21%	\$ -	\$ 61,286
Temporary Positions	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
Terminal Leave	0	-	-	0	0	-	-	\$ -
Total Claims	77,223	-	77,223	9,563	15,938	21%	-	61,286
Insurance and Medical Services								
Salaries								
Bonus	-	-	0	0	0	-	-	0
Classified Positions	\$ 26,110	\$ -	\$ 26,110	\$ 3,329	\$ 5,548	21%	\$ -	\$ 20,562
Total Ins and Medical Svcs	26,110	-	26,110	3,329	5,548	21%	-	20,562
Judicial								
Salaries								
Bonus	-	-	0	-	-	-	-	0
Classified Positions	\$ 28,693	\$ -	\$ 28,693	\$ -	\$ 2,908	10%	\$ -	\$ 25,785
Total Judicial	28,693	-	28,693	-	2,908	10%	-	25,785
General Funds								
Department Totals								
Commissioners	\$ 1,103,234	\$ -	\$ 1,103,234	\$ 161,008	\$ 256,068	23%	\$ -	\$ 847,166
Administration	143,145	-	143,145	18,251	30,418	21%	-	112,727
Claims	77,223	-	77,223	9,563	15,938	21%	-	61,286
Insurance & Medical	26,110	-	26,110	3,329	5,548	21%	-	20,562
Judicial	28,693	-	28,693	-	2,908	10%	-	25,785
Total Departmental Expend	\$ 1,378,405	\$ -	\$ 1,378,405	\$ 192,151	\$ 310,880	23%	\$ -	\$ 1,067,525
Employer Contributions	480,606	-	480,606	50,561	96,458	20%	-	384,148
Carry Forward money	15,141	-	-	-	-	-	-	-
Total General Fund Appropriations	\$ 1,859,072	\$ -	\$ 1,859,072	\$ 242,712	\$ 407,337	22%	\$ -	\$ 1,451,735

South Carolina Workers' Compensation Commission
2014-15 Budget
August 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended August	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 50,000	\$ -	\$ 50,000	\$ 6,772	\$ 15,949	32%	\$ -	\$ 34,051
Total Salaries	50,000	-	50,000	6,772	15,949	32%	-	34,051
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	326	326	9%	-	3,174
Cellular Phone Service	11,500	-	11,500	765	765	7%	-	10,735
Legal Services/Attorney Fees	149,494	-	149,494	10,397	16,823	11%	-	132,671
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	200,094	-	200,094	11,488	17,914	9%	-	182,180
Supplies & Materials								
Office Supplies	2,900	-	2,900	251	251	9%	-	2,649
Copying Equipment	2,300	-	2,300	-	-	0%	-	2,300
Printing	1,800	-	1,800	340	340	19%	-	1,460
Data Processing Supplies	50	-	50	37	37	74%	-	13
Postage	4,800	-	4,800	-	-	0%	-	4,800
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	628	648	5%	-	11,472
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	308	308	31%	-	692
Rent-Non State Owned Property	143,000	143,000	Transferred to	Administration	-	0%	-	-
Insurance-Workers Comp.	13,806	-	13,806	-	-	0%	-	13,806
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Dues & Memberships	430	-	430	-	420	98%	-	10
Total Fixed Charges	159,405	143,000	16,405	308	728	4%	-	15,677
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	75	75	38%	-	125
In State - Auto Mileage	18,000	-	18,000	2,589	2,589	14%	-	15,411
In State - Subsistence Allowance	9,000	-	9,000	516	(258)	-3%	-	9,258
In State Lodging	-	-	-	341	341	-	-	-
Out State - Meals	100	-	100	51	51	51%	-	49
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Out of State Registration Fees	-	-	-	265	1,227	-	-	-
Leased Car	30,000	-	30,000	3,360	5,949	20%	-	24,051
Total Travel	57,600	-	57,600	7,197	9,974	17%	-	49,194
Total Other Operating Expenditures	429,219	143,000	286,219	19,621	29,265	10%	-	258,522
Total Commissioners	\$ 479,219	\$ 143,000	\$ 336,219	\$ 26,393	\$ 45,214	13%	\$ -	\$ 291,005

South Carolina Workers' Compensation Commission
2014-15 Budget
August 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended August	Year to Date	%	Encumb	Balance
Administration								
Salaries								
Classified Positions	\$ 462,641	\$ -	\$ 462,641	\$ 52,510	\$ 76,838	17%	\$ -	\$ 385,803
Temporary Employees	35,004	-	35,004	11,532	15,747	45%	-	19,257
Ot and Shift Different	-	-	-	693	923	-	-	-
Bonus pay	-	-	-	-	-	-	-	-
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	497,645	-	497,645	64,736	93,509	19%	-	405,060
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	13,376	23,280	22%	-	80,283
Freight Express Delivery	1,800	-	1,800	-	-	0%	-	1,800
Telephone	7,060	-	7,060	789	937	13%	-	6,123
Cellular Phone Service	5,000	-	5,000	467	467	9%	-	4,533
Education & Training Services	5,000	-	5,000	-	-	0%	-	5,000
Attorney Fees	10,000	-	10,000	-	-	0%	-	10,000
General Repair	1,500	-	1,500	-	-	0%	-	1,500
Audit Acct Finance	110	-	110	111	111	101%	-	(1)
Catered Meals	4,000	-	4,000	-	-	0%	-	4,000
Other Professional Services	1,500	-	1,500	750	750	50%	-	750
Other Contractual Services	2,000	-	2,000	445	563	28%	-	1,437
Total Contractual Services	154,772	-	154,772	15,938	26,108	17%	-	128,664
Supplies & Materials								
Office Supplies	9,500	-	9,500	3,626	3,729	39%	-	5,771
Copying Equipment Supplies	4,434	-	4,434	-	-	0%	-	4,434
Printing	3,500	-	3,500	-	-	0%	-	3,500
Data Processing Supplies	2,300	-	2,300	-	-	0%	-	2,300
Postage	8,000	-	8,000	427	427	5%	-	7,573
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	120	0%	-	1,500
Other Supplies	1,000	-	1,000	-	57	0%	-	1,000
Total Supplies & Materials	33,134	-	33,134	4,173	4,333	13%	-	28,978
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	220	221	4%	-	5,779
Rent-Non State Owned Property	95,000	-	95,000	73,614	110,266	116%	-	(15,266)
Rent-Other	11,000	-	11,000	1,462	2,022	18%	-	8,978
Rental -Data processing equip	-	-	-	30	8,581	-	-	-
Insurance-Workers Comp	7,490	-	7,490	-	-	0%	-	7,490
Insurance-Non State	750	-	750	-	-	0%	-	750
Dues and Memberships	5,000	-	5,000	-	271	5%	-	4,729
Sales Tax Paid	6,500	-	6,500	660	-	0%	-	6,500
Total Fixed Charges	131,740	-	131,740	75,986	121,362	92%	-	18,959
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	1,000	-	1,000	129	129	13%	-	871
Reportable Meals	1,000	-	1,000	-	-	0%	-	1,000
In State - Lodging	1,000	-	1,000	85	85	8%	-	915
In State - Registration Fees	2,000	-	2,000	660	660	33%	-	1,340
Leased Car	15,000	-	15,000	925	1,834	12%	-	13,166
Total Travel	20,000	-	20,000	909	2,708	14%	-	17,292
Equipment								
Equipment Data Processing- PC's	-	-	-	-	-	0%	-	-
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Expenditures	339,646	-	339,646	97,006	154,511	45%	-	193,894
Total Administration	\$ 837,291	\$ -	\$ 837,291	\$ 161,742	\$ 248,019	30%	\$ -	\$ 598,954

South Carolina Workers' Compensation Commission
2014-15 Budget
 August 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended August	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 331,158	\$ -	\$ 331,158	\$ 40,723	\$ 64,615	20%	\$ -	\$ 266,543
Temporary Positions	20,475	-	20,475	-	-	0%	-	20,475
Terminial Leave	-	-	-	-	-	0%	-	-
Total Salaries	351,633	-	351,633	40,723	64,615	18%	-	287,018
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	253	253	6%	-	3,747
Cellular Phone Service	1,720	-	1,720	-	-	0%	-	1,720
Total Contractual Services	40,570	-	40,570	253	253	1%	-	40,317
Supplies & Materials								
Office Supplies	2,000	-	2,000	545	545	27%	-	1,455
Copying Equipment	2,535	-	2,535	-	-	0%	-	2,535
Printing	2,430	-	2,430	-	-	0%	-	2,430
Data Processing Supplies	3,035	-	3,035	-	-	0%	-	3,035
Postage	14,000	-	14,000	884	884	6%	-	13,116
Maint/Janitorial Supplies	500	-	500	-	-	0%	-	500
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	24,600	-	24,600	1,429	1,429	6%	-	23,171
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	347	347	14%	-	2,153
Rent-Non State Owned Property	75,000	75,000	Transferred to	Administration	-	100%	-	-
Insurance Workers Comp	2,800	-	2,800	-	-	0%	-	2,800
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	75,000	7,234	347	347	5%	-	6,887
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	-	-	-	-	-	0%	-	-
Reportable Meals	50	-	50	-	-	0%	-	50
Total Travel	100	-	100	-	-	0%	-	100
Total Other Operating Expenditures	147,504	75,000	72,504	2,029	2,029	3%	-	70,475
Total Claims	\$ 499,137	\$ 75,000	\$ 424,137	\$ 42,752	\$ 66,644	16%	\$ -	\$ 357,493

South Carolina Workers' Compensation Commission

2014-15 Budget

August 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended August	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	395,799	-	395,799	56,337	110,577	28%	-	285,222
Temporary Employees	-	-	-	-	3,227	0%	-	(3,227)
Terminal Leave	0	-	0	0	0	0%	-	-
Total Salaries	395,799	-	395,799	56,337	113,804	29%	-	281,995
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	-	-	0%	-	55,000
Telephone	2,300	-	2,300	266	266	12%	-	2,034
Cell Phone	1,000	-	1,000	91	91	9%	-	909
Catered Meals	1,600	-	1,600	-	-	0%	-	1,600
Other Professional Services	38,298	-	38,298	4,473	4,473	12%	-	33,825
Other Contractual Services	500	-	500	-	711	142%	-	(211)
Total Contractual Services	98,898	-	98,898	4,830	5,541	6%	-	93,358
Supplies & Materials								
Office Supplies	9,000	-	9,000	175	175	2%	-	8,825
Copying Equipment	2,500	-	2,500	-	-	0%	-	2,500
Printing	2,500	-	2,500	-	-	0%	-	2,500
Data Processing Supplies	500	-	500	39	39	8%	-	461
Postage	5,000	-	5,000	293	293	6%	-	4,707
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	508	508	2%	-	20,292
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	313	313	13%	-	2,187
Rent-Non State Owned Property	52,000	52,000	-	Transferred to	Administration	100%	-	-
Rent-Other	2,000	-	2,000	-	-	0%	-	2,000
Insurance-State	2,500	-	2,500	-	-	0%	-	2,500
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	-	-	0%	-	3,000
Total Fixed Charges	63,090	52,000	11,090	313	313	3%	-	10,777
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	400	-	400	-	-	0%	-	400
In-State Registration	100	-	100	-	-	0%	-	100
Miles	-	-	-	154	154	-	-	-
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	-	0%	-	700
Total Travel	1,350	-	1,350	154	154	11%	-	1,350
Total Other Operating Expenditures	184,138	52,000	132,138	5,805	6,515	5%	-	125,777
Total Insurance and Medical Services	\$ 579,937	\$ 52,000	\$ 527,937	\$ 62,141	\$ 120,319	23%	\$ -	\$ 407,772

South Carolina Workers' Compensation Commission
2014-15 Budget
 August 31, 2014

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Expended August	Year to Date	%	Encumb	Balance
Judicial								
Salaries								
Classified Positions	\$ 299,450	\$ -	\$ 299,450	\$ 30,764	\$ 46,352	15%	\$ -	\$ 253,098
Temporary Employees	0	-	0	0	0	0%	-	-
Total Salaries	299,450	-	299,450	30,764	46,352	15%	-	253,098
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	192	192	8%	-	2,308
Cellular Phone Service	1,120	-	1,120	-	-	0%	-	1,120
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	35,522	-	35,522	192	192	1%	-	35,330
Supplies & Materials								
Office Supplies	2,000	-	2,000	579	579	29%	-	1,421
Copying Equipment Supplies	2,500	-	2,500	-	-	0%	-	2,500
Printing	2,000	-	2,000	-	-	0%	-	2,000
Data Processing Supplies	2,500	-	2,500	39	39	2%	-	2,461
Postage	3,380	-	3,380	352	352	10%	-	3,028
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	969	969	8%	-	11,681
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	73	73	2%	-	2,927
Rent-Non State Owned Property	65,300	65,300	Transferred to Administration	-	-	100%	-	-
Rent-Other	125	-	125	240	240	192%	-	(115)
Insurance Workers Comp	2,000	-	2,000	-	-	0%	-	2,000
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	70,545	65,300	5,245	313	313	6%	-	4,932
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	-	-	0%	-	2,200
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	-	-	0%	-	5,445
Total Other Operating Expenditures	124,162	65,300	58,862	1,474	1,474	3%	-	57,388
Total Judicial	\$ 423,612	\$ 65,300	\$ 358,312	\$ 32,238	\$ 47,826	13%	\$ -	\$ 310,486
Earmarked Funds								
Department Totals								
Commissioners	\$ 479,219	\$ 143,000	\$ 336,219	\$ 26,393	\$ 45,214	13%	\$ -	\$ 291,005
Administration	837,291	(335,300)	1,172,591	161,742	248,019	21%	-	924,572
Claims	499,137	75,000	424,137	42,752	66,644	16%	-	357,493
Insurance & Medical	579,937	52,000	527,937	62,141	120,319	23%	-	407,618
Judicial	423,612	65,300	358,312	32,238	47,826	13%	-	310,486
Total Departmental Expend	\$ 2,819,196	\$ -	\$ 2,819,196	\$ 325,267	\$ 528,022	19%	\$ -	\$ 2,291,174
Employer Contributions	552,870	-	552,870	63,580	122,870	22%	-	430,000
Total Earmarked Funds	\$ 3,372,066	\$ -	\$ 3,372,066	\$ 388,847	\$ 650,892	19%	\$ -	\$ 2,721,174
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

State of South Carolina

1333 Main St, Suite 500
P.O. Box 1715
Columbia, S.C. 29202-1715



Tel: (803) 737-5700
Fax: (803) 737-1258
www.wcc.sc.gov

Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Betsy Hartman
IT Director
Date: September 11, 2014
Subject: IT Department August 2014 Full Commission Report

IT Department Activities for the Month of August 2014

- Production issues
 - Multiple Secure Email issues - resolved
 - EDI RIs3
 - Testing with new direct TPA for FROI R3
 - Processing error research and resolution
 - Working with Data, Barbara James
 - Progress
 - Ad Hoc reports
 - Upload process modifications
 - POC EDI
 - Coverage processing questions
 - 12M Invoice Modifications
 - OnBase Document Type Deployment
 - Awards Process modifications (808)
 - Appeals Assignment process evaluation
- Desktop support
 - Multiple Password Resets
 - Printer issues
 - New PC/Laptops and monitors deployed
 - HR – Mimi Love
 - Adobe upgrade for all AA's
 - Issue with stamp – Barbara Cheeseboro
- ELT projects
 - Upload
 - Loaded all code to production
 - Upload modifications
 - Production database schema modifications (Codes Table)
 - Validating Production
 - Creating user manual for AA's on processing documents recieved
 - Development of implementation – soft launch 9/15/2014
 - Upload Testing
 - SROI – Form 18
 - Set weekly Team meetings
 - Completed Event Table Document
 - Started on Element Requirement Table
 - Sonji Spann tasked with looking at other states and working with Faith Howell at IAIABC on implementation assistance.
- DIS Policies
 - Started nGuard assessment
 - Penetration testing of all web applications started 9/8/2014
 - Structured interviews
 - WCC IT personnel 9/10/2014
 - DTO Technical staff 9/15/2015

Committee/Conferences attended in July 2014

- IT Training Center Business Advisory Council – Vocational Rehabilitation
- SC Quality Forum Governors' Quality Award
 - Steering Committee meeting
 - Boss User group conference call
 - Final judges call for award of applicant.
 - Conference set up
 - Speakers
 - Marketing
- DTO meetings
 - VPN 2 factor authentication implementation
 - Contract
 - DTO Survey meeting
 - Debug two factor authentication issue on eCase

WCC IT Projects Status Report									
Period Ending	7/30/2014				Status Key:	Not Started	On Track	Timing	Project Status
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 15 Section I and II, Form 15 B.								
4	Refine existing and define future performance metrics to assist Commission leadership and staff in the ongoing performance evaluation of the agency.								
5	Implement system to receive and process all Commission forms electronically including the scanning of all incoming case file documentation for electronic reference.								
6	Replace the claims manual review processes with electronic review and electronic notification of deficiency.								
7	Provide access to 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	7/23/2014	TBD	Sorji Spann	Developed Event Table Documentations Starting on Element Requirement Table
2, 14	Team 2 -Electronic Access	Upload from eCase user	50	11/1/2013	9/15/2014	Betsy Hartman	Completed workflow Development of soft launch implementation set for 9/15/2014
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 view	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 prnontize what security issues should be addresses and in what order	150+	11/2013 or before	7/1/2016	Betsy Hartman	Full Commission Approved procurement of Assessment Services with Teamia
	Team 12 - Personal security issues	Ensure the security of the Commission (facility, personnel, hearing venues and visiting constituents)	TBD	TBD	TBD	Wayne Ducote	Could be part of Security Policies
	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	td	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	Pad 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: 10 – Sept – 2014

Subj: Insurance and Medical Services Department
August 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. Observing fewer employers in non-compliance.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 transition in October.4. Training new staff member.5. Lapse in Coverage: 18 new subscribers; 3 notifications |
| Medical Services | <ol style="list-style-type: none">1. Identifying edits needed within the Medical Services Provider Manual.2. Working with Optum to conduct fee schedule update proposal.3. Develop and review 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. |

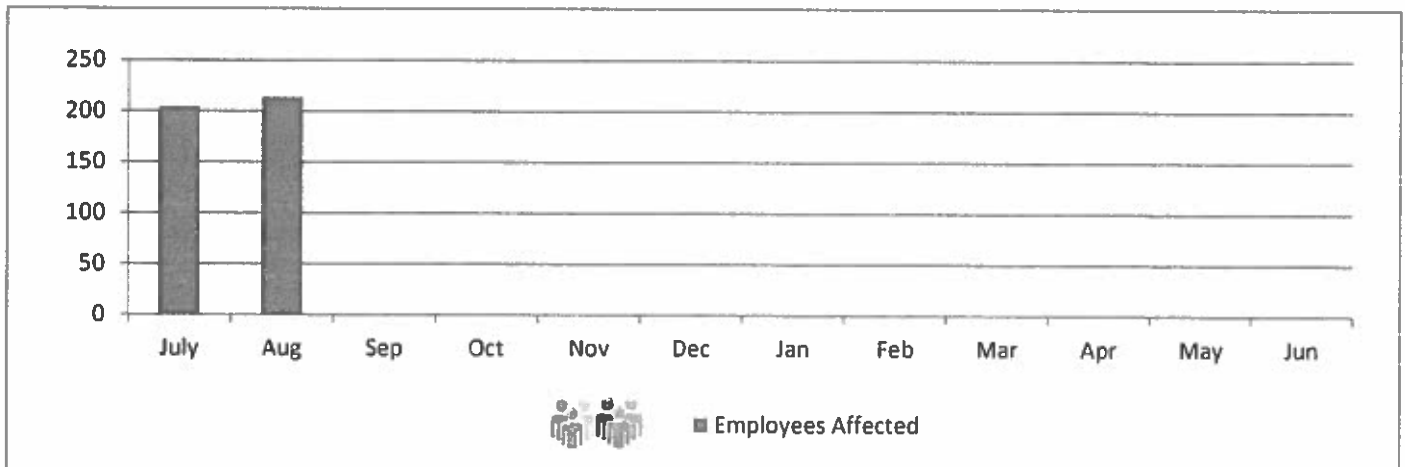
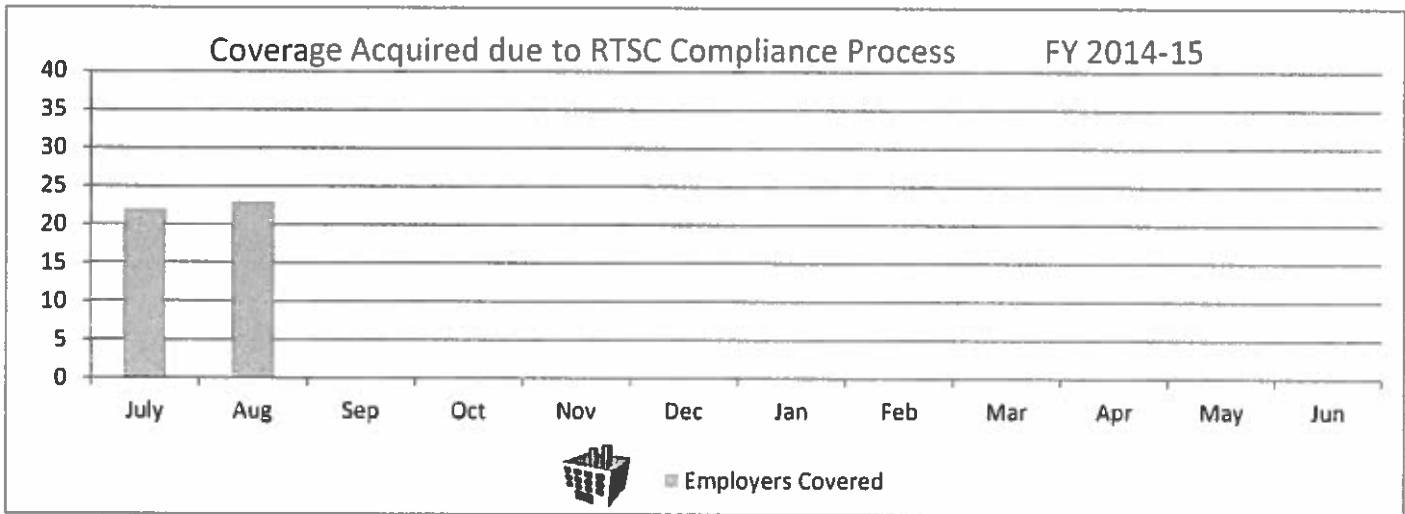
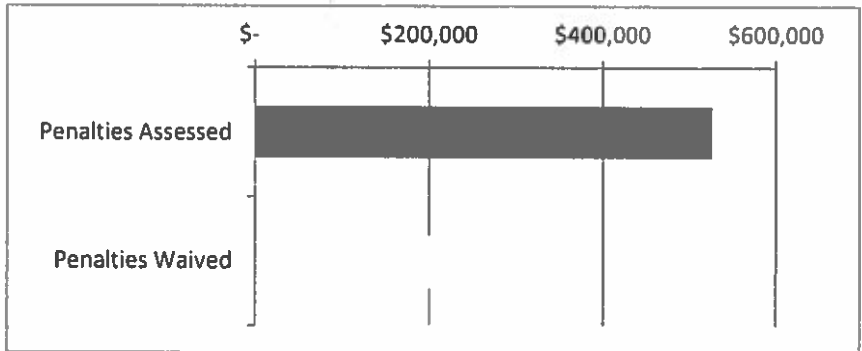
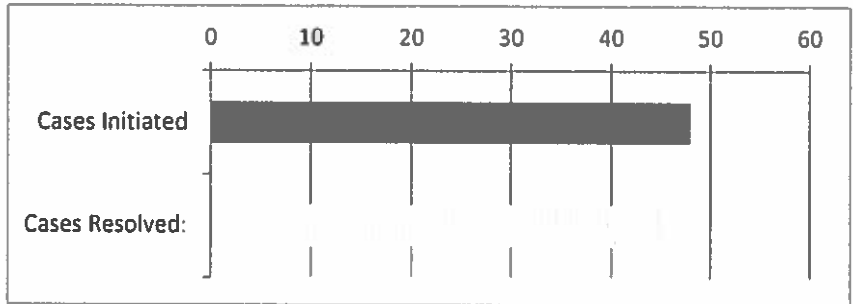
Mr. Cannon, while this summary is in no way all-inclusive, it may serve to assist you and our Commissioners in understanding the key initiatives underway in the IMS Department and provide measures by which the Department's effectiveness can be gauged. IMS welcomes any guidance that you and/or our Commissioners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

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 45 employers in South Carolina to come into compliance with the Act. In so doing, approximately 419 previously uninsured workers are now properly covered.

Penalties Waived

Although the Division has assessed .5 million dollars in fines, over 45% of those fines (\$.23m) 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 August 2014 with 342 cases active, compared to an active caseload of 335 at the close of August 2013.

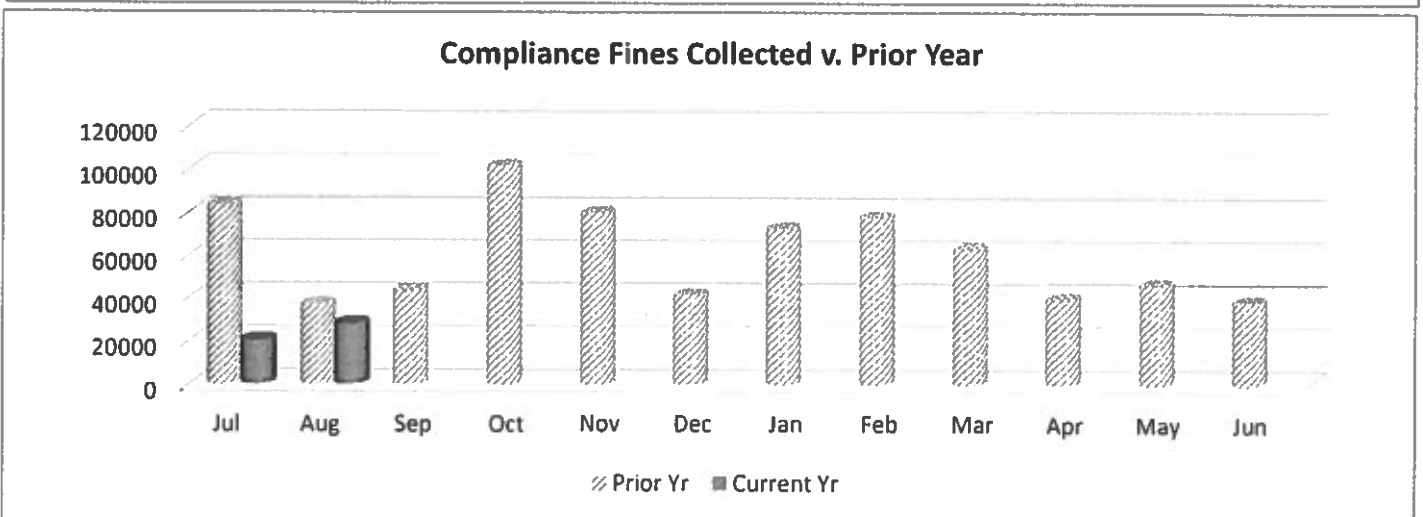
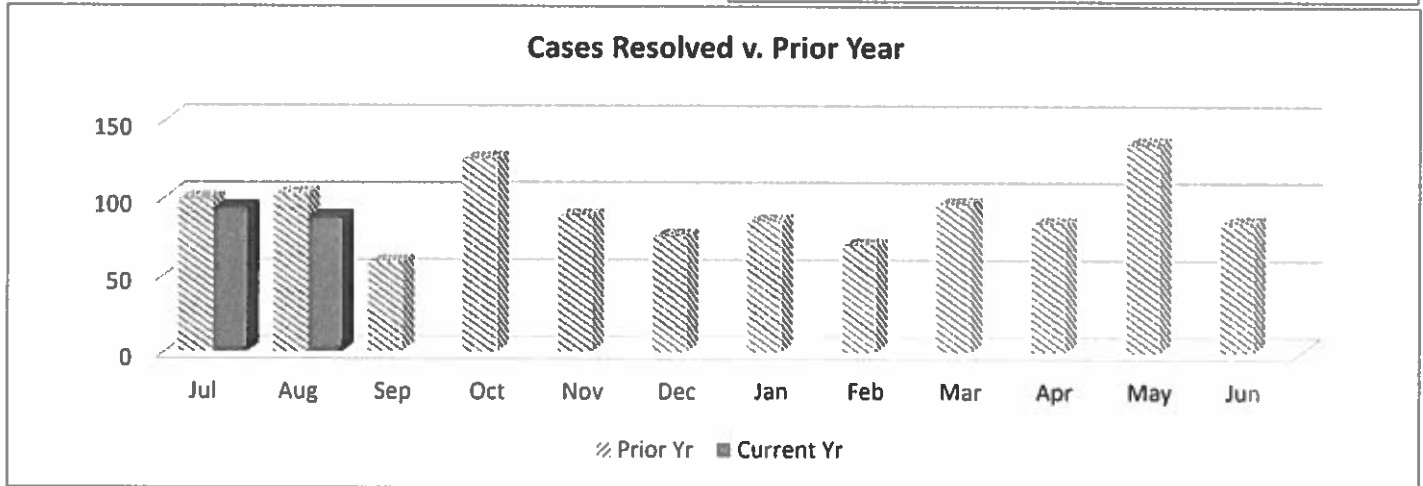
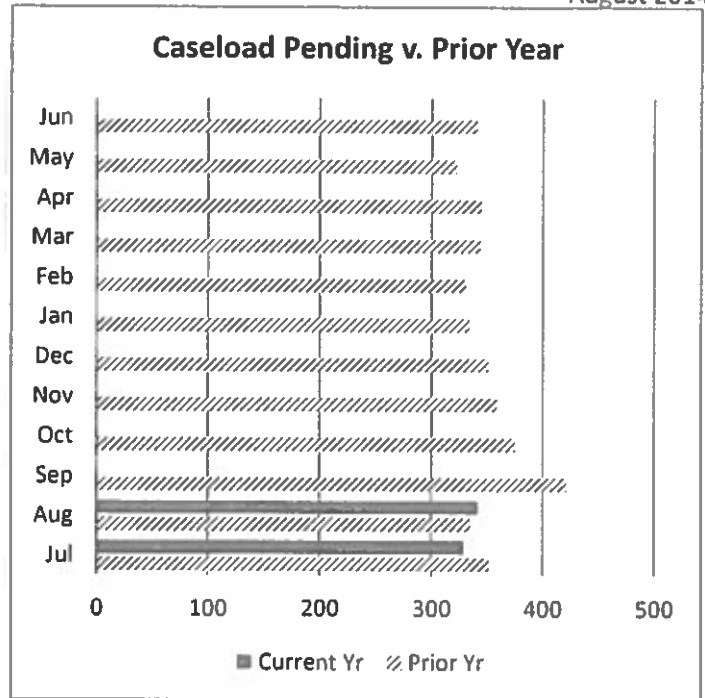
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of August 2014, Compliance Division staff closed-out 87 cases.

Compliance Fines:

In August 2014, the Compliance Division collected \$28,217 in fines and penalties. Year to Date, the Compliance Division has collected \$48,684 in fines which represents 7% of prior year's year-end collection (\$725,776). The Compliance Division Year-to-Date revenue trend is 40% of prior year.

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



IMS COVERAGE DIVISION

August 2014

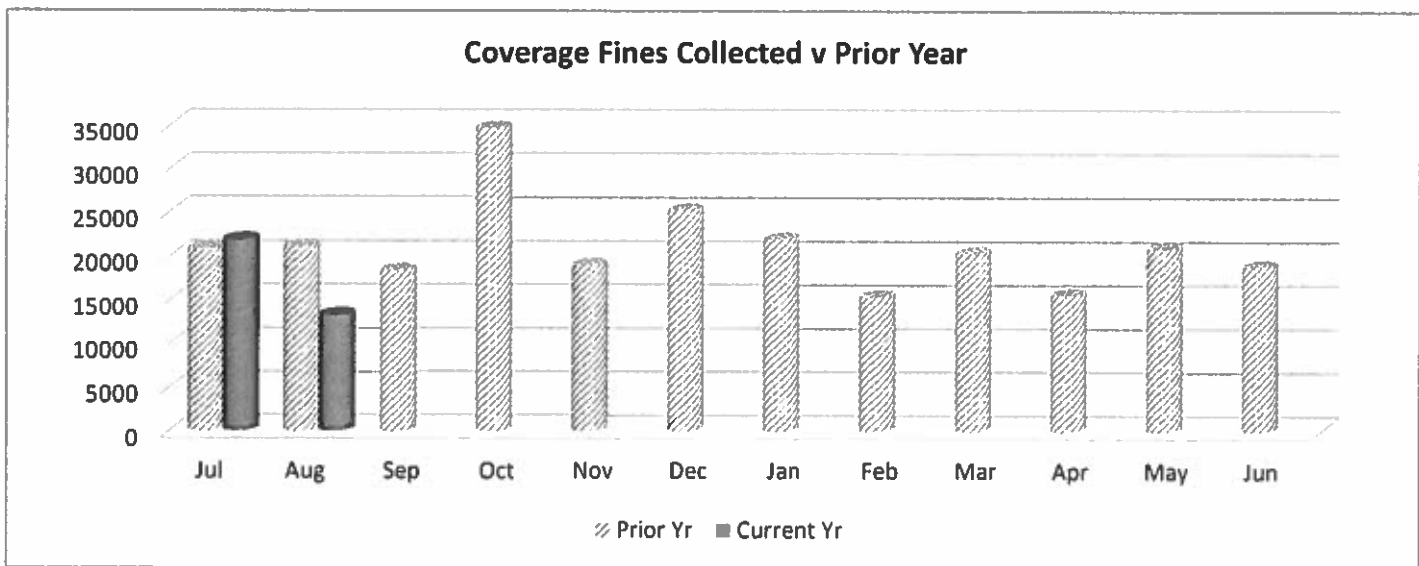
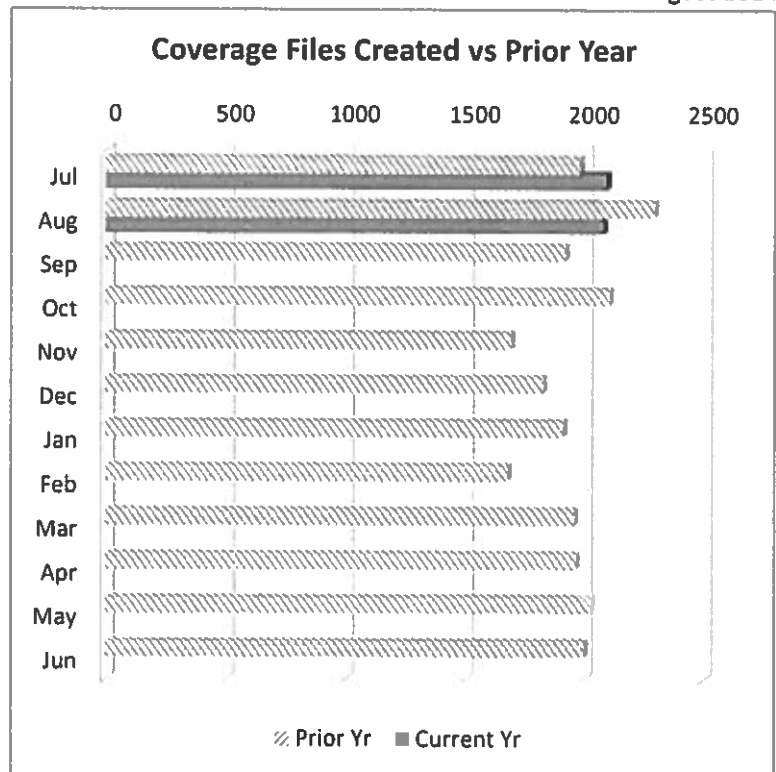
WCC Claim Files:

In August 2014, the Coverage Division received a total of 2,096 WCC Claim files. Of these, 1,714 were created electronically, and 367 were submitted in hard copy format. Year to Date, 4,177 Claim files have been created which is 17% of claim file volume prior year (23,369).

Coverage Fines:

The Coverage Division collected \$13,250 in fine revenue in August 2014, as compared to \$21,125 in Coverage fines/penalties accrued during August 2013. Year on Year, Coverage fines are at 14% of collections for prior year.

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



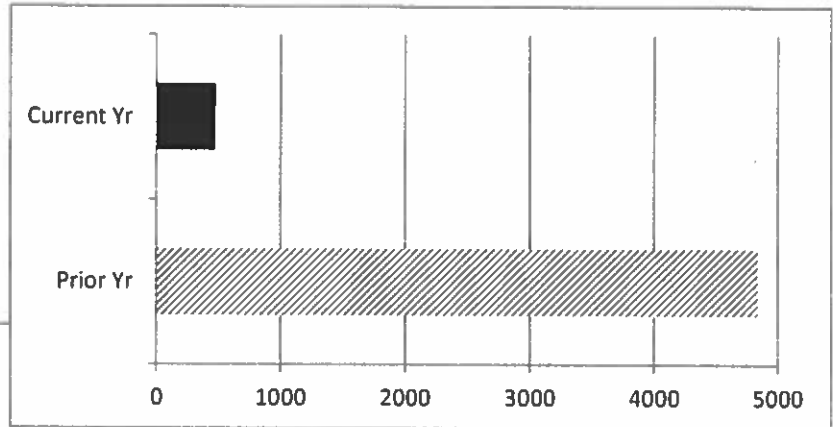
IMS SELF INSURANCE DIVISION

August 2014

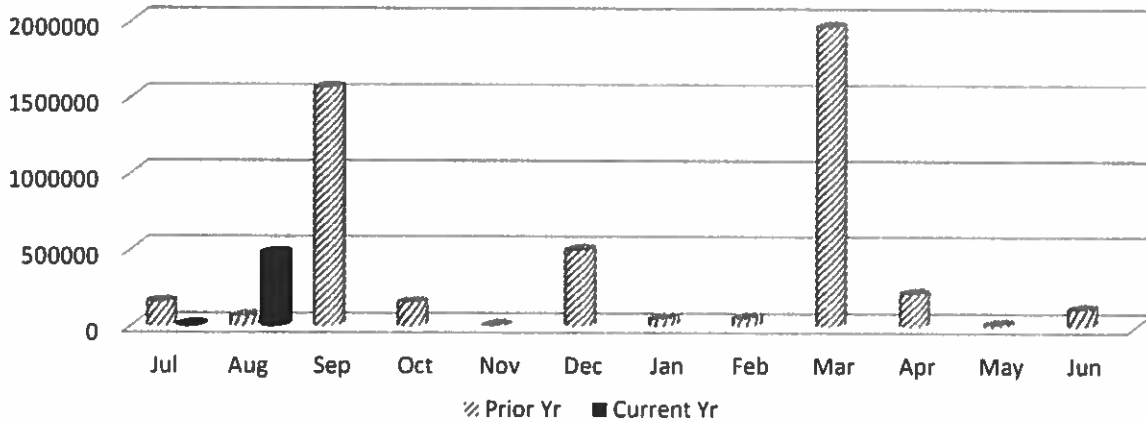
During the month of August 2014, the Self Insurance Division:

- * collected \$473,230 in self-insurance tax.
- * added 10 new self-insurers.
- * conducted 3 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 217% of prior year and 8 Self Insurance audits have been completed.



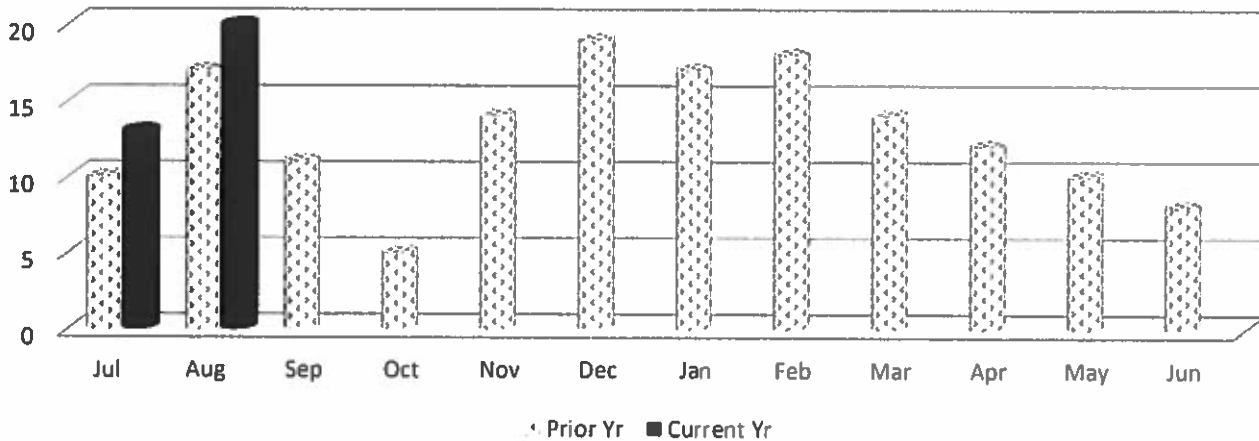
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

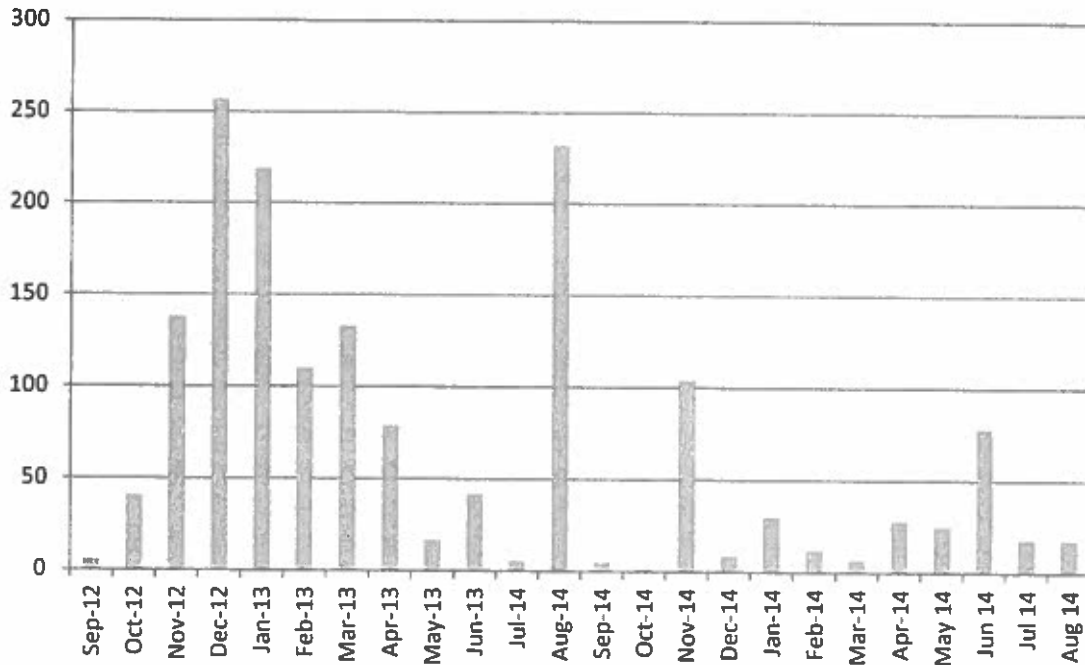
In August 2014, the Medical Services Division began the month with 13 bills pending review, received an additional 17 bills for review, conducted 10 bill reviews and ended the month with 13 bills pending.

Medical Bills Pending Review v. Prior Year

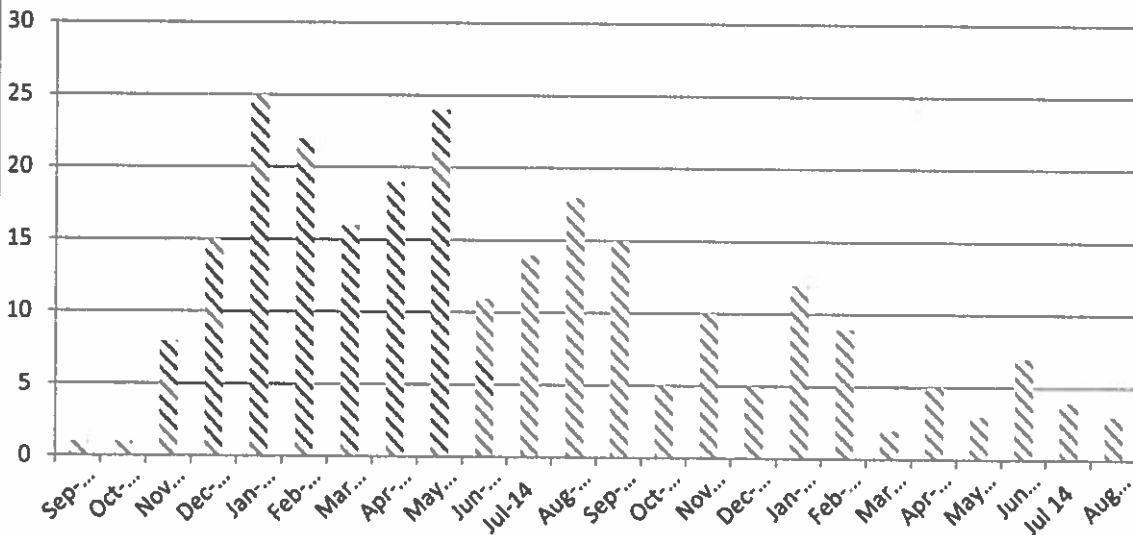


The SCWC Act holds that an entity contracting with another party for services may be held liable for occupational injuries or death sustained by employees of the subcontractor if the subcontractor fails to maintain a workers' compensation insurance policy. Through a cooperative effort with the South Carolina Home Builders Association, the SCWCC has developed and deployed a web-based application that allows contractors to receive notification if a subcontractor's workers' compensation policy lapses during the policy term.

Number of New Registrations for Lapse in Coverage



Number of Lapse in Coverage Notifications Issued



State of South Carolina



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Sonji Spann
Claims Director

Date: September 8, 2014

Subj: Claims Department
August 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.

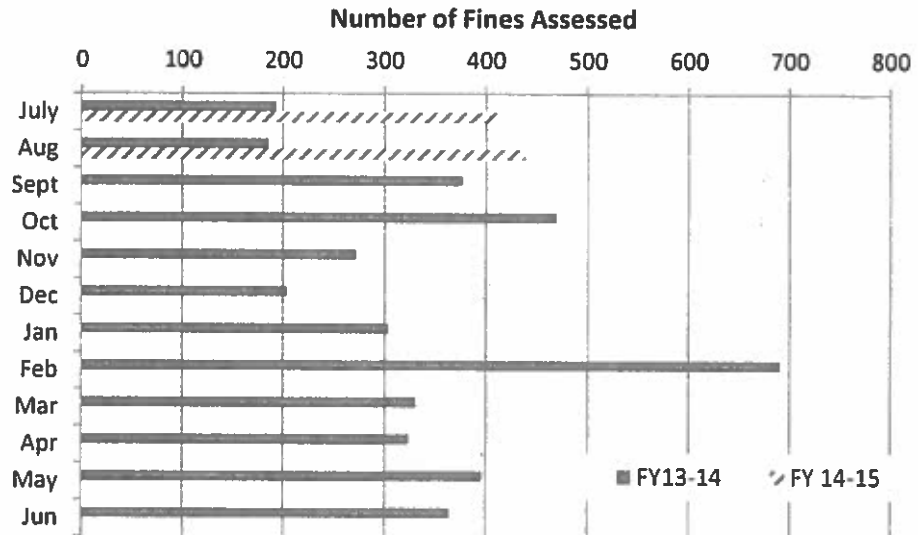
For the month of August 2014, the Claims Department has:

1. Closed 2137 individual case files.
2. Collected \$42,100 in fine revenue.
3. The examiners reviewed 601 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. Continue to review the Report of 19's rec'd and file open
7. The SROI team meets every Wednesday; Following the Preparation Instructions from IAIABC
8. Examiners are focusing on educating the stakeholders on how to complete forms correctly.
9. Reviewing all processes to ensure we are compliant, consistent and accurate.
10. New form on Monthly Status Report: # of fines per each form.

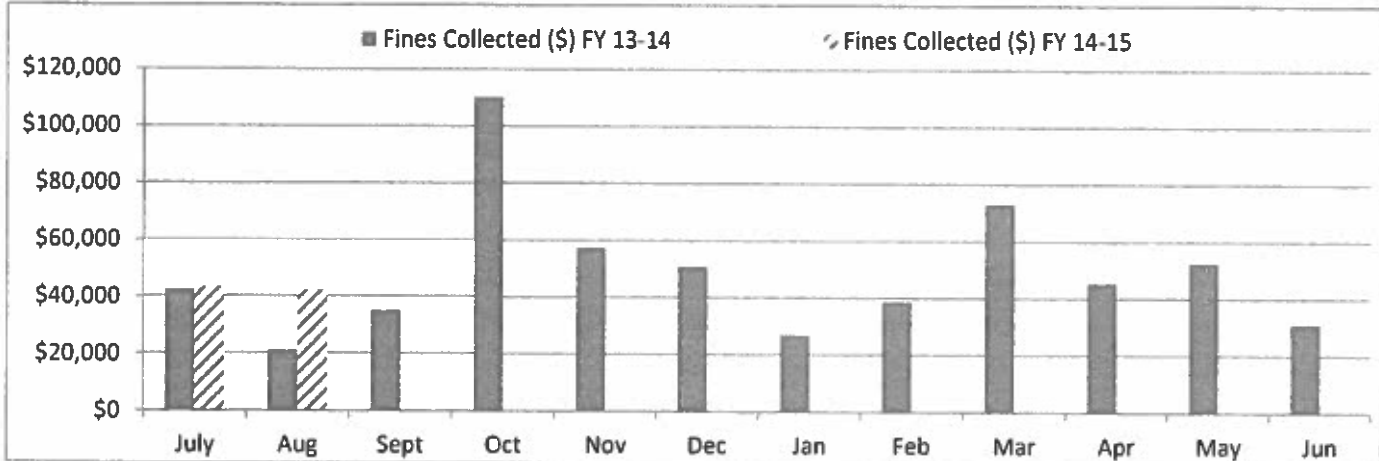
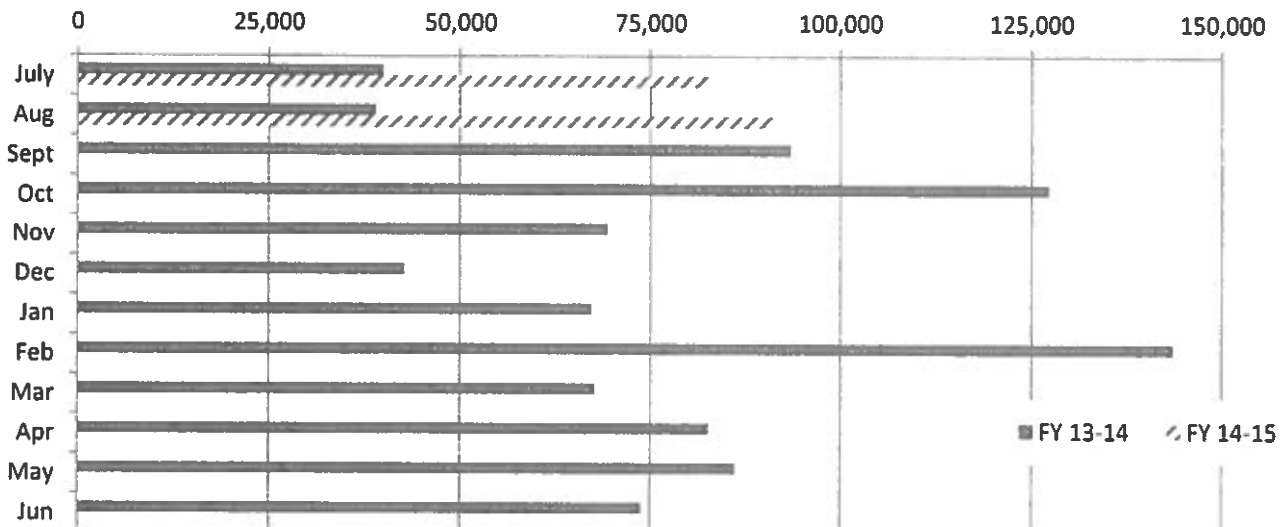
CLAIMS DEPARTMENT - Fine Activity Report August 2014

The number of fines assessed by the Claims Department increased in number to 438 from 413 in August. The number of Claims fines paid increased from 198 in July to 205 in August.

Total fine dollars assessed in August was \$91,250 an increase over prior month \$82,650. Fine revenue received in August was \$42,100 a decrease over prior month \$43,300.



Net Fines Assessed (\$)



Claims Department - Fine Activity Report - August 2014

Fines Assessed (#)

	FY 13 -14	FY 14-15
July	193	413
Aug	185	438
Sept	377	0
Oct	469	0
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	851
Mo Avg	343	426

Fines Received (#)

	FY 13-14	FY 14-15
July	162	198
Aug	190	205
Sept	174	0
Oct	459	0
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	403
Mo Avg	220	202

Net Fines Assessed (\$)*

	FY 13-14	FY 14-15
July	40,000	82,650
Aug	39,000	91,250
Sept	93,500	0
Oct	127,250	0
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	173,900
Mo Avg	77,742	86,950

Fines Collected (\$)

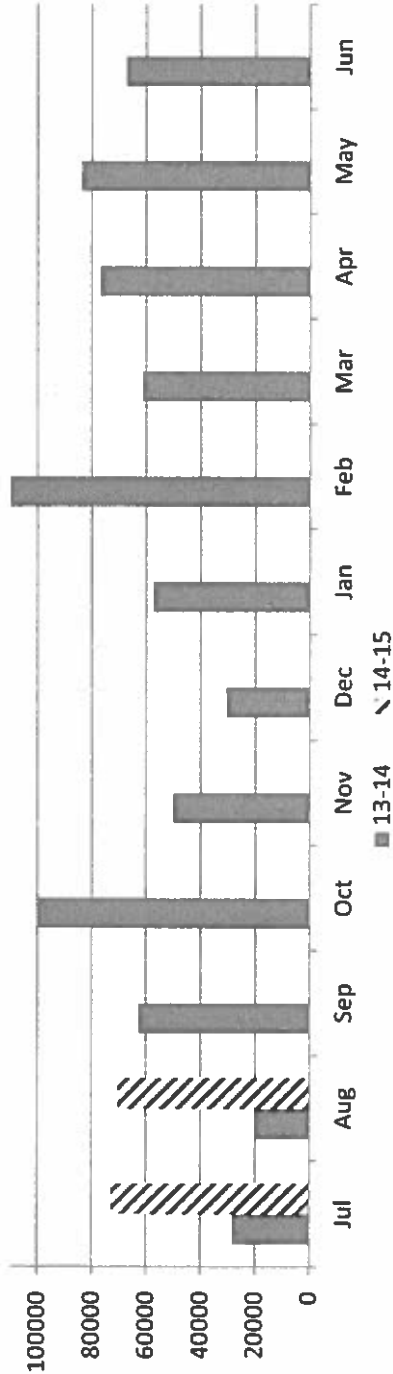
	FY 13-14	FY 14-15
July	\$42,350	43,300
Aug	\$21,200	42,100
Sept	\$35,050	0
Oct	\$110,350	0
Nov	\$57,425	0
Dec	\$50,900	0
Jan	\$27,000	0
Feb	\$38,550	0
Mar	\$73,100	0
Apr	\$45,350	0
May	\$52,550	0
Jun	\$31,200	0
Total	585,025	85,400
Mo Avg	48,752	42,700

*after reductions and rescinded

FORM 18 FINE ASSESSMENTS

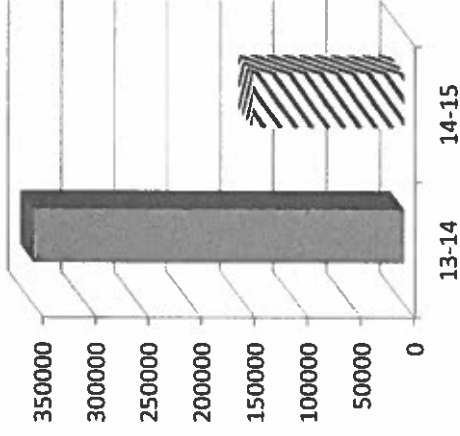
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of August 2014, this has resulted in a decrease in Form 18 Fine Assessments to \$70,400 as compared to July 2014 of \$72,800. The actual number of fines assessed decreased from 363 in July 2014 to 333 in August 2014.



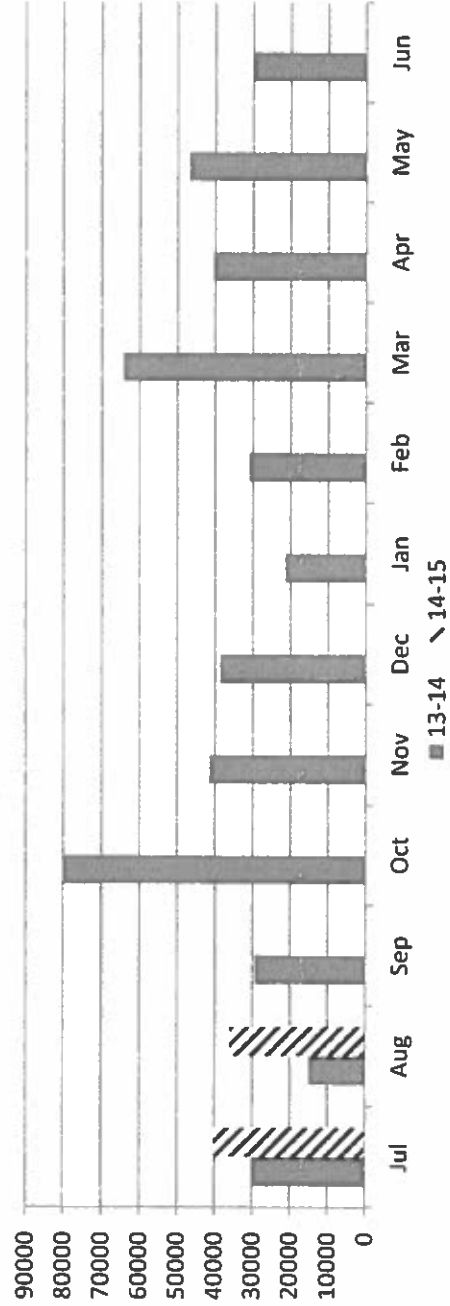
FORM 18 FINE ASSESSMENTS YTD

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



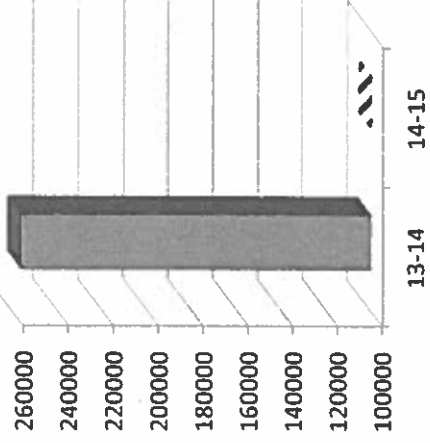
FORM 18 FINE COLLECTION

In August 2014, the Claims Department received payment on Form 18 Fines resulting in revenue of \$36,000.

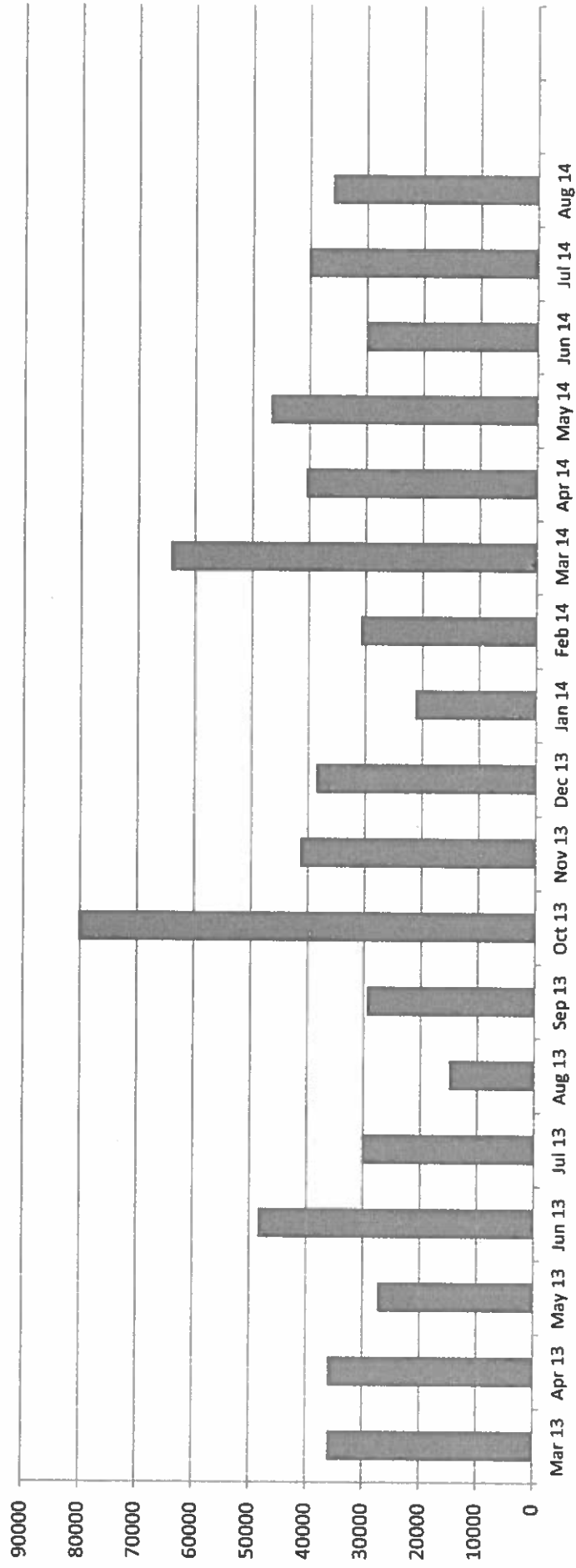


FORM 18 FINE REVENUE YTD

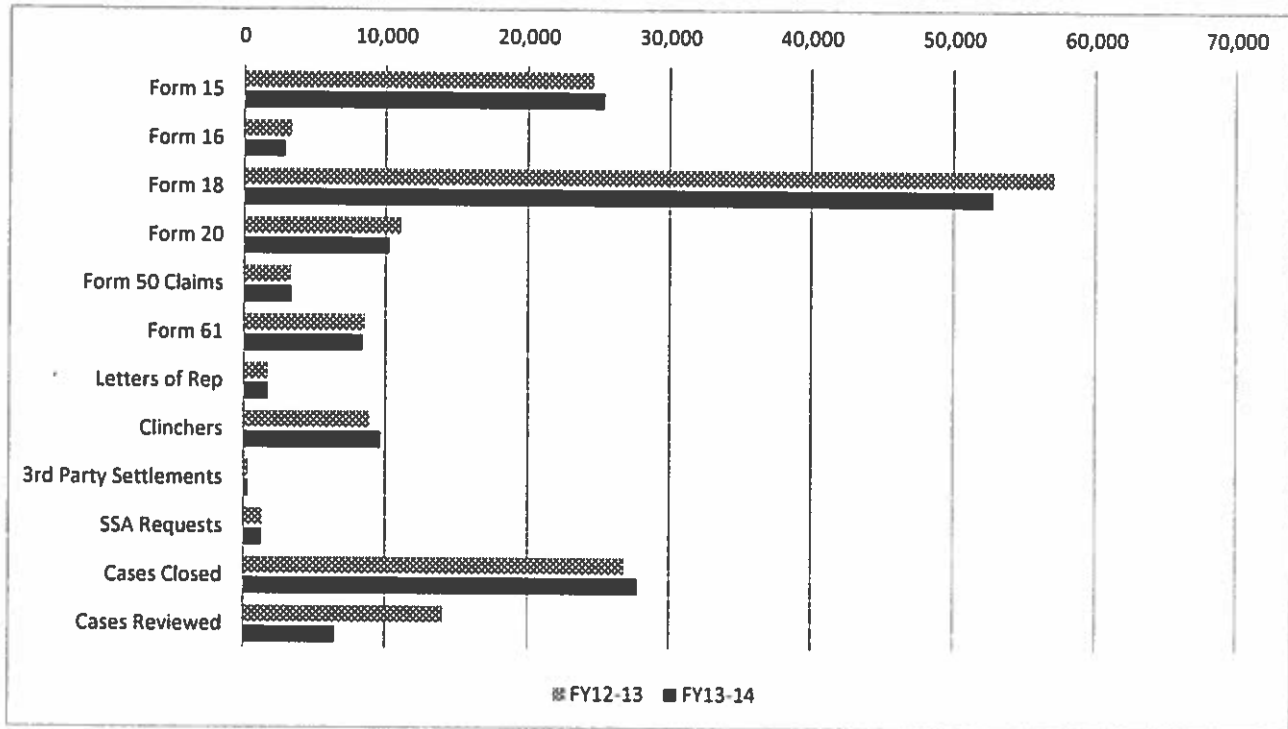
Form 18 Fine Revenue is trending at 93% of prior year collections.



\$ Collected



Claims Department Statistics 2011-2014 vs Prior Year



	FY10-11	FY11-12	FY12-13	FY13-14
Form 15	26,292	27,610	24,608	25,349
Form 16	3,964	3,486	3333	2851
Form 18	69,020	63,550	57,032	52,735
Form 20	12,900	11,883	11,062	10,234
Form 50 Claims	3,523	2,984	3281	3,342
Form 61	8,701	8,858	8502	8338
Letters of Rep	3,278	2,171	1666	1689
Clinchers	9,906	8,821	8859	9659
3rd Party Settlements	297	306	313	287
SSA Requests	1,910	1,440	1315	1266
Cases Closed	29,337	28,144	26,816	27,743
Cases Reviewed	14,127	16,183	14,077	6448

State of South Carolina

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



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

Workers' Compensation Commission

September 10, 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 one hundred thirty-four (134) regulatory mediations scheduled and twenty-five (25) requested mediations. The Judicial Department was notified of seventy-three (73) matters resolved in mediation with the receipt of Forms 70.

The Informal Conference system continues to run smoothly and effectively and has addressed five hundred and eight (508) cases during the last month. Many of these cases were actually heard in July but codes were not entered until August due to a staff member's vacation. Changes have been implemented so that coverage is arranged during vacations in the future to prevent incorrect numbers.

There were sixty-five (65) Single Commissioner Hearings conducted during the past month.

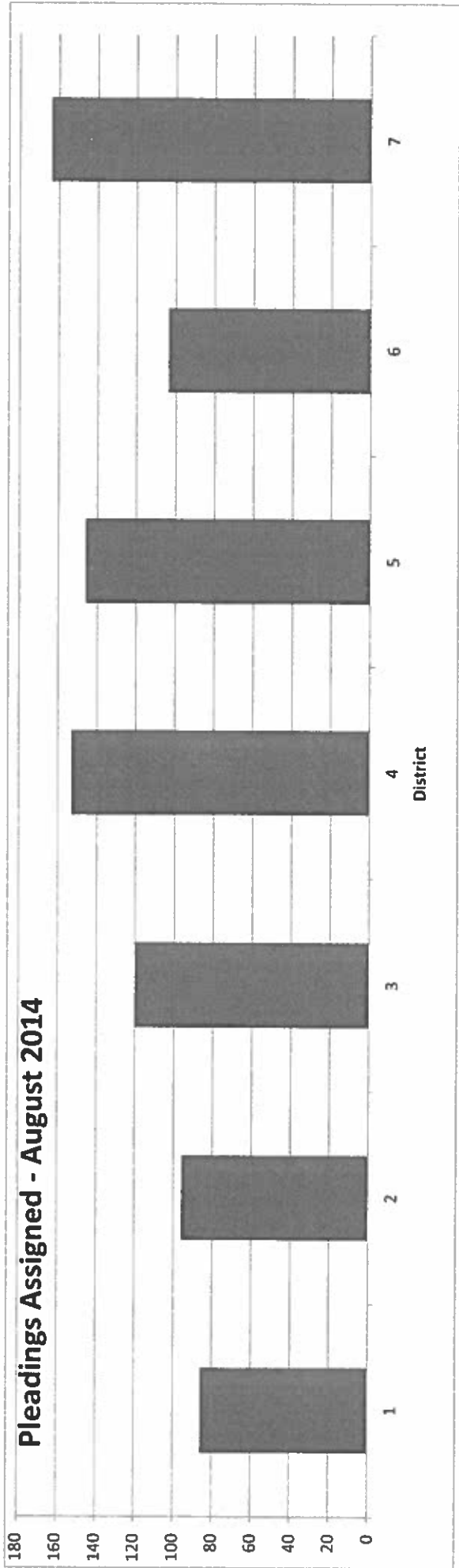
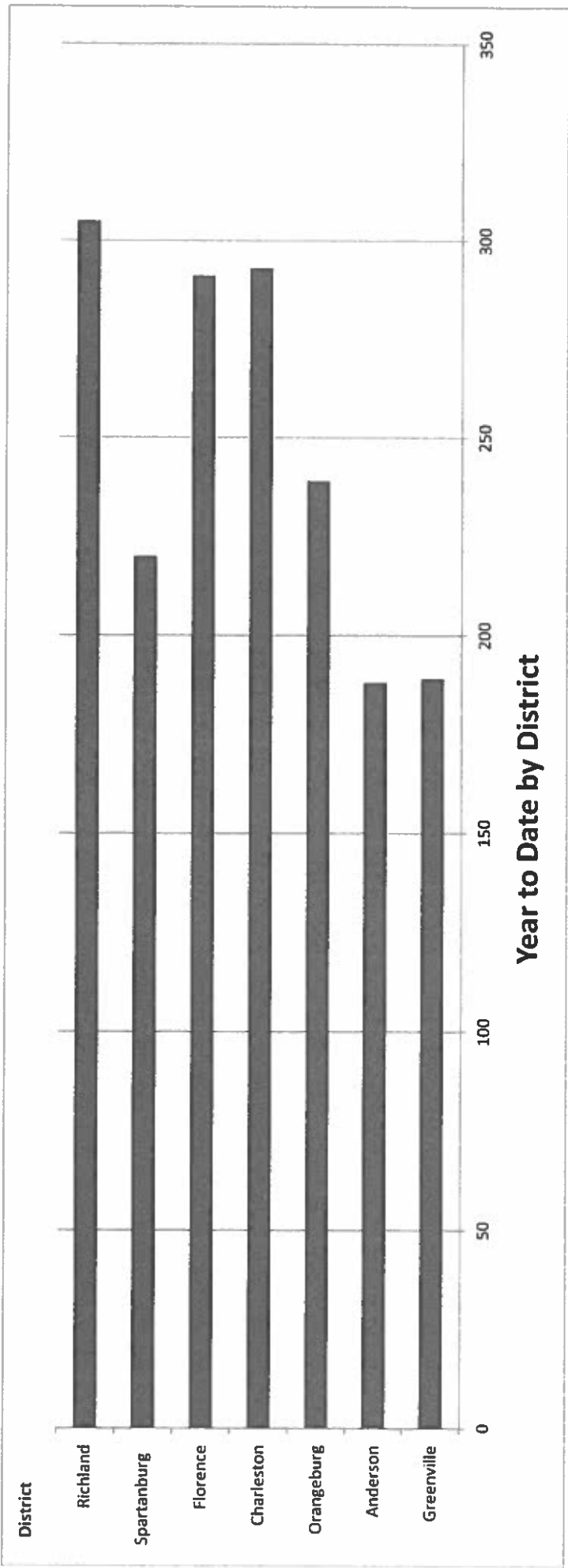
There were forty-seven (47) cases appealed to Full Commission during the past month.

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
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	215
Sep		102	95		80	100		97	101		163	144		137	101		90	107		132	144
Oct		124	118		84	97		128	120		170	188		159	138		106	115		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	189	1212	1233	188	966	1079	239	1308	1384	293	1843	1891	291	1510	1483	220	1152	1338	305	1572	1771

Pleadings Assigned 2014-15



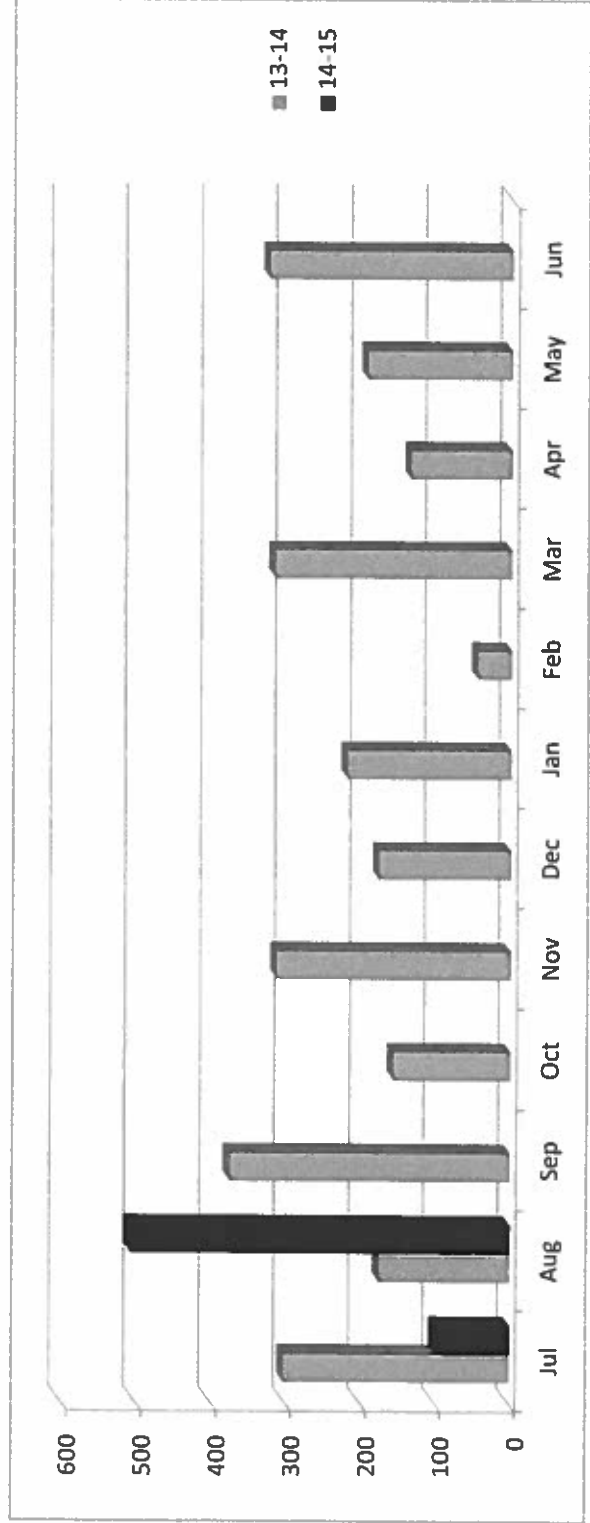
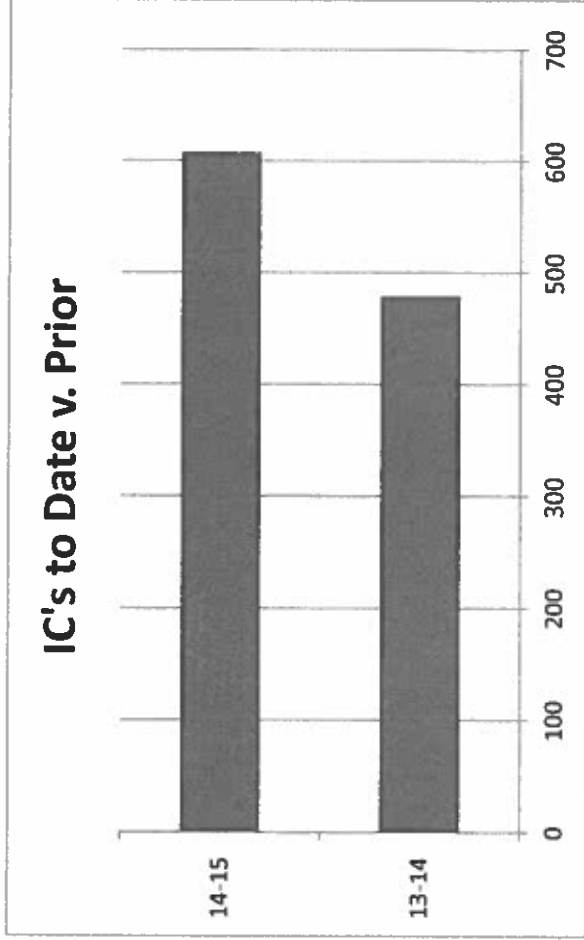


Informal Conf. Conducted

	13-14	14-15	
Jul	303	100	33.0%
Aug	176	508	288.6%
Sep	376		0.0%
Oct	158		0.0%
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	608	

Y-T-D
 13-14 **479** 14-15 **608** **126.9%**

IC's to Date v. Prior

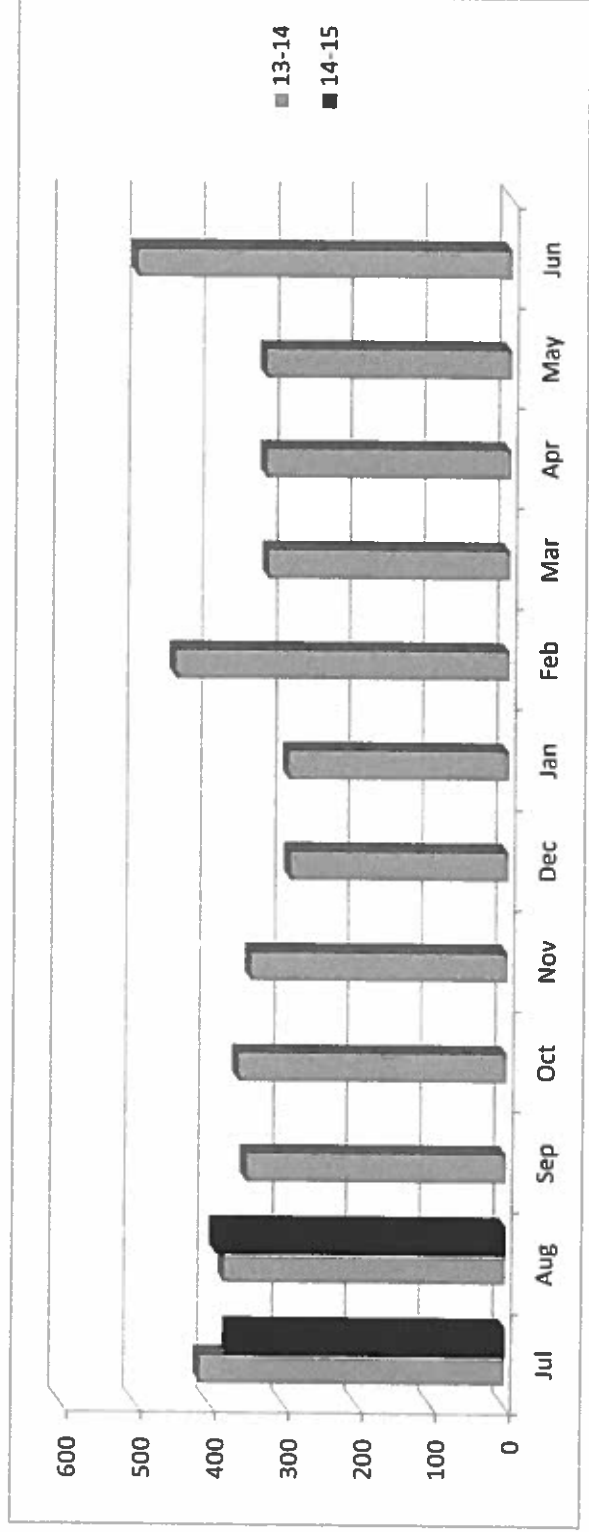
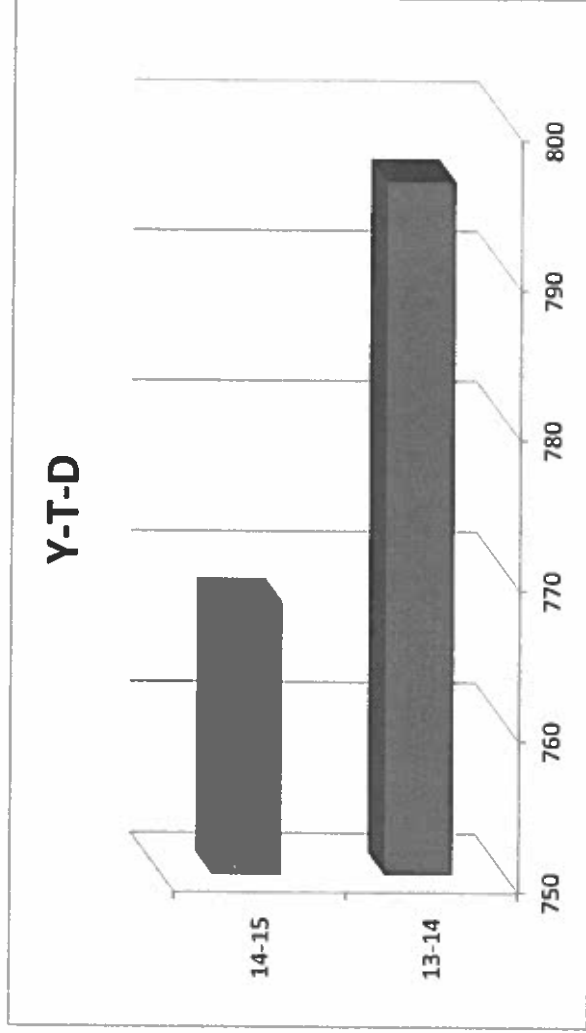


Informal Conf. Requested

	13-14	14-15
Jul	414	375
Aug	382	393
Sep	352	
Oct	364	
Nov	348	
Dec	296	
Jan	299	
Feb	452	
Mar	328	
Apr	331	
May	332	
Jun	506	
Total	4404	768

13-14 14-15
796 768 0.964824

Y-T-D



State of South Carolina

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



TEL: (803) 737-5700
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Workers' Compensation Commission

Executive Director's Report Gary M. Cannon September 12, 2014

Personnel Recruitment

Human Resources Manager I

On August 11, five candidates were interviewed for the position of Human Resources Manager I. Mimi Love was selected for the position. She began her responsibilities with the Agency on September 2. Ms. Love tendered her resignation as Human Resource Manager I effective September 5 to return to work in the private sector. The position was posted on Monday, September 8. The closing date for accepting applications is 11:00 p.m. on Sunday, September 14.

Administrative Specialist II – Temporary

On August 18, Breanne Jolly began a temporary appointment to assist the Coverage and Compliance Division.

Employee Meetings/Staff Training

The Executive Director met with the Department Heads on August 28. Executive Staff met on September 12. The next All Employee meeting is scheduled for September 18. Due to low participation, the Social Committee recommended canceling the agency wide family picnic scheduled for August 23.

Other Meetings

The Executive Director participated in the following meetings/activities:

- August 11 – Participated in panel interviews of Human Resource Manager candidates
- August 13 – Conference call with SC Bar regarding Workers' Compensation Practice Essentials Seminar
- August 15 – Presentation to SC Bar Workers' Compensation Practice Essentials Seminar
- August 17-20 – National Association of Workers' Compensation Judiciary College 2013 in Orlando, Florida
- August 18-20 – Southern Association of Workers Compensation Administrators (SAWCA) Regulators College August 21, 27, & September 10 – Subsequent Report of Injury (SROI) project meetings

- August 27 – Along with Betsy Hartman, met with Barbara Hollis, Executive Director, SCVRD, to discuss SCWCC/SCVRD electronic data portal
- September 2 – Participated in conference call with nGuard, and Teamia to review standard operating procedures, confirm project roles and approve project schedule for upcoming information security and vulnerability assessment of the Agency's internal and external infrastructure
- September 3 – Meeting with Brian Sailer - SourceHOV
- September 11 – Presentation at 2014 Human Resource & Safety Conference sponsored by the Electric Cooperatives of South Carolina

Narcotics Use Advisory Committee

No further activities of the NUAC. Staff is awaiting a response from the insurance carriers for data on the use of opioids and narcotics in workers' compensation cases.

Constituent /Public Information Services

For the period August 6 through September 9, 2014 the Executive Director's Office and the General Counsel's office had 591 contacts with various system constituents and stakeholders. The Executive Director's office handled 106 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 August 6, 2014 through September 9, 2014, we added ten individuals to the Commission's stakeholder distribution list. A total of 497 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 August 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: September 9, 2014
RE: SCVRD/WCC Referrals

Gary,

Coordination between SCVRD and WCC continues to complete the transition to utilizing the WCC-SCVRD Portal for claimant outreach across the State of South Carolina.

At a meeting held August 6th at WCC, Betsy Hartman, Jim Williams, and I discussed next steps towards implementation.

As discussed during the meeting, the next steps towards implementation are as follows:

-Betsy Hartman has submitted a list of all potential claimants to SCVRD Client Services based upon the criteria established between our two agencies. This is based on the Big 5 Injuries (DCI Body Parts), denials, and WCC referrals.

- Now that this list has been received, SCVRD Client Services will complete a mass mailing to all potential claimants to determine their interests in SCVRD services. The Portal will be updated with contacts and next steps.

-Once the mass mailing is complete, the portal will be updated with those who have responded to this inquiry. From the date of this mass mailing forward, potential clients will then be contacted by SCVRD area office by county of residence to see if they have an interest in SCVRD services. The portal at that time will be managed at the Area-office level.

Part of this continued outreach within SCVRD will be training of Area Supervisors and Area Client Services Managers in order for the Area leadership to then train local staff. This training will be coordinated through the SCVRD Client Services group and the Area Development Directors.

**S.C. Workers' Compensation Commission
Administrative Policies and Procedures**

Court Reporter Services

Proposed: August 22, 2014

Adopted: _____

Use of Court Reporters. The Commission may contract for court reporting services for the purposes of steno graphically reporting Commission hearings at any facility located within the Hearing Districts that is used by the Commission to conduct Workers' Compensation proceedings. (S.C. Code Ann. Section 42-3-170).

Reporters as Independent Contractors. It shall be the policy of the Commission to utilize court reporter services from private independent contractors for court reporters ("Reporter"). The Reporter shall not be an employee of the Commission.

Equipment. Each Reporter shall use and furnish at Reporter's expense Reporter's own recording equipment, computers, tools, tapes, supplies, and materials. The Reporter shall maintain equipment to provide services. The Reporter shall have the ability to troubleshoot and repair equipment with no assistance if equipment malfunctions. As necessary, the Reporter shall have the ability to provide replacement equipment in a timely manner that does materially disrupt the proceedings.

Designation. The Commission shall establish and maintain a list of designated court reporters that are qualified pursuant to the Minimum Qualifications and Experience set forth in this policy to perform services for Commission. The Commission shall only contract for services with designated court reporters. A court reporter may apply for qualification with the Commission in writing to the Executive Director, certifying the qualifications they meet pursuant to paragraph 2.4.

List of Court Reporters. The Commission will establish a list of eligible court reporters for use by the Commissioners. The Commission will establish minimum qualifications and experience for a Reporter to be eligible for inclusion on the list of eligible court reporters. The Commissioner will select a Court Reporter for use at a single Commissioner hearing from the list of eligible reporters. The Judicial Department shall be responsible for selecting a Court Reporter for the Appellate Panel Hearings from the list of eligible reporters.

Minimum Qualifications and Experience. To be eligible to provide court reporting services to the Commission the Reporter must meet the following minimum qualifications and experience. High school diploma or G.E.D. and a degree in court reporting OR certification as a proficient stenotype writer from an accredited school OR Court reporting institution qualifications such as a Registered Professional Reporter (RPR) or a Certified Verbatim Reporter (CVR); or four (4) years prime court reporting experience; a thorough knowledge of legal terminology and considerable knowledge of hearing procedures and preparation of complex legal records or any combination of the minimum qualifications and experience.

Fee for Services. The Reporter shall be paid an hourly rate for attending the scheduled hearing(s). The first hour shall be paid at a flat rate of \$85.00, no partial hour payment. The Reporter will be paid \$35 for each hour thereafter the Reporter is present at the hearing. After the first hour, hours shall be paid by quarter hour increments. Payment for the hour begins with the first hour of the scheduled hearing on the docket or when the Commissioner opens the proceedings and goes on the record, whichever occurs first.

Cancellation Fee. The Reporter shall be paid a cancellation fee of \$50.00 for notice of cancellation of scheduled Workers' Compensation proceedings when notice is given less than 24 hours in advance.

Short Notice Fee. The Reporter may be paid a short notice fee of \$50.00 in addition to the regular rate of pay if Commission contracts for Reporter's Services on short notice, required to fill a cancellation, or as otherwise needed. Short notice is any notice given in less than 24 hours.

Scheduling. Each Commissioner or Commissioner's Assistant shall be responsible for obtaining the services of a Reporter on the list of eligible reporters for the Commissioner's hearings. The Judicial Department shall be responsible for obtaining the services of a Reporter for Appellate Hearings. The billing rate for Appellate Hearings shall be the same as the billing rate for an individual Commissioner hearing.

Preparation of Transcript. The written transcript shall be prepared in the manner prescribed by the Court Reporters Manual published by the Office of Court Administration as required by Rule 607(c), SCACR.

Per Page Charge (ordinary charge). The Reporter shall not charge more than \$2.50 per page for providing written transcripts in the following manner, except for expedited processing. The party requesting the transcript pays for the cost of the original transcript and one copy at the prevailing rate per page, but not more than \$2.50 per page. The original transcript will be provided to Commission at no cost to the Commission.

Recordings. Recordings of the proceedings of hearings are the property of the Reporter. The Reporter shall retain a primary and backup copy of proceedings for a period of at least 3 years after the date of the proceeding if no transcript was requested. If a transcript was requested the Reporter shall retain a copy for a period of at least 30 days after original transcript is sent to requesting party.

Expedited Processing Fee. The Reporter may charge increased rates per page based on the schedule of delivery options as follows: (1) Ordinary rate – 30 calendar days after receipt of order; (2) 14-Day Rate – a maximum of \$3.50 per page for transcripts scheduled to be delivered on or before 14 calendar days after receipt of order; (3) Expedited Rate a maximum of \$4.50 per page for transcripts scheduled to be delivered on or before 7 calendar days after receipt of order; (4) Daily Rate – a maximum of \$5.50 per page for transcripts scheduled to be delivered on or before the morning following adjournment; (5) Hourly Rate (ordered unusual circumstances) – a maximum of \$6.50 per page for transcripts scheduled to be delivered within 2 hours. The maximum allowable charge per page is \$6.50.

When a party to a proceeding requests an expedited processing of a transcript, the remaining parties shall have the option of receiving expedited delivery of a copy for the same expedited processing fee. Otherwise, the ordinary charge and delivery schedule shall apply.

Maximum Allowable Charge. The Reporter may charge increased rates per page based on a schedule of delivery options. The maximum allowable charge per page is \$6.50.

Other Fees. The Reporter may designate fees other than those listed herein and such fees to be charged shall be agreed upon by Reporter and the requesting party.

Invoices. The Reporter will remit the invoice for services to the Commissioner's office that was responsible for ordering the services and for whom the services were performed. The Commissioner will be responsible for reviewing the invoice, verifying the amount, approving for payment and forwarding to the Director of Administration for payment. Invoices will not be paid unless authorized by a Commissioner.


State of South Carolina

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



TEL: (803) 737-5700
www.wcc.sc.gov

Workers' Compensation Commission

TO: Commissioners
FROM: Gary M. Cannon 
DATE: September 12, 2014
RE: Budget Request FY2015-16

Attached is the proposed budget for FY2015-16. The requested amount is \$2.1 million for General Fund Appropriations and \$3.9 million for the Earmarked Funds, for a total annual operating budget of \$6.1 million as shown on the Total All Funds page. The General Appropriations page contains a breakdown of the revenue source, State Appropriations and the Expenditures by department. The Earmarked Fund page contains the list of revenues sources and a summary of Expenditures by department.

General Fund

We are recommending an increase in General Fund Appropriations of \$236,191 for changes in the Information Technology System to comply with the Information Security requirements and projected increases in the Commission's share of employee benefits. In the current fiscal year, information security consultants are conducting a penetration assessment of the Commission's information technology systems. The assessment will include recommended changes to the system in order to comply with the mandatory compliance date of July 1, 2016.

Earmarked Fund

Revenues

Projected revenues are based upon historical data and anticipated trends in the Commission's activities. The number of hearings docketed and conducted are trending downward, which will result in a decrease in the Hearing Fee and Appellate Review fees. While we have implemented processes to allow carriers to submit Subsequent Report of Injuries (SROI) electronically via email, we anticipate the completion of the SROI project to allow carriers to submit this data electronically in compliance with IAIABC standards. This will result in a decrease in the fines assessed for not submitting SROI documents by the required deadline.

The Self Insurance Tax revenues are expected to remain at \$2.4 million. These funds will be used to make up the decrease in revenues in assessed fines and filing fees.

Expenditures

We have reformatted the budget to more accurately account for the total cost of building rent, telecommunication, and information technology. Previously these costs were allocated among the departments. They are not consolidated in the Administration Department and Information Technology Departments.

The increase in authorized expenditures in the Earmarked is directly related to the increased use and reliance on the Commission's information technology systems. We have included the cost of one additional position in the IT Department. The position is an Information Resource Consultant, which will provide technical support to the desktop and laptop computers, printers, faxes, and other peripheral accessories currently used by the Commissioners and Commission staff. An additional \$500,000 is an estimate for the completion of the SROI project and other requirements to comply with the Information Security mandates established by the General Assembly.

We respectfully request the Commission approve the request contained herein for submission to the Budget Office by the required submission date of October 1, 2014.

South Carolina Workers' Compensation Commission
Budget Request
FY 2015-16
Total All Funds

GENERAL FUND					
REVENUE SOURCE	FY12-13 Budget	FY12-13 Actual	FY13-14 Actual	FY14-15 Budget	FY2015-16 Budget
General Fund Appropriations	\$ 1,843,376	\$ 1,843,376	\$ 1,859,011	\$ 1,909,171	\$ 2,117,158
Expenditures	FY12-13 Budget	FY12-13 Actual	FY13-14 Budget	FY14-15 Approved	FY2015-16 Request
Total	\$ 1,843,376	\$ 1,843,376	\$ 1,859,011	\$ 1,909,171	\$ 2,145,362

\$ 236,191

EARMARKED FUND					
EARMARKED FUND REVENUES	FY12-13 Budget	FY12-13 Actual	FY13-14 Budget	FY14-15 Budget	FY2015-16 Budget
Total Revenues + Fund Balance	\$ 3,235,066	\$ 2,835,856	\$ 3,260,250	\$ 3,372,066	\$ 3,503,435
EXPENDITURES	FY12-13 Budget	FY12-13 Actual	FY13-14 Budget	FY14-15 Approved	FY2015-16 Request
Total	-	-	-	\$ 3,372,066	\$ 3,998,435
TOTAL BUDGET	\$ 1,843,376	\$ 1,843,376	\$ 1,859,011	\$ 5,281,237	\$ 6,143,797

**Budget Request
FY 2015-16**

General Appropriations

REVENUES

REVENUE SOURCE	FY12-13 Budget	FY12-13 Actual	FY13-14 Actual	FY14-15 Budget	FY2015-16 Request
General Fund Appropriations	\$ 1,843,376	\$ 1,843,376	\$ 1,859,011	\$ 1,909,171	\$ 2,145,362

Expenditures

Department	FY12-13 Budget	FY12-13 Actual	FY13-14 Actual	FY14-15 Budget	FY2015-16 Request
					Total
Commissioners				\$ 1,121,156	\$ 1,121,156
Claims				\$ 90,236	\$ 90,236
Judicial				\$ 29,267	\$ 29,267
Insurance and Medical Administration				\$ 26,632	\$ 26,632
Information Technology				\$ 98,915	\$ 98,915
				\$ 46,169	\$ 254,156
	\$ -	\$ -	\$ -	\$ 1,412,375	\$ 1,620,362
Employee Benefits	\$ -	\$ -	\$ -	\$ 496,796	\$ 525,000
Total	\$ -	\$ -	\$ -	\$ 1,909,171	\$ 2,145,362

**Budget Request
FY 2015-16**

EARMARKED FUND

REVENUES

REVENUE SOURCE	FY12-13	FY12-13	FY13-14	FY14-15	FY2015-16
	Budget	Actual	Actual	Budget	Budget
Training Conference Registration Fee	\$ 1,000	\$ 8,450	\$ 5,780	\$ 5,000	\$ 5,000
Sale of Publication and Brochures	8,000	4,465	3,900	8,000	4,000
Workers' Comp Award Review Fee	75,000	61,970	39,750	73,000	55,000
Sale of Photocopies	95,000	87,499	62,485	88,000	62,000
Workers' Compensation Filing Violation Fee	1,891,000	1,576,011	1,613,161	1,660,000	1,162,000
Sale of Listings and Labels	30,000	25,487	21,084	25,000	20,000
Workers' Comp Hearing Fee	600,000	533,415	540,391	562,000	530,000
Insurance Reserve Refund	-	3,493	-	-	-
Self Insurance Tax (Special Revenue)	-	-	2,422,633	2,400,000	2,400,000
Total	\$ 2,700,000	\$ 2,300,790	\$ 4,709,184	\$ 4,821,000	\$ 4,238,000
Received or (Retained) - Fund Balance	535,066	535,066	(1,448,934)	(1,448,934)	(734,565)
Total Revenues + Fund Balance	\$ 3,235,066	\$ 2,835,856	\$ 3,260,250	\$ 3,372,066	\$ 3,503,435

Expenditures

Department	FY12-13	FY12-13	FY13-14	FY14-15	FY2015-16
	Budget	Actual	Actual	Budget	Budget
					Total
Commissioners				\$ 336,219	\$ 290,770
Claims				\$ 424,137	\$ 302,500
Judicial				\$ 358,312	\$ 314,750
Insurance and Medical				\$ 527,937	\$ 518,679
Administration				\$ 1,172,591	\$ 934,516
Information Technology				\$ -	\$ 1,087,220
				\$ 2,819,196	\$ 3,448,435
Employee Benefits				\$ 552,870	\$ 550,000
Total				\$ 3,372,066	\$ 3,998,435