

A G E N D A

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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

January 21, 2014 – 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 JANUARY 21, 2014 | <i>CHAIRMAN BECK</i> |
| 2. | APPROVAL OF MINUTES OF THE BUSINESS MEETING OF DECEMBER 16, 2013 (Tab 1) | <i>CHAIRMAN BECK</i> |
| 3. | GENERAL ANNOUNCEMENTS | <i>MR. CANNON</i> |
| 4. | APPLICATIONS FOR APPROVAL TO SELF-INSURE (Tab 2) | <i>MR. SMITH</i> |
| 5. | DEPARTMENT DIRECTORS' REPORTS Administration – Financial Report (Tab 3) Human Resources (Tab 4) Information Services (Tab 5) Insurance & Medical Services (Tab 6) Claims (Tab 7) Judicial (Tab 8) | <i>MS. GANTT</i> <i>MS. FLOYD</i> <i>MS. HARTMAN</i> <i>MR. DUFFIELD</i> <i>MR. DUFFIELD</i> <i>MS. CROCKER</i> |
| 6. | EXECUTIVE DIRECTOR'S REPORT (Tab 9) | <i>MR. CANNON</i> |
| 7. | OLD BUSINESS A. Access Copy Fees for Electronic Images (Tab 10) | <i>CHAIRMAN BECK</i> Mr. Cannon |
| 8. | NEW BUSINESS A. Lease Purchase Agreement for Computer Purchases (Tab 11) B. Purchase Request for Software License & Coding (Tab 12) for Upload of Electronic Documents | <i>CHAIRMAN BECK</i> Mr. Cannon Mr. Cannon |
| 9. | EXECUTIVE SESSION A. Personnel Matter | <i>CHAIRMAN BECK</i> |
| 10. | ADJOURNMENT | <i>CHAIRMAN BECK</i> |

Table of Contents

| | |
|-----------|--|
| 1 | Approval of Minutes of the Business Meeting of December 16, 2013 |
| 2 | Self-Insurance |
| 3 | Administration |
| 4 | Human Resources |
| 5 | Information Services |
| 6 | Insurance & Medical Services |
| 7 | Claims |
| 8 | Judicial |
| 9 | Executive Director's Report |
| 10 | Access Copy Fees for Electronic Images |
| 11 | Lease Purchase Agreement for Computer Purchases |
| 12 | Purchase Request for Software License & Coding for Upload of Electronic Documents |

THE
SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
BUSINESS MEETING

Monday, December 16, 2013

A Business Meeting of the South Carolina Workers' Compensation Commission was held in Hearing Room A of the Workers' Compensation Commission on Monday, December 16, 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; Amanda Underhill, IT; Wayne Ducote, Coverage Director; W.C. Smith, Self-Insurance Director; and Keith Roberts, Attorney. Also present were Clara Smith and Gary Christmas, Injured Workers' Advocates; and Jenna Garraux, Stewart Law Offices.

Chairman Beck called the meeting to order at 10:50 a.m.

AGENDA

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

APPROVAL OF MINUTES – BUSINESS MEETING OF NOVEMBER 18, 2013

Commissioner Roche moved that the minutes of the Business Meeting of November 18, 2013 be approved. Commissioner Barden seconded the motion, and the motion was approved.

GENERAL ANNOUNCEMENTS

Mr. Cannon announced the Agency's Holiday luncheon is today at noon.

APPLICATIONS FOR APPROVAL TO SELF-INSURE

Self-insurance applications were presented by W.C. Smith, Self-Insurance Director. Thirty-six (36) prospective members of four (4) funds were presented to the Commission for approval. The applications were:

Palmetto Timber Fund

Charpia Trucking
Morris Logging
Stewart Timber

SC Automobile Dealers SIF

Benson Hyundai, LLC
Benson Automotive of Spartanburg, LLC dba Benson Kia

SC Home Builders SIF

Alphonso Jones dba Jones Electrical Heating & Air
Amex Construction
Bradley Plumbing & Heating, Inc.
Charles Brown dba Brown's Masonry
Dudley Nick DeKrafft dba DeKrafft Builders
Gary Hall Landscape Designs
Homestar Residential, LLC
Houston Grading and Hauling, LLC
John Lee dba Lee & Associates
John Williams
Jonathon Noble dba Noble Painting
Josh Williamson dba Williamson Remodeling
K&B Masonry & Concrete, LLC
Larry Jackson dba Jackson Installation
L&L Total Home Improvements, LLC
Mark Ullman Construction, LLC
MTP Nursery, LLC
Nick Gant dba Action Fence Company
Paul Gough dba P&C Painting
Priority Painting SC, LLC
Pro Air Technologies, Inc.
Robert Briggs dba Southern Woodworks
Rodney Welker dba RGW Masonry
SC Drywall, LLC
Sequest Development Company, Inc.
Star Contracting, Inc.
Thorn Contracting, LLC
Willie Cannady dba Cannady Builders

SC Municipal Self Insurance Trust Fund

Town of Heath Springs
Town of McCormick
City of Welford

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.

Mr. Smith stated the Department has reached a milestone in exceeding \$2.2 million allotted to the agency and they are half-way through the year. He anticipates collection to come in slightly higher this year than last year.

DEPARTMENT DIRECTORS' REPORTS

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

Administration Department

In Diana Gantt's absence, Mr. Cannon presented the Summary of Revenues and Expenditures for the period ending November 30, 2013. The benchmark for November is 33.33%. The Commission's revenues are at 42%, and expenses are at 42%. The salaries for November exceed the budgeted benchmark due to the processing of three payrolls in the month.

Human Resources Department

In Cathy Floyd's absence, Mr. Cannon presented the Human Resources report for the period of November 13 – December 10, 2013. The Executive Leadership Team is currently working to develop a strategic plan for the next five years. They will begin to assign tasks and work efforts soon.

Information Services

Betsy Hartman presented the Information Services Department's report. IT has completed a couple of E-case enhancements that went live. E-case users can ask questions, appeal fines, see all status codes for a specific case. They have also added an E-Case button on the Progress screen so internal staff can see E-case images as well. IT is getting good feedback on making the process more self-service. Main projects include Executive Leadership Team and Interdepartmental Teams helping to prioritize projects as well as uploading APA's through E-case to OnBase. The upload project should be in effect by mid-January. Another project in progress is the addition of another query on the iPad for Full Commission documents which should be in effect in January.

Insurance & Medical Services Department

Grant Duffield presented the Insurance & Medical Services Department's report. He has conducted a second meeting with the medical stakeholders concerning medical coding transition. The department is at 59% through November, when prior years' collections ran 274% prior year overall. Coverage Department funds continue to trend positively at 194%, this transition from 12A's being sent to the Coverage Department not to the Claims Department. Self-Insurance Tax status update is 27 self-insured audits and medical bill review info as well.

Claims Department

Mr. Duffield presented the Claims Department's report. For the month of November, Claims Department closed 2,348 individual cases. Fine Revenue received in November was

\$57,425. Claims Examiners reviewed 402 individual case files. A pilot project has been completed allowing stakeholders to email claim forms into the Commission. This process has been well received and successful based in part on the IT Department. This pilot project puts the Claims Department in a position to implement this process for all carriers beginning in December.

Judicial Department

Virginia Crocker presented the Judicial Department's report. Judicial processed 1,342 pleadings for November, 348 requests for Informal Conference and 92 clinchers requests. Of those, 110 cases subject to regulatory mediation, 13 requesting mediation and 7 ordered mediation. There has been a 15-20% reduction of caseload, with the exception of Charleston which is only up 10 more cases than last year. Judicial is still working to receive information and pleadings electronically for January. The next round of aggregate mediations will be in January.

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:

Mr. Cannon gave an update on the interview process for the Claims Director position. They have conducted interviews and will conduct 20 more interviews next Friday. He hopes to come to the January Business meeting with a recommendation. He also hopes to have a completion date on the electronic submission of the Form 58 by January 15th.

OLD BUSINESS

A. Access Copy Fees for Electronic Images

Mr. Cannon requested to carry this item over to next meeting. He is still conducting research consistent with FOIA to allow parties to access information via eCase. Commissioner Barden made the motion. Commissioner Roche seconded the motion, and the motion was approved unanimously.

B. Updated CMS-1500 Form

Mr. Duffield reported the staff had previously asked the Commission to accept the new form, but now he would ask Commissioners to allow for the use of new updated CMS-1550 claim form.

MOTION TO APPROVE THE IMPLEMENTATION AND USE OF THE CMS-1500 IN FORM AND SCHEDULE THAT IS CONSISTENT WITH THE CMS

Commissioner Roche made the motion. Commissioner Wilkerson seconded the motion, and the motion was approved unanimously.

NEW BUSINESS

A. 2014 Average Weekly Wage

Mr. Cannon reported effective January 1, 2014, the Department of Employment Workforce has released a new effective rate of \$752.16 per week. The request for approval was submitted in the form of an Order. All Commissioners signed the order.

Mr. Cannon thanked Kellie Lindler for filling in for Kim Ballentine as she becomes a new grandmother today.

ADJOURNMENT

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

The December 16, 2013 meeting of the South Carolina Workers' Compensation Commission adjourned at 11:08 am.

Reported January 21, 2014
Kellie Lindler
Administrative Coordinator I
to Commissioner Gene McCaskill

INTEROFFICE MEMORANDUM

TO: GARY CANNON, EXECUTIVE DIRECTOR
FROM: DIANA GANTT, DIRECTOR OF ADMINISTRATION
SUBJECT: FINANCIAL REPORT PERIOD ENDING DECEMBER 31, 2013
DATE: 1/14/2014

The Summary of Revenues and Expenditures for the period ending December 31, 2013, is attached.

- December is the 6th Fiscal Month of Fiscal Year 2014.
- The benchmark for December is 50.00%. The Commission's revenues are at 48.05% and expenses are at 47%.
- There were 93 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 48%.

Earmark Fund:

Commissioners –

- Total expenditures are at 49% of budget.

Administration –

- Overall the expenditures are 45% of budget.

Claims –

- Expenditures are at 48% of budget.

Insurance & Medical –

- Total expenditures are at 47% of budget

Judicial –

- Total expenditures are at 38% of budget.

Activity Report from the Procurement Office:

| | MTD | YTD |
|--|-----|-----|
| SCEIS Shopping Carts | 3 | 27 |
| Vendors Contacted for Price Quotes | 1 | 59 |
| Visa Procurement Card Orders Placed | 5 | 35 |
| SC Dept of Corrections Orders Placed | 2 | 5 |
| Staples Orders Placed | 2 | 12 |
| State Leased Vehicles taken for Service | 2 | 12 |
| State Reports filed by Procurement Officer | 1 | 16 |

Mail Room Activity:

| | MTD | YTD |
|----------------------------------|-------|--------|
| Files Copied for Outside Parties | 241 | 1,460 |
| Pages Copied | 6,702 | 39,003 |

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

| | | | | |
|-----------------------------|---------------|-------------------|------------------|---------------|
| STATE APPROPRIATIONS | Budget | FY To Date | Benchmark | 50.00% |
| General Appropriation | \$ 1,763,619 | \$ 881,809.50 | | 50.00% |

| <u>Account Description</u> | <u>Appropriation</u> | <u>Expenditure</u> | <u>Balance</u> | <u>% Expended</u> |
|----------------------------|----------------------|--------------------|-------------------|-------------------|
| Personal Services | \$ 1,378,405 | \$ 677,136 | \$ 701,269 | 49.1% |
| Other Operating Expenses | - | - | - | 0.0% |
| Employer Contribution | 480,606 | 207,155 | 273,451 | 43.1% |
| Total | \$ 1,859,011 | \$ 884,291 | \$ 974,720 | 47.6% |

OTHER APPROPRIATIONS

| EARMARKED | Budgeted Revenues | Received thru 12/31/13 | % Received |
|--|--------------------------|-------------------------------|-------------------|
| Training Conference Registration Fee | \$ 5,000 | \$ 5,780 | 115.60% |
| Sale of Publication and Brochures | 8,000 | 2,400 | 30.00% |
| Workers' Comp Award Review Fee | 73,000 | 19,350 | 26.51% |
| Sale of Photocopies | 88,000 | 40,479 | 46.00% |
| Workers' Compensation Filing Violation Fee | 1,660,000 | 835,322 | 50.32% |
| Sale of Listings and Labels | 25,000 | 11,245 | 44.98% |
| Workers' Comp Hearing Fee | 562,000 | 248,640 | 44.24% |
| Earmarked Funds - Original Authorization | \$ 2,421,000 | \$ 1,163,216 | 48.05% |
| Increase Authorization | 951,066 | | |
| Total Earmarked Revenues + Fund Balance | \$ 3,372,066 | | |

| SELF INSURANCE | Collected Revenue | Transferred to State Fund | Balance to WCC Fund Balance |
|-----------------------|--------------------------|----------------------------------|------------------------------------|
| Self Insurance | \$ 2,442,956 | \$ - | \$ 2,442,956 |

| <u>Account Description</u> | <u>Appropriation</u> | <u>Expenditure</u> | <u>Balance</u> | <u>% Expended</u> |
|----------------------------|----------------------|---------------------|---------------------|-------------------|
| Personal Services | \$ 1,454,375 | \$ 771,685 | \$ 682,690 | 53.1% |
| Taxable Subsistence | 72,350 | 32,544 | 39,806 | 45.0% |
| Other Operating Expenses | 1,379,941 | 510,433 | 869,508 | 37.0% |
| Employer Contribution | 465,400 | 252,383 | 213,017 | 54.2% |
| Total Earmarked | \$ 3,372,066 | \$ 1,567,046 | \$ 1,805,020 | 46.5% |

| | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|--------------|
| TOTAL OTHER APPROPRIATIONS | \$ 3,372,066 | \$ 1,567,046 | \$ 1,805,020 | 46.5% |
|-----------------------------------|---------------------|---------------------|---------------------|--------------|

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

Consolidated

| | Original Budget | Budget Amendments | Amended Budget | Year-To-Date : 50.00% | | | | |
|---|---------------------|----------------------|---------------------|-----------------------|---------------------|------------|-------------|---------------------|
| | | | | Expended October | Year to Date | % | Encumb | Balance |
| Commissioners | | | | | | | | |
| Salaries | \$ 1,175,584 | \$ - | \$ 1,175,584 | \$ 48,171 | \$ 584,161 | 50% | \$ - | \$ 39,806 |
| Other Operating Expenditures | | | | | | | | |
| Total Contractual Services | 201,275 | - | 201,275 | 15,391 | 87,250 | 43% | - | 114,025 |
| Total Supplies & Materials | 12,120 | - | 12,120 | 824 | 5,715 | 47% | - | 6,405 |
| Total Fixed Charges | 153,899 | - | 153,899 | 12,010 | 81,659 | 53% | - | 72,240 |
| Total Travel | 57,600 | - | 57,600 | 10,034 | 36,222 | 63% | - | 21,378 |
| Total Other Operating Exp | <u>424,894</u> | <u>-</u> | <u>424,894</u> | <u>38,258</u> | <u>210,846</u> | <u>50%</u> | <u>-</u> | <u>214,048</u> |
| Total Commissioners | \$ 1,600,478 | \$ - | \$ 1,600,478 | \$ 86,429 | \$ 795,006 | 50% | \$ - | \$ 253,854 |
| Administration | | | | | | | | |
| Salaries | \$ 471,969 | \$ - | \$ 471,969 | \$ 24,582 | \$ 319,166 | 68% | \$ - | \$ 152,803 |
| Other Operating Expenditures | | | | | | | | |
| Total Contractual Services | 294,063 | (2,472) | 291,591 | 5,828 | 30,837 | 11% | - | 260,755 |
| Total Supplies & Materials | 33,134 | 2,472 | 35,606 | 3,651 | 10,445 | 29% | - | 25,161 |
| Total Fixed Charges | 133,426 | - | 133,426 | 9,297 | 65,805 | 49% | - | 67,621 |
| Total Travel | 20,000 | - | 20,000 | 2,088 | 7,514 | 38% | - | 12,486 |
| Total Equipment | - | - | - | - | - | 0% | - | - |
| Total Other Operating Exp | <u>480,623</u> | <u>-</u> | <u>480,623</u> | <u>20,864</u> | <u>114,601</u> | <u>24%</u> | <u>-</u> | <u>366,023</u> |
| Total Administration | \$ 952,592 | \$ - | \$ 952,592 | \$ 45,446 | \$ 433,767 | 46% | \$ - | \$ 518,825 |
| Claims | | | | | | | | |
| Salaries | \$ 394,463 | \$ - | \$ 394,463 | \$ 13,244 | \$ 184,035 | 47% | \$ - | \$ 210,428 |
| Other Operating Expenditures | | | | | | | | |
| Total Contractual Services | 40,570 | - | 40,570 | 2,179 | 12,943 | 32% | - | 27,627 |
| Total Supplies & Materials | 24,600 | - | 24,600 | 1,399 | 9,305 | 38% | - | 15,295 |
| Total Fixed Charges | 82,234 | - | 82,234 | 6,132 | 38,982 | 47% | - | 43,252 |
| Total Travel | 2,100 | - | 2,100 | - | 26 | 1% | - | 2,074 |
| Total Other Operating Exp | <u>149,504</u> | <u>-</u> | <u>149,504</u> | <u>9,710</u> | <u>61,256</u> | <u>41%</u> | <u>-</u> | <u>88,248</u> |
| Total Claims | \$ 543,967 | \$ - | \$ 543,967 | \$ 22,954 | \$ 245,290 | 45% | \$ - | \$ 298,677 |
| Insurance and Medical Services | | | | | | | | |
| Salaries | \$ 472,119 | \$ - | \$ 472,119 | \$ 22,425 | \$ 239,814 | 51% | \$ - | \$ 232,305 |
| Other Operating Expenditures | | | | | | | | |
| Total Contractual Services | 98,898 | - | 98,898 | 3,014 | 31,360 | 32% | - | 67,538 |
| Total Supplies & Materials | 20,800 | - | 20,800 | 922 | 11,033 | 53% | - | 9,767 |
| Total Fixed Charges | 63,090 | - | 63,090 | 4,389 | 28,946 | 46% | - | 34,144 |
| Total Travel | 1,350 | - | 1,350 | - | - | 0% | - | 1,350 |
| Total Other Operating Exp | <u>184,138</u> | <u>-</u> | <u>184,138</u> | <u>8,324</u> | <u>71,338</u> | <u>39%</u> | <u>-</u> | <u>112,800</u> |
| Total Insurance and Medical Services | \$ 656,257 | \$ - | \$ 656,257 | \$ 30,749 | \$ 311,152 | 47% | \$ - | \$ 345,105 |
| Judicial | | | | | | | | |
| Salaries | \$ 390,995 | \$ - | \$ 390,995 | \$ 12,443 | \$ 154,190 | 39% | \$ - | \$ 236,805 |
| Other Operating Expenditures | | | | | | | | |
| Total Contractual Services | 35,522 | - | 35,522 | 2,034 | 11,941 | 34% | - | 23,581 |
| Total Supplies & Materials | 29,270 | - | 29,270 | 903 | 6,130 | 21% | - | 23,140 |
| Total Fixed Charges | 70,545 | - | 70,545 | 5,343 | 34,183 | 48% | - | 36,362 |
| Total Travel | 5,445 | - | 5,445 | - | 139 | 3% | - | 5,306 |
| Total Other Operating Exp | <u>140,782</u> | <u>-</u> | <u>140,782</u> | <u>8,281</u> | <u>52,393</u> | <u>37%</u> | <u>-</u> | <u>88,389</u> |
| Total Judicial | \$ 531,777 | \$ - | \$ 531,777 | \$ 20,724 | \$ 206,583 | 39% | \$ - | \$ 325,194 |
| Totals By Departments | | | | | | | | |
| Department Totals | | | | | | | | |
| Commissioners | \$ 1,600,478 | \$ - | \$ 1,600,478 | \$ 86,429 | \$ 795,006 | 50% | \$ - | \$ 253,854 |
| Administration | 952,592 | - | 952,592 | 45,446 | 433,767 | 46% | - | 518,825 |
| Claims | 543,967 | - | 543,967 | 22,954 | 245,290 | 45% | - | 298,677 |
| Insurance & Medical | 656,257 | - | 656,257 | 30,749 | 311,152 | 47% | - | 345,105 |
| Judicial | 531,777 | - | 531,777 | 20,724 | 206,583 | 39% | - | 325,194 |
| Total Departmental Expend | <u>\$ 4,285,071</u> | <u>\$ -</u> | <u>\$ 4,285,071</u> | <u>\$ 206,301</u> | <u>\$ 1,991,798</u> | <u>46%</u> | <u>\$ -</u> | <u>\$ 1,741,655</u> |
| Employer Contributions | 930,371 | 15,635 | 946,006 | 36,627 | 459,538 | 49% | - | 486,468 |
| Total General & Earmarked Funds | <u>\$ 5,215,442</u> | <u>\$ 15,635</u> | <u>\$ 5,231,077</u> | <u>\$ 242,929</u> | <u>\$ 2,451,337</u> | <u>47%</u> | <u>\$ -</u> | <u>\$ 2,228,123</u> |

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

General Appropriation

| | Original Budget | Budget Amendments | Amended Budget | Year-To-Date : 50.00% | | | | |
|--|---------------------|----------------------|---------------------|-----------------------|-------------------|------------|-------------|-------------------|
| | | | | Expended December | Year to Date | % | Encumb | Balance |
| Commissioners | | | | | | | | |
| Salaries | | | | | | | | |
| Chairman | \$ 118,890 | \$ - | \$ 118,890 | \$ 4,754 | \$ 57,045 | 48% | \$ - | \$ 61,845 |
| Commissioner | 684,540 | - | 684,540 | 28,723 | 344,670 | 50% | - | 339,870 |
| Terminal Leave | - | - | - | - | - | 0% | - | - |
| Classified Employees | 299,804 | - | 299,804 | 12,492 | 149,902 | 50% | - | 149,902 |
| Total Commissioners | 1,103,234 | - | 1,103,234 | 45,968 | 551,617 | 50% | - | - |
| Administration | | | | | | | | |
| Salaries | | | | | | | | |
| Director | \$ 96,976 | \$ - | \$ 96,976 | \$ 4,041 | \$ 48,488 | 50% | \$ - | \$ 48,488 |
| Classified Positions | 46,169 | - | 46,169 | 1,924 | 23,084 | 50% | - | 23,085 |
| Total Administration | 143,145 | - | 143,145 | 5,964 | 71,572 | 50% | - | 71,573 |
| Claims | | | | | | | | |
| Salaries | | | | | | | | |
| Classified Positions | \$ 63,487 | \$ - | \$ 63,487 | \$ - | \$ 6,891 | 11% | \$ - | \$ 56,596 |
| Terminal Leave | 13,736 | - | 13,736 | - | 13,736 | 100% | - | (0) |
| Total Claims | 77,223 | - | 77,223 | - | 20,627 | 27% | - | 56,596 |
| Insurance and Medical Services | | | | | | | | |
| Salaries | | | | | | | | |
| Classified Positions | \$ 26,110 | \$ - | \$ 26,110 | \$ 1,088 | \$ 16,905 | 65% | \$ - | \$ 9,205 |
| Total Ins and Medical Svcs | 26,110 | - | 26,110 | 1,088 | 16,905 | 65% | - | 9,205 |
| Judicial | | | | | | | | |
| Salaries | | | | | | | | |
| Classified Positions | \$ 28,693 | \$ - | \$ 28,693 | \$ 1,425 | \$ 16,416 | 57% | \$ - | \$ 12,277 |
| Total Judicial | 28,693 | - | 28,693 | 1,425 | 16,416 | 57% | - | 12,277 |
| General Funds | | | | | | | | |
| Department Totals | | | | | | | | |
| Commissioners | \$ 1,103,234 | \$ - | \$ 1,103,234 | \$ 45,968 | \$ 551,617 | 50% | \$ - | \$ 551,617 |
| Administration | 143,145 | - | 143,145 | 5,964 | 71,572 | 50% | - | 71,573 |
| Claims | 77,223 | - | 77,223 | - | 20,627 | 27% | - | 56,596 |
| Insurance & Medical | 26,110 | - | 26,110 | 1,088 | 16,905 | 65% | - | 9,205 |
| Judicial | 28,693 | - | 28,693 | 1,425 | 16,416 | 57% | - | 12,277 |
| Total Departmental Expend | \$ 1,378,405 | \$ - | \$ 1,378,405 | \$ 54,446 | \$ 677,136 | 49% | \$ - | \$ 701,269 |
| Employer Contributions | 464,971 | 15,635 | 480,606 | 15,577 | 207,155 | 43% | - | 273,451 |
| Total General Fund Appropriations | \$ 1,843,376 | \$ 15,635 | \$ 1,859,011 | \$ 70,022 | \$ 884,291 | 48% | \$ - | \$ 974,720 |

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

December 31, 2013

Earmarked Funds

| | Original Budget | Budget Amendments | Amended Budget | Year-To-Date : 50.00% | | | | |
|---|--------------------|----------------------|-------------------|-----------------------|-------------------|------------|-------------|-------------------|
| | | | | Expended December | Year to Date | % | Encumb | Balance |
| Commissioners | | | | | | | | |
| Salaries | | | | | | | | |
| Taxable Subsistence | \$ 72,350 | \$ - | \$ 72,350 | \$ 2,203 | \$ 32,544 | 45% | \$ - | \$ 39,806 |
| Total Salaries | 72,350 | - | 72,350 | 2,203 | 32,544 | 45% | - | 39,806 |
| Other Operating Expenditures | | | | | | | | |
| Contractual Services | | | | | | | | |
| Copying Equipment Service | 1,300 | - | 1,300 | - | - | 0% | - | 1,300 |
| Data Processing Services | 34,000 | - | 34,000 | 2,195 | 13,206 | 39% | - | 20,794 |
| Freight Express Delivery | 100 | - | 100 | - | - | 0% | - | 100 |
| Telephone | 3,500 | - | 3,500 | 320 | 1,893 | 54% | - | 1,607 |
| Cellular Phone Service | 11,500 | - | 11,500 | 862 | 4,379 | 38% | - | 7,121 |
| Legal Services/Attorney Fees | 150,675 | - | 150,675 | 12,014 | 67,342 | 45% | - | 83,333 |
| Other Professional Services | 200 | - | 200 | - | 430 | 215% | - | (230) |
| Total Contractual Services | 201,275 | - | 201,275 | 15,391 | 87,250 | 43% | - | 114,025 |
| Supplies & Materials | | | | | | | | |
| Office Supplies | 2,900 | - | 2,900 | 586 | 1,415 | 49% | - | 1,485 |
| Copying Equipment | 2,300 | - | 2,300 | - | 1,334 | 58% | - | 966 |
| Printing | 1,800 | - | 1,800 | - | 610 | 34% | - | 1,190 |
| Data Processing Supplies | 50 | - | 50 | - | - | 0% | - | 50 |
| Postage | 4,800 | - | 4,800 | 238 | 2,264 | 47% | - | 2,536 |
| Maint/Janitorial Supplies | 150 | - | 150 | - | 35 | 24% | - | 115 |
| Motor Vehicle Supp/Gasoline | 50 | - | 50 | - | 56 | 112% | - | (6) |
| Other Supplies | 70 | - | 70 | - | - | 0% | - | 70 |
| Total Supplies & Materials | 12,120 | - | 12,120 | 824 | 5,715 | 47% | - | 6,405 |
| Fixed Charges | | | | | | | | |
| Rental-Cont Rent Payment | 1,000 | - | 1,000 | 70 | 358 | 36% | - | 642 |
| Rent-Non State Owned Property | 143,000 | - | 143,000 | 11,940 | 71,640 | 50% | - | 71,360 |
| Insurance-State | 8,300 | - | 8,300 | - | 9,011 | 109% | - | (711) |
| Insurance-Non State | 1,169 | - | 1,169 | - | - | 0% | - | 1,169 |
| Dues & Memberships | 430 | - | 430 | - | 650 | 151% | - | (220) |
| Total Fixed Charges | 153,899 | - | 153,899 | 12,010 | 81,659 | 53% | - | 72,240 |
| Travel (Includes Leased Car) | | | | | | | | |
| In State - Meals (Non-Reportable) | 200 | - | 200 | 19 | 277 | 139% | - | (77) |
| In State - Auto Mileage | 18,000 | - | 18,000 | 2,271 | 9,034 | 50% | - | 8,966 |
| In State - Subsistence Allowance | 9,000 | - | 9,000 | 1,542 | 9,258 | 103% | - | (258) |
| Out State - Meals | 100 | - | 100 | 66 | 321 | 321% | - | (221) |
| Out State - Auto Mileage | 300 | - | 300 | - | - | 0% | - | 300 |
| Leased Car | 30,000 | - | 30,000 | 6,136 | 17,332 | 58% | - | 12,668 |
| Total Travel | 57,600 | - | 57,600 | 10,034 | 36,222 | 63% | - | 21,378 |
| Total Other Operating Expenditures | 424,894 | - | 424,894 | 38,258 | 210,846 | 50% | - | 214,048 |
| Total Commissioners | \$ 497,244 | \$ - | \$ 497,244 | \$ 40,461 | \$ 243,390 | 49% | \$ - | \$ 253,854 |

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

Earmarked Funds

| | Original Budget | Budget Amendments | Amended Budget | Year-To-Date : 50.00% | | | | |
|---|--------------------|----------------------|-------------------|-----------------------|-------------------|------------|-------------|-------------------|
| | | | | Expended December | Year to Date | % | Encumb | Balance |
| Administration | | | | | | | | |
| Salaries | | | | | | | | |
| Classified Positions | \$ 316,210 | \$ - | \$ 316,210 | \$ 17,312 | \$ 227,391 | 72% | \$ - | \$ 88,819 |
| Temporary Employees | 12,614 | - | 12,614 | 1,305 | 20,203 | 160% | - | (7,589) |
| Terminal Leave | - | - | - | - | - | 0% | - | - |
| Total Salaries | 328,824 | - | 328,824 | 18,618 | 247,594 | 75% | - | 81,230 |
| Other Operating Expenditures | | | | | | | | |
| Contractual Services | | | | | | | | |
| Office Equipment Service | 8,100 | - | 8,100 | - | 2,163 | 27% | - | 5,937 |
| Copying Equipment Service | 3,000 | - | 3,000 | - | - | 0% | - | 3,000 |
| Print/Bind/Advertisement | 10,000 | - | 10,000 | - | 1,632 | 16% | - | 8,368 |
| Print Pub Annual Reports | 6,000 | - | 6,000 | - | - | 0% | - | 6,000 |
| Data Processing Services | 213,993 | (2,472) | 211,521 | 5,272 | 21,583 | 10% | - | 189,938 |
| Freight Express Delivery | 1,800 | - | 1,800 | 23 | 142 | 8% | - | 1,658 |
| Telephone | 7,060 | - | 7,060 | 283 | 1,723 | 24% | - | 5,338 |
| Cellular Phone Service | 5,000 | - | 5,000 | 251 | 1,141 | 23% | - | 3,859 |
| Education & Training Services | 5,000 | - | 5,000 | - | - | 0% | - | 5,000 |
| Attorney Fees | 25,000 | - | 25,000 | - | 144 | 1% | - | 24,856 |
| General Repair | 1,500 | - | 1,500 | - | - | 0% | - | 1,500 |
| Audit Acct Finance | 110 | - | 110 | - | 114 | 104% | - | (4) |
| Catered Meals | 4,000 | - | 4,000 | - | 1,698 | 42% | - | 2,302 |
| Other Professional Services | 1,500 | - | 1,500 | - | - | 0% | - | 1,500 |
| Other Contractual Services | 2,000 | - | 2,000 | - | 497 | 25% | - | 1,503 |
| Total Contractual Services | 294,063 | (2,472) | 291,591 | 5,828 | 30,837 | 11% | - | 260,755 |
| Supplies & Materials | | | | | | | | |
| Office Supplies | 9,500 | - | 9,500 | 615 | 2,746 | 29% | - | 6,754 |
| Copying Equipment Supplies | 4,434 | - | 4,434 | - | 958 | 22% | - | 3,477 |
| Printing | 3,500 | - | 3,500 | 135 | 1,048 | 30% | - | 2,452 |
| Data Processing Supplies | 2,300 | 2,472 | 4,772 | 2,472 | 3,089 | 65% | - | 1,683 |
| Postage | 8,000 | - | 8,000 | 429 | 2,258 | 28% | - | 5,742 |
| Maint/Janitorial Supplies | 1,000 | - | 1,000 | - | 260 | 26% | - | 740 |
| Fees & Fines | 1,800 | - | 1,800 | - | - | 0% | - | 1,800 |
| Gasoline/ Motor Vehicle Supply | 100 | - | 100 | - | 85 | 85% | - | 15 |
| Employee Recog Award | 1,500 | - | 1,500 | - | - | 0% | - | 1,500 |
| Other Supplies | 1,000 | - | 1,000 | - | - | 0% | - | 1,000 |
| Total Supplies & Materials | 33,134 | 2,472 | 35,606 | 3,651 | 10,445 | 29% | - | 25,161 |
| Fixed Charges | | | | | | | | |
| Rental-Cont Rent Payment | 6,000 | - | 6,000 | 136 | 2,081 | 35% | - | 3,919 |
| Rent-Non State Owned Property | 95,000 | - | 95,000 | 7,726 | 47,280 | 50% | - | 47,270 |
| Rent-Other | 11,000 | - | 11,000 | 1,435 | 6,385 | 58% | - | 4,615 |
| Insurance-State | 7,490 | - | 7,490 | - | 3,653 | 49% | - | 3,837 |
| Insurance-Non State | 750 | - | 750 | - | - | 0% | - | 750 |
| Dues and Memberships | 5,000 | - | 5,000 | - | 4,715 | 94% | - | 285 |
| Sales Tax Paid | 8,186 | - | 8,186 | - | 1,691 | 21% | - | 6,495 |
| Total Fixed Charges | 133,426 | - | 133,426 | 9,297 | 65,805 | 49% | - | 67,621 |
| Travel (Includes Leased Car) | | | | | | | | |
| In State - Meals Non/ Reportable | 1,000 | - | 1,000 | - | 212 | 21% | - | 788 |
| Reportable Meals | 1,000 | - | 1,000 | 104 | 410 | 41% | - | 590 |
| In State - Lodging | 1,000 | - | 1,000 | - | 406 | 41% | - | 595 |
| In State - Auto Mileage | - | 1,000 | 1,000 | - | 299 | 30% | - | 701 |
| In State - Registration Fees | 2,000 | (1,000) | 1,000 | - | 125 | 13% | - | 875 |
| Out State - Lodging | - | 400 | 400 | - | 324 | 81% | - | 76 |
| Out State - Meals | - | 100 | 100 | - | 75 | 75% | - | 25 |
| Leased Car | 15,000 | (500) | 14,500 | 1,984 | 5,664 | 39% | - | 8,836 |
| Total Travel | 20,000 | - | 20,000 | 2,088 | 7,514 | 38% | - | 12,486 |
| Equipment | | | | | | | | |
| Equipment Data Processing - PC's | - | - | - | - | - | 0% | - | - |
| Total Equipment | - | - | - | - | - | 0% | - | - |
| Total Other Operating Expenditures | 480,623 | - | 480,623 | 20,864 | 114,601 | 24% | - | 366,023 |
| Total Administration | \$ 809,447 | \$ - | \$ 809,447 | \$ 39,482 | \$ 362,194 | 45% | \$ - | \$ 447,253 |

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

December 31, 2013

Earmarked Funds

| | Original Budget | Budget Amendments | Amended Budget | Year-To-Date : 50.00% | | | | |
|---|--------------------|----------------------|-------------------|-----------------------|-------------------|------------|-------------|-------------------|
| | | | | Expended December | Year to Date | % | Encumb | Balance |
| Claims | | | | | | | | |
| Salaries | | | | | | | | |
| Classified Positions | \$ 301,790 | \$ - | \$ 301,790 | \$ 12,646 | \$ 155,205 | 51% | \$ - | \$ 146,585 |
| Temporary Positions | 15,450 | - | 15,450 | 599 | 8,203 | 53% | - | 7,247 |
| Terminal Leave | - | - | - | - | - | 0% | - | - |
| Total Salaries | 317,240 | - | 317,240 | 13,244 | 163,408 | 52% | - | 153,832 |
| Other Operating Expenditures | | | | | | | | |
| Contractual Services | | | | | | | | |
| Copying Equipment Service | 1,800 | - | 1,800 | - | - | 0% | - | 1,800 |
| Data Processing Services | 33,050 | - | 33,050 | 1,917 | 11,266 | 34% | - | 21,784 |
| Telephone | 4,000 | - | 4,000 | 262 | 1,573 | 39% | - | 2,427 |
| Cellular Phone Service | 1,720 | - | 1,720 | - | 104 | 6% | - | 1,616 |
| Total Contractual Services | 40,570 | - | 40,570 | 2,179 | 12,943 | 32% | - | 27,627 |
| Supplies & Materials | | | | | | | | |
| Office Supplies | 2,000 | - | 2,000 | 464 | 683 | 34% | - | 1,317 |
| Copying Equipment | 3,000 | - | 3,000 | - | 909 | 30% | - | 2,091 |
| Printing | 1,500 | - | 1,500 | - | 483 | 32% | - | 1,017 |
| Data Processing Supplies | 3,500 | - | 3,500 | - | 934 | 27% | - | 2,566 |
| Postage | 14,000 | - | 14,000 | 935 | 6,268 | 45% | - | 7,732 |
| Maint/Janitorial Supplies | 500 | - | 500 | - | 28 | 6% | - | 472 |
| Other Supplies | 100 | - | 100 | - | - | 0% | - | 100 |
| Total Supplies & Materials | 24,600 | - | 24,600 | 1,399 | 9,305 | 38% | - | 15,295 |
| Fixed Charges | | | | | | | | |
| Rental-Cont Rent Payment | 2,500 | - | 2,500 | 162 | 805 | 32% | - | 1,695 |
| Rent-Non State Owned Property | 75,000 | - | 75,000 | 5,970 | 35,820 | 48% | - | 39,180 |
| Insurance-State | 2,800 | - | 2,800 | - | 2,356 | 84% | - | 444 |
| 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 | 6,132 | 38,982 | 47% | - | 43,252 |
| 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 | - | 26 | 7% | - | 374 |
| Total Travel | 2,100 | - | 2,100 | - | 26 | 1% | - | 2,074 |
| Total Other Operating Expenditures | 149,504 | - | 149,504 | 9,710 | 61,256 | 41% | - | 88,248 |
| Total Claims | \$ 466,744 | \$ - | \$ 466,744 | \$ 22,954 | \$ 224,664 | 48% | \$ - | \$ 242,080 |

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

Earmarked Funds

| | Original Budget | Budget Amendments | Amended Budget | Year-To-Date : 50.00% | | | |
|---|--------------------|----------------------|-------------------|-----------------------|-------------------|------------|------------------------|
| | | | | Expended December | Year to Date | % | Encumb Balance |
| Insurance and Medical Services | | | | | | | |
| Salaries | | | | | | | |
| Classified Positions | 430,540 | - | 430,540 | 21,337 | 222,909 | 52% | - 207,631 |
| Temporary Employees | 15,469 | - | 15,469 | - | - | 0% | - 15,469 |
| Terminal Leave | 0 | - | 0 | 0 | 0 | 0% | - - |
| Total Salaries | 446,009 | - | 446,009 | 21,337 | 222,909 | 50% | - 223,100 |
| 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 | 2,078 | 20,496 | 37% | - 34,504 |
| Telephone | 2,300 | - | 2,300 | 203 | 1,272 | 55% | - 1,028 |
| Cell Phone | 1,000 | - | 1,000 | 53 | 292 | 29% | - 708 |
| Catered Meals | 1,600 | - | 1,600 | - | - | 0% | - 1,600 |
| Other Professional Services | 38,298 | - | 38,298 | 680 | 8,754 | 23% | - 29,544 |
| Other Contractual Services | 500 | - | 500 | - | 546 | 109% | - (46) |
| Total Contractual Services | 98,898 | - | 98,898 | 3,014 | 31,360 | 32% | - 67,538 |
| Supplies & Materials | | | | | | | |
| Office Supplies | 9,000 | - | 9,000 | 512 | 4,738 | 53% | - 4,262 |
| Copying Equipment | 2,500 | - | 2,500 | - | 1,005 | 40% | - 1,495 |
| Printing | 2,500 | - | 2,500 | - | 1,747 | 70% | - 753 |
| Data Processing Supplies | 500 | - | 500 | - | 527 | 105% | - (27) |
| Postage | 5,000 | - | 5,000 | 409 | 2,985 | 60% | - 2,015 |
| Maintenance/Janitorial Supplies | 150 | - | 150 | - | 31 | 21% | - 119 |
| 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 | 922 | 11,033 | 53% | - 9,767 |
| Fixed Charges | | | | | | | |
| Rental-Cont Rent Payment | 2,500 | - | 2,500 | 76 | 336 | 13% | - 2,164 |
| Rent-Non State Owned Property | 52,000 | - | 52,000 | 4,214 | 25,285 | 49% | - 26,715 |
| Rent-Other | 2,000 | - | 2,000 | 99 | 641 | 32% | - 1,359 |
| Insurance-State | 2,500 | - | 2,500 | - | 2,554 | 102% | - (54) |
| Insurance-Non State | 148 | - | 148 | - | - | 0% | - 148 |
| Equipment Maintenance | 942 | - | 942 | - | - | 0% | - 942 |
| Sales Tax Paid | 3,000 | - | 3,000 | - | 130 | 4% | - 2,870 |
| Total Fixed Charges | 63,090 | - | 63,090 | 4,389 | 28,946 | 46% | - 34,144 |
| 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 | 8,324 | 71,338 | 39% | - 112,800 |
| Total Insurance and Medical Services | \$ 630,147 | \$ - | \$ 630,147 | \$ 29,661 | \$ 294,247 | 47% | \$ - \$ 335,900 |

South Carolina Workers' Compensation Commission

2013 - 2014 Budget

December 31, 2013

Earmarked Funds

| | Original Budget | Budget Amendments | Amended Budget | Year-To-Date : 50.00% | | | | |
|--|---------------------|----------------------|---------------------|-----------------------|---------------------|------------|-------------|---------------------|
| | | | | Expended December | Year to Date | % | Encumb | Balance |
| Judicial | | | | | | | | |
| Salaries | | | | | | | | |
| Classified Positions | \$ 360,302 | \$ - | \$ 360,302 | \$ 11,018 | \$ 136,591 | 38% | \$ - | \$ 223,711 |
| Temporary Employees | 2000 | - | 2000 | 0 | 1184 | 59% | - | 816 |
| Total Salaries | 362,302 | - | 362,302 | 11,018 | 137,775 | 38% | - | 224,527 |
| 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 | 1,796 | 10,480 | 35% | - | 19,492 |
| Telephone | 2,500 | - | 2,500 | 185 | 1,117 | 45% | - | 1,383 |
| Cellular Phone Service | 1,120 | - | 1,120 | 53 | 264 | 24% | - | 856 |
| Other Professional Services | 200 | - | 200 | - | 80 | 40% | - | 120 |
| Total Contractual Services | 35,522 | - | 35,522 | 2,034 | 11,941 | 34% | - | 23,581 |
| Supplies & Materials | | | | | | | | |
| Office Supplies | 4,000 | - | 4,000 | 415 | 745 | 19% | - | 3,255 |
| Copying Equipment Supplies | 2,500 | - | 2,500 | - | 1,192 | 48% | - | 1,308 |
| Printing | 2,000 | - | 2,000 | - | 432 | 22% | - | 1,568 |
| Data Processing Supplies | 2,500 | - | 2,500 | - | 467 | 19% | - | 2,033 |
| Postage | 18,000 | - | 18,000 | 489 | 3,269 | 18% | - | 14,731 |
| Maintenance/Janitorial Supplies | 150 | - | 150 | - | 25 | 17% | - | 125 |
| Promotional Supplies | 20 | - | 20 | - | - | 0% | - | 20 |
| Other Supplies | 100 | - | 100 | - | - | 0% | - | 100 |
| Total Supplies & Materials | 29,270 | - | 29,270 | 903 | 6,130 | 21% | - | 23,140 |
| Fixed Charges | | | | | | | | |
| Rental-Cont Rent Payment | 3,000 | - | 3,000 | 76 | 336 | 11% | - | 2,664 |
| Rent-Non State Owned Property | 65,300 | - | 65,300 | 5,268 | 31,606 | 48% | - | 33,694 |
| Rent-Other | 125 | - | 125 | - | - | 0% | - | 125 |
| Insurance-State | 2,000 | - | 2,000 | - | 2,241 | 112% | - | (241) |
| Insurance-Non State | 120 | - | 120 | - | - | 0% | - | 120 |
| Total Fixed Charges | 70,545 | - | 70,545 | 5,343 | 34,183 | 48% | - | 36,362 |
| Travel (Includes Leased Car) | | | | | | | | |
| In State - Meals / Non-Reportable | 450 | - | 450 | - | - | 0% | - | 450 |
| Reportable Meals | 770 | - | 770 | - | 7 | 1% | - | 763 |
| In State - Lodging | 2,200 | - | 2,200 | - | - | 0% | - | 2,200 |
| In State - Auto Mileage | 1,800 | - | 1,800 | - | 123 | 7% | - | 1,677 |
| In State - Misc Travel Expense | 25 | - | 25 | - | 9 | 36% | - | 16 |
| In-State Registration | 100 | - | 100 | - | - | 0% | - | 100 |
| Out State - Auto Mileage | 100 | - | 100 | - | - | 0% | - | 100 |
| Total Travel | 5,445 | - | 5,445 | - | 139 | 3% | - | 5,306 |
| Total Other Operating Expenditures | 140,782 | - | 140,782 | 8,281 | 52,393 | 37% | - | 88,389 |
| Total Judicial | \$ 503,084 | \$ - | \$ 503,084 | \$ 19,299 | \$ 190,167 | 38% | \$ - | \$ 312,917 |
| Earmarked Funds | | | | | | | | |
| Department Totals | | | | | | | | |
| Commissioners | \$ 497,244 | \$ - | \$ 497,244 | \$ 40,461 | \$ 243,390 | 49% | \$ - | \$ 253,854 |
| Administration | 809,447 | - | 809,447 | 39,482 | 362,194 | 45% | - | 447,253 |
| Claims | 466,744 | - | 466,744 | 22,954 | 224,664 | 48% | - | 242,080 |
| Insurance & Medical | 630,147 | - | 630,147 | 29,661 | 294,247 | 47% | - | 335,900 |
| Judicial | 503,084 | - | 503,084 | 19,299 | 190,167 | 38% | - | 312,917 |
| Total Departmental Expend | \$ 2,906,666 | \$ - | \$ 2,906,666 | \$ 151,856 | \$ 1,314,662 | 45% | \$ - | \$ 1,592,004 |
| Employer Contributions | 465,400 | - | 465,400 | 21,051 | 252,383 | 54% | - | 213,017 |
| Total Earmarked Funds | \$ 3,372,066 | \$ - | \$ 3,372,066 | \$ 172,906 | \$ 1,567,046 | 46% | \$ - | \$ 1,805,020 |
| Capital / Computer Project Carryforward | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - |

MEMORANDUM

Date: January 15, 2014

TO: Mr. Gary Cannon
Executive Director

FROM: Cathy Floyd
Human Resources

SUBJECT: Human Resources Report Period of December 11, 2013 – January 14, 2014

Below is a summary of the Human Resources activity for the period of December 11, 2013 – January 14, 2014.

Employee Relations (ER)

- Two employee relations issues were addressed during the activity period
 - Provided counseling sessions for the issues that were brought to my attention, conducted initial investigations into the matter as needed, contacted the supervisor or department director as needed and collaborated with the necessary staff and external resources to find resolution for the issues
- Executive Leadership Team Retreat follow-up meetings were held December 11 and January 8
 - Secured a location for the follow-up meetings and coordinated with the Executive Director to ensure all materials needed were available, ensured the room was configured as requested, participated in both sessions, compiled all information gathered during the sessions, created guidelines for the project teams and distributed all information to all Executive Leadership Team members
- Coordinated Driver Safety Driving to be held March 19, 2014
 - Researched the requirements for driver safety training for employees that drive state vehicles, coordinated with State Fleet and the Insurance Reserve Fund, secured a trainer and training location
- Ensure timely communication with all employees regarding events hosted by the Commission, Prevention Partners, other State agencies and CBRE through email, employee website updates coordinated with the Commission's Website Coordinator and/or posting of flyers
 - Issued human resources letters advising of the 2014 payroll schedule and holiday schedule
- Annual Holiday Events
 - Holiday Luncheon was held Monday, December 16 at noon
 - Coordinated with the Social Committee in selecting a caterer and menu, coordinated the door prizes, decorations and activity during the luncheon
 - Holiday Breakfast/Snack Day was held Friday, December 20

Recruitment and Selection

- Reorganization within the Commission
 - Transferred the File Room and Receptionist from the Claims Department to the Administration Department
 - Transferred an employee from the receptionist position to the File Room
 - Reclassified a vacant position in the Claims Department to a receptionist in the Administration Department and began recruiting for the position
 - Transferred a temporary employee from the File Room to the Insurance and Medical Services Department
 - As a result of all changes, updated all organizational charts, updated the employee directory, requested updated position descriptions and planning stages for all affected employees

- Continue to assist the interview panel as needed for the Claims Director position
 - Total of 53 applications received for the position
 - Interviews have concluded
 - Conduct background checks on top candidates, followed-up with all applicants as needed regarding various inquiries received
- Compliance Officer Position
 - Total of 13 applications received for the position
 - All 7 internal applicants were interviewed
 - Position was offered to and accepted by Valerie Deller
 - Reviewed all applications received and determined eligibility, contacted all applicants selected for an interview and scheduled the interviews, coordinated with interview panel as needed to provide information, followed-up with all applicants as needed regarding various inquiries received
- Recruitment has begun for the receptionist position
 - Over 450 applications have been received to date
 - Position closes Thursday, January 16, 2014 at midnight
 - Started reviewing applications received and determine eligibility, following-up with all applicants as needed regarding various inquiries received

Benefits

- Issued a human resources letter advising of the State Optional Retirement Program open enrollment period of January 1 – March 1
- Assisted three employees with retirement related issues
 - Counseled with employees and discussed the options available to them based on the employee's length or service, age and any possible extenuating circumstances, contacted the Public Employee Benefit Authority for clarification as needed
- Completed one inquiry with the Retirement Systems
 - As notified by the Public Employee Benefit Authority using the retirement system employer portal, researched data to be entered in the portal and printed a copy to be kept in the employee's file for auditing purposes
- Distributed the 2014 Insurance Beneficiary Guides to all employees

SC Enterprise Information System (SCEIS)

- Processed the separation of two employees
 - Coordinated with the Comptroller General's Office regarding final payment, coordinated with PEBA Insurance Services and Retirement Services, coordinated with SCEIS to ensure proper leave balance transfer to another State agency, processed all necessary final paperwork
- Processed one employment verification
 - Received notification from an outside source requesting verification of employment, ensure that the employee has authorized the release of information, researched the requested information, completed and submitted the form from the outside source and made copies of completed packet to be kept in the employee's personnel file for auditing purposes
- Processed Leave Pool Donations
 - Reminded employees that it is again time to consider donating excess leave to the Commission's leave pool, compiled all requests, audited the participating employees' leave balances to ensure they fell within the guidelines of eligibility, entered the requests in SCEIS and notified the employee the of the completed donation
- Issued a human resources letter advising of the 2012 leave balances roll over on December 31

- **Assisted four employees in conducting a leave analysis**
 - **Employees' requested I verify their leave balance and remaining leave eligible to be taken within the remainder of the calendar year, calculated all leave taken during the calendar year based on leave type and determined the balanced based on 2012 carryover balances and monthly accrual rates, resolved any discrepancies with the employee and their supervisor as needed**
- **Continue to assist employees with leave and time issues caused by SCEIS**
 - **Employees continue to have intermittent leave and time issues related to SCEIS, as identified by the employee or the SCEIS collision report audited the employee's leave and/or time history to determine the error, coordinated with SCEIS in correcting the error and investigated possible corrections to prevent the issues from reoccurring**
- **Eighteen transactions were keyed into the system**
 - **Entered into the SCEIS system all required transactions to include time entry and corrections to employee data, leave entry corrections to employee data and position updates**

Finance Related

- **Approved fifty-three SCEIS financial transactions**
 - **Within the SCEIS system approved deposits, purchase orders, invoices, and travel requests submitted by the Fiscal Manager**



1333 Main St, Suite 500
P.O. Box 1715
Columbia, S.C. 29202-1715

Tel: (803) 737-5700
Fax: (803) 737-1258
www.wcc.sc.gov

Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Betsy Hartman
IT Director

Date: January 15, 2014

Subject: IT Department December 2013 Full Commission Report

IT Department Activities for the Month of December 2013

Purchase requests submitted

1. 5 year PC/Laptop refresh plan
2. KeyMark Inc. for additional licensing and coding for upload project

Testing eFine project for Claims

Training with Barbara James on EDI R3 issue resolution with Trading Partners

Produced FC Outstanding Fines Report

Rewriting Form 18 fine assessment program

Modifying 12A review report

Working with Executive Leadership Team to create interdepartmental teams to assist with business processes involved with IT projects.

2 PC's being rebuilt due to viruses

Upgrading scanner workstations to Windows 7

Tested new vote sheet template

Developed design for upload of document/forms via eCase

Working with Xerox to upgrade 2 copiers which will allow faxing from PC

EDI R3 Final notice sent to Trading Partners – cutoff 12/31/2013

EDI Release 3 FROI Implementation Status

| 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% |
| August | 16 | 11% | 132 | 89% |
| September | 14 | 10% | 129 | 90% |
| October | 12 | 8% | 133 | 92% |
| November | 13 | 7% | 155 | 93% |
| December | 10 | 7% | 121 | 93% |

WCC IT Projects Status Report

| Period Ending | 12/31/2013 | | | Status Key: | Not Started | On Track | Timing | Issue Log |
|---------------------------|--|--|--|-------------|-------------|----------|--------|-----------|
| IT Strategic Goals | | | | | | | | |
| 1 | Implement Phase II of system to receive payments for Self-Insurance taxes and fees; fines; filing fees; document copying fee; fee for Medical Services Provider Manual; and other publications produced by the Commission. | | | | | | | |
| 2 | Develop and implement system to allow stakeholders to upload electronic documents via eCase. | | | | | | | |
| 3 | Develop system to receive Second Report of Injury (SROI) EDI Release 3 Forms 16 Section I and II, Form 18 B. | | | | | | | |
| 4 | Refine existing and define future performance metrics to assist Commission leadership and staff in the ongoing performance evaluation of the agency. | | | | | | | |
| 5 | Implement system to receive and process all Commission forms electronically including the scanning of all incoming case file documentation for electronic reference. | | | | | | | |
| 6 | Replace the claims manual review processes with electronic review and electronic notification of deficiency. | | | | | | | |
| 7 | Provide access to SCWCC claim file images via eCase web portal to registered users. | | | | | | | |
| | Enhance the eService via a mobile application to allow iPad use for review, processing and delivery of Single Commissioner Notices, Decision and Orders, and Full Commission orders and settlements. | | | | | | | |
| 8 | Implement Second Report of Injury (SROI) EDI Release 3, Forms 16, 17, 18, and 19 electronically by implementing EDI Release 3 Second Report of Injury (SROI). | | | | | | | |
| 9 | Develop and implement system to automate all processes of the Rule to Show Cause hearings conducted by the Commission. | | | | | | | |
| 10 | Provide mobile electronic access to data to eliminate need for Commissioners to transport paper documents case file to hearings. | | | | | | | |

| Strategic Goal | Key Projects | Sub Project | Estimated hours | Start Date | Estimated Completion Date | Lead | Issues / Comments |
|----------------|-----------------------------------|---------------------------------------|-----------------|------------|---------------------------|------------------|--|
| | Claims EDI Release 3 - FROI | | 1000 | 2/1/2013 | 12/31/2013 | Amanda Underhill | Completed as scheduled |
| | | | | | | | Waiting approval for recommended fee |
| 1 | ePayment | electronic copy fee | TBD | 11/1/2013 | TBD | Keith Roberts | |
| 1 | | fee payments for forms being uploaded | 25 | TBD | TBD | Betsy Hartman | develop requirements and design for allowing payments via eCase when uploading forms with payments |
| 2 | Upload documents | Upload from ecase user | 50 | 11/1/2013 | 2/15/2013 | Betsy Hartman | Upload functionally coded. Need additional licensing and coding to distributed forms. APA and Pre-hearing Briefs will be pilot forms. Implementation date contingent on approval to purchase licensing |
| 2 | | distribution of uploads | TBD | TBD | | Betsy Hartman | Need Team to determine distribution base |
| 3 & 8 | EDI Release 3 SROI | | 15 months | TBD | TBD | TBD | start with identification of SROI capable Claim forms. Review forms and edits, cross walk to file layout. Development of Element Requirement Table, Event Table and Edit matrix |
| 4 | Strategic Planning Process | Accountability Report | 50 | 7/1/2013 | 6/30/2014 | Gary Cannon | Develop action plans for each Strategic Objective and assign Champions to lead the project team |
| 5 | Centralized Mail | | 40 | 11/1/2013 | ongoing | Mario Glisson | Need team to determine if paper copies need time/date stamp. Have method to add to onBase image |
| 5 | emailing forms | Form 58 processing | 30 | 12/1/2013 | TBD | Amy Bracy | Scope has changed - forms will be uploaded - close this item |
| 5 | emailing forms | all Claims forms | TBD | | complete | Grant DuSeld | Code implemented. - IT portion of project complete |
| 6 | Electronic Review of Claims Files | | TBD | ? | TBD | Juliet Bush | Create report of cases to be reviewed? |
| 7 | View images | Electronic copy fees | 75 | TBD | TBD | Betsy Hartman | purchased licenses waiting for date from KeyMark for code completion |
| 9 | RTSC process and automation | | 500 | | | Wayne Ducote | this is now a ELT project headed up by Wayne Ducote Will remove from IT project until notified |
| 10 | iPad application upgrades | OnBase upgrade | 200 | 7/1/2014 | TBD | Amanda Underhill | Upgrade from version 10 to version 13 |
| | Upgrade wccsqprd | Progress 10.2b.06 | TBD | | | IT Staff | Complete testing in development |

State of South Carolina



Workers' Compensation Commission

To: Mr. Gary Cannon
SCWCC Executive Director

From: Grant Duffield
IMS Director

Date: 15 – Jan – 2014

Subj: Insurance and Medical Services Department
December 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 to improve Carrier Order and Rule to Show Cause notice process.2. Working in conjunction with IT staff to better define outstanding Carrier fine debt to be addressed through ORSC process.3. Training of new Coverage-Compliance Officer |
| Coverage Division | <ol style="list-style-type: none">1. Working with staff to review workflow processes and explore opportunities to enhance service provision.2. Training of new Coverage-Compliance Officer. |
| Medical Services | <ol style="list-style-type: none">1. Identifying updates / edits needed within the Medical Services Provider Manual.2. Continue work with MedAssets to improve Medical Bill review process. |
| 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 closely with IT staff to explore opportunities to improve function and processes within IMS.4. Working with in-house Counsel to improve RTSC case preparation process.5. 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 December 2013 with 351 cases active, compared to an active caseload of 415 at the close of December 2012.

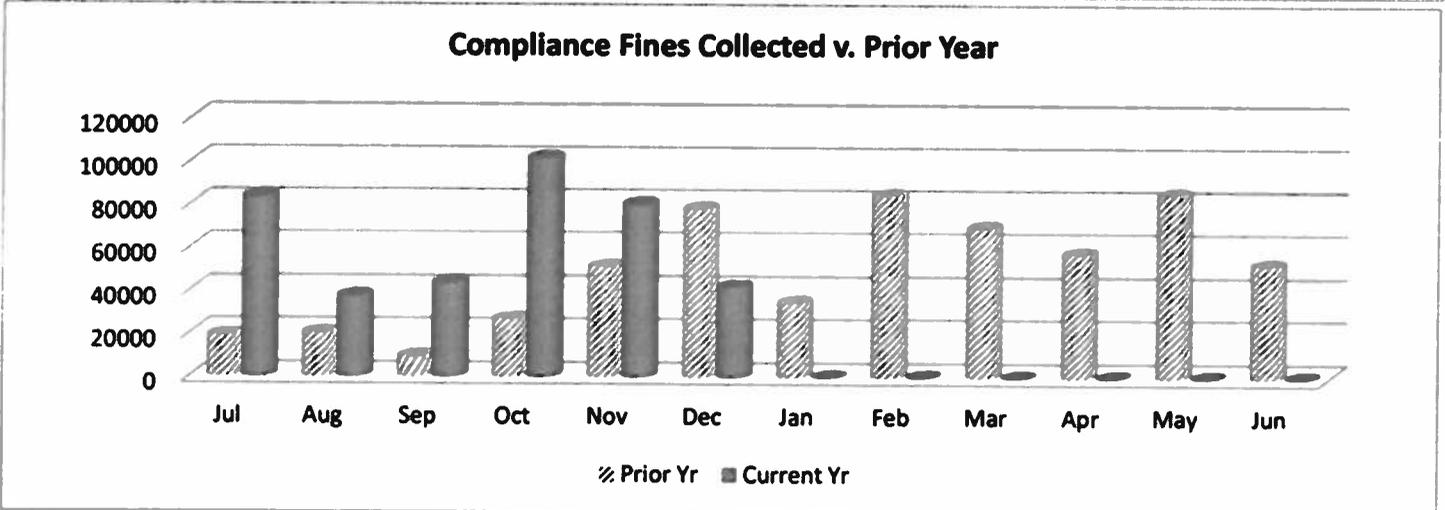
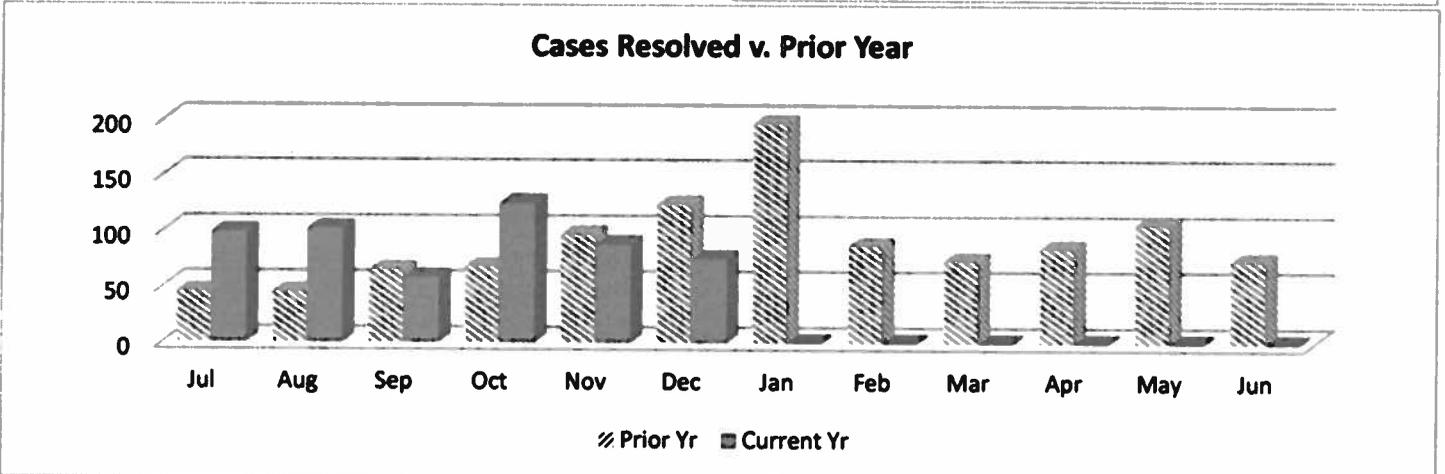
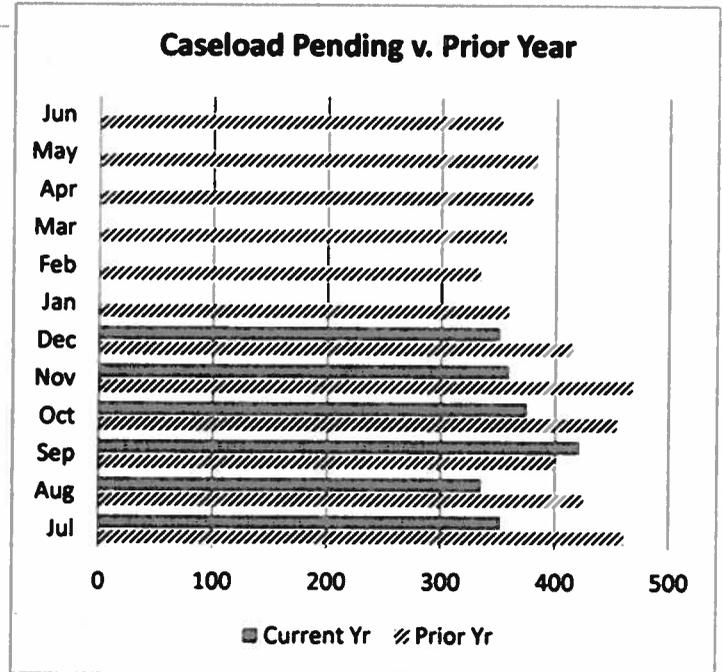
Cases Resolved:

Due to the decrease in carry-over, greater effort is focused on case resolution. For the month of December 2013, Compliance Division staff closed-out 75 cases.

Compliance Fines:

Year to Date, the Compliance Division has collected \$387,077 in fines which represents 66% of prior year's year-end collection (\$587,429). The Compliance Division Year-to-Date revenue trend is 189% of prior year, and month-on-month is at 54% of same month / prior year (December 2012).

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



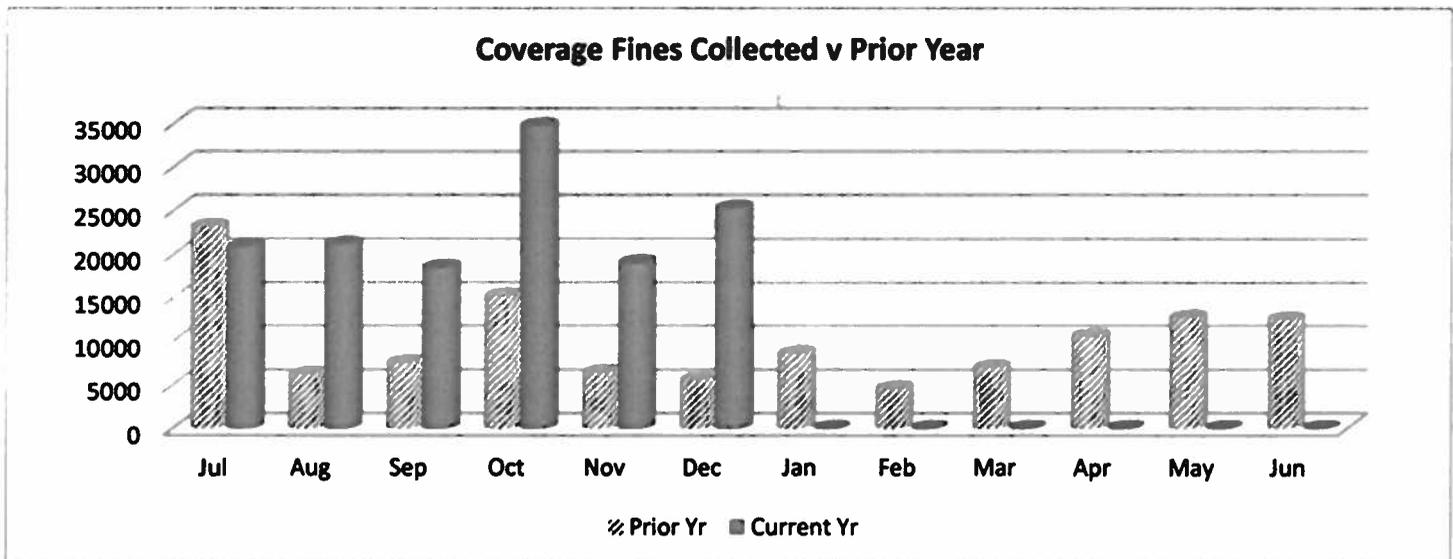
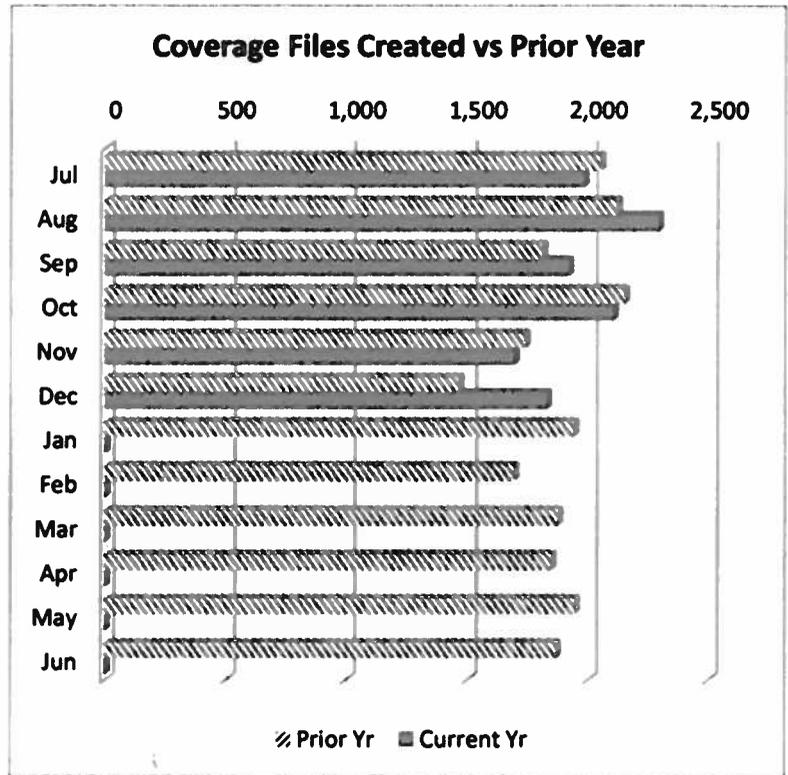
WCC Claim Files:

In December 2013, the Coverage Division created a total of 1,693 WCC Claim files. Of these, 1,479 were created electronically, and 349 were submitted in hard copy format. Year to Date, 11,820 Claim files have been created which is 104% of claim file volume for the same period in prior year(11,344).

Coverage Fines:

The Coverage Division collected \$25,300 in fine revenue in December 2013, as compared to \$5,600 in Coverage fines/penalties accrued during December 2012. Year on Year, Coverage fines are at 217% of collections for the same period.

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



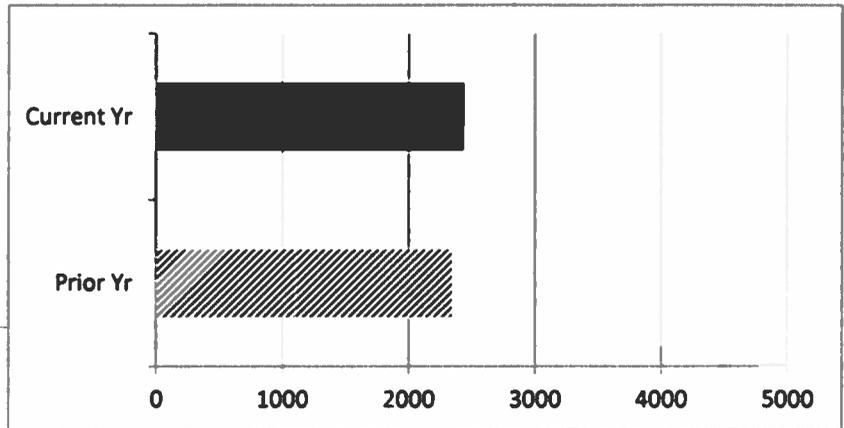
IMS SELF INSURANCE DIVISION

December 2013

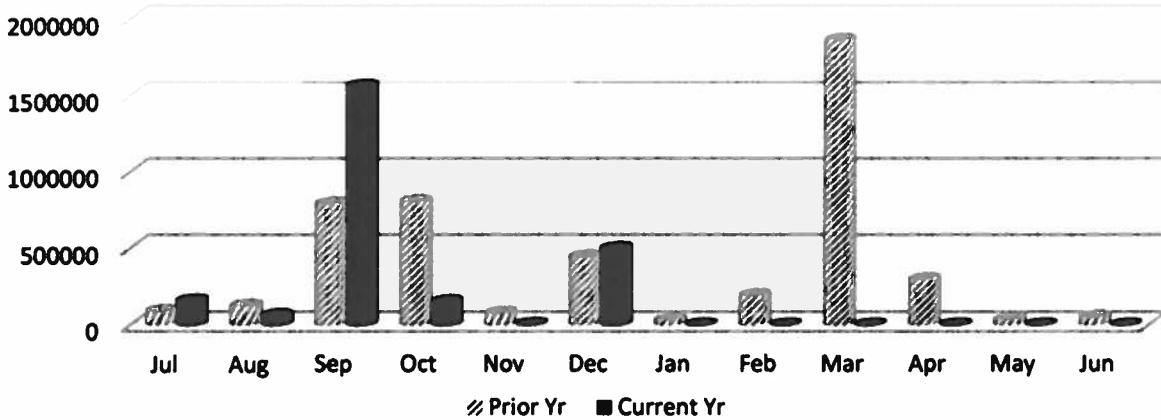
During the month of December 2013, the Self Insurance Division:

- * collected \$496,785 in self-insurance tax.
- * added 36 new self-insurers.
- * conducted 4 Self Insurance audits.

Year to Date, Self Insurance tax revenue is trending at 104% of prior year and 24 Self Insurance audits have been completed.



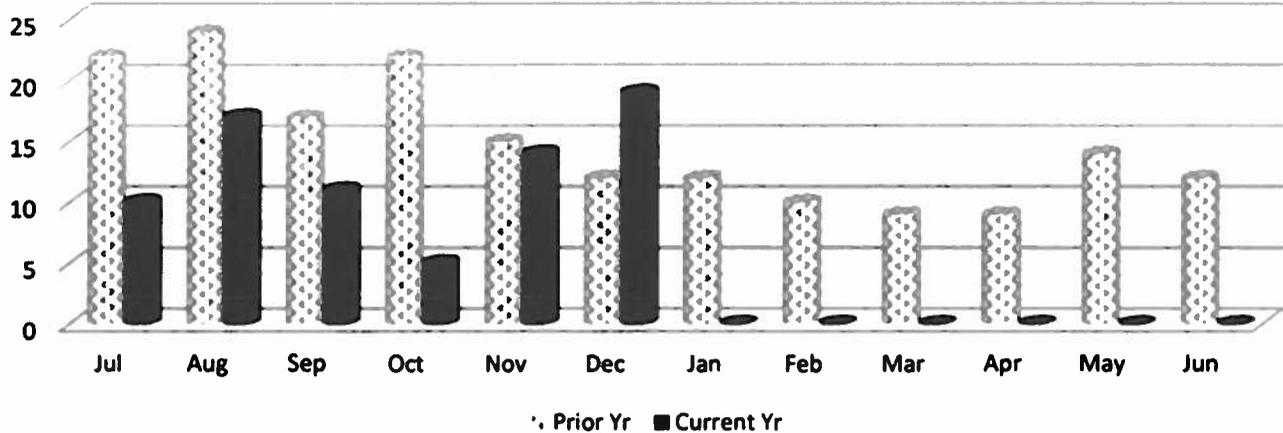
Self Insurance Tax Collections v. Prior Year



IMS MEDICAL SERVICES DIVISION

In December 2013, the Medical Services Division began the month with 14 bills pending review, received an additional 12 bills for review, conducted 7 bill reviews and ended the month with 19 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: January 7, 2014

Subj: Claims Department
December 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 December 2013, the Claims Department has:

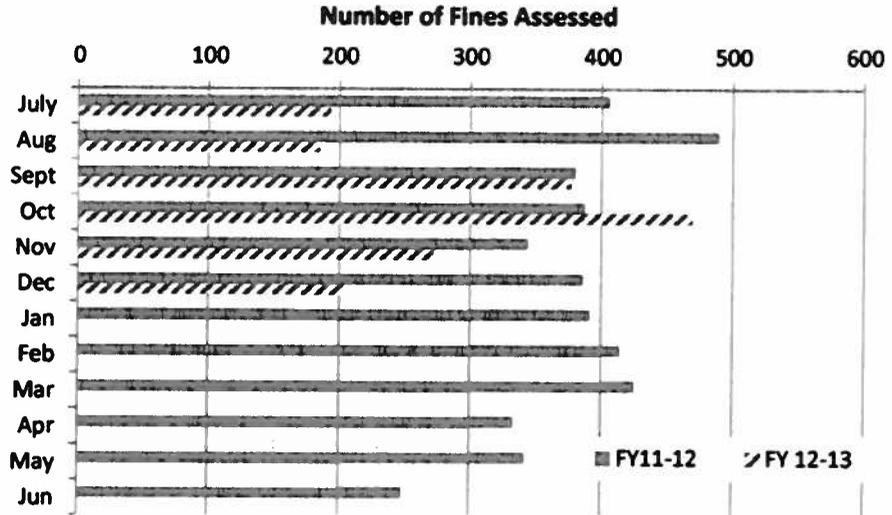
1. Closed 1967 individual case files.
2. Collected \$50,900 in Fine revenue.
3. The examiners reviewed 211 individual case files.
4. Continued to assist IMS in the processing of Carrier related Order and Rule to Show Cause Hearing matters.
5. Grant Duffield continued as the interim director effective July 1.
6. Worked with IT to improve our intra departmental processes in an effort to continue to provide exceptional service.
7. Conducted 310 informal conferences in 8 locations with 181 settled.

| 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 | 159,375 | 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 | 21,900 | 35,050 | 110,350 | 57,425 | 50,900 | | | | | | |
| *May collected figures include payments 5/1/2010 through 6/1/2010 | | | | | | | | | | | | |
| ** June collected figure includes payments 6/1/2010 through 6/30/2010 | | | | | | | | | | | | |

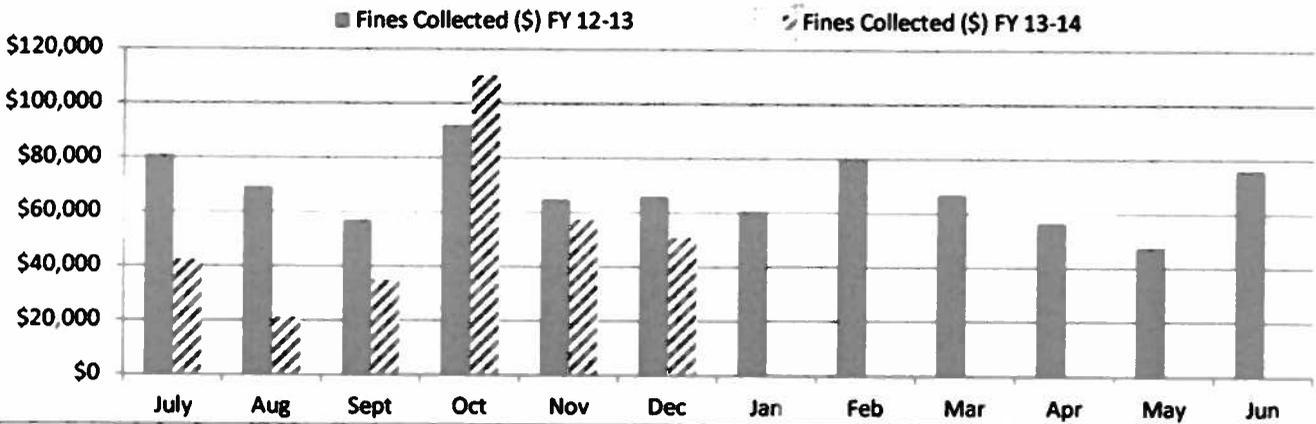
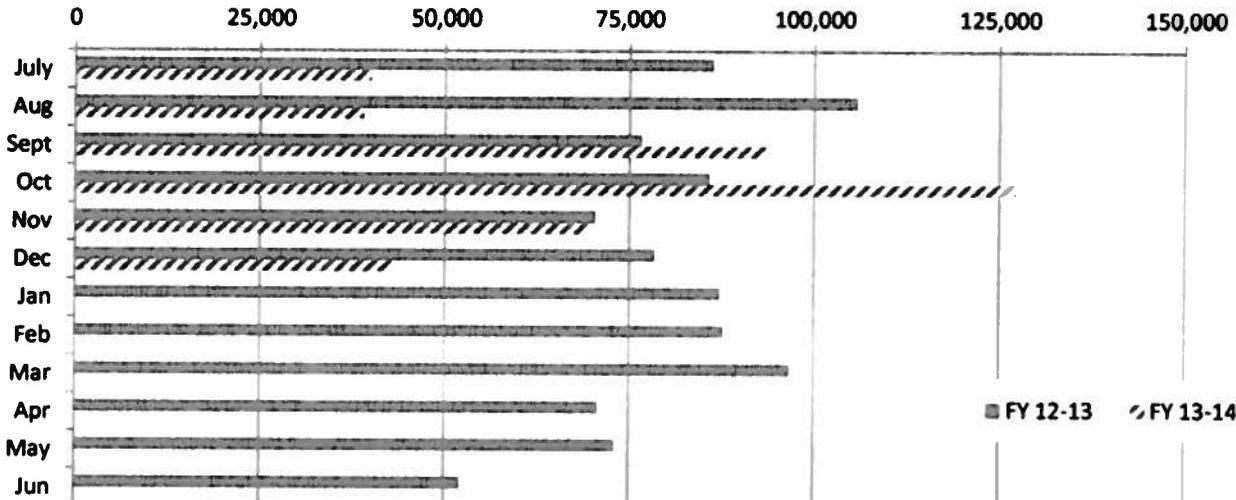
CLAIMS DEPARTMENT - Fine Activity Report Dec 2013

The number of fines assessed by the Claims Department decreased in number to 204 from 272 in Nov. The number of Claims fines paid decreased from 459 in Oct to 242 in Nov.

Total fine dollars assessed in Dec. was \$42,7500 a decrease over prior month \$69,350. Fine revenue received in Dec. was \$50,900 a decrease over prior month \$57,425.



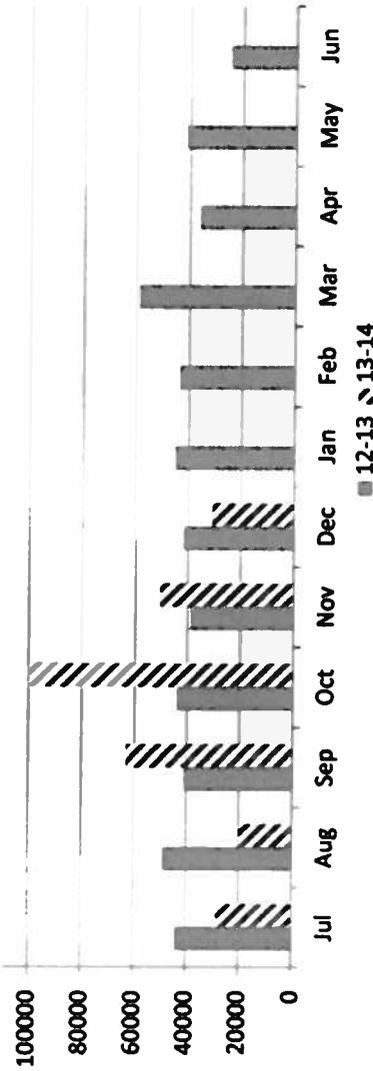
Net Fines Assessed (\$)



FORM 18 FINE ASSESSMENTS

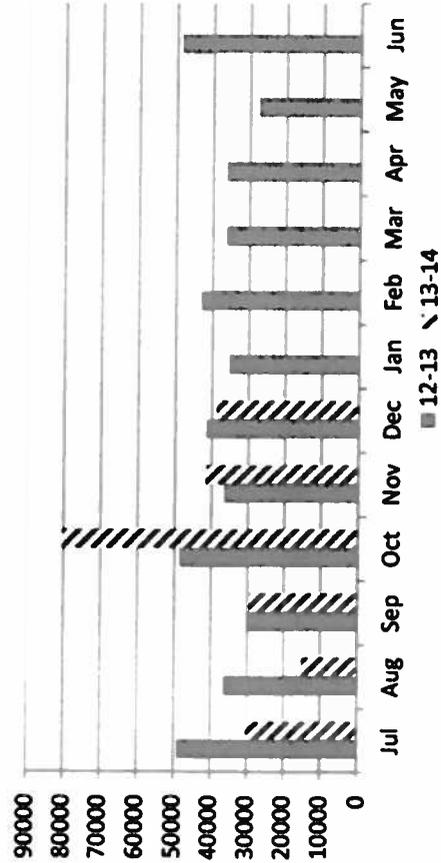
Consistent with overall Commission strategy, the Claims Department works with our Carrier partners to develop approaches that result in increased compliance levels and reduced Fine related costs to businesses in South Carolina.

A key "success measure" of this effort is the Form 18 Fine Assessment report. For the month of Dec 2013, this has resulted in a decrease in Form 18 Fine Assessments to \$ 30,800 as compared to Nov. 2013 \$50,200. The actual number of fines assessed decreased from 166 in Nov 2013 to 143 in Dec 2013.



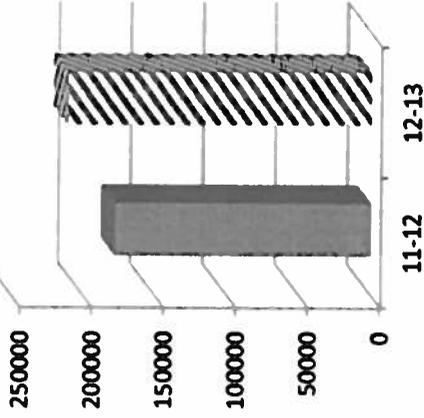
FORM 18 FINE COLLECTION

In Nov 2013, the Claims Department received payment on Form 18 Fines resulting in revenue of \$41,400.



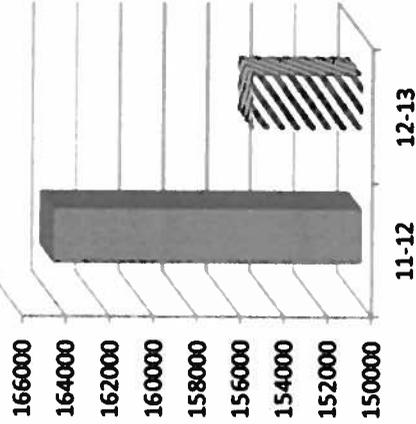
FORM 18 FINE ASSESSMENTS YTD

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.



State of South Carolina

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



Tel: (803) 737-5700
Fax: (803) 737-5768
www.wcc.sc.gov

Workers' Compensation Commission

January 21, 2014

To: Gary M. Cannon
Executive Director

From: Virginia L. Crocker

RE: **Monthly Judicial Report**

The New Year begins with success in our mediation program and the normal reduction in pleadings as usual during the holiday season. For the month of December, there were one hundred and twenty-five (125) regulatory mediations, twenty-two (22) requested mediations, and five (5) Commissioner ordered mediations. The one hundred fifty-two mediations accounted for fifty-nine (59%) percent of the matters considered during the month. There were one hundred and five (105) Single Commissioner Hearings held.

No aggregate mediations were scheduled during the month of December. Another round is scheduled for February. There has been some delay with the scheduling of these matters awaiting response from the Social Security Administration with regard to proper allocation of benefits.

The Judicial Staff continues to monitor the mediation process and answer questions to our constituents regarding policy and procedure. They have been active in making sure the Commission is advised of the status of the mediations and that the Forms 70s are received in a timely manner.

We are also monitoring the success of our improvements to the eCase system which allow the Parties to monitor the status of their cases online. This has been extremely helpful in reducing the amount of emails and telephone calls regarding status inquiries.

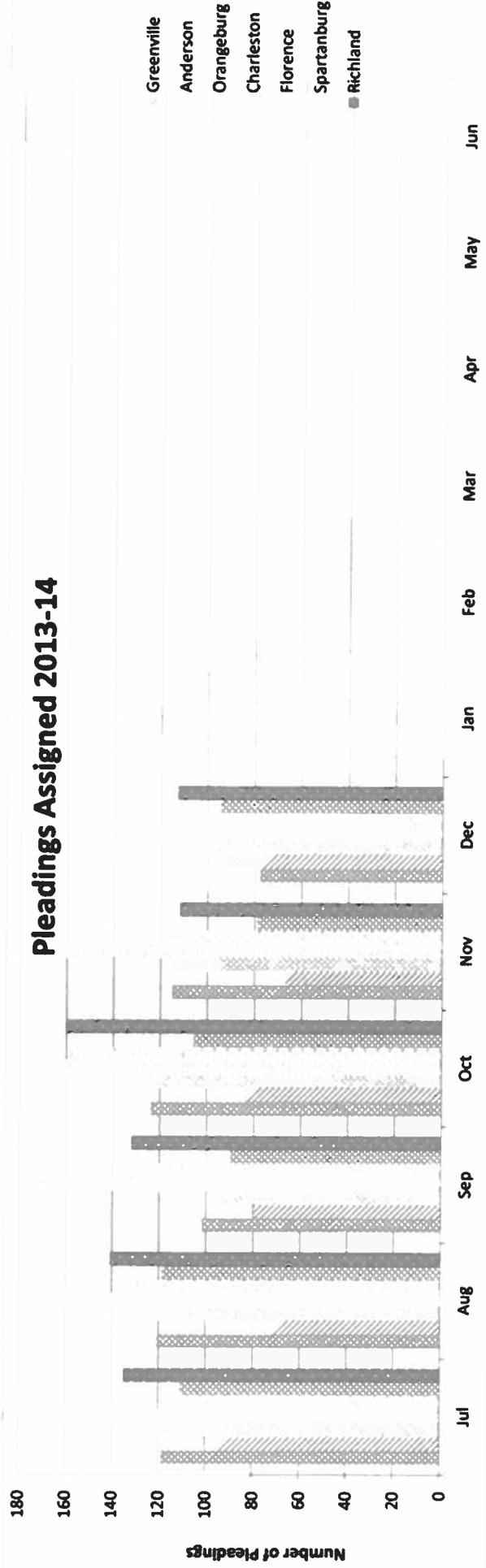
This month, the Appellate Division has worked to ensure the entire appellate record is scanned and indexed in our system to allow Commissioners to review the entire record online. Not only does this save us copy costs, but it also allows the Commissioners to review the appeals at their convenience off-site and not solely rely on the distribution from the Judicial Department one week prior to oral argument. Additionally, a specific Commissioner has been assigned to each pending appeal for the management of that case through the process of appeal.

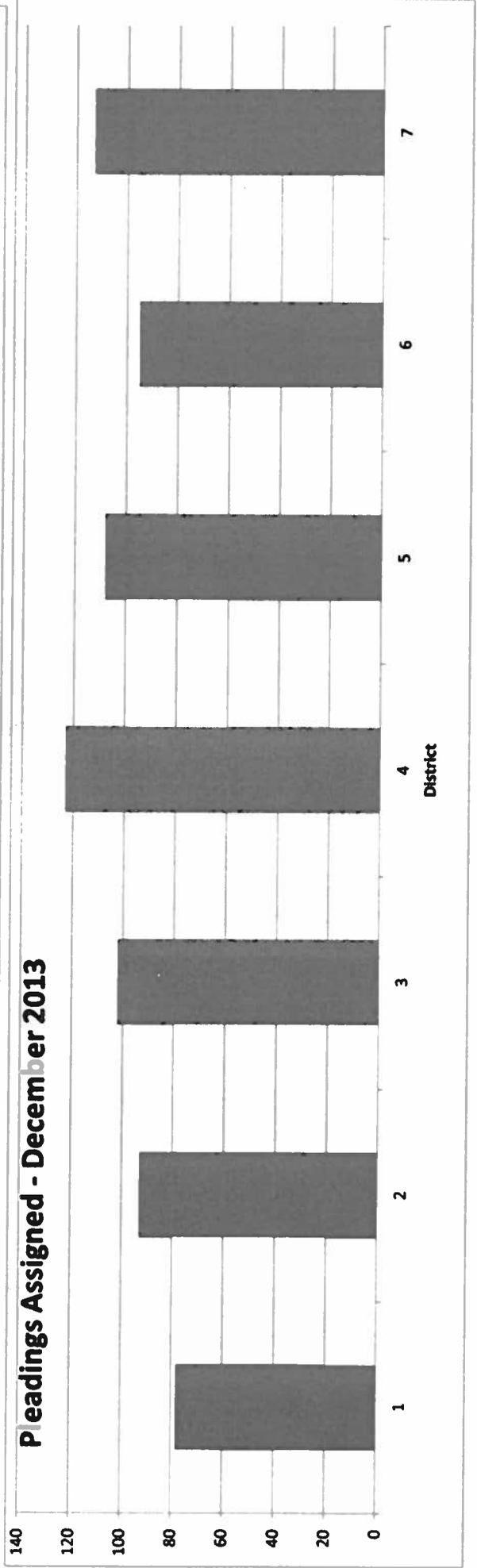
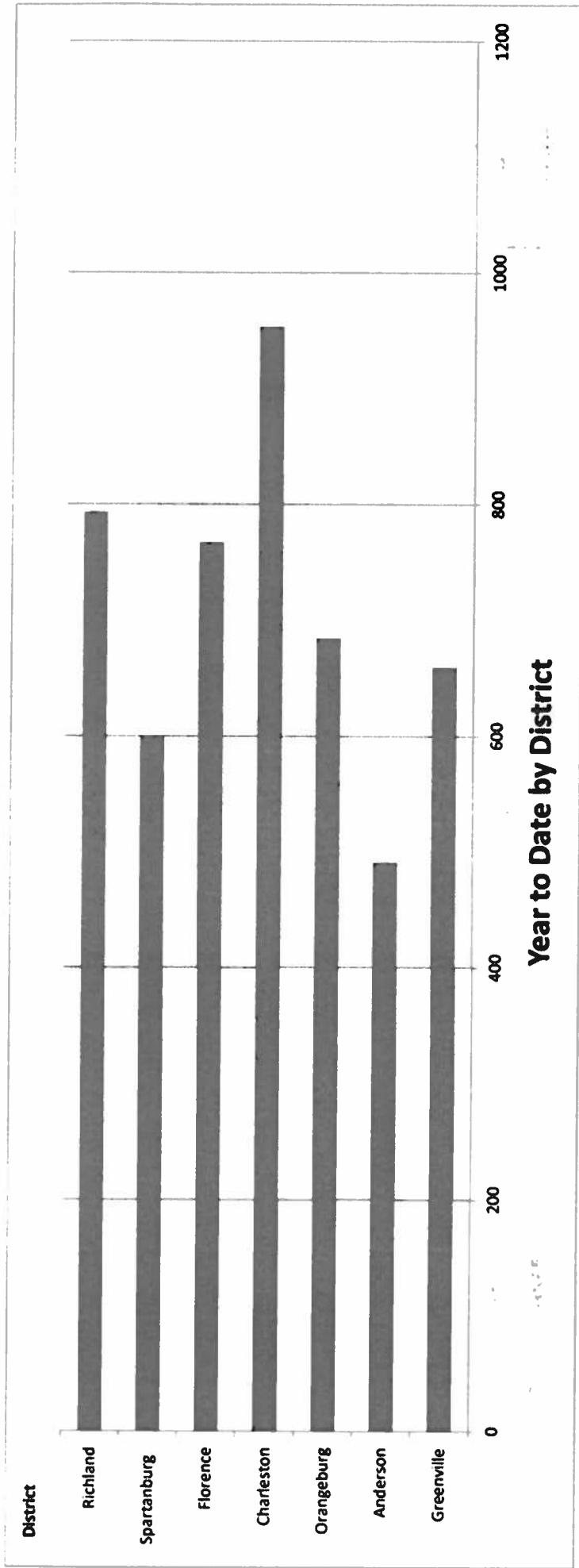
Virginia L. Crocker
Judicial Director
vcrocker@wcc.sc.gov
803.737.5739 Voice
803.239.7935 Cell

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 | 160 | 153 | 117 | 140 | 155 | 111 | 99 | 139 | 135 | 173 |
| Aug | 121 | 133 | 140 | 71 | 100 | 104 | 121 | 126 | 122 | 170 | 176 | 199 | 131 | 153 | 149 | 119 | 149 | 184 | 141 | 215 | 183 |
| Sep | 102 | 95 | 121 | 80 | 100 | 95 | 97 | 101 | 128 | 163 | 144 | 143 | 137 | 101 | 152 | 90 | 107 | 131 | 132 | 144 | 148 |
| Oct | 124 | 118 | 118 | 84 | 97 | 97 | 128 | 120 | 134 | 170 | 188 | 198 | 159 | 138 | 128 | 106 | 115 | 132 | 160 | 146 | 144 |
| Nov | 115 | 111 | 159 | 67 | 99 | 94 | 115 | 125 | 133 | 163 | 153 | 151 | 115 | 139 | 121 | 79 | 106 | 138 | 112 | 138 | 191 |
| Dec | 78 | 74 | 164 | 93 | 80 | 142 | 102 | 142 | 104 | 123 | 126 | 181 | 108 | 118 | 117 | 95 | 116 | 115 | 113 | 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 | 659 | 1233 | 1518 | 491 | 1079 | 1188 | 684 | 1384 | 1435 | 953 | 1891 | 1952 | 767 | 1483 | 1625 | 600 | 1338 | 1546 | 793 | 1771 | 1856 |

Pleadings Assigned 2013-14



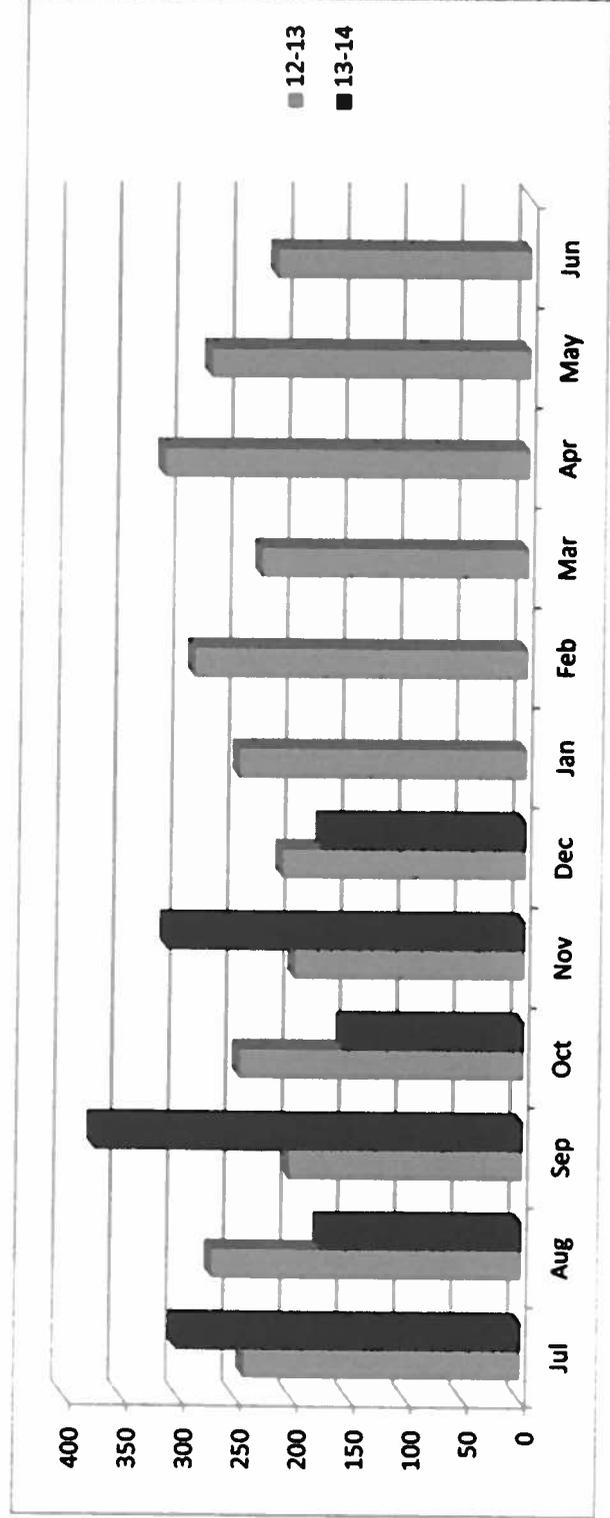
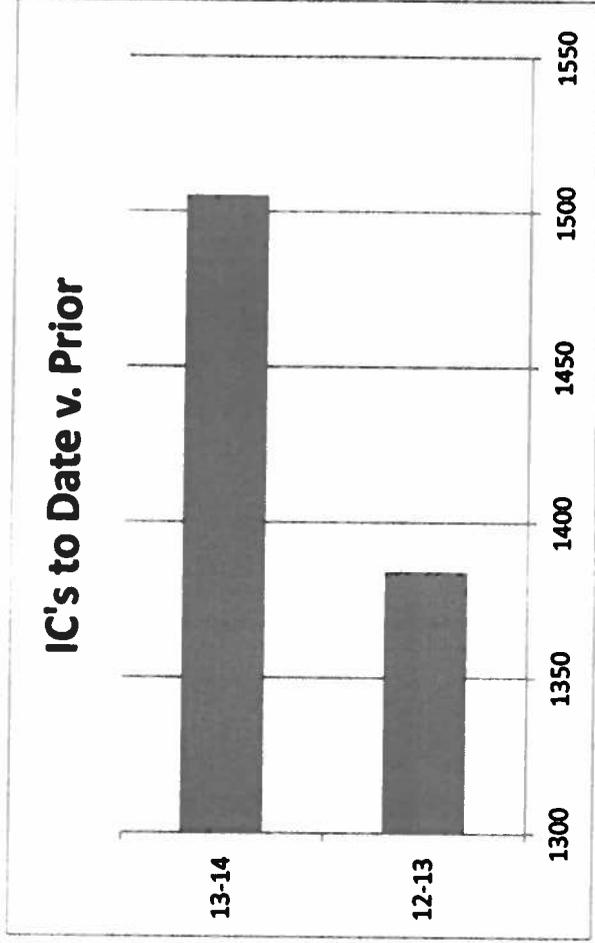


Informal Conf. Conducted

| | 12-13 | 13-14 | |
|--------------|-------------|-------------|--------|
| Jul | 243 | 303 | 124.7% |
| Aug | 272 | 176 | 64.7% |
| Sep | 205 | 376 | 183.4% |
| Oct | 249 | 158 | 63.5% |
| Nov | 202 | 314 | 155.4% |
| Dec | 213 | 178 | 83.6% |
| 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 | 1505 | |

Y-T-D
 12-13 **1384** 13-14 **1505** **108.7%**

IC's to Date v. Prior

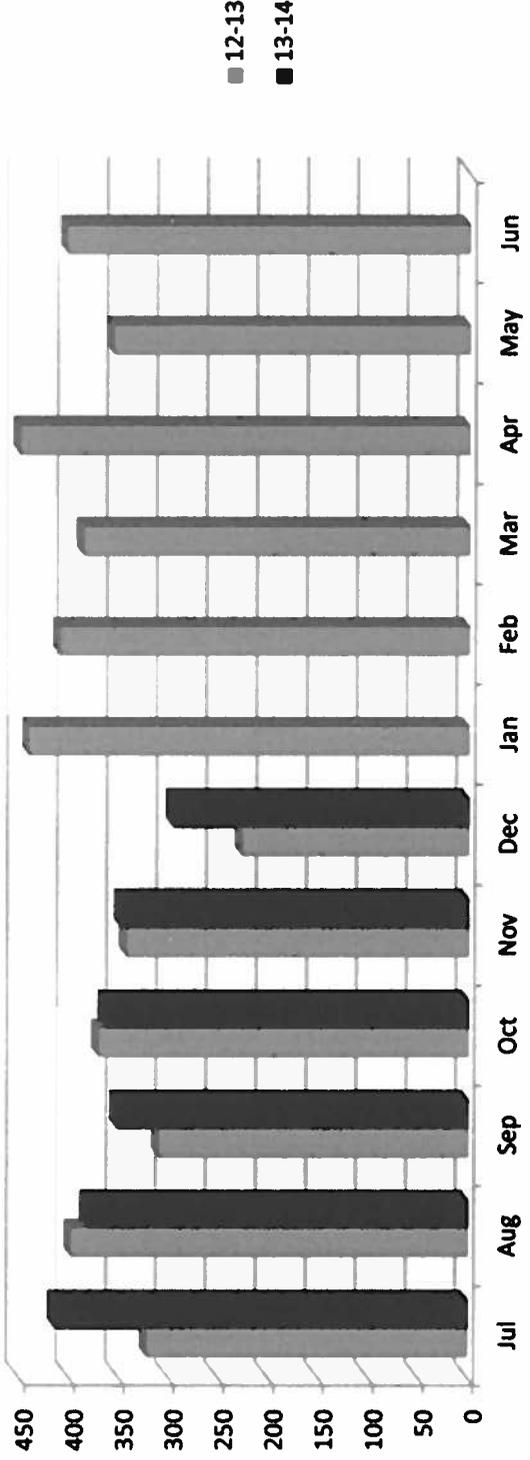
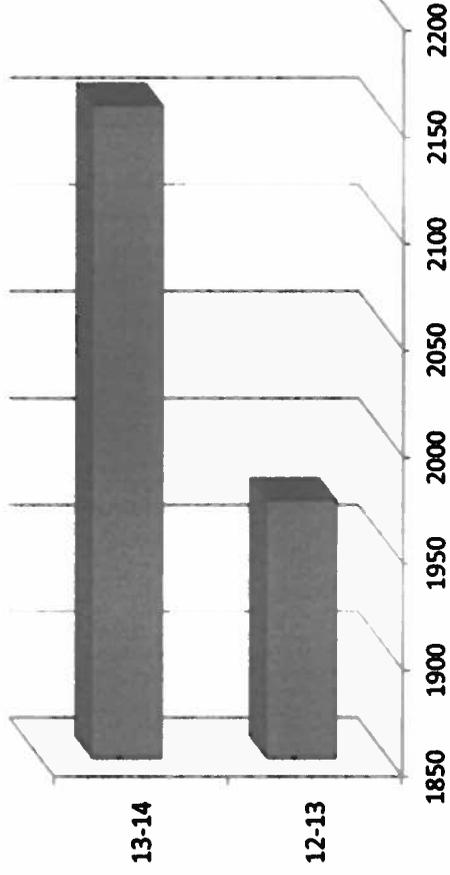


Informal Conf. Requested

| | 12-13 | 13-14 |
|--------------|-------------|-------------|
| Jul | 322 | 414 |
| Aug | 398 | 382 |
| Sep | 310 | 352 |
| Oct | 371 | 364 |
| Nov | 343 | 348 |
| Dec | 227 | 296 |
| Jan | 441 | |
| Feb | 410 | |
| Mar | 386 | |
| Apr | 450 | |
| May | 356 | |
| Jun | 403 | |
| Total | 4417 | 2156 |

| | | |
|--------------|--------------|-----------------|
| Y-T-D | 12-13 | 13-14 |
| | 1971 | 2156 |
| | | 1.093861 |

Y-T-D



State of South Carolina

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



TEL: (803) 737-5700
www.wcc.sc.gov

Workers' Compensation Commission

Executive Director's Report
Gary M. Cannon
January 17, 2013

Staff Re-Organization

In our continuous efforts to further improve productivity and services to our stakeholders, the following organizational changes were made effective January 7:

- The File Room function transferred from the Claims Department to the Administration Department
- Joan Burckhalter was transferred from receptionist to the File Room
- The vacant Claims Analyst position in the Claims Department was reclassified to an Administrative Specialist II position and transferred to the Administration Department as the receptionist position
- Dionne Witherspoon assigned to the temp position in the File Room was transferred to the Insurance and Medical Services Department to provide administrative support to Compliance and Coverage

Personnel Recruitment

Recruiting has begun for the Administrative Specialist II (Receptionist) position in the Administration Department. More than 500 applications have been received. The closing date for accepting applications is midnight on Thursday, January 16, 2014.

Valerie Deller, Claims Examiner in the Judicial Department, was selected for the recently posted Compliance Officer position in the Coverage and Compliance Division. She will begin her new responsibilities January 17.

Employee Meetings/Staff Training

An Executive Leadership Team follow-up session was held on January 8. Seventeen project teams have been formed based on previous strategic planning sessions. Project Team Guidelines providing a summary of expectations for each team were reviewed and discussed. Team Leaders will provide status updates at a follow-up session scheduled for January 29. The next all employee meeting is scheduled for January 23.

FY 2014-15 Budget

Commission Chairman, Executive Director and Director of Finance will meet with the House Ways and Means Committee, Transportation and Subcommittee, on January 29, 2014 to present the SCWCC 2014-15 Proposed Budget.

Other Meetings

The Executive Director participated in the following meetings/activities:

- January 2, 2014 – Meeting at Attorney General’s Office
- January 10, 2014 – Presentation to SC Small Business Regulatory Review Committee
- January 15, 2014 – Planning Committee for SC Bar – WC Essentials Program

Informal Conference Mediators Training

DiAnn Davis, Informal Conference mediator, observed 10 clincher conferences conducted in Richland County by Chairman Beck.

Constituent /Public Information Services

For the period December 10, 2013 through January 14, 2014 the Executive Director’s Office and the General Counsel’s office had 335 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 December 10, 2013 through January 14, 2014, we added 19 individuals to the Commission’s stakeholder distribution list. A total of 450 individuals currently receive notifications from the Commission.

SC Vocational Rehabilitation Department

Attached is a report on SCVRD/WCC referrals provided by Chuck Hamden, SCVRD Counselor, for December 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: December 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 December 2013.

During the December 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, thirty-three (33) referral letters have been sent in December to potential clients.

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

- One (1) referral has been made for the Lancaster SCVRD office
- One (1) referral has been made for the Richland County SCVRD office.
- Two (2) letters was returned with no forwarding address.

Additionally, one (1) Workman's Compensation employee has been referred to Vocational Rehabilitation for services.

In Fiscal Year 2014, 1,422 cases for Lexington County and 1,311 cases for Richland County have been reviewed to search for potential Vocational Rehabilitation referrals as of December 31st. Of the cases reviewed, 146 letters have been sent and twenty-seven (27) referrals have been made to SCVRD offices across the state.

Beginning in January 2014, SCVRD, in conjunction with Client Services, will begin to look at transitioning to begin using the WCC-SCVRD portal in order for VR Counselors to reach out to more potential referrals.

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

| COUNTY | July | Aug | Sep | Oct | NOV | Dec | Jan | Feb | Mar | Apr | May | June | Cnty Total |
|--------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------------|
| Abbeville | | | | | | | | | | | | | 0 |
| Aiken | | 1 | | | | | | | | | | | 1 |
| Allendale | | | | | | | | | | | | | 0 |
| Anderson | | | | | | | | | | | | | 0 |
| Bamberg | | | | | | | | | | | | | 0 |
| Barnwell | | | | | | | | | | | | | 0 |
| Beaufort | | | | | | | | | | | | | 0 |
| Berkeley | 1 | | | 1 | | | | | | | | | 2 |
| Calhoun | | | | | | | | | | | | | 0 |
| Charleston | 1 | 2 | 1 | | | | | | | | | | 4 |
| Cherokee | | | | | | | | | | | | | 0 |
| Chester | | | | | | | | | | | | | 0 |
| Chesterfield | | | | | | | | | | | | | 0 |
| Clarendon | | | | | | | | | | | | | 0 |
| Colleton | | | | | | | | | | | | | 0 |
| Darlington | | | | | | | | | | | | | 0 |
| Dillon | | | | | | | | | | | | | 0 |
| Dorchester | 1 | 1 | | | | | | | | | | | 2 |
| Edgefield | | | | | | | | | | | | | 0 |
| Fairfield | | | | | | | | | | | | | 0 |
| Florence | | | | | | | | | | | | | 0 |
| Georgetown | | | 1 | | | | | | | | | | 1 |
| Greenville | 1 | | | | | | | | | | | | 1 |
| Greenwood | | | | | | | | | | | | | 0 |
| Hampton | | | | | | | | | | | | | 0 |
| Horry | | | | | | | | | | | | | 0 |
| Jasper | | | | | | | | | | | | | 0 |
| Kershaw | | 1 | | | | | | | | | | | 1 |
| Lancaster | | | | | | 1 | | | | | | | 1 |
| Laurens | | | | | | | | | | | | | 0 |
| Lee | | | | | | | | | | | | | 0 |
| Lexington | | 2 | 2 | 1 | 1 | | | | | | | | 6 |
| Marion | | | | | | | | | | | | | 0 |
| Marlboro | | | | | | | | | | | | | 0 |
| McCormick | | | | | | | | | | | | | 0 |
| Newberry | | | | | | | | | | | | | 0 |
| Oconee | | | | | | | | | | | | | 0 |
| Orangeburg | | 1 | | | 1 | | | | | | | | 2 |
| Pickens | | | | | | | | | | | | | 0 |
| Richland | | | 1 | 2 | 1 | 1 | | | | | | | 5 |
| Saluda | | | | | | | | | | | | | 0 |
| Spartanburg | | | | | | | | | | | | | 0 |
| Sumter | | 1 | | | | | | | | | | | 1 |
| Union | | | | | | | | | | | | | 0 |
| Williamsburg | | | | | | | | | | | | | 0 |
| York | | | | | | | | | | | | | 0 |
| Monthly Ttls | 4 | 9 | 5 | 4 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 27 |

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

| Primary Disability | # |
|--|-----------|
| Mobility Impairments | 2 |
| Manipulation/dexterity impairments (hand/fingers) | 4 |
| Other Orthopedic Impairments (e.g. limited range of motion) | 16 |
| General physical debilitation (fatigue, weakness, chronic pain) | 3 |
| Hearing or visual Impairments | |
| Other physical Impairments (not listed above) | 2 |
| Total | 27 |

State of South Carolina

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



TEL. (803) 737-5700
www.wcc.sc.gov

Workers' Compensation Commission

TO: Commissioners

**FROM: Gary Cannon
Executive Director**

A handwritten signature in blue ink that reads "Gary M Cannon".

DATE: January 21, 2014

RE: Electronic Images Fee Schedule

The Commission continues its mission to improve services to our stakeholders. Implementation of eCase allows parties to cases to acquire the status of the case. In recent months, we have received feedback from our stakeholders that accessing the electronic images of the case documents would greatly improve our service to them and potentially reduce their costs by decreasing their need for requesting paper copies of documents.

In 1995 the Commission adopted a fee schedule for obtaining paper copies of documents. The fee is \$20 for pages 1-20 and \$.50 per page for additional pages. The fee, pursuant to the requirements in the Freedom of Information Act, is based on the costs associated with providing the paper records to the person making the request.

While the current statutory framework permits the Commission to pass on to the parties the costs associated with providing access to electronic copies of the files, it is necessary for the Commission to amend the fee schedule to allow us to recover the costs incurred by the Commission when providing access to the electronic images.

Attached is an analysis prepared by Keith Roberts providing details for the proposed fee for accessing electronic images and a review of several pricing options. The analysis includes the estimated cost of \$88,559 for Commission staff time for design and development, purchase and coding of software licenses, Commission staff time for routine maintenance, and monthly charges for DSIT services. These expenditures are included in our current fiscal year budget.

Recommendation

Staff recommends the Commission approve the following amendment to the Copy Cost Fee Schedule as required by the Freedom of Information Act:

Parties to cases may purchase access to the electronic images in a case file through the Commission's eCase portal. The fee for such access will be \$20.00 for a 24 hour period.

TO: Gary Cannon, Executive Director

FROM: J. Keith Roberts, Attorney

DATE: January 17th, 2014

RE: Recommendations on Pricing Models for Electronic Copy Requests

Currently, the parties pay \$ 20.00 up front with their basic copy requests, and the Commission bills them for the additional charges at a rate of \$0.50 per page. This is done pursuant to the fee schedule for copying costs created by a directive of the Commission dated October 1st, 1996. Over the last five years, the costs involved with preparing copies of records have been passed on to the requesting party using this model as follows:

| FISCAL YEAR | TOTAL CHARGES | CHARGES FOR BASIC COPY REQUESTS | # BASIC COPY ¹ REQUESTS | CHARGES FOR ADDITIONAL PAGES | # OF ADDITIONAL PAGES REQUESTED |
|-------------|---------------|---------------------------------|------------------------------------|------------------------------|---------------------------------|
| FY 12-13 | \$ 87,499.00 | \$ 60,513.00 | 3,025 | \$ 26,986.00 | 53,972 |
| FY 11-12 | \$ 88,250.00 | \$ 63,133.00 | 3,156 | \$ 25,117.00 | 50,234 |
| FY 10-11 | \$ 93,958.00 | \$ 68,915.00 | 3,445 | \$ 25,043.00 | 50,086 |
| FY 09-10 | \$ 94,635.00 | \$ 68,573.00 | 3,428 | \$ 26,062.00 | 52,124 |
| FY 08-09 | \$ 102,767.00 | \$ 77,380.00 | 3,869 | \$ 25,387.00 | 50,774 |

However, charges under FOIA for receiving copies of electronic records must be based on the actual costs associated with providing the records electronically. Since this is prospective in nature, we will have to estimate the actual costs for the first year. I recommend we revise the fee schedule on an annual basis using numbers from the actual usage. Estimates of the costs for the first year are as follows:

¹ The upfront charge for a basic copy request is \$20.00. The reason the total amount of charges for basic copy requests does not evenly divide by twenty is because sometimes parties will send in a check for the incorrect amount (i.e. \$25.00) with their basic copy request. The party is then billed or reimbursed accordingly in a separate transaction.

| Service | Breakdown | Estimated Cost |
|-------------------------------------|--------------------------|-----------------|
| Design View Images: Amanda | \$33.09 h/r for 50 hr/s | \$1,655 |
| Design View Images: Betsy | \$61.08 h/r for 175 h/rs | \$10,689 |
| KeyMark License and coding | \$33,970.00 | \$33,970 |
| BravePoint Coding | \$125 h/r for 100 h/rs | \$12,500 |
| Maintaining View Images: Betsy | \$61.08 h/r for 10 h/rs | \$610 |
| Maintaining View Images: Amanda | \$33.09 h/r for 195 h/rs | \$6,453 |
| Maintaining View Images: Duane | \$46.61 h/r for 40 h/rs | \$1,865 |
| DSIT Costs for non-SCEIS Imaging | \$1,734.75 per month | \$20,817 |
| TOTAL | | \$88,559 |

Based on the numbers provided by IT and Human Resources, the actual costs to the Commission of producing records electronically will be \$ 88,559.00.

POSSIBLE PRICING STRUCTURES

The Commission's current pricing structure essentially breaks down as a minimum of \$20.00 for up to the first twenty pages, and \$ 0.50 per page for the remainder. Over the last five years, the requests made on a per page basis are:

| FISCAL YEAR | Initial Pages | Additional Pages | Total Pages |
|-------------|---------------|------------------|-------------|
| FY 12-13 | 60,500 | 53,972 | 114,472 |
| FY 11-12 | 63,120 | 50,234 | 113,354 |
| FY 10-11 | 68,900 | 50,086 | 118,986 |
| FY 09-10 | 68,560 | 52,124 | 120,684 |
| FY 08-09 | 77,380 | 50,774 | 128,154 |

In the five year period from 2008- 2013, the Commission provided a total of 595,650 pages in response to file copy requests. On average, the Commission provided 119,130 pages per year in response to file copy requests.

However, it is the hope and expectation of staff that by providing the much more convenient method of access to the files, the number of records requested from the Commission will increase once electronic access is available. Furthermore, the Commission should keep in mind

that not all requests will be made electronically and the Commission will still be responding to some requests for hard copies of files. Finally, it should be considered that the cost of \$88,559.00 per year is only an estimate; until we have actually implemented and started maintaining the system, the Commission will not know exactly how much it will cost to provide, and may need to adjust its fee schedule accordingly.

Keeping these factors in mind, below are some examples of pricing structures based on estimated numbers of requests and costs:

| | # of Pages Requested | Annual Costs | Charges per Page |
|-----------------|----------------------|--------------|------------------|
| Current Average | 119,130 | \$ 88,559.00 | \$ 0.74 |
| 50% increase | 178,695 | \$ 88,559.00 | \$ 0.50 |
| 100% increase | 238,260 | \$ 88,559.00 | \$ 0.37 |
| 200% increase | 357,390 | \$ 88,559.00 | \$ 0.25 |

These numbers are based on a pricing model that charges users “per page”. The Commission should be aware that records stored in OnBase are stored as images rather than paginated documents. As a result, each “file” saved into OnBase can be accessed through the portal, regardless of the number of physical pieces of paper contained in the original document of which the imaged was scanned from consisted. So, a single page Form 18 would count as one “document”, as would a 22 page Decision and Order. This should be kept in mind when setting a fee schedule. The design for presenting images via eCase would provide a user a list of documents stored to a specific WCC case number. Therefore, all documents associated with the WCC case at the time of the query would be available as one query. If a user signs on to view documents one week later and additional documents were stored, they would be available at that time.

The Commission could also consider, rather than charging per page, charging per WCC case file for all available documents. Under this method, the party would pay a flat fee to have access to all the records contained on the Commission’s database in one case file for a one hour of time per query. Over the last five years, from 2008-2013, there have been a total of 16,925 files requested, with an average of 3,385 per year. Were the Commission to charge based on a per file basis, it could break down as follows:

| DEMAND | # of Files Requested | Annual Costs | Charges per File |
|-----------------|----------------------|--------------|------------------|
| Current Average | 3,385 | \$ 88,559.00 | \$ 26.16 |
| 50% increase | 5,077 | \$ 88,559.00 | \$ 17.44 |
| 100% increase | 6,770 | \$ 88,559.00 | \$ 13.08 |
| 200% increase | 10,155 | \$ 88,559.00 | \$ 8.72 |

When taking into consideration the technical aspects associated with setting up such a system, providing unlimited access to all the data contained in a single file for a set period of time in exchange for a fixed payment amount is the most practical. Under this model, a party would pay a fixed amount to have access to all electronic records contained in an electronic file at that particular point in time. Once the party had paid the fee, the party would be able to access any or all images contained in a file and print, download, or otherwise make a permanent copy at their leisure. This would provide the party with the same data that would be available to them currently if they paid \$20.00 plus copying costs for a paper copy of the file.

Based on the data available at this time, \$88,559.00 is a realistic expectation of the actual costs to the Commission of providing electronic access to records contained in its files. We expect the number of copies requested to increase; we just don't know how much. We hypothesize that the demand will be somewhere between the current average number of files and a 50% increase. Therefore, we recommend that the fee for obtaining files should be between \$17.44 and \$26.16 if it is charged on a per file basis.

It is staff's recommendation at this time that the Commission allow parties to obtain electronic copies of files by granting unlimited access to all images stored in a particular file for a set 24 hour period of time in exchange for a fee of \$20.00.

State of South Carolina

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



TEL: (803) 737-5700
www.wcc.sc.gov

Workers' Compensation Commission

TO: Commissioners

**FROM: Gary Cannon
Executive Director**

DATE: January 21, 2014

RE: Desktop and Laptop Computer Equipment Replacement

Attached is a recommendation from the IT Director with regard to the replacement program for the agency's desktop and laptop computers.

The General Assembly approved an additional \$77,424 in the Commission's FY2013-14 budget for improvements to our IT program. To date the following items have been purchased from the additional funds.

| | Amount |
|---|------------------|
| Additional Monitors (Purchased 11/12/13) | \$ 2,472 |
| View Images Electronic Documents License/Coding (approved 11/18/13) | \$ 33,971 |
| Upload Documents License/Coding (Request 1/21/14) | \$ 7,977 |
| Computer Equipment Replacement Program (Request 1/21/14) | \$ 14,509 |
| Total | \$ 58,929 |

I recommend the Commission approve the IT Director's recommendation and authorize a lease purchase program.



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director

From: Betsy Hartman
IT Director

Date: January 7, 2014

Subject: IT Department PC & Laptop Refresh recommendation

A detailed inventory has been completed to determine the number of workstations and laptops that are needed by the staff and work areas to efficiently conduct business at SC Workers' compensation. Since my tenure at the Commission, it has been my opinion that following industry best practices for the refresh of daily use equipment is necessary to keep up with technology to adhere to security standards. I am recommending that the Commission should replace workstations every five years and laptops every three years. Any workstation that is more than seven years old and any laptop older than 5 years old should be salvaged.

I have obtained quotes to purchase and lease workstations and laptops. It is my recommendation to start leasing equipment on an annual lease plan through Ontario Leasing off of the state term contract. Based on the recommendation for life cycle of each type of equipment (three or five years) I have developed a five year refresh plan.

| Recommended 5 year Workstation and Laptop Refresh Plan | | | | | | | |
|--|------------|--------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| as of 12/2013 | | | | | | | |
| year | # of units | type of unit | 2014 | 2015 | 2016 | 2017 | 2018 |
| 2014 | 19 | Work Station | \$4,955.96 | \$4,955.96 | \$4,955.96 | \$4,955.96 | \$4,955.96 |
| 2014 | 16 | laptops | \$7,540.00 | \$7,540.00 | \$7,540.00 | \$7,540.00 | \$7,540.00 |
| 2015 | 7 | Work Station | | \$1,825.88 | \$1,825.88 | 1825.88 | \$1,825.88 |
| 2015 | 1 | laptops | | \$471.25 | \$471.25 | \$471.25 | \$471.25 |
| 2016 | 22 | Work Station | | | \$5,738.48 | \$5,738.48 | \$5,738.48 |
| Totals | 65 | | \$14,509.96 | \$16,808.09 | \$22,547.57 | \$22,548.57 | \$22,549.57 |

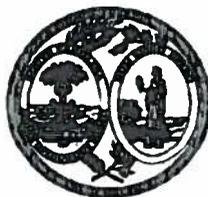
** the number of units include workstations or laptops for staff(54), scanner stations(4), banking station(1), IT test boxes(3) and spares(3) which can be dedicated to interns as needed

At the end of the lease period, the equipment is returned to Ontario and we would obtain new quotes for the next lease cycle. Based on past history, the equipment costs have remain very close to the cost of today and could be expected to drop unless there is a drastic change in technology. The information is as accurate as I can project for the next five years and should be considered in our budget requests for each budget cycle going forward to ensure we stay as current as necessary to continue to conduct business in the most efficient way possible.

Please let me know if you have any additional questions or concerns.

State of South Carolina

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



TEL: (803) 737-5700
www.wcc.sc.gov

Workers' Compensation Commission

TO: Commissioners

FROM: Gary Cannon
Executive Director 

DATE: January 21, 2014

RE: Upload of Electronic Documents

The Commission continues its mission to improve services to our stakeholders. Two Commissioners are reducing their requirements for paper documents by requiring the attorneys to submit the APA's after the hearing as an electronic document via email. This requires them to use our secure email system, which is necessary to ensure any documents sent to us are secured and are not infected with a virus. The secure email system is not simple to use and is limited in the amount of data that may be emailed at one time.

The IT staff recommended an improved process by which the electronic documents may be submitted to the Commission. The Commission will create a process to allow the attorneys to "upload" the documents direct to our system via the eCase portal. The document will be uploaded and reviewed for viruses and, if necessary, appropriate action is taken. Once the upload review process is complete, the document will be inserted in the case file.

The current system takes the paper documents we scan and saves them as an electronic image in TIFF format. Documents uploaded by attorneys are done so in PDF format. For us to convert the PDF image to TIFF image for our On-Base electronic document management system requires the purchase of software license and coding. The coding will also include adding a date and time stamp to each electronic document prior to storing in the database. KeyMark is the current vendor for On-Base system electronic document imaging system and will be the provider for the new license and coding.

The total cost for the license and coding is \$7,977. Attached are a recommendation from Betsy Hartman and the cost proposal from KeyMark.

Funds are included in the current FY2013-14 budget for upgrades to the IT system. It is recommended the Commission approve this purchase of license and coding from KeyMark to proceed with the implementation of the document upload system.

Cannon, Gary

From: Hartman, Betsy
Sent: Tuesday, January 07, 2014 1:25 PM
To: Cannon, Gary
Cc: _WCC - IT
Subject: Upload custom coding and licensing 2014.docx
Attachments: Upload custom coding and licensing 2014.docx

Gary,

I receive a new quote from KeyMark to cover the conversion of the files uploaded to .tiff format which is the standard that is needed to store images. Although it is possible to store other file types , we recommend that we adhere to the standard that was set when SCWCC implemented OnBase. It is a sound decision and there is no reason to change it at this point. KeyMark has also found a solution for time date stamping images that are uploaded. We will work with them to also include items that are scanned and virtually printed to eliminate the need to stamp the paper copies. If a Commissioners Office has a preference of using paper copies it would be the AA's responsibility to date stamp any documents received as paper or to print a copy from Onbase.

Without this custom coding and licensing we will not make the January 15th dead line for uploading APA and Prehearing Briefs. We may not make the date unless KeyMark can dedicate a resource to accomplish the task. This may be feasible as it is only 1 day or less to accomplish. But we would need to purchase the licensing prior to going live.

Please let me know if you have any questions or concerns.



Workers' Compensation Commission

To: Gary Cannon
SCWCC Executive Director
From: Betsy Hartman
IT Director
Date: January 7, 2014
Subject: Upload documents via eCase

In the process of designing and testing methods to securely upload documents from eCase, several of the requirements have required us to look for outside 3rd party solutions because our current software and code base doesn't handle the needs.

The specific issues were:

- Converting the uploaded file formats to .tiff which is the standard format that we store images in.
- The ability to time/date stamp incoming documents
- Workflow to distribute the documents to the correct staff member and give them functionality to properly work the documents in the most expedient manner

We contacted KeyMark to validate that the current licensing we have with OnBase would allow us to meet these requirements and found there is a need for some custom coding and additional licenses to securely complete the project. KeyMark has already tested a script to accomplish the conversion of the file and adding a time date stamp. I have asked them for a quick turnaround to implement this which they are attempting to meet our request.

The additional cost includes the following items:

| Item | Unit Cost | State Term | Qty. | Total | Extended |
|--|-------------|-------------|------|-------------|-------------|
| OnBase Software | | | | | |
| Concurrent Workflow Client SL (1-20) | \$ 2,000.00 | \$ 1,620.00 | 2 | \$ 3,240.00 | |
| PDF Framework | \$ 3,000.00 | \$ 2,430.00 | 1 | \$ 2,430.00 | |
| Total OnBase Software | | | | \$ 5,670.00 | \$ 5,670.00 |
| Technical Services - Time & Materials | | | | | |
| ESTIMATE - KeyMark hours required for installation and updating of script. Actual services to be billed as time and materials. | \$ 225.00 | \$ 190.00 | 8 | \$ 1,520.00 | |
| Total Technical Services | | | | \$ 1,520.00 | \$ 1,520.00 |
| Annual Maintenance | | | | | |
| OnBase Maintenance - prorated through 08/01/14 - assumes order placed before 1/14/13 | \$ 787.27 | \$ 787.27 | 1 | \$ 787.27 | |
| KeyMark Hourly Support (To be charged on a per hours basis as needed) | \$ 225.00 | \$ 190.00 | 1 | \$. | |
| Total Annual Maintenance | | | | \$ 787.27 | \$ 787.27 |
| Total Cost | | | | | \$ 7,977.27 |

Back several years ago we knew we would need to purchase the Workflow licensing and I believe this was approved. The unknown costs were the PDF Framework software and the customer coding. There is another third party product that may accomplish what we need but is an unknown vendor, not on state term contract. And would also require the SCWCC IT staff to implement and maintain. My recommendation is to use KeyMark to assist with this implementation so that we have a known partner that will support our needs with any updates, upgrades and other issues that may arise in the future.

Please let me know if you have questions or concerns.