

AGENDA

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

1335 Main Street, 5th Floor
Columbia, South Carolina 29201

February 21, 2012 – 10:30 a.m.

Commission Hearing Room A

This meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act.

1. APPROVAL OF AGENDA OF BUSINESS MEETING of February 21, 2012 *CHAIRMAN BECK*
2. APPROVAL OF MINUTES OF BUSINESS MEETING of January 17, 2012 (Tab 1) *CHAIRMAN BECK*
3. GENERAL ANNOUNCEMENTS *MR. CANNON*
4. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. SMITH*
5. DEPARTMENT DIRECTORS' REPORTS
 - Administration Financial Report (Tab 3) *MS. GANTT*
 - Human Resources (Tab 4) *MS. FLOYD*
 - Information Services (Tab 5) *MS. HARTMAN*
 - Insurance & Medical Services (Tab 6) *MR. DUFFIELD*
 - Claims (Tab 7) *MR. LINE*
 - Judicial (Tab 8) *MS. CROCKER*
6. EXECUTIVE DIRECTOR'S REPORT (Tab 9) *MR. CANNON*
7. OLD BUSINESS *CHAIRMAN BECK*
 - A. Medical Services Provider Manual Update (10) *MR. DUFFIELD*
 - B. Proposed Regulation Change to 67-706 Oral Argument (11) *MR. CANNON*
8. NEW BUSINESS *CHAIRMAN BECK*
 - A. Date for Strategic Planning Session (12) *MR. CANNON*
9. EXECUTIVE SESSION *CHAIRMAN BECK*
 - A. Personnel Matter (13)
10. ADJOURNMENT *CHAIRMAN BECK*

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THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Tuesday, January 17, 2012

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Tuesday, January 17, 2012 at 10:30 a.m. The meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act. The following Commissioners were present:

T. SCOTT BECK, INTERIM CHAIRMAN
SUSAN S. BARDEN, VICE CHAIR
GENE MCCASKILL, COMMISSIONER
G. BRYAN LYNDON, COMMISSIONER
ANDREA C. ROCHE, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER
DERRICK L. WILLIAMS, COMMISSIONER

Present also were Gary M. Cannon, Executive Director, Virginia Crocker, Judicial Director; Diana Gantt, Accounting/Fiscal Manager; Greg Line, Claims Director; Grant Duffield, Insurance and Medical Services Director; Betsy Hartman, DSH; Amanda Underhill, Senior Application Analyst; W.C. Smith, Self-Insurance Director; Wayne Ducote, Coverage Director; Garry Smith, Compliance Director; and Keith Roberts, Law Clerk. Visitors present were: Laura Cahuc, Ph.D., SC Hispanic Leadership Council; Ashley Hunter, McKay Law Firm; Belinda Ellison, SC Bar; Clara Smith, Injured Workers' Advocates; and Mrs. J. Kupo.

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

Chairman Beck welcomed new Commissioner Gene McCaskill, the Governor's appointment to replace former Commissioner David Huffstetler who resigned the Commission effective November 17, 2011. Commissioner Gene McCaskill joined the Commission on January 3, 2012.

AGENDA

Commissioner Roche moved that the agenda be approved. Commissioner Williams seconded the motion, and the motion was approved.

APPROVAL OF MINUTES – BUSINESS MEETING OF DECEMBER 19, 2011

Commissioner Lyndon moved that the minutes of the Business Meeting of December 19, 2011 be approved. Commissioner Williams seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

Mr. Cannon announced that Document 4188, Regulation 67-1302 Maximum Allowable Payments to Medical Practitioners, was referred to the House and Senate January 10, 2012.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

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

SC Automobile Dealers SIF

Baker Cadillac, I.L.C.

Dave Edwards Hyundai, Inc.

Midlands Automotive, LLC dba Carolina Chrysler Dodge Jeep Ram

Orangeburg Automotive

Orangeburg Nissan

SC Home Builders SIF

Bruce Tice dba Tile Concrete Company

Energy Logic, LLC

Hanco of SC, Inc.

Oslin Construction, Inc.

Robert Carlisle dba Carlisle Sons & Associates

Westbury Construction, Inc.

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

DEPARTMENT DIRECTORS' REPORTS

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

Administration Department

Diana Gantt presented the Summary of Revenues and Expenditures for the period ending December 31, 2011. The benchmark for December is 50%. The Commission's revenues are at 45.46%, and expenses are at 47%.

There was discussion on having a financial contingency plan in place should the Commission experience a significant decrease in revenue in earmarked funds. Mr. Cannon stated that he and Grant Duffield are preparing financial projections and will present them at the February Commission Business Meeting.

Human Resources Department

On behalf of Cathy Floyd, Ms. Gantt presented the Human Resources report for the period of December 13, 2011 through January 10, 2012.

- Nominations are open for the 2011 Employee of the year. Submission deadline is February 15, 2012.
- Verified the Equal Opportunity Report with Human Affairs Commission for the General Assembly publication in February.
- Distributed the 2012 Insurance Benefits Guides.

Information Services

Betsy Hartman presented the Information Services Department's report. Work continues on FDI Release 3 project. Amanda Underhill reported a new business process was implemented in September 2011 to allow Orders of the Commission to be served electronically in cases where all parties are represented. In cases involving pro se parties an electronic copy of the Order is available to Commission staff through the OnBase Imaging System.

Ms. Hartman announced she has accepted an IT Systems Architect position at DSIT effective January 3, 2012. She will continue to work part-time with the Commission until the position vacancy is filled. Chairman Beck thanked Ms. Hartman for the work she has done for the Commission and expressed appreciation for her work ethic, and wished her well in her new position at DSIT. The other Commissioners expressed congratulations to Ms. Hartman on her promotion.

Insurance & Medical Services

Grant Duffield presented the Insurance & Medical Services Department's report. He reported a total of \$379,000 in outstanding carrier fines for December and a net collection of around \$90,000. The Pharmacy Fee Schedule effective December 19, 2011 has been transmitted to Medical Service Provider Manual holders. The changes have been well received with very little negative feedback.

Insurance and Medical Services continues coordinating data collection efforts for the Surgical Implant Fee Advisory Committee and Medical Fee Schedule update process. Mr. Grant said he anticipates providing draft Fee Schedule data at the February Commission Business Meeting, and will provide a report to the Surgical Implant Advisory Committee within 45 days.

Mr. Grant said he expects the Compliance Division closing out the year with a 5% - 10% increase in revenue over prior year. He reported the Coverage Division has created 9,752 files year to date which is 95% of claim file volume for the same time during the prior year, and the Self Insurance Division collected \$270,602 in self-insurance tax, added six new self-insurers, and conducted five self-insurance audits.

Claims Department

Greg Line presented the Claims Department's report. There were 444 fines for the month of December which is down from assessing 514 fines for the month of November. The dollar amount of the fines assessed for the month of December is \$96,100 which is down from assessing \$113,450 for the month of November. Since October 2010, the Claims Department is averaging assessing 544 fines per month and collecting 527 fines per month. The Claims Department processed 5,335 Form 18s for the month of December.

Judicial Department

Virginia Crocker presented the Judicial Department's report. Ms. Crocker stated she is excited about the Commission's ability to manage Commission Orders electronically.

EXECUTIVE DIRECTOR'S REPORT

Gary Cannon, Executive Director, presented his report which was also submitted to the Commission in written form.

Vocational Rehabilitation Department

Mr. Cannon reported discussions continue with SC Department of Vocational Rehabilitation on implementing a plan for referring workers' compensation claimants to their department. We are developing a database portal access which will expand services statewide to all Vocational Rehabilitation offices

FY 2012-2013 Budget

Mr. Cannon reported that the FY 2012-2013 proposed budget presentation before the House Ways and Means Transportation and Regulatory Subcommittee is scheduled for Tuesday, January 24.

OLD BUSINESS

A. Mediation Regulation Advisory Committee

Commissioner Williams expressed appreciation to Commission staff for their assistance with the work of the Mediation Regulation Advisory Committee. The Committee was comprised of several defense and claimant's attorneys, self-insured representatives, and industry group representatives. Commissioner Williams stated there was consensus among the committee members on nearly every major part of the proposed regulation.

Commissioner Williams discussed the following major highlights of the regulation:

- Commissioners would have authority to order mediation on any case;
- the regulation would not create a mandatory system for mediations;
- certain cases would be mediated before any hearing on a claim for which mediation would be beneficial to all parties;
- the new regulation allows for parties to request mediation by proper submission of appropriate forms;
- the mediator must go through SC Bar certification process;
- mediation must be completed within 60 days;
- the proper representative for each party must be present in person or via telephone;
- all communications shall be confidential;
- parties who do not come together in good faith during mediation may be subject to a fine;
- at the conclusion of the mediation mediator shall file a new Form 70 with the Commission.

Motion to Promulgate Mediation Regulation R 67-1801

Commissioner Williams made a motion that the proposed Mediation Regulation 67-1801 be submitted for publication in the *State Register*. Commissioner Wilkerson seconded the motion.

Commissioner Roche suggested the following changes to the proposed regulation:

Section B. (2) add "*unless Commissioner so chooses*" so that it reads: "A Commissioner does not retain jurisdiction of the claim for the life of the claim, unless the Commissioner so chooses, only until those pending issues are resolved."

Section C. (1) add "*claiming permanent and total disability pursuant to*" so that it reads: "Claims arising under §42-9-10, or claiming permanent and total disability pursuant to §42-9-30 (21),"

Section E. (1) remove "*qualified to be*" so that it reads: "The mediator must be certified as a mediator per the certification process established by the South Carolina Bar Association."

Section G. add the following language: "If the mediation is not completed within the sixty (60) day timeframe then the case shall be set by the Judicial Department in the normal course of the docket scheduling."

Section I, second sentence, change the word "should" to "shall".

A grammatical correction in Section J: the first sentence should read, "All communications and statements that take place within the context of mediation, shall be confidential and not subject to disclosure."

Change this sentence on Forms 21, 50, and 51, "*This case is subject to mediation pursuant to Reg. 67-1801*" to "This case is subject to required mediation pursuant to R 67-1801."

The Commissioners agreed with Commissioner Roche's suggested changes. Commissioner Roche expressed appreciation to Commissioner Williams for his leadership with the work of the Mediation Regulation Advisory Committee.

Following discussion, Mr. Cannon distributed a tentative timeline for the adoption of the Regulation. Chairman Beck stated there is a motion and a second to proceed with promulgation of Regulation 67-1801. There was no other discussion. The vote was taken, and the motion was approved.

B. Regulation Change 67-706 Oral Argument

Mr. Cannon presented a recommendation that the Commission adopt the proposed timeline for promulgation of Regulation 67-706 Oral Argument. The timeline includes the date of May 21, 2012 for the Public Hearing.

Motion to Approve Timeline for Promulgation of R 67-706 Oral Argument

Commissioner Wilkerson moved to adopt the proposed timeline. Commissioner Roche seconded the motion, and the motion was approved.

C. Court Interpreters

Mr. Cannon stated the Commission asked staff to develop guidelines for the use of court interpreters during hearings. Keith Roberts, Law Clerk, briefed the Commissioners on research he did regarding the use of court interpreters. He said neither the Workers' Compensation Act nor the Regulations of the Workers' Compensation Commission address the issue of interpreters for parties with limited English proficiency or a speech or hearing impairment. The South Carolina Rules of Civil Procedure provide that when a witness does not speak the English language sufficient to testify, the court may appoint

an interpreter of its own selection and may fix his reasonable compensation. The compensation shall be paid out of funds provided by law or by one or more of the parties as the court may direct, and may be taxed ultimately as costs, in the discretion of the court.

Mr. Roberts referred to the South Carolina Supreme Court Rules of Professional Conduct and recommended to the Commissioners that these Rules be taken under consideration when determining if an interpreter presented at a Hearing is qualified to serve. He presented an affidavit for interpreters to sign certifying qualifications and disclosing on the record any conflicts. He also provided a list of potential questions that the Commissioners could ask the interpreter on the record and offer the parties an opportunity to accept or waive a potential conflict.

There was discussion with regard to assessing costs for interpreters. Mr. Roberts said that the cost would be like any other court costs and, at the discretion of the Commissioner if a more competent interpreter needs to be appointed, the Commissioner may order costs on the moving party.

This was received as information.

NEW BUSINESS

A. R 67-1605 Commuted Value Table

Mr. Cannon said that several months ago Dr. Eric Powers, Associate Professor of Finance, University of South Carolina, called to our attention that the commuted values for the 5% Net Present Value (NPV) Table was incorrect and provided a corrected table. Mr. Cannon said that Regulation 67-1605 states the Commission must approve the commuted value tables. Mr. Cannon recognized Dr. Powers.

Dr. Powers stated that the 5% NPV Table was about 2.5% too high. The commuted value factors are standard calculations. The figures in the table give the present value of a \$1 per week regular annuity, discounted at an Annualized Percentage Rate (APR) of 5%.

Dr. Powers also suggested reducing the number of weeks listed on the 2% NPV Table from 500 to 100 since the 2% NPV table is used for less than 100 weeks.

Mr. Cannon presented a recommendation that the Commission approve the 5% NPV Table as presented and change the number of weeks listed on the 2% to reflect less than 100 weeks.

Motion to Approve Commuted Value Tables

Commissioner Roche moved to accept the recommendation of staff to approve the commuted values tables, which was duly seconded by Commissioner Williams. The vote was taken, and the motion carried.

ADJOURNMENT

Commissioner Roche made the motion to adjourn. Commissioner Williams seconded the motion, and the motion was approved.

The January 17, 2012 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:35 a.m.

Reported February 21, 2012
Kim Ballentine, Office of the Executive Director

INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: DIANA GANTT, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING JANUARY 31, 2012
DATE: 2/10/2012

The Summary of Revenues and Expenditures for the period ending January 31, 2012, is attached.

- January is the 7th Fiscal Month of FY12.
- There were 51 payments made to vendors, travelers, and other State Agencies.
- The benchmark for January 58.33%. The Commissioner's revenues are at 52.69% and expenses are at 55%.
- The following is a summary of each department expenditure benchmarks:

General Fund: Total Expenses are at 57%.

Earmark Fund.

Commissioners –

- Total expenditures are at 53% of budget.

Administration –

- Overall the expenditures are 48% of budget.

Claims –

- Expenditures are at 57% of budget.

Insurance & Medical –

- Total expenditures are at 52% of budget.

Judicial –

- Total expenditures are at 54% of budget.

Activity Report from the Procurement Office:

	MTD	YTD
SC's Shopping Carts	1	6
Vendors Contacted for Price Quotes	13	86
Visa Procurement Card Orders Placed	5	34
SC Dept of Corrections Orders Placed	0	8
Staples Orders Placed	4	32
State Leased Vehicles taken for Service	2	17
State Reports filed by Procurement Officer	5	27

Mail Room Activity:

	MTD	YTD
Files Copied for Outside Parties	271	1669
Pages Copied	4788	6244

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2011 - 2012 Budget
January 31, 2012

	Budget	FY To Date	Benchmark	58.33%
STATE APPROPRIATIONS				
General Appropriation	<u>\$ 1,763,619</u>	<u>\$ 1,028,777.75</u>		58.33%

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,329,429	\$ 783,461	\$ 545,968	58.9%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	434,190	220,984	213,206	50.9%
Total	<u>\$ 1,763,619</u>	<u>\$ 1,004,445</u>	<u>\$ 759,174</u>	<u>57.0%</u>

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received thru 1/31/12	% Received
Training Conference Registration Fee	\$ 1,000	\$ 3,000	300.00%
Sale of Publication and Brochures	8,000	3,975	49.69%
Workers' Comp Award Review Fee	75,000	44,400	59.20%
Sale of Photocopies	95,000	54,158	57.01%
Workers' Compensation Filing Violation Fee	1,891,000	961,095	50.82%
Sale of Listings and Labels	30,000	16,309	54.36%
Workers' Comp Hearing Fee	600,000	335,750	56.63%
Earmarked Funds - Original Authorization	<u>\$ 2,700,000</u>	<u>\$ 1,422,687</u>	<u>52.69%</u>
Increase Authorization	418,815		
Increase Authorization - BDLDD	193,675		
Total Earmarked Revenues + Fund Balance	<u>\$ 3,312,490</u>		

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,544,990	\$ 807,113	\$ 742,878	51.9%
Taxable Subsistence	72,350	36,471	35,879	50.4%
Other Operating Expenses	1,246,966	662,244	584,732	53.1%
Employer Contribution	448,184	276,671	171,513	61.7%
Total Earmarked	<u>\$ 3,312,490</u>	<u>\$ 1,777,489</u>	<u>\$ 1,535,001</u>	<u>53.7%</u>

COMPUTER FUNDS CARRIED FORWARD

Computer Services - Carry forward	<u>\$ 9,931</u>	<u>\$ 2,475</u>	<u>\$ 7,456</u>	<u>24.9%</u>
TOTAL OTHER APPROPRIATIONS	<u>\$ 3,322,421</u>	<u>\$ 1,779,964</u>	<u>\$ 1,542,456</u>	<u>53.6%</u>

South Carolina Workers' Compensation Commission
2011 - 2012 Budget
 January 31, 2012

Consolidated

Year To Date 58.32%

	Original Budget	Budget Amendments	Amended Budget	Expended January	Year To Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,142,594	\$ -	\$ 1,142,594	\$ 84,835	\$ 666,229	58%	\$ -	\$ 476,365
Other Operating Expenditures								
Total Contractual Services	206,300	-	206,300	17,797	106,343	52%	-	99,957
Total Supplies & Materials	17,499	-	17,499	2,127	9,828	56%	-	7,671
Total Fixed Charges	146,302	-	146,302	11,979	74,048	51%	-	71,254
Total Travel	80,450	-	80,450	5,662	40,946	51%	-	39,504
Total Other Operating Exp	450,151	-	450,151	37,525	241,164	54%	-	208,627
Total Commissioners	\$ 1,592,745	\$ -	\$ 1,592,745	\$ 122,360	\$ 907,393	57%	\$ -	\$ 695,352
Administration								
Salaries	\$ 458,224	\$ 91,034	\$ 549,258	\$ 37,548	\$ 256,426	49%	\$ -	\$ 292,832
Other Operating Expenditures								
Total Contractual Services	134,027	6,000	140,027	11,981	104,150	52%	-	35,877
Total Supplies & Materials	19,803	-	19,803	2,036	9,905	45%	-	10,898
Total Fixed Charges	118,005	10,000	128,005	8,507	67,200	52%	-	60,805
Total Travel	12,490	5,500	17,990	1,054	8,175	45%	-	9,815
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	344,415	21,500	365,915	55,522	189,430	51%	-	176,485
Total Administration	\$ 802,639	\$ 112,534	\$ 915,173	\$ 93,070	\$ 445,856	50%	\$ -	\$ 472,103
Claims								
Salaries	\$ 375,000	\$ -	\$ 375,000	\$ 31,560	\$ 218,289	58%	\$ -	\$ 156,712
Other Operating Expenditures								
Total Contractual Services	56,875	-	56,875	5,196	30,617	54%	-	26,258
Total Supplies & Materials	26,545	-	26,545	2,431	16,817	63%	-	9,728
Total Fixed Charges	73,730	-	73,730	5,976	41,965	57%	-	31,765
Total Travel	3,120	-	3,120	-	284	9%	-	2,836
Total Other Operating Exp	159,270	-	159,270	13,573	90,683	57%	-	68,687
Total Claims	\$ 534,270	\$ -	\$ 534,270	\$ 45,133	\$ 308,972	58%	\$ -	\$ 229,298
Insurance and Medical Services								
Salaries	\$ 458,368	\$ 14,956	\$ 473,324	\$ 38,246	\$ 246,681	52%	\$ -	\$ 226,643
Other Operating Expenditures								
Total Contractual Services	51,050	5,500	56,550	4,542	30,781	49%	-	25,769
Total Supplies & Materials	15,725	7,080	22,805	1,890	11,104	49%	1,873	9,931
Total Fixed Charges	29,520	6,120	35,640	4,388	32,801	52%	-	2,839
Total Travel	1,350	-	1,350	27	175	13%	-	1,175
Total Other Operating Exp	97,645	18,700	116,345	10,848	74,861	50%	1,873	41,464
Total Insurance and Medical Services	\$ 556,013	\$ 33,656	\$ 589,669	\$ 49,094	\$ 321,542	52%	\$ 1,873	\$ 266,653
Judicial								
Salaries	\$ 379,608	\$ 26,985	\$ 406,593	\$ 32,332	\$ 222,220	55%	\$ -	\$ 184,373
Other Operating Expenditures								
Total Contractual Services	28,054	8,000	36,054	2,712	17,305	48%	-	18,749
Total Supplies & Materials	13,545	1,000	14,545	1,077	8,256	57%	-	6,289
Total Fixed Charges	63,116	3,000	66,116	5,765	37,838	57%	-	28,278
Total Travel	2,950	2,500	5,450	-	1,865	34%	-	3,585
Total Other Operating Exp	107,665	14,500	122,165	9,554	64,264	53%	-	57,901
Total Judicial	\$ 487,273	\$ 41,485	\$ 528,758	\$ 41,887	\$ 286,484	54%	\$ -	\$ 246,871
Totals By Departments								
Department Totals								
Commissioners	\$ 1,592,745	\$ -	\$ 1,592,745	\$ 122,360	\$ 907,393	57%	\$ -	\$ 695,352
Administration	802,639	112,534	915,173	93,070	445,856	50%	-	472,103
Claims	534,270	-	534,270	45,133	308,972	58%	-	224,217
Insurance & Medical	556,013	33,656	589,669	49,094	321,542	52%	1,873	298,056
Judicial	487,273	41,485	528,758	41,887	287,244	54%	-	241,514
Total Departmental Expend	\$ 4,063,040	\$ 193,675	\$ 4,256,715	\$ 349,193	\$ 2,782,406	54%	\$ 1,873	\$ 1,474,309
Employee Contributions	882,374	-	882,374	67,401	497,635	56%	-	384,739
Total General & Encumbered Funds	\$ 4,945,414	\$ 193,675	\$ 5,139,089	\$ 416,594	\$ 2,780,041	55%	\$ 1,873	\$ 2,341,045

South Carolina Workers' Compensation Commission
2011 - 2012 Budget
January 31, 2012

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year To Date : 58.33%				
				Expended January	Year to Date to Date	%	Encumbr	Balance
Commissioners								
Salaries								
Chairman	\$ 115,567	\$ -	\$ 115,567	\$ 9,221	\$ 64,614	56%	\$ -	\$ 50,953
Commissioner	564,602	(13,170)	645,432	46,553	476,638	58%	-	268,794
Terminal Leave		13,170	13,170	-	19,170	100%	-	-
Classified Employees	290,075	-	290,075	24,256	169,335	58%	-	120,740
Total Commissioners	1,070,244	-	1,070,244	80,040	629,758	59%	-	-
Administration								
Salaries								
Director	\$ 34,152	\$ -	\$ 34,152	\$ 7,846	\$ 54,922	52%	\$ -	\$ 39,230
Classified Positions	44,825	-	44,825	3,735	26,148	58%	-	18,677
Total Administration	138,977	-	138,977	11,581	81,070	58%	-	57,907
Claims								
Salaries								
Classified Positions	\$ 67,000	\$ -	\$ 67,000	\$ 6,421	\$ 41,596	62%	\$ -	\$ 25,404
Total Claims	67,000	-	67,000	6,421	41,596	62%	-	25,404
Insurance and Medical Services								
Salaries								
Classified Positions	\$ 25,350	\$ -	\$ 25,350	\$ 2,113	\$ 14,787	58%	\$ -	\$ 10,563
Total Ins and Medical Svcs	25,350	-	25,350	2,113	14,787	58%	-	10,563
Judicial								
Salaries								
Classified Positions	\$ 27,858	\$ -	\$ 27,858	\$ 2,322	\$ 16,251	58%	\$ -	\$ 11,608
Total Judicial	27,858	-	27,858	2,322	16,251	58%	-	11,608
General Funds								
Department Totals								
Commissioners	\$ 1,070,244	\$ -	\$ 1,070,244	\$ 80,040	\$ 629,758	59%	\$ -	\$ 442,486
Administration	138,977	-	138,977	11,581	81,070	58%	-	57,407
Claims	67,000	-	67,000	6,421	41,596	62%	-	25,404
Insurance & Medical	25,350	-	25,350	2,113	14,787	58%	-	10,563
Judicial	27,858	-	27,858	2,322	16,251	58%	-	11,608
Total Departmental Expend	\$ 1,329,429	\$ -	\$ 1,329,429	\$ 102,476	\$ 783,463	59%	\$ -	\$ 545,960
Employer Contributions	434,190	-	434,190	37,475	220,984	51%	-	213,706
Total General Fund Appropriations	\$ 1,763,619	\$ -	\$ 1,763,619	\$ 139,951	\$ 1,004,447	57%	\$ -	\$ 759,174

South Carolina Workers' Compensation Commission

2011 - 2012 Budget

January 31, 2012

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 58.25%				
				Expended January	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Travel Subsistence	\$ 72,350	\$ -	\$ 72,350	\$ 4,795	\$ 36,471	50%	\$ -	\$ 35,879
Total Salaries	72,350	-	72,350	4,795	36,471	50%	-	35,879
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	700	-	700	-	-	0%	-	700
Copying Equipment Service	700	-	700	-	-	0%	-	700
Print/Bind/Advertisement	510	-	510	-	357	70%	-	153
Print Pub Annual Reports	28	-	28	-	-	0%	-	28
Data Processing Services	30,000	-	30,000	2,446	28,555	95%	-	1,445
Freight Express Delivery	490	-	490	-	-	0%	-	490
Telephone	5,100	-	5,100	474	3,540	69%	-	1,560
Cellular Phone Service	8,100	-	8,100	445	2,800	35%	-	5,300
Legal Services/Attorney Fees	160,000	-	160,000	24,472	81,881	51%	-	78,019
Other Professional Services	572	-	572	80	110	19%	-	462
Total Contractual Services	206,160	-	206,160	17,757	106,344	52%	-	99,757
Supplies & Materials								
Office Supplies	4,000	-	4,000	631	3,975	48%	-	2,075
Copying Equipment	3,700	-	3,700	505	2,790	56%	-	1,410
Printing	1,200	-	1,200	108	796	66%	-	404
Data Processing Supplies	649	-	649	-	-	0%	-	649
Postage	8,000	-	8,000	550	5,228	65%	-	2,772
Communication Supplies	50	-	50	-	-	0%	-	50
Maint./Janitorial Supplies	700	-	700	-	88	13%	-	111
Motor Vehicle Supp./Gasolina	100	-	100	-	-	0%	-	100
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	17,499	-	17,499	2,127	9,928	56%	-	7,671
Fixed Charges								
Rental-Cust Rent Payment	2,500	-	2,500	265	1,351	54%	-	1,149
Rent-Non State Owned Property	141,000	-	141,000	21,884	81,857	58%	-	59,143
Rent-Other	250	-	250	-	-	0%	-	250
Insurance-State	1,644	-	1,644	-	840	51%	-	793
Insurance Non State	169	-	169	-	-	0%	-	169
Fees & Fines	50	-	50	-	-	0%	-	50
Equipment Maintenance	500	-	500	-	-	0%	-	500
Total Fixed Charges	146,102	-	146,102	11,979	84,048	58%	-	62,054
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	350	-	350	-	96	27%	-	254
In State - Auto Mileage	10,000	-	10,000	605	6,271	63%	-	3,729
In State - Subsistence Allowance	30,000	-	30,000	1,337	14,744	49%	-	15,256
Out State - Meals	100	-	100	-	52	52%	-	48
Out State - Auto Mileage	2,000	-	2,000	-	938	47%	-	1,062
Leased Car	38,000	-	38,000	2,238	19,180	50%	-	18,820
Total Travel	80,450	-	80,450	5,863	40,986	51%	-	39,504
Total Other Operating Expenditures	450,151	-	450,151	97,526	241,154	54%	-	208,987
Total Commissioners	\$ 522,501	\$ -	\$ 522,501	\$ 42,321	\$ 277,625	53%	\$ -	\$ 244,866

South Carolina Workers' Compensation Commission

2011 - 2012 Budget

January 31, 2012

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year to Date : 58.23%				
				Expended January	Year to Date	%	Enclumb	Balance
Administration								
Salaries								
Classified Positions	\$ 307,000	\$ 91,034	\$ 398,034	\$ 25,556	\$ 178,801	45%	\$ -	\$ 219,143
Temporary Employees	13,247	-	13,247	411	6,465	57%	-	4,782
Terminal Leave	3,000	-	3,000	-	-	0%	-	3,000
Total Salaries	323,247	91,034	414,281	25,966	185,266	45%	-	224,925
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	6,300	6,300	11,200	-	5,312	47%	-	5,888
Copying Equipment Service	550	-	550	-	-	0%	-	550
Print/Bind/Advertisement	500	-	500	-	282	56%	-	218
Print. Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	143,000	-	143,000	40,121	88,408	62%	-	54,592
Freight, Express Delivery	1,000	-	1,000	95	518	52%	-	482
Telephone	6,200	-	6,200	407	2,286	37%	-	3,914
Cellular Phone Service	1,925	-	1,925	121	754	39%	-	1,171
Education & Training Services	1,000	-	1,000	-	-	0%	-	1,000
Ancary Fees	34,000	-	34,000	1,338	5,052	15%	-	28,948
General Repair	200	-	200	-	110	55%	-	110
Audit Acct Finance	100	-	100	-	101	101%	-	11
Catered Meals	-	-	-	-	154	0%	-	(154)
Other Professional Services	100	-	100	-	-	0%	-	100
Other Contractual Services	200	-	200	-	1,164	582%	-	(964)
Total Contractual Services	194,027	6,000	200,027	41,981	104,150	52%	-	95,877
Supplies & Materials								
Office Supplies	5,000	-	5,000	419	2,000	40%	-	4,000
Subscriptions	175	-	175	-	-	0%	-	175
Copying Equipment Supplies	3,934	-	3,934	305	1,643	42%	-	1,294
Printing	1,964	-	1,964	82	633	32%	-	1,334
Data Processing Supplies	500	-	500	343	550	110%	-	(50)
Postage	6,800	-	6,800	186	4,955	73%	-	1,845
Maint./Janitorial Supplies	150	-	150	-	70	47%	-	80
Fees & Fines	280	-	280	-	50	18%	-	230
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	800	-	800	-	-	0%	-	800
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	19,803	-	19,803	2,026	8,905	45%	-	10,898
Fixed Charges								
Rental-Cost Rent Payment	5,000	5,000	10,000	413	3,553	36%	-	6,447
Rent Non State Owned Property	88,986	-	88,986	7,567	52,906	60%	-	36,020
Rent-Other	3,500	-	3,500	70	2,091	60%	-	1,409
Insurance-State	7,450	-	7,450	-	665	9%	-	6,785
Insurance-Non State	134	-	134	-	-	0%	-	134
Dues and Memberships	8,985	5,000	8,985	-	4,650	52%	-	4,335
Sales Tax Paid	5,000	-	9,000	458	3,275	36%	-	5,725
Total Fixed Charges	118,055	10,000	128,055	8,507	67,200	52%	-	60,855
Travel (includes Leased Car)								
In State - Meals Non/ Reportable	100	-	100	7	14	14%	-	86
Reportable Meals	100	-	100	-	-	0%	-	100
Out of State - Mileage	90	-	90	-	-	0%	-	90
In State - Registration Fees	200	500	700	0	95	14%	-	605
Leased Car	12,000	5,000	17,000	1,027	8,065	47%	-	8,934
Total Travel	12,490	5,500	17,990	1,037	8,175	45%	-	9,815
Equipment								
Equipment Data Processing- PC's	-	-	-	-	-	0%	-	-
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Expenditures	344,815	21,500	366,315	53,552	188,430	51%	-	177,485
Total Administration	\$ 668,062	\$ 112,534	\$ 780,596	\$ 79,538	\$ 373,756	48%	\$ -	\$ 402,410

South Carolina Workers' Compensation Commission

2011 - 2012 Budget

January 31, 2012

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year To Date : 58.33%				
				Expended January	Year To Date	%	Encumb Balance	
Claims								
Salaries								
Classified Positions	\$ 293,000		\$ 293,000	\$ 24,291	\$ 170,087	58%	\$ -	\$ 122,933
Temporary Positions	14,000		14,000	849	5,656	48%	-	7,344
Terminal Leave	1,000		1,000	-	-	0%	-	1,000
Total Salaries	308,000	-	308,000	25,139	175,693	57%	-	131,307
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	200	-	200	-	-	0%	-	200
Print / Bind / Adv	750	-	750	-	282	38%	-	468
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	21,933	-	21,933	1,389	15,425	70%	-	6,508
Freight Express Delivery	500	-	500	-	-	0%	-	500
Telephone	4,000	-	4,000	306	1,925	48%	-	2,165
Cellular Phone Service	2,500	-	2,500	54	327	13%	-	2,163
Temporary Services	25,000	-	25,000	2,847	12,707	49%	-	13,293
Other Professional Services	100	-	100	-	30	30%	-	70
Total Contractual Services	56,005	-	56,005	5,196	30,617	55%	-	25,388
Supplies & Materials								
Office Supplies	8,271	-	8,271	866	1,557	20%	-	6,614
Copying Equipment	3,000	-	3,000	298	1,417	47%	-	1,563
Printing	900	-	900	82	530	70%	-	270
Data Processing Supplies	75	-	75	-	478	637%	-	(403)
Postage	14,000	-	14,000	1,555	12,153	90%	-	1,847
Main/lan Local Supplies	200	-	200	-	89	47%	-	117
Other Supplies	200	-	200	-	-	0%	-	200
Total Supplies & Materials	26,546	-	26,546	2,401	16,917	64%	-	9,629
Fixed Charges								
Rent-Cont Rent Payment	2,500	-	2,500	129	1,272	56%	-	1,128
Rent-Non State Owned Property	68,000	-	68,000	5,847	40,923	60%	-	27,072
Rent-Other	225	-	225	-	-	0%	-	225
Insurance-State	1,080	-	1,080	-	665	62%	-	415
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment-Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	73,739	-	73,739	5,976	42,965	58%	-	30,774
Travel (Includes Leased Car)								
In State - Meets (Non-Reportable)	300	-	300	-	-	0%	-	300
In State - Lodging	600	-	600	-	-	0%	-	600
In State - Auto Mileage	400	-	600	-	234	39%	-	366
In-State Registration	200	-	200	-	-	0%	-	200
Reportable Meals	400	-	400	-	150	38%	-	250
Total Travel	2,100	-	2,100	-	384	18%	-	1,716
Total Other Operating Expenditures	158,390	-	158,390	13,573	90,884	57%	-	67,506
Total Claims	\$ 466,390	\$ -	\$ 466,390	\$ 38,712	\$ 267,577	57%	\$ -	\$ 198,813

South Carolina Workers' Compensation Commission

2011 - 2012 Budget

January 31, 2012

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date: 58.33%				
				Expended January	Year to Date	%	Encumb Balance	
Insurance and Medical Services								
Salaries								
Classified Positions	438,000	14,956	452,956	54,320	225,258	57%	-	207,639
Temporary Employees	15,018	-	15,018	1,217	8,836	59%	-	6,182
Total Salaries	453,018	14,956	467,974	55,537	234,094	52%	-	213,980
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	200	-	200	-	-	0%	-	200
Copying Equipment Service	300	-	300	-	-	0%	-	300
Print/Bind/Advertisement	500	500	1,000	-	312	31%	-	688
Print Pub Annual Report	24	-	24	-	-	0%	-	24
Data Processing Services	40,000	9,000	49,000	3,653	25,204	53%	-	23,346
Telephone	2,626	-	2,626	227	1,358	52%	-	1,268
Cell Phone	3,000	-	3,000	57	267	10%	-	2,733
catered Meals	2,000	-	2,000	-	957	48%	-	1,043
Other Professional Services	1,800	-	1,800	-	150	18%	-	1,470
Other Contractual Services	2,600	-	2,600	577	1,734	67%	-	867
Total Contractual Services	53,050	9,500	62,550	4,542	30,781	48%	-	31,769
Supplies & Materials								
Office Supplies	3,000	-	3,000	391	2,385	79%	-	615
Copying Equipment	3,500	-	3,500	440	1,566	45%	-	1,934
Printing	1,500	-	1,500	91	374	65%	-	525
Data Processing Supplies	500	-	500	-	102	20%	-	398
Postage	7,000	5,000	12,000	968	5,978	50%	-	6,026
Maintenance/Janitorial Supplies	75	100	175	-	78	44%	-	97
Building Materials	-	1,880	1,880	-	-	0%	1,879	7
Fees & Fines	50	100	150	-	25	17%	-	125
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	15,725	7,080	22,805	1,890	11,104	49%	1,879	9,828
Fixed Charges								
Rents - Cont Rent Payment	2,104	5,000	7,104	236	1,846	26%	-	5,268
Rent Non State Owned Property	45,000	2,000	47,000	4,177	28,891	62%	-	21,109
Rent-Other	225	2,000	2,225	-	848	38%	-	1,377
Insurance-State	1,101	1,000	2,101	-	735	35%	-	1,366
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	1,000	(1,880)	(880)	26	490	44%	-	630
Total fixed Charges	55,520	8,120	63,640	4,789	32,801	52%	-	30,859
Travel (Includes Leased Car)								
In State - Meals (Non Reportable)	400	-	400	-	-	0%	-	400
In State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	27	173	115%	-	(23)
In State - Lodging	700	-	700	-	-	0%	-	700
Total Travel	1,350	-	1,350	27	173	13%	-	1,177
Total Other Operating Expenditures	125,645	24,700	150,345	10,848	74,858	50%	1,879	73,613
Total Insurance and Medical Services	\$ 578,663	\$ 39,656	\$ 618,319	\$ 66,385	\$ 308,953	52%	\$ 1,879	\$ 287,098

South Carolina Workers' Compensation Commission

2011 - 2012 Budget

January 31, 2012

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date: 48.83%				
				Expended January	Year to Date	%	Encumb	Balance
Judicial								
Salaries								
Classified Positions	\$ 351,750	\$ 26,985	\$ 378,735	\$ 30,011	\$ 205,970	54%	\$ -	\$ 172,765
Total Salaries	351,750	26,985	378,735	30,011	205,970	54%	-	172,765
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	833	98%	-	547
Print/Broad/Advertisement	800	-	800	-	253	32%	-	547
Print Pub Annual Reports	20	-	20	-	-	0%	-	20
Data Processing Services	23,000	8,000	31,000	1,944	14,786	48%	-	16,214
Telephone	2,000	-	2,000	209	1,251	63%	-	749
Cellular Phone Service	1,104	-	1,104	60	472	43%	-	632
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	28,054	8,000	36,054	2,212	17,065	47%	-	18,989
Supplies & Materials								
Office Supplies	1,000	-	1,000	447	1,234	67%	-	756
Copying Equipment Supplies	1,200	1,000	2,200	356	1,279	58%	-	921
Printing	1,000	-	1,000	73	634	63%	-	367
Data Processing Supplies	75	-	75	-	-	0%	-	75
Postage	9,000	-	9,000	800	5,058	56%	-	3,942
Maintenance/Territorial Supplies	150	-	150	-	52	35%	-	90
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	13,545	1,000	14,545	1,677	8,256	57%	-	6,289
Fixed Charges								
Rental-Cont Rent Payment	1,750	500	2,250	106	1,129	50%	-	1,121
Rent-Non State Owned Property	60,000	2,000	62,000	5,159	36,113	58%	-	25,847
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	1,171	500	1,671	-	595	37%	-	1,076
Insurance Non State	320	-	320	-	-	0%	-	320
Total Fixed Charges	63,116	3,000	66,116	5,265	37,837	57%	-	28,279
Travel (includes Leased Car)								
In State - Meals / Non-Reportable	250	-	250	-	123	50%	-	125
Reportable Meals	250	500	750	-	383	51%	-	367
In State - Lodging	750	1,000	1,750	-	599	34%	-	1,151
In State - Auto Mileage	1,200	1,000	2,200	-	758	34%	-	1,442
In State - Misc Travel Expense	100	-	100	-	-	0%	-	100
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Total Travel	2,950	2,500	5,450	-	1,863	34%	-	3,587
Total Other Operating Expenditures	107,665	14,500	122,165	9,155	65,024	53%	-	57,141
Total Judicial	\$ 459,415	\$ 41,485	\$ 500,900	\$ 39,165	\$ 270,994	54%	\$ -	\$ 229,906
Earmarked Funds								
Department Totals								
Commissioners	\$ 522,501	\$ -	\$ 522,501	\$ 42,321	\$ 277,635	53%	\$ -	\$ 244,865
Administration	663,662	112,554	776,196	79,538	373,786	48%	-	402,410
Claims	466,390	-	466,390	38,712	267,517	57%	-	198,813
Insurance & Medical	558,063	29,656	587,719	46,861	308,953	52%	1,573	297,499
Judicial	429,415	41,485	470,900	39,165	270,994	54%	-	229,906
Total Departmental Expend	\$ 2,670,631	\$ 193,675	\$ 2,864,306	\$ 246,717	\$ 1,498,945	52%	\$ 1,873	\$ 1,363,488
Employer Contributions	448,184	-	448,184	37,025	276,671	67%	-	171,513
Total Earmarked Funds	\$ 3,118,815	\$ 193,675	\$ 3,312,490	\$ 283,743	\$ 1,775,616	54%	\$ 1,873	\$ 1,535,001
Capital / Computer Project Carryforward	\$ 9,931	\$ -	\$ 9,931	\$ -	\$ 2,475	25%	\$ -	\$ 7,456

MEMORANDUM

February 15, 2012

TO: Mr. Gary Cannon
Executive Director

FROM: Cathy Floyd
Human Resources

SUBJECT: Human Resource Report Period of January 11 – February 14, 2012

Below is a summary of the Human Resource activity for the period of January 11 – February 14, 2012.

Employee Relations (ER)

- Two ER issues were addressed during the activity period
- Nominations for the 2011 Employee of the Year close on February 15, 2012
- The Employee Web Page has been launched
- Assisted with the update of Commissioner ID Badges

Reporting

- Completed the OSHA 300 Report for 2011

Benefits

- Assisted an employee with retirement time purchase
- Assisted an employee with insurance coverage changes
- Assisted an employee with coverage and referral questions

SC Enterprise Information System (SCEIS)

- Processed one employment verification
- Twenty-six transactions were keyed into the system
- A probationary LPMS was processed

Training

- The 2012 Leadership Retreat was held January 20, 2012

WCCU Reporting Status Report

Period: 02/21/12, Status Key: Not Started, Title: Things

Key Projects	Sub Project	Regulation	Due Date	% of completion	% of time devoted to issue	Lead	Issues / Comments
Phase II - Claims EDI release 3			July 2012	15%	80%	Dustin	waiting on 8/18/12 release of 3 phases to be
Phase II - Claims EDI release 3			July 2012	15%	80%	Armando	waiting on SC Standards release
Phase II - Claims EDI release 3			July 2012	15%	5%	Betsy	waiting on 8/18/12 release of 3 phases to be
Electronic Service Relinquish	Electronic Service Invoices Clinicians	07-213	Final release EDI RLS 3	0%			Standard development
	Electronic Service Invoices Fee Problems	07-213	Final release EDI RLS 3	0%			
	Electronic Service Invoices - Package of electronic readings	07-211	TBD	0%			
	Electronic receipt of any form or document	07-206	TBD	0%			
	2 M New Hampshire Minor Medical Reporting from Courts	07-412	TBD	0%			
SC Vess. Rehab	Submission of the Show Cause fees by posting 1-2008 and other's automatically rather than manually		TBC	45%	25%	Betsy	Waiting tech specs for Bravopoint jobs.
Leads			TBC	10%	0%	Betsy	Have requirements from Compliance and claims. Will draft document to pass to new VCIO

WCC Home Builders Association

Period	02/21/12	Status Key	In/Out	Termin	
Upstate in Co-sponsor notification	Notification of cancelled coverage for Home Builders Association request	50%	20%	Delay	In early stages of development for new pages. Waiting on change their NCC on delivery of new parameters.
Final Application for eSa vice	Ability to use eSaw on 7/1/2010 for eSaw from NSIT	10%	30%	Delay	Working with NSIT on the eSaw. Waiting up the changes that will need to be done by WCC to work.
		Projects Amanda	80%		
		Projects Duane	90%		
		Projects Delay	70%		

MONTHLY PROGRESS SUBREPORT

Period: 02/23/12 Status Key: Not Started % Done: 0% Timing:

Priority	Maintenance Issue	Project	Start date	Expensed completion	% complete	% of time devoted to issue	Assigned to	Status
	FOIA report requests general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing	Maintenance Expense	20%	Diana	
	FOIA report requests general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing	Maintenance Amanda	20%	Amanda	
	FOIA report requests general issues and questions from Coverage, claims and Judicial	all departments	ongoing	ongoing		0%	Betsy	
					Maintenance Betsy	10%		

Period:

01/21/12

Status Key: Not Started


Trending

Project	Sub Project	Over Data	% of completion	% of time devoted to Issue	Assigned to	Status
Business Continuity Planning & Contract Issues	CSIT	org.org	85%	20%	Billy	Building IT Best Map to help for 20-40w WAC developed already for applications. Don't "go support, looking for support on phone and 24 6000

Admin Summary: Billy 20%

IT Projects and Initiatives
January 17, 2012 to February 23, 2012



	<p>Upgrade to RIS 3 via SCI payment portal, allow for payments for fines, fees and workshop registration</p>	<p>7/1/2012</p>
<p>Electronic Payments</p>	<p>via NCCI Coverage link i.e. add ability to enter email and policy user wants notification for mid-term cancellations</p>	<p>1/1/2013</p>
<p>Lapse in Insurance Notification</p>	<p>Standardize the process and automate from non-payment to Show Cause and add functionality for electronic payments</p>	<p>TBD</p>
<p>Fine Process Automation</p>	<p>Upgrade to next release</p>	<p>TBD</p>
<p>OnBase</p>	<p>Add functionality to use iPads for retrieval of stored images, store images and deliver orders and notices via eService on iPad see fine automation</p>	<p>TBD</p>
<p>Pad usage Show Cause Progress</p>	<p>Allow SCVRD staff to view referrals and cases they can assist on. If we get the workflow license, there are other processes that can be converted. Need to explore what processes would benefit and develop projects to design and implement</p>	<p>TBD</p>
<p>Vocational Rehabilitation Portal</p>	<p>Have data in Progress. Images of documents are on microfilm and copies are stored at Archives. Our equipment is out of date and Microfilm will disintegrate. Need to determine if we should copy the images to Onbase or if the data in Progress is enough information for the Coverage Department</p>	<p>TBD</p>
<p>other workflow ideas</p>	<p>Gary Cannon requested the creation of a new status code to reflect the WCC file has sealed records. Can the records be scanned but electronically sealed? The paper documents can be sealed and stored with the case files exhibits. There should be an entry into WCC progress file case files are sealed and the location of the sealed files.</p>	<p>TBD</p>
<p>convert Microfilm to images</p>	<p>Location of the sealed files.</p>	<p>TBD</p>
<p>New Status Codes</p>	<p></p>	<p>TBD</p>

Incoming mail scanning procedures	Jan-10	All incoming mail was being scanned as of January 2010, allowing Commissioners and Agency staff the ability to view all claim file documents online.
Back file conversion	May-10	18,895 documents were stored as digital images. Paper documents were destroyed which reduced the need of storage space by approximately 1500 cubic feet.
eCase	Jul-10	Added address information for case parties display for external eCase users
Revsup templates	Aug-10	Standardized the templates, reviewed all for language and implemented in to production
Metrics	Dec-10	Developed metrics for each UI initiative to track benefits and improvements
Cell Phone Upgrades	Dec-10	Upgraded from Blackberry's to Droids for a total cost savings of \$1400 per year.
PC refresh	Jan-11	Replaced 98% of all laptops and workstations, and upgraded to Windows 7 and Office 2010 to enhance the work capabilities of the staff
eCase	Jan-11	Attorney Add feature added to eCase which reduced staff time for processing Letters of Representation and phone calls dealing with obtaining WCC# for reporting representation
eCase	Jan-11	Enhanced the Internet portal (eCase) to add new features allowing TPA users to register and link to their assigned cases
Security upgrades for laptops	Jan-11	Installed PCP hard drive encryption on laptops that leave the building to ensure security for lost laptops
Daily time assessments	Feb-10	Automated assessment of Form 18 times increasing consistency of fines and freeing time for Claims Examiners to perform other duties
XFile automation	Mar-11	Reduced the time to create a case file of employee's violation of the insurance coverage requirements from 9 minutes to under 1 minute per file resulting in a savings of 8 hours per month per investigator
Air card upgrades to 4G	Apr-11	Upgraded to 4G devices.

Annual Commitments 2010-2012

Hard copy case files for Commissioners	Apr-11	Automated notice to appropriate staff for creation of hard copy file upon processing hearing request to assure availability of folder when needed.
File closing restrictions	Apr-11	Prevents closing files which still have an active Judicial issue.
Accountability report	Sep-11	The Accountability report is used as the Strategic Plan for the Agency.
eService	Oct-11	Implemented electronic delivery of Notices, Single Commissioner Decision and Orders, and Full Commission Orders to attorneys, insurance carriers and employees. This has resulted in a decrease in the number of mail pieces processed by 24%.
eService	Oct-11	Automated generation of notices in pdf format, import into Onbase and electronic delivery to case carriers and attorneys for Conferences, Hearings and Appeals.
PCC	Dec-11	Upgrade reduced errors coming in from carriers, provided greater detail on policies and provided updates daily instead of monthly. 18 months of historical data was imported into Progress.
Server refresh	Dec-11	The agency purchased a new SQL server to host the mission critical systems to operate newest technology, ensure security, performance and stability.
Update of insurance notification design	In process	Designed new process to notify interested parties of mid-term cancellation. Scheduled for completion by July 1, 2012 or sooner.
Vocational Rehab portal design for referrals	In process	Designed new portal for referrals from WCU to SCVHD. Waiting on estimate for development. Scheduled for completion by July 1, 2012
ETD Release 3	In process	Upgrade of the ETD interface will enhance datafields and automate manual processing. Scheduled for completion by July 1, 2012
IT page on Web site	In planning	Need location for trading partners to see status of CDR RIs progress. Also a good communications tool for upgrades for eCase

To: Gary M. Cannon
Executive Director, SCWCC

From: Grant W. Duffield
Insurance and Medical Services Director

Subj: Insurance and Medical Services Department
January 2012 Full Commission Report

Date: February 15, 2012

Mr. Cannon:

Please find attached information provided to summarize the status and workflow of initiatives currently underway within the Insurance and Medical Services (IMS) Department

The statistical data concerning the IMS Department's January 2012 endeavors is organized as follows

- Page 1: Compliance Division Information.
- Page 2: Coverage Division Information.
- Page 3: Self Insurance and Medical Services.

In addition to the statistical data provided, please be advised of the following workflow initiatives:

- | | |
|---------------------|---|
| Compliance Division | <ol style="list-style-type: none">1. Processing of Outstanding Carrier fines.2. Gear program support. |
| Coverage Division | <ol style="list-style-type: none">1. Completion of MOU with SC Homebuilder's Association for creation of a coverage verification web interface module. Project in code development2. Partnered with Judicial Department to provide additional QA prior to service of carriers for Hearing.3. SAF data-share partnership opportunity |
| Medical Services | <ol style="list-style-type: none">1. Identifying updates / edits needed within the Medical Services Provider Manual.2. Working to Approve / Re-Approve Medical Bill review entities. |
| IMS Administration: | <ol style="list-style-type: none">1. Monthly department-wide meetings.2. Working with team-members to review / Improve team processes and key functions.3. Surgical Implant draft report due to Commission on 2/22.4. Working on fiscal impacts analysis with Ms. Gantt. |

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

Carryover Caseload:

The Compliance Division endeavors to maintain a month-on-month "carry-over" caseload (backlog) of 300 cases. Compliance closed January 2012 with 400 cases active, compared to an active caseload of 778 at the close of January 2011.

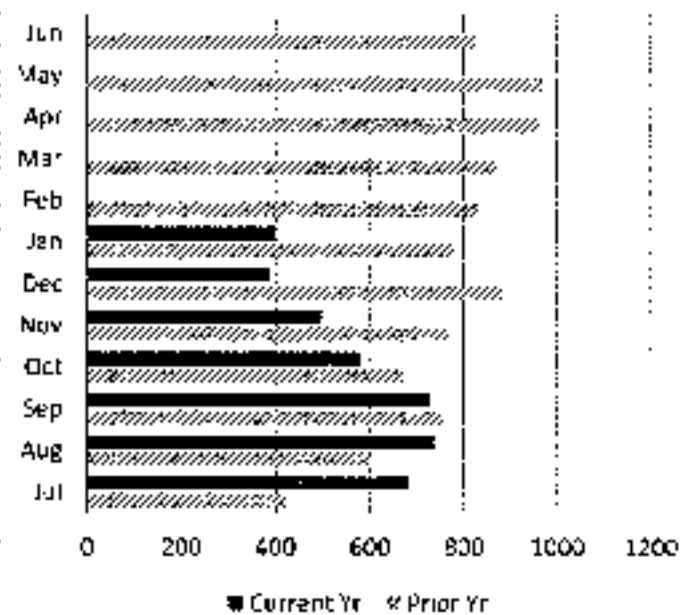
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of January 2012, Compliance closed-out 68 cases, up from 48 cases closed in January 2011.

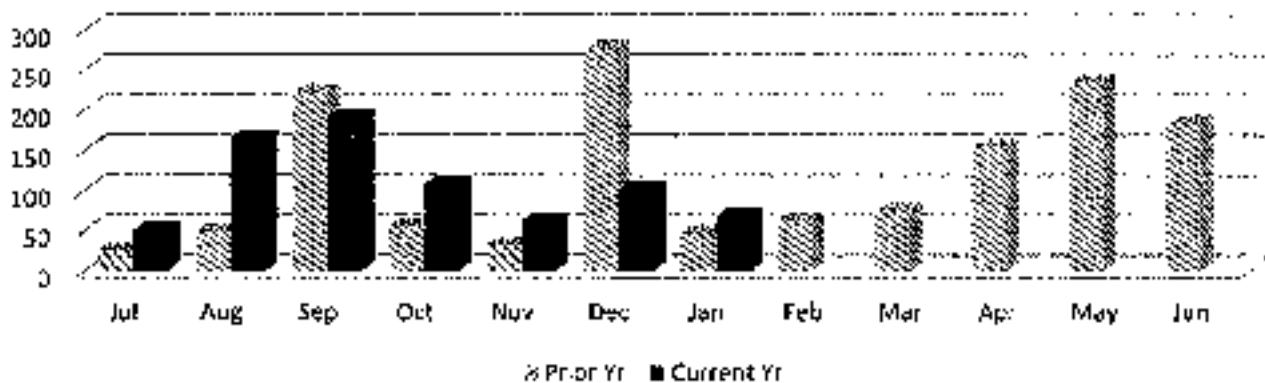
Compliance Fines:

Year to Date, Compliance fines are being collected at a rate of 92% of prior year. Compliance fine revenue represents 19% of the Commission's annual earmarked revenue budget.

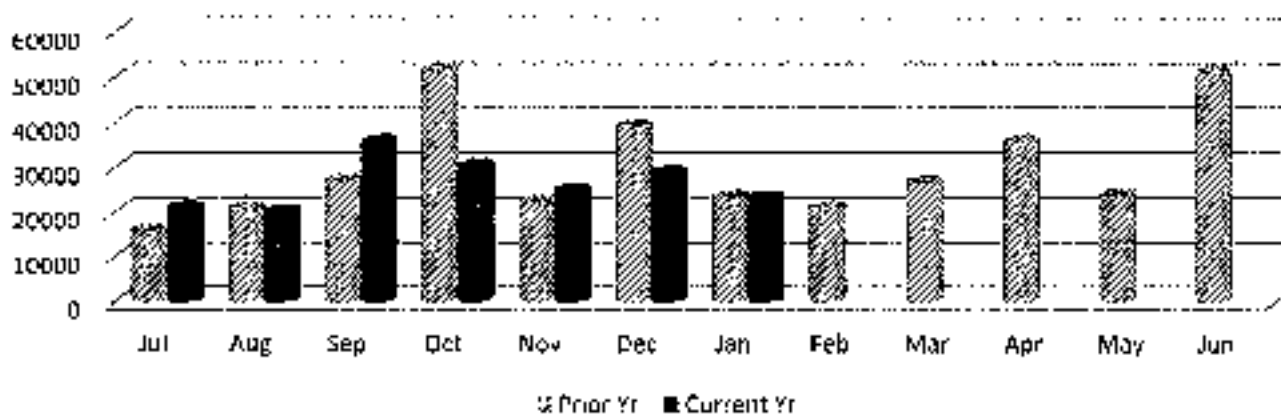
Caseload Pending v. Prior Year



Cases Resolved v. Prior Year



Compliance Fines Collected v. Prior Year



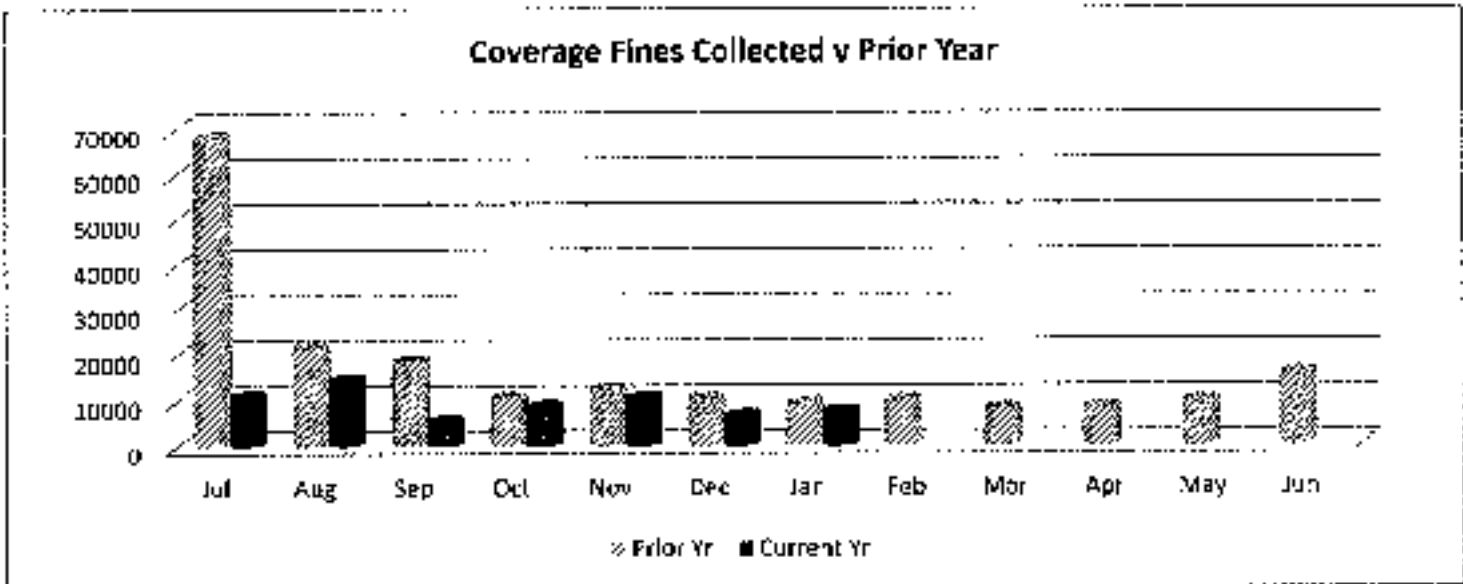
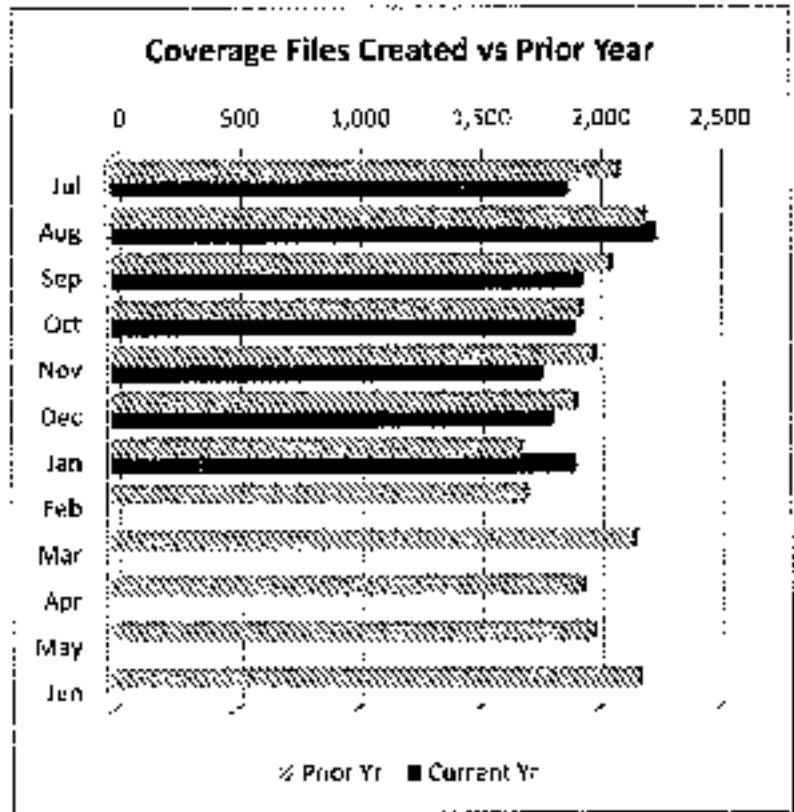
WCC Claim Files:

In January 2012, the Coverage Division created a total of 1,908 WCC Claim files. Of these, 1,437 were created electronically, and 471 were submitted in hard copy format. Year to Date, 13,178 Claim files have been created which is 97% of claim file volume for the same time during the prior year.

Coverage Fines:

The Coverage Division collected \$7,200 in fine revenue in January 2012, an increase from 6,350 in Coverage fines/penalties assessed in prior month (December 2011).

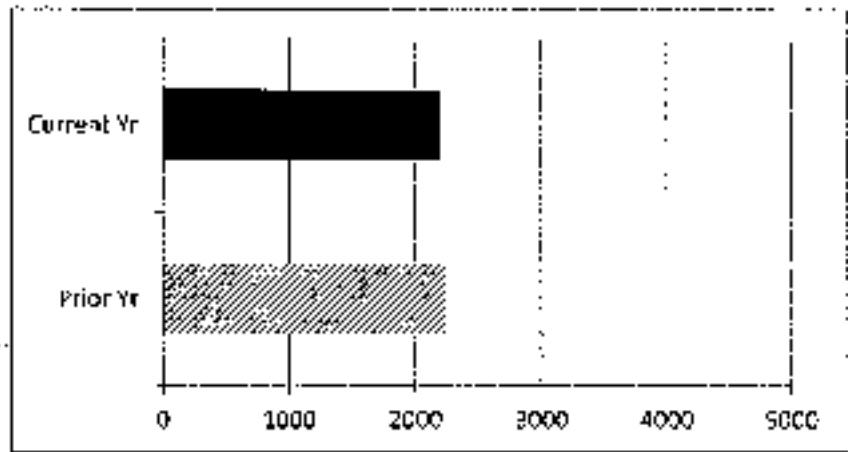
Coverage Division fines represent 10% of the Commission's annual earmarked budget.



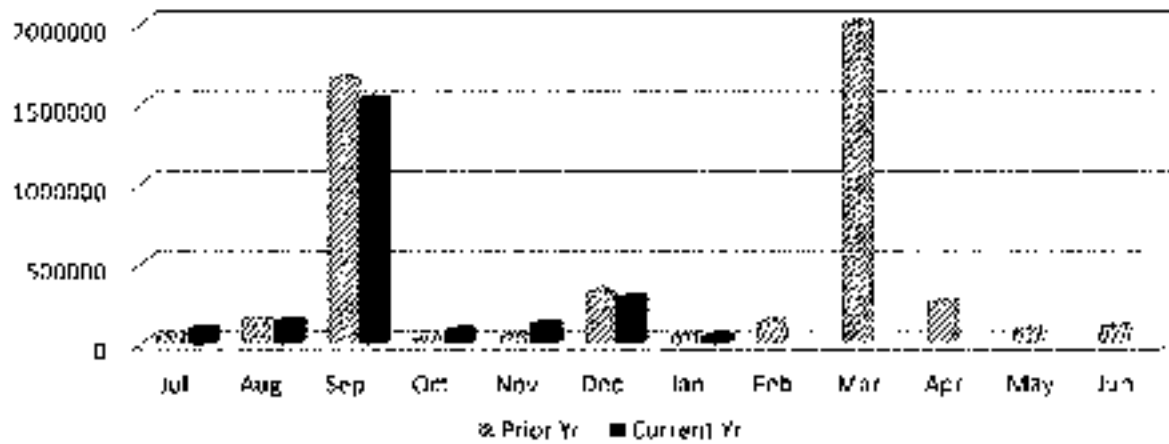
During the month of January, the Self Insurance Division:

- * collected \$31,956 in self-insurance tax.
- * added 11 new self-insurers.
- * conducted 3 Self Insurance audits.

Year to Date, Self Insurance tax collection revenue is trending at 98% of prior year.



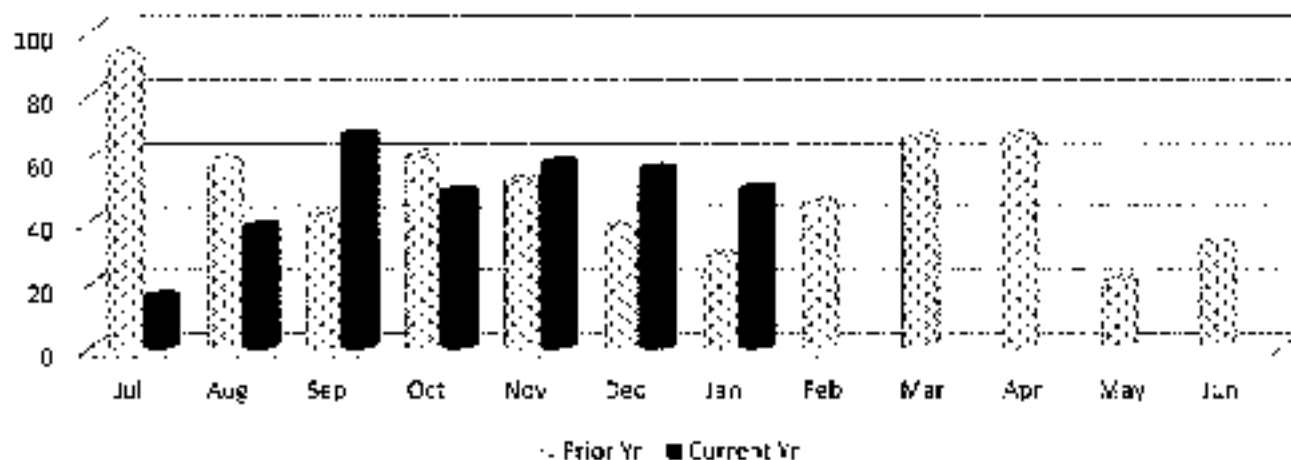
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In November, the Medical Services Division began the month with 56 bills pending review, received an additional 43 bills for review, conducted 49 bill reviews and ended the month with 50 bills pending.

Medical Bills Pending Review v. Prior Year



Department of Insurance & Medical Services
 South Carolina Workers' Compensation Commission
 February 2012 Monthly Report

	July	August	September	October	November	December	January	February	March	April	May	June	2011 - 2012
SELF INSURANCE													
New Self-Insurers Approved	5	5	5	8	6	6	11						50
Self Insurance Tax Collected	\$76,776	\$124,290	\$1,517,392	\$70,046	\$110,227	\$270,602	\$31,936						\$2,201,329
COMPLIANCE													
Cases Active at Beginning of Period	681	758	776	579	498	458	387						
Cases Initiated	108	154	44	27	23	32	81						469
Cases Closed	51	166	191	108	63	103	68						730
Cases Active at End of Period	738	726	579	498	458	387	420						
Total Fines Assessed	\$21,010	\$65,640	\$143,267	\$100,288	\$186,999	\$99,679	\$174,157						\$791,635
- Employer wage/bow screen/random inv	\$9,808	\$46,559	\$58,448	\$55,470	\$165,376	\$71,886	\$166,897						\$574,854
- Underlying claim / uninsured employer	\$11,202	\$19,281	\$84,819	\$44,318	\$21,623	\$27,793	\$7,345						\$216,181
Total Fines Collected	\$20,968	\$20,020	\$35,681	\$30,374	\$24,951	\$28,768	\$29,221						\$187,982
- Employer wage/bow screen/random inv	\$16,097	\$17,875	\$27,998	\$19,375	\$18,904	\$22,401	\$16,915						\$139,565
- Underlying claim / uninsured employer	\$4,871	\$2,154	\$7,683	\$10,999	\$6,047	\$6,367	\$6,306						\$48,427
Fines Waived/Rescinded/Uncollectable	\$21,879	\$162,510	\$37,224	\$103,316	\$59,786	\$43,684	\$63,425						\$431,824
- Waived	\$0	\$21,275	\$26,232	\$65,970	\$54,231	\$24,998	\$30,730						\$225,315
- Rescinded	\$0	\$39,825	\$10,992	\$37,346	\$75,555	\$18,686	\$52,695						\$169,699
- Uncollectable	\$0	\$41,410	\$0	\$0	\$0	\$0	\$0						\$41,410
COVERABLE & ACCIDENT RPTG													
Employers Withdrawing From the Act	3	6	7	5	2	3	4						28
Coverage Fines Assessed	\$3,600	\$9,800	\$6,400	\$5,600	\$0	\$22,900	\$7,600						\$55,000
Coverage Fines Collected	\$10,750	\$14,400	\$5,200	\$8,500	\$10,400	\$6,350	\$7,200						\$62,800
Coverage Fines Waived	\$2,000	\$1,700	\$400	\$500	\$600	\$1,100	\$4,000						\$10,300
Number of 12As Filed EDI	1,406	1,764	1,524	1,523	1,430	1,436	1,437						10,610
Number of 12As Filed Manually	384	484	417	386	344	382	471						2,808
Total Number of WCC Files Created	1,880	2,248	1,941	1,909	1,774	1,818	1,908						13,418
Number of Totalities Filed on 12As	8	12	5	6	3	8	4						46
MEDICAL SERVICES													
Bills Pending at Beginning of Period	33	16	38	67	49	58	56						408
Bills Received	39	105	85	41	57	38	43						
Bills to be Reviewed	72	121	125	108	106	96	99						391
Bills Reviewed this Month	56	80	56	59	48	40	49						
Bills Pending at End of Period	16	38	67	49	58	56	50						

Department of Insurance & Medical Services
South Carolina Workers' Compensation Commission
February 2012

	FY2011												
	July	August	September	October	November	December	January	February	March	April	May	June	2010-2011
Violation letters	14	9	39	36	18	40	20	33	49	37	33	30	353
Compl. Agrmt recvd/Admin. Order	13	35	23	27	28	20	18	25	26	27	23	20	285
- Compliance Agreements received	6	27	19	24	22	17	13	17	20	19	19	17	229
- Administrative Orders	7	8	4	3	6	3	5	8	6	8	4	3	65
Subpoenas issued	10	13	8	23	6	22	11	7	9	8	8	12	137
Orders published	7	6	1	2	8	0	3	8	2	1	5	1	44
Civil Judgments filed	0	4	12	9	0	0	0	3	0	0	0	0	22

	FY2012												
	July	August	September	October	November	December	January	February	March	April	May	June	2011-2012
Violation letters - 102	11	25	62	48	74	27	36	297					
Compl. Agrmt recvd/Admin. Order	28	19	38	35	26	20	19	185					
- Compliance Agreements received - 503	15	13	34	24	18	16	18	138					
- Administrative Orders - 160	13	6	4	11	8	4	1	47					
Subpoenas Issued - 69	9	19	15	27	25	24	51	168					
Orders published - 69	3	2	3	8	2	4	0	20					
Civil Judgments filed - 149	0	4	3	0	0	0	0	7					

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: GREGORY S. LINE, DIRECTOR OF CLAIMS
SUBJECT: CLAIMS REPORT FOR THE MONTH OF JANUARY
DATE: February 13, 2012

Fines assessed for the month of January 2012:

- We assessed **656** fines for the month of January which was up from assessing **444** fines for the month of December.
- The dollar amount of the fines assessed for the month January was **\$172,600** which was up from assessing **\$96,100** for the month of December.

Fines received for the month of January 2012:

- We received payment on **608** fines for the month of January which was up from receiving **511** fines for the month of December.
- The dollar amount of fines received for the month January was **\$126,700** which was up from receiving **\$110,700** for the month of December.

The number of fines assessed went down for the month of September and the number of fines collected went down slightly for the month:

• July '10 fines assessed	1,195	July fines collected	742
• August fines assessed	699	August fines collected	722
• September fines assessed	839	September fine collected	580
• October fines assessed	560	October fines collected	599
• November fines assessed	715	November fines collected	649
• December fines assessed	661	December fines collected	488
• January '11 fines assessed	701	January fines collected	510
• February fines assessed	479	February fines collected	512
• March fines assessed	579	March fines collected	552
• April fines assessed	631	April fines collected	620
• May fines assessed	487	May fines collected	577
• June fines assessed	358	June fines collected	609
• July fines assessed	487	July fines collected	543
• August fines assessed	553	August fines collected	516
• September fines assessed	469	September fines collected	406

• October fines assessed	504	October fines collected	396
• November fines assessed	514	November fines collected	419
• December fines assessed	444	December fines collected	511
• January fines assessed	656	January fines collected	608

The fines assessed for Form 18's went up **86** fines for the month of January. The previous two months the fines had gone down **82** fines. We collected **\$16,000** more for the month of January from the previous month. The last four months the Form 18 fines assessed have averaged **232** fines per month.

The department reviewed a lot of older files during the month January which lead to more fines being assessed for Form 18's and other forms.

I would anticipate that the Form 18 fines would remain between the 200 and 250 fines per month for the next several months.

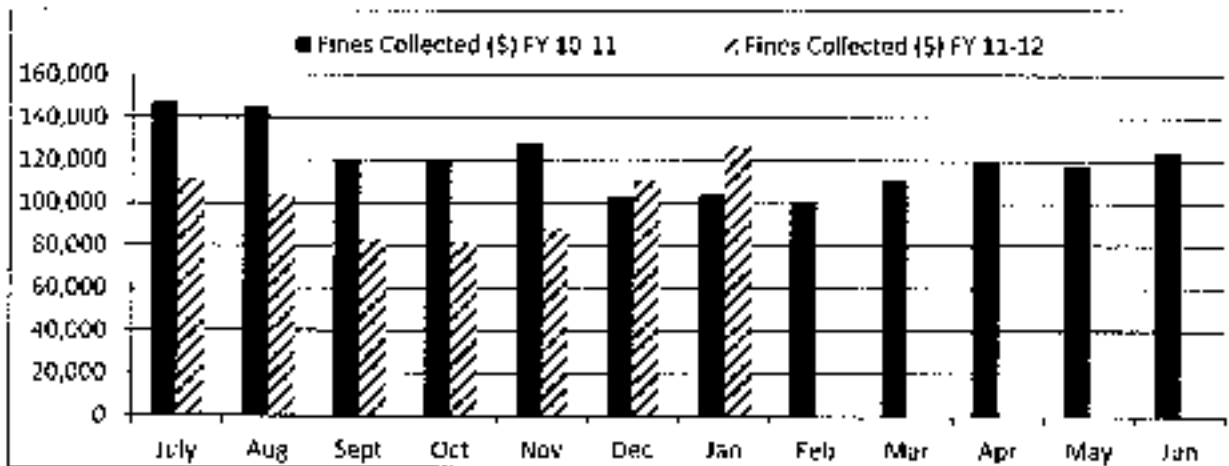
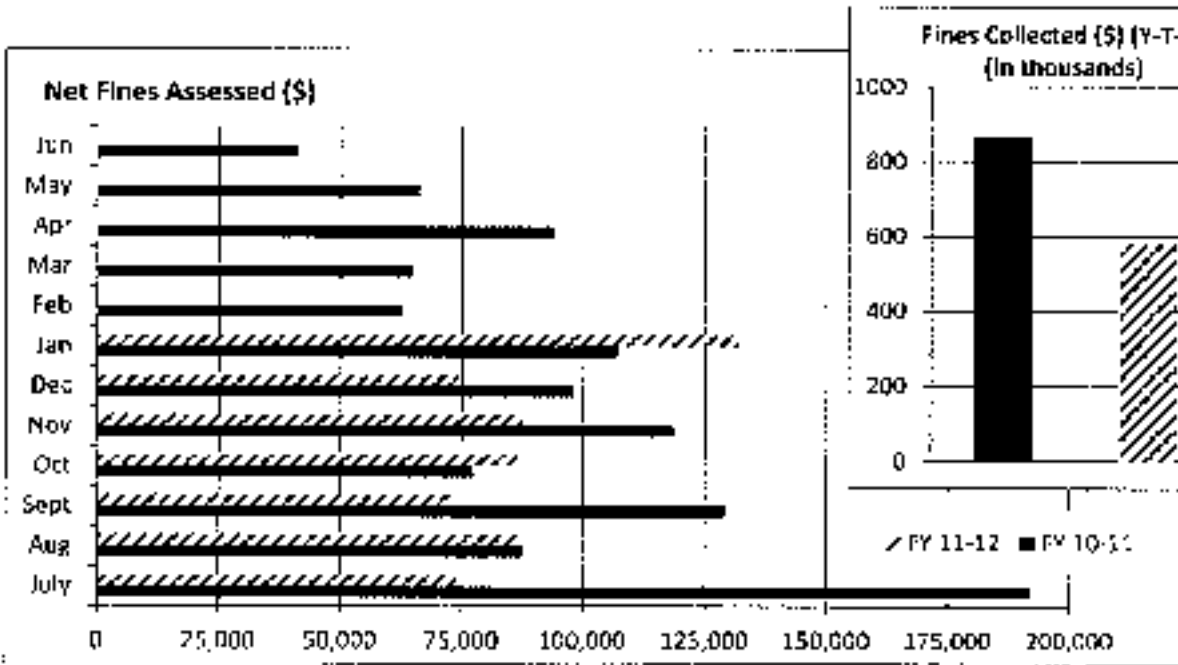
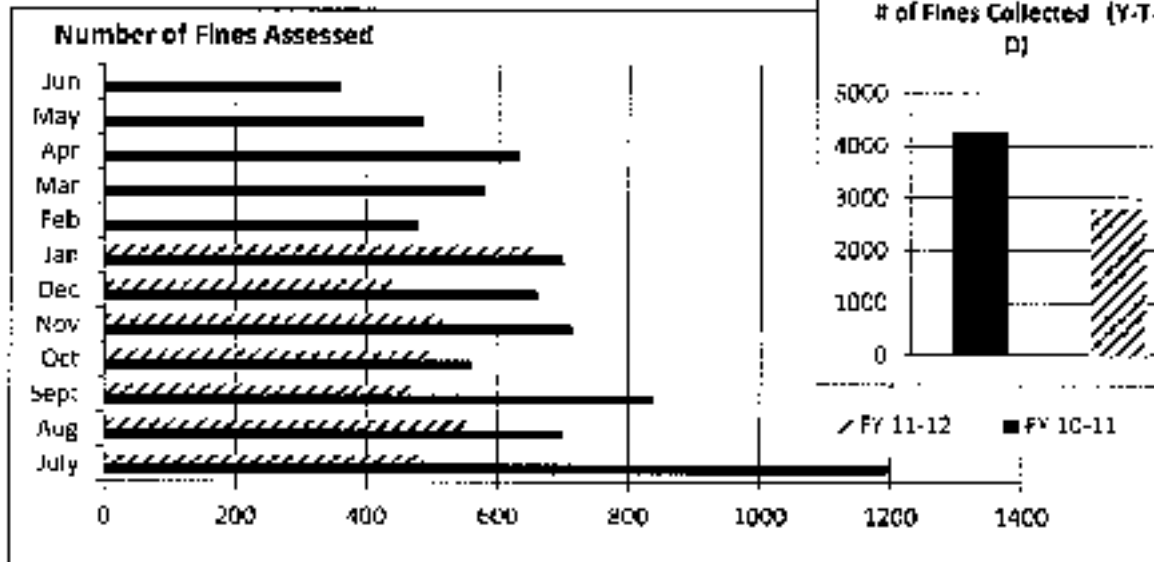
CLAIMS DEPARTMENT REPORT

STATISTICS FOR FISCAL YEAR 2011-2012

Prepared February 13, 2012

1. Claims Services Division

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Forms 15 for ITTP	2,327	2,541	2,183	2,268	2,077	2,085	2,295						15,776
Forms 16 for PP/Disf	195	350	316	292	246	302	266						1,967
Forms 18	5,595	5,867	5,373	5,165	4,696	5,335	5,448						37,479
Forms 20	978	1,042	1,087	965	992	935	975						978
Form 50 Claims Only	188	246	273	264	253	168	316						188
Form 61	673	829	561	884	625	711	912						5,195
Letters of Rep	165	196	177	167	211	293	175						1,384
Clinchers	864	975	946	953	793	877	990						6,398
Third Party Settlement	17	23	32	19	38	21	27						177
SSA Requests for Info	119	152	147	109	101	79	145						852
Cases Closed	2,038	2,935	2,090	2,101	2,321	1,982	2,668						16,135
Cases Reviewed	1,057	1,626	1,043	1,050	1,334	787	1,420						8,317



Fines Assessed (#)			Fines Collected (#)			
	FY 10-11	FY 11-12		FY 10-11	FY 11-12	
July	1195	487	July	742	543	
Aug	699	553	Aug	722	516	
Sept	839	469	Sept	580	406	
Oct	560	504	Oct	599	396	
Nov	715	514	Nov	649	419	
Dec	661	444	Dec	488	511	
Jan	701	656	Jan	510	508	
Feb	479	0	Feb	512	0	
Mar	579	0	Mar	552	0	
Apr	631	0	Apr	620	0	
May	487	0	May	577	0	
Jun	358	0	Jun	609	0	
	7904	3627	45.9%	7160	3399	47.5%
YTD	5370	2971	55.3%	4290	2791	65.1%

Net Fines Assessed (\$)*			Fines Collected (\$)			
	FY 10-11	FY 11-12		FY 10-11	FY 11-12	
July	192,200	74,075	July	147,025	111,875	
Aug	87,550	86,375	Aug	144,825	103,800	
Sept	129,150	72,750	Sept	119,325	83,300	
Oct	77,450	86,600	Oct	120,300	81,300	
Nov	118,850	87,500	Nov	128,000	88,100	
Dec	98,300	74,050	Dec	103,000	110,700	
Jan	107,100	132,000	Jan	104,200	126,700	
Feb	62,900	0	Feb	101,700	0	
Mar	64,775	0	Mar	110,650	0	
Apr	94,000	0	Apr	119,525	0	
May	66,375	0	May	117,875	0	
Jun	41,225	0	Jun	124,650	0	
	1,139,875	613,350	53.8%	1,441,075	705,775	49.0%
	810,600	481,350	59.4%	866,675	579,075	66.8%

*after reductions and recinded

Fines Collected Years 2007, 2008, 2009, 2010, 2011, 2012

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
2007	21,620	34,891	36,520	35,339	45,785	36,760	46,555	66,016	49,261	58,934	45,203	40,261
2008	48,613	38,806	45,167	34,710	40,526	79,055	67,789	51,195	64,230	59,817	37,309	39,583
2009	37,080	44,750	35,960	49,842	93,182	65,351	100,383	119,853	100,028	66,565	61,627	54,390
2010	66,200	103,600	203,410	159,375	218,160	86,500	147,025	144,825	119,325	120,300	128,000	100,000
2011	104,200	101,700	110,650	119,525	117,875	324,650	111,875	103,800	83,300	61,300	86,100	110,700
2012	126,700											

*May collected figures include payments 5/1/2010 through 6/1/2010

June collected figure includes payments 6/1/2010 through 6/30/2010

Fine Report for Aug, Sept, Oct, Nov, Dec 2011 & Jan 2012

	Aug	Sept	Oct	Nov	Dec	Jan
Amt assess	\$120,450	\$96,900	\$105,400	\$113,450	\$96,300	\$172,600
# fines assess	553	470	504	514	458	656
Amt coll	\$103,800	\$83,300	\$81,300	\$85,100	\$110,700	\$126,700
Fines coll	516	406	396	434	511	608

Form 18's

Fines assess						
Daily	\$50,300	\$43,200	\$47,700	\$42,400	\$42,400	\$52,800
Fines assessed						
file review	\$4,600	\$4,800	\$4,200	\$13,200	\$4,200	\$48,400
Total amount						
Assessed	\$54,900	\$48,000	\$51,900	\$55,600	\$46,600	\$101,200

fines assess daily 206	184	225	190	197	254
# fines assess					
file review	18	22	20	36	58
Total fines assess	224	226	245	226	302

Amt coll	\$61,350	\$45,000	\$40,000	\$49,300	\$69,300	\$82,200
# coll	295	206	182	230	299	372

All other fines assessed

(Form 12-A, Form 15, Form 17, Form 19, denial letter, Form 20, failure to respond)

Amt assess	\$65,550	\$48,900	\$57,400	\$57,850	\$39,900	\$71,400
# fines assess	329	244	259	288	242	354
Amt paid	\$42,450	\$38,300	\$41,300	\$35,800	\$41,400	\$44,500
# fines pd	221	200	214	189	212	236

The dollar amount of fines assessed for each form, for the month of June, and fines collected for each form from January 1, 2012 through January 31, 2012
The number of fines assessed and collected, for each form, are in parenthesis.

	<u>Assessed</u>	<u>Collected</u>
Form 12A -	\$ 21,800.00 (109)	\$ 15,600.00 (85)
Form 15 Section I -	\$ 23,400.00 (93)	\$ 13,900.00 (68)
Form 15 Section II -	\$ 5,800.00 (29)	\$ 4,000.00 (21)
Form 15 S -	\$ 2,600.00 (13)	\$ 2,100.00 (11)
Form 17 -	\$ 2,600.00 (13)	\$ 1,400.00 (7)
Form 18 -	\$ 101,200.00 (302)	\$ 82,200.00 (372)
Form 19 -	\$ 1,400.00 (28)	\$ 200.00 (1)
Denial letter -	\$ 6,800.00 (34)	\$ 3,100.00 (20)
Failure to respond -	\$ 7,000.00 (35)	\$ 3,700.00 (19)
Form 51	\$ 0	\$ 200.00 (2)
Form 20	\$ 0	\$ 300.00 (2)
TOTAL -	\$ 172,600.00 (656)	\$ 126,700.00 (608)

TO: Gary M. Cannon, Executive Director

FROM: Gregory S. Line
Director of Claims

DATE: February 13, 2012

RE: Claims
Outstanding fine status

Below is a list of four carriers that were sent a Second and Final Notice of fines Assessment on January 3, 2012.

1. Zurich North America (00090)
 - a. Beginning bal \$ 11,636.33
 - b. Bal as of 2/13/12 \$ **6,836.33**

2. US Fidelity & Guaranty Company (00086)
 - a. Beginning bal \$ 800.00
 - b. Bal as of 2/13/12 \$ **0**

3. Liberty Mutual Ins. Co. (00055)
 - a. Beginning bal \$ 2,600.00
 - b. Bal as of 2/13/12 \$ **2,400.00**

4. American Casualty Co. of Rdg. PA (00017)
 - a. Beginning bal \$ 1,186.33
 - b. Bal as of 2/13/12 \$ **1,186.33**

TO: Gary M. Cannon, Executive Director

FROM: Gregory S. Line
Director of Claims

DATE: February 13, 2012

RE: Claims
Outstanding fine status

Below is a list of five carriers that were sent a Second and Final Notice of fines Assessment on February 28, 2011.

1. American Casualty Co. of Rdg PA (00017)
 - a. Beginning bal \$ 7,086.33
 - b. Bal as of 2/13/12 \$ 200.00

2. Lowe's Companies, Inc. (00946)
 - a. Beginning bal \$ 4,386.33
 - b. Bal as of 2/13/12 \$ 586.33

3. Kroger Company (01691)
 - a. Beginning bal \$ 4,000.00
 - b. Bal as of 2/13/12 \$ 0

4. SC School Board Self Ins. Trust Fund (00926)
 - a. Beginning bal \$ 9,600.00
 - b. Bal as of 2/13/12 \$ 600.00

5. Federal Express Corp. (00956)
 - a. Beginning bal \$ 1,400.00
 - b. Bal as of 2/13/12 \$ 400.00

TO: Gary M. Cannon, Executive
FROM: Gregory S. Line
Director of Claims
DATE: February 13, 2012
RE: Claims
Outstanding Fines Status

Below is a list of four carriers that were sent a Second and Final Notice of fines Assessment on February 18, 2011

1. Williamsburg National Ins. Co. (01058)
 - a. Beginning bal \$ 1,200.00
 - b. Bal as of 02/13/12 \$ 0
2. Safety National Casualty Corp. (01026)
 - a. Beginning bal \$ 1,800.00
 - b. Bal as of 02/13/12 \$ 400.00
3. PA Manufacturers Assn. Ins. Co. (00394)
 - a. Beginning bal \$ 5,200.00
 - b. Bal as of 2/13/12 \$ 0
4. Nash Johnson & Sons Farm, Inc (00994)
 - a. Beginning bal \$ 4,800.00
 - b. Bal as of 1/9/12 \$ 200.00

TO: Gary M. Cannon, Executive Director
FROM: Gregory S. Line
DATE: February 13, 2012
RE: Claims
Outstanding Fines Status

Below is the status of 3 companies that were sent a Second and Final Notice of fines Assessment on August 8, 2011.

1. YRC, Inc. (00767)
 - a. Beginning bal \$ 1,800.00
 - b. Bal as of 2/13/12 \$ 200.00

2. Accident Fund Ins. Co. of America (01072)
 - a. Beginning bal \$ 5,875.00
 - b. Bal as of 2/13/12 \$ 900.00

3. Preimer Group Ins. Co. (01100)
 - a. Beginning bal \$ 4,200.00
 - b. Bal as of 2/13/11 \$ 200.00

SCWCC Judicial Report



February 2012

Informal Conference & Mediations

Staff	Mileage/Hours	Month												Total		
		Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12			
Staff 1	SVM	225.00	410.00	0.00	218.00	769.00	275.00	1200.00								3197.00
	PVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
	Time	12.00	23.00	44.00	12.00	56.00	42.00	64.00								253.00
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Staff 2	Ginger SVM	426.00	187.00	0.00	620.00	455.00	0.00	0.00								1688.00
	PVM	0.00	43.00	28.00	34.00	390.00	0.00	0.00								495.00
	Time	32.00	26.00	43.00	44.50	51.00	0.00	0.00								201.50
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Mediations	SVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
	PVM	0.00	0.00	301.00	0.00	0.00	0.00	0.00								301.00
	Time	0.00	0.00	133.00	0.00	12.00	0.00	16.00								176.00
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Staff 3	Vivian SVM	302.00	0.00	0.00	0.00	0.00	0.00	0.00								302.00
	PVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
	Time	28.00	8.00	8.00	0.00	0.00	0.00	0.00								44.00
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Staff 4	Garry SVM	713.00	509.00	725.00	273.00	582.00	230.00	342.00								3544.00
	PVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
	Time	38.50	32.50	41.00	27.50	31.50	31.50	55.50								259.00
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Staff 5	Kelly SVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
	PVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
	Time	0.00	13.00	24.50	12.50	12.50	12.50	12.50								87.50
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
Staff 6	Robin SVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00
	DIAnn PVM	300.00	0.00	367.00	139.00	56.00	31.00	0.00								783.00
	Time	43.50	18.50	86.00	23.00	27.50	9.00	11.00								218.50
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00								0.00

Totals FY 2011-2012	
SVM = State Vehicle Miles	8731.00
PVM = Personal Vehicle Miles	1579.00
T = Time	1218.50
H = Hotel Cost	0.00

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Workers' Compensation Commission

**Executive Director's Report
Gary M. Cannon
February 21, 2012**

Employee Meetings/Staff Training

An all Employee Meeting was held on January 19, 2012. Seventeen staff members participated in the Executive Team Leadership Retreat held on January 20, 2012 from 9:00 a.m. to 4:30 p.m. The retreat focused on building on the Myers-Briggs assessments completed at last year's retreat and Emotional Intelligence, managing through change and communication. The retreat was facilitated by Dene Dupre from the SC Human Resources Division. The Executive Staff met on January 31, 2012.

2012-2013 Proposed Budget

Commission Chairman, Director of Insurance & Medical Services, and the Executive Director met with the House Ways and Means Committee, Transportation and Regulatory Subcommittee, on January 24, 2012 to present the SCWCC 2012-2013 Proposed Budget.

Constituent /Public Information Services

For the period January 12, 2012 through February 15, 2012 the Executive Director's Office had 260 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.

Other Meetings

The Executive Director attended the CDC meeting on January 27; presented at the Injured Workers' Advocates Association Paralegal and Legal Assistant Seminar January 27-28; on February 1 the Executive Director and Director of Insurance and Medical Services met with Bob Herlong to meet the new regional manager for PCIAA, Oyango Snell.

Regulation R 4188

The Senate Judiciary subcommittee conducted a hearing on the proposed changes to R 67-1302 on February 15. The changes will delete the language referring to relative values and a conversion factor. Senator Martin, Senator Davis and Senator Nicholson were on the

subcommittee. The Executive Director reviewed the request and recommended approval. Ann Margaret McGraw, Midlands Orthopedic, spoke in favor of the change. Frank Knapp president of the Small Business Chamber of Commerce and Monty Felix, Chairman of the SC Small Business Regulatory Review Committee spoke in opposition. The subcommittee carried the matter over and requested we provide additional information about the request.

Vocational Rehabilitation

The Executive Director met with Jim Williams, SCDVR to discuss status of client referral project.

Physician's Fee Schedule Update

The Executive Director participated in two conference calls with Grant Duffield and the consultants from OptumInsight to discuss the status of the Medical Services Provider Manual Update

SC Workers' Compensation Advisory Committee

Chairman Beck, the Executive Director and Mr. Duffield attended the SC Workers' Compensation Advisory Committee on Friday February 10.

Judicial & Insurance Medical Services Joint Staff Meeting

The Executive Director facilitated a staff meeting of the Judicial and Insurance Medical Services employees on Friday February 10 to discuss work flow processes and potential improvements. The meeting lasted 2 ½ hours. Eighteen employees participated.

IT Chief Information Officer

The Executive Director and Mr. Duffield met with an individual knowledgeable in information technology management to discuss options for our IT department.

Mid-Year Accountability Report Meetings

The Executive Director conducted meetings with two department heads to discuss the midyear status of the key objectives and goals included in the FY2010-2011 Accountability Report.

2010-2011 Annual Report

The Executive Director's office published the 2010-2011 Annual Report. The report was disseminated to agency's stakeholders and is posted on the agency's website.

Employee Activity

An employee chili competition took place on Friday February 17. Seven employees competed. Winners will be announced at the Commission meeting.

Court Fines and Assessments Aging Report

The attached Fines and Assessments Aging Report reflects the number and amount of fines assessed for the period ending January 31, 2012.

Fines and Assessments Aging Report
Monthly Totals

Summary All Depts.	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Total	\$1,291,794	\$1,236,176	\$1,203,332	\$1,304,713	\$1,385,272	\$1,397,007					
Count	3,493	3,427	3,472	3,449	3,353	3,235					
> 91 Days	\$1,072,897	\$903,257	\$809,163	\$896,275	\$867,105	\$884,951					
Count	2,728	2,522	2,571	2,308	2,329	2,170					
81-90 Days	\$59,042	\$45,037	\$45,094	\$45,704	\$93,412	\$111,549					
Count	197	184	188	186	198	249					
31-60 Days	\$72,483	\$66,439	\$62,285	\$114,064	\$156,864	\$115,096					
Count	704	739	751	785	745	769					
< 30 days	\$68,582	\$145,862	\$173,090	\$724,669	\$187,491	\$284,577					
Count	372	488	463	490	481	547					
Of Fines Over 90 Days Old											
Orders	\$2,494	\$2,385	\$2,383	\$2,385	\$1,775	\$1,770					
Count	13	9	8	8	8	6					
Judgments	\$200,174	\$251,597	\$253,387	\$259,267	\$253,222	\$252,762					
Count	532	542	541	540	539	538					

Claims	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$648,378	\$627,953	\$527,180	\$637,413	\$941,193	\$639,268	\$636,658					
Count	3,054	2,991	2,590	3,044	3,038	2,843	2,721					
> 91 Days	\$498,178	\$467,259	\$453,348	\$447,113	\$463,348	\$416,239	\$382,318					
Count	2,423	2,164	2,218	2,271	2,204	2,028	1,857					
61-90 Days	\$97,950	\$19,190	\$34,800	\$35,000	\$29,750	\$39,350	\$48,550					
Count	147	84	150	59	145	173	218					
31-60 Days	\$38,300	\$49,250	\$50,250	\$45,700	\$50,600	\$70,000	\$41,800					
Count	100	214	256	213	254	325	87					
< 30 days	\$79,950	\$92,300	\$19,680	\$18,800	\$101,500	\$75,650	\$133,300					
Count	314	389	365	401	433	339	498					
Of Fines Over 90 Days Old												
Orders	\$2,585	\$2,405	\$2,288	\$2,385	\$2,385	\$1,775	\$1,775					
Count	30	9	8	8	15	6	6					
Judgments	\$93,458	\$93,458	\$92,848	\$92,729	\$92,838	\$92,583	\$92,843					
Count	479	479	478	477	476	475	474					

Compliance	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$532,154	\$445,015	\$518,772	\$480,999	\$681,780	\$608,997	\$637,243					
Count	173	172	196	198	228	234	259					
> 91 Days	\$449,958	\$368,741	\$536,449	\$364,507	\$536,722	\$378,988	\$429,054					
Count	143	127	131	135	134	142	150					
61-90 Days	\$73,900	\$16,973	\$13,383	\$6,753	\$19,036	\$52,976	\$62,056					
Count	5	42	10	10	15	19	30					
31-60 Days	\$3,657	\$18,471	\$19,675	\$21,983	\$55,977	\$55,670	\$51,452					
Count	14	11	10	22	23	40	16					
< 30 days	\$13,139	\$43,830	\$114,258	\$77,659	\$149,025	\$90,353	\$143,041					
Count	11	22	45	32	55	33	50					
Of Fines Over 90 Days Old												
Orders												
Count												
Judgments	\$156,706	\$158,129	\$190,656	\$160,659	\$180,859	\$181,883	\$180,658					
Count	53	63	64	64	64	64	64					

Coverage	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$50,850	\$60,400	\$66,700	\$63,800	\$55,900	\$65,250	\$87,550					
Count	170	174	174	159	123	210	192					
> 90 Days	\$42,490	\$50,600	\$56,500	\$53,000	\$54,500	\$47,450	\$68,150					
Count	193	190	123	118	116	101	95					
61-90 Days	\$19,200	\$200	\$0	\$3,400	\$200	\$800	\$0					
Count	42	1	0	17	1	4	0					
31-60 Days	\$1,600	\$0	\$4,000	\$1,400	\$1,200	\$0	\$2,400					
Count	8	0	25	7	6	0	62					
< 30 days	\$1,400	\$8,800	\$6,200	\$6,400	\$0	\$9,000	\$7,000					
Count	7	43	31	27	0	105	35					
Of Fines Over 90 Days Old												
Orders												
Count												
Judgments												
Count												
Judicial	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$25,801	\$25,471	\$28,620	\$28,620	\$25,859	\$26,517	\$28,145					
Count	62	59	67	67	62	66	63					
> 90 Days	\$22,250	\$23,378	\$23,778	\$24,363	\$24,710	\$25,428	\$25,428					
Count	47	48	49	52	54	50	58					
61-90 Days	\$1,302	\$544	\$575	\$524	\$718	\$207	\$144					
Count	3	2	4	2	5	2	7					
31-60 Days	\$344	\$718	\$537	\$1,292	\$287	\$144	\$144					
Count	7	9	3	9	7	1	7					
< 30 days	\$2,093	\$837	\$1,580	\$431	\$144	\$287	\$437					
Count	10	4	11	5	1	4	3					

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Workers' Compensation Commission

TO: Commissioners

FROM: Gary Cannon

DATE: February 21, 2012

RE: Medical Services Fee Schedule Update

The Medical Services Provider Manual (Fee Schedule) establishes the Maximum Allowable Payment (MAP) for services provided to claimants by physicians and other medical services providers. The Commission adopted the Fee Schedule in 2003 and updated in 2010. The Fee Schedule uses the Healthcare Common Procedure Coding System (HCPCS), which is comprised of Current Procedural Terminology (CPT®), a coding system maintained by the American Medical Association. CPT codes are used to primarily identify medical services and procedures furnished by a physician and other medical service providers.

The Commission contracted with OptumInsight, Inc. to conduct the 2011 analysis and extended the deadline for completing the update to March 30, 2012. The analysis will include a review of the 2010 utilization data provided by insurance carriers and 2012 Resource Based Relative Values published by the Centers for Medicare and Medicaid Services (CMS).

Carla Gee and Stephanie Brewer, representatives of OptumInsight, will present their findings at the Commission meeting on February 21.

State of South Carolina

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Workers' Compensation Commission

TO: Workers' Compensation Commissioners
FROM: Gary M. Cannon
DATE: February 21, 2011
RE: Proposed Regulation Change 67-706 Oral Argument

Attached is the Proposed Regulation Change to 67-706, Oral Argument, for publication the March 23, 2012 *State Register*. The amendment requires parties to arrive at the Appellate Panel Hearing 30 minutes prior to the scheduled time for the hearing to begin.

The following are important dates in the process:

Deadline for Submission of Comments – April 23, 2012
Public Hearing - May 21, 2012
Report of Presiding Official – May 28, 2012
Agency Approval final language – June 18, 2012

Action Requested: Commission approve the language of the draft.

Document No. _____
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
CHAPTER 67

Statutory Authority: 1976 Code Sections 42-3-30 and 42-17-50

67-706. Oral Argument.

Preamble:

The South Carolina Workers' Compensation Commission proposes to amend Regulation 67-706, Oral Argument. The Notice of Drafting regarding this regulation was published on December 23, 2011 in the State Register.

Section by Section Discussion

The Commission is proposing to amend regulation 67-706 to include the addition of a subsection "D" which would require parties to be present in the designated waiting area of the Commission no later than 30 minutes prior to the time for which their cases are scheduled to be argued. Any party who fails to comply with this regulation is subject to a \$100 fine, except for good cause shown. The requirements of this regulation must be set forth in bold type on the hearing notice. The proposed amendment will assist the Commission in maintain an efficient schedule for its docket of appellate hearings.

Notice of Public Hearing and Opportunity for Public Comment:

Interested persons may submit written comments to the South Carolina Workers' Compensation Commission, attention Gary M. Cannon, Executive Director, Post Office Box 1715, Columbia, South Carolina 29202-1715. To be considered, comments must be received no later than 5:00 p.m. on Monday, April 23, 2012.

The South Carolina Workers' Compensation Commission has scheduled a public hearing for May 21, 2012 at 10:35 a.m. in Hearing Room A at the SC Workers' Compensation Commission, 1335 Main Street, Columbia, SC 29202.

Preliminary Fiscal Impact Statement:

The fiscal impact of the proposed changes to this regulation is \$0.

Statement of Need and Reasonableness:

The Workers' Compensation Commission is the regulatory agency of the State of South Carolina responsible for overseeing and administering the South Carolina Workers' Compensation Act. SC Code Ann. § 42-1-10 et seq. (1976). The Commission shall promulgate all regulations relating to the administration of the workers' compensation laws, as well as has the power to conduct review and rehearing. § 42-3-30; § 42-17-50; R 67-706.

DESCRIPTION OF REGULATION: R 67-706. Oral Argument.

Purpose: Assists the Commission in maintaining an efficient schedule for its docket of appellate hearings.

Legal Authority: Section 42-3-30 Promulgation of rules and regulations by Commission and Section 42-17-50 Review and rehearing by Commission.

Plan for Implementation: The proposed regulation will take effect upon approval by the General Assembly and publication in the *State Register*.

DETERMINATION OF NEED AND REASONABLENESS OF THE PROPOSED REGULATION BASED ON ALL FACTORS HEREIN AND EXPECTED BENEFITS:

The Commission determined a need for considering the amendment to the regulation April 2009.

DETERMINATION OF COSTS AND BENEFITS:

There are no additional costs to the agency related to the proposed change to the regulations. The benefit of the proposed change is that it will assist the Commission in maintaining an efficient schedule for its docket of appellate hearings.

UNCERTAINTIES OF ESTIMATES:

None

EFFECT ON ENVIRONMENT AND PUBLIC HEALTH:

None

DETRIMENTAL EFFECT ON THE ENVIRONMENT AND PUBLIC HEALTH IF THE REGULATION IS NOT IMPLEMENTED:

None

Statement of Rationale:

The Commission is proposing to include the addition of a subsection "D" which would require parties to be present in the designated waiting area of the Commission no later than 30 minutes prior to the time for which their cases are scheduled to be argued. The amendment of this regulation will assist the Commission in maintaining an efficient schedule for its docket of appellate hearings.

Text:

67-706 Oral Argument.

- A. Each party is permitted ten minutes for oral argument. The appellant is permitted three minutes for reply.
- B. If both parties have appealed, each party is permitted ten minutes for oral argument, and each party is permitted three minutes for reply.
- C. A party may request additional time for argument by attaching a motion to the Form 30. The Commission will issue an order before the case is set for argument.
- D. Parties must sign in and be present in the designated waiting area of the Commission no later than 30 minutes prior to the time for which their cases are scheduled to be argued. Any party who fails to comply with this regulation is subject to a \$100 fine, except for good cause shown. The requirements of this regulation must be set forth in bold type on the hearing notice.

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Workers' Compensation Commission

TO: Commissioners
FROM: Gary Cannon
DATE: February 21, 2012
RE: Commissioner's Workshop
Strategic Planning Meeting

Commissioner Wilkerson asked staff to prepare a financial review and pro forma calculations with regard to the future of our revenues and expenditures. We have completed the preliminary work and would like to spend time with you discussing various "what if" scenarios.

We recommend the discussion take place in an informal workshop setting. This matter will be the only item on the agenda. The meeting will be noticed in compliance with the Freedom of Information Act and will be open to the public.

Chairman Beck has concurred with our recommendation that we conduct the workshop in the Commissioner's Conference Room on Monday May 21 from 1:00 p.m. to 4:00 p.m. after the business meeting. Appellate panel hearings will be conducted on Tuesday and Wednesday, May 22-23. This should allow you ample time to manage your individual commissioner hearings for Wednesday afternoon.

RECOMMENDATION:

Approve request to conduct 3 hour workshop on May 21 from 1:00 p.m to 4:00 p.m. The purpose is to review the Commission's current financial position and develop a long term strategy to continue the Commission's financial viability.