

A G E N D A

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

August 12, 2013 – 10:30 a.m.

Commission Hearing Room A

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

1. APPROVAL OF AGENDA OF BUSINESS MEETING OF AUGUST 12, 2013 *CHAIRMAN BECK*
2. APPROVAL OF MINUTES OF THE BUSINESS MEETING OF JULY 15, 2013 (Tab 1) *CHAIRMAN BECK*
3. GENERAL ANNOUNCEMENTS *MR. CANNON*
4. APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) *MR. SMITH*
5. DEPARTMENT DIRECTORS' REPORTS
Administration – Financial Report (Tab 3) *MS. GANTT*
Human Resources (Tab 4) *MS. FLOYD*
Information Services (Tab 5) *MS. HARTMAN*
Insurance & Medical Services (Tab 6) *MR. DUFFIELD*
Claims (Tab 7) *MR. DUFFIELD*
Judicial (Tab 8) *MS. CROCKER*
6. EXECUTIVE DIRECTOR'S REPORT (Tab 9) *MR. CANNON*
7. OLD BUSINESS *CHAIRMAN BECK*
 - A. Proposed Regulation Change to 67-1605 Lump Sum (Tab 10) *Mr. Cannon*
8. NEW BUSINESS *CHAIRMAN BECK*
 - A. Approval of 2014 Commission Calendar (Tab 11) *Mr. Cannon*
9. ADJOURNMENT *CHAIRMAN BECK*

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10	Proposed Regulation Change to 67-1605 Lump Sum Payment
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THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, July 15, 2013

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, July 15, 2013 at 10:30 a.m. The meeting agenda was posted prior to the meeting and proper advance notice was made to all concerned parties in compliance with requirements in the Freedom of Information Act. The following Commissioners were present:

T. SCOTT BECK, INTERIM CHAIRMAN
SUSAN S. BARDEN, VICE CHAIR
MELODY L. JAMES, COMMISSIONER
GENE MCCASKILL, COMMISSIONER
ANDREA C. ROCHE, COMMISSIONER
AISHA TAYLOR, COMMISSIONER
AVERY B. WILKERSON, JR., COMMISSIONER

Present also were Gary M. Cannon, Executive Director; Grant Duffield, Insurance and Medical Services Director; Virginia Crocker, Judicial Director; Betsy Hartman, IT Director; Diana Gantt, Accounting/Fiscal Manager; Wayne Ducote, Coverage Director; W.C. Smith, Self-Insurance Director; Amanda Underhill, Business Analyst; and Keith Roberts, Attorney. Also present were Clara Smith and Ronnie Maxwell, Injured Workers' Advocates; and Mark James, Summer Intern.

Chairman Beck called the meeting to order at 10:36 a.m.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF JUNE 17, 2013

Commissioner Roche moved that the minutes of the Business Meeting of June 17, 2013 be approved. Commissioner Barden seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

There were no general announcements.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Nineteen (19) prospective members of three (3) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund

HRV Enterprize LLC

SC Association of Counties

Cherokee County

SC Home Builders SIF

American Dream Homes & Remodeling, LLC

C and J General Contractors, LLC

Classic Carolina Construction, Inc.

Finan's Remodeling, Inc.

Finley Builders, Inc.

GTS Development, LLC

IFM, LLC

Kevin Yoder

Leon Brown dba Brown Painting

Michael Cloys dba AGP Contractors

Nick Trotter dba Interior Needs

PH Campbell Construction, LLC

Roger Martin dba Martin Electric

Shady Grove Plantation & Nursery, Inc.

Travis Davis

Upstate Contracting & Renovations, Inc.

Boone Curtis W. dba Weldon Construction

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

DEPARTMENT DIRECTORS' REPORTS

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

Administration Department

Diana Gantt presented the Summary of Revenues and Expenditures for the period ending June 30, 2013. The last day to process payments for Fiscal Year 2013 was July 12. Therefore, the report does not reflect actual year-end figures. The benchmark for June is 100%. The Commission's revenues are at 85.21%, and expenditures are at 98%.

Mr. Cannon expressed appreciation to Ms. Gantt for her work managing and balancing the agency's budget.

Human Resources Department

On behalf of Cathy Floyd, Ms. Gantt presented the Human Resources report for the period of June 12, 2013 through July 9, 2013. Ms. Gantt announced Mark James and Marlene Johnson-Moore began their six-week summer internships on June 17, 2013. The Department

processed the retirement of Greg Line from the Claims Director position effective July 1, 2013, and hired Mr. Line as a temporary employee conducting informal conferences effective July 2, 2013. A new form for annual employee reviews is being created combining the position description and Employee Performance Management System.

Information Services

Betsy Hartman presented the Information Services Department's report. Ms. Hartman announced the S.C. Vocational Rehabilitation Department's (SCVRD) Data Portal is now in production. Chuck Hamden, SCVRD Counselor, is responsible for training the SCVRD supervisors and counselors.

Insurance & Medical Services Department

Grant Duffield presented the Insurance & Medical Services Department's report. Mr. Duffield reported that year to date the Compliance Division has collected \$587,492 in fines which represents 164% of prior year's year-end collection.

Mr. Duffield said the Medical Services Advisory Group held their initial meeting on June 20, 2013. The purpose of the advisory group is to review non-inpatient fee schedules and current models for service improvements to stakeholders and to identify ways to improve administrative processes. He will forward the group's recommendations to Mr. Cannon.

Claims Department

Mr. Duffield presented the Claims Department's report. For the month of June, Claims Department closed 2,147 individual cases. Fine revenue received in June was \$48,500, an increase of \$950 over prior month. Claims Examiners reviewed 944 individual case files. A total of 297 Informal Conferences were conducted in eight locations.

Mr. Duffield reported the 12A Fine process has been moved from the Claims Department to Insurance and Medical Services.

Judicial Department

Virginia Crocker presented the Judicial Department's report. The Judicial Department continues to monitor the mediation process and assist constituencies in the proper completion of amended forms and pleadings.

EXECUTIVE DIRECTOR'S REPORT

Gary Cannon, Executive Director, presented his report which was also submitted to the Commission in written form. He pointed out the following highlights from his report:

Mediation Regulations

Mr. Cannon announced that effective June 28, the new Mediation Regulations were approved with its publication in the *State Register*.

R67-1605 Lump Sum Payment Proposed Amendment

Mr. Cannon announced the Notice of Drafting for the proposed amendment to R67-1605 Lump Sum Payment was published in the *State Register* on June 28.

CPT® Distribution License Renewal

Mr. Cannon announced the Commission renewed the annual CPT® Distribution License Agreement with the American Medical Association effective July 1, 2013 – June 30, 2015. The Agreement includes price increases through the term of the contract.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

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

The July 15, 2013 meeting of the South Carolina Workers' Compensation Commission adjourned at 10:49 a.m.

Reported August 12, 2013

Kim Ballentine, Office of the Executive Director

INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: DIANA GANTT, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING JULY 31, 2013
DATE: 8/6/2013

The Summary of Revenues and Expenditures for the period ending June 30, 2013 & July 31, 2013, are attached.

- The Fiscal Year 2013 report is final.
- Revenue received is at 85.21%.
- 100% of the State Appropriations were spent and 97.5% of the Earmarked Funds were spent.

- July is the 1st Fiscal Month of Fiscal Year 2014.
- The benchmark for July is 8.33%. The Commission's revenues are at 6.55% and expenses are at 8%.
- There were 40 payment made to vendors, travelers, and other State Agencies
- The following is a summary of each department expenditure benchmarks:

General Fund: Total expenditures are at 9%.

Earmark Fund:

Commissioners –

- Total expenditures are at 7% of budget.

Administration –

- Overall the expenditures are 7% of budget.

Claims –

- Expenditures are at 8% of budget.

Insurance & Medical –

- Total expenditures are at 6% of budget

Judicial –

- Total expenditures are at 7% of budget.

Activity Report from the Procurement Office:

	MTD	YTD
SCEIS Shopping Carts	0	0
Vendors Contacted for Price Quotes	15	15
Visa Procurement Card Orders Placed	2	2
SC Dept of Corrections Orders Placed	1	1
Staples Orders Placed	2	2
State Leased Vehicles taken for Service	2	2
State Reports filed by Procurement Officer	5	5

Mail Room Activity:

	MTD	YTD
Files Copied for Outside Parties	190	190
Pages Copied	7,416	7,416

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2012 - 2013 Budget

June 30, 2013

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	100.00%
General Appropriation	\$ 1,843,376	\$ 1,843,376		100.00%

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,415,013	\$ 1,415,013	\$ (0)	100.0%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	428,363	428,363	0	100.0%
Total	\$ 1,843,376	\$ 1,843,376	\$ (0)	100.0%

OTHER APPROPRIATIONS

EARMARKED

	<u>Budgeted Revenues</u>	<u>Received thru 6/30/13</u>	<u>% Received</u>
Training Conference Registration Fee	\$ 1,000	\$ 8,450	845.00%
Sale of Publication and Brochures	8,000	4,465	55.81%
Workers' Comp Award Review Fee	75,000	61,970	82.63%
Sale of Photocopies	95,000	87,499	92.10%
Workers' Compensation Filing Violation Fee	1,891,000	1,576,011	83.34%
Sale of Listings and Labels	30,000	25,487	84.96%
Workers' Comp Hearing Fee	600,000	533,415	88.90%
Insurance Reserve Refund (Prepaid Legal)		3,493	
Earmarked Funds - Original Authorization	\$ 2,700,000	\$ 2,300,790	85.21%
Increase Authorization	535,066		
Increase Authorization - BD100	-		
Total Earmarked Revenues + Fund Balance	\$ 3,235,066		

<u>Account Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Balance</u>	<u>% Expended</u>
Personal Services	\$ 1,475,072	\$ 1,475,072	\$ (0)	100.0%
Taxable Subsistence	48,771	48,771	-	100.0%
Other Operating Expenses	1,211,339	1,128,857	82,482	93.2%
Employer Contribution	499,884	499,884	(0)	100.0%
Total Earmarked	\$ 3,235,066	\$ 3,152,584	\$ 82,481	97.5%

COMPUTER FUNDS CARRIED FORWARD

Computer Services - Carry forward	\$ -	\$ -	\$ -	0.0%
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TOTAL OTHER APPROPRIATIONS	\$ 3,235,066	\$ 3,152,584	\$ 82,481	97.5%
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South Carolina Workers' Compensation Commission
2012 - 2013 Budget
 June 30, 2013

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 100%				
				Expended June	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,150,244	\$ 21,507	\$ 1,171,751	\$ 47,373	\$ 1,171,751	100%	\$ -	\$ -
Other Operating Expenditures								
Total Contractual Services	219,128	-	219,128	27,858	205,233	94%	-	13,895
Total Supplies & Materials	23,499	-	23,499	209	12,221	52%	-	11,278
Total Fixed Charges	158,028	-	158,028	20,716	150,609	95%	-	7,419
Total Travel	90,950	(26,455)	64,495	7,810	55,614	86%	-	8,881
Total Other Operating Exp	<u>491,605</u>	<u>(26,455)</u>	<u>465,150</u>	<u>56,592</u>	<u>423,677</u>	<u>91%</u>	<u>-</u>	<u>41,473</u>
Total Commissioners	\$ 1,641,849	\$ (4,948)	\$ 1,636,901	\$ 103,966	\$ 1,595,429	97%	\$ -	\$ 41,473
Administration								
Salaries	\$ 559,791	\$ 671	\$ 560,462	\$ 25,241	\$ 560,462	100%	\$ -	\$ 0
Other Operating Expenditures								
Total Contractual Services	105,502	15,935	121,437	5,085	129,593	107%	-	(8,156)
Total Supplies & Materials	23,053	-	23,053	1,567	19,250	84%	-	3,803
Total Fixed Charges	132,810	-	132,810	14,388	127,948	96%	-	4,862
Total Travel	14,490	-	14,490	1,042	13,350	92%	-	1,140
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	<u>275,855</u>	<u>15,935</u>	<u>291,790</u>	<u>22,083</u>	<u>290,140</u>	<u>99%</u>	<u>-</u>	<u>1,649</u>
Total Administration	\$ 835,646	\$ 16,606	\$ 852,252	\$ 47,324	\$ 850,602	100%	\$ -	\$ 1,649
Claims								
Salaries	\$ 376,757	\$ 34,058	\$ 410,815	\$ 22,198	\$ 410,815	100%	\$ -	\$ 0
Other Operating Expenditures								
Total Contractual Services	64,472	(7,670)	56,802	2,274	54,513	96%	-	2,289
Total Supplies & Materials	37,471	(20,350)	17,121	76	16,821	98%	-	300
Total Fixed Charges	79,659	(4,500)	75,159	9,208	75,719	101%	-	(560)
Total Travel	2,100	(1,200)	900	202	1,246	138%	-	(346)
Total Other Operating Exp	<u>183,702</u>	<u>(33,720)</u>	<u>149,982</u>	<u>11,760</u>	<u>148,299</u>	<u>99%</u>	<u>-</u>	<u>1,683</u>
Total Claims	\$ 560,459	\$ 338	\$ 560,797	\$ 33,958	\$ 559,113	100%	\$ -	\$ 1,684
Insurance and Medical Services								
Salaries	\$ 422,768	\$ 32,322	\$ 455,090	\$ 18,049	\$ 455,091	100%	\$ -	\$ (1)
Other Operating Expenditures								
Total Contractual Services	73,104	3,200	76,304	7,590	87,428	115%	-	(11,124)
Total Supplies & Materials	22,725	1,565	24,290	175	17,164	71%	-	7,126
Total Fixed Charges	62,194	-	62,194	7,050	54,571	88%	-	7,623
Total Travel	1,350	-	1,350	-	231	17%	-	1,119
Total Other Operating Exp	<u>159,373</u>	<u>4,765</u>	<u>164,138</u>	<u>14,815</u>	<u>159,393</u>	<u>97%</u>	<u>-</u>	<u>4,745</u>
Total Insurance and Medical Services	\$ 582,141	\$ 37,087	\$ 619,228	\$ 32,864	\$ 614,483	99%	\$ -	\$ 4,745
Judicial								
Salaries	\$ 363,886	\$ (23,148)	\$ 340,738	\$ 14,273	\$ 340,738	100%	\$ -	\$ (0)
Other Operating Expenditures								
Total Contractual Services	33,570	200	33,770	2,094	28,622	85%	-	5,148
Total Supplies & Materials	22,770	7,749	30,519	68	9,965	33%	-	20,554
Total Fixed Charges	70,545	-	70,545	8,943	66,733	95%	-	3,812
Total Travel	5,445	-	5,445	52	2,028	37%	-	3,417
Total Other Operating Exp	<u>132,330</u>	<u>7,949</u>	<u>140,279</u>	<u>11,156</u>	<u>107,348</u>	<u>77%</u>	<u>-</u>	<u>32,931</u>
Total Judicial	\$ 496,216	\$ (15,199)	\$ 481,017	\$ 25,429	\$ 448,086	93%	\$ -	\$ 32,931
Totals By Departments								
Department Totals								
Commissioners	\$ 1,641,849	\$ (4,948)	\$ 1,636,901	\$ 103,966	\$ 1,595,429	97%	\$ -	\$ 41,473
Administration	835,646	16,606	852,252	47,324	850,602	100%	-	1,649
Claims	560,459	338	560,797	33,958	559,113	100%	-	1,684
Insurance & Medical	582,141	37,087	619,228	32,864	614,483	99%	-	4,745
Judicial	496,216	(15,199)	481,017	25,429	448,086	93%	-	32,931
Total Departmental Expend	<u>\$ 4,116,311</u>	<u>\$ 33,884</u>	<u>\$ 4,150,195</u>	<u>\$ 243,540</u>	<u>\$ 4,067,714</u>	<u>98%</u>	<u>\$ -</u>	<u>\$ 82,481</u>
Employer Contributions	882,374	45,873	928,247	38,323	928,247	100%	-	0
Total General & Earmarked Funds	<u>\$ 4,998,685</u>	<u>\$ 79,757</u>	<u>\$ 5,078,442</u>	<u>\$ 281,863</u>	<u>\$ 4,995,960</u>	<u>98%</u>	<u>\$ -</u>	<u>\$ 82,482</u>

South Carolina Workers' Compensation Commission
2012 - 2013 Budget
 June 30, 2013

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 100%				
				Expended June	Year to Date to Date	%	Encumb Balance	
Commissioners								
Salaries								
Chairman	\$ 115,567	\$ (1,477)	\$ 114,090	\$ 4,754	\$ 114,090	100%	\$ -	\$ -
Commissioner	664,602	24,738	689,340	28,723	689,340	100%	-	-
Terminal Leave	-	19,747	19,747	-	19,747	100%	-	(0)
Classified Employees	290,075	9,728	299,803	12,492	299,803	100%	-	(0)
Total Commissioners	1,070,244	52,736	1,122,980	45,968	1,122,980	100%	-	-
Administration								
Salaries								
Director	\$ 94,152	\$ 2,824	\$ 96,976	\$ 4,041	\$ 96,976	100%	\$ -	\$ 0
Classified Positions	44,825	9,069	53,894	1,924	53,894	100%	-	0
Total Administration	138,977	11,893	150,870	5,964	150,870	100%	-	0
Claims								
Salaries								
Classified Positions	\$ 67,000	\$ 12,361	\$ 79,361	\$ 3,307	\$ 79,361	100%	\$ -	\$ 0
Total Claims	67,000	12,361	79,361	3,307	79,361	100%	-	0
Insurance and Medical Services								
Salaries								
Classified Positions	\$ 25,350	\$ 7,759	\$ 33,109	\$ 2,838	\$ 33,109	100%	\$ -	\$ (0)
Total Ins and Medical Svcs	25,350	7,759	33,109	2,838	33,109	100%	-	(0)
Judicial								
Salaries								
Classified Positions	\$ 27,858	\$ 835	\$ 28,693	\$ 1,196	\$ 28,693	100%	\$ -	\$ 0
Total Judicial	27,858	835	28,693	1,196	28,693	100%	-	0
General Funds								
Department Totals								
Commissioners	\$ 1,070,244	\$ 52,736	\$ 1,122,980	\$ 45,968	\$ 1,122,980	100%	\$ -	\$ (0)
Administration	138,977	11,893	150,870	5,964	150,870	100%	-	0
Claims	67,000	12,361	79,361	3,307	79,361	100%	-	0
Insurance & Medical	25,350	7,759	33,109	2,838	33,109	100%	-	(0)
Judicial	27,858	835	28,693	1,196	28,693	100%	-	0
Total Departmental Expend	\$ 1,329,429	\$ 85,584	\$ 1,415,013	\$ 59,272	\$ 1,415,013	100%	\$ -	\$ (0)
Employer Contributions	434,190	(5,827)	428,363	30,807	428,363	100%	-	0
Total General Fund Appropriations	\$ 1,763,619	\$ 79,757	\$ 1,843,376	\$ 90,079	\$ 1,843,376	100%	\$ -	\$ (0)

South Carolina Workers' Compensation Commission

2012 - 2013 Budget

June 30, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 100%				
				Expended June	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 80,000	\$ (31,229)	\$ 48,771	\$ 1,405	\$ 48,771	100%	\$ -	\$ -
Total Salaries	80,000	(31,229)	48,771	1,405	48,771	100%	-	-
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	1,700	-	1,700	-	-	0%	-	1,700
Copying Equipment Service	1,200	-	1,200	278	1,335	111%	-	(135)
Print/Bind/Advertisement	1,510	-	1,510	-	-	0%	-	1,510
Print Pub Annual Reports	1,028	-	1,028	-	-	0%	-	1,028
Data Processing Services	34,000	-	34,000	3,930	34,037	100%	-	(37)
Freight Express Delivery	1,490	-	1,490	-	73	5%	-	1,417
Telephone	6,100	-	6,100	308	3,412	56%	-	2,688
Cellular Phone Service	9,100	-	9,100	1,847	11,554	127%	-	(2,454)
Legal Services/Attorney Fees	160,000	-	160,000	21,496	154,642	97%	-	5,358
Other Professional Services	3,000	-	3,000	-	180	6%	-	2,820
Total Contractual Services	219,128	-	219,128	27,858	205,233	94%	-	13,895
Supplies & Materials								
Office Supplies	7,500	-	7,500	193	2,937	39%	-	4,563
Copying Equipment	4,200	-	4,200	-	2,364	56%	-	1,836
Printing	1,200	-	1,200	-	1,819	152%	-	(619)
Data Processing Supplies	1,649	-	1,649	-	45	3%	-	1,604
Postage	8,500	-	8,500	-	4,787	56%	-	3,713
Communication Supplies	50	-	50	-	-	0%	-	50
Maint/Janitorial Supplies	200	-	200	16	152	76%	-	48
Motor Vehicle Supp/Gasoline	100	-	100	-	49	49%	-	51
Other Supplies	100	-	100	-	67	67%	-	33
Total Supplies & Materials	23,499	-	23,499	209	12,221	52%	-	11,278
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	2	1,017	41%	-	1,483
Rent-Non State Owned Property	149,000	-	149,000	11,940	140,818	95%	-	8,182
Rent-Other	250	-	250	-	-	0%	-	250
Insurance-State	4,500	-	4,500	8,354	8,354	186%	-	(3,854)
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Dues & Memberships	109	-	109	420	420	385%	-	(311)
Equipment Maintenance	500	-	500	-	-	0%	-	500
Total Fixed Charges	158,028	-	158,028	20,716	150,609	95%	-	7,419
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	350	-	350	-	186	53%	-	164
In State - Auto Mileage	20,000	-	20,000	2,996	17,812	89%	-	2,188
In State - Subsistence Allowance	30,000	(16,228)	13,772	2,091	8,979	65%	-	4,793
Out State - Meals	100	-	100	-	75	75%	-	25
Out State - Auto Mileage	2,000	-	2,000	-	288	14%	-	1,712
Leased Car	38,500	(10,227)	28,273	2,723	28,273	100%	-	(0)
Total Travel	90,950	(26,455)	64,495	7,810	55,614	86%	-	8,881
Total Other Operating Expenditures	491,605	(26,455)	465,150	56,592	423,677	91%	-	41,473
Total Commissioners	\$ 571,605	\$ (57,684)	\$ 513,921	\$ 57,997	\$ 472,448	92%	\$ -	\$ 41,473

South Carolina Workers' Compensation Commission

2012 - 2013 Budget

June 30, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 100%				
				Expended June	Year to Date	%	Encumb	Balance
Administration								
Salaries								
Classified Positions	\$ 408,567	\$ (7,726)	\$ 400,841	\$ 19,277	\$ 400,841	100%	\$ -	\$ (0)
Temporary Employees	11,247	(2,496)	8,751	-	8,751	100%	-	0
Terminal Leave	1,000	(1,000)	-	-	-	0%	-	-
Total Salaries	420,814	(11,222)	409,592	19,277	409,592	100%	-	(0)
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	5,800	-	5,800	486	6,435	111%	-	(635)
Copying Equipment Service	550	-	550	-	245	45%	-	305
Print/Bind/Advertisement	500	-	500	-	2,143	429%	-	(1,643)
Print Pub Annual Reports	22	-	22	-	-	0%	-	22
Data Processing Services	62,000	15,935	77,935	3,646	90,479	116%	-	(12,545)
Freight Express Delivery	800	-	800	70	646	81%	-	154
Telephone	4,600	-	4,600	297	4,028	88%	-	572
Cellular Phone Service	3,000	-	3,000	391	2,476	83%	-	524
Education & Training Services	1,000	-	1,000	-	-	0%	-	1,000
Attorney Fees	25,000	-	25,000	195	21,123	84%	-	3,877
General Repair	230	-	230	-	407	177%	-	(177)
Audit Acct Finance	100	-	100	-	104	104%	-	(4)
Catered Meals	300	-	300	-	803	268%	-	(503)
Other Professional Services	100	-	100	-	166	166%	-	(66)
Other Contractual Services	1,500	-	1,500	-	538	36%	-	962
Total Contractual Services	105,502	15,935	121,437	5,085	129,593	107%	-	(8,156)
Supplies & Materials								
Office Supplies	5,000	-	5,000	453	7,007	140%	-	(2,007)
Subscriptions	175	-	175	-	-	0%	-	175
Copying Equipment Supplies	3,434	-	3,434	109	2,019	59%	-	1,415
Printing	1,964	-	1,964	427	2,287	116%	-	(323)
Data Processing Supplies	500	-	500	-	1,283	257%	-	(783)
Postage	10,000	-	10,000	-	4,976	50%	-	5,024
Maint/Janitorial Supplies	200	-	200	12	121	60%	-	79
Fees & Fines	280	-	280	-	50	18%	-	230
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	1,000	-	1,000	89	1,032	103%	-	(32)
Other Supplies	400	-	400	477	477	119%	-	(77)
Total Supplies & Materials	23,053	-	23,053	1,567	19,250	84%	-	3,803
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	421	6,708	112%	-	(708)
Rent-Non State Owned Property	95,000	-	95,000	7,726	91,118	96%	-	3,883
Rent-Other	11,000	-	11,000	1,304	12,597	115%	-	(1,597)
Insurance-State	7,490	-	7,490	3,678	5,933	79%	-	1,557
Insurance-Non State	134	-	134	-	705	526%	-	(571)
Dues and Memberships	5,000	-	5,000	85	4,770	95%	-	230
Sales Tax Paid	8,186	-	8,186	1,175	6,117	75%	-	2,069
Total Fixed Charges	132,810	-	132,810	14,388	127,948	96%	-	4,862
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	100	-	100	-	7	7%	-	93
Reportable Meals	100	-	100	-	-	0%	-	100
Out of State - Milage	90	-	90	-	-	0%	-	90
In State - Registration Fees	200	-	200	-	377	189%	-	(177)
Leased Car	14,000	-	14,000	1,042	12,966	93%	-	1,034
Total Travel	14,490	-	14,490	1,042	13,350	92%	-	1,140
Equipment								
Equipment Data Processing- PC's	-	-	-	-	-	0%	-	-
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Expenditures	275,855	15,935	291,790	22,083	290,140	99%	-	1,649
Total Administration	\$ 696,669	\$ 4,713	\$ 701,382	\$ 41,359	\$ 699,733	100%	\$ -	\$ 1,649

South Carolina Workers' Compensation Commission

2012 - 2013 Budget

June 30, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 100%				
				Expended June	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 294,757	\$ 25,333	\$ 320,090	\$ 13,798	\$ 320,090	100%	\$ -	\$ (0)
Temporary Positions	14,000	(2,636)	11,364	5,094	11,364	100%	-	0
Terminal Leave	1,000	(1,000)	-	-	-	0%	-	-
Total Salaries	309,757	21,697	331,454	18,892	331,454	100%	-	0
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	200	(100)	100	-	-	0%	-	100
Copying Equipment Service	400	-	400	-	732	183%	-	(332)
Print / Bind / Adv	750	(700)	50	-	-	0%	-	50
Print Pub Annual Reports	22	(20)	2	-	-	0%	-	2
Data Processing Services	30,000	(1,000)	29,000	1,907	28,197	97%	-	803
Freight Express Delivery	500	(400)	100	-	21	21%	-	79
Telephone	4,000	(400)	3,600	262	3,522	98%	-	78
Cellular Phone Service	2,500	(1,000)	1,500	104	782	52%	-	718
Temporary Services	26,000	(4,000)	22,000	-	21,259	97%	-	741
Other Professional Services	100	(50)	50	-	-	0%	-	50
Total Contractual Services	64,472	(7,670)	56,802	2,274	54,513	96%	-	2,289
Supplies & Materials								
Office Supplies	8,271	(6,400)	1,871	63	1,813	97%	-	58
Copying Equipment	3,000	(1,100)	1,900	-	1,871	98%	-	29
Printing	900	-	900	-	1,425	158%	-	(525)
Data Processing Supplies	3,000	(2,900)	100	-	36	36%	-	64
Postage	22,000	(10,000)	12,000	-	11,442	95%	-	558
Maint/Janitorial Supplies	200	-	200	12	234	117%	-	(34)
Other Supplies	100	50	150	-	-	0%	-	150
Total Supplies & Materials	37,471	(20,350)	17,121	76	16,821	98%	-	300
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	357	2,429	97%	-	71
Rent-Non State Owned Property	73,000	(2,500)	70,500	5,970	70,409	100%	-	91
Rent-Other	225	(200)	25	-	-	0%	-	25
Insurance-State	2,000	(800)	1,200	2,881	2,881	240%	-	(1,681)
Insurance-Non State	134	(100)	34	-	-	0%	-	34
Equipment- Copying	800	(400)	400	-	-	0%	-	400
Equipment Maintenance	1,000	(500)	500	-	-	0%	-	500
Total Fixed Charges	79,659	(4,500)	75,159	9,208	75,719	101%	-	(560)
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	300	(200)	100	-	63	63%	-	37
In State - Lodging	600	(400)	200	-	172	86%	-	28
In State - Auto Mileage	600	(500)	100	-	32	32%	-	68
In-State Registration	200	(100)	100	-	-	0%	-	100
Reportable Meals	400	-	400	202	979	245%	-	(579)
Total Travel	2,100	(1,200)	900	202	1,246	138%	-	(346)
Total Other Operating Expenditures	183,702	(33,720)	149,982	11,760	148,299	99%	-	1,683
Total Claims	\$ 493,459	\$ (12,023)	\$ 481,436	\$ 30,651	\$ 479,752	100%	\$ -	\$ 1,684

South Carolina Workers' Compensation Commission

2012 - 2013 Budget

June 30, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 100%				
				Expended June	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	378,434	21,054	399,488	14,567	399,488	100%	-	0
Temporary Employees	15,469	3,509	18,978	644	18,978	100%	-	(0)
Terminal Leave	3,515	-	3,515	0	3,515	100%	-	-
Total Salaries	397,418	24,563	421,981	15,211	421,981	100%	-	(0)
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	200	-	200	-	-	0%	-	200
Copying Equipment Service	300	-	300	-	-	0%	-	300
Print/Bind/Advertisement	500	-	500	-	-	0%	-	500
Print Pub Annual Report	24	-	24	-	-	0%	-	24
Data Processing Services	47,000	-	47,000	3,733	49,639	106%	-	(2,639)
Freight Express Delivery	-	200	200	-	21	11%	-	179
Telephone	2,626	-	2,626	214	2,308	88%	-	318
Cell Phone	3,000	-	3,000	105	689	23%	-	2,311
Catered Meals	2,000	-	2,000	-	1,661	83%	-	339
Other Professional Services	10,000	3,000	13,000	3,393	32,551	250%	-	(19,551)
Other Contractual Services	7,454	-	7,454	145	558	7%	-	6,896
Total Contractual Services	73,104	3,200	76,304	7,590	87,428	115%	-	(11,124)
Supplies & Materials								
Office Supplies	5,000	1,765	6,765	162	8,474	125%	-	(1,709)
Copying Equipment	3,500	-	3,500	-	2,069	59%	-	1,431
Printing	1,500	-	1,500	-	2,085	139%	-	(585)
Data Processing Supplies	500	-	500	-	40	8%	-	460
Postage	11,000	(200)	10,800	-	4,364	40%	-	6,436
Maintenance/Janitorial Supplies	75	-	75	14	133	178%	-	(58)
Building Materials	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	50	-	50	-	-	0%	-	50
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	22,725	1,565	24,290	175	17,164	71%	-	7,126
Fixed Charges								
Rental-Cont Rent Payment	2,104	-	2,104	289	2,085	99%	-	19
Rent-Non State Owned Property	52,000	-	52,000	4,214	49,701	96%	-	2,299
Rent-Other	2,000	-	2,000	-	-	0%	-	2,000
Insurance-State	2,000	-	2,000	2,493	2,493	125%	-	(493)
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	54	292	10%	-	2,708
Total Fixed Charges	62,194	-	62,194	7,050	54,571	88%	-	7,623
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	400	-	400	-	26	7%	-	374
In-State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	205	29%	-	495
Total Travel	1,350	-	1,350	-	231	17%	-	1,119
Total Other Operating Expenditures	159,373	4,765	164,138	14,815	159,393	97%	-	4,745
Total Insurance and Medical Services	\$ 556,791	\$ 29,328	\$ 586,119	\$ 30,027	\$ 581,374	99%	\$ -	\$ 4,745

South Carolina Workers' Compensation Commission
2012 - 2013 Budget
 June 30, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 100%				
				Expended June	Year to Date	%	Encumb Balance	
Judicial								
Salaries								
Classified Positions	\$ 333,028	\$ (22,386)	\$ 310,642	\$ 12,477	\$ 310,642	100%	\$ -	\$ (0)
Temporary Employees	3000	(1597)	1403	600	1403	100%	-	-
Total Salaries	336,028	(23,983)	312,045	13,077	312,045	100%	-	(0)
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Print Pub Annual Reports	20	-	20	-	-	0%	-	20
Freight Express Delivery	-	200	200	-	21	11%	-	179
Data Processing Services	28,000	-	28,000	1,801	25,393	91%	-	2,607
Telephone	2,500	-	2,500	188	2,131	85%	-	369
Cellular Phone Service	1,120	-	1,120	105	1,077	96%	-	43
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	33,570	200	33,770	2,094	28,622	85%	-	5,148
Supplies & Materials								
Office Supplies	5,500	-	5,500	57	2,086	38%	-	3,414
Copying Equipment Supplies	2,500	-	2,500	-	1,675	67%	-	825
Printing	2,000	-	2,000	-	1,312	66%	-	688
Data Processing Supplies	2,500	-	2,500	-	367	15%	-	2,133
Postage	10,000	7,749	17,749	-	4,418	25%	-	13,331
Maintenance/Janitorial Supplies	150	-	150	11	108	72%	-	42
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	22,770	7,749	30,519	68	9,965	33%	-	20,554
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	7	940	31%	-	2,060
Rent-Non State Owned Property	65,300	-	65,300	5,268	62,126	95%	-	3,175
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	2,000	-	2,000	3,668	3,668	183%	-	(1,668)
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	70,545	-	70,545	8,943	66,733	95%	-	3,812
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	450	-	450	-	212	47%	-	238
Reportable Meals	770	-	770	33	295	38%	-	475
In State - Lodging	2,200	-	2,200	-	1,045	47%	-	1,155
In State - Auto Mileage	1,800	-	1,800	19	476	26%	-	1,324
In State - Misc Travel Expense	25	-	25	-	-	0%	-	25
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
Total Travel	5,445	-	5,445	52	2,028	37%	-	3,417
Total Other Operating Expenditures	132,330	7,949	140,279	11,156	107,348	77%	-	32,931
Total Judicial	\$ 468,358	\$ (16,034)	\$ 452,324	\$ 24,233	\$ 419,393	93%	\$ -	\$ 32,931
Earmarked Funds								
Department Totals								
Commissioners	\$ 571,605	\$ (57,684)	\$ 513,921	\$ 57,997	\$ 472,448	92%	\$ -	\$ 41,473
Administration	696,669	4,713	701,382	41,359	699,733	100%	-	1,649
Claims	493,459	(12,023)	481,436	30,651	479,752	100%	-	1,684
Insurance & Medical	556,791	29,328	586,119	30,027	581,374	99%	-	4,745
Judicial	468,358	(16,034)	452,324	24,233	419,393	93%	-	32,931
Total Departmental Expend	\$ 2,786,882	\$ (51,700)	\$ 2,735,182	\$ 184,268	\$ 2,652,700	97%	\$ -	\$ 82,481
Employer Contributions	448,184	51,700	499,884	7,516	499,884	100%	-	(0)
Total Earmarked Funds	\$ 3,235,066	\$ (0)	\$ 3,235,066	\$ 191,784	\$ 3,152,584	97%	\$ -	\$ 82,481
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

South Carolina Workers' Compensation Commission
Summary of Revenues and Expenditures
2013 - 2014 Budget
July 31, 2013

STATE APPROPRIATIONS	Budget	FY To Date	Benchmark	8.33%
General Appropriation	<u>\$ 1,763,619</u>	<u>\$ 146,968.25</u>		8.33%

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,364,669	\$ 132,630	\$ 1,232,039	9.7%
Other Operating Expenses	-	-	-	0.0%
Employer Contribution	463,390	39,978	423,412	8.6%
Total	<u>\$ 1,828,059</u>	<u>\$ 172,608</u>	<u>\$ 1,655,451</u>	<u>9.4%</u>

OTHER APPROPRIATIONS

EARMARKED	Budgeted Revenues	Received thru 7/31/12	% Received
Training Conference Registration Fee	\$ 5,000	\$ -	0.00%
Sale of Publication and Brochures	8,000	750	9.38%
Workers' Comp Award Review Fee	73,000	3,600	4.93%
Sale of Photocopies	88,000	5,338	6.07%
Workers' Compensation Filing Violation Fee	1,660,000	111,155	6.70%
Sale of Listings and Labels	25,000	1,710	6.84%
Workers' Comp Hearing Fee	562,000	36,125	6.43%
Earmarked Funds - Original Authorization	<u>\$ 2,421,000</u>	<u>\$ 158,678</u>	<u>6.55%</u>
Increase Authorization	951,066		
	-		
Total Earmarked Revenues + Fund Balance	<u>\$ 3,372,066</u>		

SELF INSURANCE	Collected Revenue	Transferred to State Fund	Balance to WCC Fund Balance
Self Insurance	\$ 157,005	\$ -	\$ 157,005

Account Description	Appropriation	Expenditure	Balance	% Expended
Personal Services	\$ 1,454,375	\$ 124,329	\$ 1,330,046	8.5%
Taxable Subsistence	72,350	11,330	61,020	15.7%
Other Operating Expenses	1,379,941	61,890	1,318,051	4.5%
Employer Contribution	465,400	57,979	407,421	12.5%
Total Earmarked	<u>\$ 3,372,066</u>	<u>\$ 255,528</u>	<u>\$ 3,116,538</u>	<u>7.6%</u>

TOTAL OTHER APPROPRIATIONS	<u>\$ 3,372,066</u>	<u>\$ 255,528</u>	<u>\$ 3,116,538</u>	<u>7.6%</u>
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South Carolina Workers' Compensation Commission
2013 - 2014 Budget
July 31, 2013

Consolidated

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended July	Year to Date	%	Encumb	Balance
Commissioners								
Salaries	\$ 1,175,584	\$ -	\$ 1,175,584	\$ 103,266	\$ 103,266	9%	\$ -	\$ 61,020
Other Operating Expenditures								
Total Contractual Services	201,275	-	201,275	5,339	5,339	3%	-	195,936
Total Supplies & Materials	12,120	-	12,120	1,253	1,253	10%	-	10,867
Total Fixed Charges	153,899	-	153,899	11,940	11,940	8%	-	141,959
Total Travel	57,600	-	57,600	2,526	2,526	4%	-	55,074
Total Other Operating Exp	424,894	-	424,894	21,058	21,058	5%	-	403,836
Total Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 124,323	\$ 124,324	8%	\$ -	\$ 464,856
Administration								
Salaries	\$ 471,969	\$ -	\$ 471,969	\$ 52,132	\$ 52,131	11%	\$ -	\$ 419,838
Other Operating Expenditures								
Total Contractual Services	294,063	-	294,063	1,953	1,953	1%	-	292,110
Total Supplies & Materials	33,134	-	33,134	1,924	1,924	6%	-	31,210
Total Fixed Charges	133,426	-	133,426	9,037	9,037	7%	-	124,389
Total Travel	20,000	-	20,000	1,068	1,068	5%	-	18,932
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Exp	480,623	-	480,623	13,982	13,982	3%	-	466,641
Total Administration	\$ 952,592	\$ -	\$ 952,592	\$ 66,114	\$ 66,114	7%	\$ -	\$ 886,478
Claims								
Salaries	\$ 380,727	\$ -	\$ 380,727	\$ 49,203	\$ 49,203	13%	\$ -	\$ 345,260
Other Operating Expenditures								
Total Contractual Services	40,570	-	40,570	262	262	1%	-	40,308
Total Supplies & Materials	24,600	-	24,600	3,651	3,651	15%	-	20,949
Total Fixed Charges	82,234	-	82,234	5,970	5,970	7%	-	76,264
Total Travel	2,100	-	2,100	-	-	0%	-	2,100
Total Other Operating Exp	149,504	-	149,504	9,884	9,884	7%	-	139,620
Total Claims	\$ 530,231	\$ -	\$ 530,231	\$ 59,087	\$ 59,087	11%	\$ -	\$ 484,880
Insurance and Medical Services								
Salaries	\$ 472,119	\$ -	\$ 472,119	\$ 35,159	\$ 35,159	7%	\$ -	\$ 436,960
Other Operating Expenditures								
Total Contractual Services	98,898	-	98,898	3,467	3,467	4%	-	95,432
Total Supplies & Materials	20,800	-	20,800	1,876	1,876	9%	-	18,924
Total Fixed Charges	63,090	-	63,090	4,214	4,214	7%	-	58,876
Total Travel	1,350	-	1,350	-	-	0%	-	1,350
Total Other Operating Exp	184,138	-	184,138	9,556	9,556	5%	-	174,582
Total Insurance and Medical Services	\$ 656,257	\$ -	\$ 656,257	\$ 44,715	\$ 44,715	7%	\$ -	\$ 611,542
Judicial								
Salaries	\$ 390,995	\$ -	\$ 390,995	\$ 28,529	\$ 28,529	7%	\$ -	\$ 362,466
Other Operating Expenditures								
Total Contractual Services	35,522	-	35,522	184	184	1%	-	35,338
Total Supplies & Materials	29,270	-	29,270	1,958	1,958	7%	-	27,312
Total Fixed Charges	70,545	-	70,545	5,268	5,268	7%	-	65,277
Total Travel	5,445	-	5,445	-	-	0%	-	5,445
Total Other Operating Exp	140,782	-	140,782	7,410	7,410	5%	-	133,372
Total Judicial	\$ 531,777	\$ -	\$ 531,777	\$ 35,939	\$ 35,939	7%	\$ -	\$ 495,838
Totals By Departments								
Department Totals								
Commissioners	\$ 1,600,478	\$ -	\$ 1,600,478	\$ 124,323	\$ 124,324	8%	\$ -	\$ 464,856
Administration	952,592	-	952,592	66,114	66,114	7%	-	886,478
Claims	530,231	-	530,231	59,087	59,087	11%	-	484,880
Insurance & Medical	656,257	-	656,257	44,715	44,715	7%	-	611,542
Judicial	531,777	-	531,777	35,939	35,939	7%	-	495,838
Total Departmental Expend	\$ 4,271,335	\$ -	\$ 4,271,335	\$ 330,180	\$ 330,179	8%	\$ -	\$ 2,943,594
Employer Contributions	928,790	-	928,790	97,957	97,957	11%	-	830,833
Total General & Earmarked Funds	\$ 5,200,125	\$ -	\$ 5,200,125	\$ 428,136	\$ 428,136	8%	\$ -	\$ 3,774,427

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
July 31, 2013

General Appropriation

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				Encumb	Balance
				Expended July	Year to Date to Date	%			
Commissioners									
Salaries									
Chairman	\$ 118,890	\$ -	\$ 118,890	\$ 9,508	\$ 9,508	8%	\$ -	\$ 109,383	
Commissioner	684,540	-	684,540	57,445	57,445	8%	-	627,095	
Terminal Leave	-	-	-	-	-	0%	-	-	
Classified Employees	299,804	-	299,804	24,983	24,984	8%	-	274,820	
Total Commissioners	1,103,234	-	1,103,234	91,936	91,936	8%	-	-	
Administration									
Salaries									
Director	\$ 96,976	\$ -	\$ 96,976	\$ 8,081	\$ 8,081	8%	\$ -	\$ 88,895	
Classified Positions	46,169	-	46,169	3,847	3,847	8%	-	42,322	
Total Administration	143,145	-	143,145	11,929	11,928	8%	-	131,217	
Claims									
Salaries									
Classified Positions	\$ 63,487	\$ -	\$ 63,487	\$ 6,613	\$ 6,613	10%	\$ -	\$ 56,874	
Terminal Leave	13,736	-	13,736	13,736	13,736	100%	-	(0)	
Total Claims	63,487	-	63,487	20,350	20,350	32%	-	56,874	
Insurance and Medical Services									
Salaries									
Classified Positions	\$ 26,110	\$ -	\$ 26,110	\$ 6,026	\$ 6,026	23%	\$ -	\$ 20,084	
Total Ins and Medical Svcs	26,110	-	26,110	6,026	6,026	23%	-	20,084	
Judicial									
Salaries									
Classified Positions	\$ 28,693	\$ -	\$ 28,693	\$ 2,391	\$ 2,391	8%	\$ -	\$ 26,302	
Total Judicial	28,693	-	28,693	2,391	2,391	8%	-	26,302	
General Funds									
Department Totals									
Commissioners	\$ 1,103,234	\$ -	\$ 1,103,234	\$ 91,936	\$ 91,936	8%	\$ -	\$ 1,011,298	
Administration	143,145	-	143,145	11,929	11,928	8%	-	131,217	
Claims	63,487	-	63,487	20,350	20,350	32%	-	43,137	
Insurance & Medical	26,110	-	26,110	6,026	6,026	23%	-	20,084	
Judicial	28,693	-	28,693	2,391	2,391	8%	-	26,302	
Total Departmental Expend	\$ 1,364,669	\$ -	\$ 1,364,669	\$ 132,631	\$ 132,630	10%	\$ -	\$ 1,232,039	
Employer Contributions	463,390	-	463,390	39,978	39,978	9%	-	423,412	
Total General Fund Appropriations	\$ 1,828,059	\$ -	\$ 1,828,059	\$ 172,608	\$ 172,608	9%	\$ -	\$ 1,655,451	

South Carolina Workers' Compensation Commission
2013 - 2014 Budget
 July 31, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended July	Year to Date	%	Encumb	Balance
Commissioners								
Salaries								
Taxable Subsistence	\$ 72,350	\$ -	\$ 72,350	\$ 11,330	\$ 11,330	16%	\$ -	\$ 61,020
Total Salaries	72,350	-	72,350	11,330	11,330	16%	-	61,020
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,300	-	1,300	-	-	0%	-	1,300
Data Processing Services	34,000	-	34,000	-	-	0%	-	34,000
Freight Express Delivery	100	-	100	-	-	0%	-	100
Telephone	3,500	-	3,500	308	308	9%	-	3,192
Cellular Phone Service	11,500	-	11,500	-	-	0%	-	11,500
Legal Services/Attorney Fees	150,675	-	150,675	5,031	5,031	3%	-	145,644
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	201,275	-	201,275	5,339	5,339	3%	-	195,936
Supplies & Materials								
Office Supplies	2,900	-	2,900	11	11	0%	-	2,889
Copying Equipment	2,300	-	2,300	664	664	29%	-	1,636
Printing	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Supplies	50	-	50	-	-	0%	-	50
Postage	4,800	-	4,800	539	539	11%	-	4,261
Maint/Janitorial Supplies	150	-	150	16	16	10%	-	134
Motor Vehicle Supp/Gasoline	50	-	50	24	24	48%	-	26
Other Supplies	70	-	70	-	-	0%	-	70
Total Supplies & Materials	12,120	-	12,120	1,253	1,253	10%	-	10,867
Fixed Charges								
Rental-Cont Rent Payment	1,000	-	1,000	-	-	0%	-	1,000
Rent-Non State Owned Property	143,000	-	143,000	11,940	11,940	8%	-	131,060
Insurance-State	8,300	-	8,300	-	-	0%	-	8,300
Insurance-Non State	1,169	-	1,169	-	-	0%	-	1,169
Dues & Memberships	430	-	430	-	-	0%	-	430
Total Fixed Charges	153,899	-	153,899	11,940	11,940	8%	-	141,959
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	200	-	200	-	-	0%	-	200
In State - Auto Mileage	18,000	-	18,000	247	247	1%	-	17,753
In State - Subsistence Allowance	9,000	-	9,000	-	-	0%	-	9,000
Out State - Meals	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	300	-	300	-	-	0%	-	300
Leased Car	30,000	-	30,000	2,279	2,279	8%	-	27,721
Total Travel	57,600	-	57,600	2,526	2,526	4%	-	55,074
Total Other Operating Expenditures	424,894	-	424,894	21,058	21,058	5%	-	403,836
Total Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 32,388	\$ 32,388	7%	\$ -	\$ 464,856

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

July 31, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended	Year	%	Encumb	Balance
				July	to Date			
Administration								
Salaries								
Classified Positions	\$ 316,210	\$ -	\$ 316,210	\$ 38,553	\$ 38,553	12%	\$ -	\$ 277,657
Temporary Employees	12,614	-	12,614	1,650	1,650	13%	-	10,964
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	328,824	-	328,824	40,203	40,203	12%	-	288,621
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	8,100	-	8,100	550	550	7%	-	7,550
Copying Equipment Service	3,000	-	3,000	-	-	0%	-	3,000
Print/Bind/Advertisement	10,000	-	10,000	-	-	0%	-	10,000
Print Pub Annual Reports	6,000	-	6,000	-	-	0%	-	6,000
Data Processing Services	213,993	-	213,993	1,107	1,107	1%	-	212,886
Freight Express Delivery	1,800	-	1,800	-	-	0%	-	1,800
Telephone	7,060	-	7,060	296	296	4%	-	6,764
Cellular Phone Service	5,000	-	5,000	-	-	0%	-	5,000
Education & Training Services	5,000	-	5,000	-	-	0%	-	5,000
Attorney Fees	25,000	-	25,000	-	-	0%	-	25,000
General Repair	1,500	-	1,500	-	-	0%	-	1,500
Audit Acct Finance	110	-	110	-	-	0%	-	110
Catered Meals	4,000	-	4,000	-	-	0%	-	4,000
Other Professional Services	1,500	-	1,500	-	-	0%	-	1,500
Other Contractual Services	2,000	-	2,000	-	-	0%	-	2,000
Total Contractual Services	294,063	-	294,063	1,953	1,953	1%	-	292,110
Supplies & Materials								
Office Supplies	9,500	-	9,500	964	964	10%	-	8,536
Copying Equipment Supplies	4,434	-	4,434	574	574	13%	-	3,860
Printing	3,500	-	3,500	-	-	0%	-	3,500
Data Processing Supplies	2,300	-	2,300	-	-	0%	-	2,300
Postage	8,000	-	8,000	373	373	5%	-	7,627
Maint/Janitorial Supplies	1,000	-	1,000	12	12	1%	-	988
Fees & Fines	1,800	-	1,800	-	-	0%	-	1,800
Gasoline/ Motor Vehicle Supply	100	-	100	-	-	0%	-	100
Employee Recog Award	1,500	-	1,500	-	-	0%	-	1,500
Other Supplies	1,000	-	1,000	-	-	0%	-	1,000
Total Supplies & Materials	33,134	-	33,134	1,924	1,924	6%	-	31,210
Fixed Charges								
Rental-Cont Rent Payment	6,000	-	6,000	592	592	10%	-	5,408
Rent-Non State Owned Property	95,000	-	95,000	7,726	7,726	8%	-	87,274
Rent-Other	11,000	-	11,000	700	700	6%	-	10,300
Insurance-State	7,490	-	7,490	-	-	0%	-	7,490
Insurance-Non State	750	-	750	-	-	0%	-	750
Dues and Memberships	5,000	-	5,000	20	20	0%	-	4,980
Sales Tax Paid	8,186	-	8,186	-	-	0%	-	8,186
Total Fixed Charges	133,426	-	133,426	9,037	9,037	7%	-	124,389
Travel (Includes Leased Car)								
In State - Meals Non/ Reportable	1,000	-	1,000	59	59	6%	-	941
Reportable Meals	1,000	-	1,000	39	39	4%	-	961
In State - Lodging	1,000	-	1,000	78	78	8%	-	922
In State - Registration Fees	2,000	-	2,000	84	84	4%	-	1,916
Leased Car	15,000	-	15,000	808	808	5%	-	14,192
Total Travel	20,000	-	20,000	1,068	1,068	5%	-	18,932
Equipment								
Equipment Data Processing - PC's	-	-	-	-	-	0%	-	-
Total Equipment	-	-	-	-	-	0%	-	-
Total Other Operating Expenditures	480,623	-	480,623	13,982	13,982	3%	-	466,641
Total Administration	\$ 809,447	\$ -	\$ 809,447	\$ 54,186	\$ 54,186	7%	\$ -	\$ 755,261

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

July 31, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended July	Year to Date	%	Encumb	Balance
Claims								
Salaries								
Classified Positions	\$ 301,790	\$ -	\$ 301,790	\$ 27,596	\$ 27,596	9%	\$ -	\$ 274,194
Temporary Positions	15,450	-	15,450	1,257	1,257	8%	-	14,193
Terminal Leave	-	-	-	-	-	0%	-	-
Total Salaries	317,240	-	317,240	28,854	28,854	9%	-	288,386
Other Operating Expenditures								
Contractual Services								
Copying Equipment Service	1,800	-	1,800	-	-	0%	-	1,800
Data Processing Services	33,050	-	33,050	-	-	0%	-	33,050
Telephone	4,000	-	4,000	262	262	7%	-	3,738
Cellular Phone Service	1,720	-	1,720	-	-	0%	-	1,720
Total Contractual Services	40,570	-	40,570	262	262	1%	-	40,308
Supplies & Materials								
Office Supplies	2,000	-	2,000	-	-	0%	-	2,000
Copying Equipment	3,000	-	3,000	526	526	18%	-	2,474
Printing	1,500	-	1,500	-	-	0%	-	1,500
Data Processing Supplies	3,500	-	3,500	934	934	27%	-	2,566
Postage	14,000	-	14,000	2,179	2,179	16%	-	11,821
Maint/Janitorial Supplies	500	-	500	12	12	2%	-	488
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	24,600	-	24,600	3,651	3,651	15%	-	20,949
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	-	-	0%	-	2,500
Rent-Non State Owned Property	75,000	-	75,000	5,970	5,970	8%	-	69,030
Insurance-State	2,800	-	2,800	-	-	0%	-	2,800
Insurance-Non State	134	-	134	-	-	0%	-	134
Equipment- Copying	800	-	800	-	-	0%	-	800
Equipment Maintenance	1,000	-	1,000	-	-	0%	-	1,000
Total Fixed Charges	82,234	-	82,234	5,970	5,970	7%	-	76,264
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	300	-	300	-	-	0%	-	300
In State - Lodging	600	-	600	-	-	0%	-	600
In State - Auto Mileage	600	-	600	-	-	0%	-	600
In-State Registration	200	-	200	-	-	0%	-	200
Reportable Meals	400	-	400	-	-	0%	-	400
Total Travel	2,100	-	2,100	-	-	0%	-	2,100
Total Other Operating Expenditures	149,504	-	149,504	9,884	9,884	7%	-	139,620
Total Claims	\$ 466,744	\$ -	\$ 466,744	\$ 38,737	\$ 38,737	8%	\$ -	\$ 428,007

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

July 31, 2013

Earmarked Funds

	Original Budget	Budget Amendments	Amended Budget	Year-To-Date : 8.33%				
				Expended July	Year to Date	%	Encumb	Balance
Insurance and Medical Services								
Salaries								
Classified Positions	430,540	-	430,540	29,133	29,133	7%	-	401,407
Temporary Employees	15,469	-	15,469	-	-	0%	-	15,469
Terminal Leave	0	-	0	0	0	0%	-	-
Total Salaries	446,009	-	446,009	29,133	29,133	7%	-	416,876
Other Operating Expenditures								
Contractual Services								
Office Equipment Service	100	-	100	-	-	0%	-	100
Copying Equipment Service	100	-	100	-	-	0%	-	100
Data Processing Services	55,000	-	55,000	1,620	1,620	3%	-	53,380
Telephone	2,300	-	2,300	214	214	9%	-	2,086
Cell Phone	1,000	-	1,000	-	-	0%	-	1,000
Catered Meals	1,600	-	1,600	-	-	0%	-	1,600
Other Professional Services	38,298	-	38,298	1,087	1,087	3%	-	37,211
Other Contractual Services	500	-	500	546	546	109%	-	(46)
Total Contractual Services	98,898	-	98,898	3,467	3,467	4%	-	95,432
Supplies & Materials								
Office Supplies	9,000	-	9,000	-	-	0%	-	9,000
Copying Equipment	2,500	-	2,500	581	581	23%	-	1,919
Printing	2,500	-	2,500	-	-	0%	-	2,500
Data Processing Supplies	500	-	500	467	467	93%	-	33
Postage	5,000	-	5,000	814	814	16%	-	4,186
Maintenance/Janitorial Supplies	150	-	150	14	14	9%	-	136
Building Materials	1,000	-	1,000	-	-	0%	-	1,000
Fees & Fines	50	-	50	-	-	0%	-	50
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	20,800	-	20,800	1,876	1,876	9%	-	18,924
Fixed Charges								
Rental-Cont Rent Payment	2,500	-	2,500	-	-	0%	-	2,500
Rent-Non State Owned Property	52,000	-	52,000	4,214	4,214	8%	-	47,786
Rent-Other	2,000	-	2,000	-	-	0%	-	2,000
Insurance-State	2,500	-	2,500	-	-	0%	-	2,500
Insurance-Non State	148	-	148	-	-	0%	-	148
Equipment Maintenance	942	-	942	-	-	0%	-	942
Sales Tax Paid	3,000	-	3,000	-	-	0%	-	3,000
Total Fixed Charges	63,090	-	63,090	4,214	4,214	7%	-	58,876
Travel (Includes Leased Car)								
In State - Meals (Non-Reportable)	400	-	400	-	-	0%	-	400
In-State Registration	100	-	100	-	-	0%	-	100
Reportable Meals	150	-	150	-	-	0%	-	150
In State - Lodging	700	-	700	-	-	0%	-	700
Total Travel	1,350	-	1,350	-	-	0%	-	1,350
Total Other Operating Expenditures	184,138	-	184,138	9,556	9,556	5%	-	174,582
Total Insurance and Medical Services	\$ 630,147	\$ -	\$ 630,147	\$ 38,690	\$ 38,690	6%	\$ -	\$ 591,457

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

July 31, 2013

Earmarked Funds

	Year-To-Date : 8.33%							
	Original	Budget	Amended	Expended	Year	%	Encumb	Balance
	Budget	Amendments	Budget	July	to Date			
Salaries								
Classified Positions	\$ 360,302	\$ -	\$ 360,302	\$ 24,954	\$ 24,954	7%	\$ -	\$ 335,348
Temporary Employees	2000	-	2000	1184	1184	59%	-	816
Total Salaries	362,302	-	362,302	26,138	26,138	7%	-	336,164
Other Operating Expenditures								
Contractual Services								
Office Equipment Services	80	-	80	-	-	0%	-	80
Copy Equipment Services	850	-	850	-	-	0%	-	850
Print/Bind/Advertisement	800	-	800	-	-	0%	-	800
Data Processing Services	29,972	-	29,972	-	-	0%	-	29,972
Telephone	2,500	-	2,500	184	184	7%	-	2,316
Cellular Phone Service	1,120	-	1,120	-	-	0%	-	1,120
Other Professional Services	200	-	200	-	-	0%	-	200
Total Contractual Services	35,522	-	35,522	184	184	1%	-	35,338
Supplies & Materials								
Office Supplies	4,000	-	4,000	-	-	0%	-	4,000
Copying Equipment Supplies	2,500	-	2,500	471	471	19%	-	2,029
Printing	2,000	-	2,000	-	-	0%	-	2,000
Data Processing Supplies	2,500	-	2,500	467	467	19%	-	2,033
Postage	18,000	-	18,000	1,010	1,010	6%	-	16,990
Maintenance/Janitorial Supplies	150	-	150	11	11	7%	-	139
Promotional Supplies	20	-	20	-	-	0%	-	20
Other Supplies	100	-	100	-	-	0%	-	100
Total Supplies & Materials	29,270	-	29,270	1,958	1,958	7%	-	27,312
Fixed Charges								
Rental-Cont Rent Payment	3,000	-	3,000	-	-	0%	-	3,000
Rent-Non State Owned Property	65,300	-	65,300	5,268	5,268	8%	-	60,032
Rent-Other	125	-	125	-	-	0%	-	125
Insurance-State	2,000	-	2,000	-	-	0%	-	2,000
Insurance-Non State	120	-	120	-	-	0%	-	120
Total Fixed Charges	70,545	-	70,545	5,268	5,268	7%	-	65,277
Travel (Includes Leased Car)								
In State - Meals / Non-Reportable	450	-	450	-	-	0%	-	450
Reportable Meals	770	-	770	-	-	0%	-	770
In State - Lodging	2,200	-	2,200	-	-	0%	-	2,200
In State - Auto Mileage	1,800	-	1,800	-	-	0%	-	1,800
In State - Misc Travel Expense	25	-	25	-	-	0%	-	25
In-State Registration	100	-	100	-	-	0%	-	100
Out State - Auto Mileage	100	-	100	-	-	0%	-	100
Total Travel	5,445	-	5,445	-	-	0%	-	5,445
Total Other Operating Expenditures	140,782	-	140,782	7,410	7,410	5%	-	133,372
Total Judicial	\$ 503,084	\$ -	\$ 503,084	\$ 33,548	\$ 33,548	7%	\$ -	\$ 469,536
Earmarked Funds								
Department Totals								
Commissioners	\$ 497,244	\$ -	\$ 497,244	\$ 32,388	\$ 32,388	7%	\$ -	\$ 464,856
Administration	809,447	-	809,447	54,186	54,186	7%	-	755,261
Claims	466,744	-	466,744	38,737	38,737	8%	-	428,007
Insurance & Medical	630,147	-	630,147	38,690	38,690	6%	-	591,457
Judicial	503,084	-	503,084	33,548	33,548	7%	-	469,536
Total Departmental Expend	\$ 2,906,666	\$ -	\$ 2,906,666	\$ 197,549	\$ 197,549	7%	\$ -	\$ 2,709,117
Employer Contributions	465,400	-	465,400	57,979	57,979	12%	-	407,421
Total Earmarked Funds	\$ 3,372,066	\$ -	\$ 3,372,066	\$ 255,528	\$ 255,528	8%	\$ -	\$ 3,116,538
Capital / Computer Project Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -

MEMORANDUM

Date: August 7, 2013

TO: Mr. Gary Cannon
Executive Director

FROM: Cathy Floyd
Human Resources

SUBJECT: Human Resources Report Period of July 10 – August 6, 2013

Below is a summary of the Human Resources activity for the period of July 10 – August 6, 2013.

Recruitment and Selection

- The summer law clerk interns, Mark James and Marlene Johnson-Moore, terms have ended
- Processed 10 lateral reassignments

Employee Relations (ER)

- Three ER issues were addressed during the activity period
- The combined position description (PD) and Employee Performance Management System (EPMS) form has been finalized
 - Training on the new form is scheduled for all supervisors on August 22, 2013
- Worked 20 hours on three special projects/strategic planning initiatives
- The Agency will participate in the 2013 Multi-Agency Harvest Hope Food Drive – August 12 – 23, 2013
- The scanning process continues for inactive HR Files
 - Approximately 480 inactive files, 40 have been scanned

Benefits

- Assisted one employee with benefit related matters
- Completed two inquiries with the Retirement Systems
- Assisted two employees with retirement related issues
- Issued one COBRA notice
- Issued an HR Letter to all employees as a reminder of the increase in retirement contributions

SC Enterprise Information System (SCEIS)

- Processed two employment verifications
- Assisted three employees with payroll related issues
- Continue to assist employees with leave and time issues caused by SCEIS
- Seventy-three transactions were keyed into the system

Reporting

- Submitted the annual Bonus Report and Monetary Rewards report for the State Division of Human Resources
- Submitted the annual Compensated Absences Report to the Comptroller General's Office
- Submitted the annual Payroll Report to the State Accident Fund
- Completed the State Accident Fund's Policy Holder Survey

Finance Related

- Processed 10 daily deposits
- Approved forty SCEIS financial transactions



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Betsy Hartman
IT Director
Date: August 6, 2013
Subject: IT Department
August 2013 Full Commission Report

Summary of IT Department Activities

Director of IT

- Meeting and Demo of microfilm scanning equipment with Palmetto Microfilm Systems Inc.
 - Coverage information
- Security Audit and Assessment
 - BCB and DeLoitte
 - TeamIA
- SCVRD Business advisory Council Monthly meeting

Mediation Processing
12-M Late Penalty Processing
Claims R3 Production Issues

Implemented

- Mediation email notification of status for Judicial staff – additional notifications
- Fatality Notification via email
- Sealed Document process

Business requirement development

- Claims Department
 - Development of scanning queues by forms
- Medical Dispute Portal

- Enhancements to eCase
 - Upload of APA documents
 - ePayments
 - eMail to SCWCC staff

Projects – In Process

Document Upload from eCase - APA documents. Having issues with users and secure mail process. To eliminate the need for secure email, we are looking for alternative method to upload documents in a safe and secure manner that is more user friendly. This will also assist in other eService issues on the project list that require upload of documents from Attorney’s, Carrier’s and other parties to WCC cases.

Second Injury Fund Special Claims - special claims data received and will be stored in OnBase with Self-Insurance data

EDI Release 3

- Health Tech live June 26, 2013
- ESIS live June 21
- Ebix and ISO live July 9
- Metrics

Daily Average	Release 1	R1 %	Release 3	R3 %
November	130	100%	0	0%
December	90	54%	78	47%
January*	66	43%	86	56%
February	53	40%	78	60%
March	42	29%	103	71%
April	37	30%	87	70%
May	41	22%	143	78%
June	39	30%	92	70%
July	20	14%	119	86%

SCVRD Portal

- Chuck Hamden to demonstrate portal SCVRD Staff September

Mediation

- Email reports being sent daily to Judicial staff
- Email notifications being sent to last user if open Jar and a clincher is processed as a reminder.

Projects – to be started in September 2013 or after

DSIT Contract

- **Waiting on DSIT for Security language to be added to the contract**

Production Server Upgrade

- **Upgrading Progress to Open Edge 10.2b 7**
- **Test**

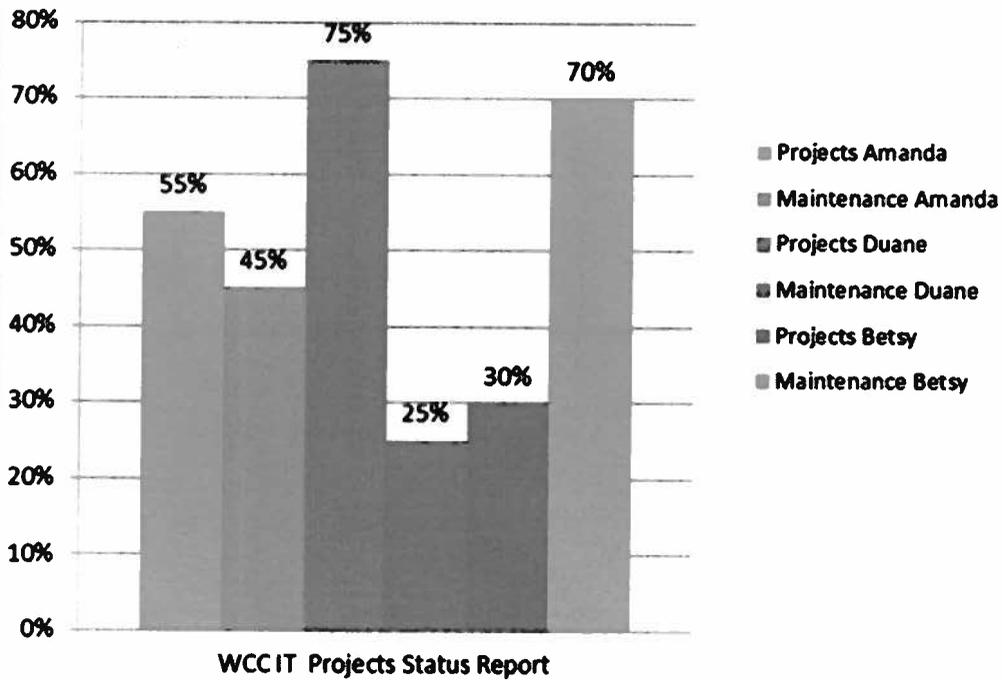
Medical Dispute Portal

- **Move to a secure portal similar to eCase**
- **Need ability to upload HIPPA and PII documents securely – pattern after eCase and APA documents**

X-File Process Review

- **Writing up current process for all types of X-Files**

**IT Projects and Maintenance
July 11, 2013 through August 8, 2013**



State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMS Director

Date: 8 – Aug – 2013

Subj: Insurance and Medical Services Department
July 2013 Full Commission Report

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

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

- | | |
|---------------------|--|
| Compliance Division | <ol style="list-style-type: none">1. Working with staff to discuss process improvements following year end.2. Exploring ways to better manage DEW case file workflow |
| Coverage Division | <ol style="list-style-type: none">1. Working with staff to review workflow processes and explore opportunities to enhance service provision. |
| Medical Services | <ol style="list-style-type: none">1. Identifying updates / edits needed within the Medical Services Provider Manual.2. Conducted initial meeting of MSPM stakeholders. Gathering data to research issues raised. |
| IMS Administration: | <ol style="list-style-type: none">1. Working with team-members to review / improve team processes and key functions.2. Working with Department Mgrs to provide cross coordination of mgmt. functions.3. Working with in-house Counsel to improve RTSC case preparation process.4. Working with Executive Team concerning strategic planning and future needs forecasting. |

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

Carryover Caseload:

The Compliance Division closed July 2013 with 352 cases active, compared to an active caseload of 461 at the close of July 2012.

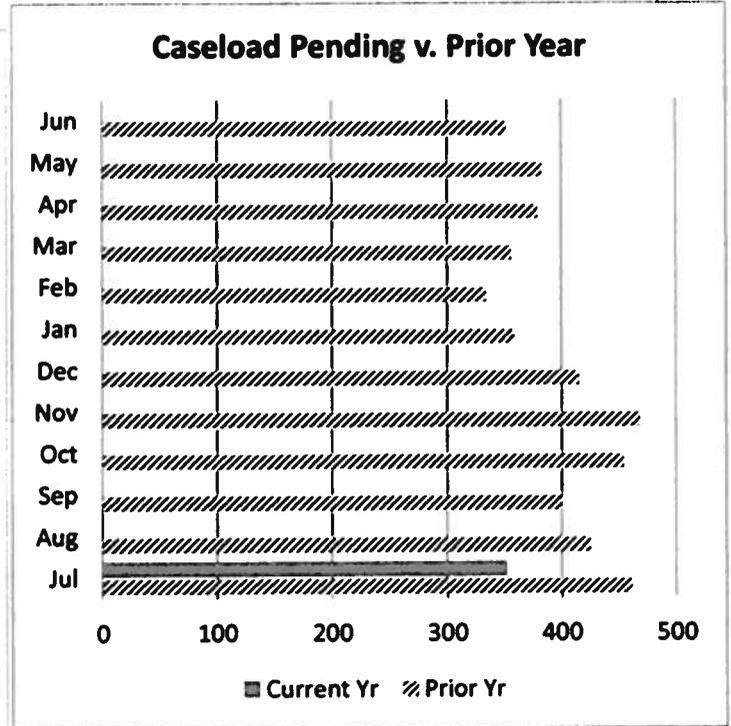
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of June 2013, Compliance Division staff closed-out 99 cases.

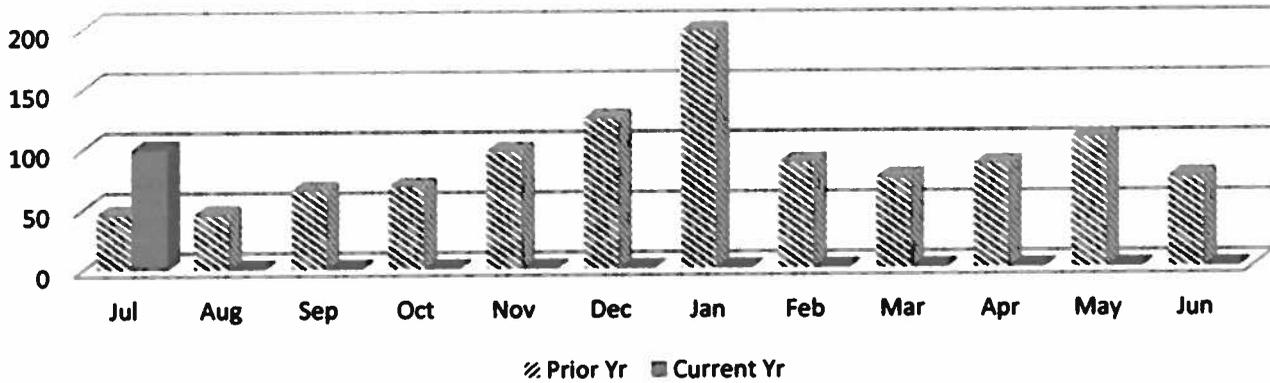
Compliance Fines:

Year to Date, the Compliance Division has collected \$83,217 in fines which represents 14% of prior year's year-end collection (\$587,429). The Compliance Division Year-to-Date (July 31) revenue trend is 169% of prior year, and month-on-month is at 440% of same month / prior year (July 2012).

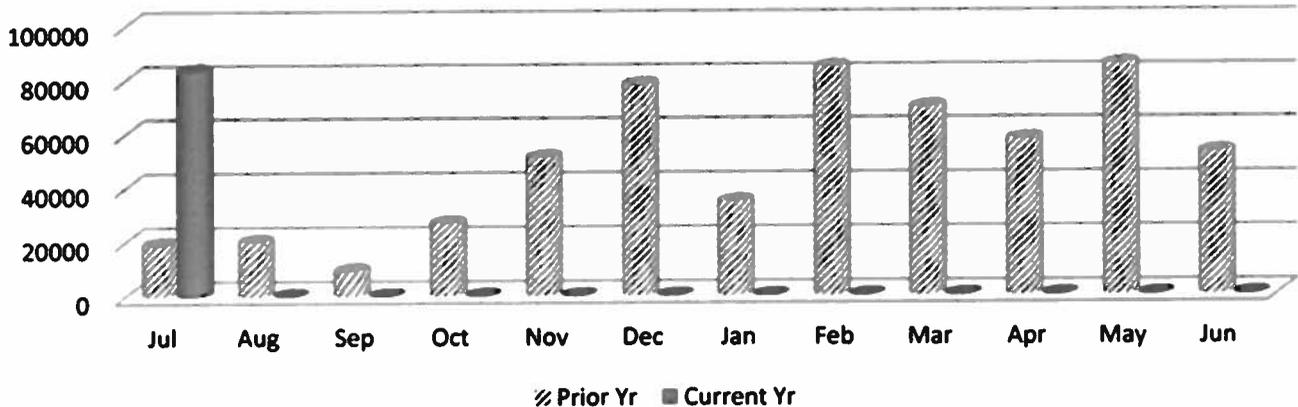
Compliance fine revenue represents 19% of the Commission's annual earmarked revenue budget.



Cases Resolved v. Prior Year



Compliance Fines Collected v. Prior Year



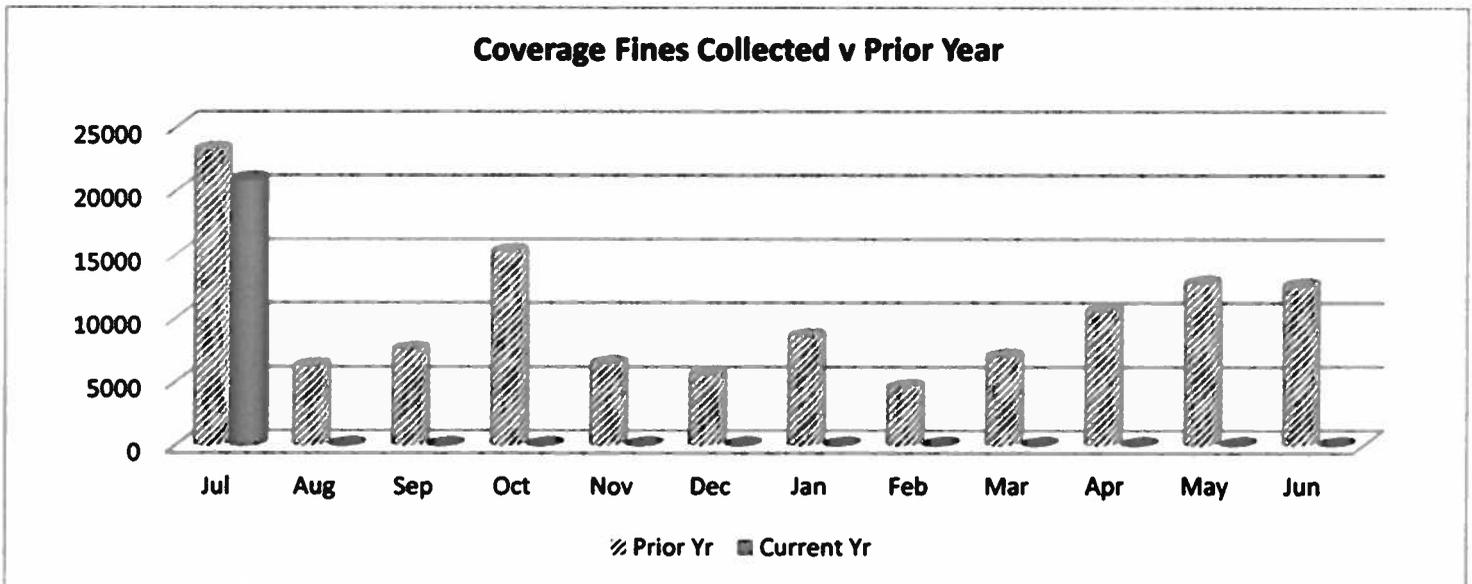
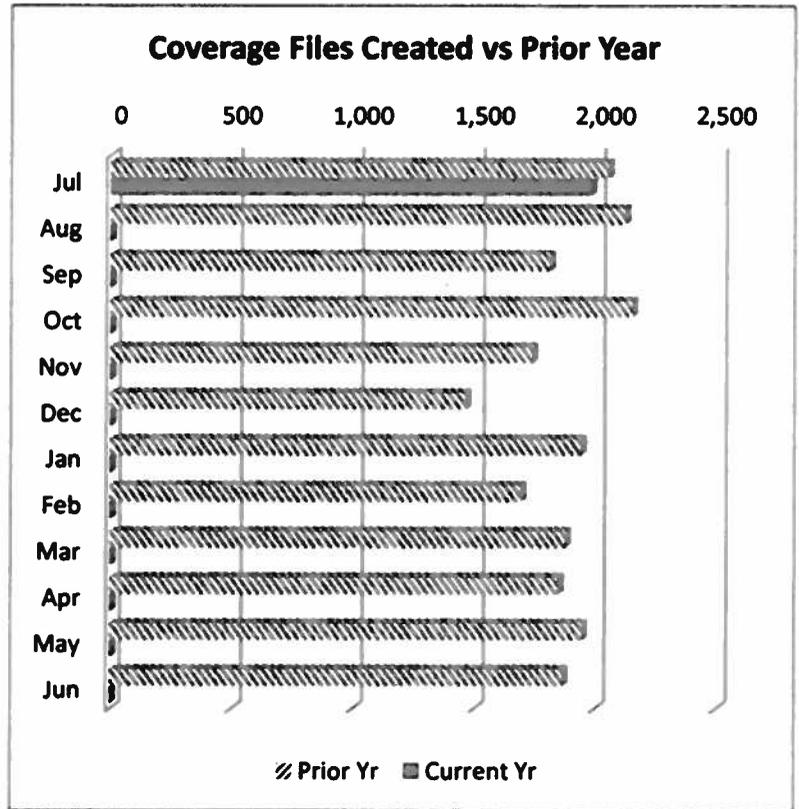
WCC Claim Files:

In July 2013, the Coverage Division created a total of 1,982 WCC Claim files. Of these, 1,622 were created electronically, and 360 were submitted in hard copy format. Year to Date, 1,982 Claim files have been created which is 96% of claim file volume for the same period in prior year (2,053).

Coverage Fines:

The Coverage Division collected \$20,850 in fine revenue in July 2013, as compared to \$23,200 in Coverage fines/penalties accrued during July 2012. Year on Year, Coverage fines are at 89% of collections for the same period.

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



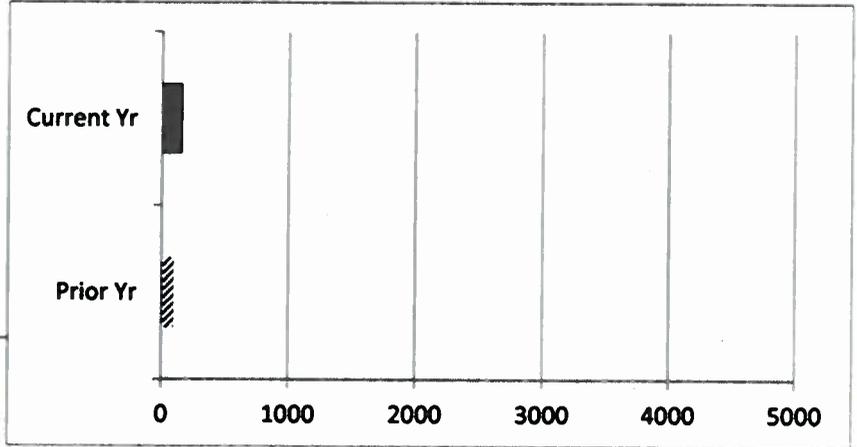
IMS SELF INSURANCE DIVISION

July 2013

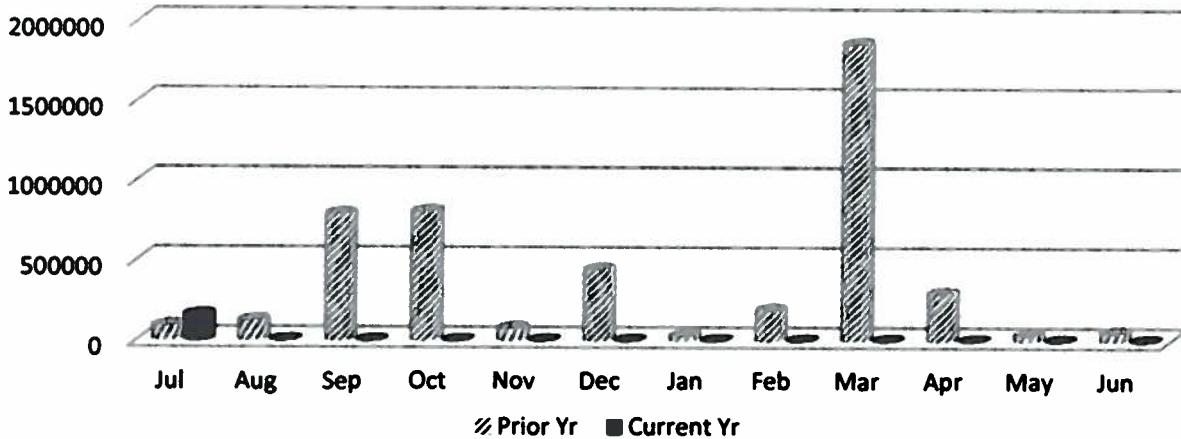
During the month of July 2013, the Self Insurance Division:

- * collected \$156,840 in self-insurance tax (vs 91,016 in July 2012).
- * added 19 new self-insurers.
- * conducted 4 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 172% of prior year and 4 Self Insurance audits have been completed.



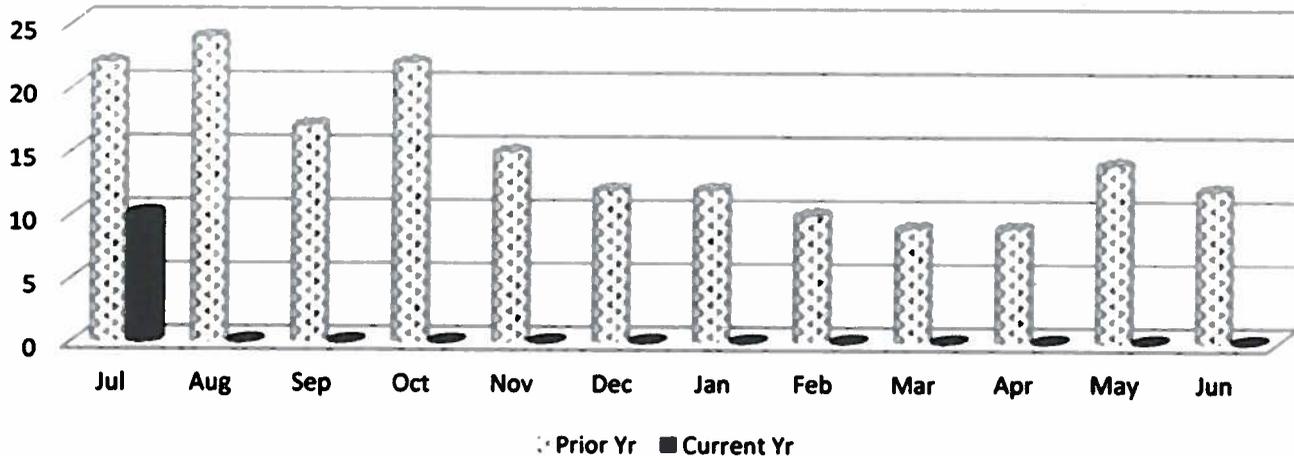
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In July 2013, the Medical Services Division began the month with 12 bills pending review, received an additional 19 bills for review, conducted 21 bill reviews and ended the month with 10 bills pending.

Medical Bills Pending Review v. Prior Year



State of South Carolina



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Grant Duffield
Interim Claims
Director

Date: August 8, 2013

Subj: Claims Department
July 2013 Full Commission Report

Please find attached information provided to summarize key workflow benchmarks related to the functions of the Claims Department. In addition to the statistical data provided herein, please note the following information.

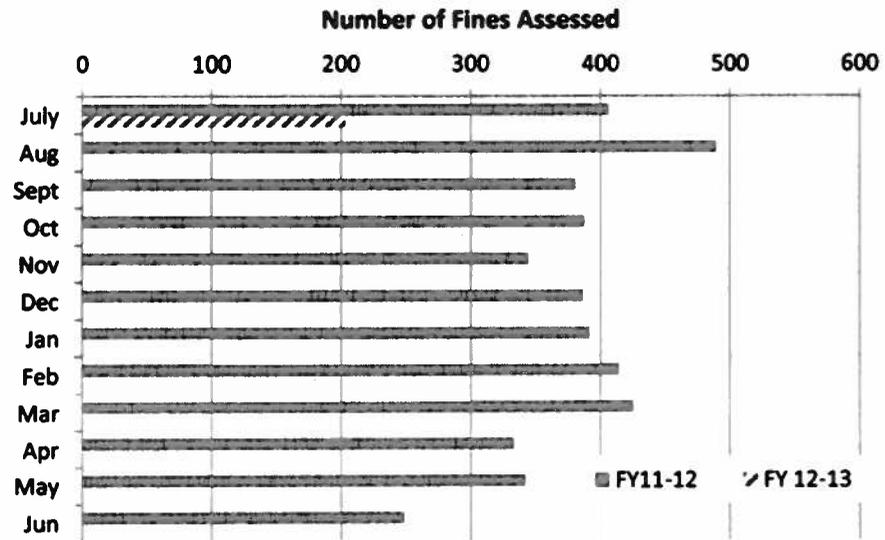
For the month of July 2013, the Claims Department has:

1. Closed 1,970 individual case files.
2. Collected \$42,350 in Fine revenue.
3. The examiners reviewed 404 individual case files.
4. Continued to assist IMS in the processing of Carrier related Order and Rule to Show Cause Hearing matters.
5. 12A Fine process shifted from Claims to IMS.
6. Working with Staff to identify process improvements
7. Coordinating with IT staff to explore opportunities for greater support for Claims functions.
8. Routine meetings/coordinations with Staff to improve communication and workflows.

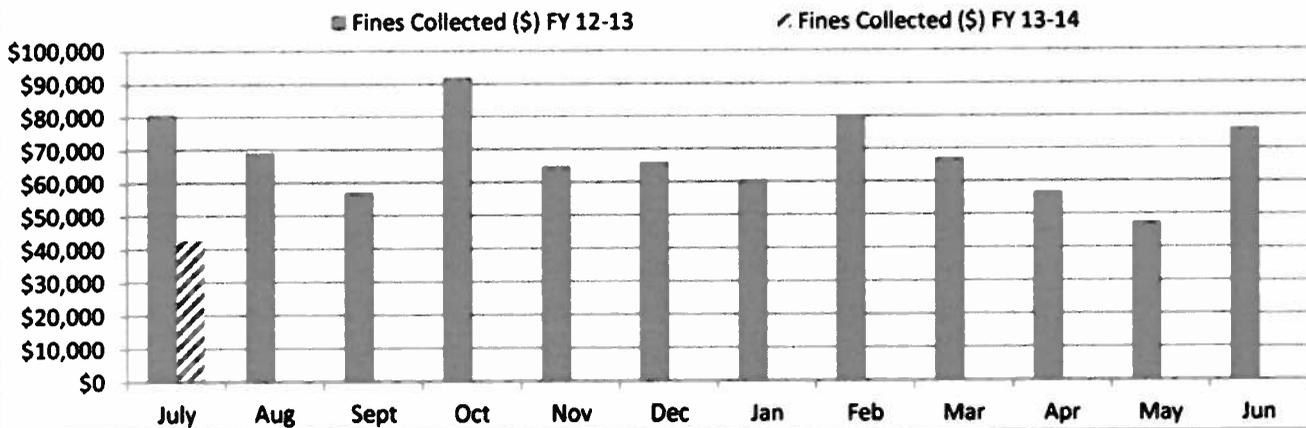
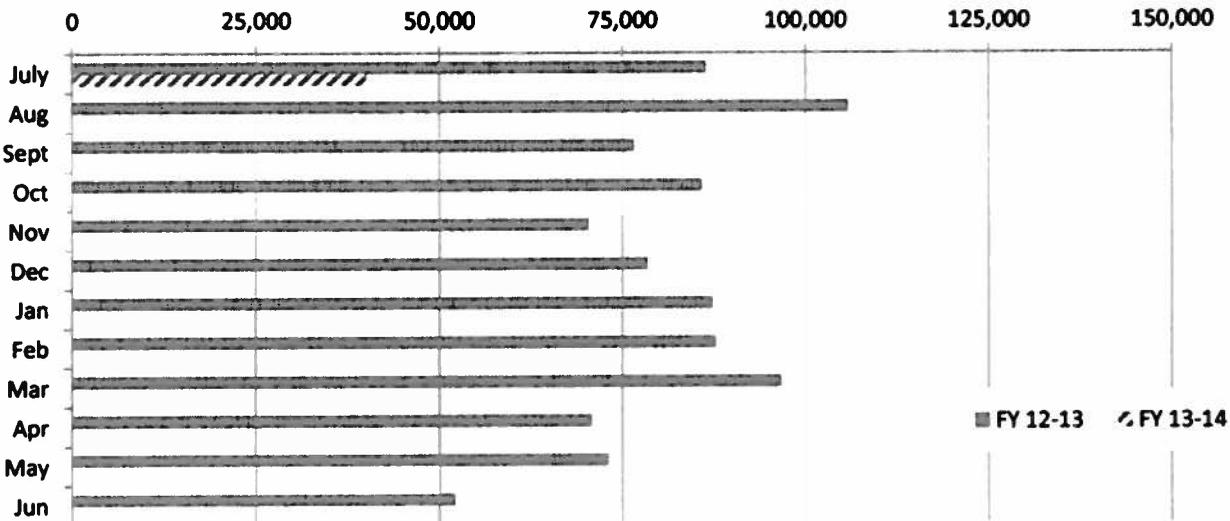
CLAIMS DEPARTMENT - Fine Activity Report July 2013

The number of fines assessed by the Claims Department decreased in number from 248 in June to 203 in July. The number of Claims fines paid decreased from 371 in June to 162 in July.

Total fine dollars assessed in July was \$40,000 a decrease over prior month \$52,100. Fine revenue received in July was \$42,350 a decrease over prior month \$76,100.



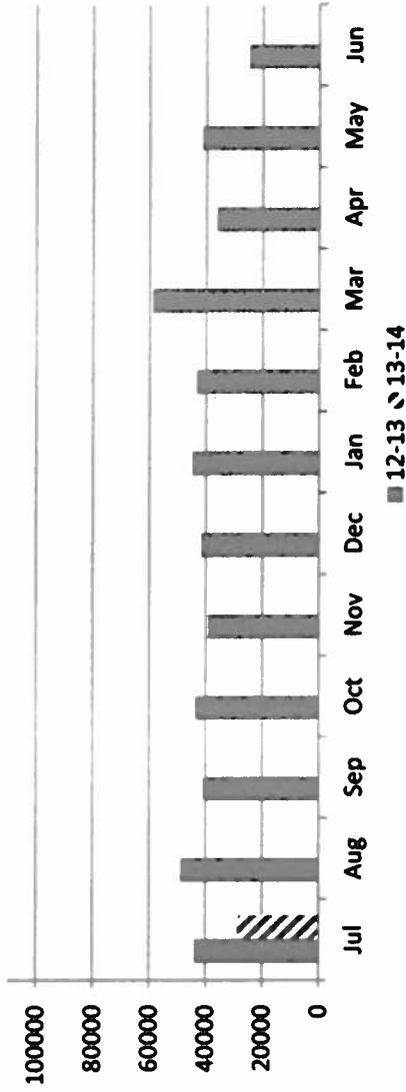
Net Fines Assessed (\$)



FORM 18 FINE ASSESSMENTS

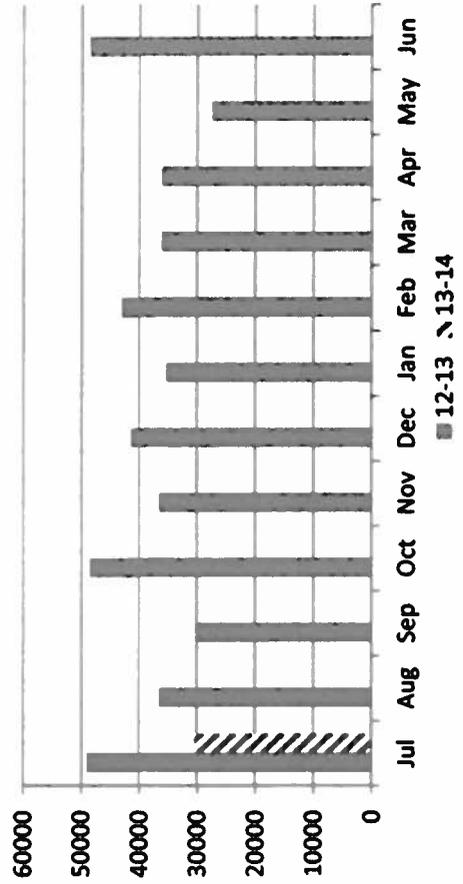
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of July 2013, this has resulted in an increase in Form 18 Fine Assessments to \$28,400 as compared to June 2013 (\$24,600). The actual number of fines assessed increased from 111 in June 2013 to 123 in July 2013.



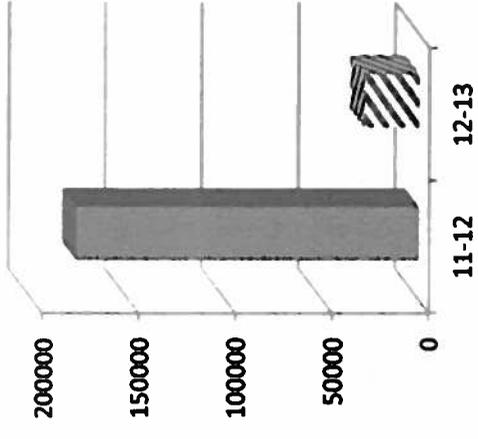
FORM 18 FINE COLLECTION

In July 2013, the Claims Department received payment on 132 outstanding Form 18 Fines resulting in revenue of \$30,250.



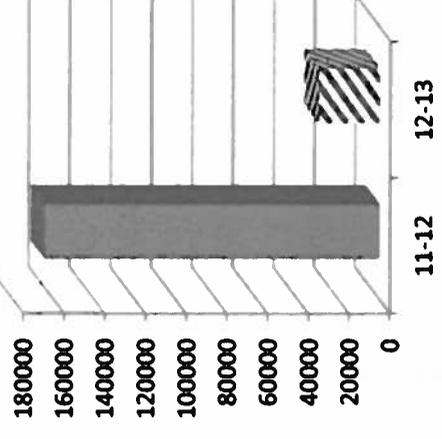
FORM 18 FINE ASSESSMENTS YTD

Form 18 Fine Assessment is trending at 88% of prior year assessments.



FORM 18 FINE REVENUE YTD

Form 18 Fine Revenue is trending at 75% of prior year collections.



Five Year Claims Fine Collection History												
FY 2009-2010, 2010-2011, 2011-2012, 2012-2013 and 2013-2014												
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2009-2010	100,383	119,853	100,026	66,565	61,627	54,390	66,200	1,003,600	203,410	199,375	218,150	86,500
2010-2011	147,025	144,825	119,325	120,300	128,000	103,000	104,200	101,700	110,650	119,525	117,875*	124,650*
2011-2012	111,875	103,800	83,300	81,300	85,100	110,700	126,700	120,225	116,915	100,200	61,050	90,450
2012-2013	80,825	69,100	57,075	91,925	64,825	65,950	60,550	79,875	67,000	56,650	47,550	48,500
2013-2014	42,350											
*May collected figures include payments 5/1/2010 through 6/11/2010												
** June collected figure includes payments 6/12/2010 through 6/30/2010												

State of South Carolina

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Workers' Compensation Commission

MEMORANDUM

August 12, 2013

To: Gary Cannon
Executive Director

From: Virginia Crocker
Judicial Director

RE: MONTHLY REPORT

We have completed our intern program for the summer and have greatly benefitted from the assistance they have given us. We feel the program has been beneficial to them as well.

The end of summer vacations and conventions have shown an increase in our pleadings which are reflected in our statistics. Our new statistical report will also document the mediation process and the effect of that process on our total numbers.

The Judicial Department continues to monitor the mediation process and assist our constituencies in the proper completion of our amended forms and pleadings. The mediation@wcc.sc.gov email has worked extremely well and has been very beneficial in our communications with the Parties. We are continuing to receive and process amended pleadings clarifying the positions with regard to issues which would require mediation. We are answering questions and working closely with our attorneys and paralegals in ensuring the mediation process is running smoothly.

Our appellate calendar is somewhat diminished in that orders of protection prohibit our setting many cases for oral argument. That being said, we do not believe we will need to add additional days in the coming months to get things set. We are right on track with last year's statistics.

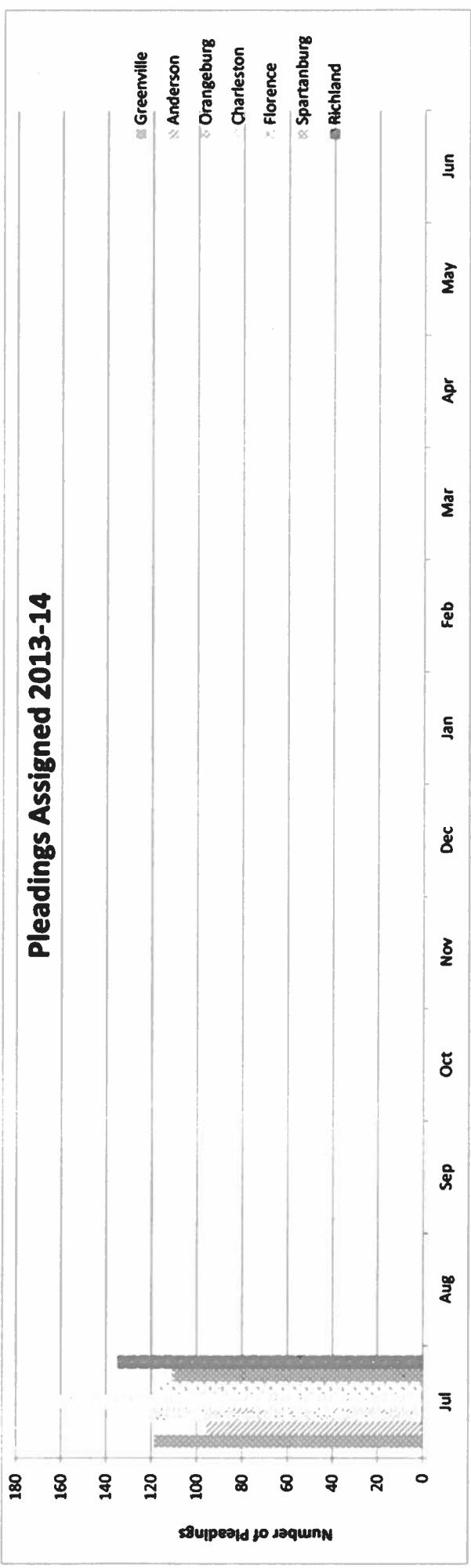
Judicial Report

Month	Claimant Pleadings	Defense Response to Pleadings	Defense Pleadings	Motions	Form 30	FC Hearings Held	FC Orders Served	Single Comm. Hearings Held	D&O Served	Consent Orders
Jul-13	595	297	94	35	7	26	90	113	206	
Aug-13										
Sep-13										
Oct-13										
Nov-13										
Dec-13										
Jan-13										
Feb-14										
Mar-14										
Apr-14										
May-14										
Jun-14										
Totals	579	297	94	35	7	26	90	113	206	
FY 2013-2014	595	297	94	35	7	26	90	113	206	

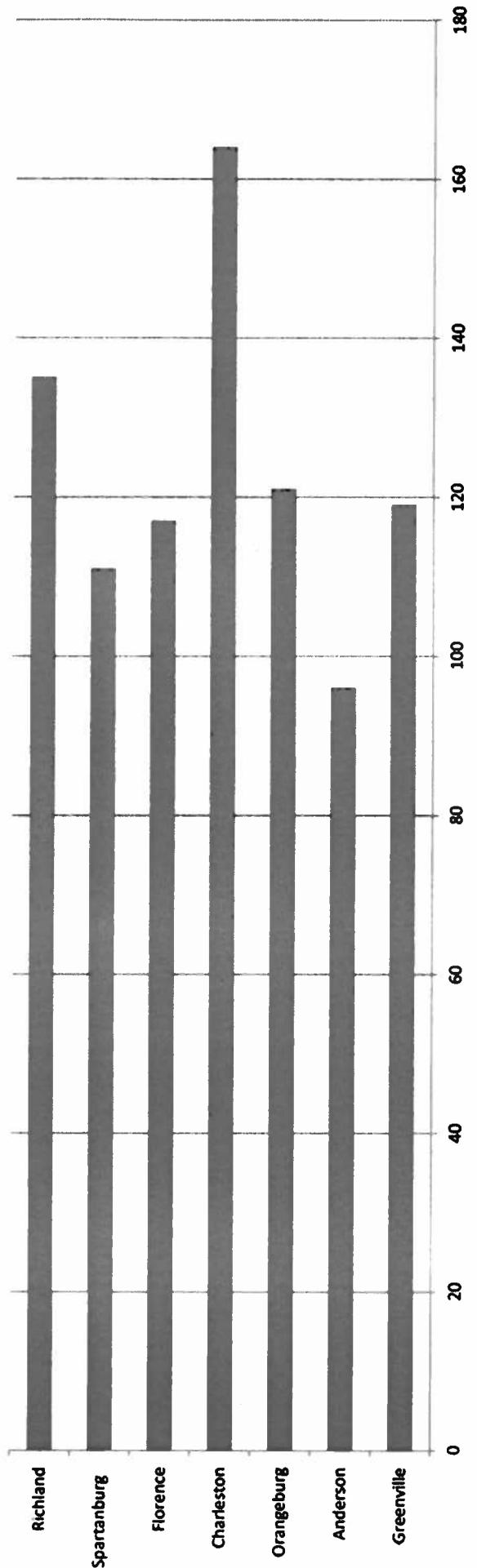
Pleadings Assigned

	District 1 Greenville			District 2 Anderson			District 3 Orangeburg			District 4 Charleston			District 5 Florence			District 6 Spartanburg			District 7 Richland		
	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12	13-14	12-13	11-12
Jul	119	94	85	96	89	106	121	124	103	164	176	199	117	140	155	111	99	139	135	173	163
Aug		133	140		100	104		126	122			199		153	149		149	184		215	183
Sep		95	121		100	95		101	128		144	143		101	152		107	131		144	148
Oct		118	118		97	97		120	134		188	198		138	128		115	132		146	144
Nov		111	159		99	94		125	133		153	151		139	121		106	138		138	191
Dec		74	164		80	142		142	104		126	181		118	117		116	115		108	144
Jan		111	112		106	90		118	122		193	180		128	111		121	98		141	129
Feb		106	163		98	114		115	112		165	141		114	136		89	117		133	153
Mar		104	118		90	84		107	126		134	162		143	149		121	134		160	118
Apr		122	121		73	89		107	101		155	126		108	143		103	106		162	185
May		67	105		67	79		78	131		134	148		80	130		102	109		107	144
Jun		98	112		80	94		121	119		163	170		121	134		110	143		144	154
Totals	119	1233	1518	96	1079	1188	121	1384	1435	164	1891	1952	117	1483	1625	111	1338	1546	135	1771	1856

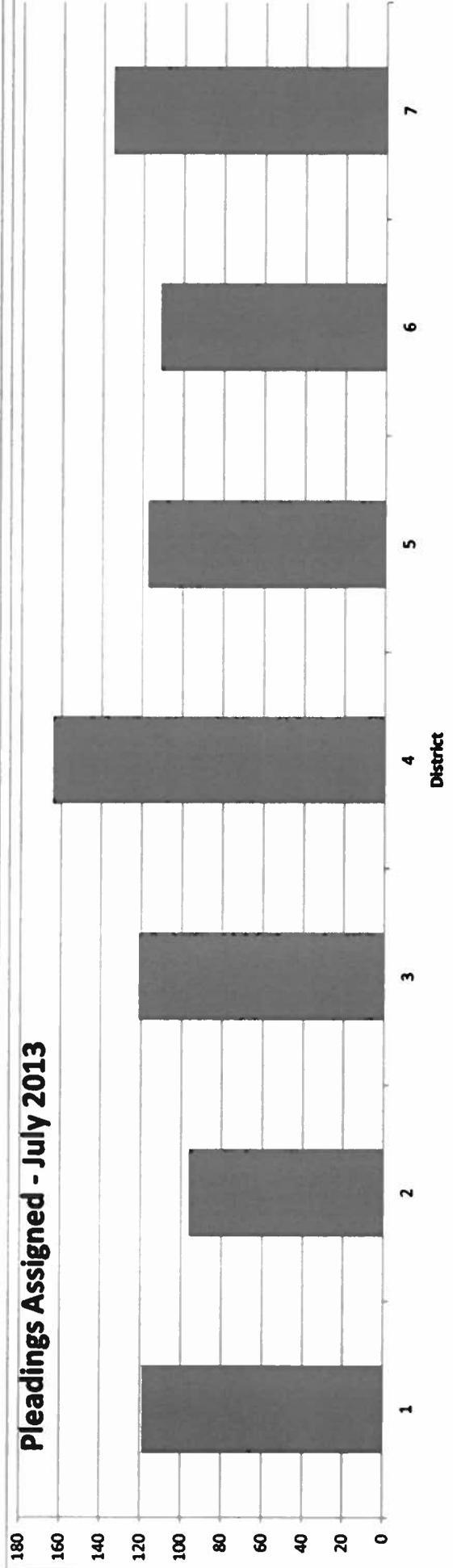
Pleadings Assigned 2013-14



District

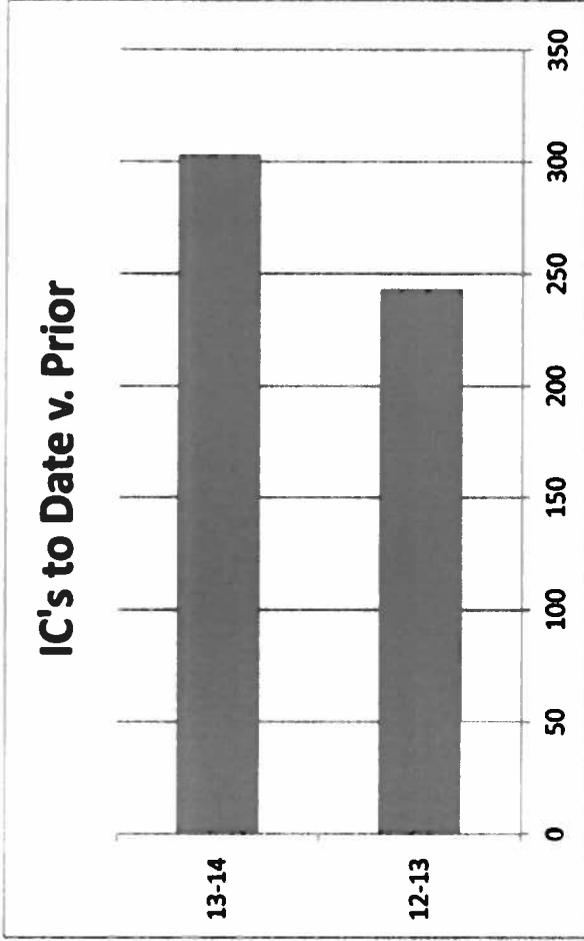


Pleadings Assigned - July 2013

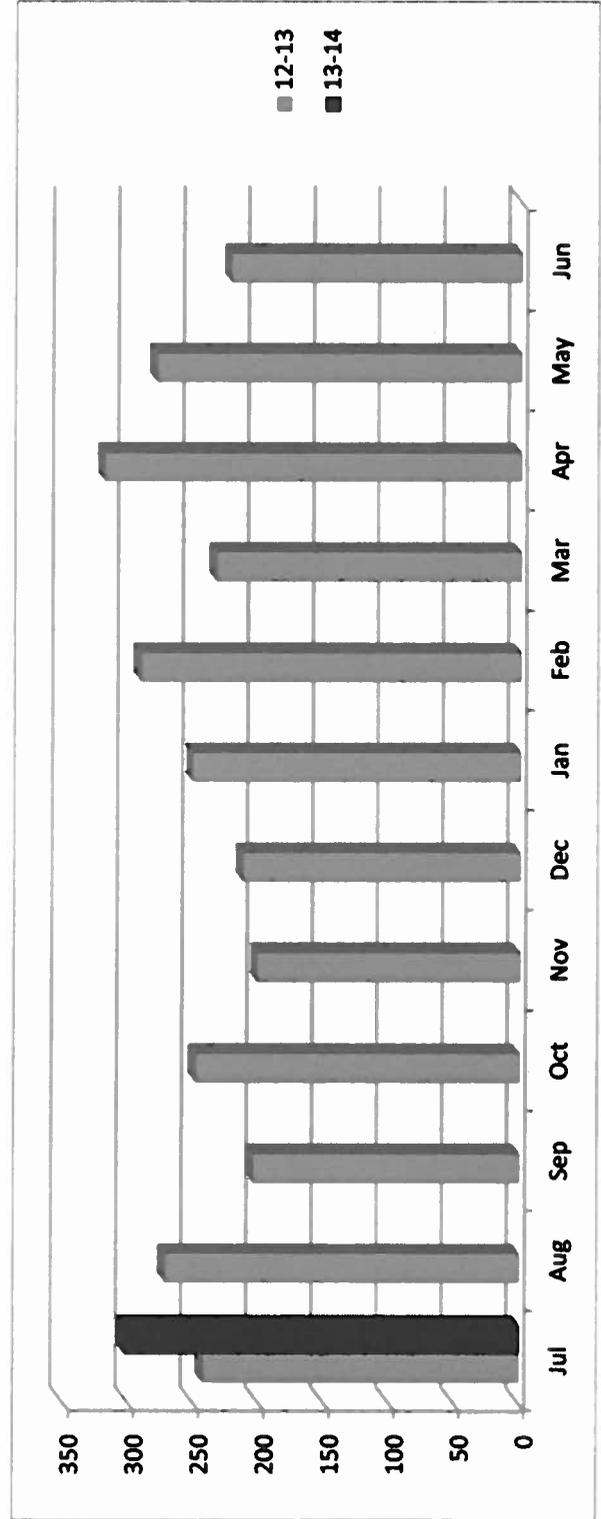


Informal Conf. Conducted		
	12-13	13-14
Jul	243	303
Aug	272	124.7%
Sep	205	0.0%
Oct	249	0.0%
Nov	202	0.0%
Dec	213	0.0%
Jan	252	0.0%
Feb	292	0.0%
Mar	234	0.0%
Apr	320	0.0%
May	280	0.0%
Jun	223	0.0%
Total	2985	303

IC's to Date v. Prior

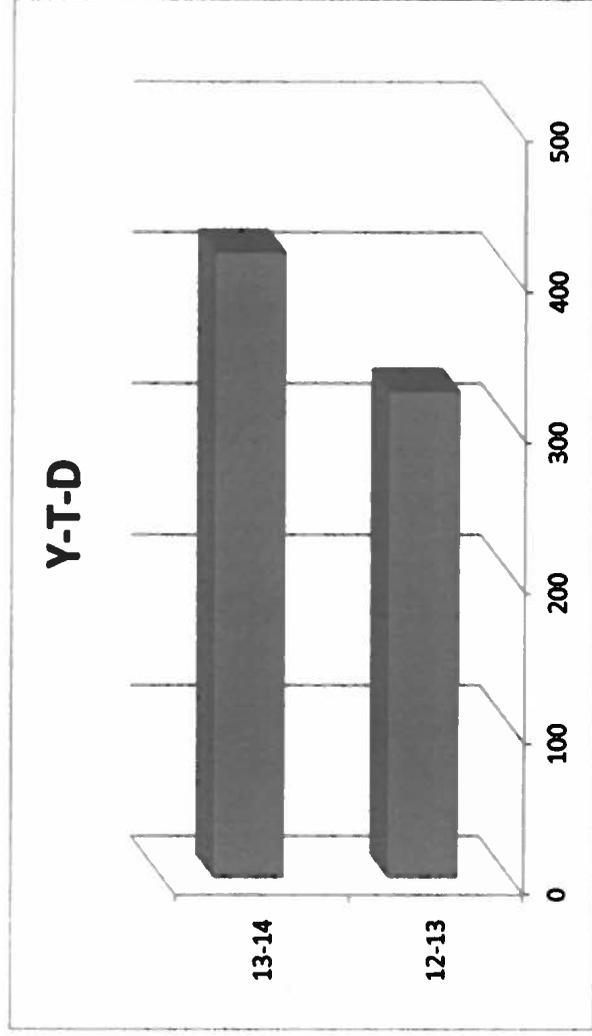


Y-T-D	12-13	13-14
	243	303
		124.7%

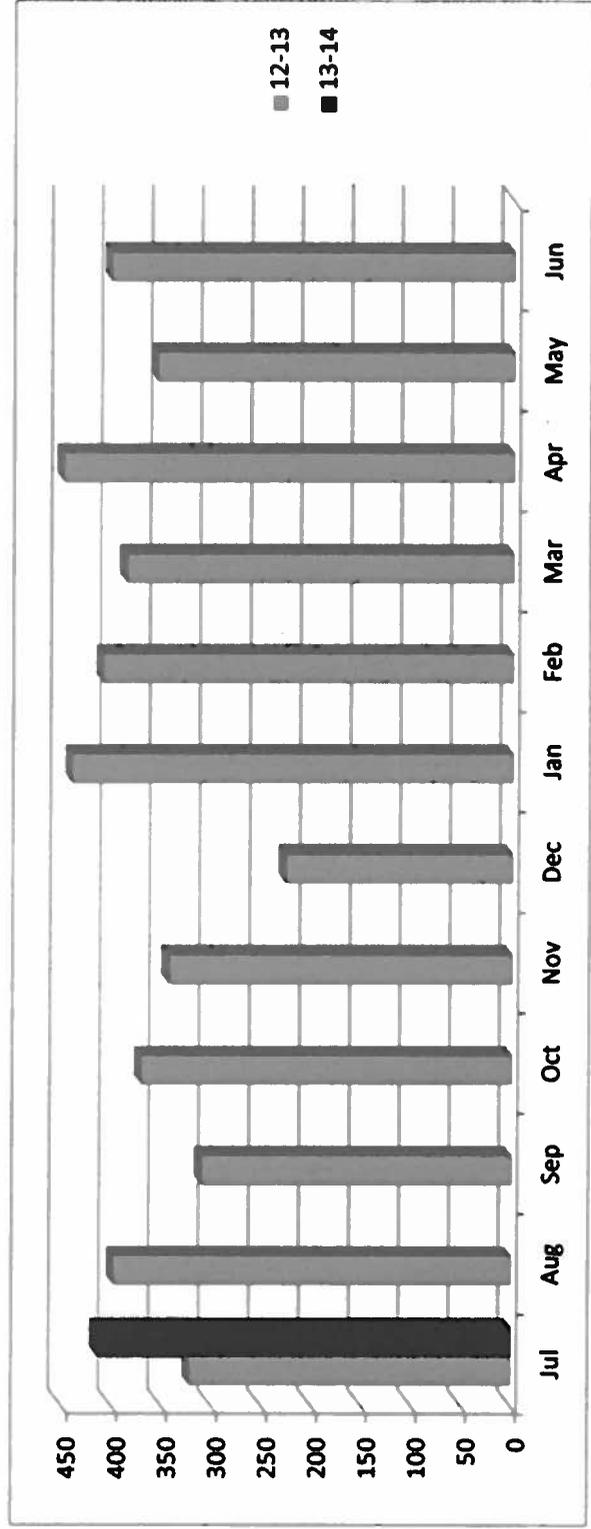


Informal Conf. Requested

	12-13	13-14
Jul	322	414
Aug	398	
Sep	310	
Oct	371	
Nov	343	
Dec	227	
Jan	441	
Feb	410	
Mar	386	
Apr	450	
May	356	
Jun	403	
Total	4417	414



Y-T-D	12-13	13-14
	322	414
Total	1.285714	



State of South Carolina

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TEL: (803) 737-5700
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Workers' Compensation Commission

Executive Director's Report
Gary M. Cannon
August 9, 2013

Mediation Regulations

Mediation Regulations workshops will be held on September 26 at the Convention Center in North Charleston, October 3 at SC Department of Archives & History in Columbia, and on October 10 at Greenville Technical College in Greenville. The workshops will provide a review the new mediation regulations and administrative procedures. Registration for the workshops will be available on the website no later than August 23.

Employee Meetings/Staff Training

The Executive Staff met on July 18 and August 7. An all Employee Meeting was held on July 23.

Constituent /Public Information Services

For the period July 11, 2013 through August 10, 2013 the Executive Director's Office and the General Counsel's office had 458 contacts with various system constituents and stakeholders. The contacts included telephone communications; electronic and personal contacts with claimants or constituents, state agencies, federal agencies, attorneys, service providers, business partners; and letters with congressional offices.

SCWCC Stakeholder Electronic Distribution List

For the period July 11, 2013 through August 10, 2013, we added six individuals to the Commission's stakeholder distribution list. We have 413 individuals currently receiving notifications from the Commission.

SC Vocational Rehabilitation Department

Attached is a report on SCVRD/WCC referrals provided by Chuck Hamden, SCVRD Counselor, for July 2013. There were no cases opened in July with the beginning of the new fiscal year.

Court Fines and Assessments Aging Report

The attached Fines and Assessments Aging Report reflects the number and amount of fines assessed for the period ending July 31, 2013.



South Carolina Vocational Rehabilitation Department

*Enabling eligible South Carolinians with disabilities to prepare for,
achieve and maintain competitive employment.*

Barbara G. Hollis, Commissioner

MEMO

TO: Gary Cannon
FROM: Chuck Hamden, SCVRD Counselor
DATE: July 31, 2013
RE: SCVRD/WCC Referrals

As the SCVRD counselor assigned to the Workers Compensation Commission, I held office hours at WCC for three (3) days in the month of July 2013.

During the July office hours, SCVRD has continued to review the Workman's Compensation Commission files for Richland and Lexington counties for 2012. With the continued implementation of the WCC Query program, twenty-one (21) referral letters have been sent in July out to potential clients.

As of July 31st, 2013, two (2) potential WCC referrals have responded to inquiry letters:

- One Attorney referral was received and an appointment has been made for August 2013
- One client called SCVRD and stated that his physical abilities will not enable him to return to work.
- One letter was returned with no forwarding address.
- One referral from WCC Staff was sent but no reply has been received as of this date

In regards to the SCWCC-SCVRD Portal, the site is in production mode and Area Supervisors are being loaded into the portal for use. Tentative date for presentation to the SCVRD Core Leadership team is scheduled for September 9th, 2013

**SC Vocational Rehabilitation Dept
Workers' Comp Referrals SFY 2013**

Primary Disability	#
Mobility Impairments	0
Manipulation/dexterity impairments (hand/fingers)	0
Other Orthopedic Impairments (e.g. limited range of motion)	0
General physical debilitation (fatigue, weakness, chronic pain)	0
Hearing or visual impairments	
Other physical impairments (not listed above)	0
Total	0

State of South Carolina

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



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

Workers' Compensation Commission

TO: Workers' Compensation Commissioners

FROM: Gary M. Cannon

DATE: August 9, 2013

RE: Proposed Regulation Change 67-1605 Lump Sum

Attached is the Proposed Regulation Change to 67-1605 Lump Sum for publication in the September 27, 2013 *State Register*.

The following are important dates in the process:

- Deadline for Submission of Comments – October 28, 2013
- Public Hearing – October 29, 2013
- Report of Presiding Official – no later than 5 working days after public hearing unless presiding official orders an extension for not more than 20 days
- Agency Approval final language – November 18, 2013

Action Requested: Commission approve the language of the draft proposed regulation.

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

Statutory Authority: 1976 Code Sections 42-3-30 and 42-9-301

67-1605. Lump Sum Payment.

Preamble:

The South Carolina Workers' Compensation Commission proposes to amend Regulation, R.67-1605, Lump Sum Payment. The Notice of Drafting regarding this regulation was published on June 28, 2013 in the State Register.

Section by Section Discussion

The Commission is proposing to amend Regulation 67-1605 to include the following provisions:

Installments yet to accrue of one- hundred one through five- hundred weeks shall be discounted at the yield-to-maturity rate of the Five Year U.S. Treasury Note as published by the United States Treasury Department on the first business day after January 1st each year, but in no case shall the discount rate exceed six percent or be less than two percent;

The Commission shall publish a present value table showing the conversion factors for weeks one- hundred and one through five-hundred on the first business day following January 1st of each year;

The present value table for weeks one-hundred and one through five-hundred published on the first business day following January 1st shall apply to all awards made during the year until a new present value table is published the following year;

The present value of the commutable weeks shall be determined based on the present value tables in effect on the date of the award or settlement.

In the event the Commission makes an award of a partial lump sum in excess of five-hundred weeks in accordance with § 42-9-10(C) and § 42-9-10(D), the discount rate shall be determined on a case by case basis.

Notice of Public Hearing and Opportunity for Public Comment:

Interested persons may submit written comments to the South Carolina Workers' Compensation Commission, attention Gary M. Cannon, Executive Director, Post Office Box 1715, Columbia, South Carolina 29202-1715. To be considered, comments must be received no later than 5:00 p.m. on Monday, October 28, 2013.

The South Carolina Workers' Compensation Commission has scheduled a public hearing for October 29, 2013 at 10:30 a.m. in Hearing Room A at the SC Workers' Compensation Commission, 1333 Main Street, Columbia, SC 29202.

Preliminary Fiscal Impact Statement:

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

Statement of Need and Reasonableness:

The Workers' Compensation Commission is the regulatory agency of the State of South Carolina responsible for overseeing and administering the South Carolina Workers' Compensation Act. SC Code Ann. § 42-1-10 et seq. (1976). The Commission shall promulgate all regulations relating to the

administration of the workers' compensation laws. The Commission has the authority to establish the discount rates at not to exceed six percent nor be less than two percent. § 42-3-30; § 42-9-301; R 67-1605.

DESCRIPTION OF REGULATION: R 67-1605. Lump Sum Payment

Purpose: The purpose of the regulation is to establish procedures for an employer or employer's representative for making a lump sum payment.

Legal Authority: Pursuant to Section § 42-9-301 the Commission is authorized to establish the discount rates at not to exceed six percent nor be less than two percent.

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

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

The Commission determined a need for considering the methodology used to calculate net present value of lump sum payments in June 2012. An ad hoc advisory committee of stakeholders was formed to review the current and alternative methodologies for calculating the net present value of lump sum payments to ensure fairness to the claimants and the employers.

DETERMINATION OF COSTS AND BENEFITS:

There are no additional costs to the agency related to the proposed regulation. The benefit of the proposed changes is to provide a more equitable calculation by using current interest rates for making lump sum payments.

UNCERTAINTIES OF ESTIMATES:

None

EFFECT ON ENVIRONMENT AND PUBLIC HEALTH:

None

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

None

Statement of Rationale:

The Commission is proposing to amend Regulation 67-1605 to ensure the fairness of the methodology used to calculate the net present value of lump sum payments.

Text:

67-1605. Lump Sum Payment.

A. The employer's representative shall pay, in lump sum, a settlement or award which is less than one hundred weeks. When a settlement or award is more than one hundred weeks, the Hearing Commissioner may order a lump sum payment or the claimant may request a lump sum payment by filing a Form 24, Application for Lump Sum Payment.

B. If the claimant is not represented by an attorney, the claimant may request lump sum payment by filing a Form 24 with the Commission's Claims Department. The department will contact the employer's representative to inquire if it consents to payment in lump sum.

C. An attorney for the claimant must request the employer's consent to payment in lump sum payment prior to filing a Form 24.

(1) If the parties agree to payment in lump sum, the claimant's attorney may file with the Claims Department a Form 24 and attach to the Form 24 a signed agreement for payment in lump sum.

(2) If the employer's representative does not consent to payment in lump sum, the claimant's attorney may file a Form 24 with the Claims Department and attach a letter stating that the insurance carrier does not consent to the lump sum payment.

(3) The Commission will automatically set a hearing. The parties will be notified according to R.67-607.

D. If the employer's representative consents to payment by lump sum, the Claims Department forwards the Form 24 to the original Hearing Commissioner who reviews the Form 24 and may approve the Form 24 without the appearance of the parties.

(1) If the Commissioner approves the Form 24, he or she signs the Form 24 and the Claims Department commutes the award or settlement to present day value as provided in E below.

(2) The employer's representative is notified of the amount of the lump sum payment.

(3) If the Commissioner does not approve the Form 24, a hearing will be set automatically and the parties notified according to R.67-607.

E. Unless a Commissioner orders otherwise, or unless the settlement or award is less than ten weeks, the insurance carrier receives a discount for payment in lump sum.

(1) To determine the discount, the Commission subtracts the number of weeks already paid from the total number of weeks as awarded.

(2) Weeks that have accrued but are not paid at the time of the commutation are not included in the calculation.

(3) Three weeks of compensation are accrued into the future to allow for processing the Form 24 and issuing the check to the claimant.

(4) The number of accrued weeks are deducted from the total number of weeks due the claimant, resulting in the number of weeks commuted.

(5) The present worth of the remaining weeks is determined according to the discount tables designated by the Commission.

~~(a) A table based on a discount of~~ Each installment yet to accrue of the first one-hundred weeks of the award shall be discounted at a rate of two percent, per annum on each installment yet to mature. The Commission shall publish a present value table showing the conversion factors for zero through one-hundred weeks. ~~is used for less than one hundred weeks.~~

~~(b) A table based on a discount of five percent per annum on each installment yet to mature is used for more than one hundred weeks.~~ Each installment yet to accrue of weeks one-hundred and one through five-hundred shall be discounted at the yield-to-maturity rate of the Five Year U.S. Treasury Note as published on the first business day after January 1st each year, but in no case shall the discount rate exceed six percent or be less than two percent. The Commission shall publish a present value table showing the conversion factors for weeks one-hundred and one through five-hundred on the first business day following January 1st of each year. The present value table for weeks one-hundred and one through five-hundred published on the first business day following January 1st shall apply to all awards made during the year and until a new present value table is published the following year. The present value of the commutable weeks shall be determined based on the present value tables in effect on the date of the award or settlement.

(c) In the event the Commission makes an award of a partial lump sum in excess of five-hundred weeks in accordance with S.C. Code § 42-9-10(C) and § 42-9-10(D), the discount rate shall be determined on a case by case basis.

(6) Multiplying the present worth of the weeks by the claimant's compensation rate results in the commuted value of the remaining weeks.

(7) Adding the value of the accrued weeks to the commuted value of the remaining weeks results in the total amount due the claimant.

F. The dollar value of a lump sum payment may be requested by writing the Claims Department.

Proposed Commission 2014 Calendar

- 1 – New Year's Day
- 20 – Martin Luther King Day
- 21 – Commission Business Meeting
- 21, 22 – Commission Appellate Panel Hearings
- 24, 25 – IWA Paralegal Conference, Myrtle Beach

JANUARY						
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JULY						
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- 4 – Independence Day Holiday
- 21 – Commission Business Meeting
- 21, 22 – Commission Appellate Panel Hearings
- 24, 25, 26 – SCDTAA Conference, Asheville

- 17 – President's Day
- 18 – Commission Business Meeting
- 18, 19 – Commission Appellate Panel Hearings

FEBRUARY						
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AUGUST						
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31						

- 7, 8, 9 – SCAJ Convention, Hilton Head
- 17, 18, 19, 20 – NAWCJ Judiciary College
- 25 – Commission Business Meeting
- 25, 26 – Commission Appellate Panel Hearings

- 2, 3, 4 – SCWCEA Medical Seminar (Charleston)
- 17 – Commission Business Meeting
- 17, 18 – Commission Appellate Panel Hearings
- 28 – IWA Spring Seminar, Isle of Palms

MARCH						
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SEPTEMBER						
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- 1 – Labor Day
- 15 – Commission Business Meeting
- 15, 16 – Commission Appellate Panel Hearings

- 2, 3, 4 – SC Self-Insurers Conf Litchfield
- 21 – Commission Business Meeting
- 21, 22 – Commission Appellate Panel Hearings

APRIL						
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OCTOBER						
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- 20 – Commission Business Meeting
- 20, 21 – Commission Appellate Panel Hearings
- 12, 13, 14, 15 – SCWCEA Annual Conference, Hilton Head Island

- 9 – Confederate Memorial Day (Observed)
- 19 – Commission Business Meeting
- 19, 20 – Commission Appellate Panel Hearings
- 26 – Memorial Day

MAY						
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NOVEMBER						
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- 6, 7, 8 – Injured Workers' Advocates Conf. Asheville
- 11 – Veterans Day
- 17 – Commission Business Meeting
- 17, 18 – Commission Appellate Panel Hearings
- 27, 28 – Thanksgiving Holidays

- 16 – Commission Business Meeting
- 16, 17 – Commission Appellate Panel Hearings

JUNE						
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DECEMBER						
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21	22	23	24	25	26	27
28	29	30	31			

- 15 – Commission Business Meeting
- 15, 16 – Commission Appellate Panel Hearings
- 24, 25, 26 – Christmas Holidays