

**A G E N D A**

**SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION**

1333 Main Street, 5<sup>th</sup> Floor  
Columbia, South Carolina 29201

**July 17, 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 JULY 17, 2017 *CHAIRMAN BECK*
3. APPROVAL OF MINUTES OF THE BUSINESS MEETING  
OF JUNE 19, 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*
9. NEW BUSINESS *CHAIRMAN BECK*  
A. Proposed Amendment to Use of Court Reporter Services Policies (Tab 10) *Mr. Cannon*  
B. 2017 Medical Services Provider Manual Fee Schedule (Tab 11) *Mr. Cannon*
10. ADJOURNMENT *CHAIRMAN BECK*

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THE  
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION  
BUSINESS MEETING  
**June 19, 2017**

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, June 19, 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  
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 Cannon, Executive Director; Emillie Boggs, Coverage and Compliance; Amy Bracy, Judicial Director; David DuRant, Attorney; Wayne Ducote, Insurance & Medical Services Director; Kim Falls, Business Analyst; Keith Roberts, Attorney; Sonji Spann, Claims Director; Sandee Sprang, IT Director; and Alexa Stuart, Human Resources Manager. Bonnie Anzelmo, Injured Workers' Advocates, was also present.

Chairman Beck called the meeting to order at 10:46 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 MAY 15, 2017**

Commissioner Barden moved that the minutes of the Business Meeting of May 15, 2017 be approved. Commissioner Taylor seconded the motion, and the motion was approved.

**GENERAL ANNOUNCEMENTS**

Mr. Cannon announced the staff pizza and salad luncheon today at 11:45 a.m. in the First Floor Conference Room.

**APPLICATIONS FOR APPROVAL TO SELF-INSURE**

On behalf of Bryan Berthelette, Self Insurance Director, Self-insurance applications were presented by Wayne Ducote, Director of Insurance and Medical Services. Twenty one (21) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

**Palmetto Timber Fund**  
Tony Carter Logging, Inc.

### **SC Home Builders SIF**

A to Z Glass & Home Repair, Inc.  
Capitol Stone El y Ella, LLC  
Ciro Bautista  
Cool Beahn Heating & Air  
Cove Construction, LLC  
David Gibson dba Southerncraft Construction  
Elko Pools & Landscaping, LLC  
Fred Gilfillan Construction  
Frye, Carl  
Konstruct Company, LLC  
Mary Hueso Leiva dba Torres Drywall  
Media Communications Unlimited, Inc.  
MeeksEnterprises, LLC  
Perkins Construction & Real Estate, Inc.  
Superior Contractors, LLC  
Sergey Reznichenko  
Southern Charm Solutions  
Timmons Brick, LLC  
Topline Crane Services, LLC  
Yadria Macario Ramirez

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

### **DEPARTMENT DIRECTORS' REPORTS**

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

#### **Human Resources**

Alexa Stuart presented the Human Resources report. Ms. Stuart pointed out the following highlights from the report:

- The Commission has 56 FTE positions and one part-time contract employee.
- There were two staff retirements in the month of May.
- Two Program Coordinator positions in the Insurance and Medical Services Department were filled in May.
- Recruitment was completed for the Administrative Assistant Position in the Insurance and Medical Services Department and the new employee will begin employment on June 28, 2017.
- Thirty nine applications were received for the Insurance Claims Examiner II position in the Claims Department. Interviews were conducted with five candidates.
- The Employee Appreciation Luncheon was held on May 15. Ms. Geneary Cole was awarded the 2016 Employee of the Year.
- Ordered name plates for all employees. Waiting to hear from CBRE for an installation date.

- Begun the process of purchasing a defibrillator for the Agency. Training on the use of the defibrillator will be scheduled upon delivery of the machine.

Ms. Stuart announced the following upcoming training events:

- Active Shooters Training, August 23, 2017 from 9:30 to 11:30 a.m., for all staff members.
- Drivers Training, September 19 from 1:00 to 5:00 p.m., for staff members who drive state vehicles and/or drive personal vehicles for state business.

### **Information Technology Department**

Sandee Sprang presented the Information Services Department's report. Ms. Sprang said there is an issue with OnBase that occurred over the weekend. She is in contact with DTO staff to identify and resolve the issue as quickly as possible. There was discussion concerning the response time and level of attention the Commission is receiving with resolving issues that are critical to the Commission's work.

Ms. Sprang pointed out the following highlights from the report:

- Testing is underway for two new trading partners to electronically submit SROI transactions. IT continues to work with the IAIABC EDI Claims Workgroup reviewing and recommending standards changes.
- The Fiscal Yearend Preliminary Reports were distributed to Department Heads for review.
- Adobe Pro and Word 2013 now have a standard Certificate of Service setup with documentation and all users have network drives mapped via Group Policy.
- Deployed 26 laptops and seven printers.
- Completed the first group of seven microfilm cartridge conversions. The estimated completion date of the project is January 2018.

Commissioner McCaskill thanked Ms. Sprang and her staff for the timely response he receives when he requests their assistance.

### **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 May:

- Year to date, the Compliance Division has compelled 201 employers to come into compliance with the Act. Approximately 1,869 previously uninsured workers are now properly covered.
- The Compliance Division collected \$17,901 in fines and penalties.
- Twenty three Carrier Rule to Show Cause cases were docketed; 21 out of the 23 cases were resolved and \$7,989.63 was recovered.
- The Coverage Division received 2,223 claim files and collected \$12,400 in fine revenue.
- The Self Insurance Division collected \$14,131 in self-insurance tax. Year to date, Self Insurance tax revenue is trending at 102% of prior year.
- Breanne Jolly and Emillie Boggs were selected to fill the two vacant Program Coordinator positions.
- The compliance officers have created new investigation files from the updated data received from the Department of Employment and Workforce (DEW).

Mr. Ducote reported the Medical Services Division has begun the process for the 2017 Medical Services Provider Manual (MSPM) update to be effective September 1, 2017. He anticipates presenting a draft and recommendations in the coming weeks.

## **Claims Department**

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

- Closed 2,411 individual case files
- Received \$33,800 in fine revenue
- Claims examiners reviewed 2,747 individual case files
- 325 fines assessed
- 276 Form 18 fines assessed
- 12,494 forms processed
- 1,369 Form 18s processed through SROI
- 1,897 Form 18s received via Email
- 1,390 forms received via USPS
- 801 Form 61s received
- 732 Form 61s approved
- 34 Third Party Settlements received
- 33 Third Party Settlements approved

## **Judicial Department**

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

### Judicial Department

- 1,104 requests for Hearings
- 117 Motions
- 152 Clincher Conference requests sent to Jurisdictional Commissioners

### Commissioners

- 97 Single Commissioner Hearings conducted
- 18 pre-hearing conferences held and 6 Full Commission Hearings conducted
- 618 Orders served at single Commissioner level; 53 of those were Decision and Orders that resulted from hearings that went on record; 145 of those were Motion Orders ruled upon by Commissioners

### Informal Conference

- 350 informal conferences conducted

### Mediation

- 57 regulatory mediations scheduled
- 54 requested mediations
- 54 matters resolved in mediation with the receipt of Forms 70

Ms. Bracy reported the SCVRD Facility in Rock Hill has been added as a new hearing venue location.

## **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:

- S.C. House Bill H.3406 amends § 42-5-190 of the S.C. Code relating to the self-insurers tax. The legislation was unanimously approved on May 1, 2017. The Governor signed the bill on May 19, 2017.
- S.C. House Bill H.3879 amends § Section 42-9-290 of the S.C. Code to increase the maximum for burial expenses from \$2,500 up to but not exceeding \$12,000. The

Governor signed the bill on May 11, 2017. There was discussion concerning the effective date and the maximum payable amount.

- S.C. House Bill H.3824 adds § 44-53-1656 so as to require healthcare practitioners to review a patient's controlled substance prescription history, as maintained in DHEC's prescription monitoring program, before prescribing a controlled substance. The Governor signed the bill on May 19, 2017.
- The General Assembly approved the Commission's FY 2017-18 Operating Budget of \$7.1 million. This is a 5.9% increase over FY 2016-17. The increase is the result of a new position in IT and non-recurring expenses for IT upgrades.
- Mr. Cannon announced a meeting will be scheduled in August for the Commissioners to tour the S.C. Vocational Rehabilitation Department's training facility.

### **ADMINISTRATION – FINANCIAL REPORT**

Mr. Cannon reported the benchmark for period ending May 31, 2017 is 92%. The General Fund expenditures is at 85%. The earmark fund balance is \$3,133,465 which is at 69% of budget. The earmarked total revenues is \$1,525,296, less than budgeted at 36%, for a Net Income of \$1,608,169. A balanced budget year to date is achieved by applying \$1,608,169 of Fund Balance.

Projecting a calculation of actual revenues and expenditures through the end of the fiscal year using a year to date monthly average, it will be necessary to utilize \$1,754,367 to achieve a Net Income of 0. This is approximately \$925,000 less than anticipated at the beginning of the fiscal year.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

#### **A. Administrative Order – Electronic Payment 42-9-450**

Keith Roberts presented a recommendation that the Commission adopt policies and procedures regarding the payment of compensation pursuant to Act No. 24 which was enrolled as law on May 15, 2017 and created the new statute § 42-9-450. Mr. Roberts said the Commission has proposed changes to Regulation 67-1602 which will provide the framework for how parties can go about using electronic payment systems. However, the proposed changes to the regulations did not become law this year, and will be before the General Assembly in January 2018.

Mr. Roberts presented the following proposed Administrative Order as its policies and procedures regarding payment of compensation:

BEFORE THE SOUTH CAROLINA  
WORKERS' COMPENSATION COMMISSION

*In Re:* 2017 S.C. Act. No. 24

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ADMINISTRATIVE ORDER

WHEREAS on May 15<sup>th</sup>, 2017 Act No. 24 was enrolled as law, which by its terms creates South Carolina Code of Laws Section 42-9-450; and

WHEREAS, Section 42-9-450 provides

An employer's representative shall make payment of compensation by means of check or electronic payment system including, but not limited to, an electronic funds transfer, a direct deposit, debit card, or similar payment system if such payments are made in accordance with the policies, procedures, or regulations as provided by the commission;

and

THEREFORE, the Commission adopts the following as its policies and procedures regarding payment of compensation:

- A. Unless otherwise ordered by the Commission, the employer's representative shall pay all compensation directly to (1) the claimant or (2) the guardian, if the claimant is a minor or incapacitated person, or (3) another person approved by a court to accept payment on behalf of the claimant.
  
- B. The employer's representative shall make a check payable to the claimant and the claimant's attorney, as allowed pursuant to an approved Form 61, Attorney Fee Petition, or by order of the Commission.
  
- C. The employer, employer's representative, or other payer shall make each payment in the form of a check, unless the parties mutually agree to an alternate payment method as provided for in this section. An employer, employer's representative, or other payer may use an



electronic payment system, including, but not limited to, an electronic funds transfer, a direct deposit, debit card, or similar payment system, as an alternative method of payment if:

- (1) the claimant can immediately obtain the full amount of the periodic payment;
- (2) the method of payment is easily and readily accessible to the claimant; and
- (3) the use of an electronic payment system is optional and at the election of the parties as documented in the records of the payer; and
- (4) once the parties have agreed to use an alternate payment system in accordance with this section, either party may opt to change the method of payment to another method consistent with this section by providing 30 days' written notice to the other party.

D. When payment is made to a debit card account:

- (1) the payer shall not charge the claimant any fee related to the issuance of the debit card;
- (2) the claimant must be provided a reasonable method to obtain payment in full without incurring any usage fee; and
- (3) any other fees associated with the use of the debit card shall be disclosed to the claimant in writing by the payer.

E. Other than when making payment by check, an employer, employer's representative, or other payer shall not make a payment as described in subsection C. without the full consent of the claimant, obtained without intimidation, coercion, or fear of discharge or reprisal. Default payment shall be by check.

F. Payment made other than as directed in this section shall not acquit, protect, or discharge the employer, employer's representative, or other payer for the payment due.

G. The claimant may request a hearing to assess a penalty and/or interest for late payment by filing with the Commission's Judicial Department a motion to increase compensation payments according to R.67-215.

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T. Scott Beck, Chairman  
South Carolina Workers' Compensation Commission

Columbia, South Carolina

\_\_\_\_\_, 2017

**Motion to Approve Administrative Order – Electronic Payment 42-9-450**

Commissioner Wilkerson made a motion to adopt the policies and procedures regarding payment of compensation as presented. Commissioner McCaskill seconded the motion, and the motion was approved.

**ADJOURNMENT**

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

The June 19, 2017 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:18 a.m.

Reported July 17, 2017  
Kim Ballentine  
Office of the Executive Director

<p style="text-align: center;"><b>SCWCC Human Resources Monthly Report</b> <b>June 2017</b></p>
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**STAFFING**

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

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

*Administrative Assistant* – Began recruitment process in May. We received 344 applications and interviewed five candidates. Offer was extended and accepted. Employee began working on June 28, 2017.

*Insurance Claims Examiner II* – We received 39 applications and interviewed 5 candidates. Offer was extended and accepted. Employee will begin working on July 17, 2017.

*Administrative Coordinator II* – At the closing posting date of July 4, 2017, we had received 328 applications. We are in the process of reviewing and selecting candidates for interviews.

**EMPLOYEE RELATIONS**

- Planned for and held a Pizza & Salad Luncheon for employees.
- Celebrated National Sunglasses Day and held a contest for best sunglasses.

**BENEFITS**

- Researched and provided benefit information to two active employees.

**MEETINGS**

- No training or meetings were held in June.

## **ADMINISTRATIVE**

- On-boarded one new employee and completed the necessary new hire paperwork and SCEIS entry.
- Sent 8 "All Agency" emails on various topics such as lost & found, SCEIS, PEBA, a new employee announcement and miscellaneous others.
- Made 3 time corrections to SCEIS system for employees.
- Had Corporate Concepts rearrange one cubicle and requested quote to fix another cubicle.
- Made 11 personnel administrative changes to SCEIS system.
- Worked with HR Consultants on 14 HR related questions.
- Purchased A1 Defibrillator and once machine is received training will be scheduled.
- Completed installation of employee name plates.
- Completed a secondary Turn in Document for surplus and had Surplus Division pick up the surplus items.

## **FISCAL RESPONSIBILITIES**

- Processed/approved 8 travel expense reports.
- Provided employee details for master budget document.

## **FACILITIES**

- Notified CBRE of one new issue and followed up on older outstanding requests.
- Completed working with CBRE to obtain corrected parking invoices and continue to verify accuracy of monthly billing.

# State of South Carolina



## Workers' Compensation Commission

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**To:** Mr. Gary Cannon  
SCWCC Executive Director

**From:** Wayne Ducote, Jr.  
IMS Director

**Date:** 6-Jul-17

**Subj:** Insurance and Medical Services Department  
June 2017 Full Commission Report

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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"><li>1. Reviewing revenue metrics / projections.</li><li>2. Working with staff to review workflow processes and additional training opportunities.</li></ol>   |
| Coverage Division   | <ol style="list-style-type: none"><li>1. Working with staff to review workflow processes and explore opportunities to enhance service provision.</li><li>2. Filled an additional FTE position (Denise Smith)</li><li>3. Lapse in Coverage: 40 new registrants; 10 notifications sent.</li></ol> |
| Medical Services    | <ol style="list-style-type: none"><li>1. Finalizing draft updates to the 2017 Medical Services Provider Manual.</li><li>2. Preparing 2017 MSPM update recommendations for Commissioners and public review.</li></ol>  |

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.

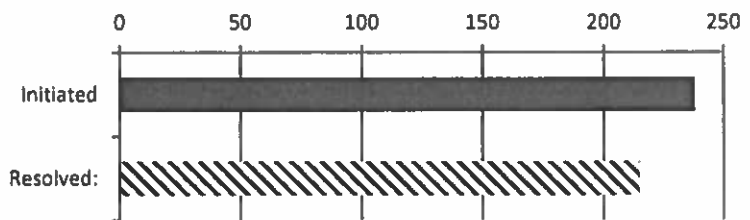
**Employers Obtaining Coverage**

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 215 employers in South Carolina to come into compliance with the Act. In so doing, approximately 2,000 previously uninsured workers are now properly covered.

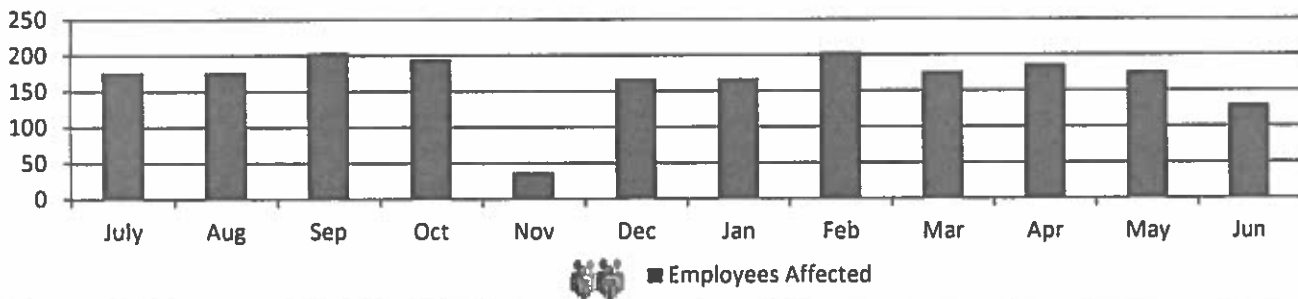
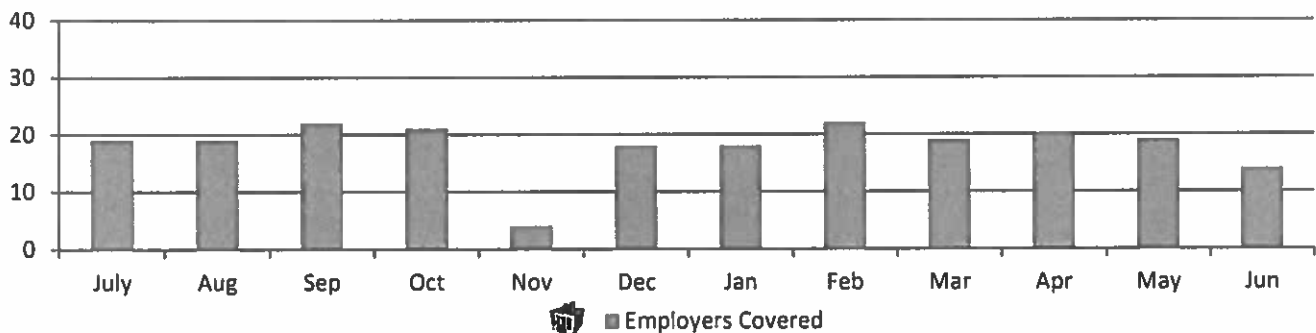
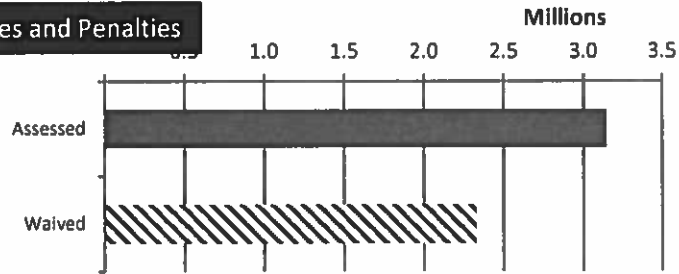
**Penalties Waived**

Although the Division has assessed \$3.1 m in fines, 74% of those fines (\$2.3 m) have been waived or rescinded as employers have either obtained insurance coverage or were found not to be subject to the Act.

**RTSC Cases**



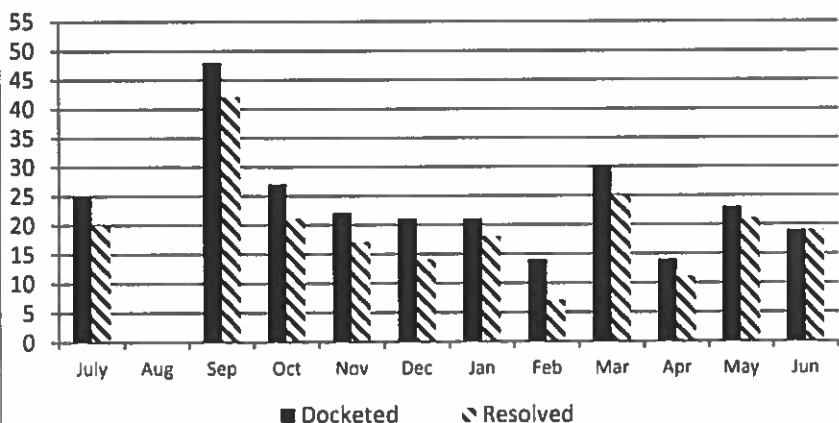
**Fines and Penalties**



**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 June 2017, 19 carrier RTSC cases were docketed; 19 cases were resolved and \$10,179.26 was recovered.

Year to date, 264 carrier RTSC cases have been docketed, 215 cases have resolved and \$130,095.09 has been recovered.



**Carryover Caseload:**

The Compliance Division closed June 2017 with 144 cases active, compared to an active caseload of 263 at the close of June 2016.

**Cases Resolved:**

For the month of June 2017, Compliance Division staff closed-out 136 cases.

**Compliance Fines:**

In June 2017, the Compliance Division collected \$15,221 in fines and penalties. Year to Date, the Compliance Division has collected \$382,199 in fines.

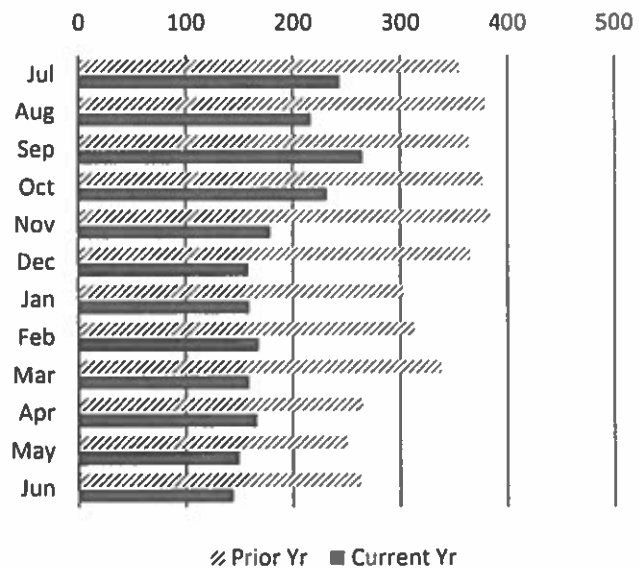
Year to Date vs Prior Year Total (\$902,128): 42%

June 2017 vs. June 2016: 29%

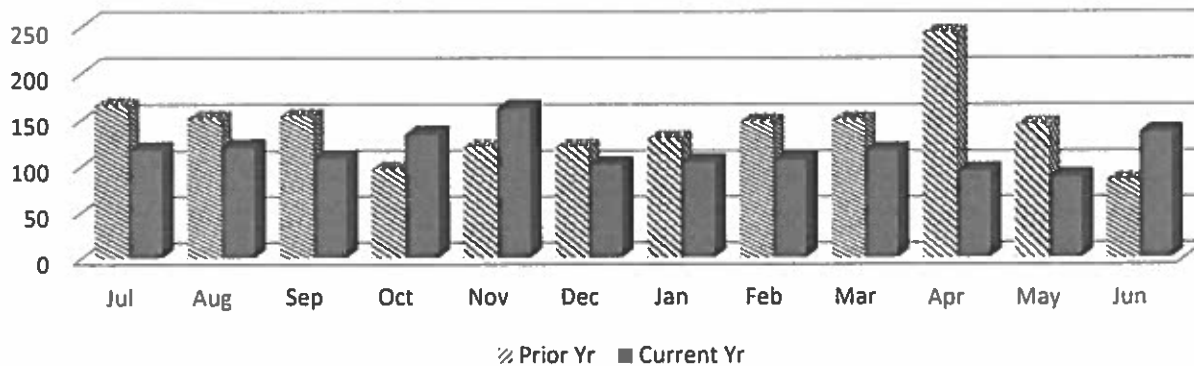
Current Year End trend is 42% of 2015-2016

YTD 2016-17 (July - June) vs YTD 2015-2016: 42%

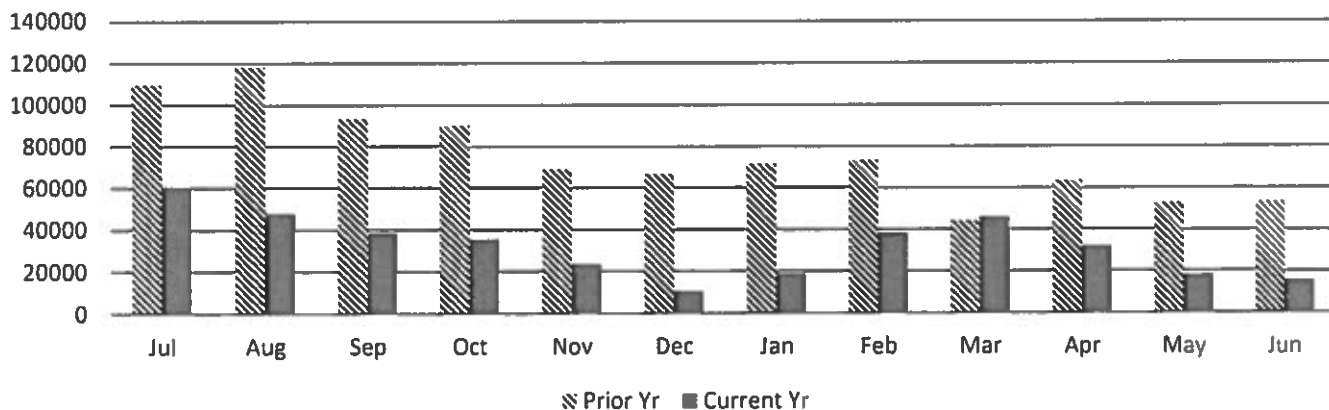
**Caseload Pending v. Prior Year**



**Cases Resolved v. Prior Year**

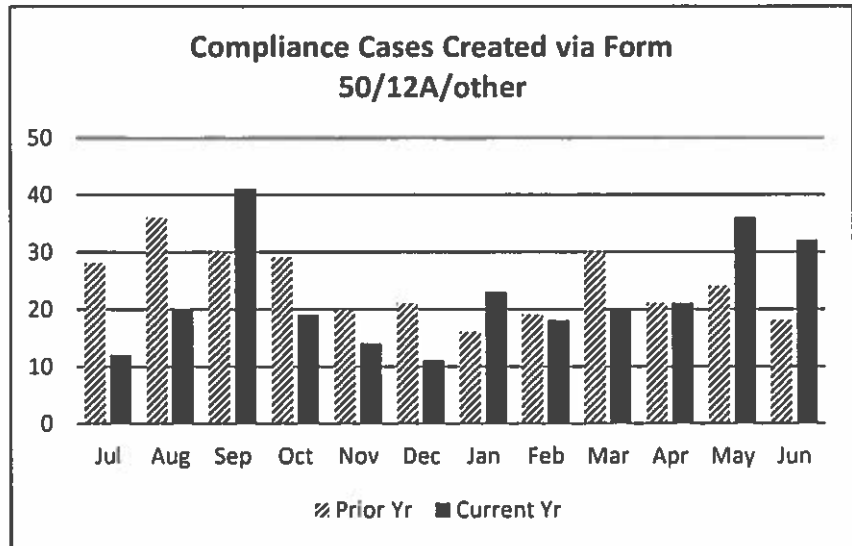


**Compliance Fines Collected v. Prior Year**



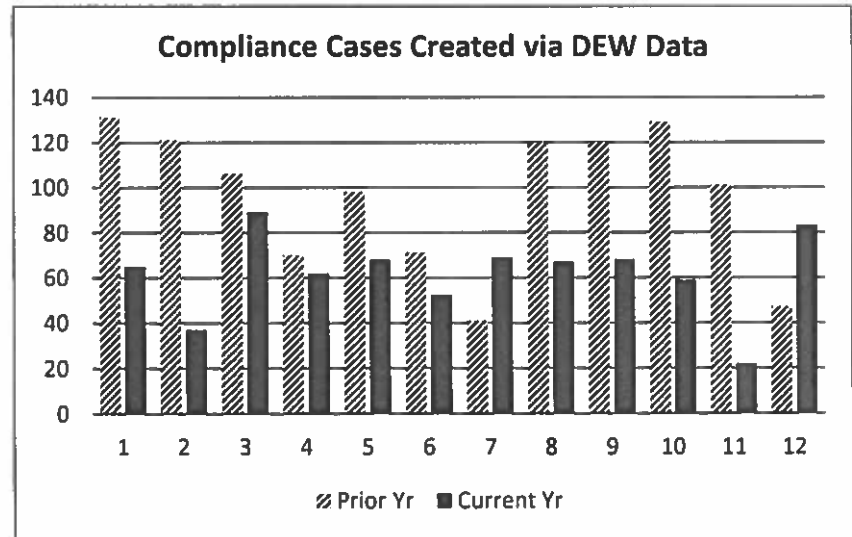
In June 2017, 32 compliance files were created from the combined filings of Form 50's, 12A's, and stakeholder reporting involving uninsured employers.

YTD vs. Prior Year total (292): 91%  
 June 2017 to June 2016: 178%  
 Current Yr End trend: 91% of 2015-2016  
 YTD 2016-2017 v. YTD 2015-2016: 91%



In June 2017, 83 compliance files were created from the DEW data process.

YTD vs. Prior Year total (1,155): 64%  
 June 2017 to June 2016: 177%  
 Current Yr End trend: 64% of 2015-2016  
 YTD 2016-2017 v. YTD 2015-2016: 64%



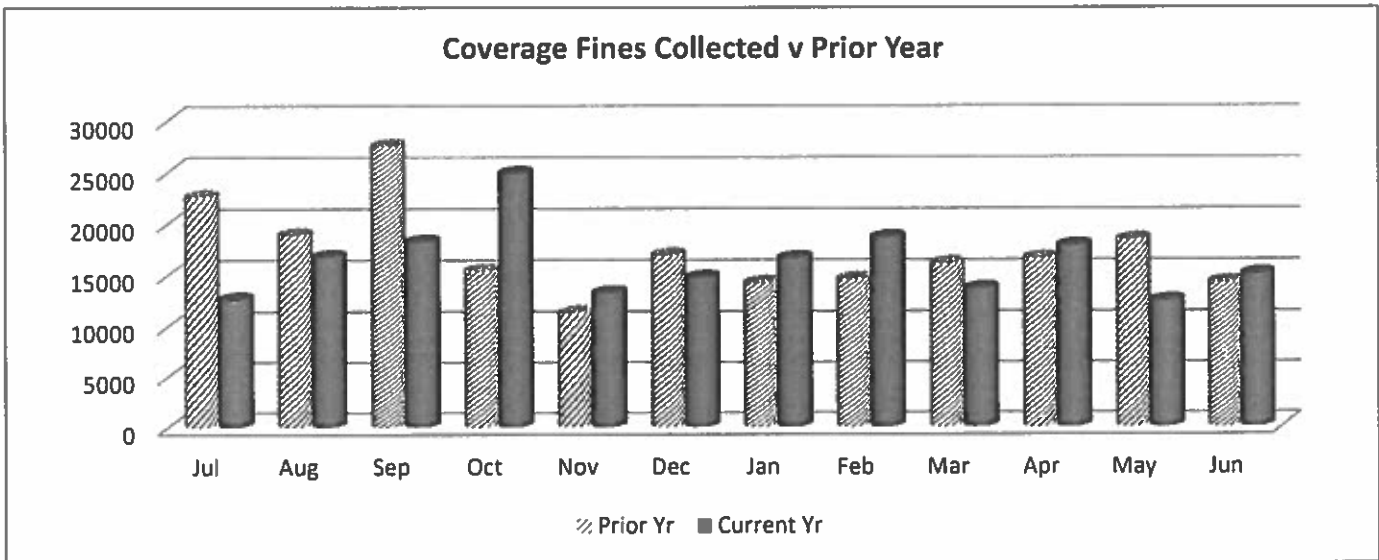
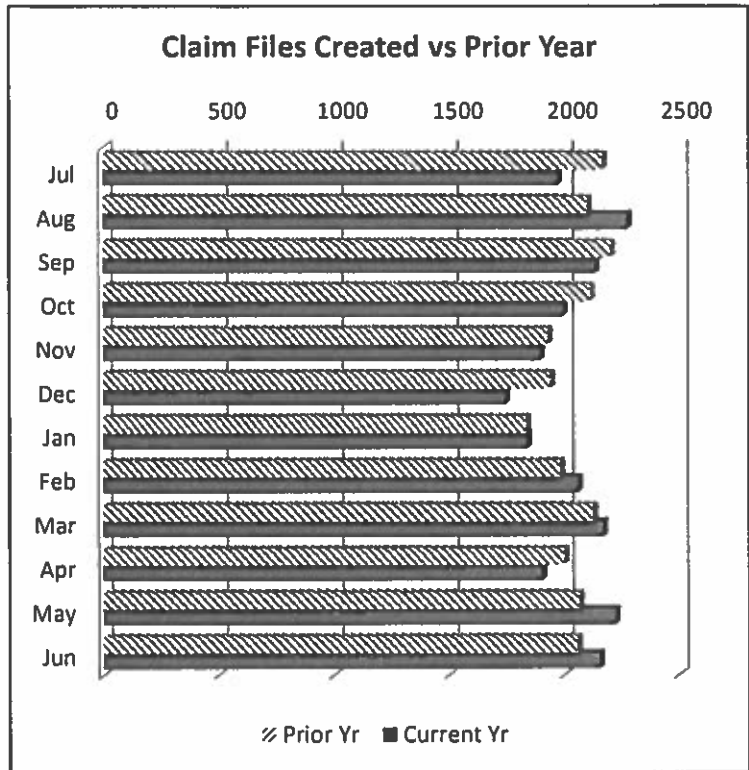


**WCC Claim Files:**

In June 2017, the Coverage Division received a total of 2,153 WCC Claim files. Of these, 1,838 were created through proper carrier filing of a 12A, and 315 were generated as a result of a Form 50 claim filing. Year to Date, 24,350 Claim files have been created which is 99% of claim file volume prior year (24,516).

**Coverage Fines:**

The Coverage Division collected \$15,000 in fine revenue in June 2017, as compared to \$14,200 in Coverage fines/penalties accrued during June 2016. Year on Year, Coverage fines are at 94% of collections for prior year.



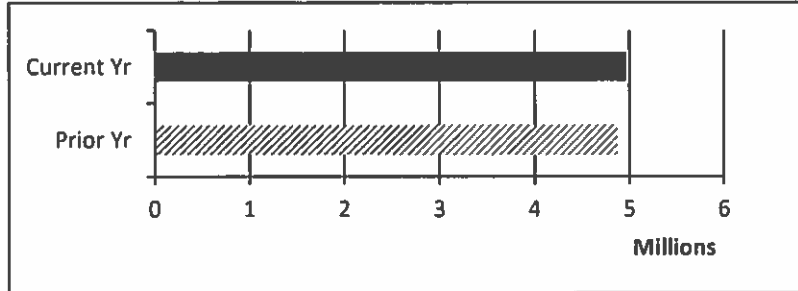
**IMS SELF INSURANCE DIVISION**

June 2017

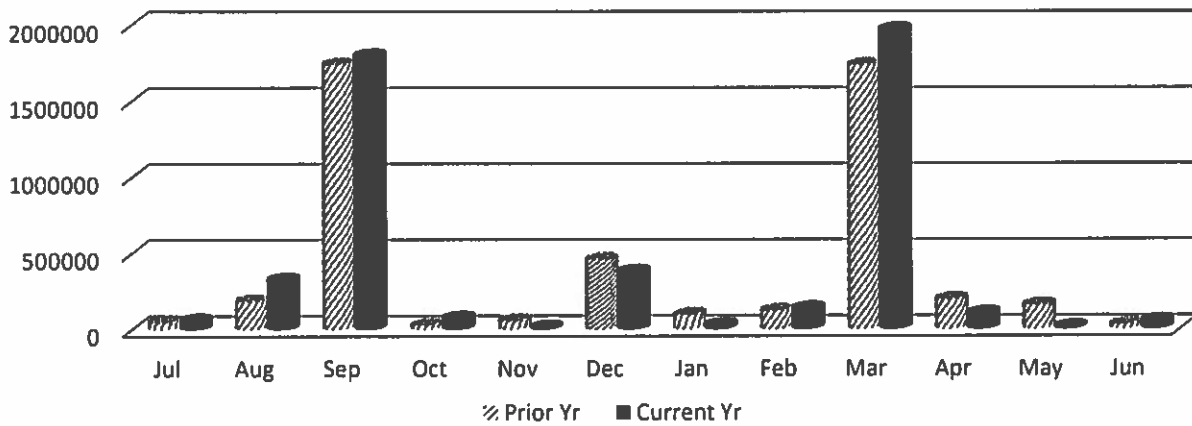
During the month of June 2017, the Self Insurance Division:

- \* collected \$53,532 in self-insurance tax.
- \* added 21 new self-insurers.
- \* conducted 4 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 102% of prior year and 50 Self Insurance audits have been completed.



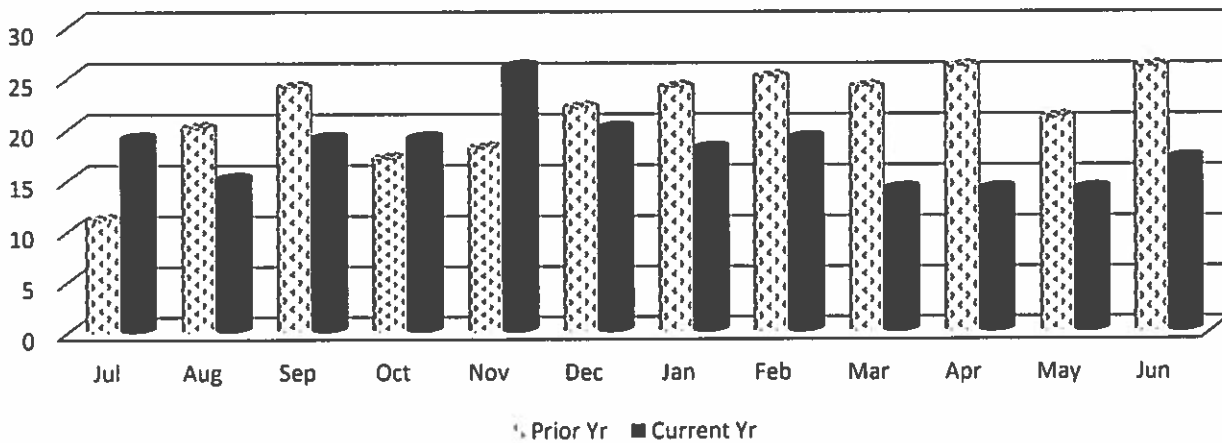
**Self Insurance Tax Collections v. Prior Year**



**IMS MEDICAL SERVICES DIVISION**

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

**Medical Bills Pending Review v. Prior Year**



# State of South Carolina

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## Workers' Compensation Commission

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To: Gary Cannon  
SCWCC Executive Director  
From: Sandee Sprang, IT Director  
Date: July 5, 2017  
Subject: IT Department June 2017 Full Commission Report

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

### I. Systems Operations, Maintenance and Support

#### EDI

The IT department worked with EDI trading partners to research and resolve EDI transaction data errors. We currently have 2 trading partners in test mode. We continue to work with the IAIABC EDI Claims Workgroup, reviewing and recommending standards changes.

#### Reporting and Standardization

The Fiscal Year End Reports were run. Duane made several requested changes to procedures for processing of the DEW data for IMS.

#### 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 issues and questions related to OnBase. We are testing a new workflow to allow the automatic generation of an email to all case parties. They continue to work on refining/simplifying user and document security and standardizing user profiles with signatures. The AppEnabler issues created by the Microsoft updates 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

The deployment of the laptops has stopped until we can resolve an imaging problem.

## **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.

### 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 deployed 29 laptops; this process continues to take multiple iterations of configuration changes to resolve issues.
- 3) Jason has deployed 18 new printers.

### Maintenance Schedule and System Updates

DTO has rescheduled the OnBase security upgrade indefinitely.

### Microfilm Conversion

The second group of cartridges is being converted, 5 groups remain and the estimated completion date of the project is January 2018.

## **III. Trainings and Meetings**

Sandee completed the IAIABC Foundation's Training Program.

# State of South Carolina

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## Workers' Compensation Commission

### MEMORANDUM

To: Gary Cannon, Executive Director

From: Sonji Spann, Claims Director

Date: July 5, 2017

Re: Claims Department – July 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:

	June 2017	May 2017	June 2016
Individual Case Files Closed	2,861	2,411	2,343
Fine Revenue Collected	\$42,000	\$33,800	\$49,400
# of individual case files reviewed by examiners	3,147	2,747	2784
Total Fines	240	325	244
Form 18 Fines	219	276	191
Total Forms Processed	13,000	12,494	11,908
SROI	1,256	1,369	1,092
Email 18's	1,961	1,897	1,593
USPS	1,301	1,390	1,651
Form 61's Rec'd	760	801	811
Form 61's Approved	716	732	
TPY Settlements Rec'd	44	34	
TPY Settlements Approved	31	33	

- Claims continue to review files for compliance and closure
- Claims continue to educate the stakeholders:
- Closed Celenese Cases
- Interviewed 5 candidates for the Examiner II Position

	Five Year Claims Fine Collection History											
	FY 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016 and 2016-2017											
	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	90,200	52,250	74,750	124,800
2015-2016	69,250	53,350	56,200	42,800	34,200	39,800	41,400	48,250	55,400	55,700	53,800	49,400
2016-2017	40,450	38,600	39,300	46,500	31,200	43,000	37,600	36,900	42,700	30,600	33,800	42,000

CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2016-2017													
Prepared: July 6, 2017													
I. Claims Services Division													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Forms 15-I	1,168	1,294	1,161	1,121	1,147	1,111	1,049	1064	1369	1111	1202	1293	14,090
Forms 15-III/Forms 17	880	958	863	836	935	805	914	857	1154	868	964	1,050	11,084
Forms 16 for PP/Disf	252	220	207	294	144	303	235	186	292	194	307	260	2,894
Forms 18	4,352	4,729	4,430	4,396	4,539	4,573	4,400	4,446	4976	4192	4656	4,518	54,207
Forms 20	822	834	804	696	764	726	744	732	849	609	805	787	9,172
Form 50 Claims Only	286	315	303	275	272	163	280	180	304	213	312	289	3,192
Form 61	743	838	772	782	780	751	931	694	832	671	801	760	9,355
Letters of Rep	195	211	178	213	160	132	126	113	173	152	139	152	1,944
Clinchers	767	833	850	757	710	835	821	793	804	723	803	895	9,591
Third Party Settlements	24	30	41	32	30	24	34	24	38	32	34	44	387
SSA Requests for Info	72	75	75	69	75	49	72	58	86	72	60	92	855
Cases Closed	2,178	2,684	2,330	1,966	2,229	2,266	2,304	1,952	2665	1890	2411	2,861	27,736
Cases Reviewed	2,973	3,027	3,209	2,757	3,860	3,820	4,956	1,293	2558	1557	2747	3,147	35,904
<b>Total</b>	<b>14,712</b>	<b>16,048</b>	<b>15,223</b>	<b>14,194</b>	<b>15,645</b>	<b>15,558</b>	<b>16,866</b>	<b>12,392</b>	<b>16,100</b>	<b>12,284</b>	<b>15,241</b>	<b>16,148</b>	<b>180,411</b>

CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2016 - 2017													
Prepared: July 6, 2017													
Fines per Form	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Assessed Form 15I	20	14	20	9	14	4	1	6	12	6	13	8	127
Assessed Form 15II	12	5	8	1	5	1	0	4	7	3	4	4	54
Assessed Form 15S	0	0	0	0	0	0	0	0	0	0	0	0	0
Assessed Form 17	3	2	7	2	3	0	0	0	1	0	9	1	28
Assessed Form 18	181	243	188	234	227	228	209	191	265	162	276	219	2623
Assessed Form 19	0	0	0	0	0	0	0	0	0	0	1	0	1
Assessed Denial Letter	5	2	6	4	2	1	1	4	2	2	7	8	44
Assessed Requests	25	4	10	1	3	0	1	0	3	1	15	0	63
Paid Form 15I	\$4,000	\$2,600	\$2,200	\$3,800	\$2,200	2800	\$600	\$200	\$1,800	\$1,600	\$1,600	\$2,000	\$25,400
Paid Form 15II	\$600	\$600	\$1,200	\$400	\$400	\$1,200	\$200	\$0	\$1,200	\$600	\$800	\$400	\$7,600
Paid Form 15S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paid Form 17	\$200	\$400	\$400	\$600	\$400	\$400	\$0	\$400	\$0	\$200	\$200	\$400	\$3,600
Paid Form 18	\$32,800	\$33,200	\$33,300	\$39,600	\$27,400	\$36,600	\$36,800	\$35,500	\$39,000	\$28,000	\$30,400	\$37,400	\$410,000
Paid Form 19	\$50	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0
Paid Denial Letter	\$800	\$0	\$200	\$400	\$0	\$200	\$0.00	\$200	\$500	\$200	\$400	\$800	\$3,340
Paid Request	\$2,000	\$1,800	\$2,000	\$1,700	\$800	1800	\$0.00	\$600	\$200	\$0	\$400	\$1,000	\$12,300

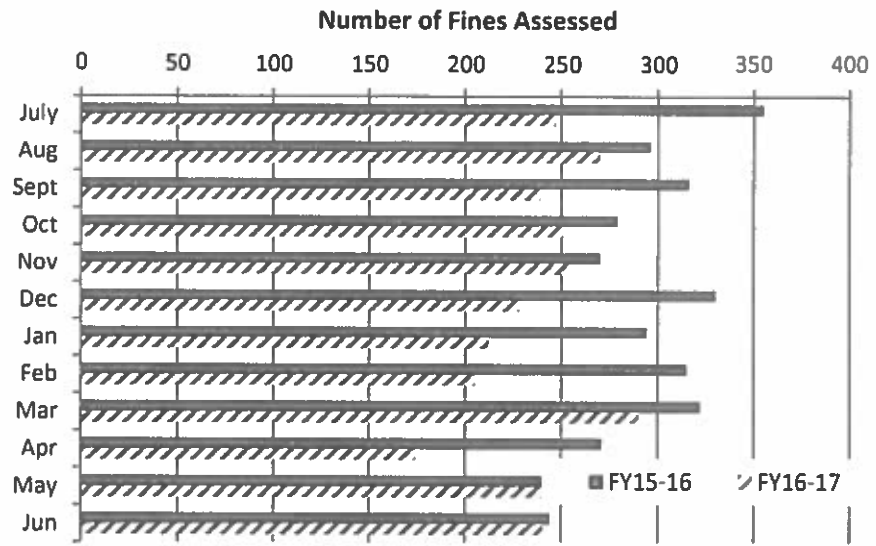


CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2015 - 2016													
Prepared: July 6, 2017													
II. Total Fines Assessed by Claims Department													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
# Assessed	247	270	239	251	254	228	212	205	290	174	325	240	2,935
# Rescinded	24	20	27	21	18	22	18	16	26	9	23	24	248
# Reduced	0	0	1	0	0	0	0	0	0	0	0	0	1
# Paid	198	186	196	229	156	215	186	180	190	153	169	206	2,264
# Outstanding*	273	337	353	354	434	425	433	442	516	528	661	671	5,427
Total Amt. Assessed	\$50,000	\$54,600	\$48,200	\$50,800	\$50,800	\$46,800	\$43,200	\$38,200	\$58,000	\$34,800	\$64,850	\$47,800	588,050
Total Amt. Rescinded	\$4,800	\$4,200	\$5,400	\$4,200	\$3,600	\$4,400	\$3,600	\$3,200	\$5,200	\$1,800	\$4,600	\$4,800	49,800
Total Amt. Reduced	\$0	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100
Net Assessed													
Total Amt. Paid	\$40,450	\$38,600	\$39,300	\$46,500	\$31,200	\$43,000	\$37,600	\$36,900	\$42,700	\$30,600	\$33,800	\$42,000	\$462,650
Total Outstanding*	\$68,150	\$79,950	83,350	\$83,450	\$99,450	\$98,850	\$100,850	\$98,950	\$109,050	\$111,450	\$137,900	\$138,900	\$1,210,300

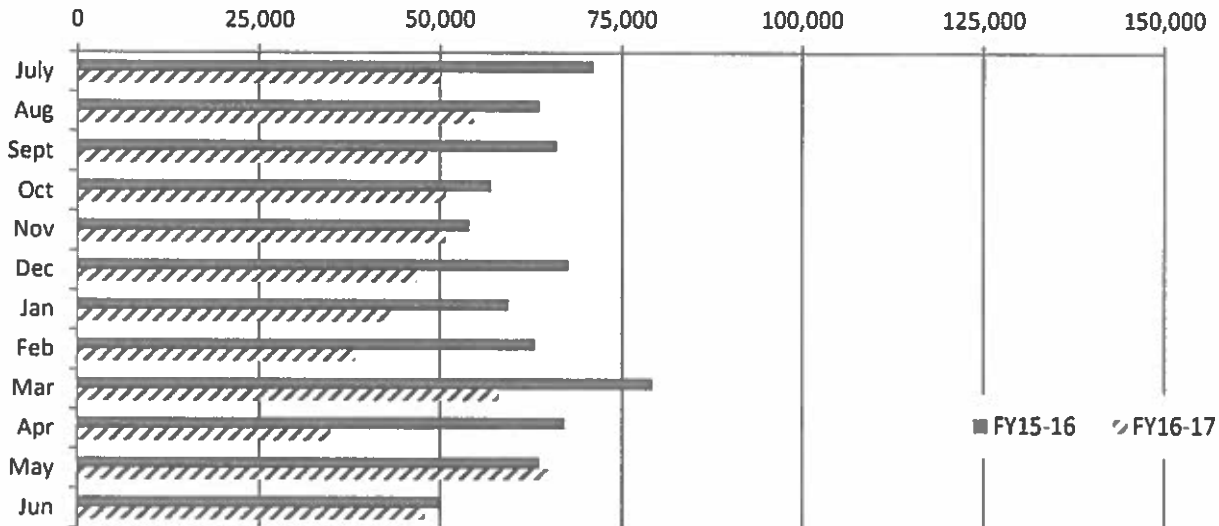
**CLAIMS DEPARTMENT - Fine Activity Report June 2017**

The number of fines assessed by the Claims Department decreased in number to 350 from 325 in June. The number of Claims fines paid increased from 169 in May to 209 in June.

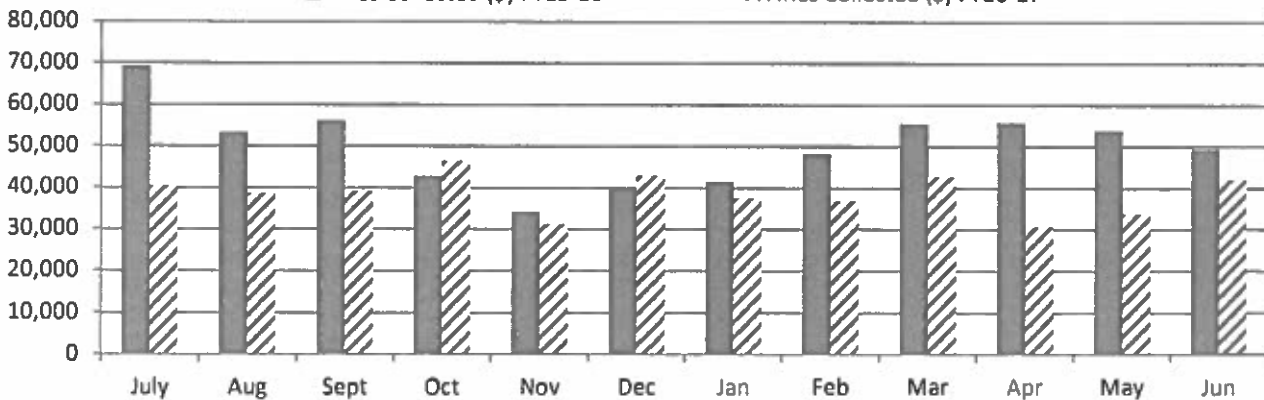
Total fine dollars assessed in June was \$47,800 a decrease amount from the prior month of \$64,850. Fine revenue received in June was \$42,000 an increase over prior month \$33,800.



**Net Fines Assessed (\$)**



**Fines Collected (\$)**



Claims Department - Fine Activity Report

Fines Assessed (#)

	FY15-16	FY16-17
July	355	247
Aug	296	270
Sept	316	239
Oct	279	251
Nov	270	254
Dec	330	228
Jan	294	212
Feb	315	205
Mar	322	290
Apr	271	174
May	316	325
Jun	244	240
<b>Total</b>	<b>3,608</b>	<b>2,935</b>
Mo Avg	301	245

Fines Received (#)

	FY15-16	FY16-17
July	341	198
Aug	260	186
Sept	271	196
Oct	203	229
Nov	168	156
Dec	195	215
Jan	205	186
Feb	241	180
Mar	273	190
Apr	245	153
May	247	169
Jun	236	206
<b>Total</b>	<b>2,885</b>	<b>2,264</b>
Mo Avg	240	187

Net Fines Assessed (\$)\*

	FY15-16	FY16-17
July	71,050	50,000
Aug	63,600	54,600
Sept	66,000	48,200
Oct	57,000	50,800
Nov	54,000	50,800
Dec	67,600	46,800
Jan	59,400	43,200
Feb	63,000	38,200
Mar	79,200	58,000
Apr	67,050	34,800
May	63,600	64,850
Jun	49,800	47,800
<b>Total</b>	<b>761,300</b>	<b>588,050</b>
Mo Avg	63,442	49,114

Fines Collected (\$)

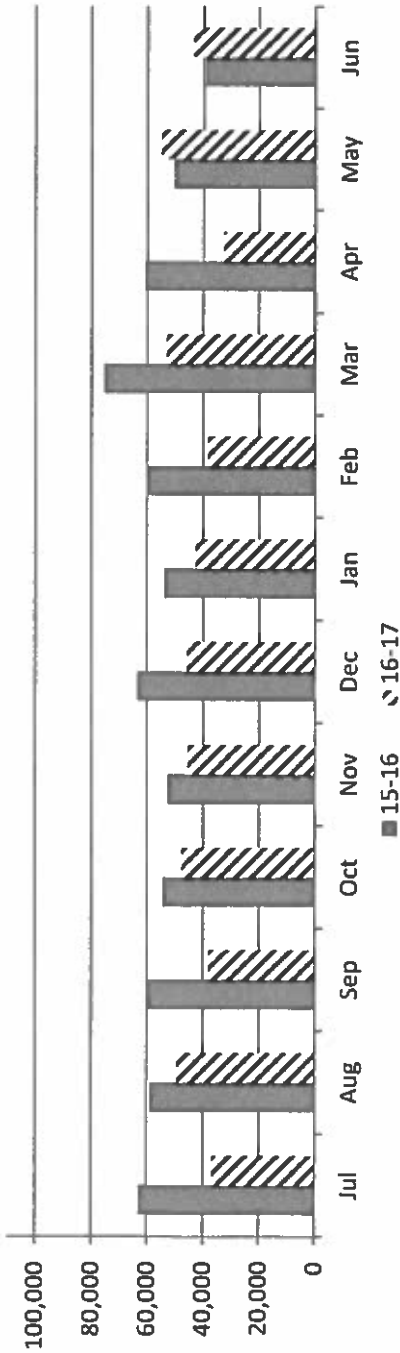
	FY15-16	FY16-17
July	69,250	40,450
Aug	53,350	38,600
Sept	56,200	39,300
Oct	42,800	46,500
Nov	34,200	31,200
Dec	39,800	43,000
Jan	41,400	37,600
Feb	48,250	36,900
Mar	55,400	42,700
Apr	55,700	30,600
May	53,800	33,800
Jun	49,400	42,000
<b>Total</b>	<b>599,550</b>	<b>462,650</b>
Mo Avg	49,963	38,241

\*after reductions and rescinded

### FORM 18 FINE ASSESSMENTS

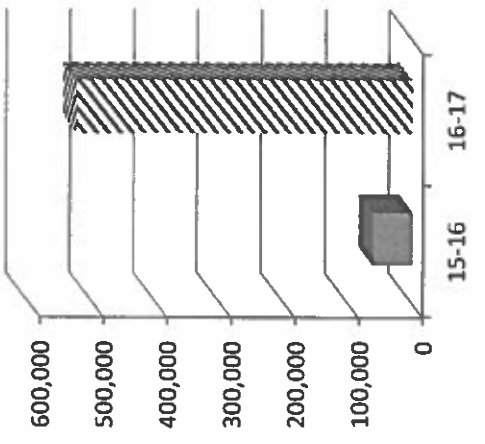
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of June 2017, this has resulted in a decrease in Form 18 Fine Assessments to \$43,600 as compared to May 2017 of \$55,200. The actual number of fines assessed decreased from 276 to 219 in June 2017.



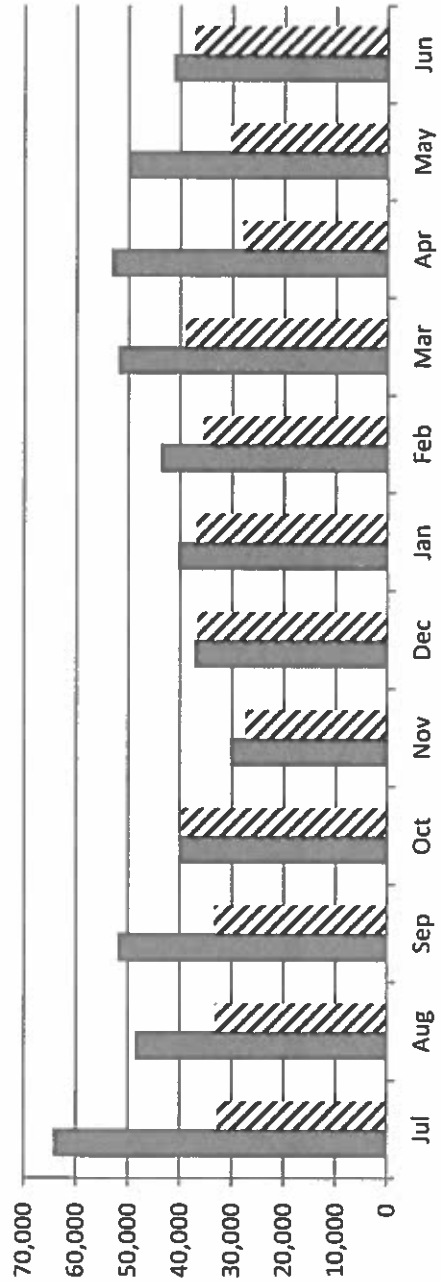
### FORM 18 FINE ASSESSMENTS YTD

Form 18 Fine Assessment is trending at 86% of prior year assessments.



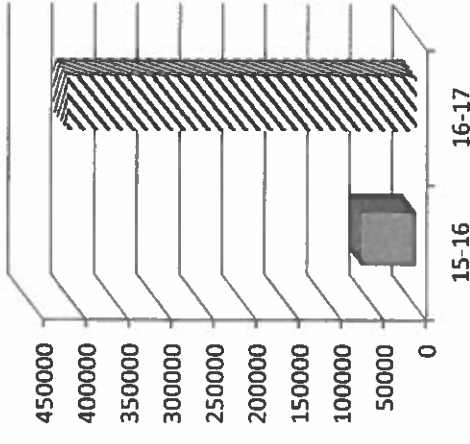
### FORM 18 FINE COLLECTION

In June 2017, the Claims Department received payment on Form 18 Fines resulting in revenue of \$37,400.



### FORM 18 FINE REVENUE YTD

Form 18 Fine Revenue is trending at 160% of prior year collections.



State of South Carolina



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**Workers' Compensation Commission**

July 5, 2017

**To:** Gary M. Cannon  
Executive Director

**From:** Amy A. Bracy  
Judicial Director

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

During the month of June, Judicial processed nine hundred seventy-one (971) requests for hearings, one hundred thirty-seven (137) Motions and one hundred fifty (150) clincher conference requests that were sent to the Jurisdictional Commissioners.

There were one hundred twelve (112) Single Commissioner Hearings conducted during the past month, twenty-one (21) pre-hearing conferences held and ten (10) Full Commission hearings were held. A total of four hundred eighty-five (485) Orders were served at the single Commissioner level, sixty-two (62) of those were Decision and Orders that resulted from hearings that went on the record and one hundred two (102) were Motion Orders that were a result of Motions ruled upon by Commissioners.

The Informal Conference system conducted two hundred sixty-eight (268) hearings during the last month.

There were sixty-seven (67) regulatory mediations scheduled and fifty-two (52) requested mediations. The Judicial Department was notified of sixty-three (63) matters resolved in mediation, with the receipt of Forms 70.

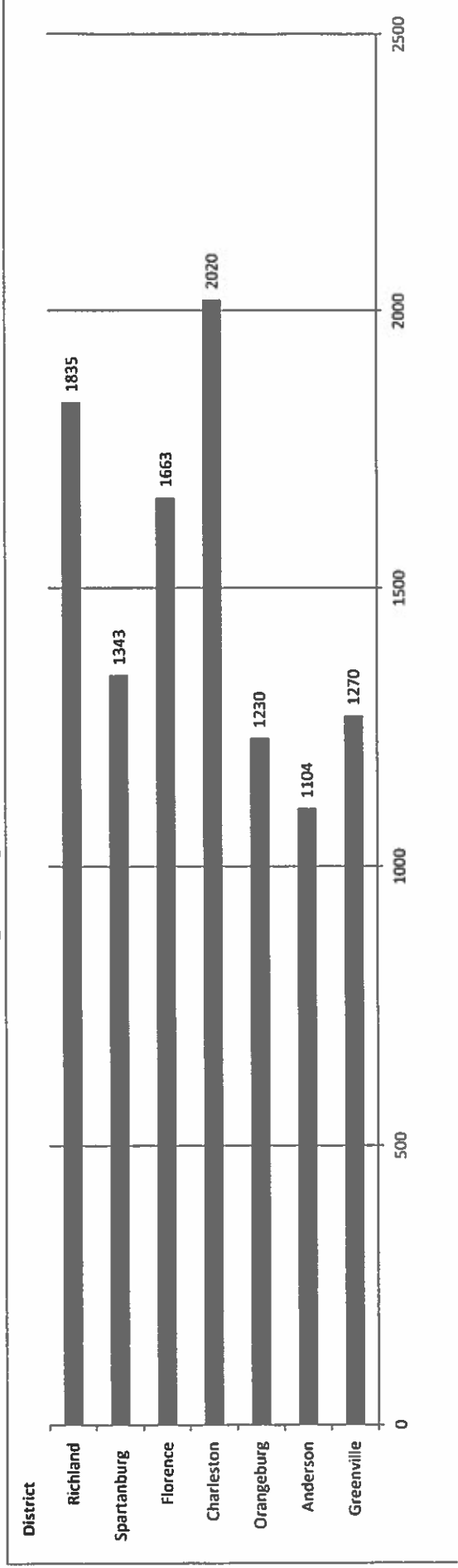
**Judicial Department Statistitcal Report  
Statistics For Fiscal Year 2016-2017**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Totals YTD 2016-2017	Totals YTD 2015-2016
Claimant Pleadings	586	708	591	584	505	472	628	605	663	492	757	631	7,222	7,321
Defense Response to Pleadings	501	533	558	471	457	391	548	391	595	477	546	574	6,042	6,190
Defense Pleadings	268	329	306	285	271	249	370	313	309	275	347	340	3,662	3,528
Motions	115	120	135	117	104	82	129	125	147	94	117	137	1,422	1,477
Form 30	18	25	15	15	10	17	22	24	18	26	28	13	231	276
FC Hearings Held	13	16	15	8	9	10	8	8	13	15	6	10	131	140
FC Orders Served	17	13	21	15	13	17	11	20	8	10	17	22	184	157
Single Comm. Hearings Held	58	68	91	86	74	83	48	68	59	58	97	112	902	1,185
Single Comm. Orders Served	203	196	185	151	178	186	154	202	269	221	224	189	2,358	1,383
Single Comm. Pre-Hearing Conf Held	23	26	30	28	25	25	29	17	22	16	18	21	280	n/a
Consent Orders	237	311	288	284	245	250	325	266	358	239	362	274	3,439	3,252
Adminstrative Orders	25	29	26	23	26	26	26	16	23	12	32	22	286	673
Clincher Conference Requested	119	148	124	124	113	129	132	149	166	128	152	150	1,634	1,290
Informal Conference Requested	397	365	462	407	336	376	378	378	404	339	398	383	4,623	4,448
Informal Conference Conducted	274	239	285	284	167	290	231	196	270	184	350	268	3,038	2,776
Regulatory Mediations	66	82	62	61	69	54	77	64	66	58	57	67	783	888
Requested Mediations	25	29	25	18	24	23	38	28	63	33	54	52	412	319
Ordered Mediations	0	2	0	3	2	0	0	2	6	1	4	7	27	18
Mediation Resolved	54	59	44	53	52	41	55	53	68	49	54	63	645	703
Mediation Impasse	15	29	18	17	16	5	15	15	23	20	23	51	247	237
Mediation Held; Issues Pending	0	2	0	0	1	2	2	0	0	1	0	0	8	3
Claim Settled Prior to Mediation	9	15	24	17	21	18	16	9	15	18	22	12	196	193
Mediation Not Complete in 60 days	4	9	9	5	8	3	14	10	3	6	7	13	91	104

**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		
	16-17	15-16	14-15	16-17	15-16	14-15	16-17	15-16	14-15	16-17	15-16	14-15	16-17	15-16	14-15	16-17	15-16	14-15	16-17	15-16	14-15
Jul	98	107	103	82	90	92	108	118	119	158	181	140	145	131	164	146	145	92	130	116	141
Aug	92	110	86	97	76	96	93	109	120	176	171	153	146	164	146	122	104	115	122	104	164
Sep	144	102	105	92	88	84	121	132	105	183	198	155	126	140	154	110	70	142	110	70	124
Oct	104	106	83	74	101	78	93	119	115	172	172	143	146	115	171	146	96	119	96	112	156
Nov	92	72	80	98	62	56	89	88	93	169	145	115	133	131	133	135	81	114	81	80	127
Dec	90	101	99	86	105	86	72	103	108	135	160	133	148	100	148	119	85	85	99	85	146
Jan	93	75	109	92	84	80	97	113	120	184	113	163	157	157	110	158	97	119	97	108	174
Feb	96	90	98	74	88	86	76	84	92	142	125	141	129	117	129	110	85	85	144	111	114
Mar	91	122	112	108	124	91	124	134	132	188	214	156	140	150	140	118	122	122	117	122	140
Apr	111	100	99	80	92	87	94	93	97	142	154	165	129	156	129	120	103	103	90	88	149
May	125	106	101	101	103	73	121	116	105	188	186	158	146	148	146	140	122	122	111	101	158
Jun	134	120	89	120	75	66	142	110	102	183	141	143	147	154	151	147	125	114	114	117	139
<b>Totals</b>	<b>1270</b>	<b>1211</b>	<b>1164</b>	<b>1104</b>	<b>1088</b>	<b>975</b>	<b>1230</b>	<b>1319</b>	<b>1308</b>	<b>2020</b>	<b>1960</b>	<b>1765</b>	<b>1610</b>	<b>1663</b>	<b>1677</b>	<b>1343</b>	<b>1311</b>	<b>1835</b>	<b>1819</b>	<b>1214</b>	<b>1732</b>

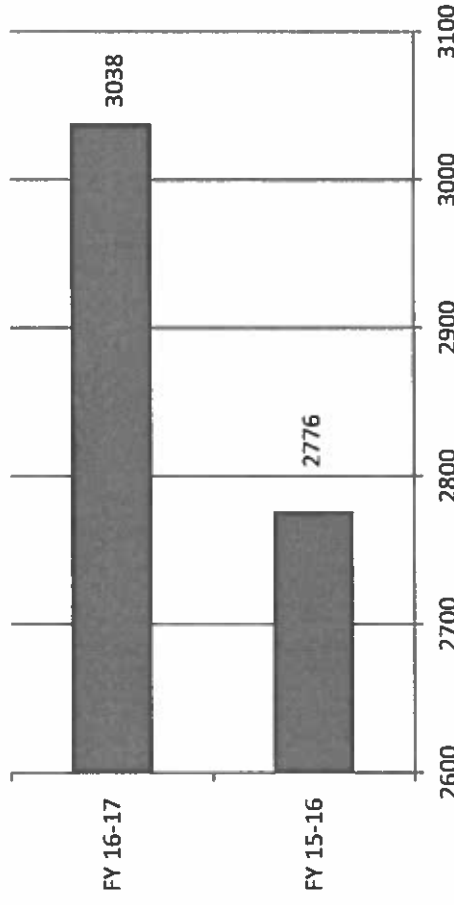
**Pleadings Assigned by District Year to Date**



**Informal Conf. Conducted**

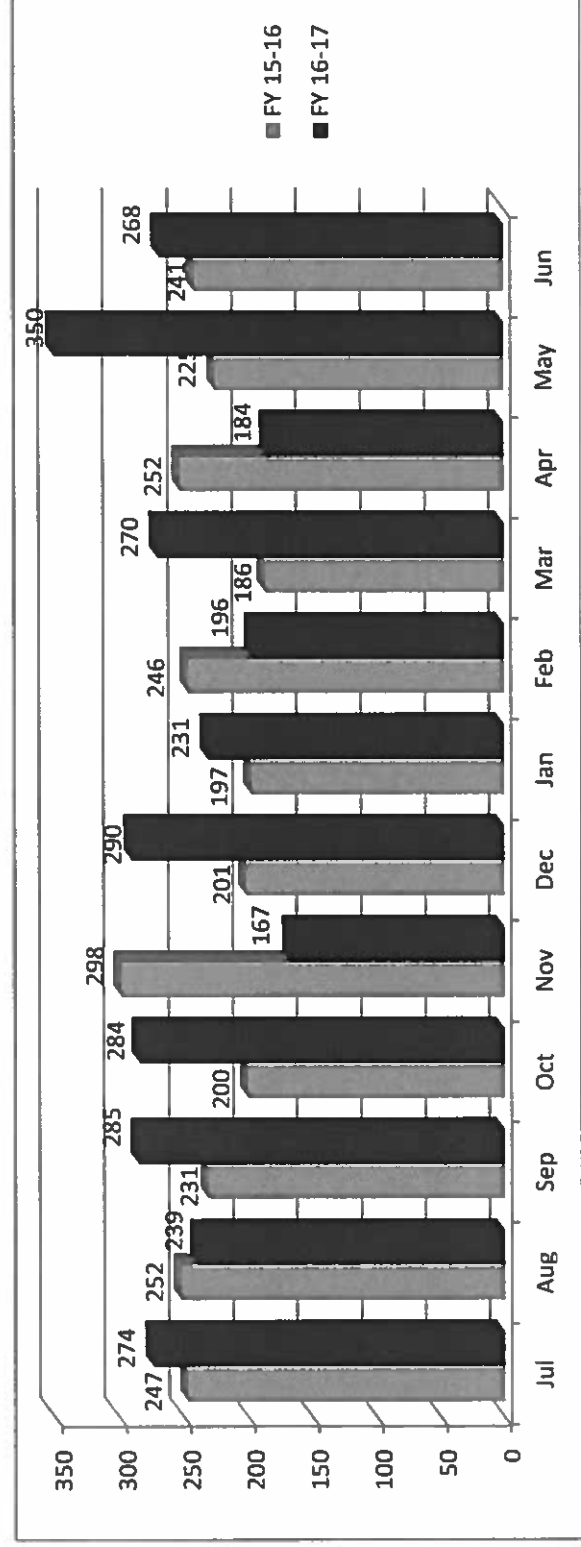
	FY 15-16	FY 16-17
Jul	247	274
Aug	252	239
Sep	231	285
Oct	200	284
Nov	298	167
Dec	201	290
Jan	197	231
Feb	246	196
Mar	186	270
Apr	252	184
May	225	350
Jun	241	268
<b>Total</b>	<b>2776</b>	<b>3038</b>

**IC's to Date v. Prior**



FY 15-16 2776  
FY 16-17 3038

**Y-T-D**

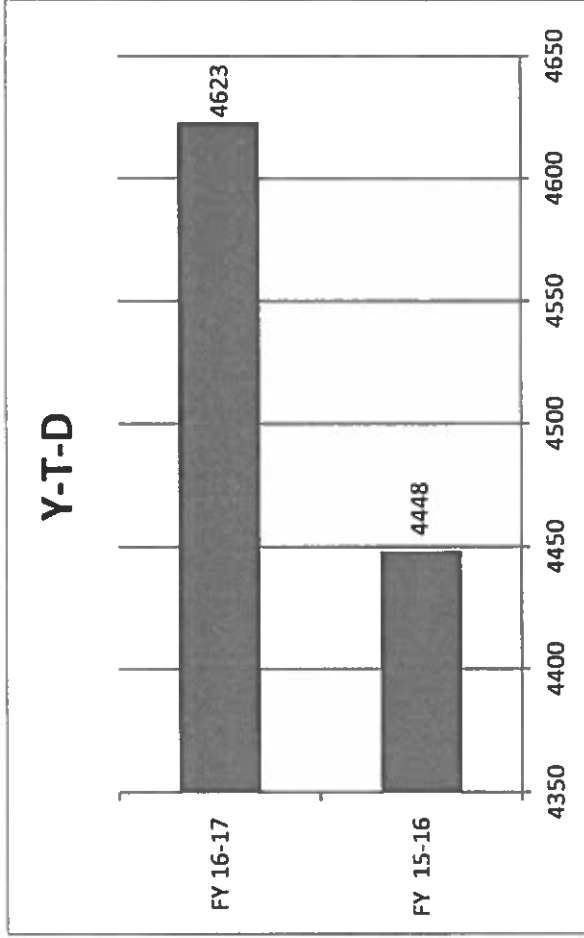




**Informal Conf. Requested**

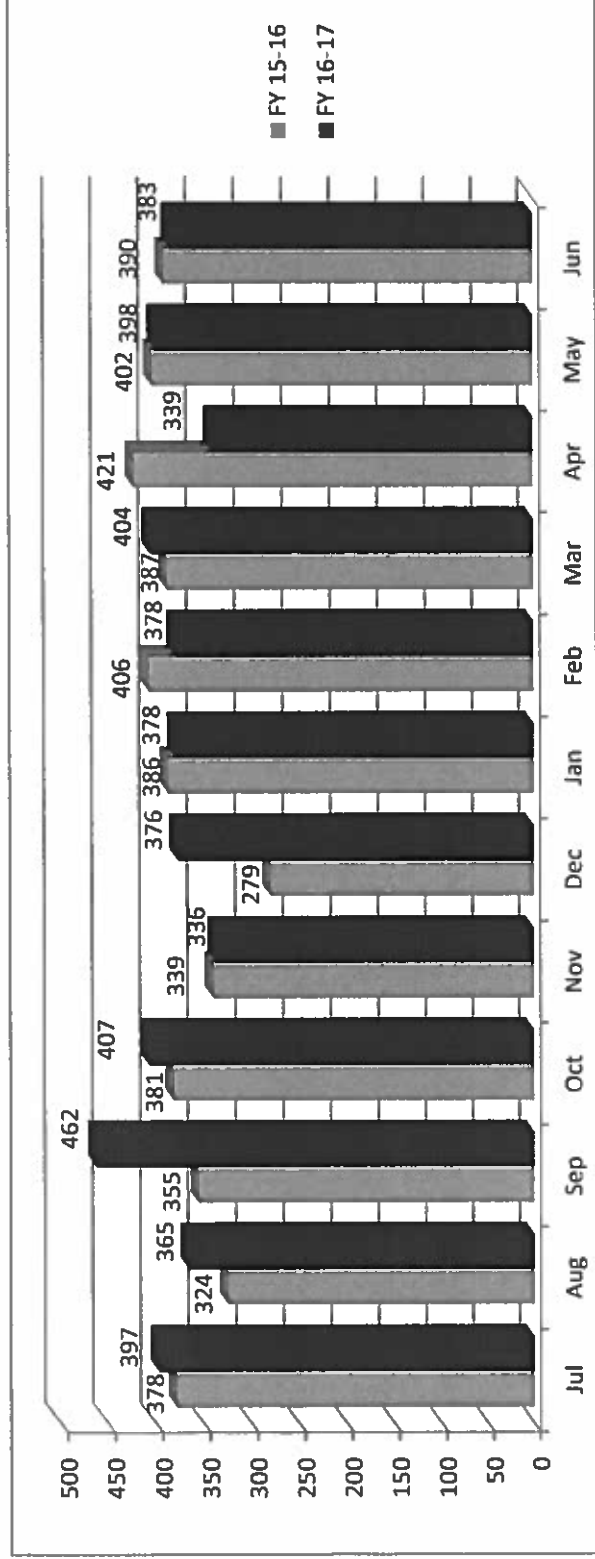
	FY 15-16	FY 16-17
Jul	378	397
Aug	324	365
Sep	355	462
Oct	381	407
Nov	339	336
Dec	279	376
Jan	386	378
Feb	406	378
Mar	387	404
Apr	421	339
May	402	398
Jun	390	383
<b>Total</b>	<b>4448</b>	<b>4623</b>

**Y-T-D**



**FY 15-16 FY 16-17**  
**4448 4623**

**Y-T-D**



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## *Workers' Compensation Commission*

### **Executive Director's Report Gary M. Cannon**

**July 6, 2017**

#### **Claims Administration Workshop**

Registration opened this week for the Claims Administration Workshop scheduled for Wednesday, August 16, 2017, from 9:00 a.m. until 3:30 p.m. at the S.C. Department of Archives and History. The workshop will provide 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 includes a mock hearing to decide the issues in dispute from the case study. The hearing will feature Chairman Beck, presiding, and special guests from the S.C. Bar.

#### **Meetings/Activities**

The Executive Director participated in the following meetings/activities:

- June 20 – Participated in IAIABC Education Committee conference call
  - June 21 – Along with Keith Roberts, Sonji Spann, Sandee Sprang, and Wayne Ducote met with Attorney Hubie Wood to discuss a proposed TPA consolidation program
  - June 21 – Gave a presentation at the Department of Administration's statewide agency leadership meeting
  - June 20, June 27 & July 5 – Participated in conference calls to discuss updates to the medical fee schedule
  - June 26- Met with Department Heads
  - June 22 – Met with Thomas Kaminer about FY17-18 Budget
  - June 27 – Participated in IAIABC Board of Directors Teleconference
  - June 28 – Participated in interviews for the vacant Insurance Claims Examiner II position in the Claims Department
  - July 10-14 – Attend Southern Association of Workers' Compensation Administrators Annual Meeting, Pinehurst, NC

#### **Employee Meetings**

An Employee Pizza & Salad Luncheon was held on Monday, June 19. The Executive Director met with the Department Heads on June 26.

**Constituent /Public Information Services**

For the period June 14, 2017 through July 7, 2017 the Executive Director's Office and the General Counsel's office had 398 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.

**Financial Transactions Activity**

The Executive Director's office has assumed the direct responsibility for budget, financial and purchasing transactions. These include posting of travel reimbursement requests for the Commissioners, approval of all deposits and invoices for payment, and creating shopping carts and purchase orders in SRM (Supplier Relationship Management) system. For the period June 14, 2017 through July 5, 2017, the Executive Director approved 13 invoices for payment and 13 deposits. The Director's Executive Assistant posted 32 travel expense reimbursement payment related activities.

**SCWCC Stakeholder Electronic Distribution List**

For the period June 14, 2017 through July 5, 2017, we added two (2) individuals to the distribution list. A total of 703 individuals currently receive notifications from the Commission.

**SC Vocational Rehabilitation Department (SCVRD)**

SCVRD reported nine (9) referrals for the month of June 2017, and 107 referrals year to date.

*State of South Carolina*

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*Workers' Compensation Commission*

*MEMORANUM*

**TO:** COMMISSIONERS

**FROM:** Gary Cannon  
Executive Director

**DATE:** July 15, 2017

**RE:** FINANCIAL REPORT: Period ending June 30, 2017

Attached is the Financial Report for the twelfth-month period ending June 30, 2017.

General Fund

Page 1 contains the information on the General Fund. To date, we have expended 93% of the budgeted expenditures. The Benchmark is 100%.

Earmarked Fund

The Balance Sheet for the Earmarked Fund shows the actual Revenues collected year-to-date is \$1,693,834 (40% of budget). The actual year-to-date Expenditures is \$3,533,211 (77% of budget) for a Net Income of (\$840,721). This means we only needed 69% (\$1,839,377) of the Fund Balance we budgeted.

**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	\$ 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	\$ 1,617,001	131%
ADMINISTRATION	GENERAL FUND	DIRECTOR	\$ 102,130	\$ 102,129	
		CLASSIFIED POS	\$ 48,622	\$ 47,797	
		OTH PERS SVC	\$ 6,090		
		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	\$ 235,730	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			\$ -		
<b>Fund Total</b>			<b>\$ 2,137,741</b>	<b>\$ 1,998,643</b>	<b>93%</b>

**SC Workers' Compensation Commission  
BALANCE SHEET**

**EARMARKED FUND  
FY2016-17**

Period Ending: June 30, 2017

	Budget	YTD	% of budget
Total Revenues	\$ 4,227,410	\$ 1,693,834	40%
Appropriated Fund Balance	\$ 2,680,098	\$ 2,680,098	100%
Total Revenues	<u>\$ 6,907,508</u>	<u>\$ 4,373,932</u>	63%
Total Expenditures	<u>\$ 4,569,408</u>	<u>\$ 3,533,211</u>	77%
Net Income/Expenditures		<u><u>\$ 840,721</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	\$ 56,423	
	OTHER OPERATING	\$ 230,700		
	DP SVCS-OTHER		\$ 780	
	FREIGHT EXPRESS DELV		\$ 54	
	TELEPHONE & TELEGRPH		\$ 3,776	
	CELLULAR PHONE SVCS		\$ 9,568	
	LEGAL SERVICES		\$ 111,613	
	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	
	<b>Total</b>	<b>\$ 300,700</b>	<b>\$ 249,465</b>	<b>83%</b>
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		\$ 1,667	
	DP SVCS-OTHER		\$ 27,365	
	FREIGHT EXPRESS DELV		\$ 26,197	
	TELEPHONE & TELEGRPH		\$ 4,897	
	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	
	OTHER PROFESS SVCS		\$ 2,469	
	OTHER CONTRACT SVCS		\$ 1,385	
	OFFICE SUPPLIES		\$ 32,090	
	SUBSCRIPTIONS		\$ 5,005	
	PRINTING		\$ 470	
	DATA PROCESS SUPP		\$ (87)	
	EQUIP&SUPP- EUC		\$ 13	
	POSTAGE		\$ 6,610	
	GRD/MAINT/JANTL SUPP		\$ 86	
	EMPLOYEE RECOG AWARD		\$ 1,816	
	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	
	<b>Total</b>	<b>\$ 2,449,913</b>	<b>\$ 1,181,142</b>	
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	
	<b>Total</b>		<b>\$ 49,482</b>	
INFORM. SERVICES	DP SVCS-OTHER		\$ 206,813	
	MICROFILM PROCESSING		\$ 13,608	
	SERVICES- VOICENET		\$ 10,760	
	OFFICE EQUIP SERVICE		\$ 670	



Fund	Commitment Items Description	Current Budget	YTD Actual Expense	% of Budget
	FREIGHT EXPRESS DELV		\$ 131	
	TELEPHONE & TELEGRPH		\$ 703	
	CELLULAR PHONE SVCS		\$ 3,240	
	LEGAL SERVICES		\$ -	
	EDUC & TRNG-STATE		\$ 6,849	
	OFFICE SUPPLIES		\$ 2,874	
	DATA PROCESS SUPP		\$ 6,666	
	PLM- SOFTWARE SUPPL		\$ 36,397	
	EQUIP&SUPP- EUC		\$ 20,803	
	OTHER SUPPLIES		\$ 16	
	RENT-COPYING EQUIP		\$ 15,076	
	RENT-DATA PROC EQUIP		\$ -	
	RENTAL-CONT RENT PMT		\$ 1,124	
	DUES & MEMBER FEES		\$ 3,600	
	Data Pro Eq Acq (MA)		\$ 35,835	
	LOW VALUE ASSET (MA)		\$ 59,027	
Total			\$ 424,190	
	EMPLOYER CONTRIB			
Total		\$ 2,750,613	\$ 1,654,814	60%
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		
	PRINT / BIND / ADV		\$ 144	
	CELLULAR PHONE SVCS		\$ 98	
	CELLULAR PHONE SVCS		\$ 266	

Fund	Commitment Items Description	Current Budget	YTD Actual Expense	% of Budget
	OTHER PROFESS SVCS		\$ 16,878	
	OTHER CONTRACT SVCS		\$ 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	
	OTHER PROFESS SVCS		\$ 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	\$ 3,533,211	77%

*State of South Carolina*

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*Workers' Compensation Commission*

**TO: Commissioners**

**FROM: Gary Cannon  
Executive Director**

**DATE: July 7, 2017**

**RE: Proposed Amendment to Use of Court Reporter Services Policies**

Information will be distributed at the Business Meeting on Monday, July 17, 2017.

*State of South Carolina*

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*Workers' Compensation Commission*

**TO: Commissioners**

**FROM: Gary Cannon  
Executive Director**

**DATE: July 7, 2017**

**RE: 2017 Medical Services Provider Manual Fee Schedule**

Information will be distributed at the Business Meeting on Monday, July 17, 2017.