

A G E N D A

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

March 16, 2015 – 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 MARCH 16, 2015 | <i>CHAIRMAN BECK</i> |
| 3. | APPROVAL OF MINUTES OF THE BUSINESS MEETING
OF FEBRUARY 23, 2015 (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
Human Resources (Tab 3)
Information Services (Tab 4)
Insurance, Medical & Administrative Services (Tab 5)
Claims (Tab 6)
Judicial (Tab 7) | <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 8) | <i>MR. CANNON</i> |
| 8. | OLD BUSINESS
A. MSPM Fee Schedule (Tab 9)
B. IT Security Policies (Tab 10) | <i>CHAIRMAN BECK</i>
Mr. Cannon
Mr. Cannon |
| 9. | NEW BUSINESS | <i>CHAIRMAN BECK</i> |
| 10. | ADJOURNMENT | <i>CHAIRMAN BECK</i> |

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THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, February 23, 2015

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, February 23, 2015 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, Medical Services and Administrative Director; Sonji Spann, Claims Director; Amy Bracy, Judicial Director; Alicia Osborne, Human Resources Manager; W.C. Smith, Self-Insurance Director; Amanda Underhill, Business Analyst; Keith Roberts, Attorney; Bridgette Amick, Medical Policy Analyst; and Sherry Copeland, Fiscal Technician. Also present were: Clara Smith and Ricci Land Welch, Injured Workers' Advocates; Amy Quinn, NCCI; AnnMargaret McCraw, Arcis Healthcare/SC Orthopaedic Association; and Jeff Griffith, Southern Strategy Group.

Chairman Beck called the meeting to order at 10:30 a.m.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF JANUARY 12, 2015

Commissioner James moved that the minutes of the Business Meeting of January 12 2015 be approved. Commissioner Barden seconded the motion, and the motion was approved.

SPECIAL RECOGNITION

Chairman Beck recognized Commissioner Barden for her 30 years of dedicated service to the State of South Carolina and presented her a certificate and 30-year service pin.

GENERAL ANNOUNCEMENTS

There were no general announcements.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Twenty-five (25) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund

Morris Logging, LLC
South Carolina Shavings

SC Home Builders SIF

Anthony Elam dba Elam Heating and Air
Aquilera Framing, LLC
Carl Dennis, LLC
Carolina Foundation, Inc.
Cochran Landscape Management, Inc.
Cruz Drywall, LLC
Davagon Inc. of South Carolina, LLC dba Davagon Builders
DMT Properties, Inc.
Donald J. Donnelly dba Purrfect Comfort
Dow, Wilson dba Dow Construction Company
Holden's Plumbing, Inc.
Jibe, LLC dba RSS Construction
John Foister
Larry Joe Cooke dba Cooke's Masonry
Pinnacle Construction, LLC
S&H Investments, Inc.
Seabreeze Electric and Lighting
Scott Mosher dba Scott's Painting
Stonewall Glass & Glazing
Suriano Homes, Inc.
T & S Services, Inc. dba Top Quality Construction
Tim's Trim
Wadsworth Construction

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

Human Resources Department

Alicia Osborne presented the Human Resources report for the period of January 1 through January 31, 2015. Ms. Osborne reported that Ms. Peggy Hatfield began her employment as Records Analyst in the File Room on January 12, 2015. She announced Rita Regal, Administrative Specialist II, will retire effective May 15, 2015.

Commissioner Wilkerson thanked Ms. Osborne for the thorough report she provided him in preparation for a meeting with the Executive Director at the Department of Motor Vehicles.

Information Technology Department

Betsy Hartman presented the Information Services Department's report. Ms. Hartman reported that IAIABC approved all the documentation necessary to launch the SROI project and announced the launch date is moved to March 2, 2015 from March 31, 2015. She commended her staff and Sonji Spann, Director of Claims, for their commitment to the project.

Chairman Beck expressed appreciation to the staff for completing the work and launching the project before the March 31, 2015 deadline.

Insurance, Medical & Administrative Services Department

Grant Duffield presented the Insurance, Medical & Administrative Services Department's report. In January, the Lapse in Coverage Notification program registered 96 new policies and issued four Lapse in Coverage Notifications. The Compliance Division assessed \$2 million in fines. Of those fines, over 78%, or \$1.6 million were waived or rescinded as employers have either obtained insurance coverage or were found not to be subject to the Act.

Mr. Duffield reported the Compliance Division's year-end revenue trend is 66% of prior year; the Coverage Division claim file volume is 59% of prior year; and year to date Self Insurance tax revenue is trending at 101% of prior year.

Mr. Duffield reported the Administration Reports and Financial Statements will be presented at the March Business Meeting.

Claims Department

Sonji Spann presented the Claims Department's report. For the month of January, the Claims Department closed 2,326 individual case files. The fine revenue received in January was \$44,700. Examiners reviewed 1,863 individual case files. Ms. Spann expressed appreciation to the IT staff and for their diligent work on the SROI project.

Judicial Department

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

- 75 regulatory mediations scheduled
- 37 requested mediations
- 92 matters resolved in mediation with the receipt of Forms 70
- Addressed 225 informal conference cases
- 95 Single Commissioner Hearings conducted

Ms. Bracy said she continues work on the mediation costs report and anticipates bringing a report at the March Business Meeting. There was discussion on whether the Form 70 is required if the claim is not required by law to mediate. Pursuant to 67-1809, the reporting requirement applies to all mediations and the Form 70 shall be filed by the Mediator with the Judicial Department. Ms. Bracy said that if a Form 70 is not received, then the case will be set by the Judicial Department in the normal course of the docket scheduling.

Chairman Beck requested Mr. Cannon send notification directed to the mediators that regardless of whether the mediation is mandatory or requested mediation, it is mediation and therefore brings the case under jurisdiction of the mediation regulation; and the Form 70 shall be filed by the Mediator with the Judicial Department at the conclusion of the mediation.

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:

Narcotics Use Ad Hoc Advisory Committee

The next meeting of the Narcotics Use Ad Hoc Advisory Committee is scheduled for March 5, 2015.

Debit Card Ad Hoc Advisory Committee

Mr. Cannon announced Chairman Beck has appointed members to serve on the Debit Card Ad Hoc Advisory Committee. Attorney Johnnie Baxley will serve as the chairman. Mr. Cannon will coordinate with Mr. Baxley a date for the committee's first meeting as soon as possible.

Staff Re-Organization

Mr. Cannon announced that effective February 17, 2015 all functions assigned to the Administration Department were transferred to a new department, the Insurance, Medical and Administrative Services Department, under the leadership of Grant Duffield.

OLD BUSINESS

A. Division of Technology Operations Contract

Mr. Cannon said that in October 2014 the Commission postponed approving the contract with the Division of Technology Operations (DTO) for information technology services to request additional information. Mr. Cannon said one of the provisions the Commission requested was modification to the contract to include language on indemnification. DTO reported they are unable to add the requested language. The Office of the S.C. Attorney General opines that state agencies are without legal authority to enter into indemnification agreements.

Mr. Cannon presented a recommendation to approve the DTO Contract for information technology services.

Motion on to Approve Division of Technology Operations Contract

Commissioner Wilkerson commented that in his opinion it is a horrible business practice to pay a fee for service and not expect them to hold harmless the client for any claims arising from negligence. He said because it is the opinion of the Office of the Attorney General that government agencies do not have the authority to enter into indemnification agreements, he moved to approve the contract. Commissioner McCaskill seconded the motion. The vote was taken, and the motion was unanimously approved.

B. Proposed 2015 Medical Services Provider Manual

Mr. Cannon presented a recommendation to carry over proposed revisions to the Medical Services Provider Manual to allow stakeholders time to review the data.

Motion to Carry Over Proposed 2015 Medical Services Provider Manual

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

C. Outstanding Debt Report

Mr. Duffield gave a summary of debt currently outstanding to the Commission. He reported the net current debt owed to the Commission of \$272,835. He said staff is finalizing a debt recovery policy designed to ensure receivable transitions past 90 days outstanding will be addressed immediately through the Commission's recovery practices. The Insurance, Medical and Administrative Services Division will serve as the Commission's coordinating agent for debt recovery prior to transmitting to the Governmental Enterprise Accounts Receivable Collections (GEAR) program through the Department of Revenue.

NEW BUSINESS

There was no new business.

ADJOURNMENT

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

The February 23, 2015 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:01 a.m.

Reported March 16, 2015
Kim Ballentine, Office of the Executive Director

MEMORANDUM

Date: March 16, 2015

TO: Mr. Gary Cannon
Executive Director

FROM: Alicia Osborne
Human Resources

SUBJECT: Human Resources Report Period of February 1 through February 28, 2015

Below is a summary of the Human Resources activity for the period of February 1 – February 28, 2015.

Employee Relations (ER)

- One employee relations issue was concluded during the activity period
- Workers' compensation injuries:
 - One (1) new report, may be carryover
 - Continuing to monitor both ongoing injuries
 - No further action at this time by employees
- VSIO – Organizational Chart
 - Org structure is now up to date, adding details (e.g., position numbers; standardizing)
- Two employees received
 - Assisted with justifications and
 - Processed in SCEIS
- Staff Reorganization
 - Moved functions of the Administration Department under Insurance and Medical Services
 - Insurance, Medical, and Administrative Services (IMAS) Division
 - Updated SCEIS in accordance with staff reorganization
- Request for Accommodation(s)
 - Presented employee with necessary paperwork based on concerns presented by the employee

Benefits

- Retirement
 - Processed Final Payroll Certification for two former employees
 - Collaborated with CG's Office, HRD, and PEBA Retirement Benefits to close out files

State Human Resources Department (HRD)

- Continued to confer with HRD on various classification, compensation, and employee relations concerns.
- Conferred with HRD regarding new policies and policy updates

Fiscal Responsibilities (w/ Fiscal Technician II)

- Approved approximately 83 SCEIS financial transactions
 - Within the SCEIS system approved deposits, invoices, and travel requests submitted by the Fiscal Technician

Reports

- Ran SCEIS Deductions Not Taken / Arrears report

- Report is clear
- Ran SCEIS Wage Type Report
 - Noted any discrepancies and addressed timely
- Continue to monitor and correct Missing Time and Time Collision reports
 - Approving leave as requested
 - Ensured time keyed in correctly by staff
 - Followed up with employees that were missing time
- Leave Pool
 - Monitoring leave for employee who may potentially need time off due to illness/recuperation

Events

- Training
 - SCEIS User Reporting Meeting – 2/4/15
 - Assisted Program Director(s) with necessary training
- Health Screening for Staff
 - Scheduled for March 17th
- Audit by State Auditor's Office
 - Provided personnel records to auditor
 - Assisted as needed, including answering questions about potential discrepancies

SCEIS, misc.

- Organizational Management
 - Updated mis-keyed cost centers
- Roles
 - Ensured Director of IMAS and Fiscal Technician had necessary SCEIS roles
 - Followed up to ensure all relevant roles were added

Miscellaneous

- Ongoing: monitoring status of temps for ACA Reporting
- Attended 1st Administration team meeting under IMAS
- Attended Security Policy Implementation with Commissioners, Department Heads, Executive Staff
- Prepared service certificate for presentation to employee
- Addressed inclement weather concerns



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Betsy Hartman
IT Director
Date: March 11, 2015
Subject: IT Department March 2015 Full Commission Report

IT Department Activities for the Month of February 2015

- Production issues
 - EDI RIs3 FROI
 - Processing error research and resolution based on email questions from TPA's and Carriers.
 - Progress
 - Duane research four invoice/payment data issues. This involved manual data changes to balance the reports from Progress and SCEIS
 - Duane Monitored the Form 31 processing and designed needed updates to the process. As in any new IT process, the requirements are determined up front but as it is implemented, there are modifications to the process that require additional coding.
 - Amanda ran the Closed File QA reports for the File Room
 - Amanda and Brian worked with Claims department on the Form email boxes to replace missing folders.
 - OnBase Production Maintenance and new requests
 - Amanda researched Upload status code script error. This required manual data correction and modifications to the Upload status codes and confirmation emails. The modifications required Amanda to work on the weekend during the server maintenance window to not interrupt the staff and end users during the work week.
 - The Appeals Query was reviewed and additional document types were added to ensure the electronic review of appeals documents matches the Commissioner offices that are reviewing with paper documents.
 - Brian assisted staff with onBase virtual printing issues.
 - Brian assisted staff with deleting documents incorrectly virtually printed to a file.
 - Brian assisted staff with F4 indexing issues when virtually printing documents to a case file.
 - eCase
 - Amanda and Brian have been working with both internal and external users for upload Customer Service. Training, questions and issues that come up and require technical support.
- Desktop support
 - Brian handles most desktop support issues. During the past month this has included:

- Secure email questions and issues – both internal and external users
 - Assisted Commissioner Campbell with PDF signatures
 - Installed software on Alicia Osborne, HR PC
 - Fixed Gadwin print issues for staff users
 - Fixed two scanner issues in the File Room. This led to the coordination of maintenance for the four scanners at the commission.
 - Fixed three printer problems which included toner, paper jams and connectivity to email.
 - Research the policies for Windows 7 operating system for creating new images for PC's and laptops to ensure security and that we have standard images to speed up the time it takes to rebuild workstations and laptops if needed
 - Rebuild Betsy Hartman's old laptop due to office registry errors.
 - Resetting password and password assistance for Commissioners and staff
 - Set up shared calendars for Grant Duffield
 - Rebuilt 1 desktop due to virus
 - Monitored phone issues where phoned randomly reboot. This has been an ongoing issue that has now been resolved. The Avaya phone sets have a life expectancy of 5 – 8 years. Our phones are at the 5 year age. The connection to the PC gets damaged and requires the phone to be replaced. Brian has purchased additional new phones to be able to replace those that are broken. To date 5 phones have been replaced.
 - As part of the security policies for Asset inventory, Brian has completed the monitor inventory.
- ELT projects
 - SROI Project
 - The public launch date is **March 2, 2015**.
 - The IAIABC documents were posted on the SCWCC website, a notice was posted that SCWCC is now accepting voluntary submissions of the MTC SA which is the replacement of the Form 18.
 - Both Duane and Amanda have spent the majority of their time in this reporting month working on the SROI implementation by coding approximately 40 new edits and over 540 tests were conducted to ensure the edits are working as designed.
 - Amanda is the lead for communication and testing with the Trading Partner and approval to submit live SROI transactions.
 - Vendors and Trading partners were emailed the documents with the implementation and testing guide to be approved for submission of the SROI transactions
 - The SROI team in beginning work on implementation of the MTC FN which is the replacement of the Form 19.
 - The SROI team recommends after the FN transaction is complete, work should begin on implementation of the balance of the MTC's. This will make it easier on both the Claims staff and the end users for submission of claims data. It is the recommendation of this team that mandatory submission of the SA and FN be done together and should be one year from the completion of the FN coding. Recommended date for mandatory submission is July 2016.
 - IT Security / DIS Policies
 - High level review of the 13 policies was given to the Full Commission and Department Heads before the February Full Commission meeting. It was discussed that the policies should be put on the March Full Commission agenda and that the Commissioners should adopt the policies as presented by IT.
- DTO meetings

- WCC Security penetration testing remediation meeting at DTO. Brian and Betsy attended. The DTO staff has created a project team to respond to the items on the remediation list that pertain to DTO's responsibilities. The proposed date to complete the work to close the GAP between the existing configuration and configurations that will meet the Security Policies is April 30, 2015.

Professional Development/Training attended in February 2015

- Betsy attended the South Carolina IT Directors Association Membership rules committee meetings.
- Brian attended the SIEM training at DTO. This is a security monitoring tool that DIS uses to monitor for potential virus and other issues on the SCWCC network. Brian now has access to the same tool as the DIS team and is able to monitor the SCWCC network. This has already resulted in faster notification of potential viruses and by having a quicker response, allows for scanning and removal of potentially harmful code before it can be executed.
- Betsy attended the DIS Health, Social and Rehabilitation Agency InfoSec work group meetings. SCWCC is put in this group due to the receiving PII and PHI data. The work group is a chance to discuss how other like agencies are setting up their infrastructures and ensuring they are meeting the Federal and State requirements for security of PII and PHI data that is collected and resides in the agencies database,

State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMAS Director

Date: 11 – Mar – 2015

Subj: Insurance, Medical and Administrative Services Department
February 2015 Full Commission Report

Please find attached information provided to summarize the status and workflow of initiatives currently underway within the Insurance, Medical and Administrative Services (IMAS) 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. Reviewing revenue metrics.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. Working through staffing challenges (medical).3. Lapse in Coverage
Medical Services	<ol style="list-style-type: none">1. Release of draft MSPM data.2. Continue work with MedAssets to improve Medical Bill reviews.
Administrative Svcs	<ol style="list-style-type: none">1. Working with State Auditor's Office on annual audit2. Submitted EBO debt report3. Preparing for staff transition (Receptionist).4. Working on Outstanding Debt collection process.
IMAS Administration:	<ol style="list-style-type: none">1. Working with Division Mgrs to provide cross coordination of mgmt. functions.2. Working with Executive Team concerning strategic planning and future needs forecasting.3. Processing GEAR files / appeal notice protocol.

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 IMAS Department and provide measures by which the Department's effectiveness can be gauged. IMAS welcomes any guidance that you and/or our Commissioners can provide concerning our performance and direction.

IMS COMPLIANCE DIVISION

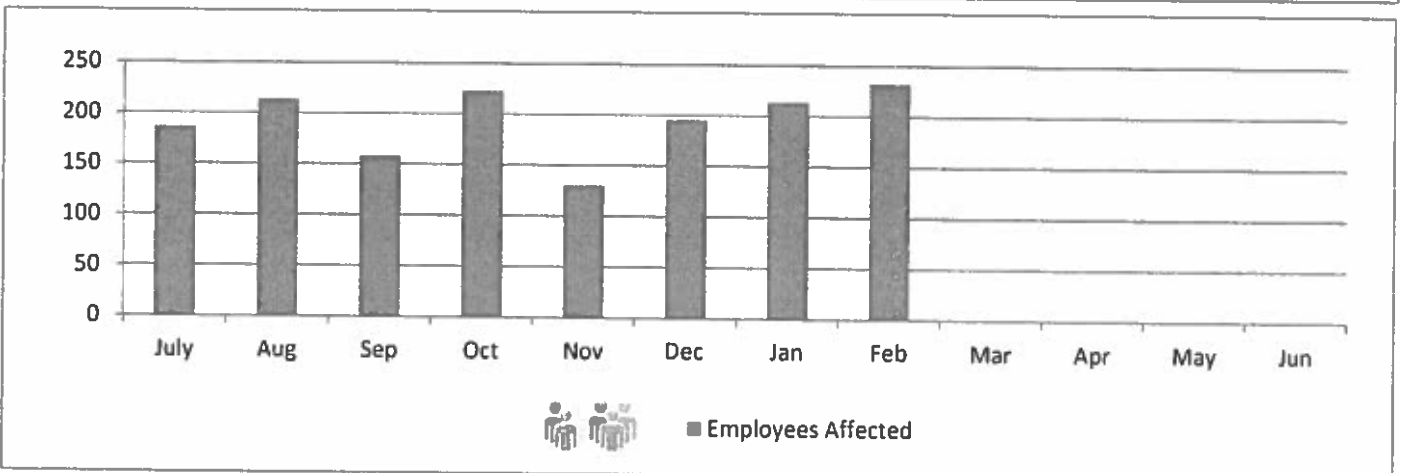
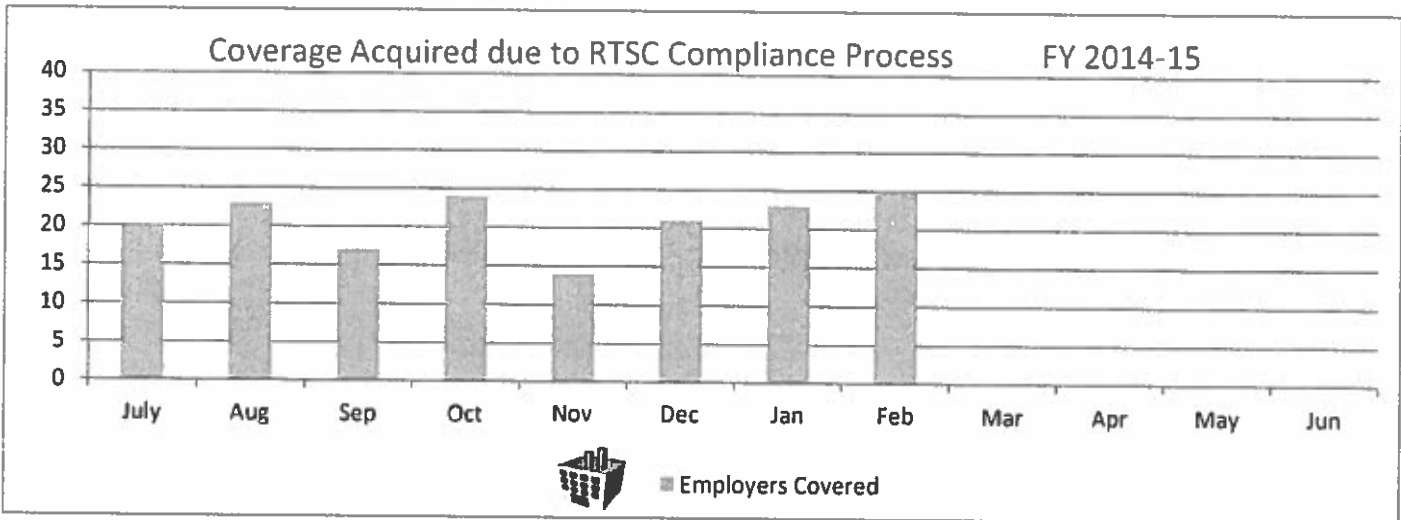
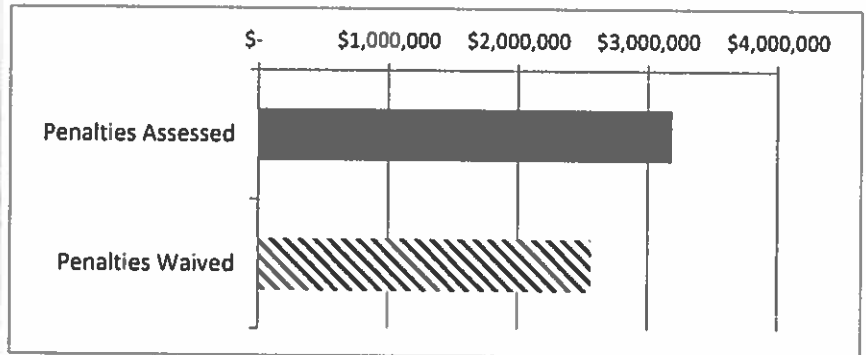
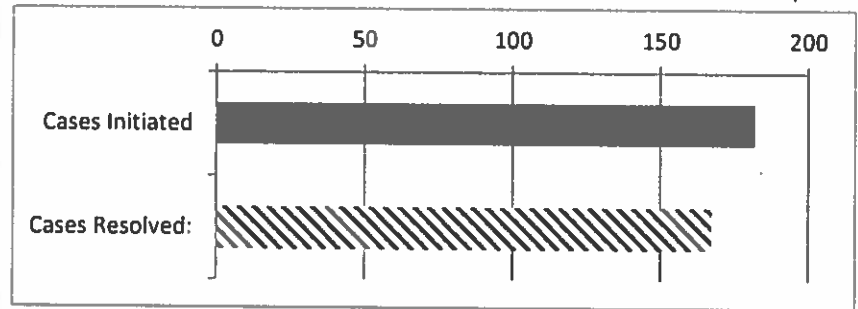
February 2015

Employers Obtaining Coverage

For the Fiscal Year 2014 - 2015, the Compliance Division has worked with great diligence to help uninsured employers become compliant with the South Carolina Workers' Compensation Act. Year to date, the Compliance Division has compelled 167 employers in South Carolina to come into compliance with the Act. In so doing, approximately 1,553 previously uninsured workers are now properly covered.

Penalties Waived

Although the Division has assessed \$3.1 million dollars in fines, over 80% of those fines (\$2.5m) have been waived or rescinded as employers have either obtained insurance coverage or were found not to be subject to the Act.



Carryover Caseload:

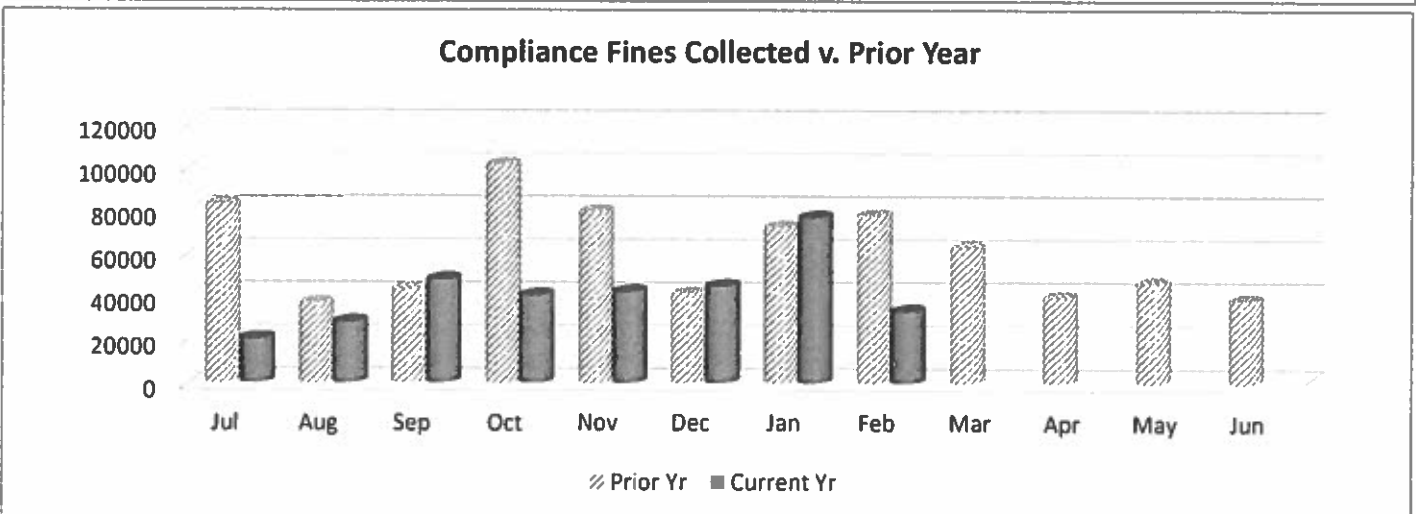
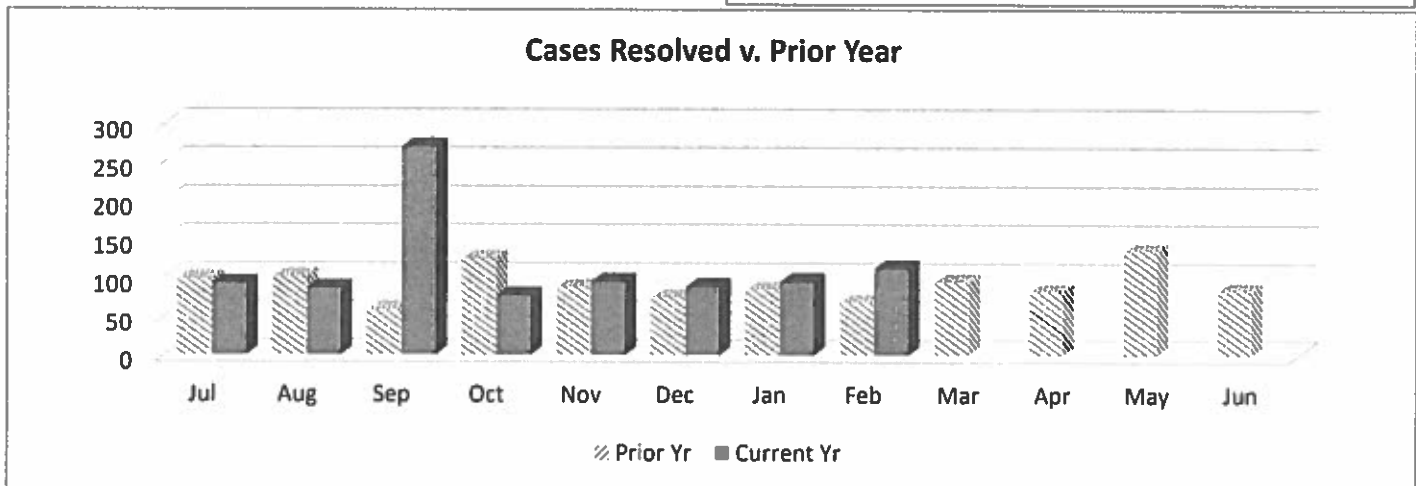
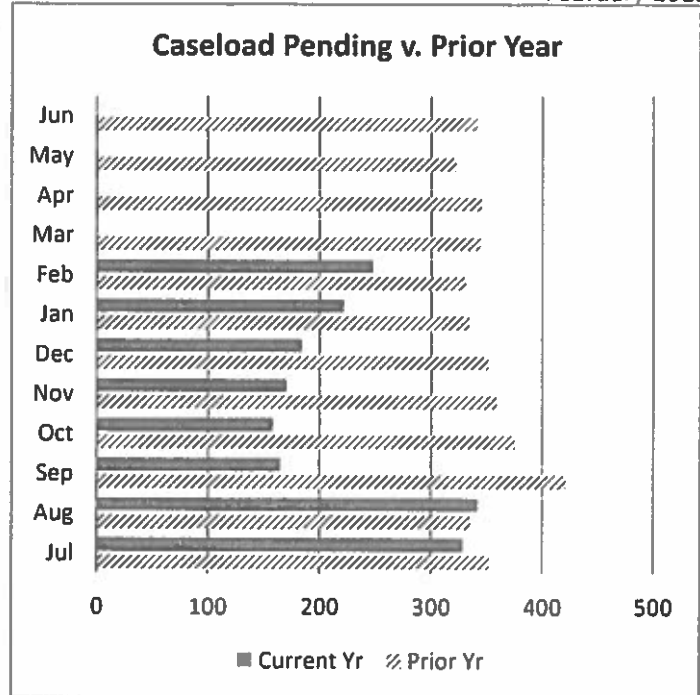
The Compliance Division closed February 2015 with 248 cases active, compared to an active caseload of 331 at the close of February 2014.

Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of February 2015, Compliance Division staff closed-out 113 cases.

Compliance Fines:

In February 2015, the Compliance Division collected \$33,410 in fines and penalties. Year to Date, the Compliance Division has collected \$335,117 in fines which represents 46% of prior year's year-end collection (\$725,776). The Compliance Division continues to find substantially greater compliance among employers in the State. This finding contributes to a current projected year-end revenue trend of 62% of prior year.



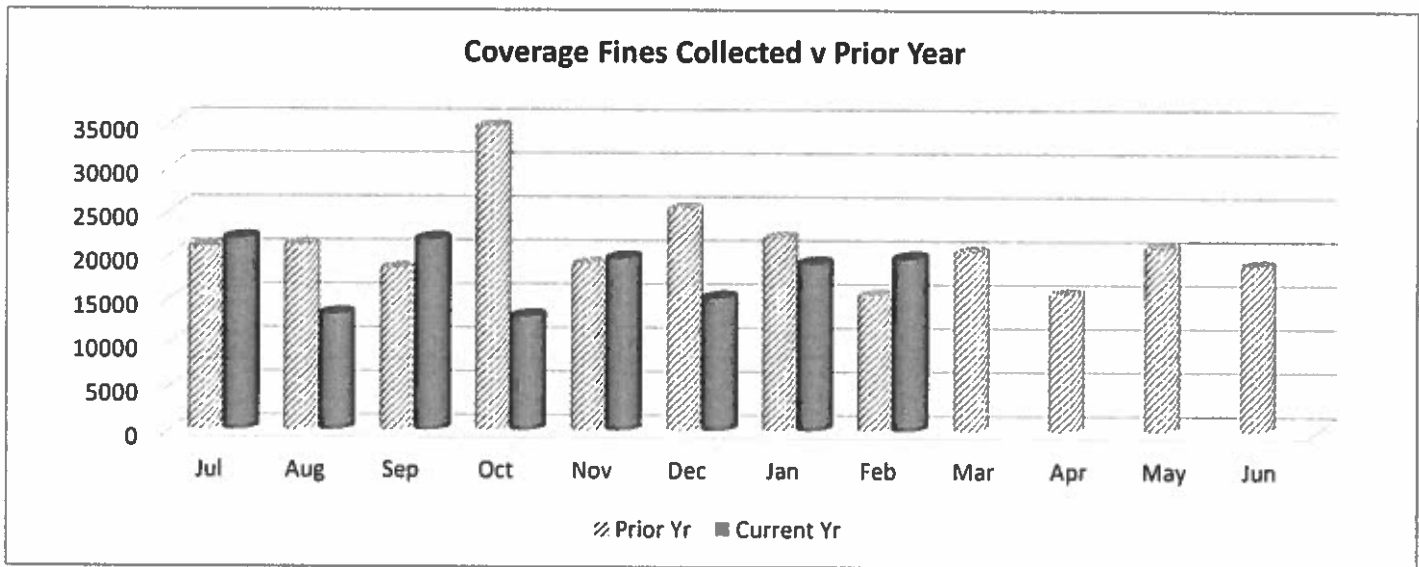
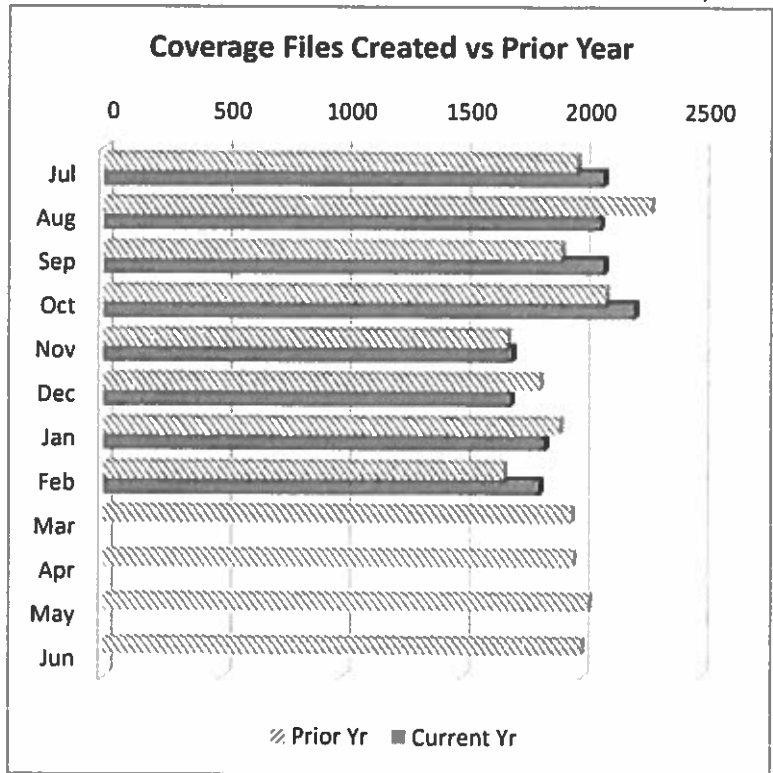
WCC Claim Files:

In February 2015, the Coverage Division received a total of 1,828 WCC Claim files. Of these, 1,508 were created through proper carrier filing of a 12A, and 320 were generated as a result of a Form 50 claim filing. Year to Date, 15,598 Claim files have been created which is 67% of claim file volume prior year (23,369).

Coverage Fines:

The Coverage Division collected \$19,700 in fine revenue in February 2015, as compared to \$15,400 in Coverage fines/penalties accrued during February 2014. Year on Year, Coverage fines are at 57% of collections for prior year.

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



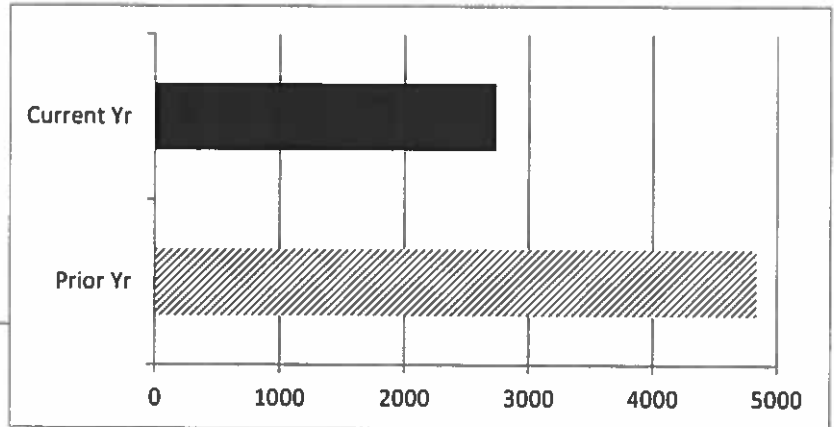
IMS SELF INSURANCE DIVISION

February 2015

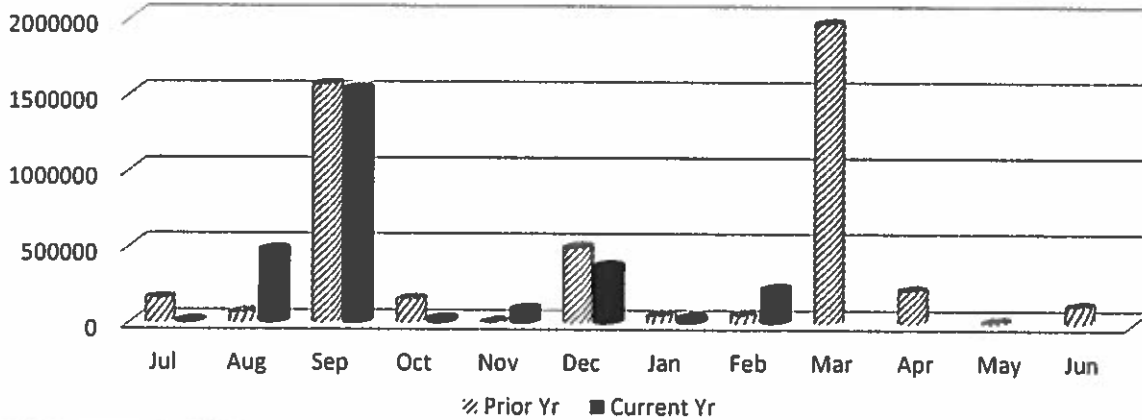
During the month of February 2015, the Self Insurance Division:

- * collected \$219,149 in self-insurance tax.
- * added 25 new self-insurers.
- * conducted 6 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 108% of prior year and 34 Self Insurance audits have been completed.



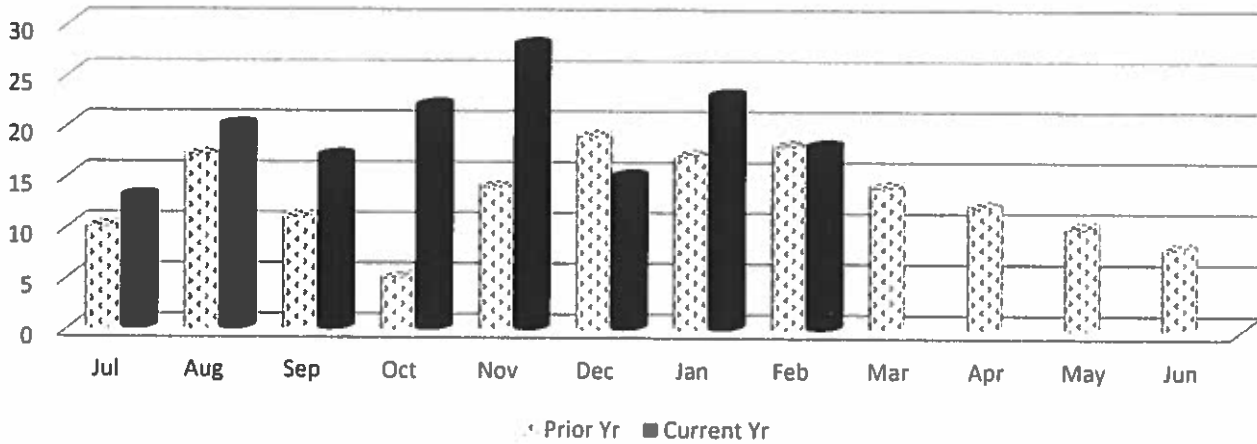
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In February 2015, the Medical Services Division began the month with 23 bills pending review, received an additional 21 bills for review, conducted 26 bill reviews and ended the month with 18 bills pending.

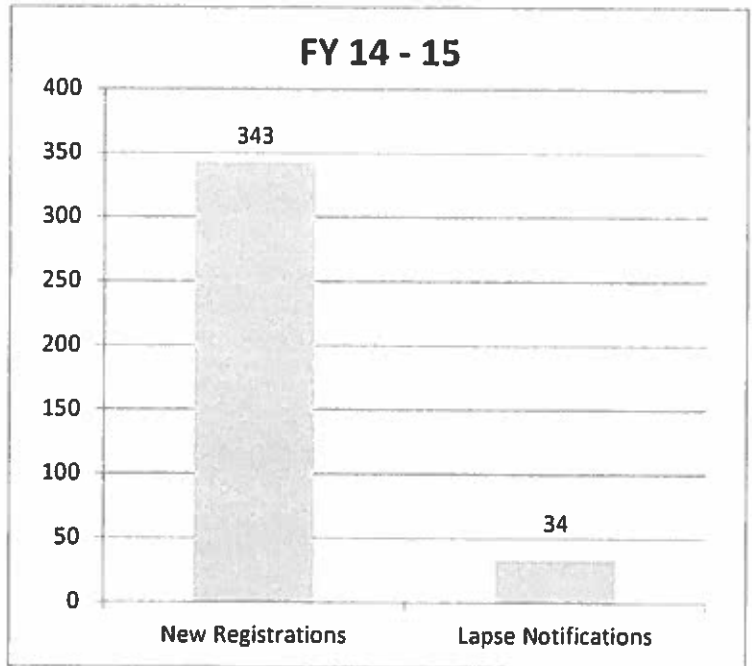
Medical Bills Pending Review v. Prior Year



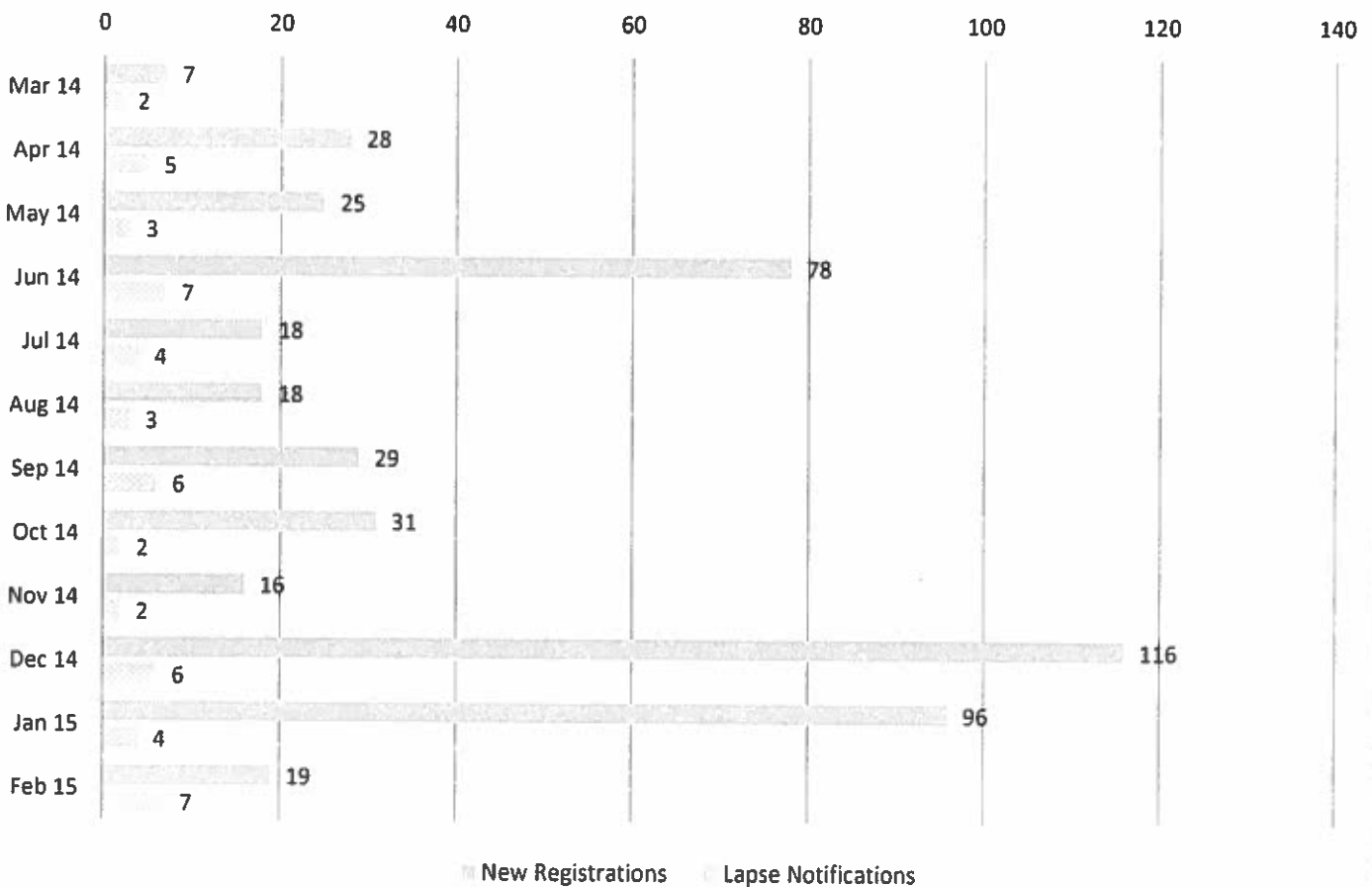
Lapse In Coverage Notification

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 February 2015, the LIC program registered 19 new policies to be tracked and issued 7 Lapse in Coverage notifications.



Lapse In Coverage Program Data (12 mo)



South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2014 - 2015 Budget
February 28, 2015

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	66.67%
General Appropriation	<u>\$ 1,763,619</u>	<u>\$ 1,175,746.00</u>		66.67%

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,412,465	\$ 1,006,567	\$ 405,898	71.3%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	496,796	395,916	100,880	79.7%
Total	<u>\$ 1,909,261</u>	<u>\$ 1,402,483</u>	<u>\$ 506,778</u>	<u>73.5%</u>

OTHER APPROPRIATIONS

EARMARKED

	<u>Budgeted Revenues</u>	<u>Received thru 2/28/15</u>	<u>% Received</u>
Training Conference Registration Fee	\$ 5,000	\$ -	0.00%
Sale of Publication and Brochures	8,000	3,075	38.44%
Workers' Comp Award Review Fee	73,000	25,800	35.34%
Sale of Photocopies	88,000	49,269	55.99%
Workers' Compensation Filing Violation Fee	1,660,000	939,833	56.62%
Sale of Listings and Labels	25,000	15,475	61.90%
Workers' Comp Hearing Fee	562,000	369,541	65.75%
Earmarked Funds - Original Authorization	<u>\$ 2,421,000</u>	<u>\$ 1,402,993</u>	<u>57.95%</u>
Increase Authorization	<u>951,066</u>		
	<u>-</u>		
Total Earmarked Revenues + Fund Balance	<u>\$ 3,372,066</u>		

SELF INSURANCE

	<u>Collected Revenue</u>	<u>Transferred to State Fund</u>	<u>Balance to WCC Fund Balance</u>
Self Insurance	\$ 2,732,205	\$ -	\$ 2,732,205

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,544,527	\$ 1,120,280	\$ 424,247	72.5%
Taxable Subsistence	50,000	43,564	6,436	87.1%
Other Operating Expenses	1,224,204	800,667	423,537	65.4%
Employer Contribution	465,400	356,667	108,733	76.6%
Total Earmarked	<u>\$ 3,284,131</u>	<u>\$ 2,321,178</u>	<u>\$ 962,953</u>	<u>70.7%</u>

TOTAL OTHER APPROPRIATIONS	<u>\$ 3,284,131</u>	<u>\$ 2,321,178</u>	<u>\$ 962,953</u>	<u>70.7%</u>
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South Carolina Workers' Compensation Commission
2014 - 2015 Budget
February 28, 2015

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 66.67%				
				Expended February	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,153,234	\$ 30,102	\$ 1,183,336	\$ 97,786	\$ 870,749	74%	\$ -	\$ 312,587
Other Operating Expenditures								
Total Contractual Services	200,094	(34,000)	166,094	12,986	90,054	54%	-	76,040
Total Supplies & Materials	12,120	-	12,120	312	5,964	49%	-	6,156
Total Fixed Charges	159,405	(143,000)	16,405	71	9,786	60%	-	6,619
Total Travel	57,600	-	57,600	9,455	48,347	84%	-	8,756
Total Other Operating Exp	429,219	(177,000)	252,219	22,824	154,151	61%	-	97,571
Total Commissioners	\$ 1,582,453	\$ (146,898)	\$ 1,435,555	\$ 120,610	\$ 1,024,900	71%	\$ -	\$ 410,158
Administration								
Salaries	\$ 640,790	\$ 2,862	\$ 643,652	\$ 56,980	\$ 473,889	74%	\$ -	\$ 169,763
Other Operating Expenditures								
Total Contractual Services	154,772	152,022	306,794	15,754	184,849	60%	-	121,945
Total Supplies & Materials	33,134	-	33,134	7,064	22,367	68%	-	10,767
Total Fixed Charges	131,740	335,300	467,040	37,804	364,819	78%	-	102,221
Total Travel	20,000	-	20,000	2,436	15,507	78%	-	5,499
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	339,646	487,322	826,968	63,058	587,542	71%	-	240,432
Total Administration	\$ 980,436	\$ 490,184	\$ 1,470,620	\$ 120,038	\$ 1,061,431	72%	\$ -	\$ 410,195
Claims								
Salaries	\$ 428,856	\$ -	\$ 428,856	\$ 31,085	\$ 290,536	68%	\$ -	\$ 138,320
Other Operating Expenditures								
Total Contractual Services	40,570	(33,050)	7,520	292	2,294	31%	-	5,226
Total Supplies & Materials	24,135	-	24,135	798	7,852	33%	-	16,283
Total Fixed Charges	82,234	(75,000)	7,234	35	2,333	32%	-	4,901
Total Travel	100	-	100	-	1,081	1081%	-	(981)
Total Other Operating Exp	147,039	(108,050)	38,989	1,125	13,560	35%	-	25,429
Total Claims	\$ 575,895	\$ (108,050)	\$ 467,845	\$ 32,210	\$ 304,096	65%	\$ -	\$ 163,749
Insurance and Medical Services								
Salaries	\$ 421,909	\$ 522	\$ 422,431	\$ 38,527	\$ 337,149	80%	\$ -	\$ 85,282
Other Operating Expenditures								
Total Contractual Services	98,898	(55,000)	43,898	2,824	23,797	54%	-	20,101
Total Supplies & Materials	20,800	-	20,800	612	7,019	34%	-	13,781
Total Fixed Charges	63,090	(52,000)	11,090	75	3,404	31%	-	7,960
Total Travel	1,350	-	1,350	-	708	52%	-	642
Total Other Operating Exp	184,138	(107,000)	77,138	3,511	34,928	45%	-	42,484
Total Insurance and Medical Services	\$ 606,047	\$ (106,478)	\$ 499,569	\$ 42,038	\$ 372,077	74%	\$ -	\$ 127,766
Judicial								
Salaries	\$ 328,143	\$ 574	\$ 328,717	\$ 26,037	\$ 198,088	60%	\$ -	\$ 130,629
Other Operating Expenditures								
Total Contractual Services	35,522	(29,972)	5,550	238	2,013	36%	-	3,537
Total Supplies & Materials	12,650	-	12,650	429	6,125	48%	-	6,525
Total Fixed Charges	70,545	(65,300)	5,245	76	2,321	44%	-	2,924
Total Travel	5,445	-	5,445	-	26	0%	-	5,419
Total Other Operating Exp	124,162	(95,272)	28,890	742	10,485	36%	-	18,405
Total Judicial	\$ 452,305	\$ (94,698)	\$ 357,607	\$ 26,779	\$ 208,573	58%	\$ -	\$ 149,034
Totals By Departments								
Department Totals								
Commissioners	\$ 1,582,453	\$ (146,898)	\$ 1,435,555	\$ 120,610	\$ 1,024,900	71%	\$ -	\$ 410,158
Administration	980,436	490,184	1,470,620	120,038	1,061,431	72%	-	410,195
Claims	575,895	(108,050)	467,845	32,210	304,096	65%	-	163,749
Insurance & Medical	606,047	(106,478)	499,569	42,038	372,077	74%	-	127,766
Judicial	452,305	(94,698)	357,607	26,779	208,573	58%	-	149,034
Total Departmental Expend	\$ 4,197,136	\$ 34,060	\$ 4,231,196	\$ 341,676	\$ 2,971,077	70%	\$ -	\$ 1,260,902
Employer Contributions	946,006	16,190	962,196	86,407	752,583	78%	-	209,613
Total General & Earmarked Funds	\$ 5,143,142	\$ 50,250	\$ 5,193,392	\$ 428,083	\$ 3,723,661	72%	\$ -	\$ 1,470,514

South Carolina Workers' Compensation Commission
2014 - 2015 Budget
February 28, 2015

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 66.67%				
				Expended February	Year to Date	%	Encumb Balance	
Commissioners								
Salaries								
Taxable Subsistence	\$ 50,000	\$ -	\$ 50,000	\$ 2,600	\$ 43,564	87%	\$ -	\$ 6,436
Total Salaries	50,000	-	50,000	2,600	43,564	87%	-	6,436
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,300	-	1,300	-	1,366	105%	-	(66)
Data Processing Services	34,000	(34,000)	-	-	-	0%	-	-
Freight Express Delivery	100	-	100	-	-	0%	-	100
Telephone	3,500	-	3,500	343	2,738	78%	-	762
Cellular Phone Service	11,500	-	11,500	885	6,273	55%	-	5,227
Legal Services/Attorney Fees	149,494	-	149,494	11,758	78,961	53%	-	70,533
Other Professional Services	200	-	200	-	716	358%	-	(516)
Total Contractual Services	200,094	(34,000)	166,094	12,986	90,054	54%	-	76,040
Supplies & Materials								
Office Supplies	2,900	-	2,900	-	2,257	78%	-	643
Copying Equipment	2,300	-	2,300	-	1,366	59%	-	934
Printing	1,800	-	1,800	-	107	6%	-	1,693
Data Processing Supplies	50	-	50	37	257	514%	-	(207)
Postage	4,800	-	4,800	275	1,872	39%	-	2,928
Maint/Janitorial Supplies	150	-	150	-	85	57%	-	65
Motor Vehicle Supp/Gasoline	50	-	50	-	20	40%	-	30
Other Supplies	70	-	70	-	-	0%	-	70
Total Supplies & Materials	12,120	-	12,120	312	5,964	49%	-	6,156
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	71	531	53%	-	469
Rent - Non State Owned Property	143,000	(143,000)	-	-	-	0%	-	-
Insurance-State	13,806	-	13,806	-	8,642	63%	-	5,164
Insurance-Non State	1,169	-	1,169	-	193	17%	-	976
Dues & Memberships	430	-	430	-	420	98%	-	10
Total Fixed Charges	159,405	(143,000)	16,405	71	9,786	60%	-	6,619
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	-	500	250%	-	(300)
In State - Auto Mileage	18,000	-	18,000	1,664	13,964	78%	-	4,036
In State - Misc Exp	-	-	-	(1,677)	(1,677)	100%	-	-
In State - Subsistence Allowance	9,000	-	9,000	2,580	6,321	70%	-	2,679
In State Air	-	-	-	-	385	-	-	-
Out State - Meals	100	-	100	-	88	88%	-	12
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
In State Lodging	-	-	-	-	795	-	-	-
Leased Car	30,000	-	30,000	6,888	27,971	93%	-	2,029
Total Travel	57,600	-	57,600	9,455	48,347	84%	-	8,756
Total Other Operating Expenditures	429,219	(177,000)	252,219	22,824	154,151	61%	-	97,571
Total Commissioners	\$ 479,219	\$ (177,000)	\$ 302,219	\$ 25,424	\$ 197,715	65%	\$ -	\$ 104,007

South Carolina Workers' Compensation Commission
2014 - 2015 Budget
February 28, 2015

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 66.67%				
				Expended February	Year to Date	%	Encumb	Balance
Administration								
Salaries								
Classified Positions	\$ 462,641	\$ -	462,641	\$ 38,819	\$ 309,948	67%	\$ -	\$ 152,693
Temporary Employees	35,004	-	35,004	5,819	57,642	165%	-	(22,638)
OT & Shift Diff	-	-	-	-	2,488	-	-	(2,488)
Terminal Leave	-	-	-	175	389	0%	-	(389)
Total Salaries	497,645	-	497,645	44,813	370,467	74%	-	127,178
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	7,139	-	7,139	-	-	0%	-	7,139
Copying Equipment Service	3,000	-	3,000	343	343	11%	-	2,657
Print/Blind/Advertisement	3,000	-	3,000	-	-	0%	-	3,000
Print Pub Annual Reports	100	-	100	-	-	0%	-	100
Data Processing Services	103,563	152,022	255,585	14,250	174,198	68%	-	81,387
Freight Express Delivery	1,800	-	1,800	-	-	0%	-	1,800
Telephone	7,060	-	7,060	398	4,552	64%	-	2,508
Cellular Phone Service	5,000	-	5,000	468	3,690	74%	-	1,310
Education & Training Services	5,000	-	5,000	295	295	6%	-	4,705
Attorney Fees	10,000	-	10,000	-	63	1%	-	9,937
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	-	966	64%	-	534
Other Contractual Services	2,000	-	2,000	-	631	32%	-	1,369
Total Contractual Services	154,772	152,022	306,794	15,754	184,849	60%	-	121,945
Supplies & Materials								
Office Supplies	9,500	-	9,500	4,754	11,756	124%	-	(2,256)
Copying Equipment Supplies	4,434	-	4,434	1,722	5,258	119%	-	(824)
Printing	3,500	-	3,500	-	168	5%	-	3,332
Data Processing Supplies	2,300	-	2,300	-	1,257	55%	-	1,043
Postage	8,000	-	8,000	588	3,751	47%	-	4,249
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	8%	-	1,380
Other Supplies	1,000	-	1,000	-	57	6%	-	943
Total Supplies & Materials	33,134	-	33,134	7,064	22,367	68%	-	10,767
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	210	1,816	30%	-	4,184
Rent-Non State Owned Property	95,000	335,300	430,300	36,807	337,227	78%	-	93,073
Rent-Other	11,000	-	11,000	787	15,512	141%	-	(4,512)
Insurance-State	7,490	-	7,490	-	2,812	38%	-	4,678
Insurance-Non State	750	-	750	-	296	39%	-	454
Dues and Memberships	5,000	-	5,000	-	4,021	80%	-	979
Sales Tax Paid	6,500	-	6,500	-	3,135	48%	-	3,365
Total Fixed Charges	131,740	335,300	467,040	37,804	364,819	78%	-	102,221
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	1,000	-	1,000	117	1,433	143%	-	(433)
Reportable Meals	-	-	-	-	-	0%	-	-
In State Air Trans	-	-	-	-	1,006	-	-	-
In State - Lodging	1,000	-	1,000	199	3,305	331%	-	(2,305)
In State - Auto Mileage	1,000	-	1,000	172	2,002	200%	-	(1,002)
In State - Registration Fees	2,000	-	2,000	-	105	5%	-	1,895
Out State - Lodging	-	-	-	-	-	0%	-	-
Out State - Meals	-	-	-	-	-	0%	-	-
Leased Car	15,000	-	15,000	1,948	7,656	51%	-	7,344
Total Travel	20,000	-	20,000	2,436	15,507	78%	-	5,499
Equipment								
Equipment Data Processing- PC's	-	-	-	-	-	0%	-	-
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Expenditures	339,646	487,322	826,968	63,058	587,542	71%	-	240,432
Total Administration	\$ 837,291	\$ 487,322	\$ 1,324,613	\$ 107,871	\$ 958,009	72%	\$ -	\$ 367,610

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South Carolina Workers' Compensation Commission
2014 - 2015 Budget
February 28, 2015

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 66.67%				
				Expended February	Year to Date	%	Encumb Balance	
Claims								
Salaries								
Classified Positions	\$ 331,158	\$ -	\$ 331,158	\$ 24,710	\$ 225,068	68%	\$ -	\$ 106,090
Temporary Positions	20,475	-	20,475	-	11,280	55%	-	9,195
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	351,633	-	351,633	24,710	236,348	67%	-	115,285
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Services	33,050	(33,050)	-	-	-	0%	-	-
Telephone	4,000	-	4,000	255	2,032	51%	-	1,968
Cellular Phone Service	1,720	-	1,720	37	262	15%	-	1,458
Total Contractual Services	40,570	(33,050)	7,520	292	2,294	31%	-	5,226
Supplies & Materials								
Office Supplies	2,000	-	2,000	-	1,375	69%	-	625
Copying Equipment	2,535	-	2,535	-	248	10%	-	2,287
Printing	1,500	-	1,500	-	85	6%	-	1,415
Data Processing Supplies	3,500	-	3,500	-	934	27%	-	2,566
Postage	14,000	-	14,000	798	5,210	37%	-	8,790
Maint./Janitorial Supplies	500	-	500	-	-	0%	-	500
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	24,135	-	24,135	798	7,852	33%	-	16,283
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	35	528	21%	-	1,972
Rent-Non State Owned Property	75,000	(75,000)	-	-	-	0%	-	-
Insurance-WC	2,800	-	2,800	-	1,522	54%	-	1,278
Insurance-Unemp	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	35	2,333	32%	-	4,901
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	50	-	50	-	53	106%	-	(3)
In State - Lodging	-	-	-	-	199	-	-	(199)
In State - Auto Mileage	-	-	-	-	466	-	-	(466)
In State Registration	-	-	-	-	337	-	-	(337)
Reportable Meals	50	-	50	-	26	52%	-	24
Total Travel	100	-	100	-	1,081	1081%	-	(981)
Total Other Operating Expenditures	147,039	(108,050)	38,989	1,125	13,560	35%	-	25,429
Total Claims	\$ 498,672	\$ (108,050)	\$ 390,622	\$ 25,835	\$ 249,908	64%	\$ -	\$ 140,714

South Carolina Workers' Compensation Commission
2014 - 2015 Budget
February 28, 2015

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 66.67%			
				Expended February	Year to Date	%	Encumb Balance
Insurance and Medical Services							
Salaries							
Classified Positions	395,799	-	395,799	36,308	318,285	80%	77,514
Temporary Employees	-	-	-	-	-	-	-
Terminal Leave	0	-	0	0	0	0%	-
Total Salaries	395,799	-	395,799	36,308	318,285	80%	77,514
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)	-	-	51	0%	(51)
Telephone	2,300	-	2,300	268	2,115	92%	185
Cell Phone	1,000	-	1,000	91	635	64%	365
Catered Meals	1,600	-	1,600	-	-	0%	1,600
Other Professional Services	38,298	-	38,298	2,465	20,285	53%	18,013
Other Contractual Services	500	-	500	-	711	142%	(211)
Total Contractual Services	98,898	(55,000)	43,898	2,824	23,797	54%	20,101
Supplies & Materials							
Office Supplies	9,000	-	9,000	-	2,394	27%	6,606
Copying Equipment	2,500	-	2,500	217	1,221	49%	1,279
Printing	2,500	-	2,500	-	186	7%	2,314
Data Processing Supplies	500	-	500	-	527	105%	(27)
Postage	5,000	-	5,000	375	2,616	52%	2,384
Maintenance/Janitorial Supplies	150	-	150	20	74	50%	76
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	612	7,019	34%	13,781
Fixed Charges							
Rental-Cont Rent Payment	2,500	-	2,500	36	292	12%	2,208
Rent-Non State Owned Property	52,000	(52,000)	-	-	-	0%	-
Rent-Data Proc Equip	-	-	-	39	274	-	-
Rent-Other	2,000	-	2,000	-	240	12%	1,760
Insurance-WC	2,500	-	2,500	-	1,731	69%	769
Insurance-Unemp	148	-	148	-	283	191%	(135)
Equipment Maintenance	942	-	942	-	-	0%	942
Sales Tax Paid	3,000	-	3,000	-	584	19%	2,416
Total Fixed Charges	63,090	(52,000)	11,090	75	3,404	31%	7,960
Travel (Includes Leased Car)							
In State - Meals (Non-Reportable)	400	-	400	-	45	11%	355
In-State Registration	100	-	100	-	467	467%	(367)
Reportable Meals	150	-	150	-	-	0%	150
In State - Lodging	700	-	700	-	196	28%	504
Total Travel	1,350	-	1,350	-	708	52%	642
Total Other Operating Expenditures	184,138	(107,000)	77,138	3,511	34,928	45%	42,484
Total Insurance and Medical Services	\$ 579,937	\$ (107,000)	\$ 472,937	\$ 39,819	\$ 353,213	75%	\$ 119,998

South Carolina Workers' Compensation Commission
2014 - 2015 Budget
February 28, 2015

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 66.67%			
				Expended February	Year to Date	%	Encumb Balance
Judicial							
Salaries							
Classified Positions	\$ 299,450	\$ -	\$ 299,450	\$ 26,037	\$ 195,180	65%	\$ - \$ 104,270
Temporary Employees	0	-	0	0	0	0%	-
Total Salaries	299,450	-	299,450	26,037	195,180	65%	- 104,270
Other Operating Expenditures							
Contractual Services							
Office Equipment Services	80	-	80	-	-	0%	- 80
Copy Equipment Services	850	-	850	-	-	0%	- 850
Print/Bind/Advertisement	800	-	800	-	76	10%	- 724
Data Processing Services	29,972	(29,972)	-	-	-	0%	- -
Telephone	2,500	-	2,500	185	1,488	60%	- 1,012
Cellular Phone Service	1,120	-	1,120	53	370	33%	- 750
Other Professional Services	200	-	200	-	80	40%	- 120
Total Contractual Services	35,522	(29,972)	5,550	238	2,013	36%	- 3,537
Supplies & Materials							
Office Supplies	2,000	-	2,000	-	1,961	98%	- 39
Copying Equipment Supplies	2,500	-	2,500	32	323	13%	- 2,177
Printing	2,000	-	2,000	-	577	29%	- 1,423
Data Processing Supplies	2,500	-	2,500	-	467	19%	- 2,033
Postage	3,380	-	3,380	397	2,737	81%	- 643
Maintenance/Janitorial Supplies	150	-	150	-	60	40%	- 90
Promotional Supplies	20	-	20	-	-	0%	- 20
Other Supplies	100	-	100	-	-	0%	- 100
Total Supplies & Materials	12,650	-	12,650	429	6,125	48%	- 6,525
Fixed Charges							
Rental-Cont Rent Payment	3,000	-	3,000	76	566	19%	- 2,434
Rent-Non State Owned Property	65,300	(65,300)	-	-	-	0%	- -
Rent-Other	125	-	125	-	-	0%	- 125
Insurance-State	2,000	-	2,000	-	1,523	76%	- 477
Insurance-Non State	120	-	120	-	232	193%	- (112)
Total Fixed Charges	70,545	(65,300)	5,245	76	2,321	44%	- 2,924
Travel (Includes Leased Car)							
In State - Meals / Non-Reportable	450	-	450	-	26	6%	- 424
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	-	26	0%	- 5,419
Total Other Operating Expenditures	124,162	(95,272)	28,890	742	10,485	36%	- 18,405
Total Judicial	\$ 423,612	\$ (95,272)	\$ 328,340	\$ 26,779	\$ 205,665	63%	\$ - \$ 122,675
Earmarked Funds							
Department Totals							
Commissioners	\$ 479,219	\$ (177,000)	\$ 302,219	\$ 25,424	\$ 197,715	65%	\$ - \$ 104,007
Administration	837,291	487,322	1,324,613	107,871	958,009	72%	- 367,610
Claims	498,672	(108,050)	390,622	25,835	249,908	64%	- 140,714
Insurance & Medical	579,937	(107,000)	472,937	39,819	353,213	75%	- 119,998
Judicial	423,612	(95,272)	328,340	26,779	205,665	63%	- 122,675
Total Departmental Expend	\$ 2,818,731	\$ -	\$ 2,818,731	\$ 225,729	\$ 1,964,510	70%	\$ - \$ 855,004
Employer Contributions	465,400	-	465,400	40,346	356,667	77%	- 108,733
Total Earmarked Funds	\$ 3,284,131	\$ -	\$ 3,284,131	\$ 266,075	\$ 2,321,178	71%	\$ - \$ 963,736
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -

State of South Carolina



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Sonji Spann
Claims Director

Date: March 1, 2015

Subj: Claims Department
February 2015 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 February 2015, the Claims Department has:

1. Closed 2217 individual case files.
 - Closed 2326(1/2015) Closed 2210 (2/2014)
2. Collected \$77,100 in fine revenue.
 - Collected \$44,700 (1/2015) Collected \$38,550 (2/2014)
3. The examiners reviewed 2228 individual case files.
 - Reviewed 1863 (1/2015) Reviewed 136 (2/2014)
4. Total Fines 378
 - Total Fines 455 (1/2015) Total Fines 691 (2/2014)
5. Form 18 Fines 358
 - Form 18 Fines 377 (1/2015) Form 18 Fines 632 (2/2014)
6. Total Forms Processed 11,440
 - Total Forms Processed 11,956 (1/2015) Forms Processed 11,240 (2/2014)
7. Continuing to educate the stakeholders.

		Five Year Claims Fine Collection History											
		FY 2011-2012, 2012-2013, 2013-2014 and 2014-2015											
		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2011-2012		111,875	103,800	83,300	81,300	85,100	110,700	126,700	120,225	116,915	100,200	61,050	90,450
2012-2013		80,825	69,100	57,075	91,925	64,825	65,950	60,550	79,875	67,000	56,650	47,550	48,500
2013-2014		42,350	21,900	35,050	110,350	57,425	50,900	27,000	38,550	73,100	45,350	52,550	31,200
2014-2015		43,300	42,100	51,650	55,100	44,750	49,900	44,700	77,100				

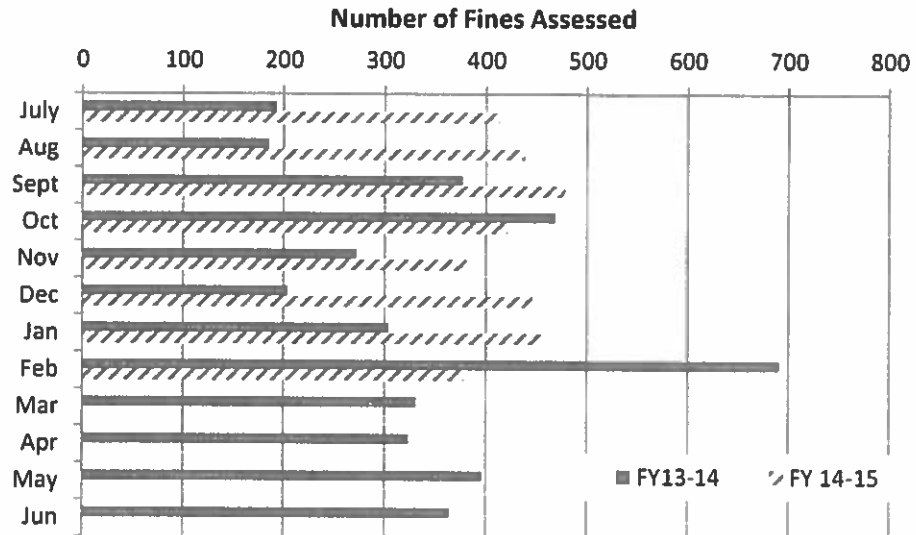
CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2014-2015													
Prepared March 1, 2015													
I. Claims Services Division													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Forms 15-I	1,241	1,155	1,339	1,242	989	997	1,115	1032					9,110
Forms 15-II/Forms 17	911	873	954	870	717	817	787	779					6,708
Forms 16 for PP/Disf	287	272	259	260	231	229	211	241					1,990
Forms 18	4,172	4,293	4,421	4,778	3,748	4,243	4,528	4,461					34,644
Forms 20	839	800	885	909	768	708	786	707					6,402
Form 50 Claims Only	321	254	293	320	236	245	289	293					2,251
Form 61	662	602	802	765	618	791	718	723					5,681
Letters of Rep	230	172	183	233	130	145	162	230					1,485
Clinchers	803	684	903	973	676	900	942	684					6,565
Third Party Settlements	18	32	21	31	31	31	25	16					205
SSA Requests for Info	105	68	70	92	87	72	67	57					618
Cases Closed	2,588	2,137	2,509	2,309	1,973	2,167	2,326	2,217					18,226
Cases Reviewed	723	601	886	770	905	667	1,863	2,228					8,643
Total	12,900	11,943	13,525	13,552	11,109	12,012	13,819	13,668	0	0	0	0	102,528

CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2014 -2015													
Prepared March 1, 2015													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Assessed Form 15I	16	49	46	13	20	34	42	11					231
Assessed Form 15II	5	37	13	8	11	19	17	2					0
Assessed Form 15S	0	0	0	0	0	0	0	0					0
Assessed Form 17	2	8	23	1	6	12	14	5					71
Assessed Form 18	363	333	386	391	336	377	377	358					2921
Assessed Form 19	5	1	2	0	0	0	2	1					11
Assessed Denial Letter	10	6	5	4	6	2	1	0					34
Assessed Requests	12	4	3	4	2	2	2	1					30
Paid Form 15I	\$3,800	\$2,800	\$5,800	\$4,000	\$1,200	\$1,200	\$4,600	\$6,600					30000
Paid Form 15II	\$1,000	\$1,200	\$3,200	\$1,200	\$600	\$800	\$2,300	\$3,400					13700
Paid Form 15S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					0
Paid Form 17	\$400	\$0	\$1,400	\$1,400	\$400	\$1,400	\$1,600	\$1,400					8000
Paid Form 18	\$72,800	\$36,000	\$40,000	\$47,000	\$41,500	\$46,300	\$36,000	\$64,200					383800
Paid Form 19	\$250	\$100	\$50	\$100	\$50	\$0.00	\$0.00	\$200.00					750
Paid Denial Letter	\$250	\$400	\$1,000	\$600	\$400	\$200.00	\$0.00	\$200.00					3050
Paid Request	\$2,400	\$1,600	\$200	\$800	\$600	\$0.00	200	1200.00					7000

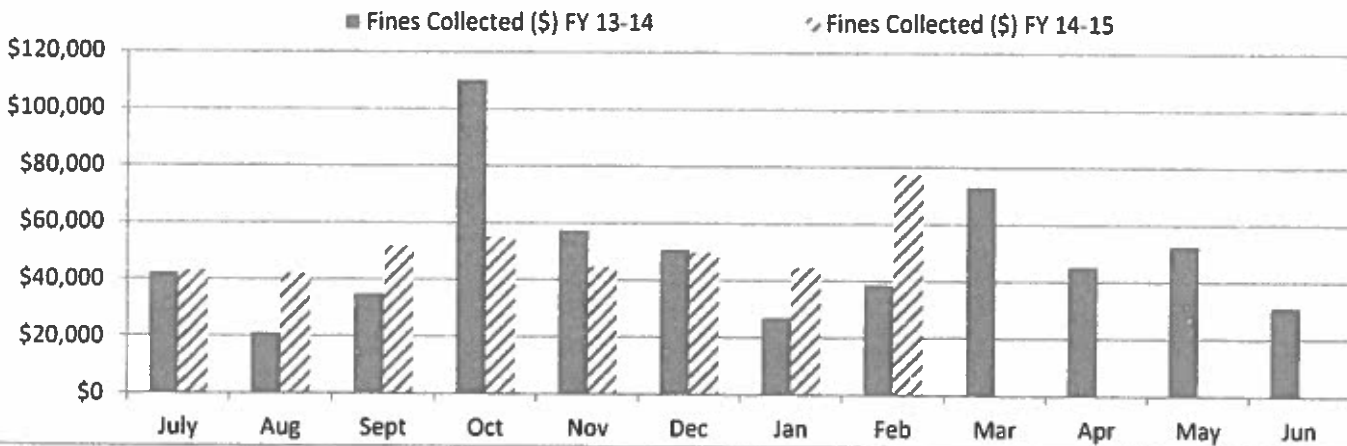
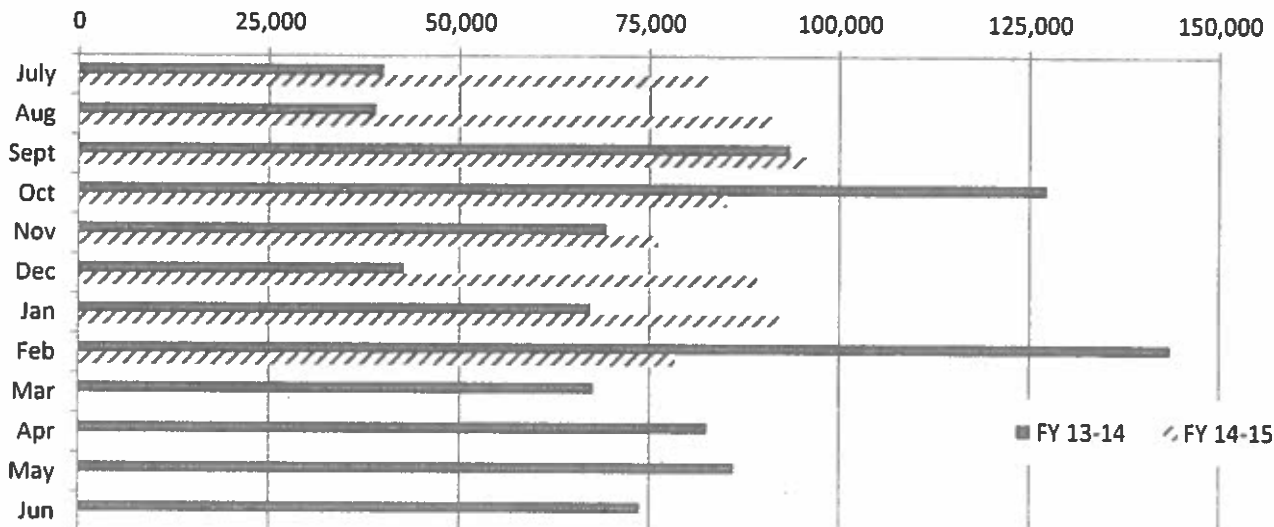
CLAIMS DEPARTMENT - Fine Activity Report February 2015

The number of fines assessed by the Claims Department decreased in number to 378 from 455 in February. The number of Claims fines paid decreased from 245 in December to 224 in January.

Total fine dollars assessed in February was \$78,400 a decrease over prior month \$92,100. Fine revenue received in February was \$77,100 an increase over prior month \$44,700.



Net Fines Assessed (\$)



Claims Department - Fine Activity Report

Fines Assessed (#)

	FY 13-14	FY 14-15
July	193	413
Aug	185	438
Sept	377	478
Oct	469	421
Nov	272	381
Dec	204	446
Jan	304	455
Feb	691	378
Mar	331	0
Apr	324	0
May	396	0
Jun	364	0
Total	4,110	3,410
Mo Avg	343	426

Fines Received (#)

	FY 13-14	FY 14-15
July	162	198
Aug	190	205
Sept	174	254
Oct	459	259
Nov	242	234
Dec	203	245
Jan	138	224
Feb	175	368
Mar	336	0
Apr	219	0
May	214	0
Jun	130	0
Total	2,642	1,987
Mo Avg	220	348

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	76,200
Dec	42,750	89,200
Jan	67,200	92,100
Feb	143,600	78,400
Mar	67,600	0
Apr	82,700	0
May	86,200	0
Jun	73,750	0
Total	932,900	690,700
Mo Avg	77,742	86,338

Fines Collected (\$)

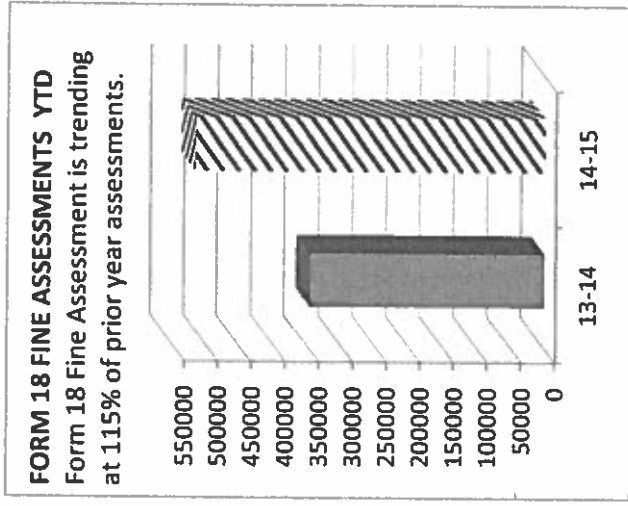
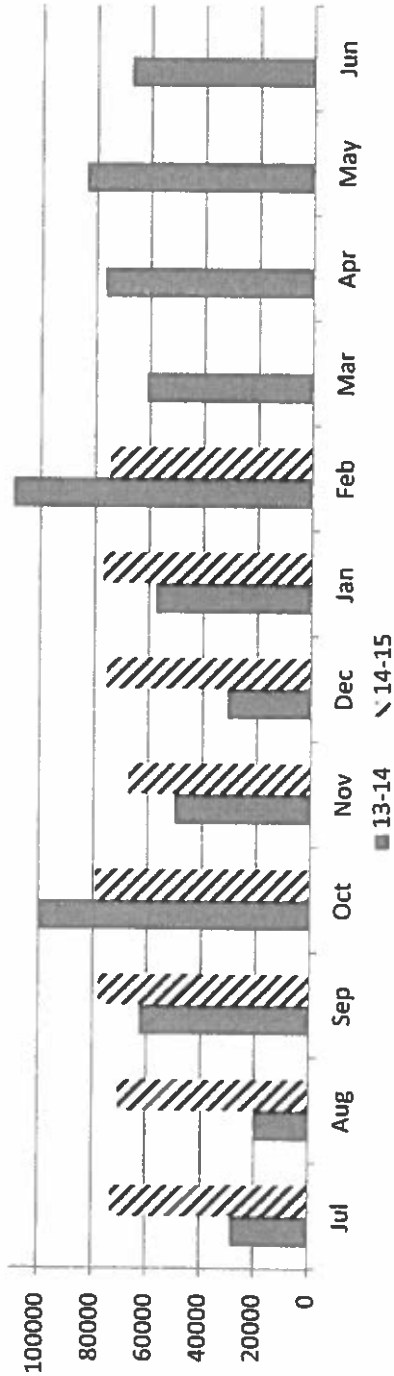
	FY 13-14	FY 14-15
July	\$42,350	43,300
Aug	\$21,200	42,100
Sept	\$35,050	51,650
Oct	\$110,350	55,100
Nov	\$57,425	44,750
Dec	\$50,900	49,900
Jan	\$27,000	44,700
Feb	\$38,550	77,100
Mar	\$73,100	0
Apr	\$45,350	0
May	\$52,550	0
Jun	\$31,200	0
Total	585,025	408,600
Mo Avg	48,752	51,075

*after reductions and rescinded

FORM 18 FINE ASSESSMENTS

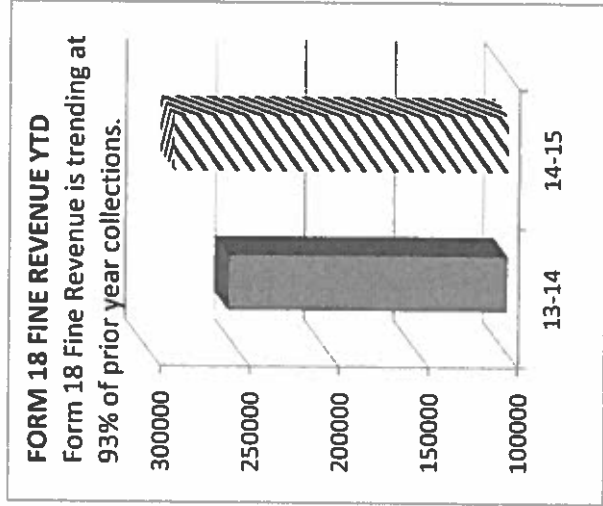
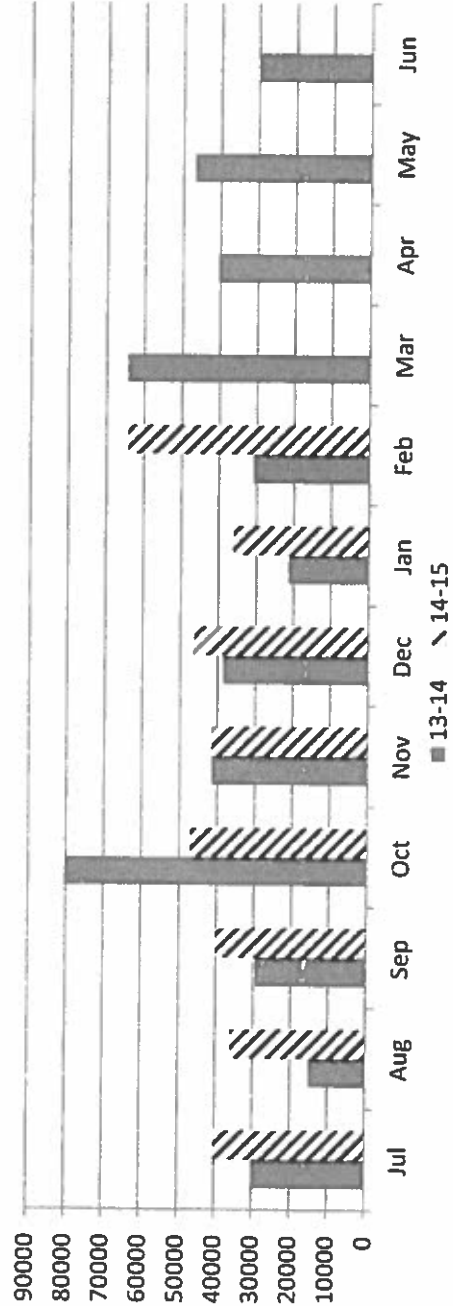
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of February 2015, this has resulted in a decrease in Form 18 Fine Assessments to \$74,600 as compared to January 2015 of \$76,800. The actual number of fines assessed decreased from 377 to 358 in February 2015.



FORM 18 FINE COLLECTION

In December 2014, the Claims Department received payment on Form 18 Fines resulting in revenue of \$46,300.



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Workers' Compensation Commission

March 11, 2015

To: Gary M. Cannon
Executive Director

From: Amy A. Bracy
Judicial Director

RE: **Monthly Judicial Report for February 2015**

Please be advised of the following:

There were sixty-four (64) regulatory mediations scheduled and thirteen (13) requested mediations. The Judicial Department was notified of forty-seven (47) matters resolved in mediation, with the receipt of Forms 70. We are in the process of analyzing our procedures regarding the Form 70. We are evaluating ways to obtain them from the mediators in a more timely fashion.

The Informal Conference system has addressed one hundred forty-one (141) cases during the last month. Kim Falls has been attending some of the Informal Conferences with Greg Line as training so that she will be able to serve as a backup if needed.

There were sixty-six (66) Single Commissioner Hearings conducted during the past month, and there were twenty-seven (27) Full Commission hearings held in February.

Judicial Department Report

Statistics For Fiscal Year 2014-2015

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Claimant Pleadings	650	603	596	679	520	565	557	572					4742
Defense Response to Pleadings	522	526	459	488	423	462	529	418					3827
Defense Pleadings	284	277	282	267	266	259	301	308					2244
Motions	127	100	110	117	82	96	92	98					822
Form 30	35	47	15	22	19	23	14	14					189
FC Hearings Held	10	15	15	15	15	8	0	27					105
FC Orders Served	26	6	21	16	7	8	17	12					113
Single Comm. Hearings Held	105	65	157	108	100	88	95	66					784
Single Comm. Orders Served	159	77	86	87	92	84	84	91					760
Consent Orders	205	219	246	270	207	185	311	270					1913
Administrative Orders	62	67	64	49	41	47	47	51					428

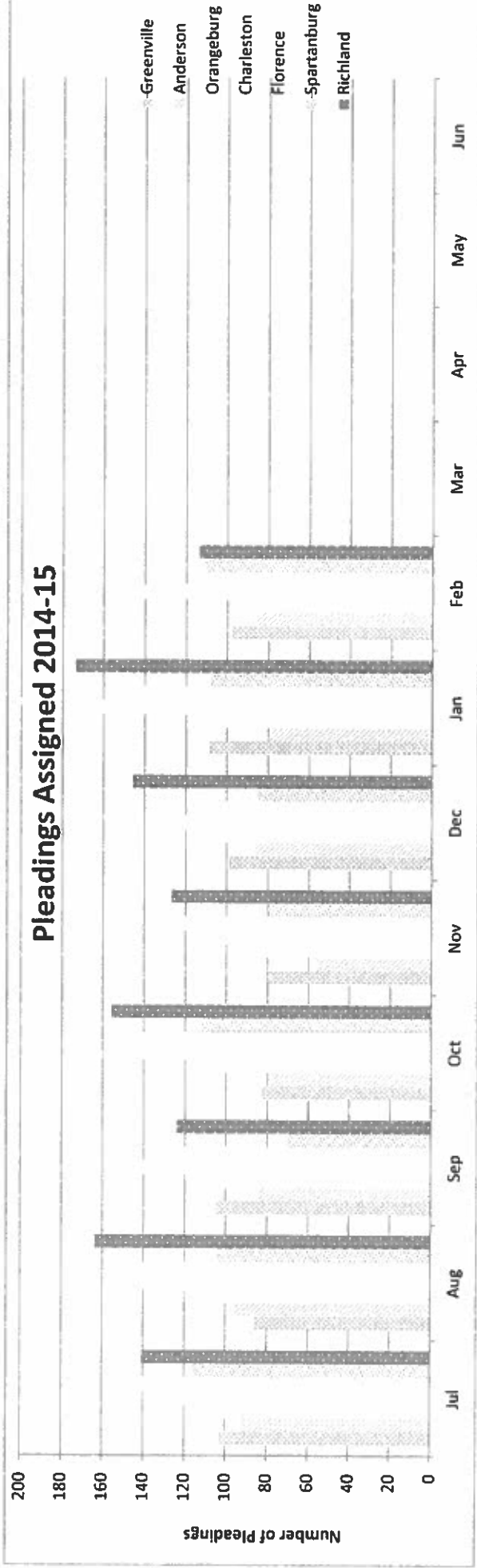
**Informal Conferences and Mediations
Statistics For Fiscal Year 2014-2015**

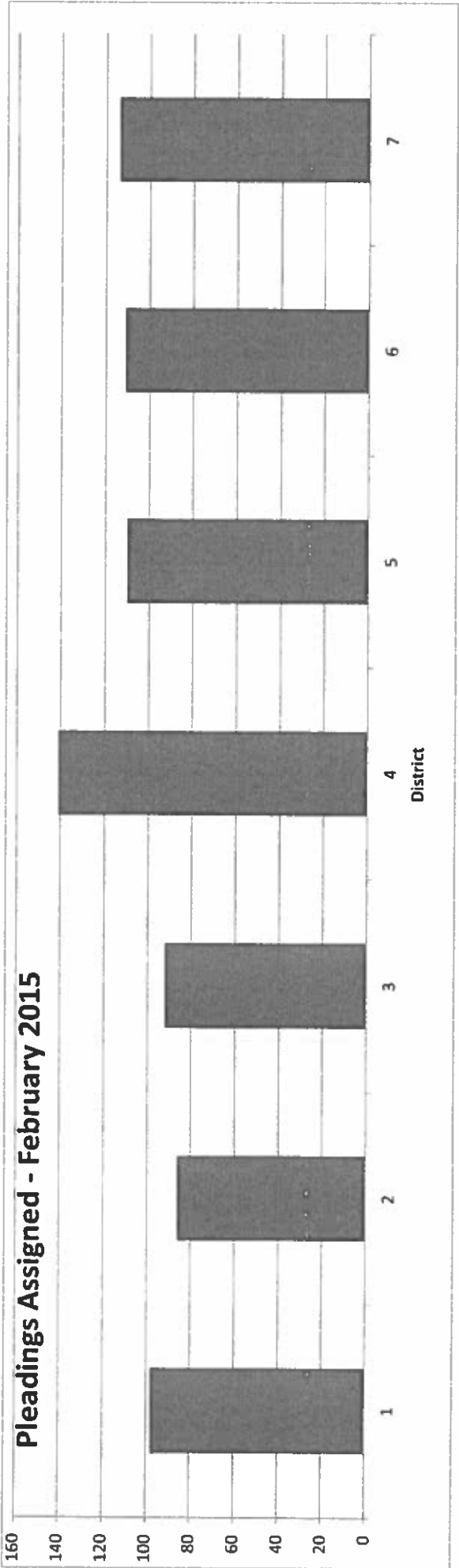
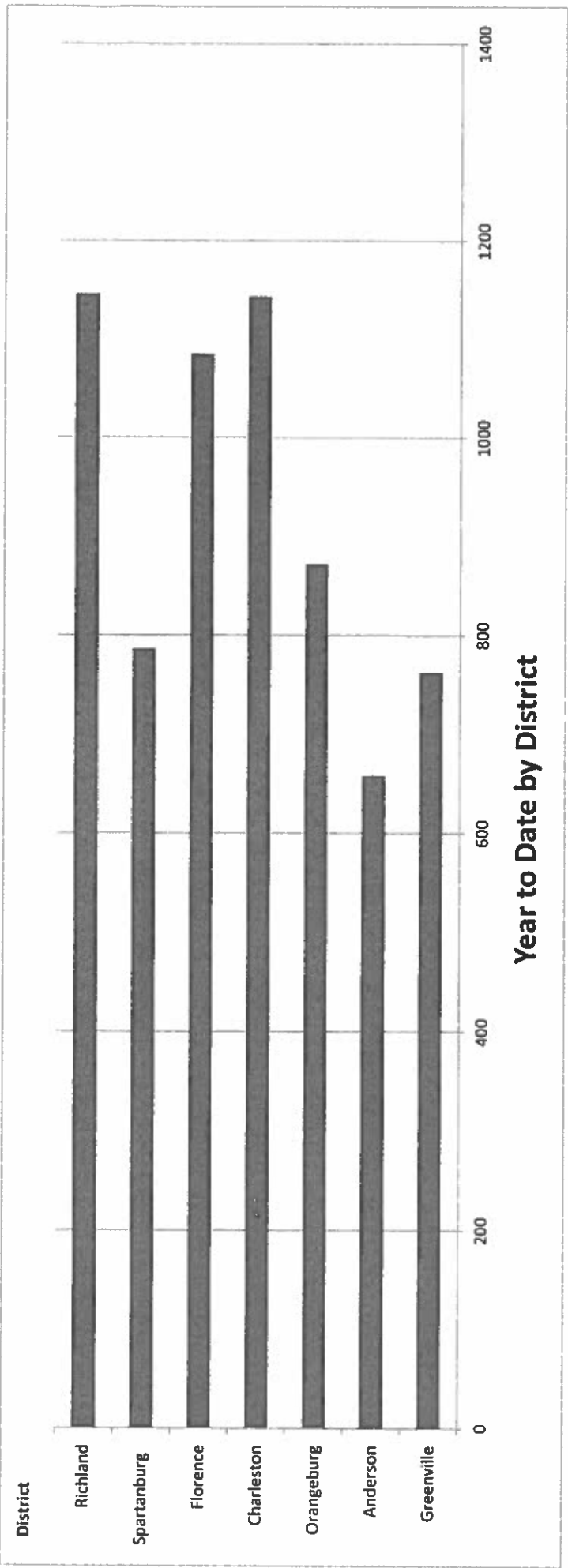
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Clincher Conference Requested	88	104	116	145	107	116	101	136					913
Informal Conference Requested	375	393	400	380	347	304	453	355					3007
Informal Conference Conducted	100	508	294	258	222	180	225	141					1928
Regulatory Mediations	109	134	105	73	64	77	75	64					701
Requested Mediations	27	25	33	17	18	15	37	13					185
Ordered Mediations	0	7	0	0	2	0	0	0					9
Mediation Resolved	94	73	62	77	59	76	92	47					580
Mediation Impasse	28	30	11	29	20	10	25	14					167
Mediation Held; Issues Pending	0	0	0	0	3	2	0	0					5
Claim Settled Prior to Mediation	27	24	23	25	15	15	22	10					161
Mediation Not Complete in 60 days	4	15	5	10	5	5	9	1					54

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
	103	119	94	92	96	89	119	121	124	140	164	160	145	117	140	116	111	99	141	135	173
Jul	86	121	133	96	71	100	120	121	126	176	176	146	131	153	104	119	149	164	141	215	
Aug	105	102	95	84	80	100	105	97	101	144	144	126	137	101	70	90	107	124	132	144	
Sep	83	124	118	78	84	97	115	128	120	188	188	146	159	138	112	106	115	156	160	146	
Oct	80	115	111	56	67	99	93	115	125	153	153	135	115	139	80	79	106	127	112	138	
Nov	99	78	74	86	93	80	108	102	142	123	126	119	108	118	85	95	116	146	113	108	
Dec	109	92	111	80	56	106	120	100	118	163	151	158	95	128	108	88	121	174	119	141	
Jan	98	93	106	86	98	98	92	98	115	141	157	110	146	114	111	93	89	114	106	133	
Feb		101	104		76	90		107	107	121	134		130	143		91	121		128	160	
Mar		98	122		69	73		100	107	144	155		141	108		101	103		150	162	
Apr		88	67		97	67		124	78	169	134		121	80		100	102		153	107	
May		81	98		79	80		95	121	148	163		110	121		79	110		123	144	
Jun																					
Totals	763	1212	1233	658	966	1079	872	1308	1384	1143	1843	1891	1085	1510	1483	786	1338	1146	1572	1771	

Pleadings Assigned 2014-15



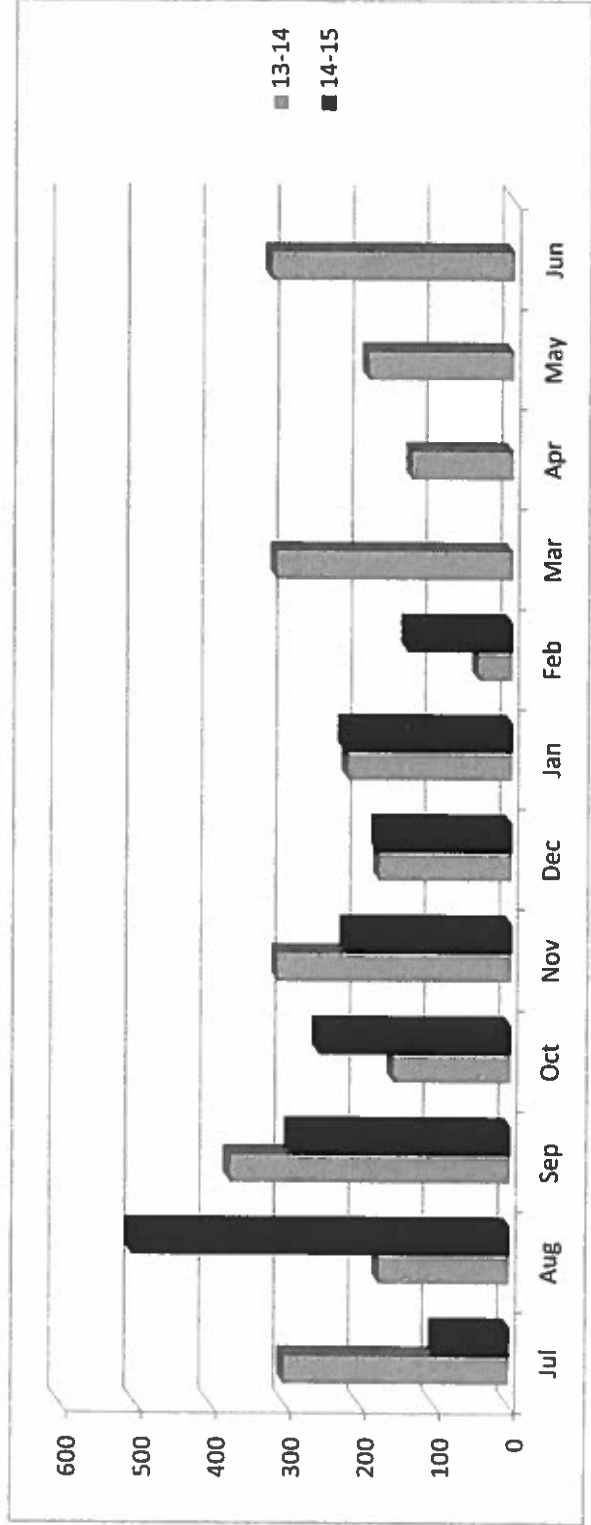
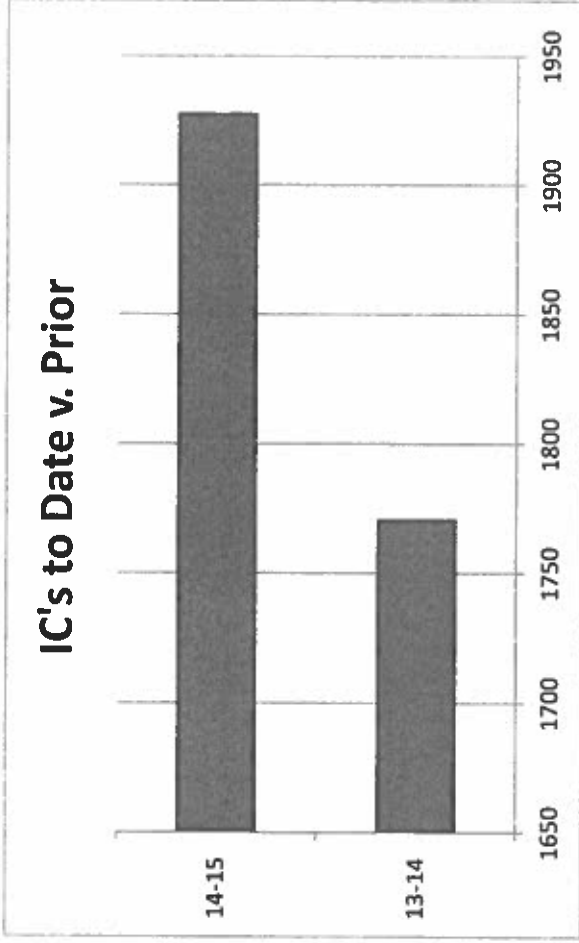


Informal Conf. Conducted

	13-14	14-15	
Jul	303	100	33.0%
Aug	176	508	288.6%
Sep	376	294	78.2%
Oct	158	258	163.3%
Nov	314	222	70.7%
Dec	178	180	101.1%
Jan	220	225	102.3%
Feb	46	141	306.5%
Mar	317		0.0%
Apr	136		0.0%
May	195		0.0%
Jun	326		0.0%
Total	2745	1928	

Y-T-D	13-14	14-15	108.9%
	1771	1928	

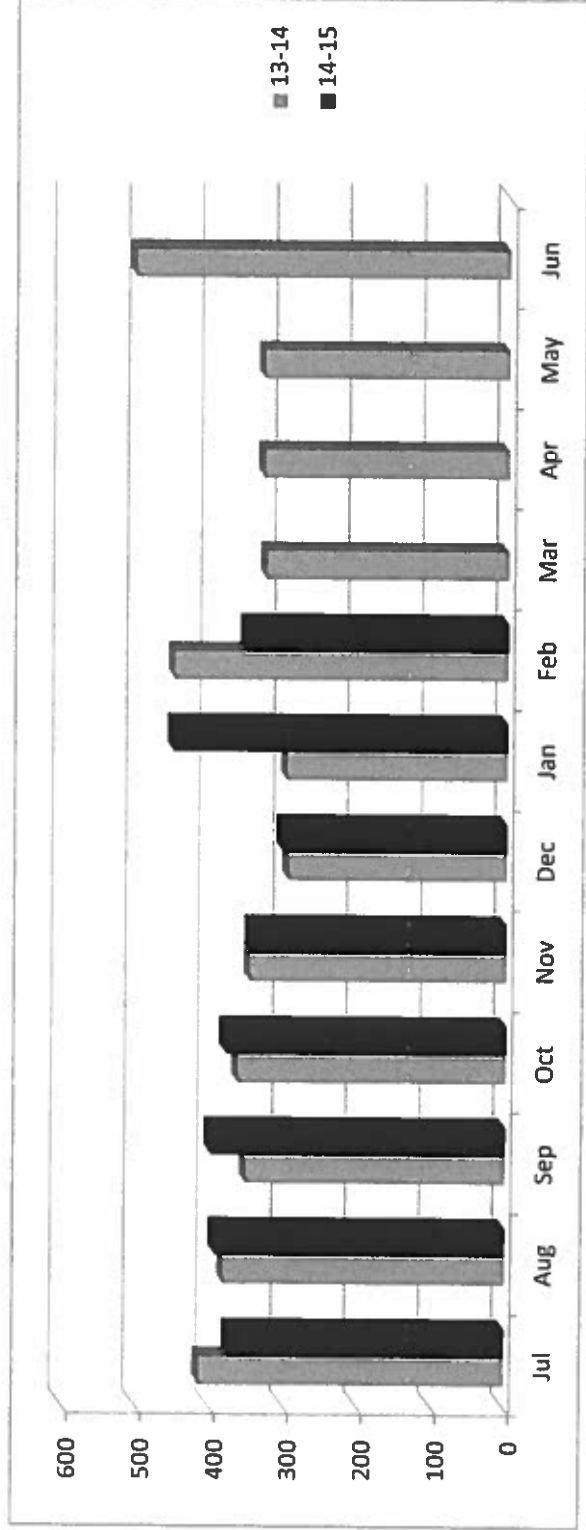
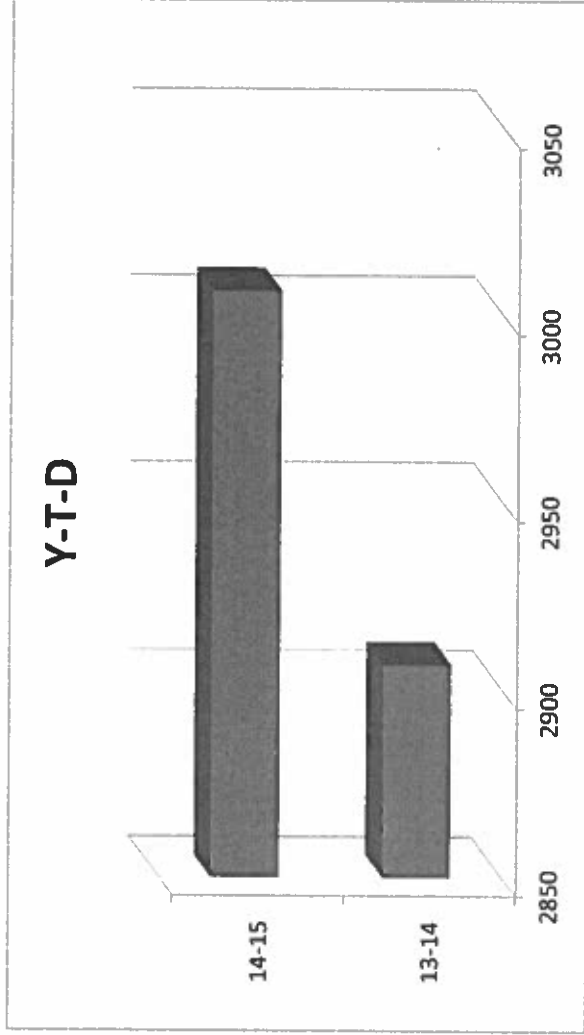
IC's to Date v. Prior



Informal Conf. Requested

	13-14	14-15
Jul	414	375
Aug	382	393
Sep	352	400
Oct	364	380
Nov	348	347
Dec	296	304
Jan	299	453
Feb	452	355
Mar	328	
Apr	331	
May	332	
Jun	506	
Total	4404	3007

Y-T-D
 13-14 2907
 14-15 3007
 1.0344



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Workers' Compensation Commission

Executive Director's Report Gary M. Cannon

March 13, 2015

Narcotics Use Ad Hoc Advisory Committee

The Narcotics Use Advisory Committee met on Thursday, March 5, 2015 at 1:30 p.m. at the S.C. Pharmacy Association in Columbia. The Committee reviewed and discussed potential recommendations and policy proposals. The chairman will appoint a subcommittee to draft final recommendations for the committee's consideration.

FY 2015-16 Budget

The FY 2015-16 Budget will be presented to the Senate Transportation and Regulatory Committee on March 19, 2015.

Debit Card Ad Hoc Advisory Committee

The first meeting of the Debit Card Ad Hoc Advisory Committee is scheduled for Thursday, April 1, 2015, at 1:30 p.m. in the First Floor Conference Room.

Employee Meetings

An All Employee meeting was held on March 6, 2015. The Executive Director will meet with the Department Heads on Monday, March 23, 2015.

Other Meetings/Activities

The Executive Director participated in the following meetings/activities:

- Worked with IMAS Director on proposed revisions to the Medical Fee Schedule
- Met with Judicial Director on Informal Conferences process
- Worked with Judicial Director and General Counsel on the Judicial Conference Agenda
- Gave a presentation at The National Conference of Insurance Legislators in Charleston on February 27
- Finalized Debit Card Ad Hoc Advisory Committee members list
- Participated in the program of the SCWCEA Medical Conference March 8-10

Constituent /Public Information Services

For the period February 11, 2015 through March 10, 2015 the Executive Director's Office and the General Counsel's office had 441 contacts with various system constituents and stakeholders. The contacts included telephone communications; electronic and personal contacts with

claimants or constituents, state agencies, federal agencies, attorneys, service providers, business partners; and letters with congressional offices.

SCWCC Stakeholder Electronic Distribution List

For the period February 11, 2015 through March 10, 2015, we added one individual to the Commission's stakeholder distribution list. A total of 519 individuals currently receive notifications from the Commission.

SC Vocational Rehabilitation Department

As of the publication of this report, the monthly report from SCVRD was not available.

State of South Carolina

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Workers' Compensation Commission

TO: Commissioners

FROM: Gary M. Cannon

DATE: March 12, 2015

RE: Medical Services Provider Manual (Fee Schedule)

On Thursday, March 12, 2015, staff received additional information from the SC Orthopaedic Association related to the proposed changes in Fee Schedule.

The Commission's consultants will not have the opportunity to review the information and assess the impact on the proposed changes before the Business Meeting on March 16, 2015.

Therefore, I respectfully request the Commission carry this matter over until the next Commission Business meeting. This will allow us time to review the new information and assess the potential impact on the proposed changes.

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Workers' Compensation Commission

TO: Commissioners

FROM: Gary M. Cannon

DATE: March 12, 2015

RE: Information Security Policies

Act 286 of Session 120 of the General Assembly created the Division of Information Security (DIS) and the Information Security Program (INFOSEC) for State agencies. State agencies are required to adopt information security policies, develop an implementation plan and implement the plan by July 2016.

The thirteen policies, prepared by Ms. Hartman, were reviewed with you during the Commission work session on February 23, 2015. They are based on model policies developed for state agencies by the Division of Information Security. They are provided in electronic format (pdf). A paper copy is available upon request.

1. Master Policy
2. Asset Management
3. Data Protection and Privacy
4. Access Control
5. Systems Acquisition Development
6. Threat and Vulnerability Management
7. Business Continuity Management
8. IT Risk Strategy
9. Mobile Security
10. Human Resources & Security Awareness
11. Physical Environment Security
12. Risk Management
13. IT Compliance

Funds for the implementation of the policies are pending approval by the General Assembly in the FY15-16 Budget Request.

Staff recommends Commission approval of the thirteen policies.