

**Maryland Workers' Compensation Commission**  
**Meeting Minutes**  
**Thursday, August 10, 2023**

**Call to Order:** Chairwoman Maureen Quinn called the meeting to order at 9:32 a.m.

**Present:** Chairwoman Quinn and Commissioners Kathleen Evans, James Forrester, Allan Kittleman, Howard Metz and Delia Schadt.

Staff members attending were Mary Ahearn, Scott Curtis, David Jones, Dr. Jerome Reichmister, Amy Lackington, and Stacey L. Roig, Secretary.

Guests attending: Nancy Coursin, Esq. and Robert Bershad, Esq. on behalf of the MD State Bar Association and Anne Hoke, Esq.

**Approval of Minutes:** The Minutes of the July 20, 2023 Commission meeting were reviewed. Upon motion of Commissioner Evans and second by Commissioner Forrester, the Minutes were approved with a unanimous vote.

**Chair's Report:** Chairwoman Quinn requested that several updates be provided to the Commissioners by members of the Commission staff. The updates required a closed session.

**Closed Session: At 9:33 a.m., upon motion of Commissioner Kittleman and second of Commissioner Evans and upon unanimous vote, pursuant to GP §3-305(7) and GP §§3-305(13), LE §§9-402, 9-403, 9-405, 9-406 and 9-1104, and COMAR 14.09.13.12, the Commission entered into a closed session for the purpose of discussing self-insured employers' financial information and for the purpose of conferring with counsel to obtain legal advice on a legal matter. All guests were asked to remain outside the room during the closed session.**

Scott Curtis, Principal Counsel, discussed access to claim information and provided legal advice to the Commissioners. Mr. Curtis and Stacey Roig, Director of the Insurance Compliance & Reporting Division, provided an update on Yellow Transportation to the Commissioners. Ms. Roig and David Jones, Chief Financial Officer, discussed the Legislative Audit Report and the response by the Commission.

**Open Session: At 10:13 a.m., upon a motion from Commissioner Kittleman and second from Commissioner Forrester and upon unanimous vote, the Commission re-opened the meeting.**

**New Business:** Chair Quinn moved the Agenda to New Business to accommodate our guests from the MSBA, Nancy Coursin and Robert Bershad, for a demonstration of a template in development for Settlement Agreements. Ms. Coursin and Mr. Bershad provided several examples of the template and how the data entry and final product will function. The Commissioners asked questions and provided feedback.

**Old Business:** Chair Quinn asked Mary Ahearn, Chief Executive Officer, to provide an update on CompHub and what can be expected over the next several days. Mary Ahearn reported that the data migration process from WFMS to CompHub is underway. WFMS is shutdown so no annotations or updates can be made in the WFMS system. It is only possible to view and/or print documents. Ms. Ahearn discussed Death Claims in CompHub with no decision memo available yet. The Assistants will be using Merge Doc to create and commit Orders and then go back to CompHub for routing of the Orders. Worksheets and printing of Orders will be done in MergeDoc. The Assistants will also be using email and printing of Orders for the first month to be certain that all is working as expected. Everyone

will be able to log in to CompHub starting at 8:00am on Monday, August 14, 2023. The Helpdesk will be receiving CompHub Support emails and act in a triage role to route the questions to subject matter experts within the Commission. Kevin Naumann, Chief Information Officer, sent out a list of support and training materials for additional information.

Stacey Roig, Secretary of the Commission, provided a final list of information on file with the Governor's Appointments Office for each seat on the Commission. This list is for the Commissioners to keep for their records.

**Medical Alerts:** Dr. Reichmister discussed a new Primer he has prepared, "Heart Disease and Hypertension". Dr. Reichmister also discussed the differences between the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Editions of the AMA Guides to the Evaluation of Permanent Impairment and other medical alerts of interest to the Commissioners.

**Adjournment:** Upon a motion by Commissioner Forrester and second by Commissioner Metz and upon a unanimous vote, the meeting was adjourned at 11:26 a.m.

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Maureen Quinn, Chairwoman

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Stacey L. Roig, Secretary