

# A G E N D A

## SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

1333 Main Street, 5<sup>th</sup> Floor  
Columbia, South Carolina 29201  
**August 26, 2024 10:30 a.m.**

### Meeting to be held in Hearing Room A

The Commission's Business Meeting will be broadcast live on the Internet via Zoom. Interested parties may access the broadcast at the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/8249297108?pwd=akcwMkMxSnYzQWFxdEs4V2x6UWtyUT09&omn=89150889526>

Meeting ID: 824 929 7108

Passcode: 073988

*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 15, 2024  | CHAIRMAN BECK   |
| 3. APPROVAL OF MINUTES OF THE REGULAR BUSINESS MEETING JUNE 17, 2024 (Tab 1)  | CHAIRMAN BECK   |
| 4. RECOGNITION - EMPLOYEES' BIRTHDAYS, SERVICE AWARDS   | CHAIRMAN BECK   |
| 5. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2)<br>A. Self-Insurance Department Report  | MS. BROWN   |
| 6. DEPARTMENT DIRECTORS' REPORTS<br>Administrative Services (Tab 3)<br>Financial Report (Tab 4)<br>Information Services (Tab 5)<br>Insurance and Medical Services (Tab 6)<br>Claims (Tab 7)<br>Judicial (Tab 8) | MS.MCREE<br>MS.MCREE<br>MR. PLUSS<br>MR. DUCOTE<br>MS. SPANN<br>MS. BRACY |
| 7. DEPARTMENT OF VOCATIONAL REHABILITATION<br>Monthly Report (Tab 9)  | MR. CANNON  |
| 8. EXECUTIVE DIRECTOR'S REPORT (Tab 10)   | MR. CANNON  |
| 9. OLD BUSINESS   | CHAIRMAN BECK   |
| 10. NEW BUSINESS  | CHAIRMAN BECK   |
| 11. EXECUTIVE SESSION   | CHAIRMAN BECK   |
| 12. ADJOURNMENT   | CHAIRMAN BECK   |

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**TAB 1**

THE  
SOUTH CAROLINA WORKERS'  
COMPENSATION COMMISSION  
BUSINESS MEETING  
**July 15, 2024**

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, July 15, 2024, 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  
GENE MCCASKILL, VICE CHAIR  
AVERY WILKERSON, COMMISSIONER  
CYNTHIA DOOLEY, COMMISSIONER  
R. MICHEAL CAMPBELL, II, COMMISSIONER  
MELODY JAMES, COMMISSIONER  
AISHA TAYLKOR, COMMISSIONER

Present also were Keith Roberts, General Counsel; Christy Brown, Self-Insurance Director; Amy Bracy, Judicial Director; Kristen Mcree, Administrative Services Director; Sonji Spann, Claims Director; Kris Pluss, IT Director; Chris Crump, IT Consultant; Jordan Mays, Staff Attorney; Eric Baxley, Staff Attorney, Linda Menefee and Harriet Abner from Vocational Rehabilitation. A representative from IWA and Stacy Cunningham from DIC, Nicole Mello and Jared Elrod participated by Zoom.

Chairman Beck called the meeting to order at 10:38 a.m.

**AGENDA**

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

**APPROVAL OF MINUTES – BUSINESS MEETING OF JULY 15, 2024**

Commissioner McCaskill moved that the minutes of the Business Meeting of July 15, 2024 be approved. Commissioner Dooley seconded the motion, and the motion was approved.

**GENERAL ANNOUNCEMENTS**

No general announcements.

Recognition of Agency employees Birthdays for the month of July 2024.

## **SELF-INSURANCE**

Ms. Brown presented her report in written form. There were no questions from the Commission.

Self-insurance applications were presented by Christy Brown, Self-Insurance Director. **Five (5)** prospective members of **Three (3)** funds was presented to the Commission for approval. The applications were:

### **Palmetto Timber Fund**

Gill Timber Products LLC

### **South Carolina Home Builders SIF**

Scott Hake

Slo Boat Construction of Edisto LLC

Southern Facility Services LLC

### **South Carolina Association of Counties SIF**

County of Pickens

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. Commissioner Taylor seconded the motion to approve the applications to self-insure, and the motion was approved.

## **DEPARTMENT DIRECTORS' REPORTS**

Each Department report was submitted in written form and included in the Commission's agenda booklets.

## **ADMINISTRATIVE SERVICES**

Ms. Mcree presented the Human Resources and the Financial Report in written form. There were no comments or questions from the Commission.

## **INFORMATION SERVICES**

Mr. Pluss presented the IT report in written form. There were no comments or questions from the Commission.

## **INSURANCE AND MEDICAL SERVICES**

Mr. Ducote presented his report in written form. There were no comments or questions from the Commission.

## **CLAIMS**

Ms. Spann presented her report in written form. There were no comments or questions from the Commission.

## **JUDICIAL**

Ms. Bracy presented her report in written form. There were no questions from the Commission.

## **VOCABATIONAL REHABILITATION**

Ms. Menefee presented the Vocational Rehabilitation report. There were some questions from the Commission and Executive Director. A Teams meeting was scheduled with Ms. Menefee and Ms. Abner on August 9, 2024. Ms. Menefee and Ms. Abner explained their process and sent a copy of their referral letter.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Cannon submitted his report in written form. There were no comments or questions from the Commission.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

There was no new business.

## **EXECUTIVE SESSION**

Commissioner Taylor made a motion to move into Executive Session to discuss pending litigation matters. Commissioner Campbell seconded the motion, and the motion was approved. The Commission went into Executive Session at 11:06 a.m.

Commissioner Taylor made the motion to leave Executive Session at 11:32 a.m.; noting that no action was taken. Commissioner Campbell seconded the motion, and the motion was approved.

## **ADJOURNMENT**

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

The July 15, 2024 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:33 a.m.

Reported August 16, 2024.  
Arnisha Keitt, Executive Assistant

**TAB 2**

**TAB 3**



# State of South Carolina



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## Workers' Compensation Commission

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To: Gary Cannon, SCWCC Executive Director  
From: Kristen McRee, Director of Administrative Services  
Date: August 26, 2024  
Subject: Administrative Department July 2024 Full Commission Report

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This report summarizes the Human Resources, Procurement, and Finance, Budget, and Privacy initiatives during July 2024.

### I. Human Resources

#### **Hiring Recruitment & Retention**

Recruiting efforts for the Commission's IT Helpdesk position concluded in July resulting in an additional interview and an offer to the successful candidate at the end of the month. Due to scheduling considerations, the candidate joined the Commission on August 19, 2024.

During the month of July, the Administrative Services Department welcomed a new member to the team. Ms. Jeanette Gray, formerly an investigator in the Commission's Coverage and Compliance Department, transferred to Administrative Services and will serve as a Human Resources Assistant. Ms. Gray has a master's degree in human resources and business management. We are confident that her talents will be of great benefit in this role.

The Department also worked with staff to reconcile year-end time and leave records and implement changes relating to the US Department of Labor's Rulemaking. As previously noted, the amendments increased the salary threshold for the Executive, Administrative and Professional exemption under the Fair Labor Standards Act (FLSA). These changes were implemented on July 1, 2024. Eligible staff were also awarded the general salary increase as approved by Governor McMaster in this year's budget appropriations. Administrative Services worked with the Department of Administration to verify eligibility and notify eligible employees.

Administrative Services also participated in a meeting with the Department of State Human Resources regarding the implementation of the new SuccessFactors EPMS and Recruiting platform, an online presentation by NeoGov regarding the status of public sector recruitment, and a meeting with the Department of Administration to review the changes to the new State Human Resources Regulations that will be made effective on September 1, 2024.

## **II. Procurement**

Administrative Services prepared the final draft of the statement of work and completed the required procurement forms. The package was sent to State Procurement in early June. As of the date of this report, the Commission's Invitation for Bid (IFB) is awaiting assignment at SFAA.

The office continues to participate in other procurements such as the ordering of new furniture (lobby chairs, Commissioner's chairs, desks, and related items), promotional items, and employee plaques. The office is currently assisting with the procurement of legal case management software. It also participated in a meeting with the State Accident Fund to discuss the Commission's annual premiums and organized an internal training with the Department of Administration's Procurement team to review goods receipting procedures, P-Card procedures, and purchase order reconciliation.

## **III. Finance & Budget**

Administrative Services continues to monitor the coding of invoices and timely process invoices for payment. The office also continues to reconcile the online deposits and monitor the Yellow Truck Fund.

The office participated in a meeting with the Department of Administration to discuss the Commission's budget load for the current fiscal year, coordinated the completion of the Commission's year-end financial reporting packages, and continued to reconcile invoices and purchase orders to close the fiscal year.

## **IV. Privacy & Security**

As part of the Agency's ongoing efforts to improve the services it offers to its stakeholders, Administrative Services monitors data transfer transactions to ensure compliance with our privacy statute, S.C. Code Ann. § 42-19-40. The office has continued to review the current agreements for compliance.

During the month of July, the Department of Administration conducted a tabletop exercise to test Commission employee awareness of and reactions to phishing e-mails. This is part of an increased effort to maintain the privacy and security of our stakeholder's information. The exercise was completed and coordinated in conjunction with the Commission's IT department.

**TAB 4**

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## Workers' Compensation Commission

### MEMORANDUM

**TO: COMMISSIONERS**

**FROM: Kristen McRee, Director Administrative Services**

**DATE: August 26, 2024**

**RE: FINANCIAL REPORT – FY Period ending July 31, 2024**

Attached is the Budget vs. Actual Report for the General Fund and Earmarked Fund for the fiscal year period ending July 31, 2024. The benchmark for this period is 8%.

#### Expenditures – General Fund – Annual Budget \$5,939,713

The total expenditure for the General Fund year-to-date is \$243,677 or 4% of the annual budget as shown on Page 2. Page 3 and 4 reflects the balances of funds appropriated by the General Assembly for the IT System Modernization Project. The balance for the IT System Project on page three has decreased 3.7% to \$1,631,520 from its original balance of \$1,695,084. The balance of the non-recurring appropriation funds for the IT System Project remains stable at \$5,000,000.

#### Expenditures – Earmarked Fund – Annual Budget \$5,607,845

The Earmarked Fund (38440000) total expenditures year-to-date are \$329,018 which is 10% of budget as shown on Page 7.

#### Revenues – Earmarked Annual Budget \$2,787,979

The Commission posted \$197,539 in Earmarked Fund operating revenues year-to-date, which is 7% of the annual budget.

#### Self-Insurance Tax Funds

The Commission is no longer authorized to retain the self-insurance tax funds collected. All funds are remitted to the general fund. The amount collected in the period ending July 31, 2024 is \$991.

South Carolina Workers' Compensation Commission  
Budget v. Actual Report  
FY 2025 As of 7/31/2024  
8% of year elapsed

**Fund 10010000 - GENERAL FUND - Operating Items**

Administration		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501015	DIRECTOR	\$ 153,737	\$ 13,100	9%		\$ 140,637	\$ 12,811	8%
501058	CLASSIFIED POS	\$ 55,125		0%		\$ 55,125		
512001	OTHER OPERATING	\$ 2,879,757						
	Total OTHER OPERATING:	\$ 2,879,757				\$ 2,879,757		
<b>Total Administration:</b>		<b>\$ 3,088,619</b>	<b>\$ 13,100</b>	<b>0%</b>		<b>\$ 3,075,519</b>	<b>\$ 12,811</b>	<b>0%</b>

Inform. services		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
503000	SUPPLY AND MATERIAL				3,168			
	Total OTHER OPERATING:				\$ 3,168	\$ (3,168)		
<b>Total Inform. services:</b>					<b>\$ 3,168</b>	<b>\$ (3,168)</b>		

Claims		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 100,483	\$ 7,610	8%		\$ 92,873	\$ 7,442	7%
<b>Total Claims:</b>		<b>\$ 100,483</b>	<b>\$ 7,610</b>	<b>8%</b>		<b>\$ 92,873</b>	<b>\$ 7,442</b>	<b>7%</b>

Commissioners		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501026	CHAIRMAN	\$ 186,296	\$ 15,874	9%		\$ 170,422	\$ 15,525	8%
501033	COMMISSIONER	\$ 1,085,209	\$ 92,468	9%		\$ 992,741	\$ 90,434	8%
501050	TAXABLE SUBS	\$ 89,866	\$ 6,375	7%		\$ 83,491	\$ 9,184	10%
501058	CLASSIFIED POS	\$ 393,632	\$ 33,537	9%		\$ 360,095	\$ 32,309	8%
<b>Total Commissioners:</b>		<b>1,755,003</b>	<b>148,254</b>	<b>8%</b>	<b>0</b>	<b>1,606,749</b>	<b>147,451</b>	<b>8%</b>

Insurance & Medical		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 39,528	\$ 3,010	8%		\$ 36,518	\$ 3,125	8%
<b>Total Insurance &amp; Medical:</b>		<b>\$ 39,528</b>	<b>\$ 3,010</b>	<b>8%</b>		<b>\$ 36,518</b>	<b>\$ 3,125</b>	<b>8%</b>

Judicial		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 31,539		0%		\$ 31,539		
512001	OTHER OPERATING	\$ 10,000						
503000	SUPPLY AND MATERIAL		\$ 4,000					
	Total OTHER OPERATING:	\$ 10,000	\$ 4,000	40%	\$ -	\$ 6,000		
<b>Total Judicial:</b>		<b>\$ 41,539</b>	<b>\$ 4,000</b>	<b>10%</b>	<b>\$ -</b>	<b>\$ 37,539</b>		

Employer Contributions		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
513000	EMPLOYER CONTRIB	\$ 914,541	\$ 67,703	7%		\$ 846,838	\$ 66,609	7%
<b>Total Employer Contributions:</b>		<b>\$ 914,541</b>	<b>\$ 67,703</b>	<b>7%</b>		<b>\$ 846,838</b>	<b>\$ 66,609</b>	<b>7%</b>
<b>Total GENERAL FUND - Operating Items:</b>		<b>\$ 5,939,713</b>	<b>\$ 243,677</b>	<b>4%</b>	<b>\$ 3,168</b>	<b>\$ 5,692,868</b>	<b>\$ 237,440</b>	<b>4%</b>

Fund 1001000 - GENERAL FUND - Special Items								
IT System Project		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
561000	Special Item	\$ 1,631,520		0%		\$ 1,631,520		
<b>Total IT System Project:</b>		<b>\$ 1,631,520</b>				<b>\$ 1,631,520</b>		
<b>Total GENERAL FUND - Special Items:</b>		<b>\$ 1,631,520</b>				<b>\$ 1,631,520</b>		

Fund 10050023 - GF-NONRECUR APROP-23 - Special Items								
IT System Project		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
561000	Special Item	\$ 5,000,000		0%		\$ 5,000,000		
<b>Total IT System Project:</b>		<b>\$ 5,000,000</b>				<b>\$ 5,000,000</b>		
<b>Total GF-NONRECUR APROP-23 - Special Items:</b>		<b>\$ 5,000,000</b>				<b>\$ 5,000,000</b>		

## Fund 38440000 - EARMARKED FUND

Administration		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 696,889	\$ 26,260	4%		\$ 670,629	\$ 19,493	3%
512001	OTHER OPERATING	\$ 2,205,907						
502000	CONTRACTUAL SVC		\$ 4,638		12,505		\$ 867	
503000	SUPPLY AND MATERIAL		\$ 2,801		36,910		\$ 1,118	
504000	FIXED CHGS AND CONT		\$ 44,388		75,629		\$ 71,017	
505000	TRAVEL		\$ 1,320					
	Total OTHER OPERATING:	\$ 2,205,907	\$ 53,147	2%	\$ 125,043	\$ 2,027,716	\$ 73,001	3%
<b>Total Administration:</b>		<b>\$ 2,902,796</b>	<b>\$ 79,408</b>	<b>3%</b>	<b>\$ 125,043</b>	<b>\$ 2,698,345</b>	<b>\$ 92,495</b>	<b>3%</b>

Inform. services		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS		\$ 28,700			\$ (28,700)	\$ 31,595	
502000	CONTRACTUAL SVC				107,203			
503000	SUPPLY AND MATERIAL				5,339			
504000	FIXED CHGS AND CONT						\$ 190	
505000	TRAVEL		\$ 2,005					
	Total OTHER OPERATING:		\$ 2,005		\$ 112,542	\$ (114,547)	\$ 190	
<b>Total Inform. services:</b>			<b>\$ 30,705</b>		<b>\$ 112,542</b>	<b>\$ (143,247)</b>	<b>\$ 31,785</b>	

Claims		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 262,204	\$ 18,968	7%		\$ 243,236	\$ 18,412	7%
512001	OTHER OPERATING	\$ 24,744						
	Total OTHER OPERATING:	\$ 24,744				\$ 24,744		
<b>Total Claims:</b>		<b>\$ 286,948</b>	<b>\$ 18,968</b>	<b>7%</b>		<b>\$ 267,980</b>	<b>\$ 18,412</b>	<b>6%</b>

Commissioners		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 50,000	\$ 4,167	8%		\$ 45,833		
512001	OTHER OPERATING	\$ 229,092						
502000	CONTRACTUAL SVC		\$ 10,668				\$ 6,319	
505000	TRAVEL		\$ 3,878		293		\$ 2,951	
	Total OTHER OPERATING:	\$ 229,092	\$ 14,546	6%	\$ 293	\$ 214,253	\$ 9,270	4%
<b>Total Commissioners:</b>		<b>\$ 279,092</b>	<b>\$ 18,712</b>	<b>7%</b>	<b>\$ 293</b>	<b>\$ 260,087</b>	<b>\$ 9,270</b>	<b>3%</b>

Insurance & Medical		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 553,278	\$ 40,214	7%		\$ 513,064	\$ 40,166	7%
501070	OTH PERS SVC						\$ 2,247	
512001	OTHER OPERATING	\$ 40,000						
502000	CONTRACTUAL SVC				75		\$ 1,500	
503000	SUPPLY AND MATERIAL		\$ 1,500					
505000	TRAVEL		\$ 2,294					
514000	BENEFITS AND CLAIMS				19,947			
	Total OTHER OPERATING:	\$ 40,000	\$ 3,794	9%	\$ 20,022	\$ 16,184	\$ 1,500	4%
<b>Total Insurance &amp; Medical:</b>		<b>\$ 593,278</b>	<b>\$ 44,008</b>	<b>7%</b>	<b>\$ 20,022</b>	<b>\$ 529,248</b>	<b>\$ 43,913</b>	<b>7%</b>

Judicial		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
501058	CLASSIFIED POS	\$ 513,733	\$ 41,419	8%		\$ 472,314	\$ 43,445	8%
501070	OTH PERS SVC	\$ 62,681	\$ 3,423	5%		\$ 59,258	\$ 3,431	5%
512001	OTHER OPERATING	\$ 45,000						
502000	CONTRACTUAL SVC		\$ 1,730		3,906			
503000	SUPPLY AND MATERIAL						\$ 4,000	
	Total OTHER OPERATING:	\$ 45,000	\$ 1,730	4%	\$ 3,906	\$ 39,364	\$ 4,000	9%
<b>Total Judicial:</b>		<b>\$ 621,414</b>	<b>\$ 46,572</b>	<b>7%</b>	<b>\$ 3,906</b>	<b>\$ 570,936</b>	<b>\$ 50,875</b>	<b>8%</b>

Employer Contributions		FY 2025					FY 2024	
Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance	YTD Expenditures	% Used
513000	EMPLOYER CONTRIB	\$ 924,317	\$ 90,645	10%	\$ -	\$ 833,672	\$ 83,702	9%
	Total Employer Contributions:	\$ 924,317	\$ 90,645	10%	\$ -	\$ 833,672	\$ 83,702	9%
<b>Total EARMARKED FUND:</b>		<b>\$ 5,607,845</b>	<b>\$ 329,019</b>	<b>6%</b>	<b>\$ 261,807</b>	<b>\$ 5,017,020</b>	<b>\$ 330,452</b>	<b>6%</b>



**South Carolina Workers' Compensation Commission**  
**Earmarked Fund Revenues**  
**FY 2025 As of 7/31/2024**  
**8% of year elapsed**

Account	Acct No.	FY 2025			FY 2024	
		Budget	YTD Actual Revenue	% of Budget	YTD Actual Revenue	% of Budget
WORKERS COMPENSATION SELF INSURANCE	4080100000				\$ -	
WORKERS' COMPENSATION HEARING FEE	4110090000	\$ 1,091,322	\$ 90,409	8%	\$ 76,850	7%
WORKERS COMP SELF INSURANCE APPLICAT	4160040000	\$ 7,350			\$ -	0%
WORKERS COMPENSATION FILING VIOLATION	4223030000	\$ 1,637,210	\$ 103,231	6%	\$ 128,250	8%
PARKING FEE	4350040000	\$ 5,785	\$ 470	8%	\$ 475	8%
WORKERS COMPENSATION AWARD REVIEW F	4350140000	\$ 14,686	\$ 750	5%	\$ 1,050	7%
TRAINING CONFERENCE REGISTRATION FEE	4380020000	\$ 3,120	\$ 1,105	35%	\$ -	0%
PHOTOCOPYING FEE	4380050000	\$ 23,761	\$ 1,064	4%	\$ 5,161	22%
SALE OF SERVICES	4480020000	\$ 3,120	\$ 910	29%	\$ -	0%
SALE OF LISTINGS & LABELS	4480060000	\$ 1,625	\$ 50	3%	\$ 50	3%
ADJUSTMENT TO AGENCY DEPOSITS	4530020000		\$ (450)		\$ -	
<b>Total Revenues</b>		<b>\$ 2,787,979</b>	<b>\$ 197,539</b>	<b>7%</b>	<b>\$ 211,836</b>	<b>8%</b>
<b>Self Insurance Tax</b>			<b>\$ 991</b>		<b>\$ 150</b>	
<b>Total</b>		<b>\$ 2,787,979</b>	<b>\$ 198,530</b>	<b>7%</b>	<b>\$ 198,530</b>	<b>8%</b>

**TAB 5**

# State of South Carolina

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## Workers' Compensation Commission

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To: Gary Cannon, SCWCC Executive Director  
From: Kris Pluss, IT Director  
Date: August 16, 2024  
Subject: IT Department June 2024 Full Commission Report

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This report summarizes the activities and accomplishments for projects and initiatives in the IT Department during July 2024.

### **I. Systems Operations, Maintenance and Support**

#### EDI

Verisk and WCC IT have decided on a date for migration to Verisk's EDI 3.0 Reporting System for FROI and SROI file processing. This has been communicated via email by Verisk and the Commission to our EDI Trading Partners.

#### Reporting

113 Service Desk tickets were received by WCC IT during June 2024.  
101 Tickets were assigned a priority of Low.  
10 Tickets were assigned a priority of Medium.  
2 Ticket was assigned a priority of High.  
0 Tickets were assigned a priority of Urgent.

### **II. Projects, Enhancements and Development**

#### SC.Gov – eFile/ePay:

3,523 unique electronic submissions were processed in July 2024:  
1,020 eFile/ePay online transactions with a fee/fine for a net amount of \$91,025.50 was submitted in July 2024.  
Filing Fees: \$47,850.50  
Fines: \$43,175  
Other: \$160 (File Copy Requests)  
Total Unique Filings without an Online Payment: 2,503

**TAB 6**



**Workers' Compensation Commission**  
**MEMORANDUM**

**Date:** August 23, 2024

**To:** Gary Cannon  
Executive Director

**From:** Wayne Ducote  
Insurance & Medical Services Director

**RE:** Monthly Insurance & Medical Services Report for July 2024

Please find attached the statistical report for the Insurance and Medical Services Department for the month of July 2024. The old format with the charts, graphs, and tables was changed to the new spreadsheet format to be more in line with the reports of the other departments.

It should be noted that there are some extreme percentage decrease changes under the Total Fines Assessed and Fines Waived/Rescinded/Uncollectable categories. These are due to compliance process changes made in April 2024 with the way non-compliance fines are assessed in our system. Prior to April 1, 2024, the compliance division created fine invoices for the maximum fines and penalties that could be assessed. Effective April 1, 2024, the compliance division began creating fine invoices based on the actual settlement amounts of those employers who cooperated and came into compliance. The result is more accurate reporting of compliance fine activity. These extreme percentage decrease changes will continue to be reflected in the IMS monthly report through the third quarter of this current fiscal year.

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

The Compliance Division gained access to the SCDEW SUITS system that will allow improved efficiency of the compliance investigation process. Access to the SCDEW's SUITS system allows the Compliance Division to obtain the wage reports needed for our compliance investigations in a more expedient manner versus having to request these records and wait a couple weeks to receive them from SCDEW.

The Coverage Division had 29 new registrants for notification of lapse in coverage within our coverage notification system. No lapse in coverage notifications were sent.

The Medical Services Division resolved seven formal medical bill disputes; performed one medical bill pricing review and completed one medical bill pricing reviewer recertification.

While this summary is in no way all-inclusive, it may serve to assist you and our Commissioners in understanding the key measures by which the Department's effectiveness can be gauged. The Insurance and Medical Services Department welcomes any guidance that you and/or our Commissioners can provide concerning our performance and direction.

**South Carolina Workers' Compensation Commission  
Insurance and Medical Services**

**July 2024 Monthly Report**

	July	August	September	October	November	December	Total FY24-25	Total FY23- 24	% Chg FY25
<b>COMPLIANCE</b>									
Total Cases Active at Beginning of Period	275						275	160	172%
Total Cases Initiated	199						199	120	66%
Total Cases Closed	226	0	0	0	0	0	226	111	204%
Total Cases Active at End of Period	248						248	169	147%
Cases from F50/12A/other	22						22	19	16%
Cases from DEW	168						168	106	58%
Cases from Carriers	23						23	-	100%
Total Fines Assessed	\$ 79,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,250	\$ 494,046	-623%
- DEW / Coverage / Miscellaneous	\$ 76,500						\$ 76,500	\$ 395,686	-517%
- Underlying claim / uninsured employer	\$ 2,750						\$ 2,750	\$ 98,360	-3577%
Total Fines Collected	\$ 66,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,125	\$ 67,381	-2%
- DEW / Coverage / Miscellaneous	\$ 60,275						\$ 60,275	\$ 64,281	94%
- Underlying claim / uninsured employer	\$ 5,850						\$ 5,850	\$ 3,100	-53%
Fines Waived/Rescinded/Uncollectable	\$ 10,660	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,660	\$ 325,816	-3056%
- Waived	\$ 6,160						\$ 6,160	\$ 267,206	-4338%
- Rescinded	\$ 4,500						\$ 4,500	\$ 58,610	-1302%
- Uncollectable	\$ -						\$ -	\$ -	
Employer RTSC Cases Docketed	0						0	-	
Employers Compelled Into Compliance	37						37	27	37%
Previous Uninsured Employees Now Covered	322						322	207	56%
Carrier RTSC Cases Docketed	16						16	-	100%
Carrier RTSC Cases Resolved	16						16	-	100%
Carrier RTSC Fines Resolved	\$ 10,800						\$ 10,800	-	100%

<b>COVERAGE &amp; ACCIDENT RPTG</b>									
Employers Withdrawing From the Act	1						1	4	-75%
Coverage Fines Assessed	\$ 30,250						\$ 30,250	\$ 22,100	37%
Coverage Fines Collected	\$ 16,700						\$ 16,700	\$ 24,150	-31%
Coverage Fines Waived	\$ 4,600						\$ 4,600	\$ 1,550	297%
Number of 12As Filed EDI	1,766						1,766	1,597	11%
Number of 12As Filed Manually	310						310	260	19%
Total Number of WCC Files Created	2,076	0	0	0	0	0	2,076	1,857	12%
Number of Fatalities Filed on 12As	14						14	8	175%

<b>MEDICAL SERVICES</b>									
Bills Pending at Beginning of Period	6						6	15	
Bills Received	7						7	7	0%
Bills to be Reviewed	13	0	0	0	0	0	13	22	-41%
Bills Reviewed this Month	7						7	14	50%
Bills Pending at End of Period	6	0	0	0	0	0	6	8	-25%

**TAB 7**

# *State of South Carolina*

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



TEL: (803) 737-5700  
[www.wcc.sc.gov](http://www.wcc.sc.gov)

## *Workers' Compensation Commission*

### MEMORANDUM

**To: Gary Cannon, Executive Director**

**From: Sonji Spann, Claims Director**

**Date: August 26, 2024**

**Re: Claims Department August 2024 Full Commission Report**

Attached is the Statistical Report for the Claims Department for the period July 1, 2024-July 31, 2024, for the Business Meeting on August 26, 2024.

Claims activities are in Column (a) with the totals for the period ending July 2024 in column (o). Column (q) reflects the percentage change when comparing the totals for same period in the current fiscal at the totals for the same period in last fiscal year. The total Claims Activities, for this period have increase 15% when compared to the same period from last fiscal year.

The number of cases Reviewed shows a 63% increase; cases Closed increased 11% the Fines Assessed reflects a 21% decrease; and the Total Fines Paid were 16% less than the amount paid during the same period last year.

I will be happy to answer any questions you or the Commissioners have.



**Claims Department Statistical Report  
FY2024-2025**

Claims Activities	July	August	Sept	Oct	Nov	Dec	FY24-25 YTD Total	FY23-24 YTD Total	% Diff from prev year
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(o)	(p)	(q)
Forms 15-I	1,101						1,101	927	19%
Forms 15-II/Forms 17	735						735	670	10%
Forms 16 for PP/Disf	45						45	43	5%
Forms 18	5,279						5,279	4,716	12%
Forms 20	471						471	514	-8%
Form 50 Claims Only							-	267	
Form 61	640						640	628	2%
Letters of Rep								123	
Clinchers	628						628	601	4%
Third Party Settlements	7						7	17	-59%
SSA Requests for Info	33						33	44	-25%
Cases Closed	2,147						2,147	1,927	11%
Cases Reviewed	3,175						3,175	1,947	63%
<b>Total</b>	<b>14,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,261</b>	<b>12,424</b>	<b>15%</b>
<b>Total Fines Assessed</b>	<b>\$ 190</b>						<b>\$ 190</b>	<b>241</b>	<b>-21%</b>
<b>Form 18 Fines</b>	<b>\$ 149</b>						<b>\$ 149</b>	<b>230</b>	<b>-35%</b>
<b>Total Amt Paid</b>	<b>\$ 28,000</b>						<b>\$ 28,000</b>	<b>33,200</b>	<b>-16%</b>

**TAB 8**

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**Workers' Compensation Commission**

August 13, 2024

**To:** Gary Cannon  
Executive Director

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

**RE: Monthly Judicial Report for July 2024**

During the month of July, the Judicial Department processed three hundred fifty-four (354) claim only 50s, and nine hundred seventy-two (972) requests for hearings (claimant and defense pleadings). Comparing the numbers from the same period last year, claimant hearing requests increased 30% and defense hearing requests increased 15%. The department received one hundred forty-eight (148) Motions, a 64% increase compared to the same period last year and one hundred fifty-two (152) clincher conference requests, a 20% increase compared to the same time last year.

There were fifty-nine (59) Single Commissioner Hearings conducted during the past month, eighteen (18) pre-hearing conferences held, and seven (7) Full Commission hearings held. A total of five hundred thirty-six (536) Orders (Single Commissioner Orders, Consent Orders and Administrative Orders) were served at the single Commissioner level, fifty-four (54) of those were Decision and Orders that resulted from hearings that went on the record and one hundred thirty-three (133) were Motion Orders that were a result of Motions ruled upon by Commissioners.

There were one hundred seventy-five (175) Informal Conferences requested during July and one hundred forty-nine (149) were conducted.

There were forty-nine (49) regulatory mediations scheduled and eighty-five (85) requested mediations. Totals are up 32% and 42% in the respective categories for the same period last year. The Judicial Department was notified of sixty-one (61) matters resolved in mediation, with the receipt of Forms 70. This category's total is up 85% compared to this period last year. This does not include mediations that take place outside of what is reported to the Commission.

In the month of July, Judicial received zero (0) Notice of Intent to Appeal to the Court of Appeals and zero (0) to the Circuit Court.

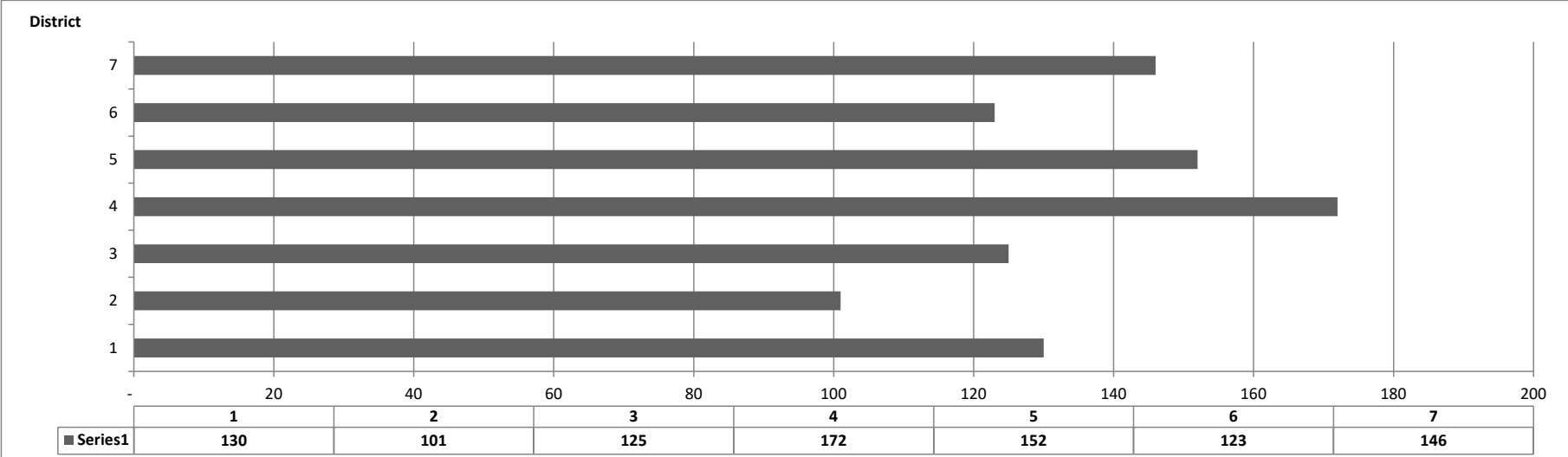
**Judicial Department Statistical Report  
Statistics For Fiscal Year 2024-2025**

	July	Aug	Sept	Oct	Nov	Totals YTD 2024-2025	Totals YTD 2023-2024	% Diff from prev year
Claimant Pleadings	672					672	516	30%
Defense Response to Pleadings	574					574	432	33%
Defense Pleadings	300					300	261	15%
Form 50 - Claim Only	354					354	267	33%
Letters of Representation	25					25	-	-
Motions	148					148	90	64%
Form 30	6					6	8	-25%
FC Hearings Held	7					7	3	133%
FC Orders Served	14					14	6	233%
Single Comm. Hearings Held	59					59	46	28%
Single Comm. Orders Served	211					211	136	55%
Single Comm. Pre-Hearing Conf Held	18					18	4	450%
Consent Orders	308					308	239	29%
Adminstrative Orders	17					17	3	567%
Clincher Conference Requested	152					152	127	20%
Informal Conference Requested	175					175	219	-20%
Informal Conference Conducted	149					149	160	-7%
Regulatory Mediations	49					49	37	32%
Requested Mediations	85					85	60	42%
Ordered Mediations	0					0	1	-100%
Mediation Resolved	61					61	33	85%
Mediation Impasse	16					16	7	229%
Mediation Held; Issues Pending	0					0	1	-100%
Claim Settled Prior to Mediation	17					17	5	340%
Mediation Not Complete in 60 days	1					1	0	-

### 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		
	24-25	23-24	22-23	24-25	23-24	22-23	24-25	23-24	22-23	24-25	23-24	22-23	24-25	23-24	22-23	24-25	23-24	22-23	24-25	23-24	22-23
Jul	130	93	105	101	64	81	125	80	112	172	150	150	152	106	111	123	100	135	146	131	142
Aug		112	105		85	70		115	86		189	172		145	118		118	124		150	155
Sep		110	93		83	68		113	98		234	144		160	121		111	104		148	135
Oct		96	78		68	59		107	97		181	140		149	114		114	96		142	126
Nov		106	90		79	77		111	106		190	180		139	135		113	137		173	164
Dec		105	91		80	74		99	108		142	166		99	136		93	113		107	117
Jan		102	74		73	74		79	90		174	172		117	126		114	97		147	130
Feb		114	78		69	69		94	90		170	144		128	102		117	88		132	122
Mar		104	96		82	69		119	124		172	174		152	133		117	139		166	158
Apr		112	82		58	82		102	78		173	158		114	138		116	113		140	146
May		133	70		94	64		115	92		206	156		153	126		123	114		142	148
Jun		101	118		65	76		88	118		147	235		157	131		95	119		133	185
<b>Totals</b>	<b>130</b>	<b>1,288</b>	<b>1,080</b>	<b>101</b>	<b>900</b>	<b>863</b>	<b>125</b>	<b>1,222</b>	<b>1,199</b>	<b>172</b>	<b>2,128</b>	<b>1,991</b>	<b>152</b>	<b>1,619</b>	<b>1,491</b>	<b>123</b>	<b>1,331</b>	<b>1,379</b>	<b>146</b>	<b>1,711</b>	<b>1,728</b>

### Pleadings Assigned by District Year to Date



# TAB 9

# State of South Carolina

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## Workers' Compensation Commission

August 16, 2024

**To: Commissioners**

**From: Gary Cannon  
Executive Director**

**RE: SCVRD Monthly Report**

I participated in a Zoom with Linda Menefee and Harriet Abner to discuss SC Vocational Rehabilitation's (SCVRD) process for accessing the Commission's portal for the agency to access the claims' files data base for the purposes of contacting potential claimants for services provided by SCVRD.

The Commission's portal is accessed by two employees in the Columbia office of SCVRD assigned to the referral program. They manually search for closed claims and attempt to locate an average of ten claims for each district of the State served by SCVRD. When a claimant is located the district office is notified and a letter is mailed to the claimant. A copy of the letter is attached. The claimant has 30 days to respond to SCVRD, but the district office usually does not close the file until after the 90<sup>th</sup> day. When a letter to the claimant is returned undeliverable, SCVRD closes the file.

Ms. Menefee, the referral program manager, mails letters to the claimants referred by a Commissioner of the Executive Director. A copy of the letter is sent to the claimant's district office supervisor for follow-up.

SCVRD indicated they were open to suggestions for improving the referral program. Several ideas for improving the process were discussed such as the data being sought by SCVRD to be sorted for ease of search and including additional information in the letter to the claimant. WCC IT has been contacted about SCVRD ability to sort the claims data to expedite the notification process. WCC will continue to work with SCVRD to seek improvements in the process.



Referral Date

7/1/2024

7/31/2024

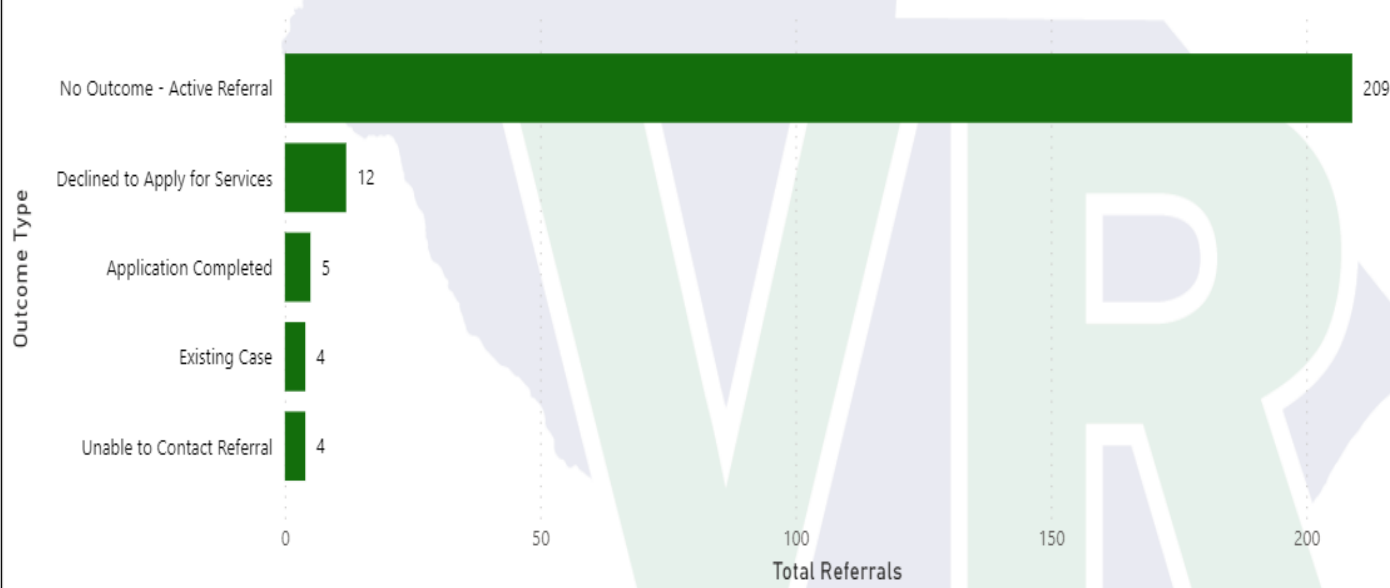
Area Office

All

Referring Organization

All

### Total Referrals by Outcome Type



**44.44%**

Referrals with VR Cases Reaching Eligibility

**44.44%**

Referrals with VR Cases Reaching IPE

### Referral Summary

Outcome Type	Total Referrals
Application Completed	5
Declined to Apply for Services	12
Existing Case	4
No Outcome - Active Referral	209
Unable to Contact Referral	4
<b>Total</b>	<b>234</b>

### Current CMS Status of Referrals Who Applied or Had Existing SCVRD Cases

Current CMS Status	Description	Total Referrals	% of Referrals with VR Cases
2	Applicant	4	44.44%
8	Closed before Eligibility	1	11.11%
12	IPE	4	44.44%
<b>Total</b>		<b>9</b>	<b>100.00%</b>

**0.00%**

Rehab Rate for Referral VR Cases with an IPE Developed





08/09/2024

Pat Doe  
100 Main Street  
Somewhere, SC 29000

You have been referred to us by the Workers' Compensation Commission as someone who may benefit from the services offered by the South Carolina Vocational Rehabilitation Department (SCVRD). The mission of the SCVRD is to assist eligible South Carolinians with disabilities to achieve and maintain competitive employment.

The partnership between the SCVRD and the Workers' Compensation Commission has a long history of success in helping individuals who have sustained significant injuries on the job to return to work or prepare for careers in various fields.

We would like the opportunity to discuss vocational rehabilitation services with you as it relates to your physical/medical condition(s). Our focus would be on how we may be able to assist you with maintaining your employment or with a return to competitive employment.

We welcome you to visit our website at [www.scvrd.net](http://www.scvrd.net) to learn more about our mission and services. If you are interested, please contact our office:

[Richland Area Training Center, 201 Corporate Park Blvd, Columbia, SC 29223 \(803-691-8284 - Office\)](#)

so that we can set a time to discuss your situation and to learn more about the SCVRD services. When you call, please let our team members know that you are a workers' compensation referral.

We look forward to talking with you soon.

---

**The South Carolina Vocational Rehabilitation Department prepares and assists  
eligible South Carolinians with disabilities to achieve and maintain competitive employment**

State Office ▪ 1410 Boston Avenue ▪ P.O. Box 15 ▪ West Columbia, South Carolina 29171-0015 ▪ [scvrd.net](http://scvrd.net)  
(803) 896-6500 ▪ (803) 896-6558 (Fax) ▪ (800) 832-7526 (Toll free) ▪ (803) 896-6667 (TDD) ▪ [info@scvrd.state.sc.us](mailto:info@scvrd.state.sc.us)

**TAB 10**

# *State of South Carolina*



## *Workers' Compensation Commission*

### **Executive Director's Report**

**August 26, 2024**

#### **Meetings and Other Activities**

The Executive Director participated in the following meetings and events during the month of July: SAWCA annual meeting, three meetings of the Litigation Team; one call with outside legal counsel regarding on-going litigation; one staff meeting to discuss the Judicial Conference agenda; three meetings of staff to see a demonstration of a legal case management software, a legal matter and a Human Resources matter; one interview of a candidate for employment; a meeting of the SCWCEA Medical Seminar Committee; a meeting with representatives of the State Accident Fund to discuss the agency's workers' compensation premium; and a conference call with a budget analyst with the Executive Budget office.

#### **Constituent /Public Information Services**

For the month of July, the Executive Director's and the General Counsel's offices had thirty-five (35) contacts with stakeholders.

#### **Financial Transactions Activity**

During the month of July, the Director's office processed and approved six (6) travel expense reports, sixty (60) invoices, thirty-nine (39) deposits for DOA to process in the SCEIS system and five (5) Purchase Orders.

#### **SCWCC Stakeholder Electronic Distribution List**

For the month of July, the Office had (4) additions to the distribution list.

#### **Advisory Notices**

During the month of July, the office posted one (1) notice on the Commission's website and emailed it to the distribution list.

