



STATE OF OKLAHOMA

WORKERS' COMPENSATION COMMISSION

M I N U T E S

of the

WORKERS' COMPENSATION COMMISSION
FOR THE STATE OF OKLAHOMA

for the
September 26, 2014
Special Public Meeting

MINUTES OF THE MEETING OF THE WORKERS' COMPENSATION COMMISSION FOR THE STATE OF OKLAHOMA

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON THURSDAY, DECEMBER 12, 2014.

The members of the Workers' Compensation Commission for the state of Oklahoma met at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, on September 26, 2014.

Members present: Chairman Troy Wilson, Commissioner Denise Engle, Commissioner Bob Gilliland.

Staff in attendance: Jan Preslar, Rick Farmer, Clif Cypert, Jay Cannon, Kim Bailey, Holly Miller.

Chairman Wilson expressed appreciation for those in attendance. After the roll was taken, he announced the presence of a quorum and the Statement of Compliance with the Open Meetings Act was read. The meeting was called to order at approximately 9:00 a.m.

Approval of Minutes

Chairman Wilson presented the minutes of the September 18, 2014 regular meeting for approval.

Motion: Commissioner Gilliland moved to approve the minutes of the September 18, 2014 regular meeting.

Second: Commissioner Engle.

Commissioner Gilliland requested two changes to the minutes of the September 18, 2014 regular meeting. The Minutes currently state on Page 6, Paragraph 5, it reads "above listed programs." The change would state "above listed program." The other change was on Page 8, Paragraph 3 – the word "form" should be changed to "from."

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

The motion carried.

The changes were made and the approved minutes were posted to the website.

1. Consideration of the Fiscal Year 2016 Commission Budget Request Proposal and Supplemental Budget Request for FY 2015

The Commission's Budget Request Proposal for FY 2016 and Supplemental Budget Request for FY 2015 were considered for approval. State agency budget requests for FY 2016 and supplemental budget requests must be filed with the Office of Management and Enterprise Services, Legislative Staff and the Cabinet Secretary by October 1, 2014.

Chairman Wilson recognized Dr. Rick Farmer, Executive Director, to present the budget proposal to the Commission. A detailed presentation on each topic was outlined and discussed. It is identified as ATTACHMENT C and included as a part of these minutes.

Motion: Commissioner Gilliland moved that the Commission approve the drafted FY 2016 Commission Budget Request Proposal and FY 2015 Supplemental Budget Request as presented.

Second: Commissioner Engle.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

The motion carried.

2. Commission Adoption of an Internal Purchasing Procedure

Each state agency is required to develop internal purchasing procedures for acquisitions by the agency. 74 O.S. §85.39. Procedures shall include a needs assessment, funding, routing, review, audits, monitoring and evaluations.

Chairman Wilson recognized Deputy Executive Director, Clif Cypert, to present a recommendation to the Commission for an internal purchasing procedure. The Commissioners were each provided with a copy of the proposed procedure, identified as **Attachment A** and included as a part of these minutes.

Motion: Commissioner Gilliland moved to adopt the proposed internal purchasing procedure as stated in **Attachment A**.

Second: Chairman Wilson.

Those voting aye: Commissioner Gilliland, and Chairman Wilson.

Abstentions: Commissioner Engle.

The motion carried.

3. Proposed Approval of Additional Independent Medical Examiners for the Commission

Title 85A OS §112 requires the Workers' Compensation Commission to create, maintain and review a list of licensed physicians who shall serve as independent medical examiners (IME). The Commission shall, to the best of its ability, include the most experienced and competent physicians in the specific fields of expertise utilized most often in the treatment of injured employees.

Chairman Wilson recognized Dr. Jay Cannon, Medical Director of the Commission, to present a recommendation to approve the following physicians. These were vetted by the Medical Director and recommended to be added as IME's for the Commission:

Faustino Kazenske, D.O. - orthopedic surgery

Brett A. Braly, M.D. - orthopedic surgery of the spine

Motion: Commissioner Engle moved to approve the above listed physicians to be added as IME's for the Commission and table the recommendation of the following physicians due to a typo in their names and consider them at a future meeting:

Michael Brandon Johnson, M.D. - orthopedic surgery

Paul Jacobs, D.O. - orthopedic surgery

Second: Commissioner Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

The motion carried.

4. Consent Agenda

85A O.S. §23 states any commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission. In accordance with this section, the Commission will vote to approve the currently outstanding vouchers attached hereto as **Attachment B**.

Chairman Wilson recognized Deputy Executive Director, Clif Cypert, to explain the recommendation to approve the vouchers listed in **Attachment B**.

Motion: Commissioner Gilliland moved to approve the currently outstanding vouchers attached hereto as **Attachment B**.

Second: Commissioner Engle.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

The motion carried.

Adjournment

Chairman Wilson announced the next Regular Meeting of the Commission for Thursday, October 16, 2014.

Motion to adjourn: Commissioner Engle.

Second: Commissioner Gilliland.

Those voting aye: Chairman Wilson, Commissioner Engle, Commissioner Gilliland.

The motion carried. The meeting was adjourned.

INTERNAL PURCHASING PROCEDURES

EFFECTIVE DATE: This procedure becomes effective upon review and approval by the Director of Central Services pursuant to Title 74 O.S. Section 85.39.

Workers' Compensation Commission Agency No. 865

The Workers' Compensation Commission shall comply with provisions of the Oklahoma State Constitution, Central Purchasing Act, rules of the Central Purchasing Division, Public Competitive Bidding Act of 1974, rules of the Construction and Properties Division, provisions of the State Use Committee, State of Oklahoma Purchase Card Procedures and these internal procedures when making acquisitions. If the agency amends these procedures, the Primary Agency CPO shall submit the procedures with amendments to the State Purchasing Director for review pursuant to 74 O.S., Sections 85.39.

I. Needs Assessment

- In January of each year the Certified Procurement Officer (CPO) of the Workers' Compensation Commission (Commission) shall determine which acquisitions and contracts for the upcoming fiscal year need to be renewed and shall issue the appropriate requisitions either directly or through the Division of Central Purchasing ensuring that contracts for the upcoming fiscal year are in place by July 1.

II. Routing

-Any supervisor or employee of the Workers' Compensation Commission may communicate any needs for goods or services by listing them on the Commission's Order Form in the Business Office during the course of each fiscal year. The employee shall make a good faith effort to determine the amount of each item needed for an entire year so that the appropriate amount can be ordered and the appropriate spending limits can be applied. Requests will be reviewed by the CPO and the Finance Officer and may or may not be approved based on budgetary constraints or other reasons.

III. Review Process

- The CPO will determine whether the desired goods and services are available: 1) through the State Use Committee; 2) through the Oklahoma Correctional Industries; 3) on statewide contract; or 4) through an open market purchase.

The CPO will decide whether to bid on behalf of the Commission, using the appropriate procedures as established by the Division of Central Purchasing's Rules, or by submitting a requisition with appropriate supporting documents to the Central Purchasing Division of the Department of Central Services.

For multi-year contracts not exceeding the delegated purchasing authority limit of \$50,000, the agency CPO may conduct solicitations for contracts not exceeding the limit in a 12 month period.

When the agency elects to conduct the solicitation:

- (1) The Solicitation shall include a separate line and contract period for each year; not to exceed the delegated authority limit per 12 month period;
- (2) In its evaluation of cost for the purposes of determining either "lowest and best" or "best value", the agency shall consider and include the supplier's (total costs) pricing for the first year and all renewal periods;
- (3) Change in the scope of the contract remains prohibited, and the original contract shall state the maximum number of renewal periods which shall not be exceeded;
- (4) If the total cost of the contract (including all renewal periods) exceeds \$25,000 the agency shall solicit all vendors listed in the PeopleSoft vendor file for the commodity and all recommended vendors;
- (5) The agency shall verify, pursuant to the applicable provisions of law, that the supplier is eligible to do business with the State of Oklahoma by confirming registration with the Secretary of State the franchise tax payment status, pursuant to Sections 1203, 1204, and 1364 of Title 68 of the Oklahoma Statutes; and verification of current sales tax permit, which must be a copy of the sales tax permit's status obtained from the Oklahoma Tax Commission, must be filed in the acquisition file.
- (6) The Agency CPO will consider market-place conditions when considering the length of multi-year contracts to determine contract periods, due to volatility of commodity costs or other factors;
- (7) The agency will include the standard non-appropriation clause in the solicitation;
- (8) The origin in PeopleSoft must be identified as "Exempt" and the PO Type identified as the type of purchase made, i.e. open market, professional bid, professional no bid, etc.

The agency Certified Procurement Officer may process the renewal of acquisitions without submission to the State Purchasing Director, if each contract period does not exceed the delegated single transaction purchasing authority limit. This authority to process renewals applies to multi-year contracts initially bid by the agency, provided no single year exceeds the delegated purchasing authority limit.

When the Central Purchasing Division initiates and administers a contract on behalf of the Commission that contains optional renewal periods, the Commission will adhere to contract provisions for renewals throughout the contract duration.

IV. Supplier's Protest

-A supplier may protest a contract award by the Commission or Oklahoma Management Enterprise Services to the State Purchasing Director pursuant to 260:115-3-19 of the Central Purchasing Rules. Notice of a protest shall be in writing and within ten (10) business days of contract award. All remedies available to suppliers through the sealed bid process pursuant to the Oklahoma Central Purchasing Act are also available to online bidders in an online bidding process.

V. Records

Each requisition created by the CPO shall be logged in one central file. The file shall list the following:

1. The Commission's requisition number;
2. PeopleSoft requisition number;

3. purchase order number;
4. date of purchase;
5. funding and account codes;
6. amount of the purchase;
7. vendor name;
8. description of the goods or services;
9. requesting department, if appropriate;
10. a notation of whether the procurement was done by the Commission; or
11. by Central Purchasing; or
12. from Statewide Contract; and
13. whether the procurement was a sole source by vendor or sole source by brand.

The Certified Procurement Officer will monitor and evaluate the awarded contract.

Each procurement's requisition copy, purchase order copy and any supporting documentation shall be kept in binders in the Business Office indexed by Commission requisition number and by fiscal year.

VI. Funding

- The CPO of the Commission shall determine the appropriate funding at the time of the procurement based on the Commission's Budget Work Program as approved and allotted by the Office of Management & Enterprise Services.

VII. Tracking

- Only designated employees may receive goods or services on behalf of the Commission and shall sign the packing slip or work order after ascertaining that the goods and services have been provided and shall deliver the packing slip/work order to the CPO. The list of designated employees is maintained by the Finance Officer. The packing slip/work order shall be kept in a file in the Business Office so that it can be matched with the invoice prior to processing with the Office of Management & Enterprise Services.

Upon receipt of an invoice for goods or services rendered, the CPO shall confirm receipt of the goods or services by attaching the packing slip/work order to the Commission's audit copy of the invoice. In the event that no packing slip/work order accompanied the goods or services, the **Finance Officer** shall confirm with the CPO or designated employee that the goods were delivered or the services were rendered and shall make the appropriate annotation on the invoice or attach supporting documentation.

VIII. Reporting

- At the end of each month, the **Finance Officer of the Commission** shall submit to the State Purchasing Director a report listing all sole source contracts exceeding Five Thousand Dollars (\$5,000.00) executed by the Chairman in the preceding month in accordance with 74 O.S., Sec. 85.45(J).

- By November 1 of each calendar year, the Executive Director of the Commission shall submit to the State Purchasing Director and the State Auditor & Inspector's office a report listing all contracts equal to or greater than Fifty Thousand Dollars (\$50,000.00) but not in excess of One Hundred Thousand Dollars (\$100,000.00) entered into by the Commission for the preceding fiscal year in accordance with 74 O.S., Sec 85.43(A).

-If the Commission establishes any fixed rate contracts, then within two (2) weeks after the convening of the Legislature, the Executive Director of the Commission shall furnish to the Speaker of the House of Representatives, the President Pro Tempore of the Senate and to any member of the House or Senate, if requested by such member, a complete list of all of the types of services paid for by uniform fixed rates, the amount of the rate last approved by the Commission for the service, and the number of contracts then in existence for each type of service, pursuant to 74 O.S. Sec. 85.7(A)(11)(e).

IX. Audits

-The Finance Officer shall make available to the Office of Management & Enterprise Services auditors and the State Auditor and Inspector all of the aforesaid records of the Commission at the time of an audit.

-Records shall be retained for a minimum of at least seven (7) years.

Sole Source/Sole Source Brand records shall be retained for a minimum of three (3) years

X. Purchase Card Procedures

-The P/Card program shall be conducted in accordance with all purchase card procedures as outlined by OMES Central Purchasing and the Commission's internal P/Card Procedures.

10.1 The Executive Director will appoint the Finance Officer as the purchase card administrator. State entity P/Card participants must successfully complete the training prescribed by the Department of Central Services Central Purchasing Division prior to assuming their duties and prior to being issued P/Cards. State entity P/Card participants must sign the State of Oklahoma Purchase Card Employee Agreement form prior to assuming their duties and being issued State Purchase Cards.

10.2 If an employee uses their purchase card, the purchase must have been pre-approved by the purchase card administrator in order to determine the appropriate vendor. Proper documentation must be maintained by the cardholder to reconcile to their monthly memo statement and transaction log. The cardholder and CPO will sign the memo statement and transaction log. Once approved and signed, all documentation must be presented to the purchase card administrator for filing.

10.3 An employee holding a P/Card shall surrender it to the Finance Officer upon (a) transfer to another organization of State government; (b) termination of employment with the State; or, (c) request of the employee's supervisor, purchase card administrator, Executive Director or State Purchasing Director.

CONSENT AGENDA

<u>PAYEE</u>	<u>VOUCHER #</u>	<u>VOUCHER AMOUNT</u>
1. Tara Inhofe- Travel	00000795	\$71.46
2. Tara Inhofe- Travel	00000796	\$71.46
3. Patricia Sommer- Travel	00000793	\$70.10
4. Tara Inhofe- Travel	00000794	\$71.74

Introduction

As the Chairman said, our purpose is to provide for the injured workers and their families. We are developing a system that provides better health outcomes and a better career path. Workers will get faster medical care and return to work sooner through this system.

Injuries that occurred on or after February 1 are filed with the Commission. While the total WCC & CEC case filings from Feb. 1 to now are lower than the previous year, they are stable at about 870 per month. The trend line indicates that new CEC case filings are rapidly dropping while WCC filings are ramping up. The stability in the total, coupled with the WCC's increasing portion, suggests that over the next few months the WCC is going to see a significant increase in case load. We must prepare for that case load.

With that in mind before you is a proposed FY-15 supplemental budget request, and a larger FY-16 budget request.

We have expended a lot of effort calculating projected case loads. Also, the staff supervisors have provided staffing requests based on caseload estimates. These data all come together to produce these two budget proposals.

FY-15 Explanation

Before the year is over, we will need another ALJ. We will need a docketing clerk, another data entry position, an administrative position in Tulsa, and an administrative position in OKC. In addition we plan to hire another compliance officer in Tulsa. The compliance office is self-funding so this does increase our budget but does not affect our bottom line.

As I mentioned in July our operating expense lines were very low. Some of those have been increase to more closely reflect historic trends.

The Tulsa office is a significant issue. We currently have 400 square feet divided into a reception area, ALJ office and hearing room. OMES DCAM is looking for additional space. We will need to increase the lease amount and purchase furnishings for the space to meet our functional.

All of this creates a hole of roughly \$1,000,000. We have managed to free up about \$300,000 in our budget, the funds for the EDI project that was postponed and funds for VOBOS not taken. If the Legislature wants us to pursue EDI this year, they will need to add that money back. The total supplemental request including EDI is \$721,291.

Of course, when the Legislature takes up in February we will have longer trend data to guide their decision.

FY-16 Explanation

The challenge for FY-16 is even larger. Predicting caseloads for a new entity 20 months from now is difficult.

We will need a total of 11 new positions including 3 more ALJs to handle the case load. You can see the 195 salary and benefits lines growing as these employees come on board.

There are 4 special projects listed at the bottom. Our electronic case management system is dated and the contract is expiring. We need to upgrade it or replace it with a new vendor. The current estimate for a new system is \$1,500,000. OMES ISD will begin exploring alternatives next month. They will give us a more precise cost estimate at that time. Since the contract is expiring, the Commission must identify a vendor by July 2016.

A question remains about the need for Court Reporters in WCC trials. The Commission has never had Court Reporters in our budget. The Legislature must clarify the law indicating that the Commission is not responsible to pay for Court Reporters or they will need to provide additional funding to cover that expense.

Also, the Workers' Compensation Research Institute conducts a significant national study every year. Oklahoma does not participate. We are asking the Legislature to fund Oklahoma's participation in this study.

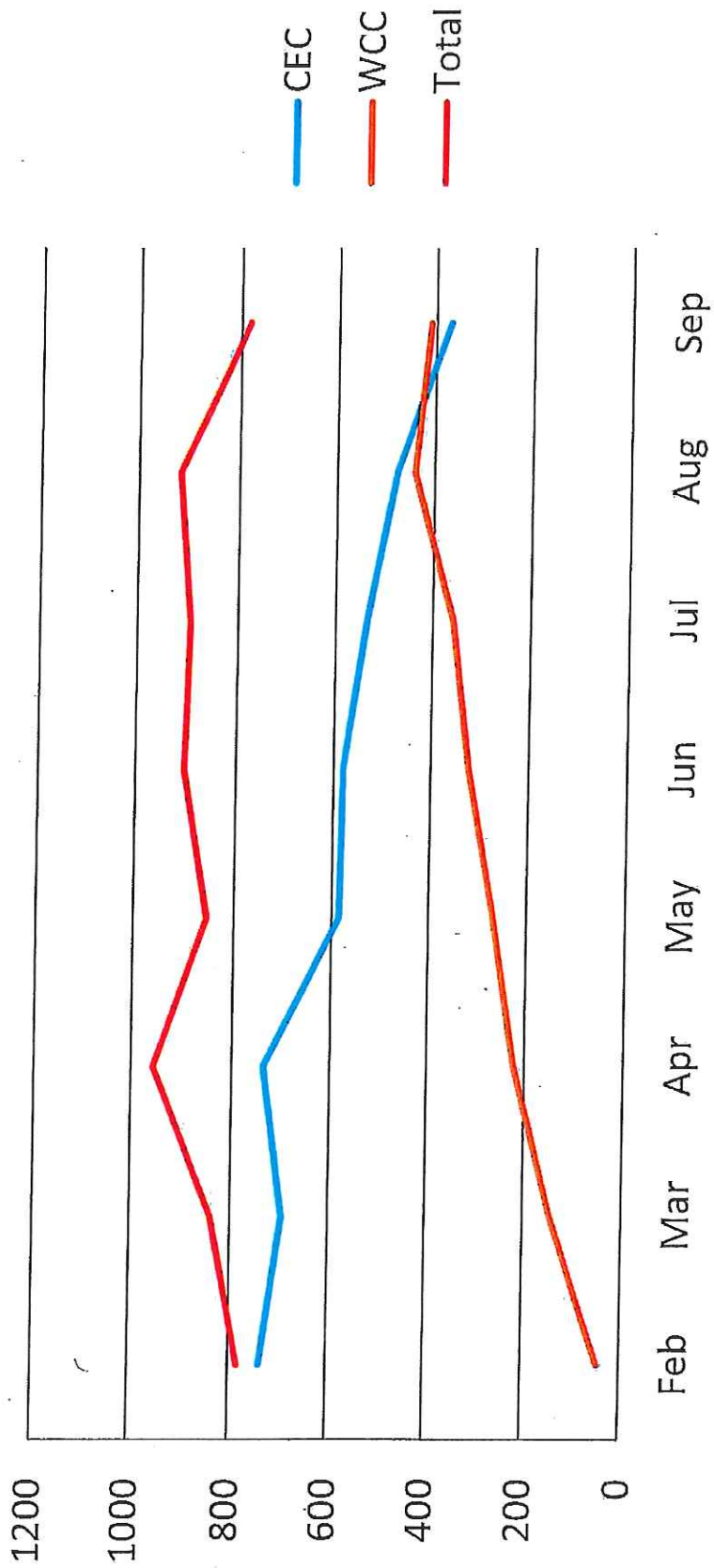
Finally, EDI will create large cost savings for the WCC and those who file forms at the Commission. We are asking the Legislature to fund that project in the supplemental or in FY-16.

The total request before special projects is \$4,785,558. With special projects it is \$6,680,558.

Final Thoughts

These funds are essential for the Commission to fulfill its mission. The case statistics indicate a growing need at the WCC. It is already critical in FY-15. Without the fund to meet the caseload, cases will be delayed, workers will not return to work and the entire state will suffer.

Claims Filed Trend Line



	2014												2015			Total Est
	Jul Est	Aug Est	Sep Est	Oct Est	Nov Est	Dec Est	Jan Est	Feb Est	Mar Est	Apr Est	May Est	Jun Est	Sup			
BEGINNING BALANCE	700,000	344,273	295,739	229,541	161,007	113,473	61,839	161,905	84,372	4,338	-169,039	-343,615				
MONTHLY ACTIVITY																
SOURCES: Income																
195 Appropriated Income																
195 Appropriations	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	2,746,647			
195 Appropriated Total	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	228,887	2,746,647			
200 Revolving Income																
200 Compliance Fees	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	240,000			
200 Self-ins Fees	17,000	17,500	13,500	16,500	37,500	33,500	10,000	15,500	13,000	24,000	23,000	21,000	242,000			
200 Ins Carrier Fees							180,000						180,000			
200 Other Fees	17,050	17,050	17,050	17,050	17,050	17,050	17,050	17,050	17,050	17,050	17,050	17,050	204,600			
200 Revolving Total	54,050	54,550	50,550	53,550	74,550	70,550	227,050	52,550	50,050	61,050	60,050	58,050	866,600			
SOURCES: Total	282,937	283,437	279,437	282,437	303,437	299,437	455,937	281,437	278,937	289,937	288,937	286,937	3,613,247			
USES: Expense																
01 200 Expense																
200 Salaries	68,965	68,965	68,965	68,965	68,965	68,965	68,965	68,965	68,965	68,965	68,965	68,965	827,579			
200 Insurance Ben	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	206,895			
200 FICA-Ret	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	17,241	206,895			
200 Severance Leave	166,693												166,693			
200 Severance Retirement	50,000												50,000			
200 VOBO	90,000												90,000			
200 Misc Admin	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000			
01 200 Total Exp	411,640	104,947	104,947	104,947	104,947	104,947	104,947	104,947	104,947	104,947	104,947	104,947	1,566,061			
195 Expense																
01 195 Expense																
195 Salaries	101,426	101,426	114,809	117,976	117,976	117,976	117,976	117,976	117,976	141,843	141,843	141,843	1,451,046			
195 Insurance Ben	19,302	19,302	23,625	25,030	25,030	25,030	25,030	25,030	25,030	32,241	32,241	32,241	309,131			
195 FICA-Ret	23,787	23,787	26,744	27,508	27,508	27,508	27,508	27,508	27,508	33,272	33,272	33,272	339,183			
195 Pro Serv	14,500	14,500	14,500	14,500	14,500	14,500	14,500	14,500	14,500	24,500	24,500	24,500	204,000			
195 Travel	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000			
195 Misc Admin	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	18,750	18,750	18,750	105,000			
195 Rent OKC	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	82,512			
195 Rent Tulsa	833	833	833	833	833	833	833	833	833	3,833	3,833	3,833	24,995			
195 Maint	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000			
195 Supplies	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000			
195 Gen oper	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	11,000	11,000	11,000	60,000			

195 Furniture & Equip	8,000	8,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	24,000	24,000	25,000	96,000
195 Library	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
01 195 Total Exp	199,807	199,807	213,470	218,806	218,806	218,806	218,806	226,805	226,805	226,805	314,649	314,649	314,649	315,649	2,881,867
88 195 Expense															
88 OMES Personnel	11,014	11,014	11,014	11,014	11,014	11,014	11,014	11,014	11,014	11,014	11,014	11,014	11,014	11,014	132,170
88 Pro Serv	300	300	300	300	300	300	300	300	300	300	300	300	300	300	3,600
88 Travel	120	120	120	120	120	120	120	120	120	120	120	120	120	120	1,440
88 Misc Admin	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	4,900	5,000	5,100	24,000	
88 Maint	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	145,000
88 Gen oper	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
88 Furniture & Equip	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	14,200	14,200	14,200	56,000	
88 195 Total Exp	27,218	27,218	27,218	27,218	27,218	27,218	27,218	27,218	27,218	27,218	43,718	43,918	44,018	44,018	376,610
195 Total Exp	227,024	227,024	240,688	246,024	246,024	246,024	251,024	254,024	254,024	254,024	358,366	358,566	359,666	359,666	3,288,477
USES: Total	638,664	331,971	945,635	350,971	350,971	350,971	355,971	358,971	358,971	358,971	463,313	463,513	464,613	464,613	4,834,538
Monthly Income	282,937	283,437	279,437	282,437	303,437	299,437	455,937	281,437	278,937	289,937	289,937	288,937	286,937	286,937	
Less Monthly Expenses	638,664	331,971	945,635	350,971	350,971	350,971	355,971	358,971	358,971	358,971	463,313	463,513	464,613	464,613	
Monthly Net	-355,727	-48,534	-66,198	-88,534	-47,534	-51,534	99,966	-77,534	-80,034	-80,034	-173,376	-174,576	-177,676	-177,676	
ENDING BALANCE	344,273	295,739	229,541	161,007	113,473	61,999	161,905	84,372	4,338	4,338	-169,039	-343,615	-521,291	-521,291	
Special Projects															200,000
EDI															200,000
Total Special Projects															721,291
Grand Total Needed Appropriation															

	2015												2016				Total Est
	Jul Est	Aug Est	Sep Est	Oct Est	Nov Est	Dec Est	Jan Est	Feb Est	Mar Est	Apr Est	May Est	Jun Est	Jun Est	Jun Est			
BEGINNING BALANCE	0	-371,634	-764,719	-1,167,350	-1,566,982	-1,945,614	-2,342,015	-2,600,138	-3,032,760	-3,467,883	-3,905,775	-4,344,666	-4,344,666				
MONTHLY ACTIVITY																	
SOURCES: Income																	
195 Appropriated Income																	
195 Appropriations																	
195 Appropriated Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
200 Revolving Income																	
200 Compliance Fees	23,333	23,333	23,333	23,333	23,333	23,333	23,333	23,333	23,333	23,333	23,333	23,333	23,333	280,000			
200 Self-Ins Fees	17,000	17,500	13,500	16,500	37,500	33,500	10,000	15,500	13,000	24,000	23,000	21,000	21,000	242,000			
200 Ins Carrier Fees							180,000							180,000			
200 Other Fees	59,542	59,542	59,542	59,542	59,542	59,542	59,542	59,542	59,542	59,542	59,542	59,542	59,542	714,500			
200 Revolving Total	99,875	100,375	99,375	99,375	120,375	116,375	272,875	98,375	95,875	106,875	105,875	103,875	103,875	1,416,500			
SOURCES: Total	99,875	100,375	99,375	99,375	120,375	116,375	272,875	98,375	95,875	106,875	105,875	103,875	103,875	1,416,500			
USES: Expense																	
01.200 Expense																	
200 Salaries	76,725	76,725	76,725	76,725	76,725	76,725	76,725	76,725	76,725	76,725	76,725	76,725	76,725	920,700			
200 Insurance Ben	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	230,175			
200 FICA-Ret	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	19,181	230,175			
200 Misc Admin	2,906	2,906	2,906	2,906	2,906	2,906	2,906	2,906	2,906	2,906	2,906	2,906	2,906	34,870			
01.200 Total Exp	117,993	117,993	117,993	117,993	117,993	117,993	117,993	117,993	117,993	117,993	117,993	117,993	117,993	1,415,920			
195 Expense																	
01.195 Expense																	
195 Salaries	177,566	192,816	196,149	196,149	196,149	205,983	217,233	217,233	217,233	227,066	227,066	227,066	227,066	2,497,708			
195 Insurance Ben	39,303	42,321	43,729	43,729	43,729	45,290	49,545	49,545	49,545	51,106	51,106	51,106	51,106	560,056			
195 FICA-Ret	41,352	45,035	45,840	45,840	45,840	48,215	50,932	50,932	50,932	53,306	53,306	53,306	53,306	584,835			
195 Pro Serv	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	204,000			
195 Travel	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000			
195 Misc Admin	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	105,000			
195 Rent OKC	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	82,512			
195 Rent Tulsa	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	40,000			
195 Maint	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000			
195 Supplies	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000			
195 Gen oper	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000			
195 Furniture & Equip	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	43,200			
195 Library	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000			
01.195 Total Exp	316,780	338,731	344,278	344,278	344,278	358,047	376,269	376,269	376,269	390,038	390,038	390,038	390,038	4,345,311			

88 195 Expense	12,116	12,116	12,116	12,116	12,116	12,116	12,116	12,116	12,116	12,116	145,387
88 OMES Personnel	300	300	300	300	300	300	300	300	300	300	3,600
88 Pro Serv	120	120	120	120	120	120	120	120	120	120	1,440
88 Travel	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
88 Misc Admin	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	180,000
88 Maint	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
88 Gen oper	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
88-Furniture & Equip	36,736	36,736	36,736	36,736	36,736	36,736	36,736	36,736	36,736	36,736	440,827
88 195 Total Exp	353,515	375,466	381,013	381,013	381,013	381,013	381,013	381,013	381,013	394,782	4,786,138
195 Total Exp	471,509	493,460	499,007	499,007	499,007	499,007	499,007	499,007	499,007	512,776	6,202,058
USES: Total	-371,634	-393,085	-402,632	-399,632	-378,632	-396,401	-258,123	-432,523	-435,123	-437,892	-440,892
MONTHLY NET	-371,634	-764,719	-1,167,350	-1,566,982	-1,945,614	-2,342,015	-2,600,138	-3,092,760	-3,467,883	-3,905,775	-4,344,666
ENDING BALANCE											-4,785,558
Special Projects											1,500,000
WCIS Update/Replacement											200,000
EDI											300,000
Court Reporters											195,000
WCRI Data Study											2,195,000
Total Special Projects											6,980,558
Grand Total Needed Appropriation											