

AGENDA

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

August 21, 2017 – 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. CALL TO ORDER *CHAIRMAN BECK*
2. APPROVAL OF AGENDA OF BUSINESS MEETING
OF AUGUST 21, 2017 *CHAIRMAN BECK*
3. APPROVAL OF MINUTES OF THE BUSINESS MEETING
OF JULY 17, 2017 (Tab 1) *CHAIRMAN BECK*
4. GENERAL ANNOUNCEMENTS *MR. CANNON*
5. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. BERTHELETTE*
6. DEPARTMENT DIRECTORS' REPORTS *MS. STUART*
Human Resources (Tab 3) *MS. SPRANG*
Information Services (Tab 4) *MR. DUCOTE*
Insurance and Medical Services (Tab 5) *MS. SPANN*
Claims (Tab 6) *MS. BRACY*
Judicial (Tab 7)
7. EXECUTIVE DIRECTOR'S REPORT (Tab 8) *MR. CANNON*
Administration – Financial Report (Tab 9) *Mr. Cannon*
8. OLD BUSINESS *CHAIRMAN BECK*
A. 2017 Medical Services Provider Manual Fee Schedule (Tab 10) *Mr. Cannon*
9. NEW BUSINESS *CHAIRMAN BECK*
A. Approval of 2018 Commission Calendar (Tab 11) *Mr. Cannon*
10. ADJOURNMENT *CHAIRMAN BECK*

Table of Contents

1	Approval of Minutes of the Business Meeting of July 17, 2017
2	Self-Insurance
3	Human Resources
4	Information Services
5	Insurance and Medical Services
6	Claims
7	Judicial
8	Executive Director's Report
9	Summary of Revenues and Expenditures
10	2017 Medical Services Provider Manual Fee Schedule
11	Approval of 2018 Commission Calendar

THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING
July 17, 2017

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, July 17, 2017, 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
MELODY L. JAMES, COMMISSIONER
GENE MCCASKILL, COMMISSIONER
AISHA TAYLOR, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER

Present also were: Gary Cannon, Executive Director; Bridgette Amick, Medical Policy Analyst; Amy Bracy, Judicial Director; David DuRant, Attorney; Wayne Ducote, Insurance & Medical Services Director; Loretta Dykes, Fiscal Technician; Kim Falls, Business Analyst; Brittany Melvin, Claims Examiner; Keith Roberts, Attorney; Denise Smith, Administrative Assistant; Sonji Spann, Claims Director; and Sandee Sprang, IT Director. Bonnie Anzelmo, Injured Workers' Advocates, was also present.

Chairman Beck called the meeting to order at 10:34 a.m. Commissioner Mike Campbell and Commissioner Susan Barden were not present.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF JUNE 19, 2017

Commissioner McCaskill moved that the minutes of the Business Meeting of June 19, 2017 be approved. Commissioner James seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

There were no general announcements.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by Bryan Berthelette, Self Insurance Director. Sixteen (16) prospective members of one (1) fund were presented to the Commission for approval. The applications were:

SC Home Builders SIF

3 AC Mechanical, LLC
Boutte, Herman dba Boutte Masonry
Charleston Exteriors, LLC
Crawford Contracting & Consulting, LLC

David Darnell
Extreme Construction Services, LLC
Giovani AC
Itiel Ortiz Aguilar
Kevin Doty dba Doty Enterprise
Lee Lewis Construction of Conway, LLC
On the Level Cabinet Installation, LLC
Phillip Smith General Contractor, LLC
Randall W. Williams, LLC
Ricky Soles dba Carolina Pest Control
SCD Constructors, Inc.
The Sherer Group, Inc.

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

Request of Beaufort County to Self-Insure

Mr. Berthelette presented a request from Beaufort County to self-insure. He reported that Beaufort County is currently self-insured for thirty (30) days through the Administrative Order signed by the Commissioners on June 30, 2017.

Mr. Berthelette presented a recommendation that Beaufort County be granted the privilege of self-insuring its workers' compensation liabilities contingent on the following:

1. Beaufort County secure specific excess insurance coverage with an initial retention of not more than \$1 million and a statutory limit of liability; and
2. As required by the South Carolina Workers' Compensation Regulation 67-1516 (B) (C) assurance must be provided that provisions shall be made for the payment of all awards available under the Act. As proof Beaufort County will each year provide the Commission's Self-Insurance Division a copy of its annual budget or financial report or a letter of understanding sign by each member of its Council.

Motion to approve Beaufort County to Self-Insure

Following discussion Commissioner McCaskill made the motion to approve Beaufort County to self-insure. Commissioner Taylor seconded the motion, and the motion was approved.

DEPARTMENT DIRECTORS' REPORTS

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

Human Resources

On behalf of Alexa Stuart, Gary Cannon presented the Human Resources report. Mr. Cannon pointed out the following highlights from the report:

- Denise Smith was selected for the Administrative Assistant position in the Insurance and Medical Services Department. She began her employment with the Commission on June 29, 2017.
- Brittany Melvin was selected for the Claims Examiner II position in the Claims Department. She began her employment with the Commission on July 17, 2017.

- Recruiting has begun for the Administrative Coordinator II position in Commissioner Barden's office. As of July 4, 2017 a total of 328 individuals submitted applications for the position.

Information Technology Department

Sandee Sprang presented the Information Services Department's report. Ms. Sprang pointed out the following highlights from the report:

- Two EDI trading partners are currently in testing mode.
- IT is finalizing the Fiscal Year-end Reports.
- IT is working with DTO to correct the Quick Print issue that was a result of the Microsoft security updates.
- IT is working on an automated solution that will allow Commissioners to access case files on their iPad.
- Work continues on Fax over IP configuration with the new telephony vendor, NWN.
- Deployed 29 laptops and 18 new printers.

Insurance and Medical Services Department

Wayne Ducote presented the Insurance and Medical Services Department's report. Mr. Ducote pointed out the following highlights from the report for the month of June:

- Year to date, the Compliance Division has compelled 215 employers to come into compliance with the Act. Approximately 2,000 previously uninsured workers are now properly covered.
- The Compliance Division collected \$15,221 in fines and penalties. Year to date, the Compliance Division has collected \$382,199 in fines.
- 19 Carrier Rule to Show Cause cases were docketed and resolved; \$10,179.26 was recovered. Year to date, 264 carrier RTSC cases were docketed, 215 cases were resolved and \$130,095 was recovered.
- The Coverage Division received 2,153 claim files and collected \$15,000 in fine revenue. Coverage Fines collected are at 94% of collections for prior fiscal year.
- The Self Insurance Division collected \$53,532 in self-insurance tax. Year to date, Self Insurance tax revenue is trending at 102% of prior year.

Mr. Ducote reported 83 new files were generated from the Department of Employment and Workforce (DEW) data process.

Claims Department

Sonji Spann presented the Claims Department's report. Ms. Spann reported the following for the month of June:

- Closed 2,861 individual case files
- Received \$42,000 in fine revenue
- Claims examiners reviewed 3,147 individual case files
- 240 fines assessed
- 219 Form 18 fines assessed
- 13,000 forms processed
- 1,256 Form 18s processed through SROI
- 1,961 Form 18s received via Email
- 1,301 forms received via USPS
- 760 Form 61s received
- 760 Form 61s approved

- 44 Third Party Settlements received
- 31 Third Party Settlements approved

Ms. Spann reported the Celenese cases are closed.

Commissioner Wilkerson referred to the Form 18 Fine Assessments graph. Ms. Spann stated the graphs are wrong due to an error in the worksheet, however the data is correct. She will make the necessary changes for future reporting.

Chairman Beck stated he would like to see a year to date statistics versus prior year and end of year projections included in the report.

Judicial Department

Amy Bracy presented the Judicial Department's report. Ms. Bracy reported the following for the month of June 2017:

Judicial Department

- 971 requests for Hearings
- 137 Motions
- 150 Clincher Conference requests sent to Jurisdictional Commissioners

Commissioners

- 112 Single Commissioner Hearings conducted
- 21 pre-hearing conferences held and 10 Full Commission Hearings conducted
- 485 Orders served at single Commissioner level; 62 of those were Decision and Orders that resulted from hearings that went on record; 102 of those were Motion Orders ruled upon by Commissioners

Informal Conference

- 268 informal conferences conducted

Mediation

- 67 regulatory mediations scheduled
- 52 requested mediations
- 63 matters resolved in mediation with the receipt of Forms 70

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 the report:

- Registration opened this week for the Claims Administration Workshop scheduled on Wednesday, August 16, 2017 at the S.C. Department of Archives and History. The agenda includes a mock hearing with Chairman Beck presiding.
- The proposed August meeting for the Commissioners to tour the S.C. Vocational Rehabilitation Department's training facility has been postponed and will be scheduled in the very near future.

ADMINISTRATION – FINANCIAL REPORT

Mr. Cannon reported the benchmark for period ending June 30, 2017 is 100%. The General Fund expenditures is at 93%. The earmark fund balance is \$1,693,834 which is at 40% of budget. The actual year-to-date expenditures if \$3,533,211, or 77% of budget, for a net income of \$840,721.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Amendment to the Use of Court Reporter Services Policies

Mr. Cannon presented a recommendation to amend the Use of Court Reporter Services Administrative Policy to pay a court reporter who traveled more than 200 miles roundtrip in one day be paid a minimum of \$155 appears fee for the day. The new rate would only apply when traveling more than 200 miles or more roundtrip. He recommended an effective date of August 1, 2017.

The proposed language in the policy is underlined:

Fee for Services. The Commission shall pay an hourly rate to the court reporter for attending the scheduled hearing(s). The first hour shall be paid at a flat rate of \$85.00, no partial hour payment. Should a court reporter travel more than 200 miles round trip to and from a hearing site in the same day, the Commission shall pay a minimum of \$155. This amount represents an appearance fee of \$85 and an additional two hours at \$35 each. This provision shall only be in effect for appearances lasting less than three hours. The Commission will pay \$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.

Chairman Beck suggested the proposed language be a separate provision to avoid confusion, so that it would read:

Fee for Services. The Commission shall pay an hourly rate to the court reporter for attending the scheduled hearing(s). The first hour shall be paid at a flat rate of \$85.00, no partial hour payment. The Commission will pay \$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.

Fee for Services for Travel More than 200 Miles round Trip. Should a court reporter travel more than 200 miles round trip to and from a hearing site in the same day, the Commission shall pay a minimum of \$155. This amount represents an appearance fee of \$85 and an additional two hours at \$35 each. This provision shall only be in effect for appearances lasting less than three hours.

Commissioner Wilkerson requested that an update be provided in January 2018.

Motion to Approve Court Reporters Administrative Policies

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

B. 2017 Medical Services Provider Manual Fee Schedule

Mr. Cannon briefed the Commission on the proposed 2017 Medical Services Provider Manual (MSPM) text and the analysis prepared by the Commission's consultants for three conversion factors of \$40, \$53, and \$54. There was discussion.

Motion to Accept Proposed 2017 Medical Services Provider Manual as Information

Commissioner McCaskill made a motion to accept as information. Commissioner Taylor seconded the motion. The vote was taken, and the motion carried unanimously.

The Commission will consider final approval at the Business Meeting on August 21. The Commission will receive written comments on the proposed changes from interested parties through August 11, 2017.

ADJOURNMENT

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

The July 17, 2017 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:20 a.m.

Reported August 21, 2017
Kim Ballentine
Office of the Executive Director

<p style="text-align: center;">SCWCC Human Resources Monthly Report July 2017</p>

STAFFING

SCWCC has 56 FTE positions and one part-time contract employee. We recruited for 2 vacant positions.

- **New Hires:** One
- **Separations:** None
- **Retirements:** None
- **Leaves:** One
- **Recruitment:**

Administrative Coordinator II – At the closing posting date of July 4, 2017, we had received 328 applications. I selected 20 for second review, interviewed 12 of those 20 and had 3 candidates interviewed by Commissioner Barden, Chairman Beck, and Executive Director, Gary Cannon. We hired an individual and she started on August 8th.

EMPLOYEE RELATIONS

- Met with members of the IMS team individually to discuss communications, processes and procedures. Compiled responses, analyzed responses, and documented findings for managements review.

BENEFITS

- Researched and provided benefit information to 2 active employees.
- Sent out an announcement about the increase in retirement contributions.
- Corrected 2 employee’s benefit issues.
- Met with employee regarding their Workers’ Comp leave and worked with and continue to work with the State Accident Fund on the issue. Employee’s surgery was July 18, 2017.

MEETINGS

- Participated in a group IMS meeting.

ADMINISTRATIVE

- On-boarded 2 new employee and completed the necessary new hire paperwork and SCEIS entry.
- Sent 6 "All Agency" emails on various topics such as SCEIS, parking, PEBA, and a new employee announcement.
- Made 6 time corrections to SCEIS system for employees.
- Made 2 personnel administrative changes to SCEIS system.
- Worked with HR Consultants on 3 HR related questions.
- Purchased A1 Defibrillator and it has been received.
- Completed another Turn in Document for surplus and had Surplus Division pick up the surplus items and mark what items were okay to junk.
- Completed year-end reports for SCEIS.
- Assisted in correcting an outstanding parking bill.
- Provided information to assist in the completion of the Department of Administration's IT Data Collection.
- Responded to and corrected a former employee's pay check discrepancy issue.

FISCAL RESPONSIBILITIES

- Processed/approved 14 travel expense reports.
- Provided employee details for IT document.

FACILITIES

- Notified CBRE of 4 new issues and followed up on outstanding requests.
- Obtained required parking agreements from staff for Park Simple.
- Responded to 6 parking complaints and continue to do so. The transition from CBRE and Park Simple has had its "hiccups."
- Distributed new access cards for the parking lots and provided detailed instructions to employees.

State of South Carolina

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Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Sandee Sprang, IT Director
Date: August 17, 2017
Subject: IT Department July 2017 Full Commission Report

This report summarizes the activities and accomplishments of departmental projects and initiatives for the IT department during July 2017.

I. Systems Operations, Maintenance and Support

EDI

The IT department worked with EDI trading partners to research and resolve EDI transaction data and image processing errors. We currently have no trading partners in test mode. We continue to work with the IAIABC EDI Claims Workgroup, reviewing and recommending standards changes.

Reporting and Standardization

The DEW data analysis continues and the IT team is working with DEW and IMS to better define the business and application processes. The end of year reports were completed and finalized in July. Our Business Analysts completed several report modifications for the Claims and Judicial departments. The IT Data Collection Report and InfoSec and Privacy Report were completed and submitted in accordance with the information technology (IT), information security and data privacy reporting requirements of Proviso 117.133 (GP: Statewide Strategic Information Technology Plan Implementation) and Proviso 117.114 (GP: Information Technology and Information Security Plans) of the Fiscal Year 2016–2017 General Appropriations Act.

Systems Support

We are still working with DTO to correct the Quick Print issue that was a result of the Microsoft security updates.

OnBase

Liz and Kim resolved multiple COLD (EDI data collection processes) and DIP (upload data collection processes) related to OnBase. The AppEnabler issues created by the Microsoft updates in June are still on DTO's support list. Duane researched and corrected multiple Invoice, Payment and Deposit issues; he also modified several templates for Progress letters.

Desktop Support

With the completion of the replacement of all user workstations and printers, Jason has been fine-tuning configuration issues. He is working with DTO on a new imaging solution using BigFix instead

of SCCM. He wiped the hard drives of all leased equipment and is preparing it for return. He also continues to work with NWN to resolve intermittent phone routing issues. We continue to work on improving our internal business processes with on-boarding new employees.

II. Projects, Enhancements and Development

Case files on iPad

We are continuing to work through viable options for a secondary method to access case files. DTO is

eCase

The eCase web portal upgrade is in the testing phase. All internal testing is complete and we are ready to open testing to several external users; Liz and Kim are recruiting users to assist with this process.

Hardware Upgrades

We have several hardware upgrade projects in process:

- 1) We continue work on Fax over IP configuration with our new telephony vendor, NWN. We are also developing the support structure and administrative procedures needed to support the new system (password resets, phone number assignments and changes, hunt group changes, etc...).
- 2) Jason completed deployment of all laptops and printers.
- 3) We are awaiting approval to expend earmarked funds from last year so we can complete scan station upgrades, desktop scanner purchase, color printer purchase and copier replacement.

Maintenance Schedule and System Updates

DTO has rescheduled the OnBase security upgrade indefinitely.

Microfilm Conversion

The second group of cartridges is still in the conversion process, 5 groups remain and the estimated completion date of the project is January 2018.

SCWCEA

We are assisting Donna Croom with the production of a video for the presentation of SCWCEA's Inspiration Award.

Legacy Modernization

The IT team has begun weekly working sessions to define the project plan related to designing our new claims management system.

Budget

Sandee completed the FY2018-2019 IT budget requests and justification.

III. Trainings and Meetings

Sandee attended several security and privacy meetings to clarify the data collection processes for the Department of Administration reports.

The IT attended several demonstrations with vendors to discuss, review and define the requirements of our HelpDesk application system.

State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Wayne Ducote, Jr.
IMS Director

Date: 15-Aug-17

Subj: Insurance and Medical Services Department
July 2017 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:

- | | |
|---------------------|--|
| Compliance Division | <ol style="list-style-type: none">1. Reviewing revenue metrics / projections.2. Working with staff to review workflow processes and additional training opportunities. |
| Coverage Division | <ol style="list-style-type: none">1. Working with staff to review workflow processes and explore opportunities to enhance service provision.2. Lapse in Coverage: 29 new registrants; 0 notifications sent. |
| Medical Services | <ol style="list-style-type: none">1. 2017 MSPM recommendations posted for public review. |

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.

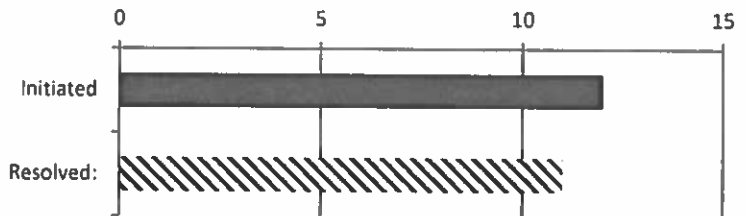
Employers Obtaining Coverage

The Compliance Division works with great diligence to help uninsured employers become compliant with the South Carolina Workers' Compensation Act. Year to date, the Compliance Division has compelled 11 employers in South Carolina to come into compliance with the Act. In so doing, approximately 102 previously uninsured workers are now properly covered.

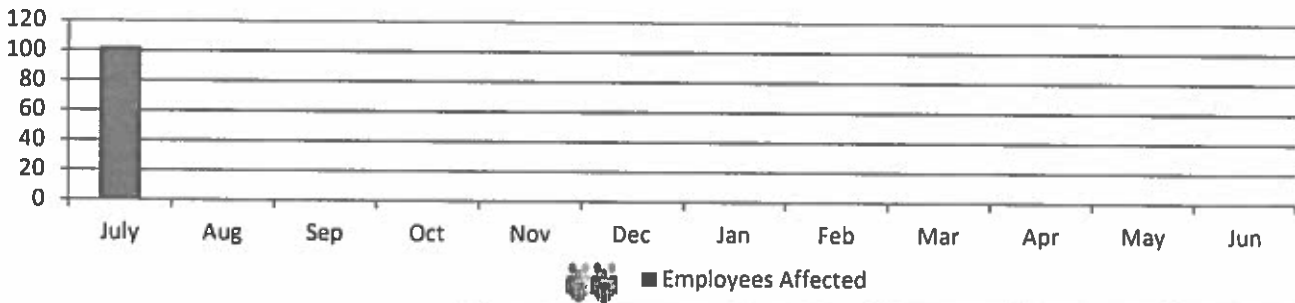
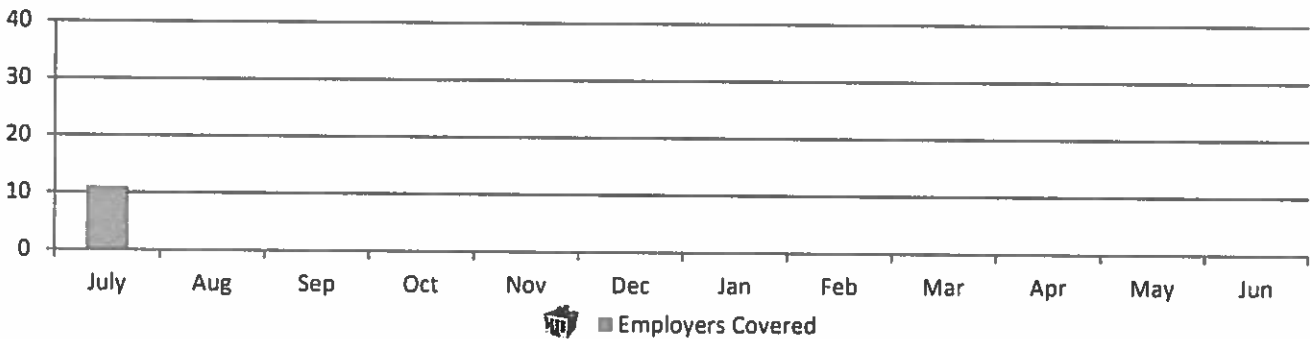
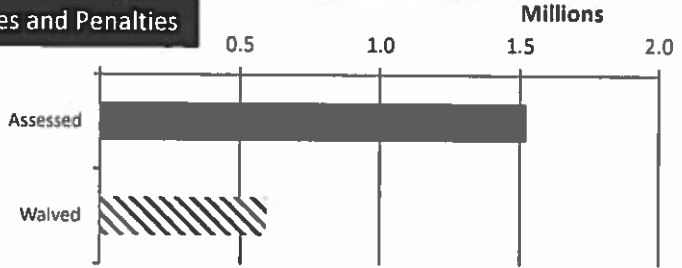
Penalties Waived

Although the Division has assessed \$1.5 m in fines, 39% of those fines (\$592 k) have been waived or rescinded as employers have either obtained insurance coverage or were found not to be subject to the Act.

RTSC Cases



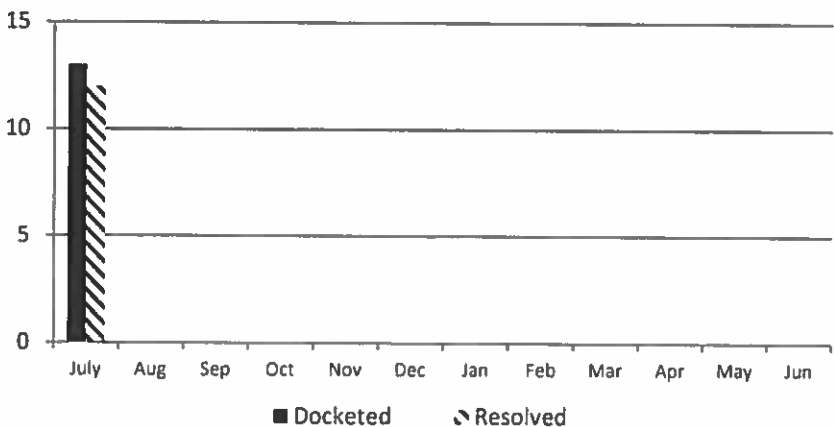
Fines and Penalties



Carrier Rule to Show Cause Hearings

The Compliance Division manages the Rule to Show Cause process involving the recovery of outstanding carrier fines and penalties. In the month of July 2017, 13 carrier RTSC cases were docketed; 12 cases were resolved and \$3,800 was recovered.

Year to date, 13 carrier RTSC cases have been docketed, 12 cases have resolved and \$3,800 has been recovered.



Carryover Caseload:

The Compliance Division closed July 2017 with 171 cases active, compared to an active caseload of 244 at the close of July 2016.

Cases Resolved:

For the month of July 2017, Compliance Division staff closed-out 134 cases.

Compliance Fines:

In July 2017, the Compliance Division collected \$68,774 in fines and penalties. Year to Date, the Compliance Division has collected \$68,774 in fines.

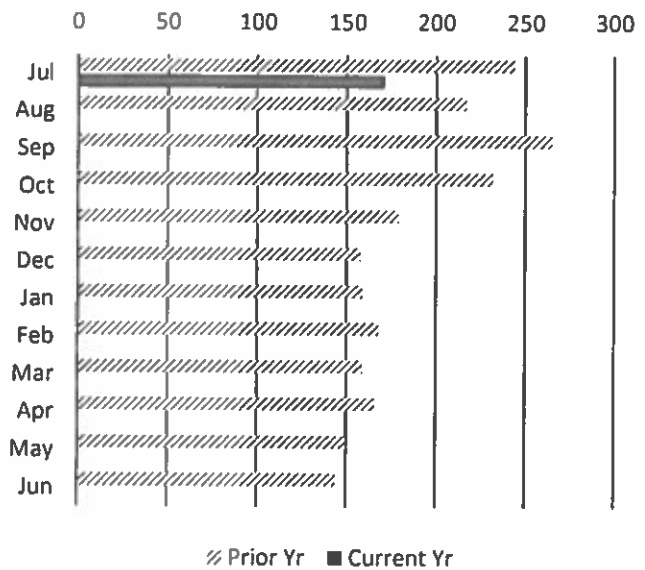
Year to Date vs Prior Year Total (\$382,199): 18%

July 2017 vs. July 2016: 114%

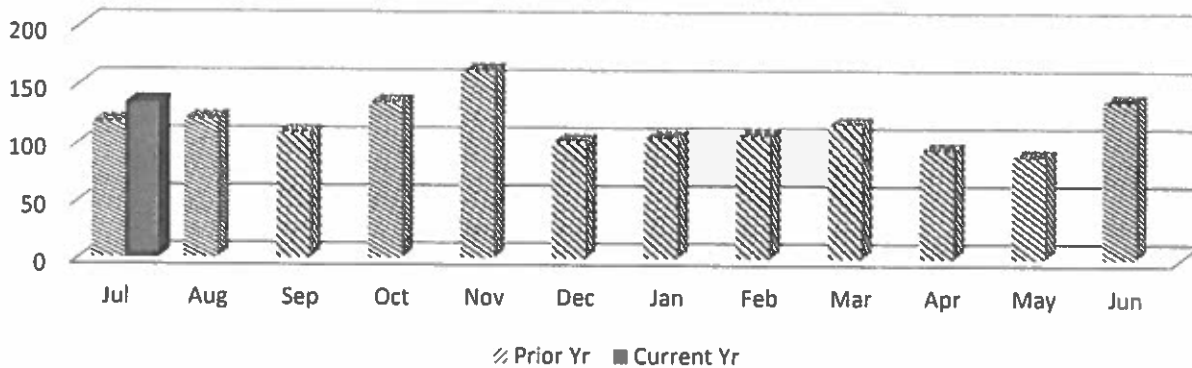
Current Year End trend is 216% of 2016-2017

YTD 2017-18 (July - June) vs YTD 2016-2017: 114%

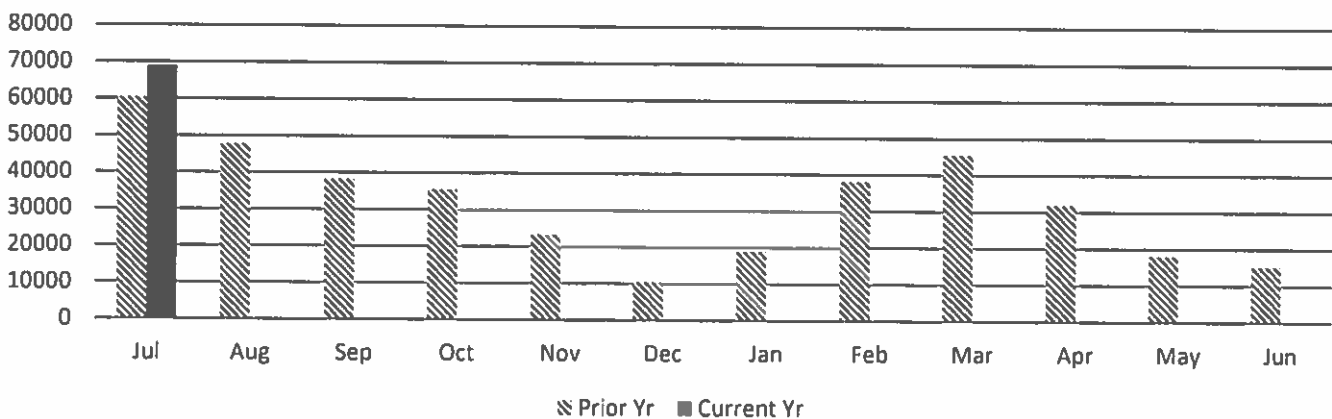
Caseload Pending v. Prior Year



Cases Resolved v. Prior Year

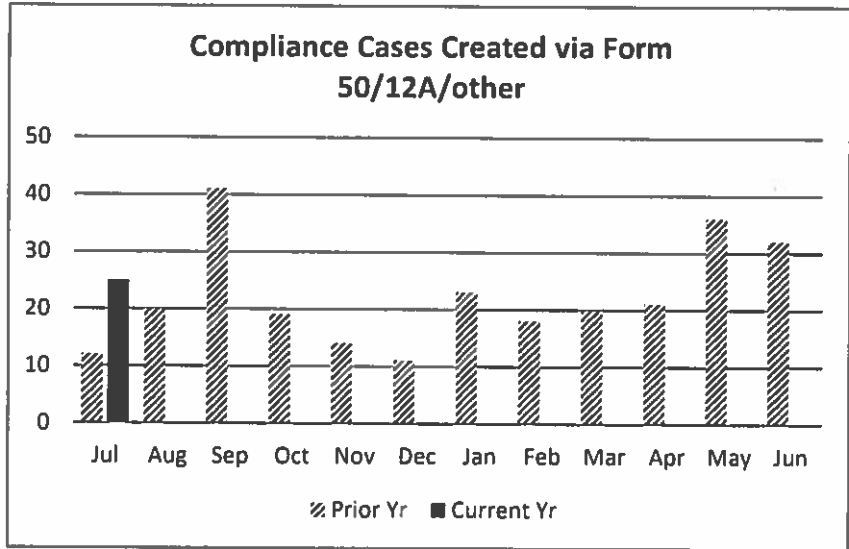


Compliance Fines Collected v. Prior Year



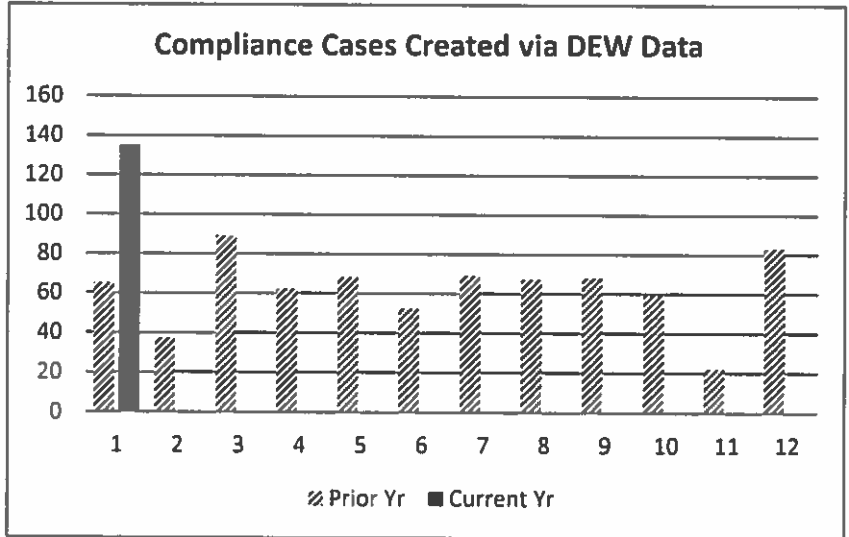
In July 2017, 25 compliance files were created from the combined filings of Form 50's, 12A's, and stakeholder reporting involving uninsured employers.

YTD vs. Prior Year total (267): 9%
 July 2017 to July 2016: 208%
 Current Yr End trend: 112% of 2016-2017
 YTD 2017-2018 v. YTD 2016-2017: 208%



In July 2017, 135 compliance files were created from the DEW data process.

YTD vs. Prior Year total (741): 18%
 July 2017 to July 2016: 208%
 Current Yr End trend: 218% of 2016-2017
 YTD 2017-2018 v. YTD 2016-2017: 208%

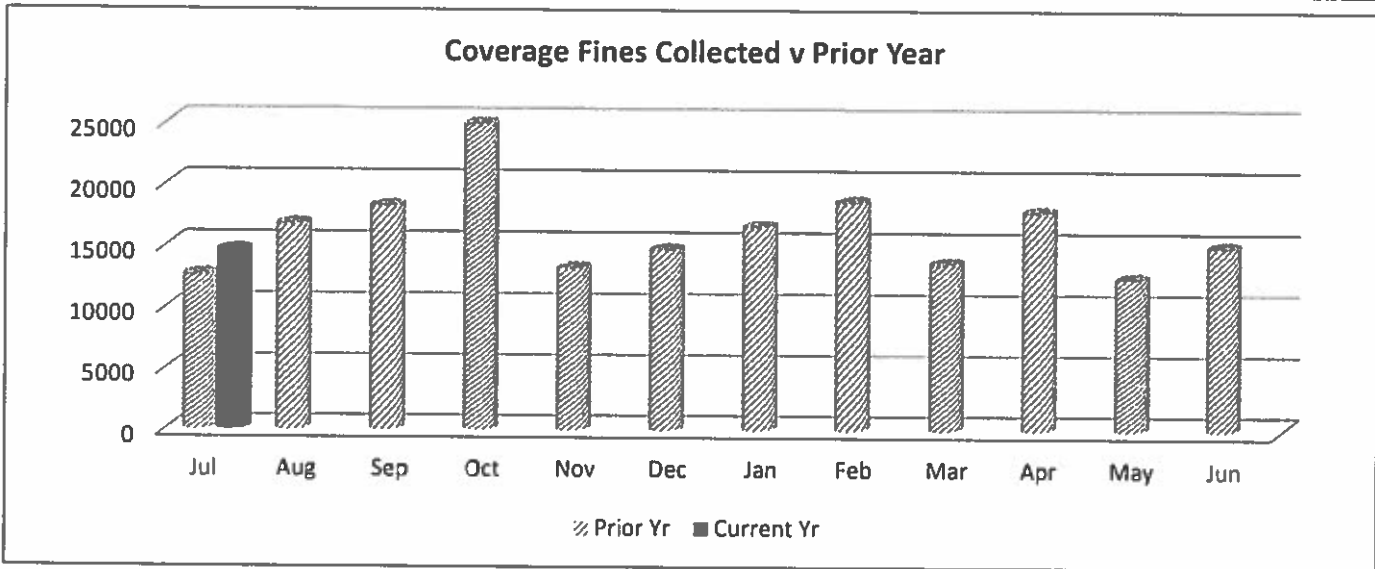
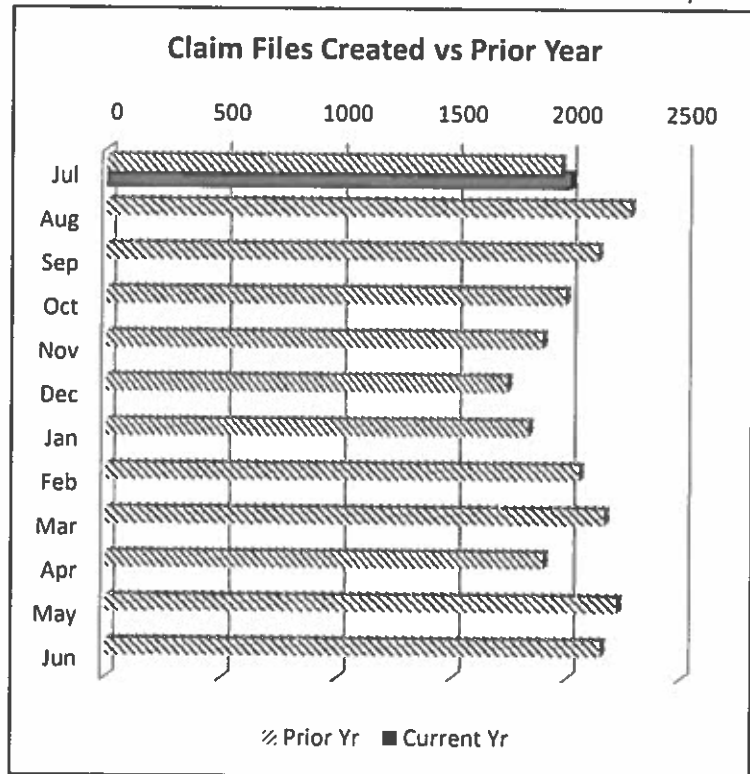


WCC Claim Files:

In July 2017, the Coverage Division received a total of 2,016 WCC Claim files. Of these, 1,727 were created through proper carrier filing of a 12A, and 289 were generated as a result of a Form 50 claim filing. Year to Date 2,016 Claim files have been created which is 8% of claim file volume prior year (24,350).

Coverage Fines:

The Coverage Division collected \$14,600 in fine revenue in July 2017, as compared to \$12,600 in Coverage fines/penalties accrued during July 2016. Year on Year, Coverage fines are at 8% of collections for prior year.



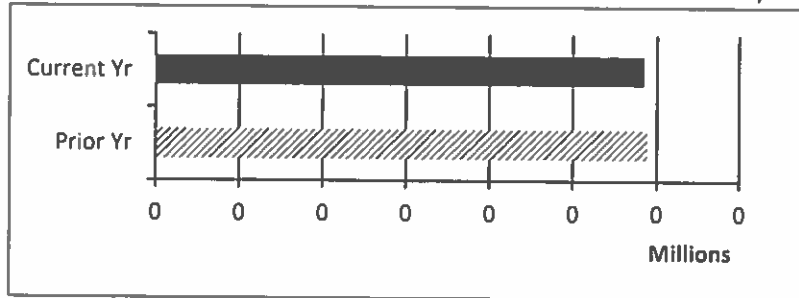
IMS SELF INSURANCE DIVISION

July 2017

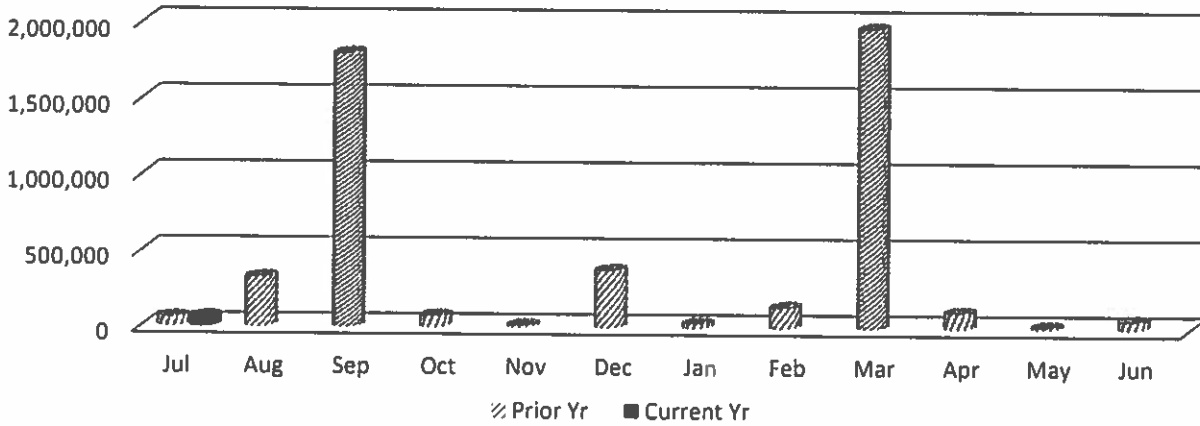
During the month of July 2017, the Self Insurance Division:

- * collected \$58,476 in self-insurance tax.
- * added 16 new self-insurers.
- * conducted 4 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 99% of prior year and 4 Self Insurance audits have been completed.



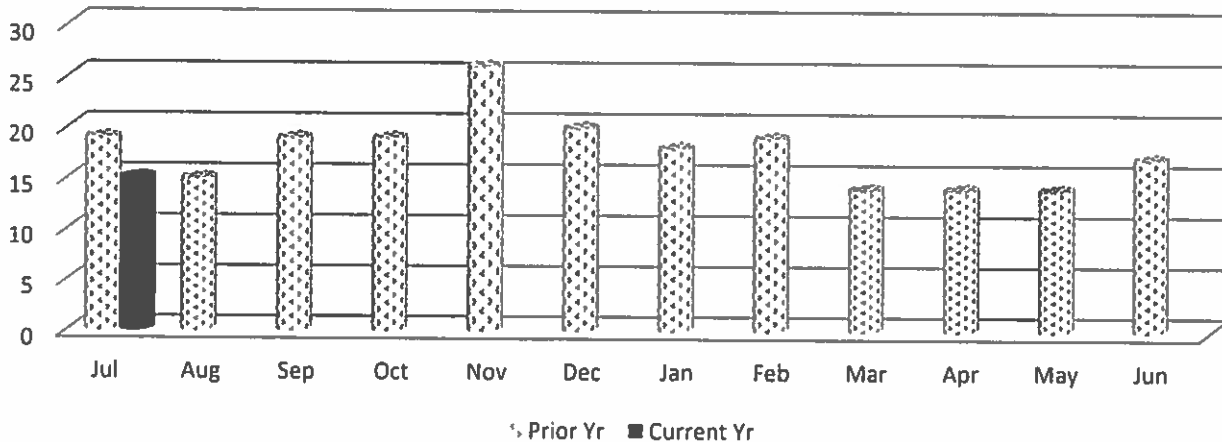
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In July 2017, the Medical Services Division began the month with 17 bills pending review, received an additional 14 bills for review, conducted 16 bill reviews and ended the month with 15 bills pending.

Medical Bills Pending Review v. Prior Year



State of South Carolina

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

Workers' Compensation Commission

MEMORANDUM

To: Gary Cannon, Executive Director
From: Sonji Spann, Claims Director
Date: August 15, 2017
Re: Claims Department – August 2017 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:

	July 2017	June 2017	YTD 17/18
Individual Case Files Closed	2,126	2,861	2,126
Fine Revenue Collected	\$30,000	\$42,000	\$30,000
# of individual case files reviewed by examiners	2,517	3,147	2,517
Total Fines	239	240	239
Form 18 Fines	230	219	230
Total Forms Processed	11,999	13,000	11,999
SROI-Form 18/EDI	1,347	1,256	1,347
Email 18's	1,975	1,961	1,975
USPS- Form 18's	904	1,301	904
Form 61's Rec'd	739	760	739
Form 61's Approved	700	716	700
TPY Settlements Rec'd	32	44	32
TPY Settlements Approved	36	31	36

- Individual cases closed and reviewed are down from last month due to staffing.
- Total Fines and Form 18 Fines are trending the same from last month.
- Form 18's received by mail/email versus EDI is trending the same.
- Key performances FY 16/17 compared FY 15/16: Closed files trend the same, reviewed files increased 16K and fine revenue collected decreased 100K.

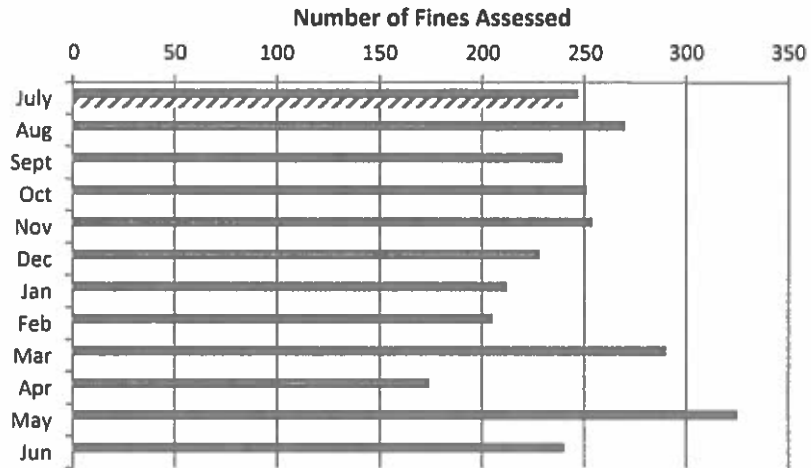
Key Performances	FY 15/16	FY 16/17
Individual Case Files Closed	26,284	26,428
#of individual case files reviewed by examiners	19,118	35,904
Fine Revenue Collected	\$569,550	\$462,650

CLAIMS DEPARTMENT - Fine Activity Report

The number of fines assessed by the Claims Department decreased in number to 239 from 240 in June (last fiscal year). The number of Claims fines paid decreased from 206 in June (last fiscal year) to 176

Total fine dollars assessed in July was \$45,200, a decrease from the prior month of June (last fiscal year) in which \$47,800 in fines were assessed. Fine revenue

■ FY16-17 / FY17-18



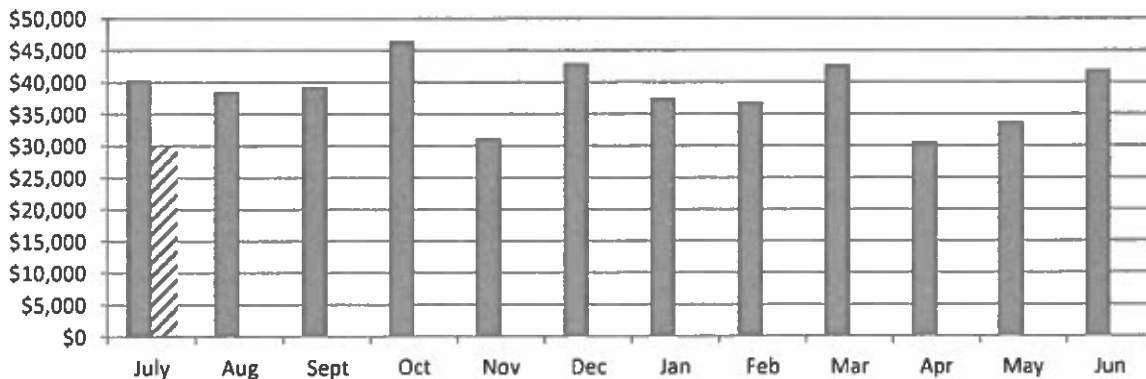
Net Fines Assessed (\$)

\$0 \$25,000 \$50,000 \$75,000 \$100,000 \$125,000 \$150,000



Fines Collected \$

■ FY16-17 / FY17-18



Fines Assessed (#)

	FY17-18	FY16-17
July	239	247
Aug		270
Sept		239
Oct		251
Nov		254
Dec		228
Jan		212
Feb		205
Mar		290
Apr		174
May		325
Jun		240
Total	239	2,935
Mo Avg	239	245

Fines Received (#)

	FY17-18	FY16-17
July	176	198
Aug		186
Sept		196
Oct		229
Nov		156
Dec		215
Jan		186
Feb		180
Mar		190
Apr		153
May		169
Jun		206
Total	176	2,264
Mo Avg	176	189

Net Fines Assessed (\$)*

	FY17-18	FY16-17
July	\$45,200	\$50,000
Aug		\$54,600
Sept		\$48,200
Oct		\$50,800
Nov		\$50,800
Dec		\$46,800
Jan		\$43,200
Feb		\$38,200
Mar		\$58,000
Apr		\$34,800
May		\$64,850
Jun		\$47,800
Total	\$45,200	\$588,050
Mo Avg	\$45,200	\$49,004

Fines Collected (\$)

	FY17-18	FY16-17
July	\$30,000	\$40,450
Aug		\$38,600
Sept		\$39,300
Oct		\$46,500
Nov		\$31,200
Dec		\$43,000
Jan		\$37,600
Feb		\$36,900
Mar		\$42,700
Apr		\$30,600
May		\$33,800
Jun		\$42,000
Total	\$30,000	\$462,650
Mo Avg	\$30,000	\$38,554

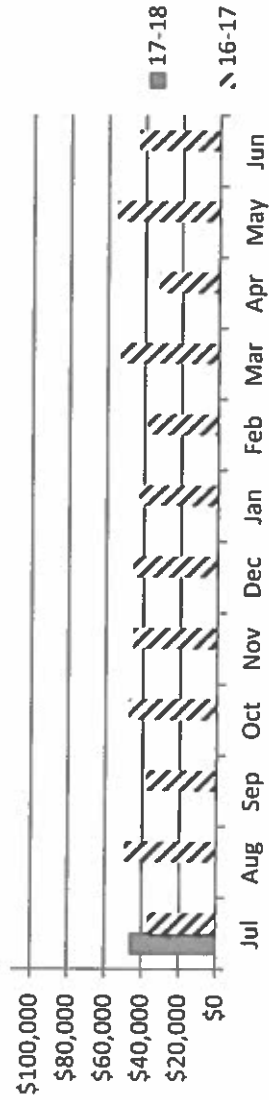
*after reductions and rescinded

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.

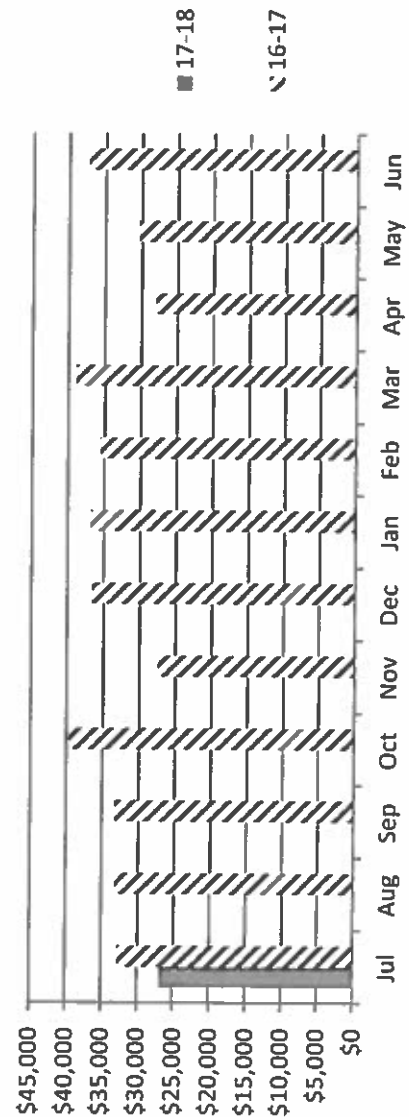
A key success measure of this effort is the Form 18 Fine Assessment report. For the month of July, this has resulted in an increase in Form 18 Fine Assessments to \$46,000 as compared to \$43,600 in June (last fiscal year).

The actual number of fines assessed increased from 219 to 230 in July.

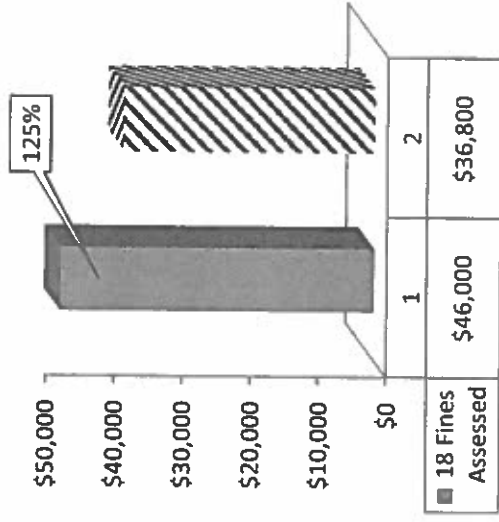


FORM 18 FINE COLLECTION

In July, the Claims Department received payment on Form 18 Fines resulting in revenue of \$26,800.

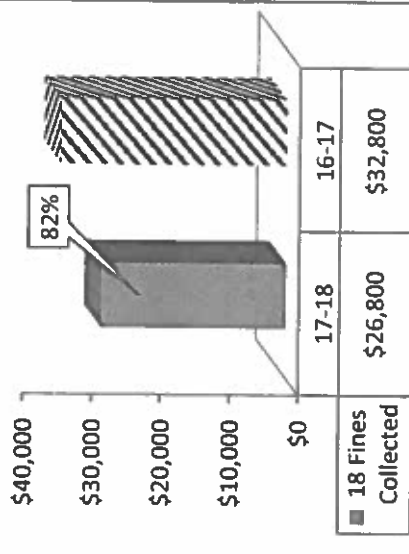


Form 18 Fines Assessed Fiscal Year Comparison



FORM 18 FINE REVENUE YTD

Form 18 Fine Revenue and Percentage Trending compared to this time last FY.



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Workers' Compensation Commission

August 14, 2017

To: Gary M. Cannon
Executive Director

From: Amy A. Bracy
Judicial Director

RE: **Monthly Judicial Report for July 2017**

During the month of July, Judicial processed eight hundred fifty-two (852) requests for hearings, one hundred fourteen (114) Motions and one hundred sixty-one (161) clincher conference requests that were sent to the Jurisdictional Commissioners.

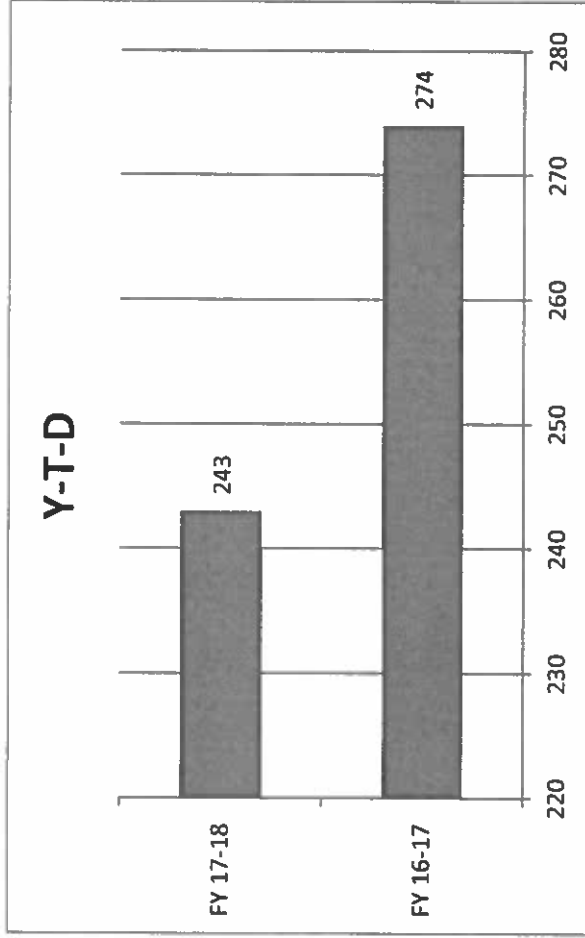
There were fifty-seven (57) Single Commissioner Hearings conducted during the past month, thirteen (13) pre-hearing conferences held and sixteen (16) Full Commission hearings held. A total of four hundred forty-nine (449) Orders were served at the single Commissioner level, seventy-two (72) of those were Decision and Orders that resulted from hearings that went on the record and ninety-nine (99) were Motion Orders that were a result of Motions ruled upon by Commissioners.

The Informal Conference system conducted two hundred forty-three (243) hearings during the last month.

There were forty-nine (49) regulatory mediations scheduled and fifty (50) requested mediations. The Judicial Department was notified of forty-seven (47) matters resolved in mediation, with the receipt of Forms 70.

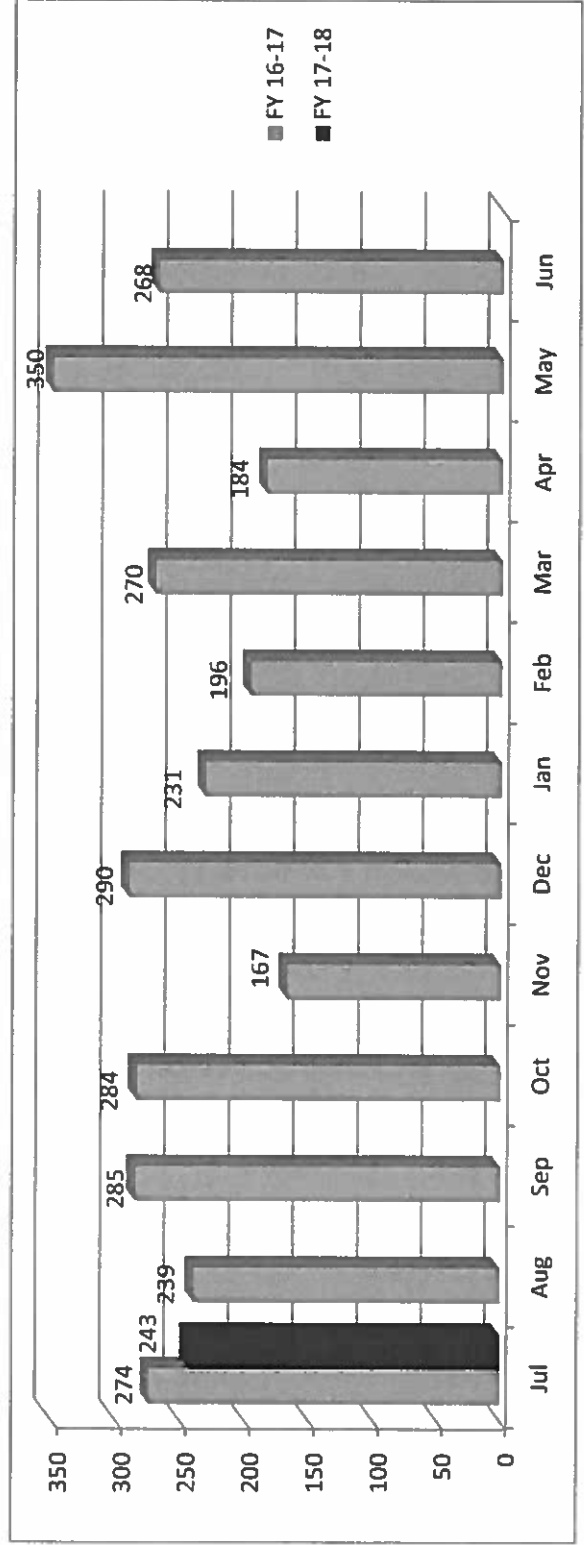
Informal Conf. Conducted

	FY 16-17	FY 17-18
Jul	274	243
Aug	239	
Sep	285	
Oct	284	
Nov	167	
Dec	290	
Jan	231	
Feb	196	
Mar	270	
Apr	184	
May	350	
Jun	268	
Total	3038	243



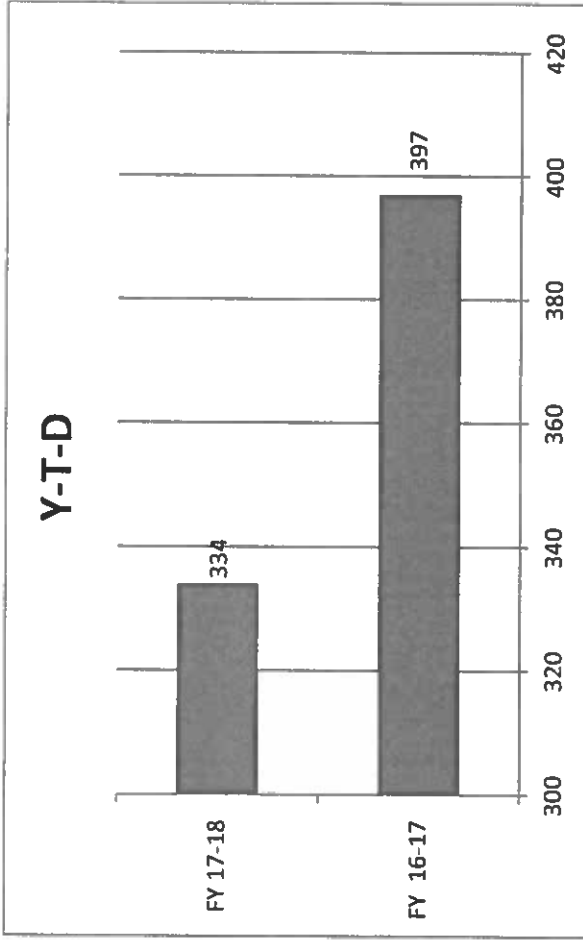
	FY 16-17	FY 17-18
Jul	274	243
Aug	239	
Sep	285	
Oct	284	
Nov	167	
Dec	290	
Jan	231	
Feb	196	
Mar	270	
Apr	184	
May	350	
Jun	268	

Y-T-D



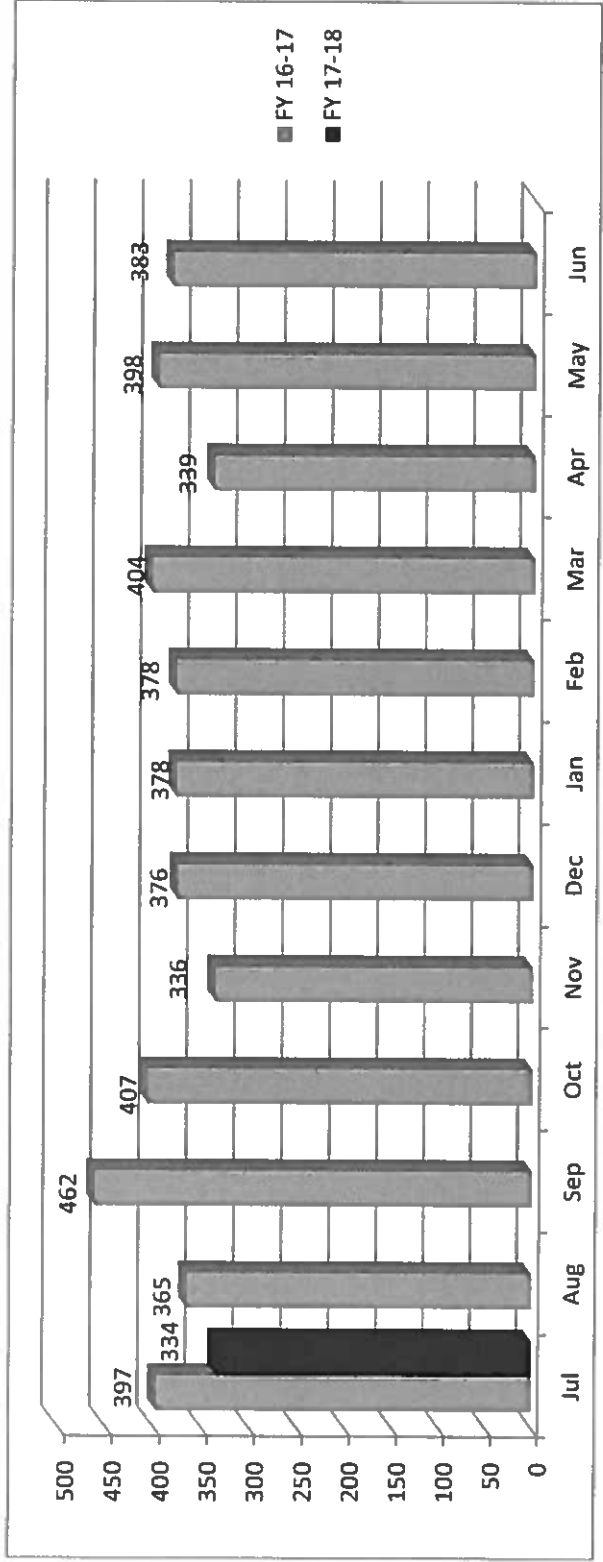
Informal Conf. Requested

	FY 16-17	FY 17-18
Jul	397	334
Aug	365	
Sep	462	
Oct	407	
Nov	336	
Dec	376	
Jan	378	
Feb	378	
Mar	404	
Apr	339	
May	398	
Jun	383	
Total	4623	334



Y-T-D

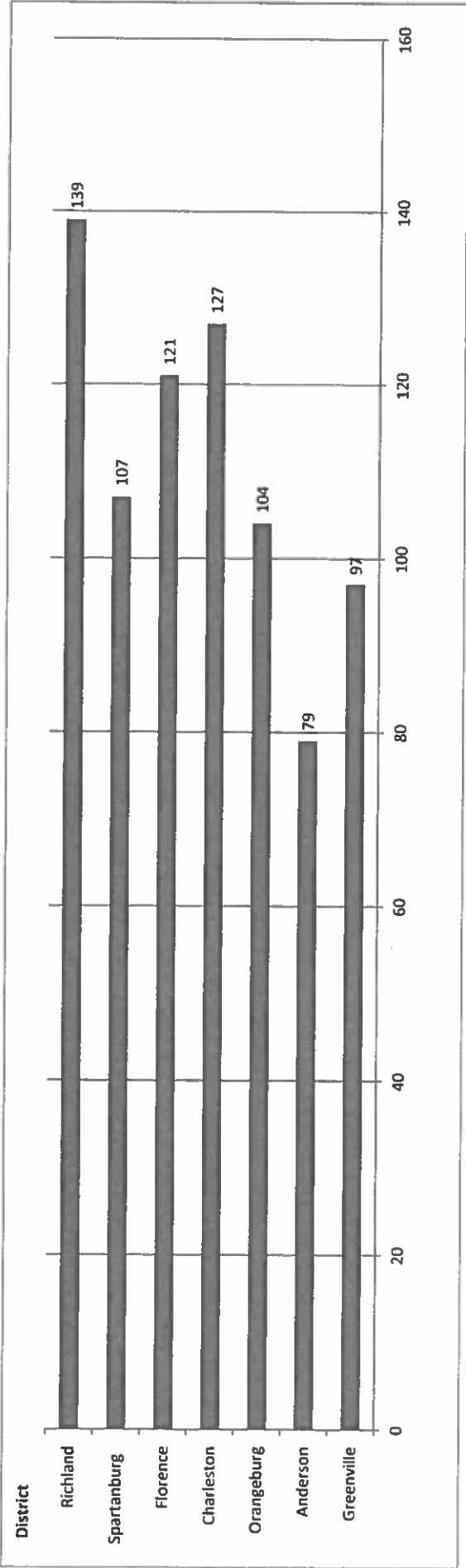
FY 16-17	FY 17-18
397	334



Pleadings Assigned - Three Year Comparison by Month

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland		
	17-18	16-17	15-16	17-18	16-17	15-16	17-18	16-17	15-16	17-18	16-17	15-16	17-18	16-17	15-16	17-18	16-17	15-16	17-18	16-17	15-16
Jul	97	98	107	79	82	90	104	108	118	127	158	181	144	121	107	139	92	130	149	166	
Aug		92	110		97	76		93	109		176	171	122	164			115	122	157	138	
Sep		144	102		92	88		121	132		183	198	154	140			142	110	141	167	
Oct		104	106		74	101		93	119		172	172	171	115			119	96	142	170	
Nov		92	72		98	62		89	88		169	145	133	131			114	81	164	129	
Dec		90	101		86	105		72	103		135	160	148	100			85	99	129	162	
Jan		93	75		92	84		97	113		184	113	110	157			119	97	160	158	
Feb		96	90		74	88		76	84		142	125	129	117			85	144	136	117	
Mar		91	122		108	124		124	134		188	214	140	150			122	117	175	174	
Apr		111	100		80	92		94	93		142	154	129	156			103	90	146	138	
May		125	106		101	103		121	116		188	186	146	148			122	111	167	150	
Jun		134	120		120	75		142	110		183	141	151	154			125	114	169	150	
Totals	97	1270	1211	79	1104	1088	104	1230	1319	127	2020	1960	1677	121	1663	107	1343	1311	1835	1819	

Pleadings Assigned by District Year to Date



State of South Carolina

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Workers' Compensation Commission

Executive Director's Report Gary M. Cannon

August 18, 2017

Claims Administration Workshop

Staff conducted the Claims Administration Workshop on Wednesday, August 16, 2017 for 175 registrants. The total included 72 paralegals/legal assistants, 34 attorneys, 23 adjusters, 23 other and 23 WCC employees. WCC staff participated as presenters and new employees for training. The workshop provided an overview of the South Carolina workers' compensation system and a comprehensive explanation of the Commission's claims processing and judicial proceedings requirements through a case study approach. The agenda included a mock hearing to decide the issues in dispute from the case study with Chairman Beck presiding and attorneys Stan Lacy representing the employer and Bill Smith representing the claimant. Attendees were eligible for 4.5 CLE credit hours. Special thanks to all staff members who were presenters, with a special recognition to Keith Roberts for heading up the program content and Kim Ballentine for coordinating the registration and site logistics.

Meetings/Activities

The Executive Director participated in the following meetings/activities:

- July 24 – Interviewed candidate for Administrative Coordinator position
- August 1 – Conference call with stakeholder concerning Fee Schedule.
- August 2 – Meeting with Angie Miller, Executive Budget Office
- August 6-9 – Attended the National Regulators College, Orlando, FL
- August 14 – Conference call with Optum concerning the Fee Schedule Update.

Constituent /Public Information Services

For the period July 8, 2017 through August 14, 2017 the Executive Director's Office and the General Counsel's office had 1,281 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. Please note the total number include 289 out of office email replies received from the CAME workshop 5, 958 notices emailed to stakeholders.

Financial Transactions Activity

The Executive Director's office has assumed the direct responsibility for budget, financial and purchasing transactions. Even though the Commission has a Memorandum of Understanding with the Department of Administration for assistance with procurement services and accounting and budgetary support, the following activities occurred in the Executive Director's office for the period July 6, 2017 through August 18, 2017: approved and processed 56 travel expense reimbursement payment related activities, 36 invoices, and 19 deposits. Procurement and purchasing activities included the creation of one shopping cart, one purchase order and processing 6 goods received.

SCWCC Stakeholder Electronic Distribution List

For the period July 6, 2017 through August 18, 2017, we added two 7 individuals to the distribution list. A total of 710 individuals currently receive notifications from the Commission.

SC Vocational Rehabilitation Department (SCVRD)

SCVRD had not reported the number of referrals at the time this report was published.

State of South Carolina

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Workers' Compensation Commission

MEMORANUM

TO: COMMISSIONERS

FROM: Gary Cannon
Executive Director

DATE: August 17, 2017

RE: FINANCIAL REPORT: Period ending June 30, 2017

Attached you will find the monthly financial report for the one month period ending July 31, 2017. The budget benchmark for the FY17-18 July report is 8 percent. Financial Report for the 12 month period ending June 30, 2017 is shown on the pages shaded gray.

Page 1 of the attachments contains the information on the General Fund for the period ending July 31, 2017. Page 2 is the Balance Sheet for the Earmarked. Actual revenues received are 9% of budget and expenditures are 5% of budget. The three pages behind the Balance Sheet contain the line items revenues and expenditures for the Earmarked Fund.

The FY16-17 Financial Report can be found in the subsequent pages shaded in gray. The first page is the General Fund. Total expenditures were \$1.99 million, 93% of budget. Total Revenues received in the Earmarked Fund were \$1.68 million or 40% of budget. Expenditures totaled \$3.58 million or 78% of budget.

SC Workers' Compensation Commission
Financial Report
Budget vs. Actual Expenditures
FY 2017-2018
Period Ending: July 31, 2017
General Fund

				Benchmark	8%
Fund Center Description	Fund	Commitment Items Description	Current Budget	YTD Actual Expense	
COMMISSIONERS	GENERAL FUND	CHAIRMAN	\$ 125,208	\$ 10,013	
	GENERAL FUND	COMMISSIONER	\$ 720,918	\$ 60,498	
	GENERAL FUND	TAXABLE SUBSISTENCE		\$ 3,750	
	GENERAL FUND	CLASSIFIED POSITIONS	\$ 313,837	\$ 26,697	
	GENERAL FUND	TERMINAL LEAVE		\$ 848	
	GENERAL FUND	IN ST-MEALS-NON-REP			
	GENERAL FUND	HR-IN ST-AUTO MILES			
	GENERAL FUND	EMPLOYER CONTRIB		\$ 33,749	
Total			\$ 1,159,963	\$ 135,555	12%
ADMINISTRATION	GENERAL FUND	DIRECTOR	\$ 102,129	\$ 8,511	
	GENERAL FUND	CLASSIFIED POSITIONS	\$ 47,092	\$ 5,167	
	GENERAL FUND	IN ST-LODGING			
INFORM. SERVICES	GENERAL FUND	OTHER OPERATING	\$ 75,000		
ADMINISTRATION	GENERAL FUND	EMPLOYER CONTRIB		\$ 4,729	
Total			\$ 224,221	\$ 18,406	8%
JUDICIAL	GENERAL FUND	CLASSIFIED POS	\$ 29,267	\$ -	
Total			\$ 29,267	\$ -	
CLAIMS SERVICES	GENERAL FUND	CLASSIFIED POS	\$ 77,223	\$ 6,582	
	GENERAL FUND	EMPLOYER CONTRIB		\$ 2,124	
Total			\$ 77,223	\$ 8,706	11%
MEDICAL SERVICES	GENERAL FUND	CLASSIFIED POSITIONS	\$ 26,632	\$ 375	
	GENERAL FUND	EMPLOYER CONTRIB		\$ (187)	
Total	GENERAL FUND		\$ 26,632	\$ 188	1%
STATE EMPLOYER CONTRIB	GENERAL FUND	EMPLOYER CONTRIB	\$ 547,804		
Total	GENERAL FUND		\$ 547,804		0%
Fund Total	GENERAL FUND		\$ 2,065,110	\$ 162,856	8%

**SC Workers' Compensation Commission
BALANCE SHEET**

**EARMARKED FUND
FY 2017-2018
Period Ending: July 31, 2017**

	Budget	YTD	% of budget
Total Revenues	\$ 1,822,636	\$ 158,787	9%
Appropriated Fund Balance	\$ 3,246,153	\$ -	0%
Total Revenues	\$ 5,068,789	\$ 158,787	3%
Total Expenditures	\$ 5,068,789	\$ 254,095	5%
Net Income/Expenditures		\$ (95,308)	

SC Workers' Compensation Commission
 Financial Report
 FY 2017-2018 Period Ending: July 31, 2017
 Earmarked Fund
 Revenues

			Benchmark 8%	
Account	Acct No.	Budget	YTD Actual Received	% of Budget
Adj To Agency Deposit	4530020000		\$ -	0%
Dep By Private Entities	4530070000		\$ -	0%
Misc Revenue	4530030000		\$ -	0%
Parking Fee	4350040000	\$ 5,400	\$ 440	8%
Returned Checks	4530010000		\$ -	0%
Sale of Publication & Brochure	4480040000			0%
Sale of Listings Labels	4480060000	\$ 6,500	\$ 100	2%
Sale of Services	4480020000		\$ 3,600	0%
Sales of Photocopies	4380050000	\$ 70,736	\$ 5,443	8%
Self Insurance App Fee	4160040000	\$ 6,125		0%
Training Conference Registration Fee	4380020000			0%
Unclaimed Property	4511020000			0%
Violations and Penalties	4223030000	\$ 1,106,475	\$ 103,754	9%
Workers Comp Award Review Fee	4350140000	\$ 32,400	\$ 4,925	15%
Workers Comp Hearing Fee	4110090000	\$ 595,000	\$ 40,525	7%
Total Revenues		\$ 1,822,636	\$ 158,787	9%
Appropriated Fund Balance		\$ 3,246,153		0%
Total		\$ 5,068,789	\$ 158,787	3%

SC Workers' Compensation Commission
 Financial Report
 Budget vs. Actual Expenditures
 FY 2017-2018
 Period Ending: July 31, 2017
 Earmarked Fund

					Benchmark	8.00%
Fund	Fund	Commitment Items Description	Program	Current Budget	YTD Actual Expense	% of Budget
COMMISSIONERS	PENALTIES FINES	TAXABLE SUBSISTENCE	COMMISSIONERS	\$ 70,000		
	PENALTIES FINES	FREIGHT EXPRESS DELV	COMMISSIONERS		\$ 5	
	PENALTIES FINES	CELLULAR PHONE SVCS	COMMISSIONERS		\$ 807	
	PENALTIES FINES	LEGAL SERVICES	COMMISSIONERS		\$ 9,020	
	PENALTIES FINES	EDUC & TRNG-STATE	COMMISSIONERS		\$ 75	
	PENALTIES FINES	RENT-COPYING EQUIP	COMMISSIONERS		\$ 71	
	PENALTIES FINES	IN ST-MEALS-NON-REP	COMMISSIONERS		\$ 64	
	PENALTIES FINES	IN ST-LODGING	COMMISSIONERS		\$ 1,201	
	PENALTIES FINES	HR-IN ST-AUTO MILES	COMMISSIONERS		\$ 1,293	
	PENALTIES FINES	IN ST-SUBSIST ALLOW	COMMISSIONERS		\$ 258	
	PENALTIES FINES	OTHER OPERATING	COMMISSIONERS	\$ 230,700		
	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR		\$ 12,165	
	Total				\$ 300,700	\$ 24,960
ADMINISTRATION	PENALTIES FINES	CLASSIFIED POS	ADMINISTRATION	\$ 100,000		
	PENALTIES FINES	CLASSIFIED POSITIONS	ADMINISTRATION	\$ 604,135	\$ 39,564	
	PENALTIES FINES	OTH PERS SVC	ADMINISTRATION	\$ 41,000		
	PENALTIES FINES	FREIGHT EXPRESS DELV	ADMINISTRATION		\$ 29	
	PENALTIES FINES	CELLULAR PHONE SVCS	ADMINISTRATION		\$ 368	
	PENALTIES FINES	LEGAL SERVICES	ADMINISTRATION			
	PENALTIES FINES	ATTORNEY FEES	ADMINISTRATION		\$ (11,160)	
	PENALTIES FINES	EDUC & TRNG-STATE	ADMINISTRATION		\$ 5	
	PENALTIES FINES	OFFICE SUPPLIES	ADMINISTRATION		\$ 1,553	
	PENALTIES FINES	SUBSCRIPTIONS	ADMINISTRATION		\$ 380	
	PENALTIES FINES	PRGM LIC - APP SUPP	ADMINISTRATION		\$ 1,881	
	PENALTIES FINES	OTHER SUPPLIES	ADMINISTRATION		\$ 5	
	PENALTIES FINES	RENT-COPYING EQUIP	ADMINISTRATION		\$ 119	
	PENALTIES FINES	NON IT-RENT-CONT REN	ADMINISTRATION		\$ 75	
	PENALTIES FINES	RENT-NON ST OWN PROP	ADMINISTRATION		\$ 34,648	
	PENALTIES FINES	RENT-OTHER	ADMINISTRATION		\$ 120	
	PENALTIES FINES	IN ST-MEALS-NON-REP	ADMINISTRATION		\$ 41	
	PENALTIES FINES	IN ST-LODGING	ADMINISTRATION		\$ 961	
	PENALTIES FINES	HR-IN ST-AUTO MILES	ADMINISTRATION		\$ 184	
	PENALTIES FINES	REPORTABLE MEALS	ADMINISTRATION		\$ 32	
	PENALTIES FINES	LEASED CAR-ST OWNED	ADMINISTRATION		\$ 4,244	
PENALTIES FINES	OTHER OPERATING	ADMINISTRATION	\$ 1,263,866			
PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR	\$ 1,256,256	\$ 20,234		
Total				\$ 3,265,257	\$ 93,285	
EXECUTIVE DIREC	PENALTIES FINES	TEMPORARY POSITIONS	ADMINISTRATION		\$ 3,318	
	PENALTIES FINES	IN ST-MEALS-NON-REP	ADMINISTRATION			
	PENALTIES FINES	IN ST-LODGING	ADMINISTRATION			
	PENALTIES FINES	REPORTABLE MEALS	ADMINISTRATION			
	PENALTIES FINES	OTHER OPERATING	ADMINISTRATION	\$ 6,335		
	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR		\$ 886	
Total				\$ 6,335	\$ 4,204	
INFORM SERVICE	PENALTIES FINES	CLASSIFIED POSITIONS	ADMINISTRATION	\$ 87,850		
	PENALTIES FINES	MICROFILM PROCESSING	ADMINISTRATION			
	PENALTIES FINES	CELLULAR PHONE SVCS	ADMINISTRATION		\$ 359	
	PENALTIES FINES	EQUIP&SUPP- EUC	ADMINISTRATION		\$ 161	
	PENALTIES FINES	COMMUNICATION SUPP	ADMINISTRATION		\$ 45	
	PENALTIES FINES	RENT-COPYING EQUIP	ADMINISTRATION		\$ 44	
	PENALTIES FINES	NON IT-RENT-CONT REN	ADMINISTRATION		\$ 175	
	PENALTIES FINES	DUES & MEMBER FEES	ADMINISTRATION		\$ 100	
	PENALTIES FINES	OTHER OPERATING	ADMINISTRATION	\$ 755,512		
				\$ 843,362	\$ 884	
	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR	\$ 67,831	\$ -	
Total				\$ 4,182,785	\$ 98,373	\$ -
INFORM. SERVICES				\$ 60,944	\$ -	
				\$ 60,944	\$ -	0%
CLAIMS SERVICES	PENALTIES FINES	CLASSIFIED POSITIONS	CLAIMS SERVICES	\$ 280,850	\$ 19,115	
	PENALTIES FINES	CELLULAR PHONE SVCS	CLAIMS SERVICES		\$ 54	
	PENALTIES FINES	RENT-COPYING EQUIP	CLAIMS SERVICES		\$ 72	

Fund	Fund	Commitment Items Description	Program	Current Budget	YTD Actual Expense	% of Budget
	PENALTIES FINES	OTHER OPERATING	CLAIMS SERVICES	\$ 19,700	\$ 9,933	
	PENALTIES FINES	EMPLOYER CONTRIB	CLAIMS SERVICES			
Total				\$ 300,550	\$ 29,174	10%
MEDICAL SERVICE	PENALTIES FINES	CLASSIFIED POSITIONS	INS & MED SERVICES	\$ 459,463	\$ 38,917	
	PENALTIES FINES	OTH PERS SVC	INS & MED SERVICES	\$ 22,881		
	PENALTIES FINES	NON-IT OTHER PRO SRV	INS & MED SERVICES		\$ 1,500	
	PENALTIES FINES	OTHER SUPPLIES	INS & MED SERVICES		\$ 15	
	PENALTIES FINES	RENT-COPYING EQUIP	INS & MED SERVICES		\$ 36	
	PENALTIES FINES	OTHER OPERATING	INS & MED SERVICES	\$ 54,500		
	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR		\$ 17,816	
Total					\$ 58,084	
COMPLIANCE	PENALTIES FINES	CELLULAR PHONE SVCS	INS & MED SERVICES		\$ 38	
	PENALTIES FINES	NON-IT OTHER PRO SRV	INS & MED SERVICES		\$ 730	
	PENALTIES FINES	RENT-COPYING EQUIP	INS & MED SERVICES		\$ 39	
	PENALTIES FINES	RENT-OTHER	INS & MED SERVICES		\$ -	
Total					\$ 807	
COVERAGE	PENALTIES FINES	OFFICE SUPPLIES	INS & MED SERVICES		\$ 21	
					\$ 21	
Total				\$ 536,844	\$ 58,912	11%
JUDICIAL ASSESSM	PENALTIES FINES	CLASSIFIED POSITIONS	MANAGEMENT		\$ 3,310	
	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR		\$ 1,752	
Total					\$ 5,061	
JUDICIAL DOCKET	PENALTIES FINES	CLASSIFIED POSITIONS	MANAGEMENT	\$ 302,294	\$ 25,567	
	PENALTIES FINES	CELLULAR PHONE SVCS	MANAGEMENT		\$ 53	
	PENALTIES FINES	RENT-COPYING EQUIP	MANAGEMENT		\$ 76	
	PENALTIES FINES	OTHER OPERATING	MANAGEMENT	\$ 12,800		
	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR		\$ 11,918	
Total				\$ 315,094	\$ 37,614	
Total				\$ 315,094	\$ 42,676	14%
STATE EMPLOYER	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR	\$ (628,128)		
			Adjusted Budget			
Total	PENALTIES FINES	EMPLOYER CONTRIB	STATE EMPLOYER CONTR	\$ (628,128)		0%
Fund Total				\$ 5,068,789	\$ 254,095	5%

SC Workers' Compensation Commission
Financial Report
Budget vs. Actual Expenditures
FY2016-17
Period Ending: June 30, 2017
General Fund

Fund Center Description	Fund	Commitment Items Description	Current Budget	Benchmark 100%	
				YTD Actual Expense	% of Budget
COMMISSIONERS	GENERAL FUND	CHAIRMAN	\$ 125,209	\$ 120,153	
		COMMISSIONER	\$ 725,972	\$ 725,972	
		TAXABLE SUBS	\$ 6,293	\$ -	
		CLASSIFIED POS	\$ 334,343	\$ 334,343	
		OTH PERS SVC	\$ 39,251		
		TERMINAL LEAVE		\$ 25,451	
		BON SUPPLEMENT		\$ 13,800	
		EMPLOYER CONTRIB		\$ 390,988	
Total			\$ 1,231,069	\$ 1,610,708	131%
ADMINISTRATION	GENERAL FUND	DIRECTOR	\$ 102,130	\$ 102,129	
		CLASSIFIED POS	\$ 48,622	\$ 47,797	
		OTH PERS SVC	\$ 6,090		
		OFFICE SUPPLIES		\$ 287	
		DUAL EMPLOYMENT	\$ -	\$ 6,090	
		HR-IN ST-AIR TRANS		\$ 424	
		HR-IN ST-AUTO MILES		\$ 127	
		OTHER OPERATING	\$ 75,000	\$ 30,122	
		EMPLOYER CONTRIB		\$ 49,041	
Total			\$ 231,842	\$ 236,017	102%
JUDICIAL	GENERAL FUND	CLASSIFIED POS	\$ 15,511		
Total			\$ 15,511		
CLAIMS SERVICES	GENERAL FUND	CLASSIFIED POS	\$ 79,733	\$ 78,986	
		OTH PERS SVC	\$ 1,800		
		BON SUPPLEMENT		\$ 1,800	
		EMPLOYER CONTRIB		\$ 23,890	
Total			\$ 81,533	\$ 104,676	128%
MEDICAL SERVICES	GENERAL FUND	CLASSIFIED POSITIONS	\$ 27,841	\$ 27,841	
		OTH PERS SVC	\$ 3,000		
		BON SUPPLEMENT		\$ 3,000	
		EMPLOYER CONTRIB		\$ 10,396	
Total			\$ 30,841	\$ 41,237	134%
		EMPLOYER CONTRIB	\$ 474,315		
Total			\$ 474,315		0%
		MISC OPS (Information Technology)	\$ 72,631		
Total			\$ 72,631		0%
Total			\$ -		
Fund Total			\$ 2,137,741	\$ 1,992,637	93%

**SC Workers' Compensation Commission
BALANCE SHEET**

EARMARKED FUND

FY2016-17

Period Ending: June 30, 2017

	Budget	YTD	% of budget
Total Revenues	\$ 4,227,410	\$ 1,689,455	40%
Appropriated Fund Balance	\$ 2,680,098	\$ 2,680,098	100%
Total Revenues	<u>\$ 6,907,508</u>	<u>\$ 4,369,553</u>	63%
Total Expenditures	<u>\$ 4,569,408</u>	<u>\$ 3,586,150</u>	78%
Net Income/Expenditures		<u><u>\$ 783,403</u></u>	

**SC Workers' Compensation Commission
Financial Report
Budget vs. Actual Expenditures
FY2016-17
Period Ending: June 30, 2017
Earmarked Fund**

Fund	Commitment Items Description	Current Budget	Benchmark 100%	
			YTD Actual Expense	% of Budget
COMMISSIONERS	TAXABLE SUBS	\$ 70,000	\$ 62,716	
	OTHER OPERATING	\$ 230,700		
	DP SVCS-OTHER		\$ 780	
	FREIGHT EXPRESS DELV		\$ 54	
	TELEPHONE & TELEGRPH		\$ 3,776	
	CELLULAR PHONE SVCS		\$ 9,568	
	LEGAL SERVICES		\$ 115,562	
	LEGAL SERVICES		\$ -	
	OFFICE SUPPLIES		\$ 82	
	EDUC & TRNG-STATE		\$ 75	
	POSTAGE		\$ 4,618	
	RENT-COPYING EQUIP		\$ 844	
	RENT-DATA PROC EQUIP		\$ -	
	RENTAL-CONT RENT PMT		\$ -	
	RENT-OTHER		\$ 120	
	INSURANCE-STATE		\$ -	
	DUES & MEMBER FEES		\$ 420	
	IN ST-MEALS-NON-REP		\$ 306	
	IN ST-LODGING		\$ 2,736	
	HR-IN ST-AIR TRANS		\$ 475	
	HR-IN ST-AUTO MILES		\$ 21,860	
	IN ST-MISC TR EXP		\$ 104	
	IN ST-REGISTR FEES		\$ 350	
	IN ST-SUBSIST ALLOW		\$ 9,417	
	OUT ST-REGISTR FEES		\$ 1,835	
	REPORTABLE MEALS		\$ 94	
	LEASED CAR-ST OWNED		\$ 3,947	
	INS WORKERS COMP		\$ 19,798	
	UNEMP COMP INSURANCE		\$ 171	
	Total	\$ 300,700	\$ 259,707	86%
ADMINISTRATION	CLASSIFIED POS	\$ 481,128	\$ 397,021	
	OTH PERS SVC	\$ 53,866		
	TERMINAL LEAVE		\$ 5,215	
	BON SUPPLEMENT		\$ 11,400	
	OTHER OPERATING	\$ 1,914,920		
	OFFICE EQUIP SERVICE		\$ -	
	PRINT / BIND / ADV		\$ 2,967	
	DP SVCS-OTHER		\$ 27,365	
	FREIGHT EXPRESS DELV		\$ 26,248	
	TELEPHONE & TELEGRPH		\$ 3,074	
	CELLULAR PHONE SVCS		\$ 4,719	

Fund	Commitment Items Description	Current Budget	YTD Actual Expense	% of Budget
	EDUC & TRNG-STATE		\$ 100	
	LEGAL SERVICES		\$ -	
	ATTORNEY FEES		\$ 11,588	
	MOTOR VEH REP -WRECK		\$ -	
	AUDIT ACCT FINANCE		\$ 121	
	NON-IT OTHER PRO SRV		\$ 6,078	
	NON IT OTH CONTRACT		\$ 1,620	
	OTHER PROFESS SVCS			
	OTHER CONTRACT SVCS		\$ -	
	OFFICE SUPPLIES		\$ 33,066	
	SUBSCRIPTIONS		\$ 5,005	
	PRINTING		\$ 470	
	DATA PROCESS SUPP		\$ (87)	
	EQUIP&SUPP- EUC		\$ 13	
	POSTAGE		\$ 6,610	
	GRD/MAINT/JANTL SUPP		\$ 86	
	EMPLOYEE RECOG AWARD		\$ 1,987	
	OTHER SUPPLIES		\$ 2,346	
	RENT-OFFICE EQUIP		\$ 4,207	
	RENT-COPYING EQUIP		\$ 2,317	
	RENT-DATA PROC EQUIP		\$ -	
	RENTAL-CONT RENT PMT		\$ 784	
	RENT-NON ST OWN PROP		\$ 399,043	
	RENT-OTHER		\$ 20,873	
	INSURANCE-STATE		\$ 1,624	
	DUES & MEMBER FEES		\$ 1,235	
	FEES AND FINES		\$ -	
	IN ST-MEALS-NON-REP		\$ 394	
	IN ST-LODGING		\$ 2,980	
	HR-IN ST AIR TRANS		\$ 574	
	HR-IN ST-AUTO MILES		\$ 2,013	
	IN ST-MISC TR EXP		\$ 51	
	IN ST-REGISTR FEES		\$ 385	
	LEASED CAR-ST OWNED		\$ 44,949	
	EMPLOYER CONTRIB		\$ 157,223	
Total		\$ 2,449,913	\$ 1,185,662	
EXECUTIVE DIRECTOR	TEMPORARY POSITIONS		\$ 36,856	
	OT & SHIFT DIFFERENT		\$ 394	
	CELLULAR PHONE SVCS		\$ 193	
	DUES & MEMBER FEES			
	IN ST-MEALS-NON-REP		\$ 1,101	
	IN ST-LODGING		\$ 1,027	
	OUT ST-REGISTR FEES		\$ 500	
	REPORTABLE MEALS		\$ 269	
	EMPLOYER CONTRIB		\$ 9,141	
Total			\$ 49,482	
INFORM. SERVICES	OFFICE EQUIP SERVICE		\$ 670	
	MICROFILM PROCESSING		\$ 13,608	

Fund	Commitment Items Description	Current Budget	YTD Actual Expense	% of Budget
	DP SVCS-OTHER		\$ 240,581	
	SERVICES- VOICENET		\$ 10,760	
	FREIGHT EXPRESS DELV		\$ 131	
	TELEPHONE & TELEGRPH		\$ 4,348	
	CELLULAR PHONE SVCS		\$ 3,240	
	LEGAL SERVICES		\$ -	
	EDUC & TRNG-STATE		\$ 6,849	
	MGMT CONSULTANTS			
	OFFICE SUPPLIES		\$ 2,874	
	DATA PROCESS SUPP		\$ 6,666	
	PRGM LIC - APP SUPP		\$ 36,397	
	EQUIP&SUPP- EUC		\$ 20,803	
	OTHER SUPPLIES		\$ 16	
	RENT-COPYING EQUIP		\$ 15,841	
	RENT-DATA PROC EQUIP		\$ -	
	NON IT-RENT-CONT REN		\$ 1,124	
	DUES & MEMBER FEES		\$ 3,600	
	Data Pro Eq Acq (MA)		\$ 35,835	
	LOW VALUE ASSET (MA)		\$ 59,027	
Total			\$ 462,368	
	EMPLOYER CONTRIB			
Total		\$ 2,750,613	\$ 1,697,511	62%
CLAIMS SERVICES	CLASSIFIED POS	\$ 270,082		
	CLASSIFIED POSITIONS		\$ 228,106	
	CLASSIFIED POSITIONS		\$ 41,976	
	BON SUPPLEMENT		\$ 4,800	
	OTH PERS SVC	\$ 17,160		
	TERMINAL LEAVE		\$ 12,360	
	OTHER OPERATING	\$ 12,076		
	OFFICE SUPPLIES		\$ 79	
	COPYING EQUIP SVC		\$ 71	
	TELEPHONE & TELEGRPH		\$ 2,806	
	CELLULAR PHONE SVCS		\$ 533	
	POSTAGE		\$ 7,765	
	RENT -COPYIING EQUIP		\$ 823	
	RENT-DATA PROC EQUIP		\$ -	
	RENTAL-CONT RENT PMT			
	EMPLOYER CONTRIB		\$ 114,505	
Total		\$ 299,318	\$ 413,823	138%
MEDICAL SERVICES	CLASSIFIED POS	\$ 483,724		
	CLASSIFIED POSITIONS		\$ 331,814	
	CLASSIFIED POSITIONS		\$ 151,910	
	OTH PERS SVC	\$ 32,129		
	TERMINAL LEAVE		\$ 9,453	
	TEMPORARY POSITIONS		\$ 11,876	
	BON SUPPLEMENT		\$ 10,800	
	LEGAL SERVICES		\$ -	
	OTHER OPERATING	\$ 35,245		

Fund	Commitment Items Description	Current Budget	YTD Actual Expense	% of Budget
	PRINT / BIND / ADV		\$ 144	
	CELLULAR PHONE SVCS		\$ 98	
	CELLULAR PHONE SVCS		\$ 266	
	NON-IT OTHER PRO SRV		\$ 16,878	
	NON-IT OTHER PRO SRV		\$ 1,870	
	OFFICE SUPPLIES		\$ 97	
	DATA PROCESS SUPP		\$ 73	
	POSTAGE		\$ 4,501	
	RENT-COPYING EQUIP		\$ 634	
	RENT-DATA PROC EQUIP		\$ -	
	RENTAL-CONT RENT PMT		\$ -	
	IN ST-MEALS-NON-REP		\$ 66	
	IN ST-LODGING		\$ 651	
	HR-IN ST-AUTO MILES		\$ 346	
	LEASED CAR-ST OWNED			
	EMPLOYER CONTRIB		\$ 182,965	
Total			\$ 724,443	
COMPLIANCE	TELEPHONE & TELEGRPH		\$ 2,908	
	CELLULAR PHONE SVCS		\$ 430	
	EDUC & TRNG-STATE		\$ 249	
	NON-IT OTHER PRO SRV		\$ 5,175	
	RENT-COPYING EQUIP		\$ 196	
	OUT ST-REGISTR FEES		\$ 650	
	INS UNEMPLY COMP		\$ 171	
			\$ 9,778	
Total		\$ 551,098	\$ 734,222	133%
JUDICIAL DOCKETING	CLASSIFIED POS	\$ 331,825		
	CLASSIFIED POSITIONS		\$ 293,333	
	BON SUPPLEMENT	\$ 6,900	\$ 6,900	
	OTHER OPERATING	\$ 12,800		
	TELEPHONE & TELEGRPH		\$ 1,583	
	OFFICE SUPPLIES		\$ 86	
	CELLULAR PHONE SVCS		\$ 318	
	POSTAGE		\$ 6,102	
	RENT-COPYING EQUIP		\$ 755	
	RENT-DATA PROC EQUIP		\$ -	
	RENTAL-CONT RENT PMT		\$ -	
	HR-IN ST-AUTO MILES		\$ 438	
	EMPLOYER CONTRIB		\$ 114,362	
Total		\$ 351,525	\$ 423,878	
JUDICIAL ASSESSMENT	CLASSIFIED POSITIONS		\$ 38,492	
	EMPLOYER CONTRIB		\$ 18,516	
			\$ 57,009	
Total		\$ 351,525	\$ 480,886	137%
	EMPLOYER CONTRIB	\$ 616,853		
Fund Total		\$ 4,569,408	\$ 3,586,150	78%

SC Workers' Compensation Commission
Financial Report
FY 2016-17 Period Ending: June 30, 2017
Earmarked Fund
Revenues

Account	Acct No.	Budget	Benchmark 100%	
			YTD Actual Received	% of Budget
Adj To Agency Deposit	4530020000	\$ -	\$ -	0%
Dep By Private Entities*	4530070000		\$ (136,142)	0%
Misc Revenue	4530030000		\$ 380	0%
Parking Fee	4350040000	\$ -	\$ 5,480	0%
Sales of Photocopies	4380050000	\$ 145,199	\$ 71,737	49%
Returned Checks	4530010000	\$ -	\$ -	0%
Sale of Goods	4480010000		\$ 50	0%
Sale of Publication & Brochure	4480040000	\$ (6,443)	\$ -	0%
Sale of Listings Labels	4480060000	\$ 25,687	\$ 6,560	26%
Unclaimed Property	4511020000		\$ 7,525	0%
Violations and Penalties	4223030000	\$ 2,895,476	\$ 1,106,279	38%
Self Insurance App Fee	4160040000	\$ -	\$ 150	0%
Training Conference Registration Fee	4380020000	\$ (1,422)		0%
Workers Comp Award Review Fee	4350140000	\$ 93,251	\$ 32,400	35%
Workers Comp Hearing Fee	4110090000	\$ 1,075,662	\$ 595,036	55%
Total Revenues		\$ 4,227,410	\$ 1,689,455	40%
Appropriated Fund Balance		\$ 2,680,098	\$ 2,680,098.00	100%
Total		\$ 6,907,508	\$ 4,369,553	63%

* Prior year deposit posted in correctly



Workers' Compensation Commission

TO: Commissioners
FROM: Gary M. Cannon
DATE: August 18, 2017
RE: Medical Services Provider Manual 2017 (MSPM)

At the July Business Meeting the Commission received the proposed changes to the MSPM including the calculations for conversion factors of \$50, \$53 and \$54. Attached is the information provided at that time. We published the proposed changes and requested public comment by August 11, 2017. The Commission received comments about from the following:

Concentra
SC Medical Association
Healthsystems
FisherBroyles
S.C. Society of Anesthesiologists
Physicians Research Institute
CompPharma
Eric Loudermilk, MC, Piedmont Comprehensive Pain Management Group, LLC (received 2 comments)
Michael T. Grier, MD, PharmD
The Pain Society of the Carolinas
Optum
J Kelby Hutcheson, MD, Carolinas Center for Advanced Management of Pain
Automated HealthCare Solutions
Carolina Hand Center
Corvel
The American Insurance Association
Richard Davis, Esquire, Christian & Davis, LLC

The majority of the comments were opposed to the requirement that all medications or drugs dispensed as a part of a pain management program have preauthorization by the employer/carrier for each script dispensing medication. Corvel provided additional information about Telemedicine.

The SC Society of Anesthesiologists offered comments concerning the anesthesiology rates were not reviewed during this update. In response, staff requested Optum review the anesthesiology data reported by NCCI for 2015. The results of the analysis is included in the letter from Optum dated August 17, 2017. Currently, anesthesiology conversion factor is \$30. The CMS conversion factor for anesthesiology is \$21.31. Staff recommends anesthesiology rates be reviewed during the update proposed for April 1, 2018. CMS approved additional modifiers to anesthesia rates in May 2017. Staff recommends the new modifiers be included in the fee schedule update effective September 1.

The Commissioners requested additional information on the financial impacts of \$51 and \$52 Conversion Factors. The following chart reflects the impact of those conversion factors on the service areas.

Conversion Factors

Service Area	Frequency	Total 2017 Relative Values (GPCI)	Total \$\$ 2016 FS	Conversion Factor (dollars/rv)	Total \$\$ Proposed 2017 FS with 51 CF and caps	Conversion Factor (dollars/rv)	% difference from 2016 FS	Total \$\$ Proposed 2017 FS with 52 CF and caps	Conversion Factor (dollars/rv)	% difference from 2016 FS
em	141,688	328,128	16,423,690		16,733,102		1.90%	17,061,063		3.90%
hcp	211,688	97,654	4,345,689		4,623,600		6.40%	4,670,232		7.50%
lab	36,094	13,091	632,817		659,270		4.20%	670,472		6.00%
med	16,679	28,840	1,438,585		1,464,974		1.80%	1,490,765		3.60%
rad	43,819	91,044	4,915,667		4,732,250		-3.70%	4,794,397		-2.50%
sur	35,569	234,285	12,358,125		12,329,307		-0.20%	12,544,558		1.50%
pt	618,515	544,900	26,700,764		27,470,803		2.90%	27,953,627		4.70%
spr	17,643	475	23,745		24,141		1.70%	24,614		3.70%
Grand Tot	1,121,695	1,338,417	66,839,081	49.9	68,037,449	50.8	1.80%	69,209,728	51.7	3.50%

Also per the Federal Register Final Rule (November 2016) the MEI for 2017 is 1.2%.

State of South Carolina

1333 Main Street, 5th Floor
P.O. Box 1715
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Workers' Compensation Commission

MEMORANDUM

TO: COMMISSIONERS

FROM: Gary Cannon
Executive Director

DATE: August 18, 2017

RE: Proposed 2018 Commission Calendar

Attached is a proposed 2018 Commission Calendar. The monthly Commission Business Meetings and Appellate Hearings are typically scheduled beginning the third Monday of each month, however calendar adjustments are necessary depending on state holidays and other possible conflicts.

Please note the following:

SCWCEA Conference is October 14-16, 2018. The proposed calendar reflects the Commission Business Meeting and Appellate Panel Hearings on October 22-23, 2018.

November 12th is a state holiday. The IWA Conference is November 15-17, 2018. Thanksgiving Holidays are November 22-23, 2018. The proposed calendar reflects the Ethics Training, Business Meeting and Appellate Hearings on November 26-28, 2018.

The December Business Meeting and Appellate Hearings are December 17-18, 2018, the week before the Christmas Holidays.

Commission 2018 Calendar

JANUARY

- 1 – New Year’s Day
- 15 – Martin Luther King Day
- 19, 20, 21 – IWA Paralegal Conference, Columbia Marriott, Columbia
- 22 – Commission Business Meeting
- 23- Commission Appellate Panel Hearings

JANUARY						
S	M	T	W	Th	F	S
	1*	2	3	4	5	6
7	8	9	10	11	12	13
14	15*	16	17	18	19*	20*
21*	22*	23*	24	25	26	27
28	29	30	31			

FEBRUARY

- 19- President’s Day
- 20 – Commission Business Meeting
- 21 – Commission Appellate Panel Hearings
- 25, 26, 27- SCWCEA Medical Seminar , Francis Marion Hotel, Charleston

FEBRUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19*	20*	21*	22	23	24
25*	26*	27*	28			

MARCH

- 19 – Commission Business Meeting
- 20 – Commission Appellate Panel Hearings

MARCH						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19*	20*	21	22	23	24
25	26	27	28	29	30	31

APRIL

- 6 – IWA Spring Seminar, Caribe Hilton, San Juan, Puerto Rico
- 16 – Commission Business Meeting
- 17 – Commission Appellate Panel Hearings
- 18, 19, 20 – SC Employers’ Advocacy Association, Marina Inn Grande Dunes, Myrtle Beach

APRIL						
S	M	T	W	Th	F	S
1	2	3	4	5	6*	7
8	9	10	11	12	13	14
15	16*	17*	18*	19*	20*	21
22	23	24	25	26	27	28
29	30					

MAY

- 10 – Confederate Memorial Day
- 21 – Commission Business Meeting
- 22 – Commission Appellate Panel Hearings
- 28 – Memorial Day

MAY						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10*	11	12
13	14	15	16	17	18	19
20	21*	22*	23	24	25	26
27	28*	29	30	31		

JUNE

- 18 – Commission Business Meeting
- 19 – Commission Appellate Panel Hearings

JUNE						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18*	19*	20	21	22	23
24	25	26	27	28	29	30

JULY

- 4 – Independence Day Holiday
- 16 – Commission Business Meeting
- 17 – Commission Appellate Panel Hearings
- 27, 28, 29 – SCDTAA Conference, Sonesta Resort, Hilton Head

JULY						
S	M	T	W	Th	F	S
1	2	3	4*	5	6	7
8	9	10	11	12	13	14
15	16*	17*	18	19	20	21
22	23	24	25	26	27*	28*
29*	30	31				

AUGUST

- 2, 3, 4 – SCAJ Convention, Westin Resort, Hilton Head
- 19, 20, 21, 22 - NAWCJ Judiciary College, Orlando, FL
- 27 – Commission Business Meeting
- 28 – Commission Appellate Panel Hearings

AUGUST						
S	M	T	W	Th	F	S
			1	2*	3*	4*
5	6*	7*	8*	9*	10	11
12	13	14	15	16	17	18
19*	20*	21*	22*	23	24	25
26	27*	28*	29	30	31	

SEPTEMBER

- 3 – Labor Day
- 17 – Commission Business Meeting
- 18 – Commission Appellate Panel Hearings

SEPTEMBER						
S	M	T	W	Th	F	S
						1
2	3*	4	5	6	7	8
9	10	11	12	13	14	15
16	17*	18*	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

- 14, 15, 16 – SCWCEA 41st Annual Educational Conference, Marriott Resort Hilton Head Island
- 22 – Commission Business Meeting
- 23 – Commission Appellate Panel Hearings

OCTOBER						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14*	15*	16*	17	18	19	20
21	22*	23*	24	25	26	27
28	29	30	31			

NOVEMBER

- 12 – Veterans Day (observance)
- 15, 16, 17 – Injured Workers’ Advocates Conference, The Grove Park Inn, Asheville, NC
- 22, 23 – Thanksgiving Holidays
- 26 – Commission Business Meeting
- 26 – Commissioners & AAs Ethics & APA Training
- 27, 28 – Commission Appellate Panel Hearings

NOVEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12*	13	14	15*	16*	17*
18	19	20	21	22*	23*	24
25	26*	27*	28*	29	30	

DECEMBER

- 17 – Commission Business Meeting
- 18 – Commission Appellate Panel Hearings
- 24 – Christmas Eve
- 25, 26 – Christmas Holidays

DECEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17*	18*	19	20	21	22
23	24*	25*	26*	27	28	29
30	31					