#### AGENDA

#### SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

#### May 18, 2020 10:30 a.m.

The meeting will be conducted electronically via Zoom with the Commissioners participating from different locations. The meeting agenda was posted prior to the meeting and proper advance notice was made in compliance with requirements in the Freedom of Information Act. Individuals who want to attend the meeting may do so by contacting Gary M. Cannon, Executive Director at <a href="mailto:GCannon@wcc.sc.gov">GCannon@wcc.sc.gov</a>.

1.	CALL TO ORDER	CHAIRMAN BECK
2.	APPROVAL OF AGENDA OF BUSINESS MEETING OF MAY 18, 2020	CHAIRMAN BECK
3.	APPROVAL OF MINUTES OF THE BUSINESS MEETING OF April 20, 2020 (Tab 1)	CHAIRMAN BECK
4.	GENERAL ANNOUNCEMENTS	MR. CANNON
5.	APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2)	MS. BOGGS
<ul><li>6.</li><li>7.</li></ul>	DEPARTMENT DIRECTORS 'REPORTS Human Resources (Tab 3) Information Services (Tab 4) Insurance and Medical Services (Tab 5) Claims (Tab 6) Judicial (Tab 7)  DEPARTMENT OF VOCATIONAL REHABILITATION Monthly Report (Tab 8)	MS. STUART MS. SPRANG MR. DUCOTE MS. SPANN MS. BRACY MR. CANNON
8.	EXECUTIVE DIRECTOR'S REPORT (Tab 9)	MR. CANNON
9.	FINANCIAL REPORT (Tab 10)	MR. CANNON
10.	OLD BUSINESS	CHAIRMAN BECK
11.	NEW BUSINESS Discussion of the timeframe of conducting in person hearings.	CHAIRMAN BECK
11.	ADJOURNMENT	CHAIRMAN BECK

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10	Financial Report

## THE SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION BUSINESS MEETING April 13, 2020

A Business Meeting of the South Carolina Workers' Compensation Commission was conducted electronically via ZOOM on Monday, April 13, 2020 at 10:30 AM. The meeting agenda was posted prior to the meeting and proper advance notice was made in compliance with requirements in the Freedom of Information Act. The following Commissioners were present:

T. SCOTT BECK, CHAIRMAN
SUSAN S. BARDEN, VICE CHAIR
R. MICHAEL CAMPBELL, II, COMMISSIONER
MELODY L. JAMES, COMMISSIONER
GENE MCCASKILL, COMMISSIONER
AISHA TAYLOR, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER

Participating in the ZOOM call were: Gary Cannon, Executive Director; Keith Roberts; Amy Bracy, Judicial Director; Wayne Ducote; Insurance & Medical Services Director; Sonji Spann, Claims Director; Emillie Boggs, Self-Insurance Director; Amy Proveaux, Executive Assistant and Bonnie Anzelmo of Injured Workers Advocates.

Chairman Beck called the meeting to order at 10:33 AM.

#### **AGENDA**

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

#### APPROVAL OF MINUTES – BUSINESS MEETING OF MARCH 16, 2020

Commissioner Barden moved that the minutes of the Business Meeting of March 16, 2020, be approved. Commissioner Taylor seconded the motion, and the motion was approved.

#### APPROVAL OF MINUTES OF THE BUSINESS MEETING APRIL 6, 2020

Commissioner Barden moved that the minutes of the Business Meeting of April 6, 2020, be approved. Commissioner Taylor seconded the motion, and the motion was approved.

#### APPROVAL OF MINUTES OF THE BUSINESS MEETING APRIL 13, 2020

Commissioner Barden moved that the minutes of the Business Meeting of April 13, 2020, be approved. Commissioner James seconded the motion, and the motion was approved.

#### **GENERAL ANNOUNCEMENTS**

Mr. Cannon reported there were no general announcements.

#### APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by Emillie Boggs, Self-Insurance Director. Ten (10) prospective members of one (1) funds was presented to the Commission for approval.

#### **New Applications:**

#### South Carolina Home Builders SIF

All About Communications, LLC
Barrett Construction, LLC
CL Cromer Construction, LLC
Dawol Homes Inc.
Elm Construction, LLC
EMZ Contracting, Inc.
Jason Wilkes
Morning Star Mechanical LLC
Premier Framing & Drywall LLC
Saluda Construction & More LLC

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 Taylor seconded the motion. The motion was approved.

#### **DEPARTMENT DIRECTORS' REPORTS**

The Department Directors submitted to the Commission in written form and included in the minutes.

#### **VOCATIONAL REHABILITATION**

Commissioner Taylor inquired about the previous request as to tracking of the metrics. Director Cannon directed to the Commissioners to Tab 10 to view the memo. There was a discussion on what additional information and metrics the Commissioners would like to see.

#### **EXECUTIVE DIRECTOR'S REPORT**

Gary Cannon, Executive Director, submitted his to the Commission in written form.

#### ADMINISTRATION – FINANCIAL REPORT

Gary Cannon Executive Director Submitted his report to the Commission in written form.

#### **OLD BUSINESS**

No new business

#### **NEW BUSINESS**

Prohibition of conducting in person hearings.

There was discussion as to scheduling and moving forward. A tentative date of May 15, 2020 has been set, with the understanding that that can be moved with the Governor's orders.

Commissioner McCaskill made the motion to amend the advisory, and Commissioner Wilkerson seconded the motion. The motion was approved.

#### **ADJOURNMENT**

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

The April 13, 2020, meeting of the South Carolina Workers' Compensation Commission adjourned at 11:08 a.m.

Reported May 12, 2020 Amy Proveaux Office of the Executive Director

#### State of South Carolina

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#### Workers' Compensation Commission

#### **MEMORANDUM**

To: Commissioners

Gary Cannon Executive Director

From: Emillie Boggs

Director, Self-Insurance

Date: May 18, 2020

Subject: Applications to Self-Insure

We have received the following applications for 7 prospective members of 1 fund.

#### **New Applications:**

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

Aho Concrete L.L.C.
C & C Concrete and Landscape, LLC
Clifton Custom Homes, LLC
Economy Drywall Inc.
Javier Neri Montiel DBA GAB Electric
Phoenix Construction Grove, LLC
Waylen Edge DBA Waylen Edge Masonry

After examination of the various applications, it has been determined that each has complied with the Commission's requirements and each is recommended for approval.

EB

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TEL: (803) 737-5700 FAX: (803) 737-5764

#### Workers' Compensation Commission

**TO:** Gary Cannon

FROM: Alexa Stuart

**DATE:** May 13, 2020

SUBJECT: Monthly Human Resources Report for May 2020 Business Meeting

This report summarizes the activities of Human Resources during the month of April 2020.

In March the Commission had 53 FTE positions available. We have 1 part-time employee.

- New Hires: We hired 3 summer legal interns. They are scheduled to begin work June 1, 2020.
- Separations or Retirements: None
- Leaves: None

I met with management several times on one employee-related issue and it has been addressed. We held a performance improvement discussion and followed up with a summary of the discussion to all parties involved

We sent 22 "All Agency" emails during the month. This is fewer than the previous month's reporting. Many of the all employee emails were relative to the issues and concerns of the Covid19 virus.

In SCEIS, I had 6 SCEIS transactions. Payroll and time reports were run as scheduled. We processed 2 travel in the month of April.

We had 1 CBRE building issues and 4 parking transactions which had to do with the invoicing.

Since March 23<sup>rd</sup>, I have been reporting to the State HR department data regarding who was working onsite, telecommuting and taking leave. This is done daily.

Continued work on working from home policies, processes and tracking performance. I sent numerous communications regarding the virus. I created a spreadsheet that we use to track employees work activities from home. Once a week, I receive lists of the daily activities of those working from home. I take that data, summarize daily activities into a weekly summary by employee and add it to a spreadsheet for management's review.

For the month of April, we had an average of 14 employees working onsite, 36 employees working from home and less than 1 percent of the employees were on leave.

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From:



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#### **Workers' Compensation Commission**

To: Gary Cannon

SCWCC Executive Director Sandee Sprang, IT Director

Date: May 13, 2020

Subject: IT Department April 2020 Full Commission Report

This report summarizes the activities and accomplishments of departmental projects and initiatives for the IT department during April 2020.

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

We are continuing to convert all EDI trading partner accounts to a new server with enhanced security. The team worked with multiple EDI Trading Partners identify specific reasons for data rejections. We continue our participation in IAIABC conference calls for Jurisdictions Only and for EDI Claims Committee. Our agency received many expressions of appreciation for donating the new EDI 3.1 XML schema to the IAIABC. It was adopted as the new standard for all states.

#### **Progress**

The Progress system remains fully operational and continues to have the occasional resource issue which denies users access. We are routinely monitoring the logs to make sure these issues are addressed promptly to minimize impact to staff. Duane analyzed, tested and implemented the process to reinstitute fine assessments for Form 18, Form 12-A, Form 12-M, Late Proof of Coverage and Improper Proof of Coverage which began May 1, 2020.

#### **Systems Support**

The IT department's efforts were in April were focused on supporting staff and building efficiencies in our work from home processes. We expanded our use of Zoom and CourtCall to aid in the continuity of business operations.

#### OnBase

We have completed the initial testing of the features and functionality for the new OnBase upgrade. Kim is leading these efforts and working with DTO to ensure the implementation schedule and client upgrade process is as efficient as possible with minimal impact to our users

#### II. Projects, Enhancements and Development

#### Legacy Modernization

We continue our working engagement with Microsoft as part of the gap analysis of our KERMIT project.

#### State of South Carolina



#### Workers' Compensation Commission

To: Mr. Gary Cannon From: Wayne Ducote, Jr. Date: 14-May-20

SCWCC Executive Director IMS Director

**Subj:** Insurance and Medical Services Department

April 2020 Full Commission Report

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

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

Compliance Division 1. Reviewing revenue metrics / projections.

2. Working with staff to review workflow processes and additional training opportunities.

3. Continuing to explore outreach opportunities with stakeholders.

Coverage Division 1. Working with staff to review workflow processes and explore

opportunities to enhance service provision.

2. Lapse in Coverage: 14 new registrants; 0 notifications sent.

Medical Services 1. Working with Medical Bill Reviewers on certification renewals.

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.

#### **Employer Rule to Show Cause Hearings and Compliance Activity**

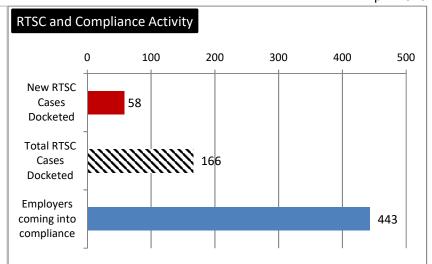
The Compliance Division docketed **1** new RTSC cases and **6** total RTSC cases in the month of April. And, compelled **13** South Carolina employers to come into compliance with the Act. Year to date, **58** new RTSC cases and **166** total RTSC cases have been docketed.

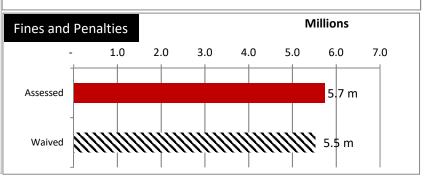
#### **Employers Obtaining Coverage**

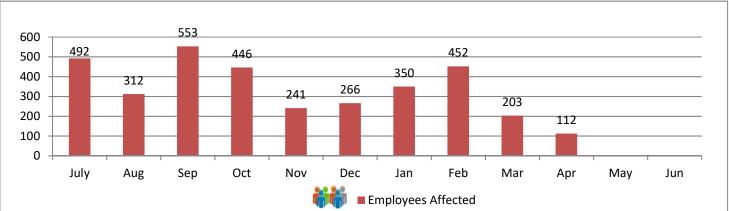
Year to date, the Compliance Division has compelled **443** South Carolina employers to come into compliance with the Act. In so doing, approximately **3,427** previously uninsured workers are now properly covered.

#### **Penalties Waived**

Although the Division has assessed \$5.7 m in fines this fiscal year, \$5.5 m have been <u>waived</u> or <u>rescinded</u> as employers have either obtained insurance coverage or were found not to be subject to the Act.



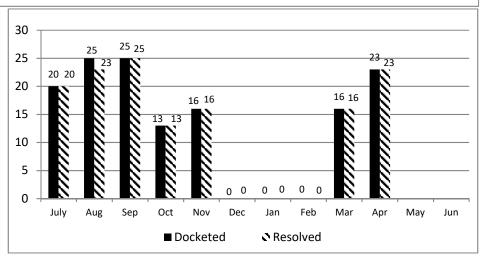




#### **Carrier Rule to Show Cause Hearings**

The Compliance Division manages the Rule to Show Cause process involving the recovery of outstanding carrier fines and penalties. In the month of April 2020, 23 carrier RTSC cases were docketed; 23 cases for a total of \$8,979.

Year to date, a total of 138 carrier RTSC cases have been docketed, 136 cases for a total of \$61,946 have been resolved.

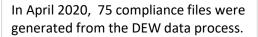


In April 2020, 19 compliance files were created from the combined filings of Form 50's, 12A's, and stakeholder reporting involving uninsured employers.

YTD vs. Prior Year total (245): 93% Apr 2020 to Apr 2019: 100% Current Yr End trend: 112% of 2018-2019

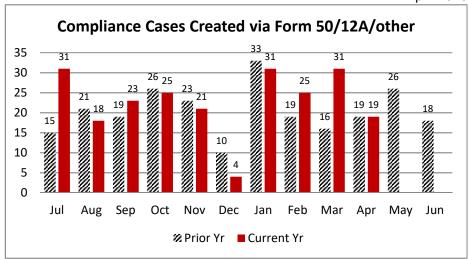
YTD 2019-2020 v. YTD 2018-2019:

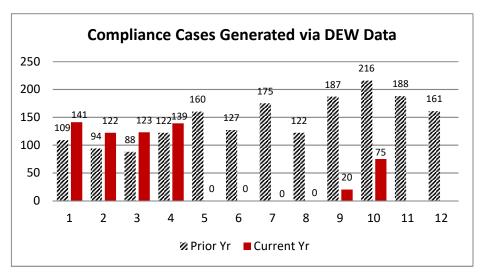
104%



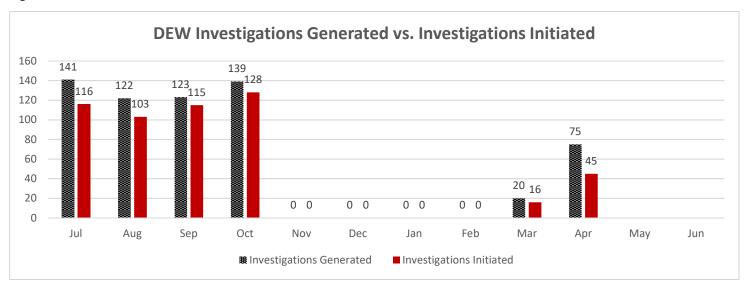
YTD vs. Prior Year total (1,749): 35% Apr 2020 to Apr 2019: 35% Current Yr End trend: 43% of 2018-2019

YTD 2019-2020 v. YTD 2018-2019: 44%





The DEW Data Pool is determined by the total number of potential, non-compliant employers who report wages to DEW with at least 4 employees and who's FEIN does not match with any coverage records in the Commission's coverage database. The investigations generated is the number of compliance investigations generated from the pool. The investigations initiated is the number of compliance investigations initiated from those that were generated.



#### **Carryover Caseload:**

The Compliance Division closed April 2020 with 200 cases active, compared to an active caseload of 501 at the close of April 2019.

#### **Cases Resolved:**

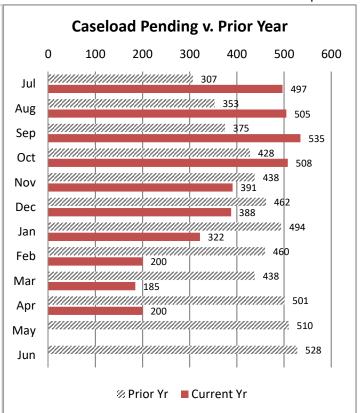
For the month of April 2020, Compliance Division staff closed-out 108 cases.

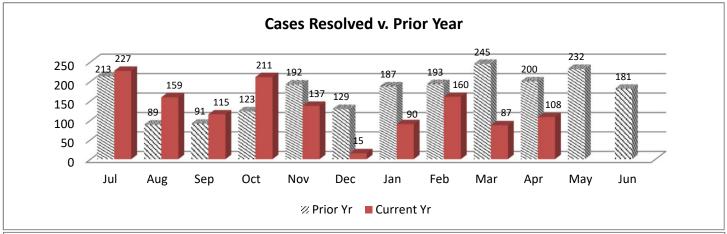
#### **Compliance Fines:**

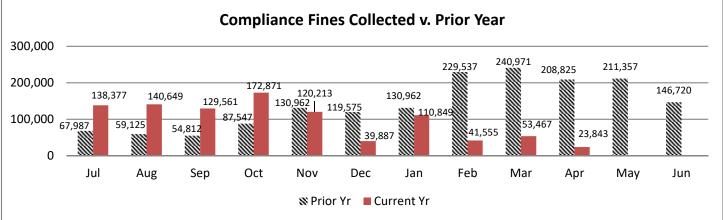
In April 2020, the Compliance Division collected \$23,843 in fines and penalties. Year to Date, the Compliance Division has collected \$971,272 in fines and penalties.

Year to Date vs Prior Year Total (\$1,688,380): 58% April 2019 vs. April 2020: 11%

Current Year End trend is 69% of 2018-2019 YTD 2018-19 (July - Apr) vs YTD 2018-2019: 73%







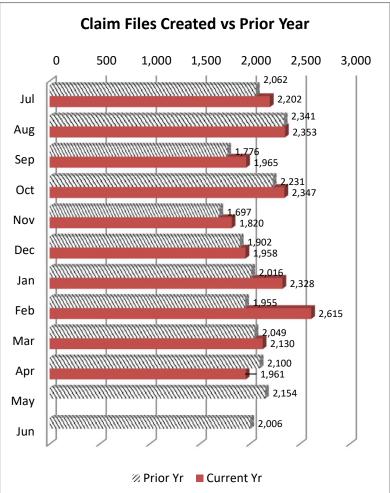
IMS COVERAGE DIVISION April 2020

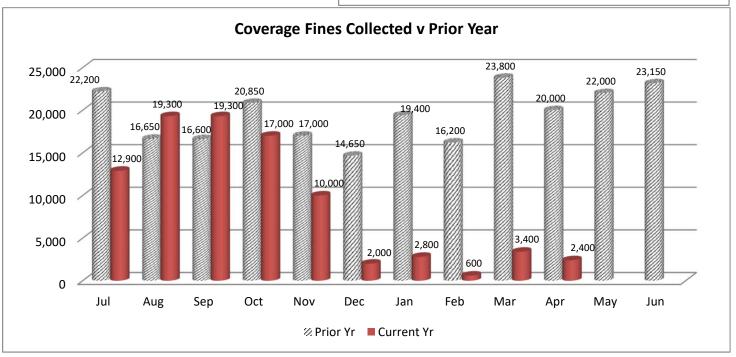
#### **WCC Claim Files:**

In April 2020, the Coverage Division received a total of 1,961 WCC Claim files. Of these, 1,732 were created through proper carrier filing of a 12A, and 229 were generated as a result of a Form 50 claim filing. Year to Date 21,679 Claim files have been created which is 89% of claim file volume prior year (24,289).

#### **Coverage Fines:**

The Coverage Division collected \$2,400 in fine revenue in April 2020, as compared to \$20,000 in Coverage fines/penalties accrued during April 2019. Year on Year, Coverage fines are at 39% of collections for prior year.

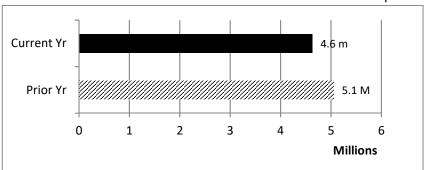


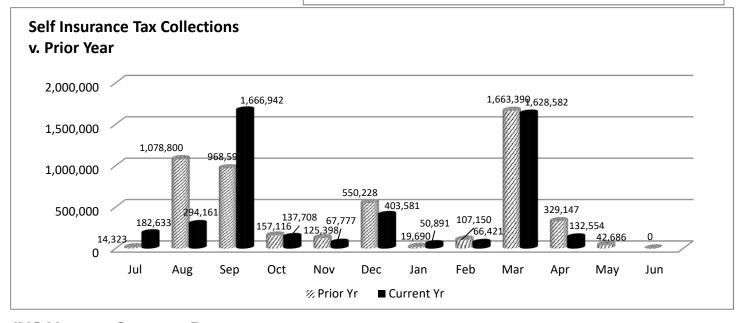


During the month of April 2020, the Self Insurance Division:

- \* collected \$132,554 in self-insurance tax.
- \* added 10 new self-insurers.
- \* conducted 4 Self Insurance audits.

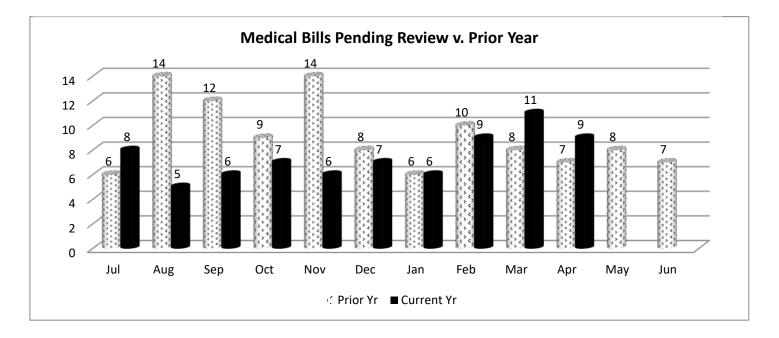
Year to Date, Self Insurance tax revenue is trending at 92% of prior year and 40 Self Insurance audits have been completed.





#### IMS MEDICAL SERVICES DIVISION

In April 2020, the Medical Services Division began the month with 11 bills pending review, received an additional 7 bills for review, conducted 9 bill reviews and ended the month with 9 bills pending.



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#### Workers' Compensation Commission MEMORANDUM

To: Gary Cannon, Executive Director

From: Sonji Spann, Claims Director

Date: May 12, 2020

Re: Claims Department – May 2020 Full Commission Report

Attached is Claims Department activity for the period ending April 30, 2020. The format of the Claims Department report highlights the key workflow benchmarks. Comparison to last month and last year can by found on the attached excel spread sheet.

Processed	15,978
Closed	2,317
Reviewed	3,460
Revenue	\$10,200
Total Fines	51
Form 18 Fines	42
EDI – 18's	2,864
Emailed -18's	2,051
USPS-18's	122
Form 61's Rec'd	733
Form 61's App	731
Third Party Settlements Rec'd	15
Third Party Settlements Processed	16

#### Claims Department Statisitcal Report Statistics For FY19-20

Period ending April 30, 2019

					Totals YTD
Claims Services	Jan	Feb	March	April	FY19-20
Forms 15-I	1,537	1,132	1,312	1,174	11,682
Forms 15-II/Forms 17	1,300	1,015	1,071	891	9,647
Forms 16 for PP/Disf	242	262	196	207	2,115
Forms 18	5,839	5,660	5,939	5,168	49,734
Forms 20	842	668	648	622	6,585
Form 50 Claims Only	411	321	320	240	2,862
Form 61	666	635	863	733	7,047
Letters of Rep	281	231	250	177	2,148
Clinchers	1,101	700	1,007	941	8,172
Third Party Settlements	1	13	16	15	131
SSA Requests for Info	40	80	47	33	610
Cases Closed	3,092	2,159	2,432	2,317	22,596
Cases Reviewed	3,138	2,509	3,435	3,460	27,131
Total Fines Assessed		13	77	51	1,202
Form 18 Fines			56	42	1,042
Total Amt Paid		\$ 2,800	\$ 11,300	\$ 10,200	\$ 218,600

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#### **Workers' Compensation Commission**

May 8, 2020

To: Gary M. Cannon

**Executive Director** 

From: Amy A. Bracy

**Judicial Director** 

**RE:** Monthly Judicial Report for April 2020

During the month of April, the Judicial Department processed eight hundred nine (809) requests for hearings, eighty-seven (87) Motions and one hundred forty-seven (147) clincher conference requests that were sent to the Jurisdictional Commissioners.

There were twenty (20) Single Commissioner Hearings conducted during the past month, forty-eight (48) pre-hearing conferences held and zero (0) Full Commission hearings held. A total of four hundred seventy-eight (478) Orders were served at the single Commissioner level, forty (40) of those were Decision and Orders that resulted from hearings that went on the record and one hundred thirty-seven (137) were Motion Orders that were a result of Motions ruled upon by Commissioners.

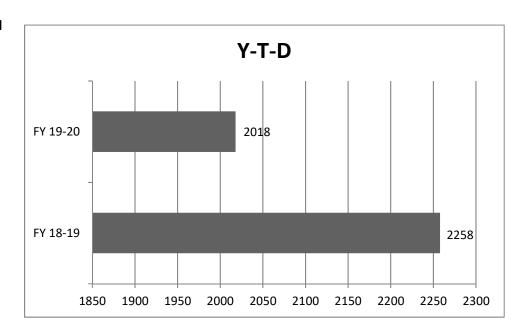
The Informal Conference system conducted two hundred twenty-one (221) hearings during the last month.

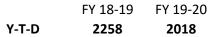
There were thirty-nine (39) regulatory mediations scheduled and thirty (30) requested mediations. The Judicial Department was notified of forty-three (43) matters resolved in mediation, with the receipt of Forms 70.

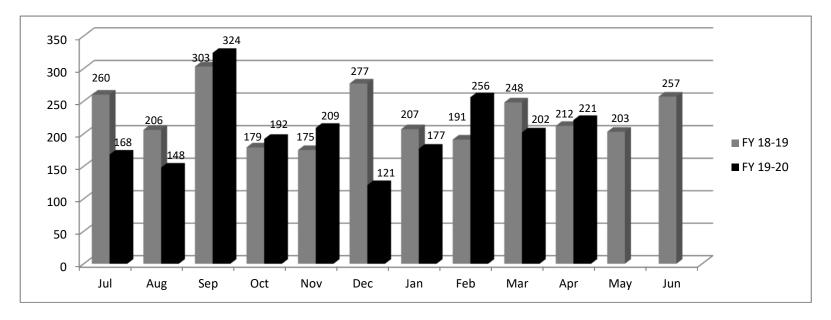
In the month of April, Judicial received twelve (12) Notice of Intent to Appeal to the Court of Appeals and zero (0) to the Circuit Court.

					i otais YTD
	Jan	Feb	March	April	2019-2020
Claimant Pleadings	630	591	592	508	5,497
Defense Response to Pleadings	348	453	561	443	4,574
Defense Pleadings	341	309	297	301	2,814
Motions	149	104	113	87	1,139
Form 30	8	20	15	7	116
FC Hearings Held	1	5	5	0	57
FC Orders Served	9	13	8	9	122
Single Comm. Hearings Held	64	53	37	20	560
Single Comm. Orders Served	217	222	222	186	2,095
Single Comm. Pre-Hearing Conf Held	30	25	60	48	324
Consent Orders	324	248	306	235	2,676
Adminstrative Orders	24	19	19	57	255
Clincher Conference Requested	119	168	149	147	1,437
Informal Conference Requested	470	371	347	257	3,093
Informal Conference Conducted	177	256	202	221	2,018
Regulatory Mediations	30	31	46	39	363
Requested Mediations	64	59	60	30	482
Ordered Mediations	2	2	5	1	18
Mediation Resolved	43	56	48	43	504
Mediation Impasse	17	14	19	11	161
Mediation Held; Issues Pending	1	5	0	0	7
Claim Settled Prior to Mediation	23	10	10	15	126
Mediation Not Complete in 60 days	3	4	2	5	30

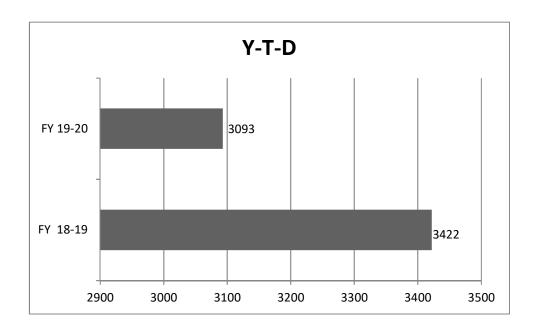
	Informal Co	onf. Conducted
	FY 18-19	FY 19-20
Jul	260	168
Aug	206	148
Sep	303	324
Oct	179	192
Nov	175	209
Dec	277	121
Jan	207	177
Feb	191	256
Mar	248	202
Apr	212	221
May	203	
Jun	257	
Total	2718	2018

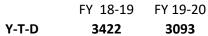


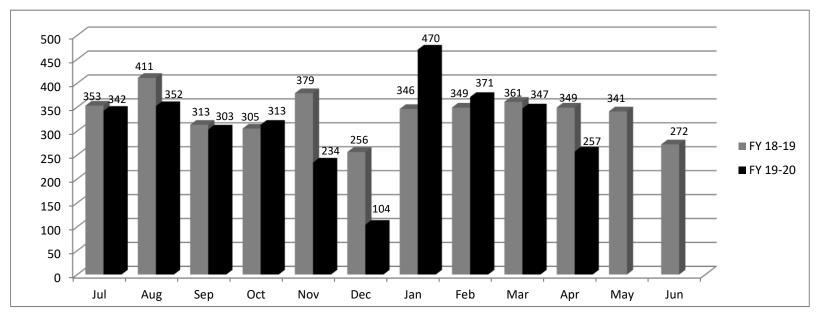




	Informal Co	nf.Requested
	FY 18-19	FY 19-20
Jul	353	342
Aug	411	352
Sep	313	303
Oct	305	313
Nov	379	234
Dec	256	104
Jan	346	470
Feb	349	371
Mar	361	347
Apr	349	257
May	341	
Jun	272	
Total	4035	3093



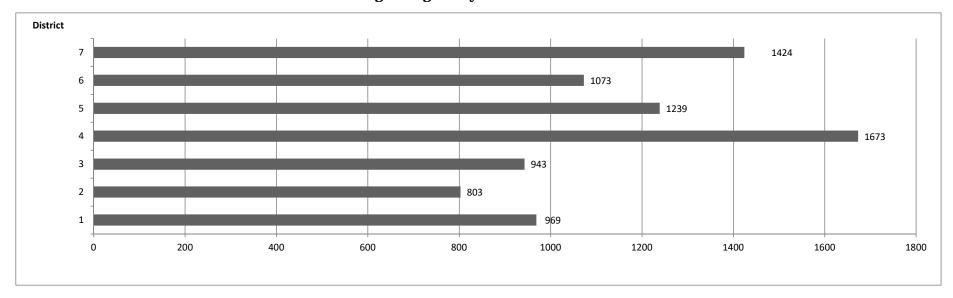




#### **Pleadings Assigned - Three Year Comparison by Month**

	District 1		Г	District	2	I	District	3	Ι	District	4	I	District	5	I	District	6	]	District	. 7	
	G	Greenvil	lle	A	anderso	n	O	rangebu	rg	C	harleste	on	]	Florenc	e	Sp	artanbı	ırg		Richlan	ιd
	19-20	18-19	17-18	19-20	18-19	17-18	19-20	18-19	17-18	19-20	18-19	17-18	19-20	18-19	17-18	19-20	18-19	17-18	19-20	18-19	17-18
Jul	99	88	97	84	98	79	123	114	104	183	183	127	136	147	121	137	110	107	140	144	139
Aug	99	118	113	85	71	97	78	87	120	168	187	172	153	124	134	104	149	107	147	138	159
Sep	101	92	100	77	78	100	98	83	110	174	148	156	108	98	136	104	91	103	131	132	164
Oct	115	112	97	90	98	68	76	115	86	187	204	135	124	119	107	121	130	113	142	160	177
Nov	83	116	116	74	87	83	108	114	92	155	161	159	116	130	131	78	119	120	148	150	148
Dec	81	92	122	65	66	81	80	93	113	140	116	150	99	121	108	104	94	113	117	115	172
Jan	98	89	87	69	69	72	78	114	88	186	170	138	104	104	112	88	114	94	110	134	166
Feb	91	102	75	85	80	84	78	102	88	143	156	125	132	111	139	126	126	119	166	116	163
Mar	112	92	120	96	81	96	134	97	122	187	192	179	131	142	138	111	115	126	183	131	188
Apr	90	84	119	78	76	87	90	76	113	150	157	174	136	103	128	100	86	120	140	123	155
May		112	125		114	88		189	127		211	157		151	126		138	112		183	166
Jun		94	111		103	84		89	126		153	191		121	169		100	129		145	140
Totals	969	1191	1282	803	1021	1019	943	1273	1289	1673	2038	1863	1239	1471	1549	1073	1372	1363	1424	1671	1937

#### **Pleadings Assigned by District Year to Date**



## TAB 8 VOCREHAB

# NO REPORT THIS MONTH

#### State of South Carolina

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



#### Workers' Compensation Commission

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

May 18, 2020

#### **Preparation of Return to Work**

In cooperation with the Alexa Stuart, the Department of Administration, and the Office of Human Resources preparing the policies and procedures for the agency employees to return to work and the Commissioners to begin in-person hearings on June 1. This includes participating in conference calls with the Department of Administration on a statewide reentry plan. The statewide reentry plan will include the availability of state contracts for purchasing of PPE items for agency employees and cleaning services. In preparation of the reentry we have purchased face masks, hand sanitizer, dispensers, sanitizing wipes, liquid disinfectant and tote bags. Some items are on back order. We anticipate the items will be shipped before June 1.

#### Meetings/Activities

From April 14, 2020 to May 12, 2020, the Executive Director worked in the office 4 days and worked from home the other days and participated in 10 conference calls and numerous telephone calls and emails with the Commissioners, agency employees and stakeholders.

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

For the period April 14, 2020 to May 12, 2020, the Executive Director's Office and the General Counsel's office had 406 electronic and personal contacts with claimants or constituents, state agencies, federal agencies, attorneys, service providers, business partners; and letters with congressional offices.

#### **Financial Transactions Activity**

For the period April 14, 2020 to May 12, 2020 the Director's office processed and approved 4 travel expense reports, 80 invoices, and 32 deposits for DOA to process in the SCIES system.

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

For the period March 10, 2020 through April 13, 2020, we added three (3) individuals. Due to the receipt of email delivery failures, a total of three (3) email addresses were deleted. A total of 789 individuals currently receive notifications from the Commission.

#### **Advisory Notices**

Since the last Business Meeting our office prepared 2 Advisory and other Notices for stakeholders. They are posted on the Commission's website and were emailed to the distribution list.

#### 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

#### Workers' Compensation Commission

#### MEMORANUM

TO: COMMISSIONERS

FROM: Gary Cannon

**Executive Director** 

DATE: May 18, 2020

RE: FINANCIAL REPORT - Period ending April 30, 2020

Attached is the Budget vs. Actual Report for the General Fund and Earmarked Fund for the fiscal year period ending April 30, 2020. The benchmark for this period is 83%.

#### Expenditures

The expenditures for the General Fund are on pages 1-3. The total expenditures in the General Fund (10010000) for this period is \$1.3 million or 48% of budget. Note this includes total \$1.8 million appropriation of non-recurring funds shown on page 2 in Information Services on the Special Item line for the IT Legacy System Modernization project. The Commitment items to the project to date is \$1.2 million.

The expenditures for the Earmarked Fund are on pages 4-10 of the "Budget vs. Actual Report FY2020. The total expenditures for the Earmarked Fund (38440000) are \$3.9 million or 70% of budget. The fund has \$265,240 of Commitments.

#### Revenues

Operating Revenues received by the Earmarked Fund through April 30, 2020 received is \$2.5 million or 78% of budget. The Training Conference Registration Fee (438002000) received is higher than the budgeted amount by \$1,380 which is a result of the six regional training sessions conducted last fall on KERMIT. The Sale of Listing and Labels (448006000) account has received \$102,455 over the budgeted amount. The amount is an anomaly for account. It is most likely a coding error which I am in the process of verifying. If so we will make the appropriate transfer before the end of the fiscal year.

To date we have received \$4.5 million Self-Insurance Tax funds.

#### Fund 10010000 - GENERAL FUND

#### **Administration**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501015	DIRECTOR	135,967	115,572	85%		20,395
501058	CLASSIFIED POS	47,092				47,092
512001	OTHER OPERATING	285,515				
	Total OTHER OPERATING:	285,515				285,515
Total Admi	nistration:	468,574	115,572	25%	0	353,002

#### **Executive director**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
5030010000	OFFICE SUPPLIES		48			
	Total OTHER OPERATING:		48		0	-48
Total Execu	tive director:		48		0	-48

#### Inform. services

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
5020077000	SERVICES- APP DEV		35,000			
5030067131	PLM- EUC		20,379		5,080	
	Total OTHER OPERATING:		55,379		5,080	-60,458
Total Inforn	n. services:		55,379		5,080	-60,458

#### **Claims**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS	85,159	67,137	79%		18,022
Total Claim	s:	85,159	67,137	79%		18,022

#### Fund 10010000 - GENERAL FUND

#### Commissioners

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501026	CHAIRMAN	164,762	140,047	85%		24,715
501033	COMMISSIONER	959,769	815,800	85%		143,969
501050	TAXABLE SUBS		52,303		0	-52,303
501058	CLASSIFIED POS	347,717	286,615	82%		61,102
501070	OTH PERS SVC		4,200			-4,200
Total Comr	missioners:	1,472,248	1,298,965	88%	0	173,283

#### **Information Services FY18**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
561000	Special Item	1,800,000	104,916	6%	1,246,396	448,688
Total Inform	nation Services FY18:	1,800,000	104,916	6%	1,246,396	448,688

#### **Insurance & Medical**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS	29,646	25,500	86%		4,146
501070	OTH PERS SVC		600			-600
Total Insur	ance & Medical:	29,646	26,100	88%		3,546

#### **Judicial**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS	29,267				29,267
Total Judic	cial:	29,267				29,267

#### **Employer Contributions**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
513000	EMPLOYER CONTRIB	704,060	520,657	74%		183,403
Total Empl	oyer Contributions:	704,060	520,657	74%		183,403

#### Fund 10010000 - GENERAL FUND

Total GENERAL FUND:	4,588,954	2,188,773	48%	1,251,476	1,148,704
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#### Fund 38440000 - EARMARKED FUND

#### Administration

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS	626,985	153,555	24%		473,430
501070	OTH PERS SVC	11,324	1,800	16%		9,524
512001	OTHER OPERATING	2,625,713				
5020030000	PRINT / BIND / ADV		212			
5020080000	FREIGHT EXPRESS DELV		98		304	
5020120000	CELLULAR PHONE SVCS		7,670		401	
5021010000	LEGAL SERVICES		2,259			
5021010005	LEGAL SRV-REPORTER		310			
5021020000	ATTORNEY FEES		3,008			
5021490000	AUDIT ACCT FINANCE		139			
5021530000	CATERED MEALS		21,503			
5024990000	OTH CNT-NON-IT & REA		1,250			
5030010000	OFFICE SUPPLIES		7,958		26	
5030010002	OFF SUP - MIN OFF EQ		322			
5030010004	SUBSCRIPTIONS		6,998		3,958	
5030030000	PRINTED ITEMS		4,039		29	
5030067101	PRGM LIC - APP SUPP		30,095		2,964	
5030067130	EQUIP&SUPP- EUC		45			
5030067170	EQUIP&SUPP- PRINT EU		5,023		2,386	
5030070000	POSTAGE		21,943		14,360	
5030090000	COMMUNICATION SUPP		999			
5031010001	FURNISHINGS		1,322			
5031639500	OTH SECURTY EXP SUPL		34			
5032820000	INSTRUCTIONAL MAT		367		1,408	
5033090000	EMPLOYEE RECOG AWARD		1,370			
5033990000	OTHER SUPPLIES		38			
5040010000	OPER LSE-OFC EQ RENT		1,897			
5040057000	IT-OPER LS-CONT RENT				1,023	
5040060000	OPER-RENT-NON ST OWN		349,041		72,996	
5040070000	OPER-RNT-ST OWN RL P		120			
5040490000	OPER LSE-RENT-OTHER		11,338		12,636	
5040490002	OPER-RENT-OTH-RM&VID		5,920			

#### Fund 38440000 - EARMARKED FUND

5040490003	OPER LSE-RENT-PO BOX		1,402			
5040510000	INSURANCE-STATE		2,526			
5041010000	DUES & MEMBER FEES		5,432			
5041020000	FEES AND FINES		39			
5050010000	IN ST-MEALS-NON-REP		507		60	
5050020000	IN ST-LODGING		2,782			
5050040000	IN ST-AUTO MILEAGE		48			
5050041000	HR-IN ST-AUTO MILES		2,182		48	
5050060000	IN ST-MISC TR EXP		35		735	
5050070000	IN ST-REGISTR FEES		235			
5050510000	OUT ST-MEALS-NON-REP		180			
5050570000	OUT ST-REGISTR FEES		1,320			
5051540000	LEASED CAR-ST OWNED		34,948			
	Total OTHER OPERATING:	2,625,713	536,953	20%	113,336	1,975,424
Total Admin	istration:	3,264,022	692,308	21%	113,336	2,458,378

#### **General counsel**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
5030070000	POSTAGE		12			
5041020000	FEES AND FINES		25			
	Total OTHER OPERATING:		37		0	-37
Total Gener	ral counsel:		37		0	-37

#### Fund 38440000 - EARMARKED FUND

#### Inform. services

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS		287,275			-287,275
501070	OTH PERS SVC		1,800			-1,800
5020077100	SERVICES- APP SUP		562		972	
5020077200	SERVICES- SERVERS		70,000		51,840	
5020077220	SERVICES- VOICENET		17,735		6,480	
5020077230	IT CONTRACTORS		824,038		46,316	
5020077240	DP SERVICES – STATE		151,814			
5020080000	FREIGHT EXPRESS DELV		69		304	
5020120000	CELLULAR PHONE SVCS		3,671		1,806	
5021330000	CONTR-GOVT/NONPRFIT		39,000			
5021469316	SECURITY ALARM SRVC		5,177		46	
5021540000	NON-IT OTHER PRO SRV		23,511		15,825	
5030010000	OFFICE SUPPLIES		3,554		1,229	
5030067101	PRGM LIC - APP SUPP		44,934		11,400	
5030067130	EQUIP&SUPP- EUC		941			
5030067131	PLM- EUC				769	
5030067141	PLM- ITSD		483			
5030067170	EQUIP&SUPP- PRINT EU		15,609		192	
5031469316	SCRTY ALRM SYS SUPPL		909			
5031639500	OTH SECURTY EXP SUPL		123			
5040057000	IT-OPER LS-CONT RENT		3,528		3,095	
5050010000	IN ST-MEALS-NON-REP		556			
5050020000	IN ST-LODGING		3,109		-	
5050031000	HR-IN ST-AIR TRANS		604			
5050041000	HR-IN ST-AUTO MILES		1,220			
5050050000	IN ST-OTHER TRANS		236			
5050060000	IN ST-MISC TR EXP		60			
5050070000	IN ST-REGISTR FEES		59			
5050570000	OUT ST-REGISTR FEES		915			
	Total OTHER OPERATING:		1,212,416		140,275	-1,352,690
Total Inforr	m. services:		1,501,491		140,275	-1,641,765

#### Fund 38440000 - EARMARKED FUND

#### **Ombudsman**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
5030070000	POSTAGE		14			
	Total OTHER OPERATING:		14		0	-14
Total Ombu	dsman:		14		0	-14

#### **Claims**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS	280,850	194,343	69%		86,507
501070	OTH PERS SVC	3,600	3,600	100%		0
512001	OTHER OPERATING	19,700				
5020080000	FREIGHT EXPRESS DELV		69		495	
5020120000	CELLULAR PHONE SVCS		318			
5030010000	OFFICE SUPPLIES		704		1,287	
5040510000	INSURANCE-STATE		1,263			
5050010000	IN ST-MEALS-NON-REP		102			
5050020000	IN ST-LODGING		931			
5050041000	HR-IN ST-AUTO MILES		182			
	Total OTHER OPERATING:	19,700	3,568	18%	1,783	14,349
Total Claim	is:	304,150	201,511	66%	1,783	100,856

#### Fund 38440000 - EARMARKED FUND

#### Commissioners

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501050	TAXABLE SUBS	70,000	21,101	30%	0	48,899
512001	OTHER OPERATING	230,700				
5020080000	FREIGHT EXPRESS DELV		177		304	
5020120000	CELLULAR PHONE SVCS		4,754		59	
5021010000	LEGAL SERVICES		60,003			
5021010003	LEGAL SRV-TRANSCRIPT		1,769			
5021010005	LEGAL SRV-REPORTER		16,195			
5021410000	EDUC & TRNG-STATE		75			
5021540000	NON-IT OTHER PRO SRV		160			
5030010000	OFFICE SUPPLIES		680		1,267	
5040510000	INSURANCE-STATE		7,437			
5050010000	IN ST-MEALS-NON-REP		654			
5050020000	IN ST-LODGING		4,715			
5050031000	HR-IN ST-AIR TRANS		121			
5050040000	IN ST-AUTO MILEAGE		491			
5050041000	HR-IN ST-AUTO MILES		21,018			
5050050000	IN ST-OTHER TRANS		80			
5050060000	IN ST-MISC TR EXP		47			
5050080000	IN ST-SUBSIST ALLOW		11,013			
5050510000	OUT ST-MEALS-NON-REP		245			
5050541000	HR-OUT ST-AUTO MILES		204			
5050560000	OUT ST-MISC TR EXPEN		175			
5050570000	OUT ST-REGISTR FEES		585			
	Total OTHER OPERATING:	230,700	130,596	57%	1,630	98,474
Total Com	missioners:	300,700	151,697	50%	1,630	147,373

#### Fund 38440000 - EARMARKED FUND

#### **Insurance & Medical**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS	459,463	322,308	70%		137,155
501070	OTH PERS SVC	22,881	8,464	37%		14,417
512001	OTHER OPERATING	54,500				
5020080000	FREIGHT EXPRESS DELV		69		495	
5020120000	CELLULAR PHONE SVCS		224			
5021010000	LEGAL SERVICES		65		70	
5021540000	NON-IT OTHER PRO SRV		23,208		2,515	
5024990000	OTH CNT-NON-IT & REA		1,060			
5030010000	OFFICE SUPPLIES		378		1,636	
5030010004	SUBSCRIPTIONS		445			
5030030000	PRINTED ITEMS		254			
5040060000	OPER-RENT-NON ST OWN		838		905	
5040510000	INSURANCE-STATE		1,544			
5050010000	IN ST-MEALS-NON-REP		548			
5050020000	IN ST-LODGING		2,972			
5050031000	HR-IN ST-AIR TRANS		87			
5050041000	HR-IN ST-AUTO MILES		1,865		171	
5050070000	IN ST-REGISTR FEES		2,150			
5050510000	OUT ST-MEALS-NON-REP		190			
5050520000	OUT ST-LODGING		1,063			
5050541000	HR-OUT ST-AUTO MILES		184			
5050570000	OUT ST-REGISTR FEES		440			
5051520000	REPORTABLE MEALS				10	
	Total OTHER OPERATING:	54,500	37,583	69%	5,802	11,115
Total Insur	ance & Medical:	536,844	368,355	69%	5,802	162,688

#### Fund 38440000 - EARMARKED FUND

#### **Judicial**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
501058	CLASSIFIED POS	452,294	375,328	83%		76,966
501070	OTH PERS SVC	41,076	34,441	84%		6,635
512001	OTHER OPERATING	12,800				
5020080000	FREIGHT EXPRESS DELV		69		495	
5020120000	CELLULAR PHONE SVCS		314			
5021010000	LEGAL SERVICES		1,750			
5021010003	LEGAL SRV-TRANSCRIPT		182			
5021010005	LEGAL SRV-REPORTER		463			
5030010000	OFFICE SUPPLIES		116		1,921	
5040510000	INSURANCE-STATE		1,263			
5050010000	IN ST-MEALS-NON-REP		740			
5050020000	IN ST-LODGING		1,831			
5050041000	HR-IN ST-AUTO MILES		595			
5050070000	IN ST-REGISTR FEES		600			
5051520000	REPORTABLE MEALS		674			
	Total OTHER OPERATING:	12,800	8,594	67%	2,416	1,790
Total Judio	cial:	506,170	418,363	83%	2,416	85,392

#### **Employer Contributions**

Commitment Item	Commitment Item Description	Current Budget	YTD Expenditures	% Used	Commitments	Remaining Balance
513000	EMPLOYER CONTRIB	695,959	568,921	82%	0	127,038
Total Employer Contributions:		695,959	568,921	82%	0	127,038
Total EA	ARMARKED FUND:	5,607,845	3,902,698	70%	265,240	1,439,907

#### **South Carolina Workers' Compensation Commission Commitments** FY 2020 As of 4/30/2020

#### Fund 10010000 - GENERAL FUND

#### Inform, services

Commitment Item	Commitment Item Description	Vendor	Commitment
5030067131	PLM- EUC	SHI INTERNATIONAL CORP	5,080
Total Inform.	services:		5,080

#### **Information Services FY18**

Commitment Item	Commitment Item Description	Vendor	Commitment
5020077230	IT CONTRACTORS	TAPFIN PROCESS SOLUTIONS	1,246,396
Total Inform	ation Services FY18:		1,246,396
Total G	ENERAL FUND:		1,251,476

#### Fund 38440000 - EARMARKED FUND

#### **Administration**

Commitment Item	Commitment Item Description	Vendor	Commitment
5020120000	CELLULAR PHONE SVCS	VERIZON WIRELESS	401
5030010000	OFFICE SUPPLIES	STAPLES BUSINESS ADVANTAGE	26
5030010004	SUBSCRIPTIONS	WEST PUBLISHING CORPORATION	3,958
5030030000	PRINTED ITEMS	PINE PRESS PRINTING	29
5030067101	PRGM LIC - APP SUPP	WEST PUBLISHING CORPORATION	2,964
5030067170	EQUIP&SUPP- PRINT EU	FORMS & SUPPLY INC	1,641
5030067170	EQUIP&SUPP- PRINT EU	MAJOR BUSINESS MACHINES	745
5030070000	POSTAGE	NEOFUNDS BY NEOPOST	1,400
5030070000	POSTAGE	US POSTAL SERVICE	12,960
5032820000	INSTRUCTIONAL MAT	PINE PRESS PRINTING	1,408
5040057000	IT-OPER LS-CONT RENT	XEROX CORPORATION	1,023
5040060000	OPER-RENT-NON ST OWN	GALIUM 1333 MAIN LLC	72,996
5040490000	OPER LSE-RENT-OTHER	REPUBLIC PARKING SYSTEM INC	12,636
Total Adminis	stration:		112,188

#### Inform, services

Any items with vendor "Not assigned" are pending financial adjustments. Any commitment on the Budget vs. Actual Report that is missing from this list is a travel commitment.

## South Carolina Workers' Compensation Commission Commitments FY 2020 As of 4/30/2020

#### Fund 38440000 - EARMARKED FUND

Commitment Item	Commitment Item Description	Vendor	Commitment
5020077100	SERVICES- APP SUP	BIS DIGITAL, INC.	972
5020077200	SERVICES- SERVERS	SHI INTERNATIONAL CORP	51,840
5020077220	SERVICES- VOICENET	NWN CORPORATION	6,480
5020077230	IT CONTRACTORS	TAPFIN PROCESS SOLUTIONS	46,316
5020080000	FREIGHT EXPRESS DELV	FEDEX	304
5020120000	CELLULAR PHONE SVCS	VERIZON WIRELESS	1,806
5021469316	SECURITY ALARM SRVC	SONITROL SECURITY SYSTEMS	46
5021540000	NON-IT OTHER PRO SRV	HYLAND SOFTWARE INC	15,825
5030010000	OFFICE SUPPLIES	FORMS & SUPPLY INC	1,229
5030067131	PLM- EUC	SHI INTERNATIONAL CORP	769
5030067170	EQUIP&SUPP- PRINT EU	US INK AND TONER INC	192
5040057000	IT-OPER LS-CONT RENT	XEROX	1,401
5040057000	IT-OPER LS-CONT RENT	XEROX CORPORATION	1,693
Total Inform.	services:		128,875

#### **Claims**

Commitment Item	Commitment Item Description	Vendor	Commitment
5020080000	FREIGHT EXPRESS DELV	FEDEX	495
5030010000	OFFICE SUPPLIES	FORMS & SUPPLY INC	1,251
5030010000	OFFICE SUPPLIES	STAPLES BUSINESS ADVANTAGE	36
Total Claims:			1,783

#### Commissioners

Commitment Item	Commitment Item Description	Vendor	Commitment
5020120000	CELLULAR PHONE SVCS	VERIZON WIRELESS	59
5030010000	OFFICE SUPPLIES	FORMS & SUPPLY INC	929
5030010000	OFFICE SUPPLIES	STAPLES BUSINESS ADVANTAGE	338
Total Commi	ssioners:		1,326

#### **Insurance & Medical**

## South Carolina Workers' Compensation Commission Commitments FY 2020 As of 4/30/2020

#### Fund 38440000 - EARMARKED FUND

Commitment Item	Commitment Item Description	Vendor	Commitment
5020080000	FREIGHT EXPRESS DELV	FEDEX	495
5021010000	LEGAL SERVICES	UPSTATE LEGAL SUPPORT SERVICES L	70
5021540000	NON-IT OTHER PRO SRV	A WOMANS TOUCH LLC	610
5021540000	NON-IT OTHER PRO SRV	LUMLEY INVESTIGATIONS LLC	378
5021540000	NON-IT OTHER PRO SRV	TPT INVESTIGATIONS LLC	320
5021540000	NON-IT OTHER PRO SRV	WHITESELL INVESTIGATIVE SERVICES	1,207
5030010000	OFFICE SUPPLIES	STAPLES BUSINESS ADVANTAGE	790
5040060000	OPER-RENT-NON ST OWN	GALIUM 1333 MAIN LLC	905
Total Insuran	ce & Medical:		4,775

#### **Judicial**

Commitment Item	Commitment Item Description	Vendor	Commitment
5020080000	FREIGHT EXPRESS DELV	FEDEX	495
5030010000	OFFICE SUPPLIES	FORMS & SUPPLY INC	1,126
5030010000	OFFICE SUPPLIES	STAPLES BUSINESS ADVANTAGE	795
Total Judicial	:		2,416

## South Carolina Workers' Compensation Commission Earmarked Fund Revenues FY 2020 As of 4/30/2020 83% of year elapsed

Account	Acct No.	Budget	YTD Actual Revenue	% of Budget
WORKERS' COMP HEARING FEE	4110090000	1,091,322	889,013	81%
W COMP SELF INS APPL FEE	4160040000	26,577		
W COMP FILING VIOL PENALTY	4223030000	1,985,476	1,402,118	71%
PARKING FEE	4350040000	5,900	4,455	76%
W COMP AWARD REVIEW FEE	4350140000	32,251	15,000	47%
TRNG CONF REG FEE	4380020000	6,000	7,380	123%
PHOTOCOPYING FEE	4380050000	62,199	49,536	80%
SALE OF SERVICES	4480020000		26,775	
SALE OF LISTINGS & LABELS	4480060000	4,187	106,642	2,547%
REFUND PRIOR YR EXPENDITURE	4520010000		1,410	
RETURN CHECKS	4530010000			
ADJUSTMENT TO AGENCY DEPOSITS	4530020000			
MISC REVENUE	4530030000		1,645	
Total Revenues		3,213,912	2,503,975	78%

Self Insurance Tax	2,500,000	4,512,180	180%
Total	5,713,912	7,016,155	123%

4,187 106,642 102,455