

AGENDA

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

February 22, 2011 – 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.

BUSINESS MEETING

- | | | |
|----|---|----------------------|
| 1. | APPROVAL OF AGENDA OF BUSINESS MEETING
of February 22, 2011 | CHAIRMAN BECK |
| 2. | APPROVAL OF MINUTES OF BUSINESS MEETING
of January 18, 2011 (Tab 1) | CHAIRMAN BECK |
| | APPROVAL OF MINUTES OF THE CALLED BUSINESS
MEETING OF February 4, 2011 (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. UNDERHILL |
| | Insurance & Medical Services (Tab 6) | MR. CANNON |
| | 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. TTD and TPD Payments Direct Deposit (Tab 10) | Mr. Cannon |
| | B. Medical Services Provider Manual Update/Changes (Tab 11) | Mr. Cannon |
| 8. | NEW BUSINESS | CHAIRMAN BECK |
| | A. Employee Dress Code Policy (Tab 12) | Ms. Floyd |
| | B. Employee of the Year Policy (Tab 13) | Ms. Floyd |
| | C. Internet Technology Replacement Program (Tab 14) | Mr. Cannon |
| 9. | ADJOURNMENT | CHAIRMAN BECK |

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THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Tuesday, January 18, 2011

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, January 18, 2011 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 at the meeting:

T. SCOTT BECK, INTERIM CHAIRMAN
DAVID W. HUFFSTETLER, 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; Al McCutcheon, Director of Insurance and Medical Services; Wayne Ducote, Coverage Director; Eugenia Holloman, Appellate Program Coordinator; Dave DeMasters, Claims Examiner II, Judicial; W.C. Smith, Self-Insurance Director; Amanda Underhill, Senior Application Analyst; Betsy Hartman, DSIT; Diana Gantt, Accounting/Fiscal Manager; and Cathy Floyd, Human Resources Manager. Visitors present were Clara Smith and Mark Arden, South Carolina Injured Workers' Advocates; Robert Herlong, PCI; Johnnie Baxley, Willson, Jones, Carter & Baxley, P.A.; Ann Margaret McCraw, Midlands Orthopaedics/SCOA; and Belinda Ellison, SC Bar.

Chairman Beck called the meeting to order at 10:35 a.m.

AGENDA

Commissioner Roche moved that the January 18, 2011 agenda be approved. Commissioner Lyndon seconded the motion, and the motion was approved.

APPROVAL OF MINUTES - BUSINESS MEETING OF December 13, 2010

Commissioner Roche moved that the minutes of the Business Meeting of December 13, 2010 be approved. Commissioner Williams seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

Mr. Cannon introduced new staff member, Dave DeMasters, Claims Examiner II, Judicial Department, effective January 18, 2011.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Fifteen (15) prospective members of two (2) funds were presented to the Commission for approval. The applications were:

SC Automobile Dealers Association SIF

Peterbilt Truck Center of Florence LLC

SC Home Builders SIF

Action Concrete Contractors, Inc

Alpha Tree Service, LLC

American Concrete Services, Inc

Beachum Construction Co, Inc

Charles Kelly dba Affordable Electric

Donald Causey Construction LLC

Esposito Construction, Inc

Mike Goode Construction, Inc

Herrod, LLC

New Home Sales Specialist Inc dba Gallup & Gallup

Premier Home Builders & Inspections, LLC

Ray Coates Construction

Tuttle Construction, LLC

Wayne Williams dba All Purpose Landscaping

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.

Mr. Smith presented a request from QuickTrip Corporation to self-insure. QuickTrip Corporation is presently self-insured and self-administered for workers' compensation in Arizona, Georgia, Iowa, Kansas, Missouri, Oklahoma, and Texas. In addition to South Carolina, they have applications to self-insure for workers' compensation pending in Illinois, Nebraska and North Carolina. The company is currently commercially insured in South Carolina for workers' compensation with Discover Property and Casualty Company. If approved to self-insure for workers' compensation in South Carolina, QuickTrip will secure specific excess insurance with Midwest Employers Casualty Company. The Commission's surety requirement will be satisfied with a surety bond provided by Travelers Insurance Company.

Mr. Smith presented the recommendation that QuickTrip be granted the privilege of self-insuring its workers' compensation liability contingent on the following:

1. Quicktrip corporation secure specific excess insurance with an initial retention of not more than \$750,000 and a statutory limit of liability; and
2. QuickTrip Corporation provides the Commission a surety bond or letter-of-credit in the amount of \$500,000.

Following discussion Commissioner Wilkerson made the motion to approve the recommendation subject to a review of the surety bond in January 2012. Commissioner Williams seconded the motion. The motion was 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 financial report for the one-month period ending December 31, 2010. There were no unusual activities to report for the month of December. The benchmark for December is 50%. The Commission's revenues are at 56.22% and overall expenses are at 45.9%. Commissioner Huffstetler asked what would be the impact if fines were collected quarterly. Ms. Gantt stated that is currently being looked at and the findings will be reported to the Commissioners.

Human Resources Department

Cathy Floyd presented the Human Resources report for the one-month period ending December 31, 2010. The Commission received 114 applications for the Claims Examiner II position in the Judicial Department. Of the 114 applicants, 101 met the minimum training and experience requirements. Two applicants withdrew their applications.

Ms. Floyd reported that the Employee Advisory Committee presented the first draft of the Employee of the Year and Dress Code Policies at the December 16, 2010 Agency Wide Meeting to receive employee feedback.

Information Services

Betsy Hartman presented the Information Services Department's report. The number of eCase queries has increased and the total number of incoming phone calls has decreased. She reported that Amanda Underhill has been asked to provide eCase training at several TPA offices.

Ms. Hartman reported that testing on the state-wide imaging software system with DSIT is going well. Once DSIT has the upgrade in place, IT will be able to move forward with the electronic service initiatives.

Insurance & Medical Services

Al McCutcheon presented the Insurance and Medical Services Department's report. In response to the question Chairman Beck asked at the December Full Commission meeting about the normal monthly coverage fines assessed, Mr. McCutcheon reported the following average monthly assessments: FY2009 - \$37,158; FY2010- \$47,125; and thus far in FY 2011 - \$12,400. He said there is a significant decrease in coverage fines assessments and that the decrease is primarily due to the upgrade in the Coverage System that provides additional detail on policy transactions, such as whether the transaction is a renewal or a duplicate. Chairman Beck asked Mr. McCutcheon if he was implying that coverage fine assessments have been processed inappropriately the prior two years. Mr. McCutcheon responded that it was not known at the time whether the transaction was a renewal or a duplicate, only that it was a transaction, and there was probable cause to fine the carrier. If the carrier requested the fine to be waived, the carrier had to provide documentation that the transaction was a renewal or a duplicate and the fine would be waived. However, a number of fines were never questioned and were paid by the carriers.

Commissioner Wilkerson asked Mr. McCutcheon to explain the statement in his memo on Coverage Fine Assessments Status: "As you know, the coverage fine assessment process is an automated process that relies heavily on IT to operate." Mr. McCutcheon said that it is a joint process with Coverage and IT, and Coverage relies on IT to perform all the system edits to ensure everything is working properly. Commissioner Wilkerson asked Mr. McCutcheon if he was saying that it is IT's responsibility to determine if the assessments are done properly. Mr. McCutcheon responded that it falls under Coverage and Coverage works with IT to understand how the assessments are being fined.

There was discussion on how the data is transmitted to the WCC system. Mr. McCutcheon explained that the data is transferred from NCCI into WCC system. Fines are generated twice a month in Coverage and a monthly report is prepared for the Commissioners. There is a monthly monitoring process in place.

Chairman Beck asked Mr. McCutcheon is there a similar trend with coverage fines collected. Mr. McCutcheon replied that collections are not down the same degree as the assessments. Chairman Beck said that coverage fines collected in July 2010 was \$67,795 and asked why the peak. Mr. McCutcheon replied that a carryover from the previous year was included in the July 2010 data because fines were not assessed in March and April of 2010 during the Coverage System upgrade. Mr. McCutcheon said that IT will provide him a list of transactions that were not fined during September-November 2010. The list will be reviewed one by one of each coverage transaction to determine if fines should have been assessed.

This was received as information.

Claims Department

On behalf of Greg Line, Gary Cannon presented the Claims Department's report.

Judicial Department

On behalf of Virginia Crocker, Eugenia Hollmon presented the Judicial Department's report.

Miscellaneous

Chairman Beck announced that Commissioner Barden is not present for the meeting today due to a fractured arm.

EXECUTIVE DIRECTOR'S REPORT

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

Mr. Cannon reported that meetings have been initiated with SC Department of Vocational Rehabilitation to follow-up the recommendation and findings from the Legislative Audit Council's Report to establish a process by which cases are referred to Voc Rehab. A meeting was held on January 6 and a follow-up meeting is scheduled for February 3 to begin developing a strategy and business process for identifying those cases that should be referred to Voc Rehab. Mr. Cannon requested that such cases be reported to him so the cases may be referred to Voc Rehab.

OLD BUSINESS

A. Proposed Changes to Regulation 67-405 (C)(1)

Mr. Cannon reported in compliance with the regulatory processes for regulation changes, the Notice of Drafting regarding proposed changes to Regulation 67-405(C)(1) was published in the *State Register* on May 28, 2010. The proposed change, notice of comment period, and notice of public hearing was published in the *Sate Register* on October 22, 2010. The Commission received written comments on the proposed changes until 5:00 p.m. November 24, 2010, and a public hearing was conducted on November 29, 2010. The Chairman is responsible for rendering a decision with regard to findings. The statute requires a minimum of ten (10) days notice prior to cancellation. A contradiction between the statute and the regulation would only be present if the Commission's regulations required fewer than ten (10) days notice prior to cancellation. The Chairman's recommendation is to terminate the promulgation process, and upon such action by the Commission, staff is directed to proceed with the publication of a notice in the *State Register* the promulgation process for this proposed regulation change is terminated.

Commissioner Wilkerson moved to approve the recommendation. Commissioner Huffstetler seconded the motion, and the motion was approved.

B. Informal Conference Cost Assessment

Diana Gantt reported that the current informal hearing cost assessment is \$186.33. The cost allocation is based on a percentage of salaries and operating expenses. Using figures from 2010, Ms. Gantt presented a recommendation that the informal hearing cost be set at \$143.63.

Commissioner Roche moved to approve the recommendation. Commissioner Williams seconded the motion, and the motion was approved.

Mr. Cannon requested that the record reflect that this is probably one of the few times that a state agency has a reduction in a cost rather than an increase. He said that there is now a standardized business process in place. Commissioner Wilkerson said let the record reflect so.

NEW BUSINESS

A. TTD and TPD Payments Direct Deposit

Mr. Johnnie W. Baxley, III, of Willson, Jones, Carter & Baxley, P.A., presented a request from Walmart concerning payment of Temporary Total Disability (TTD) compensation and Temporary Partial Disability (TPD) to claimants. He said that 92% of employees at Walmart in South Carolina receive their paychecks electronically. Walmart already has bank routing numbers and it would be easy for Walmart to pay TTD and TPD checks electronically. Mr. Baxley said he suspects that for Walmart, or any other company in South Carolina, to move forward with this request, Regulation 67-1602 would need amended to allow direct deposit in addition to paper checks. He said Walmart has pilot programs in other states including Arkansas, Texas, Mississippi, Oklahoma, and

Nebraska, and they are trying to start a pilot program in the Southeast.

Following discussion, it was decided that the Executive Director work with Mr. Baxley for further research and explore amending the regulation to include electronic processing, and report at the next Full Commission meeting.

EXECUTIVE SESSION

Commissioner Roche moved to adjourn into Executive Session to discuss a personnel matter. Commissioner Williams seconded the motion. The Commission adjourned into Executive Session at 11:18 a.m.

[EXECUTIVE SESSION]

Commissioner Roche made a motion to arise from Executive Session. Commissioner Williams seconded the motion and the motion was approved. The Commission arose from Executive Session at 11:29 a.m. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

ADJOURNMENT

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

The January 18, 2011 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:29 a.m.

Reported January 27, 2011
Kim Ballentine, Office of the Executive Director

THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
SPECIAL BUSINESS MEETING

Friday, February 4, 2011

A Special Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Friday, February 4, 2011 at 11:00 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 at the meeting:

T. SCOTT BECK, INTERIM CHAIRMAN
SUSAN S. BARDEN, VICE CHAIR
DAVID W. HUFFSTETLER, COMMISSIONER
G. BRYAN LYNDON, COMMISSIONER via conference call
ANDREA C. ROCHE, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER via conference call
DERRICK L. WILLIAMS, COMMISSIONER

Present also was Gary M. Cannon, Executive Director.

Chairman Beck called the meeting to order at 11:10 a.m.

AGENDA

Commissioner Williams moved that the February 4, 2011 agenda be approved. Commissioner Roche seconded the motion and the motion was approved.

EXECUTIVE SESSION

Commissioner Roche moved to adjourn into Executive Session to discuss a personnel matter. Commissioner Williams seconded the motion. The Commission adjourned into Executive Session at 11:11 a.m.

[EXECUTIVE SESSION]

Commissioner Williams made a motion to arise from Executive Session. Commissioner Wilkerson seconded the motion and the motion was approved. The Commission arose from Executive Session at 11:32 p.m. Upon arising from Executive Session, Chairman Beck stated there was discussion with no action taken.

Commissioner Roche made a motion to approve the Voluntary Separation Program (VSP). Commissioner Williams seconded the motion, and the motion was approved.

Commissioner Huffstetler moved to accept the recommendation from the Executive Director concerning the personnel issue. Commissioner Roche seconded the motion, and the motion was approved.

Commissioner Huffstetler moved to allow the Executive Director flexibility to take the steps he needs to take in the interim to provide services. Commissioner Roche seconded the motion, and the motion was approved.

ADJOURNMENT

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

The February 4, 2011 special meeting of the South Carolina Workers' Compensation Commission adjourned at 11:33 a.m.

Reported February 4, 2011
Kim Ballentine, Assistant to the Executive Director

State of South Carolina

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Workers' Compensation Commission

February 22, 2011

MEMORANDUM

To: Commissioners
Gary Cannon
Executive Director

From: W. C. Smith, III, CPCU, ARM
Director, Self-Insurance *WCS*

Date: February 22, 2011

Subject: Applications to Self-Insure

We have received the following applications for 10 prospective members of 4 funds.

New Applicants:

Palmetto Timber SIF
Salkehatchee Saw Milling, Inc

SC Automobile Dealers Association SIF
Jim Hudson Ford

SC Home Builders SIF
ACA Contracting, Inc
Capital Services Group, Inc
David J Greene Masonry Contracting, Inc
Extreme Concrete Pumping, LLC
Scott Timm – Timm Companies
Sunburst of Bluffton

SC McDonalds Operators Self Insurers Fund
Arch Enterprises, LLC dba McDonalds Restaurant
Valdes Enterprises, LLC dba McDonalds Restaurant

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

WCS/cb

Location(s): Fort Mill, Little River, Myrtle Beach and Florence
 Type of Business: Wholesale Food Distributor, Retail Food Sales
 # of Employees in S.C.: 686

<u>Claims History</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
# of Claims	42	60	56
Claims Paid	\$259,469	\$531,154	\$736,925

<u>Selected Financials (000)</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Total Revenues	\$2,896,717	\$2,949,222	\$2,914,452
Net Income	16,640	26,998	20,739
Interest Expense	7,231	8,915	9,762
Tax Expense	478	231	347
Equity	270,790	263,098	258,017
Current Assets	300,002	313,138	348,846
Current Liabilities	177,369	189,637	220,323
Total Assets	605,899	620,167	665,946
Total Debt	335,109	357,069	407,929
Long Term Debt	75,429	92,000	124,545

Selected Ratios

Return on Total Assets	4.0%	5.8%	4.6%
Return on Net Worth	6.1%	10.3%	8.0%
Total Debt to Total Assets	0.55	0.58	0.61
Current Ratio	1.7	1.7	1.6

Recommendation

Approval

Specific Excess Insurance

Surety Amount:
\$800,000

This information is confidential under Regulation 67-1515

State of South Carolina

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Workers' Compensation Commission

MEMORANDUM

TO: Commissioners
Gary M. Cannon
Executive Director

FROM: W.C. Smith, III, CPCU, ARM
Director, Self Insurance *WCS*

Date: February 22, 2011

SUBJECT: Request of Alex Lee, Inc. and subsidiaries Merchants Distribution, Inc.,
Lowe's Food Stores, Inc. and Institution Food House, Inc., to Self-Insure

Alex Lee, Inc. was incorporated in North Carolina in 1931. Headquartered in Hickory, North Carolina, Alex Lee, Inc. is the parent company and 100% owner of subsidiaries Merchants Distribution, Inc., Lowe's Food Stores, Inc. and Institution Food House, Inc. Merchants Distribution, Inc. operates as a wholesale grocery distributor to retail stores in the southeast. Lowe's Food Stores, Inc. operates 110 supermarkets in North Carolina, South Carolina and Virginia. Institution Food House, Inc. operates as a food service grocery distributor to restaurants, hospitals and other institutions in the southeast. Alex Lee, Inc. employs 10,942 companywide with 686 South Carolina employees at its five Lowe's Food Stores locations in Fort Mill, Little River, Myrtle Beach and Murrell's Inlet and one Institution Food House location in Florence. Alex Lee pays an annual payroll in South Carolina of \$19.3 million.

Alex Lee, Inc. and its subsidiaries are currently self-insured for workers' compensation in North Carolina. The company is commercially insured in South Carolina with Fidelity and Guaranty Insurance Company with an experience modifier of 1.18. The company's three year workers' compensation loss history for South Carolina is as follows.

<u>Year</u>	<u>Number of Claims</u>	<u>Paid</u>
2008	56	\$ 736,925
2009	60	\$ 531,154
2010	42	\$ 259,469

If approved to self-insure for workers' compensation in South Carolina the applicant will secure specific excess insurance with Safety National Casualty Corporation. The Commission's surety requirement would be satisfied with a surety bond from Liberty Mutual Insurance Company.

Financial analysis was conducted using the 2008, 2009, and 2010 audited financial statements of Alex Lee, Inc. A Dun and Bradstreet Industry Norms Report was not available since Alex Lee, Inc. is privately owned.

Revenue and Net Income

Alex Lee, Inc. had total revenues in 2010 of \$2.9 billion, consistent with \$2.9 billion in 2009 and 2008. Cost of revenues for 2010 was \$2.3 billion, consistent with \$2.3 billion in 2009 and 2008. Operating expenses in 2010 was \$531.6 million, down from \$553.6 million in 2009 and \$562.7 million in 2008.

Net income for 2010 was \$16.6 million compared to \$26.9 million in 2009 and \$20.7 million in 2008. Alex Lee, Inc. had a return on net worth of 6.1 % in 2010. Return on net worth for 2009 was 10.3% and 8% for 2008. The Company had a return on total assets of 4% in 2010 compared to 5.8% in 2009 and 4.6% in 2008.

Assets

Alex Lee, Inc. had total assets in 2010 of \$605.9 million, down from \$620.2 million in 2009 and \$665.9 million in 2008. The 2010 decrease was due largely to a 4% reduction in accounts receivable and a 3% reduction in merchandise inventories. Property and equipment less accumulated depreciation in 2010 was \$387.5 million, up from \$366.9 million in 2009.

Current assets for 2010 totaled \$300 million compared to \$313.1 million in 2009. The company's current ratio has remained consistent at 1.7 million in 2010 and 2009 and 1.6 in 2008.

Equity and Long Term Debt

Alex Lee, Inc. had total stockholders' equity in 2010 of \$270.8 million, up from \$263.1 million in 2009 and \$258 million in 2008. Total debt decreased nearly 7% in 2010 to \$335.1 million compared to \$357.1 million in 2009 and 22% from \$407.9 million in 2008. The company's long term debt also decreased in 2010 to \$75.4 million from \$92 million in 2009 and \$124.5 million in 2008. Total debt to total asset ratio for 2010 was .55, a decrease from .58 in 2009 and .61 in 2008.

Recommendation

It is the recommendation of the Self-Insurance Division that Alex Lee, Inc and its subsidiaries Merchants Distribution, Inc., Lowes Food Stores, Inc., and Institution Food House, Inc. be granted the privilege of self-insuring its workers' compensation liabilities contingent on the following:

1. The Alex Lee, Inc. secure specific excess insurance with an initial retention of not more than \$500,000 and a statutory limit of liability;
2. Alex Lee, Inc. provide the Commission a surety bond or letter-of-credit in the amount of \$800,000; and
3. Alex Lee, Inc. provide the Commission a corporate guaranty for each subsidiary.

INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: DIANA GANTT, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING JANUARY 31, 2011
DATE: 2/14/2011

The finance report for the one month period ending January 31, 2011, is attached.

- January is the 7th Fiscal Month of FY11.
- There were 46 payments made to vendors, travelers, and other State Agencies.
- The benchmark for January is 58.33%. The Commission's revenues are at 64.75% and expenses are at 53.4%.
- The following is a summary of each department expenditure benchmarks:

General Fund: Total Expenses are at 59%.

Earmark Fund:

Commissioners –

- Fall below the benchmark in all areas with total expenditures being at 47%.

Administration –

- Overall the expenditures fall at 54%.
- **Salaries** are up 2% due to a temporary employees being hired at the beginning of the fiscal year.
- **Equipment Data Processing** is high due to the one time purchase of computers.

Claims –

- Expenditures fall below the benchmark at 57%.
- **Contract Services** are up due to services that have been received (temp employee).
- **Supplies & Materials** fall over the benchmark due to the amount of items that has been purchased.
- **Travel** is over due to employee travel for Informal Conferences.

Insurance & Medical –

- Total Expenses are at 57%.
- **Contractual Services** are up due to onetime payments that have already been paid for the year.
- **Travel** is substantially over the benchmark due to employee travel for Informal Conferences.

Judicial –

- Total expenditures are below the benchmark at 55%.
- **Travel** is over due to employee travel for Informal Conferences and Mediations.

Activity Report from the Procurement Office:

SCEIS Shopping Carts	0	Staples Orders Placed	2
Vendors Contacted for Price Quotes	11	State Leased Vehicles taken for Service	2
Visa Procurement Card Orders Placed	6	State Reports filed by Procurement Officer	5
SC Dept of Corrections Orders Placed	0		

Mail Room Activity:

Files Copied for Outside Parties	250
See attached Mail Summary	

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2010 - 2011 Budget

January 31, 2011

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	58.33%
General Appropriation	\$ 1,919,955	\$ 1,119,974		58.33%

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,471,636	\$ 863,585	\$ 608,051	58.7%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	448,319	262,341	185,978	58.5%
Total	\$ 1,919,955	\$ 1,125,927	\$ 794,028	58.6%

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received thru 1/31/11	% Received
Training Conference Registration Fee	\$ 1,000	\$ 2,430	243.00%
Sale of Publication and Brochures	8,000	17,238	215.48%
Workers' Comp Award Review Fee	75,000	43,650	58.20%
Sale of Photocopies	95,000	57,016	60.02%
Workers' Compensation Filing Violation Fee	1,891,000	1,276,209	67.49%
Sale of Listings and Labels	30,000	29,512	98.37%
Workers' Comp Hearing Fee	600,000	322,260	53.71%
Earmarked Funds - Original Authorization	\$ 2,700,000	\$ 1,748,315	64.75%
BD100 to Increase Authorization - July 2010	356,315		
BD100 to Increase Authorization - July 2010 (PC's)	62,500		
Total Earmarked Revenues + Fund Balance	\$ 3,118,815		

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,249,153	\$ 725,406	\$ 523,747	58.1%
Taxable Subsistence	80,000	41,141	38,859	51.4%
Other Operating Expenses	1,414,662	703,016	711,646	49.7%
Employer Contribution	375,000	253,367	121,633	67.6%
Total Earmarked	\$ 3,118,815	\$ 1,722,930	\$ 1,395,885	55.2%

COMPUTER FUNDS CARRIED FORWARD

	\$ 54,761			
Computer Services - Carry forward	\$ 54,761	\$ 1,580	\$ 53,181	2.9%
TOTAL OTHER APPROPRIATIONS	\$ 3,228,337	\$ 1,724,510	\$ 1,449,066	53.4%

South Carolina Workers' Compensation Commission
2010 - 2011 Budget
January 31, 2011

Consolidated

Year-To-Date : 58.33%

	Original Budget	Budget Amendments	Amended Budget	Expended January	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,150,244	\$ -	\$ 1,150,244	\$ 96,862	\$ 665,450	58%	\$ -	\$ 484,794
Other Operating Expenditures								
Total Contractual Services	247,935	-	247,935	19,237	104,898	42%	-	143,037
Total Supplies & Materials	36,313	-	36,313	1,562	10,171	28%	-	26,142
Total Fixed Charges	159,652	-	159,652	11,408	83,615	52%	-	76,037
Total Travel	87,650	-	87,650	5,506	44,895	51%	-	42,755
Total Other Operating Exp	531,550	-	531,550	37,713	243,580	46%	-	287,970
Total Commissioners	\$ 1,681,794	\$ -	\$ 1,681,794	\$ 134,575	\$ 909,029	54%	\$ -	\$ 772,765
Administration								
Salaries	\$ 444,858	\$ -	\$ 444,858	\$ 37,470	\$ 263,302	59%	\$ -	\$ 181,557
Other Operating Expenditures								
Total Contractual Services	254,874	(5,000)	249,874	5,213	120,214	48%	-	129,660
Total Supplies & Materials	26,038	4,900	30,938	1,004	10,090	33%	-	20,848
Total Fixed Charges	135,600	100	135,700	8,054	67,501	50%	-	68,199
Total Travel	12,521	-	12,521	767	5,381	43%	-	7,140
Total Equipment	35,000	-	35,000	-	31,953	91%	4,157	(1,110)
Total Other Operating Exp	464,033	-	464,033	15,037	235,139	51%	4,157	224,737
Total Administration	\$ 908,891	\$ -	\$ 908,891	\$ 52,507	\$ 498,440	55%	\$ 4,157	\$ 406,294
Claims								
Salaries	\$ 361,417	\$ -	\$ 361,417	\$ 30,062	\$ 209,647	58%	\$ -	\$ 151,770
Other Operating Expenditures								
Total Contractual Services	47,405	-	47,405	4,618	29,787	63%	-	17,618
Total Supplies & Materials	22,138	-	22,138	645	15,198	69%	-	6,940
Total Fixed Charges	78,689	-	78,689	5,680	41,866	53%	-	36,823
Total Travel	1,750	-	1,750	-	1,048	60%	-	702
Total Other Operating Exp	149,982	-	149,982	10,943	87,898	59%	-	62,084
Total Claims	\$ 511,399	\$ -	\$ 511,399	\$ 41,004	\$ 297,545	58%	\$ -	\$ 213,854
Insurance and Medical Services								
Salaries	\$ 460,408	\$ -	\$ 460,408	\$ 38,138	\$ 267,702	58%	\$ -	\$ 192,706
Other Operating Expenditures								
Total Contractual Services	37,701	-	37,701	6,261	29,095	77%	-	8,606
Total Supplies & Materials	33,500	-	33,500	1,393	8,379	25%	-	25,121
Total Fixed Charges	62,220	-	62,220	4,344	32,254	52%	-	29,966
Total Travel	258	-	258	-	729	282%	-	(471)
Total Other Operating Exp	133,679	-	133,679	11,998	70,457	53%	-	63,222
Total Insurance and Medical Services	\$ 594,087	\$ -	\$ 594,087	\$ 50,136	\$ 338,159	57%	\$ -	\$ 255,928
Judicial								
Salaries	\$ 383,862	\$ -	\$ 383,862	\$ 32,705	\$ 224,032	58%	\$ -	\$ 159,830
Other Operating Expenditures								
Total Contractual Services	43,078	-	43,078	1,966	14,741	34%	-	28,337
Total Supplies & Materials	22,024	-	22,024	809	9,040	41%	-	12,984
Total Fixed Charges	66,966	-	66,966	4,916	35,916	54%	-	31,050
Total Travel	3,350	-	3,350	581	2,088	62%	-	1,262
Total Other Operating Exp	135,418	-	135,418	8,271	61,785	46%	-	73,633
Total Judicial	\$ 519,280	\$ -	\$ 519,280	\$ 40,976	\$ 285,817	55%	\$ -	\$ 233,463
Totals By Departments								
Department Totals								
Commissioners	\$ 1,681,794	\$ -	\$ 1,681,794	\$ 134,575	\$ 909,029	54%	\$ -	\$ 772,765
Administration	908,891	-	908,891	52,507	498,440	55%	4,157	406,294
Claims	511,399	-	511,399	41,004	297,545	58%	-	213,854
Insurance & Medical	594,087	-	594,087	50,136	338,159	57%	-	255,928
Judicial	519,280	-	519,280	40,976	285,817	55%	-	233,463
Total Departmental Expend	\$ 4,215,451	\$ -	\$ 4,215,451	\$ 319,197	\$ 2,328,991	55%	\$ 4,157	\$ 1,882,303
Employer Contributions	823,319	-	823,319	68,617	515,709	63%	-	307,610
Total General & Earmarked Funds	\$ 5,038,770	\$ -	\$ 5,038,770	\$ 387,814	\$ 2,844,700	56%	\$ 4,157	\$ 2,189,914

South Carolina Workers' Compensation Commission
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General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 58.33%				
				Expended January	Year to Date to Date	%	Encumb	Balance
Commissioners								
Salaries								
Chairman	\$ 115,567	\$ -	\$ 115,567	\$ 9,231	\$ 64,978	56%	\$ -	\$ 50,589
Commissioner	664,602	-	664,602	55,783	390,121	59%	-	274,481
Classified Employees	290,075	-	290,075	24,173	169,210	58%	-	120,865
Total Commissioners	1,070,244	-	1,070,244	89,187	624,309	58%	-	445,935
Administration								
Salaries								
Director	\$ 94,152	\$ -	\$ 94,152	\$ 7,846	\$ 54,922	58%	\$ -	\$ 39,230
Classified Positions	132,206	-	132,206	11,449	76,402	58%	-	55,804
Total Administration	226,358	-	226,358	19,295	131,324	58%	-	95,034
Claims								
Salaries								
Classified Positions	\$ 55,417	\$ -	\$ 55,417	\$ 5,583	\$ 38,118	69%	\$ -	\$ 17,299
Total Claims	55,417	-	55,417	5,583	38,118	69%	-	17,299
Insurance and Medical Services								
Salaries								
Classified Positions	\$ 57,755	\$ -	\$ 57,755	\$ 4,821	\$ 33,749	58%	\$ -	\$ 24,006
Total Ins and Medical Svcs	57,755	-	57,755	4,821	33,749	58%	-	24,006
Judicial								
Salaries								
Classified Positions	\$ 61,862	\$ -	\$ 61,862	\$ 5,155	\$ 36,086	58%	\$ -	\$ 25,776
Total Judicial	61,862	-	61,862	5,155	36,086	58%	-	25,776
General Funds								
Department Totals								
Commissioners	\$ 1,070,244	\$ -	\$ 1,070,244	\$ 89,187	\$ 624,309	58%	\$ -	\$ 445,935
Administration	226,358	-	226,358	19,295	131,324	58%	-	95,034
Claims	55,417	-	55,417	5,583	38,118	69%	-	17,299
Insurance & Medical	57,755	-	57,755	4,821	33,749	58%	-	24,006
Judicial	61,862	-	61,862	5,155	36,086	58%	-	25,776
Total Departmental Expend	\$ 1,471,636	\$ -	\$ 1,471,636	\$ 124,041	\$ 863,585	59%	\$ -	\$ 608,051
Employer Contributions	448,319	-	448,319	36,392	262,341	59%	-	185,978
Total General Fund Appropriations	\$ 1,919,955	\$ -	\$ 1,919,955	\$ 160,433	\$ 1,125,927	59%	\$ -	\$ 794,028

South Carolina Workers' Compensation Commission
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Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 58.33%				
				Expended January	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 80,000	\$ -	\$ 80,000	\$ 7,675	\$ 41,141	51%	\$ -	\$ 38,859
Total Salaries	80,000	-	80,000	7,675	41,141	51%	-	38,859
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	700	-	700	-	-	0%	-	700
Copying Equipment Service	200	-	200	-	-	0%	-	200
Print/Bind/Advertisement	510	-	510	-	510	100%	-	-
Print Pub Annual Reports	28	-	28	-	-	0%	-	28
Data Processing Services	68,535	-	68,535	2,077	17,059	25%	-	51,476
Freight Express Delivery	490	-	490	-	-	0%	-	490
Telephone	4,500	-	4,500	431	2,587	57%	-	1,913
Cellular Phone Service	12,000	-	12,000	503	4,447	37%	-	7,553
Legal Services/Attorney Fees	160,000	-	160,000	16,099	79,824	50%	-	80,176
Other Professional Services	972	-	972	126	471	48%	-	501
Total Contractual Services	247,935	-	247,935	19,237	104,898	42%	-	143,037
Supplies & Materials								
Office Supplies	8,500	-	8,500	496	1,637	19%	-	6,863
Copying Equipment	2,714	-	2,714	411	1,970	73%	-	744
Printing	1,750	-	1,750	185	272	16%	-	1,478
Data Processing Supplies	649	-	649	-	-	0%	-	649
Postage	21,500	-	21,500	-	5,654	26%	-	15,846
Communication Supplies	50	-	50	460	460	920%	-	(410)
Maint./Janitorial Supplies	75	-	75	10	120	160%	-	(45)
Motor Vehicle Supp/Gasoline	100	-	100	-	58	58%	-	42
Other Supplies	975	-	975	-	-	0%	-	975
Total Supplies & Materials	36,313	-	36,313	1,562	10,171	28%	-	26,142
Fixed Charges								
Rental-Cont Rent Payment	4,800	-	4,800	289	1,884	39%	-	2,916
Rent-Non State Owned Property	149,750	-	149,750	11,119	77,836	52%	-	71,914
Rent-Other	250	-	250	-	212	85%	-	38
Insurance-State	3,633	-	3,633	-	3,633	100%	-	-
Insurance-Non State	169	-	169	-	-	0%	-	169
Fees & Fines	50	-	50	-	50	100%	-	-
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	159,652	-	159,652	11,408	83,615	52%	-	76,037
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	650	-	650	-	223	34%	-	427
In State - Auto Mileage	10,000	-	10,000	689	6,124	61%	-	3,876
In State - Subsistence Allowance	25,000	-	25,000	1,088	15,744	63%	-	9,256
Out State - Meals	500	-	500	-	52	10%	-	448
Out State - Auto Mileage	1,500	-	1,500	-	460	31%	-	1,040
Leased Car	50,000	-	50,000	3,729	22,293	45%	-	27,707
Total Travel	87,650	-	87,650	5,506	44,895	51%	-	42,755
Total Other Operating Expenditures	531,550	-	531,550	37,713	243,580	46%	-	287,970
Total Commissioners	\$ 611,550	\$ -	\$ 611,550	\$ 45,388	\$ 284,721	47%	\$ -	\$ 326,829

South Carolina Workers' Compensation Commission

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Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 58.33%				
				Expended January	Year to Date	%	Encumb	Balance
Administration								
Salaries								
Classified Positions	\$ 214,000	\$ -	\$ 214,000	\$ 17,509	\$ 126,357	59%	\$ -	\$ 87,643
Temporary Employees	3,500	-	3,500	666	4,785	137%	-	(1,285)
Terminal Leave	1,000	-	1,000	-	835	84%	-	165
Total Salaries	218,500	-	218,500	18,175	131,977	60%	-	86,523
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	4,904	-	4,904	435	4,316	88%	-	588
Copying Equipment Service	2,000	-	2,000	-	-	0%	-	2,000
Print/Bind/Advertisement	4,650	-	4,650	-	404	9%	-	4,246
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	181,658	-	181,658	2,931	91,379	50%	-	90,279
Freight Express Delivery	15,500	(5,000)	10,500	(81)	102	1%	-	10,398
Telephone	4,493	-	4,493	429	2,545	57%	-	1,948
Cellular Phone Service	1,925	-	1,925	149	890	46%	-	1,035
Education & Training Services	1,000	-	1,000	-	-	0%	-	1,000
Attorney Fees	34,947	-	34,947	1,350	19,371	55%	-	15,576
General Repair	230	-	230	-	-	0%	-	230
Audit Acct Finance	100	-	100	-	100	100%	-	-
Catered Meals	1,000	-	1,000	-	611	61%	-	389
Other Professional Services	2,000	-	2,000	-	50	3%	-	1,950
Other Contractual Services	445	-	445	-	445	100%	-	-
Total Contractual Services	254,874	(5,000)	249,874	5,213	120,214	48%	-	129,660
Supplies & Materials								
Office Supplies	9,743	-	9,743	451	3,028	31%	-	6,715
Subscriptions	175	-	175	-	-	0%	-	175
Copying Equipment Supplies	3,934	-	3,934	325	1,679	43%	-	2,255
Printing	1,964	-	1,964	147	430	22%	-	1,534
Data Processing Supplies	2,075	-	2,075	73	200	10%	-	1,875
Postage	7,100	4,150	11,250	-	4,253	38%	-	6,997
Maint/Janitorial Supplies	98	-	98	8	95	97%	-	3
Fees & Fines	174	750	924	-	275	30%	-	649
Gasoline/ Motor Vehicle Supply	36	-	36	-	84	232%	-	(48)
Promotional Supplies	75	-	75	-	-	0%	-	75
Employee Recog Award	564	-	564	-	46	8%	-	518
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	26,038	4,900	30,938	1,004	10,090	33%	-	20,848
Fixed Charges								
Rental-Cont Rent Payment	5,979	-	5,979	288	1,967	33%	-	4,012
Rent-Non State Owned Property	107,101	-	107,101	7,195	50,364	47%	-	56,737
Rent-Other	225	1,500	1,725	60	1,003	58%	-	722
Insurance-State	7,490	(1,400)	6,090	-	6,090	100%	-	-
Insurance-Non State	134	-	134	-	-	0%	-	134
Dues and Memberships	3,985	-	3,985	-	3,000	75%	-	985
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Sales Tax Paid	9,686	-	9,686	511	5,076	52%	-	4,610
Total Fixed Charges	135,600	100	135,700	8,054	67,501	50%	-	68,199
Travel (Includes Leased Car)								
In State - Meals Non-Reportable	21	-	21	-	-	0%	-	21
In State - Registration Fees	-	-	-	-	-	0%	-	-
Leased Car	12,500	-	12,500	767	5,381	43%	-	7,119
Total Travel	12,521	-	12,521	767	5,381	43%	-	7,140
Equipment								
Equipment Data Processing- PC's	35,000	-	35,000	-	31,953	91%	4,157	(1,110)
Total Equipment	35,000	-	35,000	-	31,953	91%	4,157	(1,110)
Total Other Operating Expenditures	464,033	-	464,033	15,037	235,139	51%	4,157	224,737
Total Administration	\$ 682,533	\$ -	\$ 682,533	\$ 33,212	\$ 367,116	54%	\$ 4,157	\$ 311,260

South Carolina Workers' Compensation Commission
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Earmarked Funds

Year-To-Date : 58.33%

	Original Budget	Budget Amendments	Amended Budget	Expended January	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 301,000	\$ (6,000)	\$ 295,000	\$ 23,848	\$ 160,465	54%	\$ -	\$ 134,535
Temporary Positions	4,000	3,000	7,000	631	7,972	114%	-	(972)
Terminal Leave	1,000	3,000	4,000	-	3,092	77%	-	908
Total Salaries	306,000	-	306,000	24,479	171,529	56%	-	134,471
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	200	-	200	-	90	45%	-	110
Print / Bind / Adv	750	-	750	-	404	54%	-	346
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	26,933	-	26,933	1,776	13,013	48%	-	13,920
Freight Express Delivery	500	-	500	-	-	0%	-	500
Telephone	3,000	-	3,000	223	1,590	53%	-	1,410
Temporary Services	13,000	-	13,000	2,619	14,600	112%	-	(1,600)
Other Professional Services	3,000	-	3,000	-	90	3%	-	2,910
Total Contractual Services	47,405	-	47,405	4,618	29,787	63%	-	17,618
Supplies & Materials								
Office Supplies	3,913	-	3,913	165	4,742	121%	-	(829)
Copying Equipment	2,000	-	2,000	325	1,493	75%	-	507
Printing	2,000	-	2,000	147	215	11%	-	1,785
Data Processing Supplies	75	-	75	-	53	71%	-	22
Postage	14,000	-	14,000	-	8,600	61%	-	5,400
Maint/Janitorial Supplies	50	-	50	8	95	190%	-	(45)
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	22,138	-	22,138	645	15,198	69%	-	6,940
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	120	922	37%	-	1,578
Rent-Non State Owned Property	73,750	-	73,750	5,560	38,918	53%	-	34,832
Rent-Other	225	-	225	-	213	95%	-	12
Insurance-State	1,080	-	1,080	-	997	92%	-	83
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment- Copying	-	815	815	-	815	100%	-	(0)
Equipment Maintenance	1,000	(815)	185	-	-	0%	-	185
Total Fixed Charges	78,689	-	78,689	5,680	41,866	53%	-	36,823
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	300	-	300	-	225	75%	-	75
In State - Lodging	500	-	500	-	565	113%	-	(65)
In State - Auto Mileage	600	-	600	-	167	28%	-	433
Reportable Meals	100	-	100	-	91	91%	-	9
Leased Car	250	-	250	-	-	0%	-	250
Total Travel	1,750	-	1,750	-	1,048	60%	-	702
Total Other Operating Expenditures	149,982	-	149,982	10,943	87,898	59%	-	62,084
Total Claims	\$ 455,982	\$ -	\$ 455,982	\$ 35,421	\$ 259,427	57%	\$ -	\$ 196,555

South Carolina Workers' Compensation Commission
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Earmarked Funds

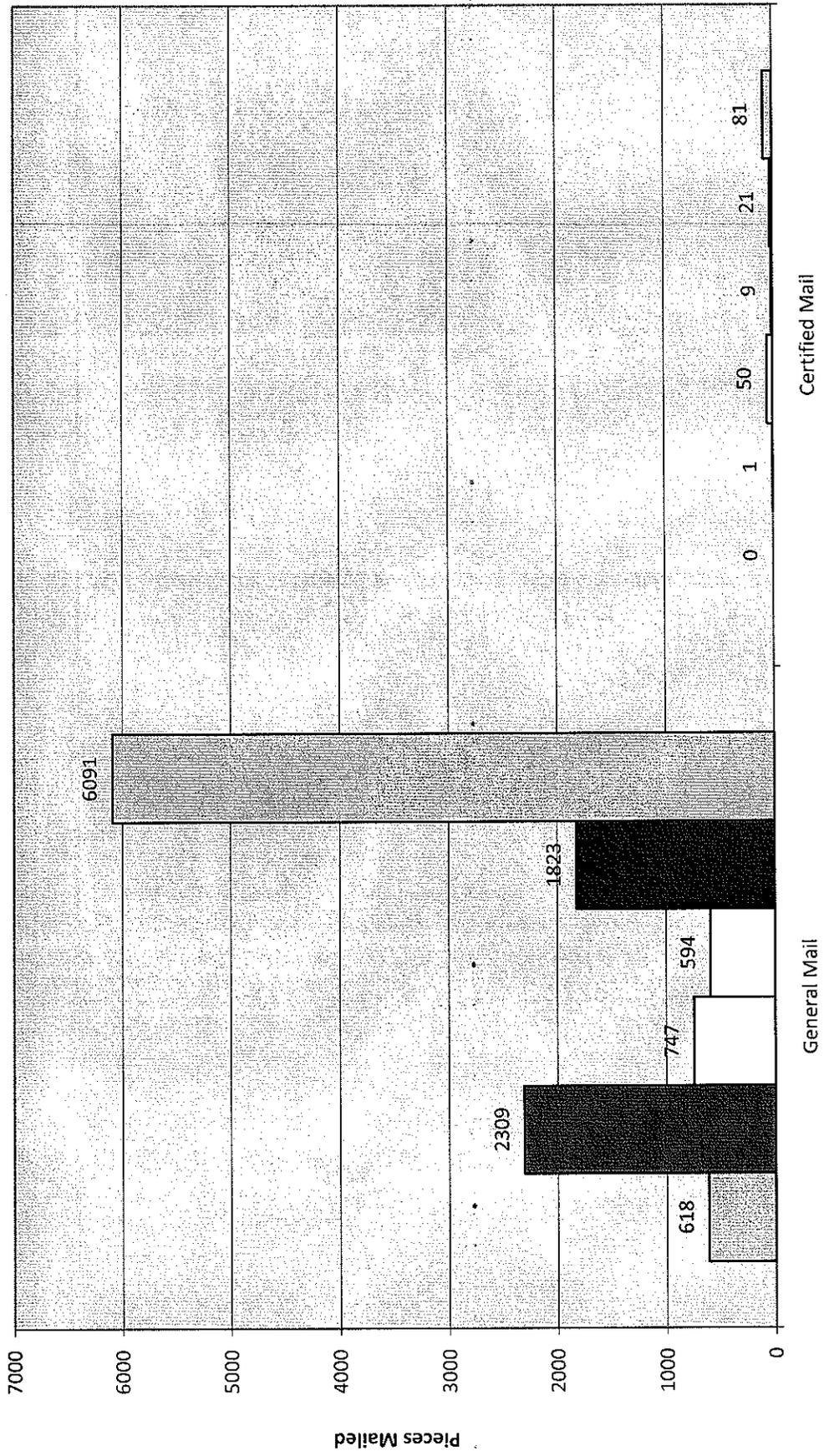
	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 58.33%				
				Expended January	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	\$ 383,000	\$ -	\$ 383,000	\$ 32,066	\$ 220,560	58%	\$ -	\$ 162,440
Temporary Employees	15,018	-	15,018	1,251	13,394	89%	-	1,624
Special Contractual Employee	4,635	-	4,635	-	-	0%	-	4,635
Total Salaries	402,653	-	402,653	33,317	233,953	58%	-	168,700
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	200	-	200	-	-	0%	-	200
Copying Equipment Service	1,000	-	1,000	-	-	0%	-	1,000
Print/Bind/Advertisement	3,400	-	3,400	-	446	13%	-	2,954
Print Pub Annual Report	24	-	24	-	-	0%	-	24
Data Processing Services	24,864	-	24,864	3,414	23,499	95%	-	1,365
Telephone	2,626	-	2,626	232	1,515	58%	-	1,111
Other Professional Services	2,387	-	2,387	100	1,120	47%	-	1,267
Other Contractual Services	3,200	-	3,200	2,515	2,515	79%	-	685
Total Contractual Services	37,701	-	37,701	6,261	29,095	77%	-	8,606
Supplies & Materials								
Office Supplies	6,000	-	6,000	863	1,585	26%	-	4,415
Copying Equipment	3,000	-	3,000	359	1,651	55%	-	1,349
Printing	1,500	-	1,500	162	341	23%	-	1,159
Data Processing Supplies	1,000	-	1,000	-	-	0%	-	1,000
Postage	21,825	-	21,825	-	4,697	22%	-	17,128
Maintenance/Janitorial Supplies	75	-	75	9	105	140%	-	(30)
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	33,500	-	33,500	1,393	8,379	25%	-	25,121
Fixed Charges								
Rental-Cont Rent Payment	2,104	-	2,104	328	1,447	69%	-	657
Rent-Non State Owned Property	56,400	-	56,400	3,924	27,471	49%	-	28,929
Rent-Other	225	-	225	-	213	95%	-	12
Insurance-State	1,101	-	1,101	-	1,018	92%	-	83
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	1,300	-	1,300	92	2,104	162%	-	(804)
Total Fixed Charges	62,220	-	62,220	4,344	32,254	52%	-	29,966
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	50	-	50	-	252	504%	-	(202)
Reportable Meals	50	-	50	-	28	56%	-	22
In State - Lodging	158	-	158	-	449	284%	-	(291)
Total Travel	258	-	258	-	729	282%	-	(471)
Total Other Operating Expenditures	133,679	-	133,679	11,998	70,457	53%	-	63,222
Total Insurance and Medical Services	\$ 536,332	\$ -	\$ 536,332	\$ 45,315	\$ 304,411	57%	\$ -	\$ 231,922

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Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 58.33%				
				Expended January	Year to Date	%	Encumb	Balance
Judicial								
Salaries								
Classified Positions	\$ 322,000	\$ (784)	\$ 321,216	\$ 26,765	\$ 187,162	58%	\$ -	\$ 134,054
Terminal Leave	-	784	784	784	784	100%	-	(0)
Total Salaries	322,000	-	322,000	27,549	187,946	58%	-	134,054
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	180	-	180	-	-	0%	-	180
Print/Bind/Advertisement	500	-	500	-	361	72%	-	139
Print Pub Annual Reports	20	-	20	-	-	0%	-	20
Data Processing Services	37,803	-	37,803	1,663	12,548	33%	-	25,255
Freight Express Delivery	150	-	150	-	-	0%	-	150
Telephone	3,000	-	3,000	212	1,274	42%	-	1,726
Cellular Phone Service	1,225	-	1,225	92	557	45%	-	668
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	43,078	-	43,078	1,966	14,741	34%	-	28,337
Supplies & Materials								
Office Supplies	4,775	-	4,775	379	1,439	30%	-	3,336
Copying Equipment Supplies	1,949	-	1,949	291	1,349	69%	-	600
Printing	2,500	-	2,500	131	193	8%	-	2,307
Data Processing Supplies	75	-	75	-	-	0%	-	75
Postage	12,580	-	12,580	-	5,987	48%	-	6,593
Maintenance/Janitorial Supplies	50	-	50	7	72	144%	-	(22)
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	75	-	75	-	-	0%	-	75
Total Supplies & Materials	22,024	-	22,024	809	9,040	41%	-	12,984
Fixed Charges								
Rental-Cont Rent Payment	1,750	-	1,750	10	181	10%	-	1,569
Rent-Non State Owned Property	63,750	-	63,750	4,906	34,339	54%	-	29,411
Rent-Other	225	-	225	-	213	95%	-	12
Insurance-State	1,121	-	1,121	-	1,183	106%	-	(62)
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	66,966	-	66,966	4,916	35,916	54%	-	31,050
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	250	-	250	50	110	44%	-	140
Reportable Meals	100	-	100	7	112	112%	-	(12)
In State - Lodging	400	-	400	298	298	75%	-	102
In State - Auto Mileage	2,200	-	2,200	182	1,525	69%	-	675
In State - Misc Travel Expense	100	-	100	43	43	43%	-	57
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Total Travel	3,350	-	3,350	581	2,088	62%	-	1,262
Total Other Operating Expenditures	135,418	-	135,418	8,271	61,785	46%	-	73,633
Total Judicial	\$ 457,418	\$ -	\$ 457,418	\$ 35,820	\$ 249,731	55%	\$ -	\$ 207,687
Earmarked Funds								
Department Totals								
Commissioners	\$ 611,550	\$ -	\$ 611,550	\$ 45,388	\$ 284,721	47%	\$ -	\$ 326,829
Administration	682,533	-	682,533	33,212	367,116	54%	4,157	311,260
Claims	455,982	-	455,982	35,421	259,427	57%	-	196,555
Insurance & Medical	536,332	-	536,332	45,315	304,411	57%	-	231,922
Judicial	457,418	-	457,418	35,820	249,731	55%	-	207,687
Total Departmental Expend	\$ 2,743,815	\$ -	\$ 2,743,815	\$ 195,157	\$ 1,465,405	53%	\$ 4,157	\$ 1,274,253
Employer Contributions	375,000	-	375,000	32,224	253,367	68%	-	121,633
Total Earmarked Funds	\$ 3,118,815	\$ -	\$ 3,118,815	\$ 227,381	\$ 1,718,773	55%	\$ 4,157	\$ 1,395,885
Capital / Computer Project Carryforward	\$ 54,761	\$ -	\$ 54,761	\$ -	\$ 1,580	3%	\$ -	\$ 53,181

Mail Totals for January (General & Certified)



- Administration
- Claims
- Insurance & Medical
- Commissioners
- Judicial
- Totals

MEMORANDUM

Date: February 11, 2011

TO: Mr. Gary Cannon
Executive Director

FROM: Cathy Floyd
Human Resources

SUBJECT: Human Resource Report Period Ending January 31, 2011

Below is a summary of the Human Resource activity for the one month period ending January 31, 2011.

Recruitment and Selection

- Filled the vacant Claims Examiner II position in the Judicial Department
 - 114 applicants, 101 met the minimum training and experience requirements
 - An offer was extended to and accepted by Dave DeMasters
 - Notified all applicants the position had been filled

Employee Relations (ER)

- The Employee Advisory Committee has continued work on updating the Administrative Policy and Procedures Manual
- Three ER issues were addressed during the month
- Continued working on succession planning initiatives
 - The first of two job analysis sessions was conducted on the Informal Conference process

Reporting

- Contacted 20 employees regarding missing or incomplete information in their personnel file
- Issued a quarterly EPMS reminder to all supervisors to ensure everyone has completed the planning stage and is conducting continuous feedback throughout the review process

Benefits

- Coverage changes for two employees
- Insurance and retirement enrollment for a new employee
- Issued two COBRA notices
- Coordinated a retirement refund request for a former employee

State Office of Human Resources (OHR)

- Contacted OHR regarding one issue

SC Enterprise Information System (SCEIS)

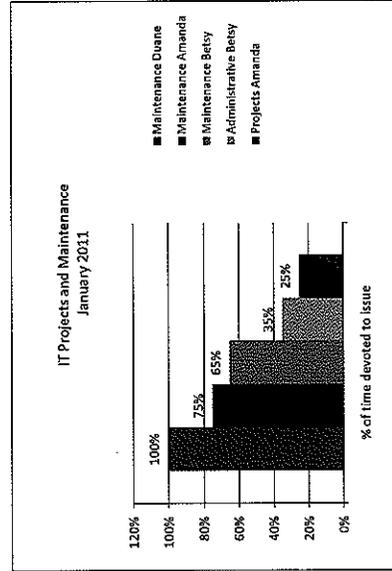
- One employment verification
- Nine transactions were keyed into the system

Training

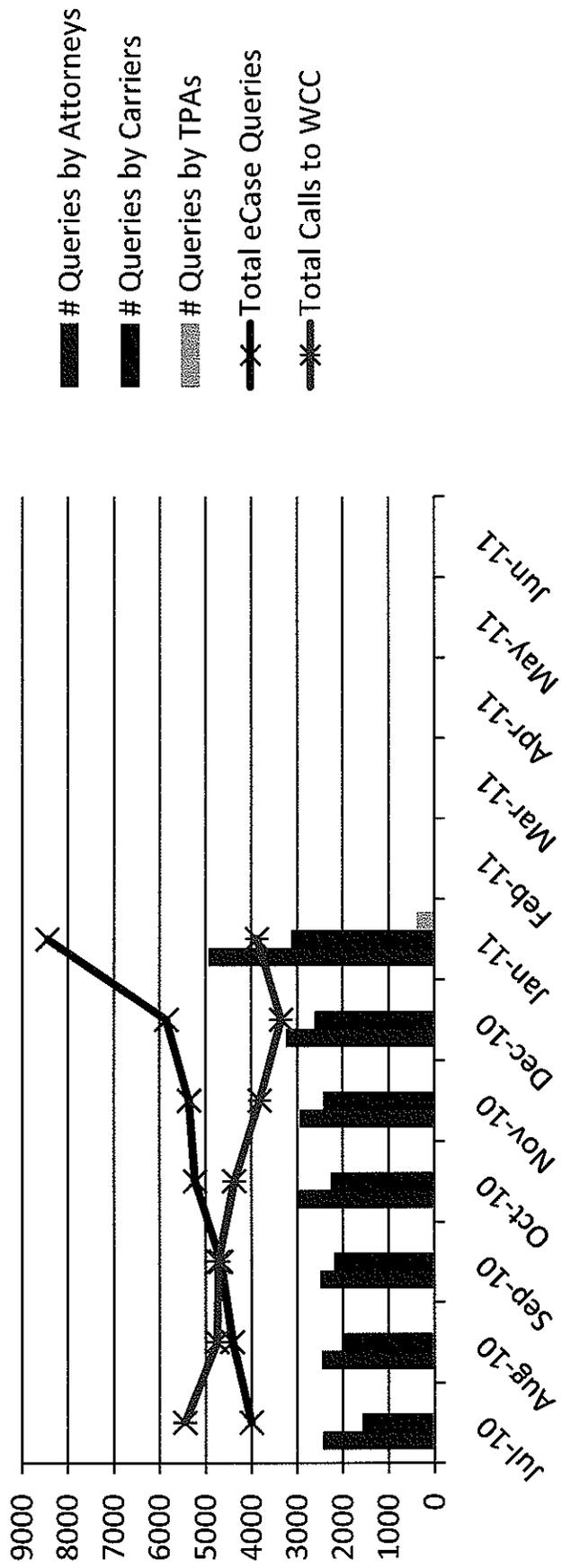
- Coordinated the Executive Retreat that was held January 28, 2011

WCC IT Projects Status Report

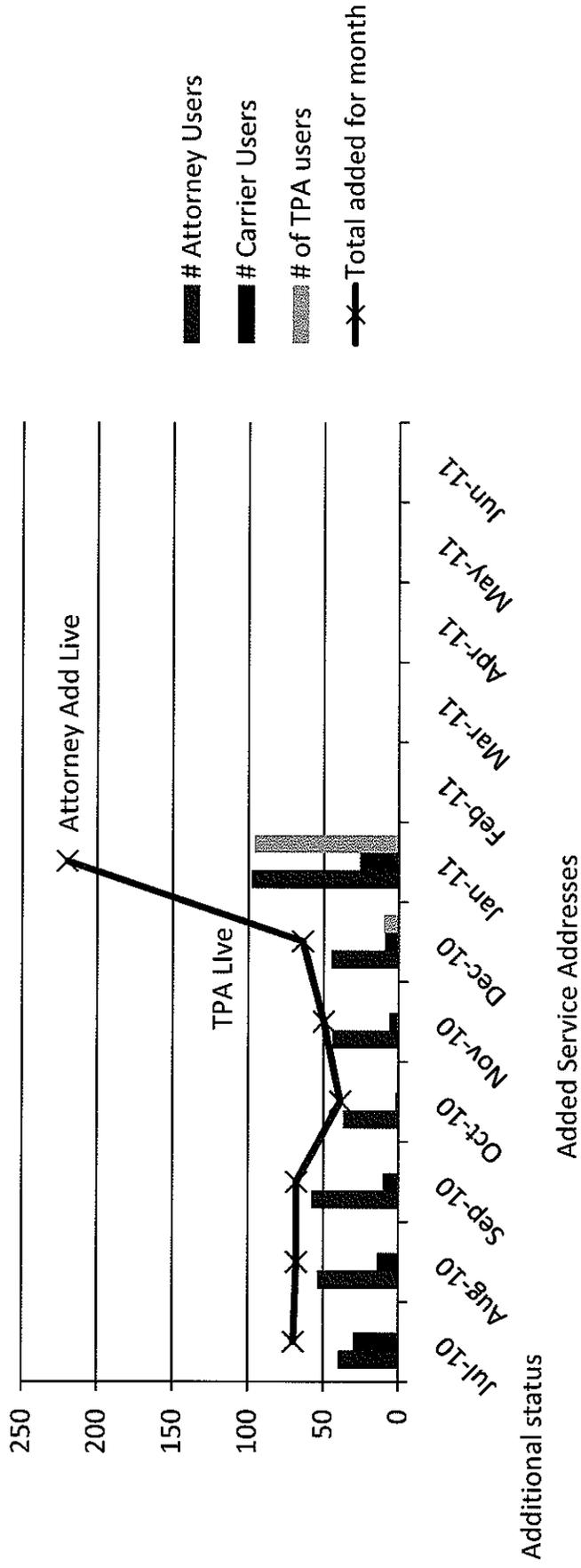
Period		January	February	March	April	May	June	July	August	September	October	November	December	Timing
Status Key: Not Started														
Projects														
#	Key Projects	Sub Project	Regulation	Due Date	% of completion	% of time devoted to issue	Lead	Issues / Comments						
	FOIA report requests, general issues and 2 questions from Coverage, claims and Judicial	all departments	ongoing	ongoing	Maintenance Amanda	25%	Amanda							
	NCCI issue relating to changes to key fields, such as TEIN's has been identified by NCCI 2 and has not been evaluated by WCC	EDI Coverage	August	ongoing		20%	Betsy							
	Coverage fine data research	Coverage	December	January	100%	25%	Betsy							
	FOIA report requests, general issues and 2 questions from Coverage, claims and Judicial	all departments	ongoing	ongoing	Maintenance Betsy	20%	Betsy							
						65%								
Administrative/Betsy														
#	Project	Sub Project	Due Date	% of completion	% of time devoted to issue	Assigned to	Status							
2	PC Refresh for balance of staff	Refresh	TBD	15%	25%	Betsy	Getting quotes for Dell and HP's							
3	Work Flow		TBD	0%	0%	Gary/Betsy								
5	IT Planning for FY 2011		10/31/2010		10%	IT Staff & Gary	Getting quotes for server refresh							



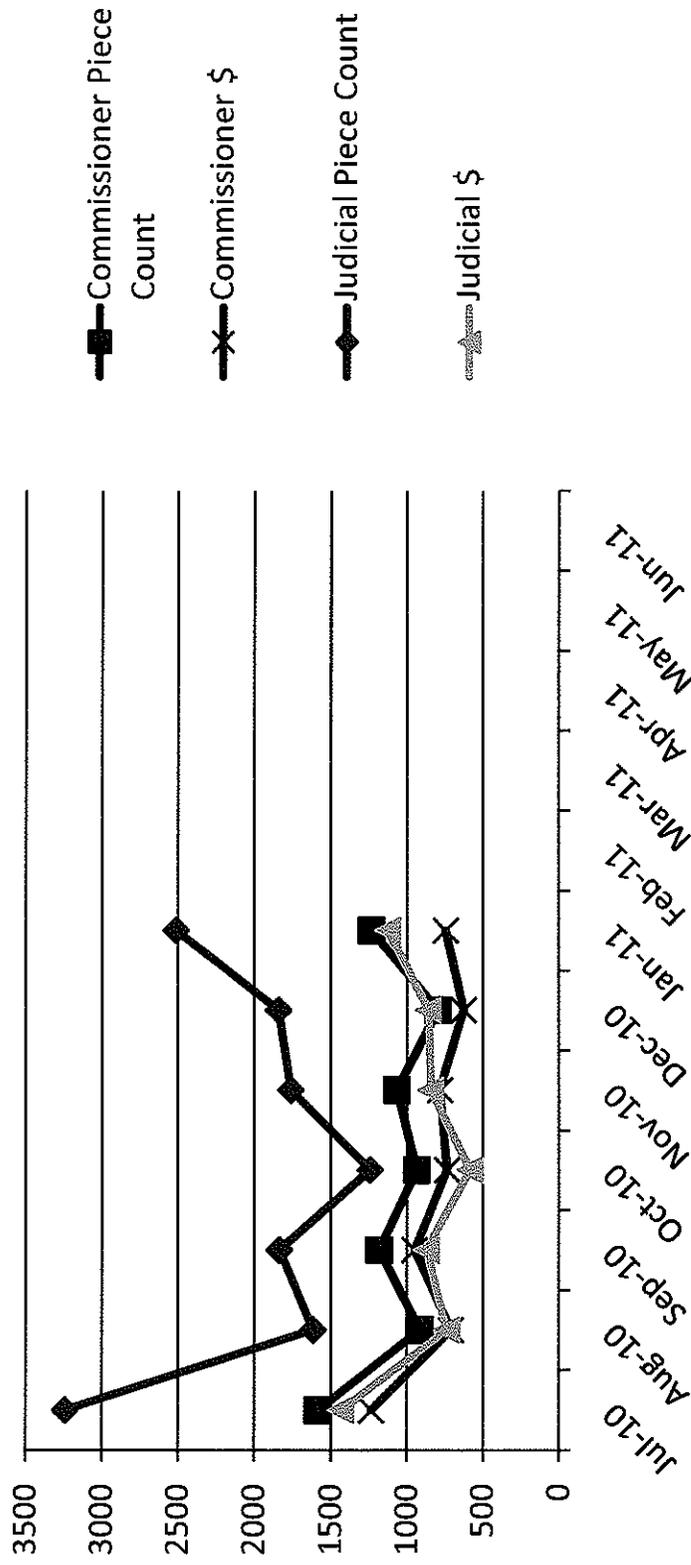
eCase Queries By Month and Type of User



eCase Users by Type and Date Added



Mail Cost and Piece Count for Commissioners and Judicial



TO: Gary M. Cannon, Executive Director

FROM: Wayne Ducote

DATE: February 11, 2011

RE: Outstanding Fines Status

The following is the requested status of outstanding fines in the Compliance and Coverage Divisions of the Insurance and Medical Services Department:

Compliance

There are two categories for Compliance fines: cases with underlying claims; and cases without underlying claims. Cases with underlying claims are those cases in which a claim has been filed but there is no record of the employer having coverage. Cases with no underlying claims are the cases where employers are discovered to have no coverage through the search of the Employment Security Commission records or a random coverage check.

The procedure for collection of fines is as follows:

1. Employers suspected of not having insurance are sent a letter requesting verification they have coverage and are given 14 days to respond. Failure to respond and to immediately acquire insurance will result in fines being assessed at \$1.00 per day for each employee, a minimum of \$10.00 per day and a maximum of \$100.00 per day.

Twenty violation letters were issued during the month of January.

2. For cases without an underlying claim, if the employer immediately comes into compliance after the initial notification, the assessed fine is \$750 for 10 or less employees and \$1,000 for 11-20 employees.

Thirteen compliance agreements were received during the month of January.

3. If there is no response and we can prove the employer is subject to the Workers' Compensation Act, the Compliance Division subpoenas the employer to an Order and Rule to Show Cause hearing. These hearings are scheduled every 30 days.

Eleven subpoenas were issued in January. The next Order and Rule to Show Cause hearing is scheduled for February 25, 2011.

4. Along with the subpoena, the employer is provided a letter offering the opportunity to settle in lieu of attending the hearing. However, if the employer does not settle, and the employer is found to be subject to the Act at the hearing, an order is issued finding the employer in violation of the Act. In most instances, the order stipulates maximum fines and penalties. Orders are issued within 30 days after the hearing.

3 orders resulting from the November 30, 2010 Order and Rule to Show Cause hearing were published in January. The December 17, 2010 Order and Rule to Show Cause hearing was postponed due to illness.

5. If there is no response to the order, a civil judgment is filed within 45 days.

No civil judgments were filed during the month of January.

6. Further contact with the employer (telephone and letter) is attempted by the Director of Compliance. If the employer remains willfully uninsured, the Director of Compliance files a criminal complaint with the jurisdictional magistrate. This new procedure for the Department has yet to be finalized with legal counsel.

Coverage

There are two types of fines assessed on carriers by the Coverage Division:

- A. Late filing for policies not received within 30 days of the policies' effective date.
- B. 12M Minor Medical Fines

In January - March 2010, approximately 200 carriers were sent a final notice on fines over 90 days old. Carriers were advised that failure to pay outstanding fines would result in a subpoena being issued requiring attendance at an Order and Rule to Show Cause Hearing. Initially, these carriers owed \$207,375 in fines over 90 days old. This total was reduced to \$19,396.33 as of February 10, 2011.

Department of Insurance & Medical Services
South Carolina Workers' Compensation Commission
February 2011 Monthly Report

July August September October November December January February March April May June 2010 - 2011

	July	August	September	October	November	December	January	February	March	April	May	June	2010 - 2011
SELF INSURANCE													
New Self-Insurers Approved	11	6	14	7	8	9	16						71
Self Insurance Tax Collected	\$35,282	\$147,818	\$1,647,285	\$16,989	\$33,269	\$319,996	\$42,040						\$2,242,679
COMPLIANCE													
Cases Active at Beginning of Period	422	600	754	672	768	884	778						
Cases Initiated	203	203	140	152	148	171	102						1119
Cases Closed	25	49	222	56	32	277	48						709
Cases Active at End of Period	600	754	672	768	884	778	832						
Total Fines Assessed	\$49,965	\$63,553	\$112,292	\$105,730	\$49,740	\$109,114	\$86,660						\$577,054
- Employer wage / coverage screening	\$30,050	\$23,715	\$25,140	\$61,265	\$27,000	\$70,084	\$66,588						\$303,842
- Underlying claim / uninsured employer	\$19,915	\$36,188	\$87,152	\$44,365	\$22,740	\$39,030	\$20,072						\$269,462
- Random Investigation	\$0	\$3,650	\$0	\$100	\$0	\$0	\$0						\$3,750
Total Fines Collected	\$15,975	\$20,704	\$27,075	\$51,739	\$22,068	\$39,084	\$23,255						\$199,900
- Employer wage / coverage screening	\$14,175	\$13,634	\$17,435	\$20,375	\$15,625	\$32,584	\$18,375						\$132,203
- Underlying claim / uninsured employer	\$1,800	\$7,070	\$9,640	\$31,264	\$6,443	\$6,500	\$4,880						\$67,597
- Random Investigation	\$0	\$0	\$0	\$100	\$0	\$0	\$0						\$100
Fines Waived/Rescinded/Uncollectable	\$25,770	\$77,180	\$43,411	\$38,949	\$45,874	\$24,330	\$37,942						\$293,456
- Waived	\$8,370	\$13,775	\$5,520	\$0	\$1,500	\$6,750	\$25,322						\$61,237
- Rescinded	\$17,400	\$63,405	\$37,891	\$38,949	\$44,374	\$17,580	\$12,620						\$232,219
- Uncollectable	\$0	\$0	\$0	\$0	\$0	\$0	\$0						\$0
COVERAGE & ACCIDENT RPTG													
Employers Withdrawing From the Act	1	1	3	2	1	3	3						14
Coverage Fines Assessed	\$18,400	\$19,600	\$4,400	\$7,800	\$13,200	\$11,000	\$8,200						\$82,600
Coverage Fines Collected	\$67,795	\$21,600	\$18,500	\$10,600	\$12,240	\$10,400	\$9,200						\$150,335
Coverage Fines Waived	\$1,000	\$2,400	\$1,604	\$13,360	\$1,600	\$2,275	\$1,600						\$23,839
Number of 12As Filed EDI	1,762	1,747	1,689	1,554	1,601	1,573	1,444						11,370
Number of 12As Filed Manually	336	458	376	386	394	345	242						2,537
Total Number of WCC Files Created	2,098	2,205	2,065	1,940	1,995	1,918	1,686						13,907
Number of Fatalities Filed on 12As	7	9	4	8	3	11	2						44
MEDICAL SERVICES													
Bills Pending at Beginning of Period	76	93	59	42	61	53	39						555
Bills Received	83	90	85	107	67	64	59						
Bills to be Reviewed	159	183	144	149	128	117	98						602
Bills Reviewed this Month	66	124	102	88	75	78	69						
Bills Pending at End of Period	93	59	42	61	53	39	29						

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: GREGORY S. LINE, DIRECTOR OF CLAIMS
SUBJECT: CLAIMS REPORT FOR THE MONTH OF DECEMBER
DATE: 02/09/11

Fines assessed for the month of January 2011:

- We assessed 701 fines for the month of January which was up from assessing **661** fines for the month of December.
- The dollar amount of the fines assessed for the month was **\$141,200** which was up from assessing **\$134,500** for the month of December.

Fines received for the month of January 2011:

- We received payment on **510** fines for the month of January which was up from receiving **488** fines for the month of December.
- The dollar amount of fines received for the month January was **\$104,200** which was up from receiving **\$103,000** for the month of December.

The fines assessed and collected went up slightly for the month of January 2011 but both have gone down since July 2010 –

- | | |
|---------------------------------------|-------------------------------------|
| • July assessed 1,195 fines | July fines collected 742 |
| • August assessed 699 fines | August fines collected 722 |
| • September assessed 839 fines | September fine collected 580 |
| • October assessed 560 fines | October fines collected 599 |
| • November assessed 715 fines | November fines collected 649 |
| • December assessed 661 fines | December fines collected 488 |
| • January assessed 701 fines | January fines collected 510 |

The carriers are getting better at sending the Form 18's and the First Report of Injury in a more timely manner therefore the fines will probably continue to stay about the same or decrease during the next several months.

The dollar amount of fines assessed for each form, for the month of June, and fines collected for each form from January 1, 2011 through January 31, 2011
The number of fines assessed and collected, for each form, are in parenthesis.

	<u>Assessed</u>	<u>Collected</u>
Form 12A -	\$ 21,600.00 (108)	\$ 11,500.00 (58)
Form 15 Section I -	\$ 8,900.00 (38)	\$ 5,200.00 (25)
Form 15 Section II -	\$ 2,000.00 (10)	\$ 2,000.00 (9)
Form 15 S -	\$ 2,800.00 (14)	\$ 300.00 (2)
Form 17 -	\$ 1,000.00 (5)	\$ 200.00 (1)
Form 18 -	\$ 101,500.00 (509)	\$ 82,600.00 (402)
Form 19 -	\$ 0	\$ 0 (1)
Denial letter -	\$ 400.00 (2)	\$ 400.00 (2)
Failure to respond -	\$ 3,000.00 (15)	\$ 2,000.00 (10)
Failure to pay Orig fine	0	\$ 0
Form 20	0	\$ 0
Form 51	0	\$ 0
TOTAL -	\$ 141,200.00 (701)	\$ 104,200.00 (510)

Fine Report for August, September, October, November, December 2010 and Jan 2011

	Aug	Sept	Oct	Nov	Dec	Jan
Amt assess	\$147,800	\$170,800	\$114,800	\$150,000	\$134,500	\$141,200
# fines assess	699	839	560	715	661	701
Amt coll	\$144,825	\$119,325	\$120,300	\$128,000	\$103,000	104,200
Fines coll	722	580	599	649	488	510

Form 18's

Fines assess						
Daily	\$85,600	\$109,600	\$80,200	\$111,800	\$97,000	\$96,500

Fines assessed						
file review	\$11,800	\$14,600	\$6,000	\$9,000	\$1,800	\$5,000

Total amount						
Assessed	\$97,400	\$124,200	\$86,200	\$120,800	\$98,800	\$101,500

fines assess daily	428	548	397	554	478	485
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# fines assess						
file review	12	64	20	7	9	24

Total fines assess	440	612	417	561	487	509
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Amt coll	\$110,500	\$90,800	\$91,500	\$101,350	\$75,100	82,600
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# coll	539	429	449	506	342	402
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All other fines assessed

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

Amt assess	\$50,400	\$46,600	\$34,600	\$29,200	\$35,700	\$38,700
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# fines assess	259	227	170	154	174	192
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Amt paid	\$34,325	\$28,525	\$28,800	\$26,650	\$27,900	\$21,600
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# fines pd	183	153	150	143	146	108
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CLAIMS DEPARTMENT REPORT													
STATISTICS FOR FISCAL YEAR 2010-2011													
Prepared Feb 9, 2011													
II. Fines Assessed by Claims Department													
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Number Assessed	1,195	699	839	560	715	661	701						5,370
Number Rescinded	250	275	186	165	158	169	169						1,372
Number Reduced	35	39	24	27	14	17	12						168
Number Paid	742	722	580	599	649	488	510						4,290
Number Outstanding	3,685	3,387	3,460	3,256	3,164	3,168	3,181						3,181
Total Amt. Assessed	\$245,850	\$147,800	\$170,800	\$114,800	\$150,000	\$134,500	\$141,200						\$1,104,950
Total Amt. Rescinded	\$49,150	\$54,850	\$37,600	\$33,950	\$29,500	\$34,400	\$32,900						\$272,350
Total Amt. Reduced	\$4,500	\$5,400	\$4,050	\$3,400	\$1,650	\$1,800	\$1,200						\$22,000
Total Amt. Paid	\$147,025	\$144,825	\$119,325	\$120,300	\$128,000	\$103,000	\$104,200						\$866,675
Total Outstanding	\$754,598	\$697,323	\$707,148	\$664,298	\$655,148	\$650,448	\$653,348						\$653,348

TO: Gary M. Cannon, Executive Director
FROM: Gregory S. Line
Director of Claims
DATE: February 11, 2011
RE: Claims
Outstanding fine status

Below is a list of ten carriers that were sent a Second and Final Notice of fines Assessment on January 4, 2010.

1. Travelers Casualty & Ins. Co.	
a. Beginning bal	\$ 13,172.66
b. Bal as of 2/11/11	\$ 600.00
2. State Farm First & Casualty	
a. Beginning bal	\$ 4,000.00
b. Bal as of 2/11/11	\$ 600.00
3. Valley Forge Ins. Co.	
a. Beginning bal	\$ 300.00
b. Bal as of 2/11/11	\$ 100.00
4. Sentry Select Ins. Co.	
a. Beginning bal	\$ 510.00
b. Bal as of 2/11/11	\$ 510.00
5. Sentry Insurance A Mutual Co.	
a. Beginning bal	\$ 7,025.00
b. Bal as of 2/11/11	\$ 200.00
6. PA Manufacturers Assn. Ins. Co.	
a. Beginning bal	\$ 800.00
b. Bal as of 2/11/11	\$ 200.00
7. Farmington Casualty Co.	
a. Beginning bal	\$ 1,200.00
b. Bal as of 2/11/11	\$ 600.00
8. Midwest Employers Casualty Co.	
a. Beginning bal	\$ 900.00
b. Bal as of 2/11/11	\$ 700.00
9. Rollins, Inc.	
a. Beginning bal	\$ 500.00
b. Bal as of 2/11/11	\$ 500.00
10. Premier Group Ins. Co.	
a. Beginning bal	\$ 900.00
b. Bal as of 2/11/11	\$ 200.00

TO: Gary M. Cannon, Executive Director
FROM: Gregory S. Line
DATE: February 11, 2011
RE: Claims
Outstanding Fines Status

Below is the status of the six groups of carriers with 6 companies that were sent a Second and Final Notice of fines Assessment on July 24, 2009.

1. Insurance Company of North America
 - a. Beginning bal \$ 28,580
 - b. Bal as of 2/11/11 \$ 200

2. AIG
 - a. Beginning bal \$ 56,431
 - b. Bal as of 2/11/11 \$ 2,800

3. Federal Insurance Company
 - a. Beginning bal \$ 4,500
 - b. Bal as of 2/11/11 \$ 600

4. Liberty Mutual Group
 - a. Beginning bal \$ 22,750
 - b. Bal as of 2/11/11 \$ 200

5. Travelers Property & Casualty Company
 - a. Beginning Bal \$ 4,160
 - b. Bal as of 2/11/11 \$ 200

- 6.. American Casualty Co. of Rdg PA
 - a. Beginning Bal \$ 5,160
 - b. Bal as of 2/11/11 \$ 100

TO: Gary M. Cannon, Executive
FROM: Gregory S. Line
Director of Claims
DATE: February 11, 2011
RE: Claims
Outstanding Fines Status

Below is a list of three carriers that were sent a Second and Final Notice of fines Assessment on October 30, 2009

1. Chubb Indemnity Ins. Co.
 - a. Beginning bal \$ 2,086.33
 - b. Bal as of 1/11/10 \$ **700.00**
2. Peerless Ins. Co.
 - a. Beginning bal \$ 3,900.00
 - b. Bal as of 1/11/10 \$ **400.00**
3. OneBeacon Ins. Co.
 - a. Beginning bal \$ 3,000.00
 - b. Bal as of 1/11/10 \$ **500.00**

SCWCC Judicial Report



February 2011

Pleadings Assigned

Month	District						
	District 1	District 2	District 3	District 4	District 5	District 6	District 7
Jul-10	93	111	118	169	146	114	140
Aug-10	121	106	113	193	138	109	132
Sep-10	111	85	105	130	115	103	163
Oct-10	99	76	84	157	117	83	130
Nov-10	97	50	122	140	99	98	151
Dec-10	95	81	111	131	88	83	118
Jan-11	108	83	123	164	90	101	140
Feb-11							
Mar-11							
Apr-11							
May-11							
Jun-11							
Totals	724	592	776	1084	793	691	974
FY 2010-2011							

Informal Conference & Mediations

Staff	Mileage/Hours	Year												Total			
		Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11				
Staff 1	SVM	368.00	332.00	205.00	701.00	25.00	0.00	587.00									2218.00
	PVM	213.00	0.00	172.00	0.00	605.00	470.00	0.00									1460.00
	Time	43.00	47.00	69.50	48.00	61.00	48.00	44.00									360.50
	Hotel	0.00	115.06	214.67	110.00	0.00	39.00	160.00									638.73
Staff 2	SVM	162.00	262.00	0.00	0.00	233.00	562.00	236.00									1455.00
	PVM	501.00	320.00	776.00	232.00	200.00	0.00	138.00									2167.00
	Time	35.00	51.00	59.00	20.00	26.00	33.00	25.00									249.00
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	264.00									264.00
Mediations	SVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00									0.00
	PVM	116.00	0.00	0.00	266.00	0.00	0.00	254.00									636.00
	Time	33.00	0.00	0.00	13.00	0.00	0.00	27.00									73.00
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00									0.00
Staff 3	SVM	192.00	456.00	339.00	0.00	0.00	0.00	0.00									987.00
	PVM	4.00	0.00	0.00	0.00	0.00	0.00	0.00									4.00
	Time	16.75	49.00	24.15	26.50	0.00	22.00	22.00									160.40
	Hotel	0.00	155.26	0.00	110.00	0.00	0.00	0.00									265.26
Staff 4	SVM	130.00	182.00	163.00	460.00	746.00	255.00	486.00									2422.00
	PVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00									0.00
	Time	4.00	24.00	48.45	61.50	128.00	34.50	70.50									370.95
	Hotel	0.00	0.00	198.00	65.00	164.25	102.95	132.84									663.04
Staff 5	SVM	0.00	0.00	0.00	0.00	0.00	0.00	0.00									0.00
	PVM	45.00	92.60	92.60	220.00	0.00	0.00	0.00									450.20
	Time	20.45	34.45	25.50	12.00	13.50	0.00	13.00									118.90
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00									0.00
Staff 6	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	21.00	25.50	0.00	13.50	0.00	0.00									60.00
	Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00									0.00

Totals FY 2010-2011	
SVM = State Vehicle Miles	7082.00
PVM = Personal Vehicle Miles	4717.20
T = Time	1392.75
H = Hotel Cost	1831.03

State of South Carolina

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



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Workers' Compensation Commission

Executive Director's Report February 22, 2011

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, 2011.

Employee Meetings/Staff Training

The agency All Employee Meeting was held on January 20. The annual retreat/training with department heads and supervisors was held on January 28. Executive Staff met on February 1 and February 15, 2011.

Recognitions

Cathy Floyd, Human Resource Manager, earned certification from the HR Certification Institute as a Senior Professional in Human Resources (SPHR). The certification, awarded by the Human Resource Certification Institute, signifies she possess the theoretical knowledge and practical experience in human resource management necessary to pass a comprehensive examination demonstrating a mastery of the field of human resource management.

The South Carolina State Human Affairs Commission has published the 2011 Report to the General Assembly on the Status of Equal Employment Opportunity in SC State Government. South Carolina Workers' Compensation Commission achieved 100% of the Affirmative Action Goals for FY 2010.

Constituent Services/Public Information

Since the last Commission meeting the Executive Director's Office had 222 communications with various system constituents. These 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.

2011-2012 Proposed Budget

Commission Chairman, Director of Finance, and the Executive Director met with the House Ways and Means Committee, Transportation and Regulatory Subcommittee, on January 26, 2011 to present the SCWCC 2011-2012 Proposed Budget.

SC Department of Vocational Rehabilitation

Judicial Department Director and the Executive Director met with the Executive Director of SC Department of Vocational Rehabilitation on February 3 to continue the discussion on a strategy for developing and implementing a plan for referring workers' compensation claimants to their department. On February 9 the IT Manager and the Executive Director met with Vocational Rehabilitation's Program Administrator and IT Manager.

Other Meetings

The Executive Director attended the NCCI State Forum January 19 in Columbia S.C; the CDC meeting on January 28; presented at the Injured Workers' Advocates Association Paralegal and Legal Assistant Seminar on February 4; and participated in the IAIABC Fee Schedule E-Conference on February 10 and 17, and an IAIABC Commissioners/administrators teleconference on February 17.

eCase Training Sessions

On February 7, Amanda Underhill Senior Applications Analyst, conducted training sessions at two claim administrator offices (Broadspire and Gallagher Bassett) in the Charlotte area. Three Team Managers and 35 adjusters participated. Training included a demonstration of eCase using claims handled by each respective office which provided a relevant explanation of what information is available through the web tool.

On February 10 Judicial Department Director, Case Manager, and Senior Applications Analyst presented eCase at Collins and Lacy's "Lunch and Learn" session. About 15 staff members of the firm were present including attorneys, paralegals and assistants. The demonstration included eCase reporting options and the new Attorney Notification of Representation feature which automates the Letter of Representation sent to the Commission.

Fines and Assessments Aging Report
Monthly Totals

Summary All Depts.

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Total	\$1,489,356	\$1,398,959	\$1,476,516	\$1,418,489	\$1,416,701	\$1,447,700	\$1,468,658					
Count	4,982	4,684	4,686	4,460	4,557	4,543	4,589					
> 91 Days	\$922,663	\$958,379	\$1,036,625	\$1,029,732	\$1,028,054	\$1,058,690	\$1,073,180					
Count	2,706	2,991	3,111	3,200	3,116	3,197	3,205					
61-90 Days	\$113,563	\$111,665	\$91,009	\$95,493	\$90,455	\$66,292	\$93,575					
Count	552	431	417	256	331	196	371					
31-60 Days	\$210,132	\$140,749	\$126,743	\$119,771	\$93,672	\$124,975	\$120,789					
Count	687	599	386	450	320	513	371					
< 30 days	\$240,942	\$188,166	\$222,139	\$173,493	\$204,520	\$197,743	\$181,114					
Count	1,037	663	772	554	790	637	642					
Of Fines Over 90 Days Old												
Orders	\$5,310	\$4,785	\$4,685	\$3,785	\$3,285	\$3,185	\$3,185					
Count	31	25	24	19	17	16	16					
Judgments	\$201,174	\$201,174	\$201,174	\$94,248	\$200,714	\$200,714	\$200,394					
Count	537	537	537	483	534	534	533					

Claims	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$936,013	\$879,038	\$895,763	\$844,993	\$871,303	\$863,803	\$877,283					
Count	4,512	4,231	4,319	4,095	4,174	4,148	4,210					
> 91 Days	\$517,963	\$567,113	\$588,563	\$610,393	\$597,403	\$614,353	\$612,433					
Count	2,519	2,768	2,863	2,959	2,874	2,955	2,946					
61-90 Days	\$100,350	\$76,950	\$83,050	\$49,050	\$65,500	\$35,100	\$73,100					
Count	487	367	397	227	319	169	345					
31-60 Days	\$121,200	\$115,775	\$76,850	\$86,900	\$57,500	\$99,400	\$69,850					
Count	567	554	344	429	279	474	334					
< 30 days	\$196,500	\$119,200	\$147,300	\$98,650	\$150,900	\$114,950	\$121,900					
Count	939	542	715	480	702	550	585					
Of Fines Over 90 Days Old												
Orders	\$5,310	\$4,785	\$4,685	\$3,785	\$3,285	\$3,185	\$3,185					
Count	31	25	24	19	17	16	16					
Judgments	\$94,468	\$94,468	\$94,468	\$94,248	\$94,008	\$94,008	\$93,688					
Count	484	484	484	483	481	481	480					

Compliance	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$471,195	\$435,738	\$478,294	\$488,181	\$468,853	\$510,153	\$521,492					
Count	135	127	137	148	144	156	158					
> 91 Days	\$382,785	\$359,495	\$365,865	\$355,525	\$377,495	\$394,293	\$408,068					
Count	111	108	110	110	114	115	122					
61-90 Days	\$370	\$16,940	\$4,400	\$38,588	\$23,448	\$26,370	\$15,960					
Count	1	4	2	7	4	8	6					
31-60 Days	\$64,675	\$16,715	\$39,588	\$30,178	\$29,150	\$18,960	\$46,580					
Count	12	6	7	7	11	8	15					
< 30 days	\$23,365	\$42,588	\$68,441	\$63,890	\$38,760	\$70,530	\$50,384					
Count	11	9	18	24	15	25	15					
Of Fines Over 90 Days Old												
Orders												
Count												
Judgments	\$106,706	\$106,706	\$106,706	\$106,706	\$106,706	\$106,706	\$106,706					
Count	53	53	53	53	53	53	53					

Coverage	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Division Total	\$63,275	\$57,975	\$75,776	\$57,556	\$50,271	\$47,000	\$44,400					
Count	298	272	161	154	178	176	165					
> 91 Days	\$13,675	\$21,475	\$65,126	\$46,556	\$32,271	\$28,600	\$29,400					
Count	50	89	107	99	87	83	90					
61-90 Days	\$12,400	\$11,000	\$3,000	\$1,800	\$400	\$2,800	\$3,200					
Count	62	55	15	9	2	15	16					
31-60 Days	\$21,000	\$6,900	\$4,250	\$1,400	\$5,000	\$5,200	\$3,800					
Count	105	35	22	7	26	26	19					
< 30 days	\$16,200	\$18,600	\$3,400	\$7,800	\$12,600	\$10,400	\$8,000					
Count	81	93	17	39	63	52	40					
Of Fines Over 90 Days Old												
Orders												
Count												
Judgments												
Count												
Judicial												
Division Total	\$18,873	\$26,208	\$26,683	\$27,759	\$26,274	\$26,744	\$25,483					
Count	37	54	69	63	61	63	56					
> 91 Days	\$8,240	\$10,296	\$17,071	\$17,258	\$20,885	\$21,444	\$23,279					
Count	26	26	31	32	41	44	47					
61-90 Days	\$443	\$6,775	\$559	\$6,055	\$1,107	\$2,022	\$1,315					
Count	2	5	3	13	6	4	4					
31-60 Days	\$3,257	\$1,359	\$6,055	\$1,293	\$2,022	\$1,415	\$559					
Count	3	4	13	7	4	5	3					
< 30 days	\$4,877	\$7,778	\$2,998	\$3,153	\$2,260	\$1,863	\$330					
Count	6	19	22	11	10	10	2					

TO: Commissioners

FROM: Gary M. Cannon

DATE: February 16, 2011

RE: Direct Deposits of TTD and TPD Benefits

After the January 18, 2011 Commission Business meeting, I have been in communication with Johnnie Baxley, attorney for Walmart, regarding their request to initiate a pilot program in SC to make payments for TTD and TPD to their employees receiving workers' compensation benefits via direct deposit to checking accounts rather than by check.

Review of the SC Code Title 36 resulted in a preliminary determination that in order to implement this practice it would require an amendment to Regulation R 67-1602 (D).

I have our legal counsel researching the matter further.

TO: Commissioners

FROM: Gary M. Cannon

DATE: February 16, 2011

RE: Medical Services Provider Manual

After several months of analysis and review of methodologies for establishing the maximum allowable amounts in the Medical Services Provider Manual fee schedule, the Medical Services Provider Manual Advisory Committee presented their recommendations to the Commission on July 19, 2010. One methodology considered by the Advisory Committee was the adoption of the rates established by the State Health Plan.

R 67-1302 (A) states the "Commission shall establish maximum allowable payments for medical services provided by medical practitioners based on a relative value scale and a conversion factor set by the Commission."

The language in 67-1302 (A) may prevent the Commission from adopting the State Health Plan rates for the MSPM fee schedule without making a change to the regulation.

Chairman Beck asked this matter be placed on the agenda for discussion.

MEMORANDUM

February 16, 2011

TO: Commissioners

FROM: Cathy Floyd
Human Resources

SUBJECT: Revised Dress Code Policy and Employee of the Year Policy

On behalf of the Employee Advisory Committee, below is a summary of changes for the proposed Dress Code Policy and Employee of the Year Policy.

Dress Code Policy

- The Policy was expanded from one paragraph to a more detailed explanation of appropriate versus inappropriate attire
- A category for Monday through Thursday Attire has been added and divided into categories providing examples of appropriate versus inappropriate dress
- A category for Friday Attire has been added to provide examples of appropriate versus inappropriate dress
- A category for Supervisor Attire has been added requiring business dress for all supervisors Monday through Thursday and male supervisors to wear appropriate neckwear October 1 through March 31
- A category for Compliance has been added to ensure consistent adherence to the policy
- Within the Compliance category, sections have been added for medical waivers and work related waivers from the policy for a specific period of time

Employee of the Year Policy

- Employee of the Quarter was eliminated
- The program year has been changed to run in conjunction with the Employee Appreciation Event, June 1 through May 31
- Nominations are to be submitted by February 15 to allow time for review
- Employees may nominate employees from any department, no longer limited to nominating from within their department
- The winner will be selected from all nominees, no longer limited to employee of the quarter winners
- The Basic Criteria Section has been modified by combining categories to create a more comprehensive Quality of Work category
- The Selection Committee is now comprised of 3 non-Commission employees appointed by the Executive Director, no longer the Department Directors
- The recognition has been expanded to include a gift card in the amount allowable by the Comptroller General's Office and the employee's picture to be hung for the program year
- The plaque will be awarded at the Employee Appreciation Event rather than the Educational Conference
- Both the Nomination Form and Evaluation Form have been updated to reflect the revised Basic Criteria, as well as some general formatting changes

It is the recommendation of the Employee Advisory Committee to adopt the proposed changes to the Dress Code Policy and Employee of the Year Policy effective immediately.

Attachments:

STATE OF SOUTH CAROLINA
WORKERS' COMPENSATION COMMISSION

DRAFT

Administrative Policies and Procedures

Subject: Dress Code Policy		Revision Number: 2.0
Policy Number: 2.29	Date: February 22, 2011	Page 1 of 3

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Purpose

It is the policy of the South Carolina Workers' Compensation Commission that each employee's dress, grooming and personal hygiene be appropriate to the work situation. Our employees serve people of all economic, social and professional levels and it is the responsibility of the employees to establish a positive image of the Commission. Employees are expected to be neat in their dress and maintain an appearance, which is well-groomed and appropriate for a professional business environment. In carrying out the overall responsibilities of the agency in this respect the following guidelines are set forth as the Commission's Dress Code.

Guidelines

Clothing that reveals areas of an employee's cleavage, back, chest, stomach or undergarments are not acceptable business attire. Torn, dirty or frayed clothing; and any clothing that contains inappropriate words, phrases or pictures are not considered acceptable business attire.

Monday – Thursday Attire

Slacks, Pants, and Suit Pants

Business appropriate dress pants includes but are not limited to slacks and capris. All pants and slacks shall be no shorter than mid-calf in length. Slacks and pants made of denim material, sweatpants, exercise pants, shorts of any length, bib overalls, leggings, and any spandex or other form-fitting pants are not considered business appropriate attire.

STATE OF SOUTH CAROLINA
WORKERS' COMPENSATION COMMISSION

DRAFT

Administrative Policies and Procedures

Subject: Dress Code Policy		Revision Number: 2.0
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Skirts, Dresses, and Skirted Suits

Business appropriate dresses and skirts are acceptable. Casual dresses and skirts not acceptable for business appropriate wear include but are not limited to mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses. Business appropriate dresses and skirts should fit appropriately and length should be no shorter than 2 inches above the knee when standing.

Shirts, Tops, Blouses, and Jackets

Collared shirts, dress shirts and blouses, sweaters, tops, turtlenecks and mock turtlenecks are acceptable business appropriate attire for work. Suit jackets, blazers and sport jackets are also acceptable business attire for the office, if they do not violate the listed guidelines. Inappropriate business attire for Monday through Thursday include, but is not limited to golf-type shirts; tank tops; midriff tops; shirts with words, terms, phrases, logos, pictures, cartoons, or slogans, except fashion brand logos; hoodies; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Appropriate business shoes Monday through Friday include, but are not limited to dress shoes, loafers, clogs, dress boots, flats, dress heels, dress sandals and leather deck-type shoes. Inappropriate business attire shoes worn Monday through Friday include, but are not limited to, athletic shoes, shower shoes, flip-flops, slippers, crocs, rain shoes and rain boots.

Jewelry, Makeup, Perfume and Cologne

Jewelry, makeup, perfume and cologne are considered appropriate business dress. Body piercings and tattoos with explicit inappropriate language and illustrations should not be exposed. Individual fragrances to include but not be limited to, perfumes, hand and body lotion, colognes and after shave shall not be worn in excess.

Hats and Head Covers

Head wear within the office is not considered acceptable business attire. Head covers required for religious purposes or to honor cultural tradition may be permitted.

Friday Attire

Fridays are designated as business casual dress day. Denim material, jean type clothing, golf type shirts, and causal business attire are allowed. Shirts without collars are not considered business appropriate dress. Clothing with embroidered logos for sports teams, universities and other associations are allowed on casual days with the exception of jerseys, fleece and hoodies. Otherwise, all stated guidelines apply for business casual dress.

STATE OF SOUTH CAROLINA
WORKERS' COMPENSATION COMMISSION

DRAFT

Administrative Policies and Procedures

Subject: Dress Code Policy		Revision Number: 2.0
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Supervisor Attire

All supervisors must wear business attire Monday through Thursday. Fridays, supervisors may wear business casual attire with the exception of attending meetings outside the office or with scheduled meetings with visitors in the office. Male supervisors shall wear neckties or other business appropriate neckwear Monday through Thursday during the period of October 1 through March 31. Business appropriate neckwear is optional for male supervisors for the period April 1 through September 30.

Compliance

Supervisors are responsible for ensuring their employees are in compliance with the Commission's Dress Code Policy. When the supervisor deems an employee's clothing violates any part of this Policy, the supervisor will notify his department head, the Human Resources Director and the Executive Director prior to sending the employee home to change attire and/or administering discipline.

Medical Waiver

An employee may request a waiver in writing from the policy for medical reasons. The written request shall include documentation from a physician with reason(s) and inclusive dates for the waiver.

Special Occasions/Exceptions

The Executive Director may approve agency wide exceptions from the policy for a specific time period in order to celebrate special events. Also, limited deviations of the policy may be necessary for work related situations requiring physical labor outside of an employee's normal job duties. In such cases, supervisory personnel must submit a written request with the inclusive dates and receive approval for appropriate dress from their Department Director. This written request/approval is to be forwarded to Human Resources for retention purposes.

STATE OF SOUTH CAROLINA
WORKERS' COMPENSATION COMMISSION

DRAFT

Administrative Policies and Procedures

Subject: Employee of the Year Policy		Revision Number: 2.0
Policy Number: 2.30	Date: February 22, 2011	Page 1 of 4

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Policy Statement

The Commission is charged with the responsibility of administering and regulating the Workers' Compensation Act. It is dedicated to providing an equitable and timely system of benefits to injured workers and to employers in the most responsive, accurate and reliable manner possible. This task can only be accomplished by challenging and encouraging employees to continue to provide expedient and professional services to the public we serve. The Commission's greatest asset is our employees. In an effort to reward and recognize employees who exemplify themselves in accomplishment of the Commission's mandate, the Employee of the Year policy is established. This policy sets forth the guidelines and criteria to be followed in selecting an Employee of the Year.

Guidelines

- A. The Employee of the Year shall be recognized each calendar year for exhibiting exemplary accomplishment of the Commission's mission and shall be awarded during the month of May in conjunction with the Employee Appreciation event.
- B. All full-time equivalent (FTE) employees of the Commission, with the exception of the Commissioners, the Executive Director, and the Department Directors are eligible to be nominated. All nominations must meet the nomination criteria set forth in this policy.
- C. Any employee may nominate an eligible employee from any department to be considered by the Employee of the Year Selection Committee for the Employee of the Year.

STATE OF SOUTH CAROLINA
WORKERS' COMPENSATION COMMISSION

DRAFT

Administrative Policies and Procedures

Subject: Employee of the Year Policy		Revision Number: 2.0
Policy Number: 2.30	Date: February 22, 2011	Page 2 of 4

- D. All nominations for the Employee of the Year Award shall be submitted no later than February 15 to the Executive Director. The Executive Director shall compile all nominations to be presented to the Employee of the Year Selection Committee.
- E. The Employee of the Year Selection Committee will rate each nominee based on the rating criteria set forth in this policy.

Nomination Criteria

Nominations must be submitted with full justification and the nominee must meet the basic criteria before being considered by the Employee Selection Committee.

- A. Quality of Work – refers to the employee demonstrating not only knowledge of job functions but also displaying a consistently good work ethic.
- B. Organizational Commitment – refers to the employee setting a good example for other employees; displaying a good attitude toward work, the Commission, peers, supervisors, and the public; displaying team spirit; helping fellow employees whenever possible.
- C. Other Contributions – refers to the employee's activities both within the workplace and community that go beyond the standard expectations in meeting the goals of the Commission. The explanation of this quality must describe how the activities contribute to making the person a better employee.

Employee of the Year Selection Committee

- A. The committee shall be selected by the Executive Director and comprised of three (3) individuals not employed by the Commission. Committee members shall not serve consecutive terms.
- B. The following criteria will be used by the committee to evaluate all employee nominations.
 - 1. Quality of Work – refers to the employee demonstrating not only knowledge of job functions but also displaying a consistently good work ethic. Performance related issues, current Employee Performance Management System (EPMS)

STATE OF SOUTH CAROLINA
WORKERS' COMPENSATION COMMISSION

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Administrative Policies and Procedures

Subject: Employee of the Year Policy		Revision Number: 2.0
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review, and any behavioral issues will also be taken into consideration. The weighted value is thirty percent (30%).

2. Adherence to Commission Policies and Procedures – refers to the employee consistently complying with the Commission's policies and procedures to include, but not limited to annual leave policy, sick leave policy, time and attendance policy, and dress code policy. Supporting documentation will be made available to the committee and each Department Director will provide a statement regarding nominees from within their respective department. The weighted value is thirty percent (30%).
 3. Organizational Commitment – refers to the employee setting a good example for other employees; displaying a good attitude toward work, the Commission, peers, supervisors, and the public; displaying team spirit; helping fellow employees whenever possible. The weighted value is twenty-five percent (25%).
 4. Other Contributions – refers to the employee's activities both within the workplace and community that go beyond the standard expectations in meeting the goals of the Commission. The explanation of this quality must describe how the activities contribute to making the person a better employee. The weighted value is ten percent (10%).
 5. Participation in the Nomination Process – employees that are active in the nomination process by nominating a fellow employee, will receive a weighted value of five percent (5%).
- C. Each criterion has an assigned weighted value which will be used in the rating process. Each will be ranked on a scale of 1 – 5. The results will then be calculated on a weighted scale using the assigned weighted value of each item. The employee with the highest overall score will be awarded the Employee of the Year designation. Should the scoring result in a tie, the Executive Director will determine the winner.

Recognition

- A. Reserved parking space designated for the Employee of the Year for the period of June 1 – May 31.

STATE OF SOUTH CAROLINA
WORKERS' COMPENSATION COMMISSION

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Administrative Policies and Procedures

Subject: Employee of the Year Policy		Revision Number: 2.0
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- B. Award a prepaid Visa or Master Card Gift Card to the maximum amount allowed by the Comptroller General's Office.
- C. Personal plaque presented at the Employee Appreciation Event.
- D. Letter of commendation from the Chairman and the Executive Director of the Commission to be presented at the Employee Appreciation Event and a copy retained the in the employee's personnel file.
- E. Name added to the Employee of the Year plaque to be prominently displayed in the Commission.
- F. Display a picture of the employee near the Employee of the Year plaque for the period of June 1 – May 31.
- G. Recognition in the Commission newsletter, bulletin boards and website.

Forms and Retention

All forms and supporting documentation will be retained for a period of two years in Human Resources.

- A. Employee of the Year Nomination Form
- B. Employee of the Year Evaluation Form

South Carolina Workers' Compensation Commission

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Employee of the Year Nomination Form

Please nominate an employee in a full-time equivalent (FTE) position in the Commission (excluding Commissioners, Executive Director, and Department Directors) that has exhibited exemplary accomplishment of the Commission's mission.

Our Mission

Provide an equitable and timely system of benefits to injured workers and to employers in the most responsive, accurate, and reliable manner possible.

Name of Nominee _____

Please fully justify each statement with as much detail as possible.

- 1. **Quality of Work** – refers to the employee demonstrating not only knowledge of job functions but also displaying a consistently good work ethic.

- 2. **Organizational Commitment** – refers to the employee setting a good example for other employees; displaying a good attitude toward work, the Commission, peers, supervisors, and the public; displaying team spirit; helping fellow employees whenever possible.

- 3. **Other Contributions** – refers to the employee's activities both within the workplace and community that go beyond the standard expectations in meeting the goals of the Commission. The explanation of this quality must describe how the activities contribute to making the person a better employee.

South Carolina Workers' Compensation Commission

Employee of the Year Evaluation Form

Reviewer: _____ Date: _____

Nominee: _____

Assign a point value from 1 - 5 for each criteria listed below by typing an X in the appropriate box.

Basic Criteria	Strongly Disagree 1	Disagree 2	Neither Agree or Disagree 3	Agree 4	Strongly Agree 5	Total Weight Factor
Quality of Work						0 X 30% = 0
Adherence to Commission Policies and Procedures						0 X 30% = 0
Organizational Commitment						0 X 25% = 0
Other Contributions						0 X 10% = 0
Participated in the Nomination Process	Yes			No		0 X 5% = 0
Total Points						0

TO: Commissioners

FROM: Gary M. Cannon

DATE: February 17, 2011

RE: Computer Replacement Program

In February 2005 IT Planning and Management Services section of the Division of the State Chief Information Office published the Final Report of the South Carolina Workers' Compensation Commission Strategic Information Technology Assessment. The report was the basis for the General Assembly to appropriate funds in FY2007 to upgrade the information technology system. The upgrade included purchase of a system server, software for document imaging, storage and workflow management (Progress and OnBase), document scanners and individual workstations. The appropriated funds were specifically earmarked for these purchases. We currently have a balance of \$53,181 in the account. (See Tab 3 - Summary of Revenues and Expenditures FY 2010-11 for the period ending January 31, 2011).

At the June 17 Business Meeting the Commission authorized the expenditure of \$59,726 for the purchase of eleven laptops and 7 workstations and software upgrades.

Attached is the WCC IT Planning Cost Analysis 2011/12. The analysis contains the pros and cons of two options for the upgrade SQL Server and the estimated cost for replacement of employee workstations. The purchase cost for the SQL Server, licensing and configuration fees is estimated to be \$23,425.

IT has obtained quotes from Dell and HP for the purchase of workstations under the State Procurement Contract. Dell was the lower bid at \$916 per workstation. The total cost for each workstation is \$1,034 which includes \$64 sales tax and \$54 set up fee. Staff estimates the total cost to purchase 28 workstations is \$28,952.

The total recurring annual cost for licensing and maintenance of the additional SQL Server is estimated to be \$9,666 more than the current annual recurring cost.

Recommendation

Staff recommends the Commission approve purchase of one new SQL Server, retaining the existing SQL server for development and backup and 28 workstations for a total amount of \$52,377.

The expenditure will be taken from the Computer Services – Carry Forward Funds.

To: Gary Cannon
From: Betsy Hartman
Date: February 17, 2011
RE: WCC IT Planning Cost Analysis 2011/2012

WCCSQL Server Refresh Analysis

The current server is approximately five years old and nearing end of life based on industry standards. We currently are having no difficulties with the performance of the server but are running out of space for the development database. Both Production and Development application and databases reside on the same server. Because of this DSIT has not been able to apply upgrades to the operating system, therefore we are not current in our software releases and patches. There are several options to be considered:

Option 1

Keep the current server; purchase VMWare software which will allow virtualization of the server to set up two instances, one for production the other for development. This would enable DSIT to apply OS upgrades and patches to the development area so it can be fully tested with our Progress software to eliminate any issues prior to upgrading the production instance on the same box. To solve the space issue, we could connect to the DSIT SAN (Storage Area Network) for our data. This would give us immediate redundancy in case of database failure and offer faster response time than we currently have. (WCC doesn't have response issues but is a selling point from DSIT. We currently don't have immediate redundancy for our database which the SAN would offer).

Pros

1. Separate instances for production and development to allow for maintaining updates for OS and patches
2. SAN would give us additional database as needed.
3. Immediate redundancy for the database.
4. Faster response for database access

Cons

1. Five year old server – at end of life based on industry standards
2. No immediate back up if server fails.
3. Cost of VMWare, HDL Fiber card to connect to the SAN

Option 2

Purchase a new HP380 DL server to be used as the production server. Keep current HP580DL server as the development platform. This would enable DSIT to install the most current OS and patches when configuring the new server so that it can be fully tested. Once it is functional the new server would become our production server. Then DSIT can apply upgrades to the current server (development) giving us a mirror image for development and production. This is important when making modification to the Progress system to allow for seamless upgrades to production.

Pros

1. New server would be purchased with 3 years of maintenance in the onetime cost, saving the annual maintenance cost currently paying.
2. Eliminate the need for connectivity to the SAN for additional spaces requirement
3. production and development environments on two boxes eliminating the need for VMWare

Cons

1. One time cost of server and configuration
2. Possible additional licensing from Progress for second server (checking to see if we can split the current licenses between the two boxes.)
3. Additional server cost from DSIT for hosting, rack space and ports.

IT Planning Cost Analysis - WCCSQL and PC Refresh

Service Description	One time cost	Current Monthly	Current Annual	New Monthly	New Annual
Option 1 -- In addition to current DSIT Costs					
HBA fiber card	\$ 1,000.00				
VMWare				\$ 180.00	\$ 2,160.00
SAN Access				\$ 99.00	\$ 1,188.00
SAN Storage (estimate 80 GB)				\$ 252.00	\$ 3,024.00
Total	\$ 1,000.00			\$ 531.00	\$ 6,372.00

Option 2 – In addition to current DSIT Costs

Service Description	One time cost	Current Monthly	Current Annual	New Monthly	New Annual
HP ProLiant DL380 G6 Carrier-Grade Server	\$ 11,500.00				
BravePoint Licensing - one time configurations fees	\$ 10,325.00				
total for server purchase	\$ 1,600.00				
Server Management	\$ 23,425.00	\$ 482.00	\$ 5,784.00	\$ 964.00	\$ 11,568.00
Server Rack Rate		\$ 32.00	\$ 384.00	\$ 64.00	\$ 768.00
WCCSQL Software Maintenance Unix		\$ 24.33	\$ 291.96	\$ 48.66	\$ 583.92
Data Center Network Ports Enterprise		\$ 32.00	\$ 384.00	\$ 64.00	\$ 768.00
BravePoint Licensing - annual licensing			\$ 1,654.00		\$ 3,308.00
Microsoft SQL Maintenance 2 processors			\$ 8,263.32		\$ 8,263.32
Hardware Maintenance HP Warranty			\$ 1,168.00		\$ 2,336.00
Microsoft OS Maintenance			\$ 403.30		\$ 403.30
each)4 gb memory, 250 gb Hard Drive	\$ 25,648.00				
sales tax \$64 each	\$ 1,792.00				
Set up by DSIT (1 hour per X \$54)	\$ 1,512.00				
Tax (\$64 per unit)	\$ 28,952.00				
Total for PC's and Server	\$ 52,377.00	\$ 570.33	\$ 18,332.58	\$ 1,140.66	\$ 27,998.54
Additional Costs from DSIT					
Cold ERM Add on		\$ 515.17	\$ 6,182.04	\$ 515.17	\$ 6,182.04
Non SCEIS Imaging		\$ 1,734.75	\$ 20,817.00	\$ 1,734.75	\$ 20,817.00
Standard Desktop Support (67)		\$ 4,628.36	\$ 55,540.32	\$ 4,628.36	\$ 55,540.32
Software assurance for Microsoft office (67 X \$85)			\$ 5,695.00		\$ 5,695.00
Firewall Protection		\$ 129.00	\$ 1,548.00	\$ 129.00	\$ 1,548.00
Internet 2 Mb		\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00
100Mb Connection CBW, Fixed mode \$513.64 x 2)		\$ 1,027.28	\$ 12,327.36	\$ 1,027.28	\$ 12,327.36
Router Maintenance/mgt 24X7 Tier 5		\$ 282.00	\$ 3,384.00	\$ 282.00	\$ 3,384.00
Virtual Private Network (VPN) (\$7.00 X 2)		\$ 14.00	\$ 168.00	\$ 14.00	\$ 168.00
Total other costs for IT		\$ 8,410.56	\$ 106,621.72	\$ 8,410.56	\$ 106,621.72
Total Cost for IT		\$ 8,980.89	\$ 124,954.30	\$ 9,551.22	\$ 134,620.26
Increase				\$ 570.33	\$ 9,665.96