

From: Priester, Nicole <NicolePriester@gov.sc.gov>
To: Adams, Chaney <ChaneyAdams@gov.sc.gov>
Haltiwanger, Katherine <KatherineHaltiwanger@gov.sc.gov>
Godfrey, Rob <RobGodfrey@gov.sc.gov>

Date: 7/26/2016 4:51:42 PM

Subject: FW: HHS Leadership Development Retreat

Attachments: 8-18-2016 Meet the Speakers v6.docx

For approval.

From: Tonya Chambers [mailto:chambers@scdhhs.gov]
Sent: Tuesday, July 26, 2016 4:44 PM
To: Priester, Nicole
Subject: RE: HHS Leadership Development Retreat

Hey Nicole,

Hope you are having a great week so far! Here is the "Meet the Speakers" document that we share with our attendees.

Thanks,
Tonya

Tonya Chambers
Human Resources Director II
chambers@scdhhs.gov
803.898.4551
cell: 803.667.0825
1801 Main Street
Columbia, SC - 29201
www.scdhhs.gov



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From: Tonya Chambers
Sent: Friday, July 22, 2016 5:08 PM
To: 'Priester, Nicole' <NicolePriester@gov.sc.gov>
Subject: RE: HHS Leadership Development Retreat

Hey Nicole,

We were not able to collect all the needed headshots for the "Meet the Speakers" in time to get that to you today but we will have it to you next week.

Have a great weekend!

Thanks,
Tonya

Tonya Chambers
Human Resources Director II
chambers@scdhhs.gov
803.898.4551
cell: 803.667.0825
1801 Main Street
Columbia, SC - 29201
www.scdhhs.gov



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From: Priester, Nicole [<mailto:NicolePriester@gov.sc.gov>]
Sent: Friday, July 15, 2016 2:06 PM
To: Tonya Chambers <chambers@scdhhs.gov>
Subject: RE: HHS Leadership Development Retreat

Absolutely! No rush.

Thank you for all of your help!

Nicole

From: Tonya Chambers [<mailto:chambers@scdhhs.gov>]
Sent: Friday, July 15, 2016 1:25 PM
To: Priester, Nicole
Subject: RE: HHS Leadership Development Retreat

Awesome! You're so efficient!

We are waiting on a few more bios and headshots for the Meet the Speakers handout. Our deadline is next Friday. Will that be enough time for you?

Thanks,
Tonya

Tonya Chambers
Human Resources Director II
chambers@scdhhs.gov
803.898.4551
cell: 803.667.0825
1801 Main Street
Columbia, SC - 29201
www.scdhhs.gov



From: Priester, Nicole [<mailto:NicolePriester@gov.sc.gov>]
Sent: Friday, July 15, 2016 11:42 AM
To: Tonya Chambers <chambers@scdhhs.gov>
Subject: RE: HHS Leadership Development Retreat

Will the event take place at the Columbia Metropolitan Convention Center? If so, where at the convention center?
Yes, the Columbia Metropolitan Convention Center, 1100 Lincoln Street. We are on the lower level in Richland meeting rooms A-C.

Thank you!

How will the room be set-up? Rows of chairs? Round tables? Stage? Microphone? Podium?

Round tables of 8 chairs each, set up for 260 attendees. All speakers will have reserved seating close to the stage. The stage will be on the back wall, opposite the entrance doors. (I can provide a diagram if needed.) A podium will be on the stage with a microphone affixed. Would the Governor prefer a wireless lavalier microphone?

Wonderful! A microphone on the podium is fine.

What time would you like for the Governor to speak? I am holding 11:00 AM right now.

Right now we have her scheduled as the opening keynote speaker at 10:00; however, we can change our agenda to accommodate her schedule if you need to keep the 11:00 time slot. I will completely defer to your decision.

10:00 AM is fine. I can adjust the Governor's schedule.

What is the attire for the event?

Attendee attire is business casual. Our speakers generally dress business professional but the Governor is welcome to dress as she likes.

Thank you!

Who is the best onsite contact at the Convention Center for the Governor's security detail to contact?

The security manager for the building is Scott Carpenter. His number is 803-545-0038 and his email is scarpenter@columbiaconventioncenter.com

Will they be discussing parking arrangements and where she will enter the building? We are working with our onsite event manager to ensure parking is designated with reserved signage for the Governor.

Thank you- I will pass this along to the Governor's security detail. They typically bring her in the loading dock at that venue. I will defer to detail to work those logistics out with Scott.

The Governor will be travelling with her assistant, Abby Scott, on that date as well as Brian Symmes in our press office.

We'd love to have Abby and Brian! We generally provide attendees with name tags. They are welcome to sit at the speakers' reserved table.

Since the event will not have press, Brian will not need to be in attendance. Just Abby. Thank you! Abby will need to be seated next to the Governor.

What is the purpose of the retreat and the Governor's attendance?

On an almost quarterly basis, 230-240 HHS leaders and managers come together for professional development and to hear about key agency goals, communications and initiatives.

Really the purpose of her attendance is basically that she's our leader and we'd love to just have a few minutes of her time. If she would like to share a leadership story that relates to our mission, some insight into what motivates her to be such a great leader or even how her perspectives have changed with each new experience. She signs every employee's service certificate and just making that personal connection is appreciated by our employees so I know they will really enjoy hearing from her on almost any topic she has to share.

Sounds good!

Will there be press in attendance?

No press. We do make a "homemade" video for HHS training purposes only. If the Governor does not want to be videoed, we can easily ask the videographer not to do so. If that's the case, please let me know so that I can be sure to brief him ahead of time.

She is happy to be in the homemade video.

How many attendees do you expect? Are they all HHS employees?

Attendees are all HHS employees. The only exceptions will be 2 staff members from the SC Department of Alcohol and Other Drug Abuse Services and 4 outside speakers.

Sounds great.

Will there be reserved seating?

Seating for the Governor, Abby and Brian will be reserved close to the stage.

Wonderful. Brian will not be in attendance though.

Who will introduce the Governor?

Christian Soura, our director will introduce the Governor.

Thanks!

Here is a link to the Governor's most updated bio: <http://governor.sc.gov/about/Pages/GovernorBio.aspx>

Attached is the Governor's headshot.

Thank you. While the Governor is speaking, we will project a static slide with her headshot on the screen. With your permission, we will use her information and headshot in our "Meet the Speakers" handout.

Good to know. Can you please send me the "Meet the Speaker" handout for our office to approve before printing?

The Governor will speak for 10-12 minutes. Is this ok? Would you like for her to do 5 mins of Q&A after her remarks?

10-12 minutes with 5 minutes for Q&A would be super! Again we are prepared to accommodate her time.

Great!

Do you have a speaking order or program you can share with me?

Attached is a draft agenda that includes an overall agenda, the Convention Center layout and information about the breakout sessions. Again, we will be happy to accommodate the 11:00 start time for the Governor and will share a revised agenda if necessary.

Wonderful. 10:00 AM works. She will depart around 10:20 AM.

Is there any background on the event you can provide to me?

Since November 2014, we have held Leadership Development Retreats (LDR) almost quarterly to provide an opportunity for our managers and leaders to enhance their leadership skills, collaborate with their peers and gain perspectives on how to serve our citizens better. Our leaders are either direct supervisors, employees who represent the agency or potential future managers/leaders.

During each event, our executives provide updates on the current state of the agency's budget, balanced scorecard, current initiatives such as the Governor's Executive Orders, etc. during the general session time. We always like to include at least one inspirational or motivational speaker during the day. Then we also have breakout sessions that include professional development topics such as employee engagement, service excellence, project management, goal setting and prioritization. We partner with other state agencies, universities, internal subject matter experts, beneficiaries and occasionally hospital system staff for our speakers.

August 18th will be our 7th LDR and we are thrilled to have the Governor join us! I really appreciate your help in making this an unforgettable time for our employees!

Thank you! Let me know what else you need from me!

Nicole

From: Tonya Chambers [<mailto:chambers@scdhhs.gov>]
Sent: Thursday, July 14, 2016 6:39 PM
To: Priester, Nicole
Subject: RE: HHS Leadership Development Retreat

Hey Nicole,

This is great! I'm thrilled to have you as a point of contact to help fill in some of the details, thank you! I'll add the answers to each of your questions below and then add my questions in the appropriate section(s). You win though, you have far more questions than I.;-)

Please feel free to let me know if you have any other questions or need further clarification.

Thanks again,
Tonya

From: Priester, Nicole [<mailto:NicolePriester@gov.sc.gov>]
Sent: Thursday, July 14, 2016 3:19 PM
To: Tonya Chambers <chambers@scdhhs.gov>
Subject: RE: HHS Leadership Development Retreat

Hi Tonya,

I actually have several questions for you. Do you mind answering the below? It is easier for me to keep it all in writing as I am working on several different events right now.

Will the event take place at the Columbia Metropolitan Convention Center? If so, where at the convention center? Yes, the Columbia Metropolitan Convention Center, 1100 Lincoln Street. We are on the lower level in Richland meeting rooms A-C.

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The Governor will be travelling with her assistant, Abby Scott, on that date as well as Brian Symmes in our press office.

We'd love to have Abby and Brian! We generally provide attendees with name tags. They are welcome to sit at the

speakers' reserved table.

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making this an unforgettable time for our employees!

Let me know what questions you have for me!

Nicole

Nicole Priester
Scheduler | Office of Governor Nikki Haley
NicolePriester@gov.sc.gov

From: Tonya Chambers [<mailto:chambers@scdhhs.gov>]
Sent: Thursday, July 14, 2016 12:37 PM
To: Priester, Nicole
Subject: RE: HHS Leadership Development Retreat

Hey Nicole,

I hope you don't mind but I do have a couple of quick logistics questions for you. When would be a good time for you to talk?

Thanks,
Tonya

Tonya Chambers
Human Resources Director II
chambers@scdhhs.gov
803.898.4551
cell: 803.667.0825
1801 Main Street
Columbia, SC - 29201
www.scdhhs.gov



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From: Tonya Chambers
Sent: Thursday, July 14, 2016 12:32 PM
To: Priester, Nicole <NicolePriester@gov.sc.gov>
Cc: Christian L. Soura <Christian.Soura@scdhhs.gov>
Subject: RE: HHS Leadership Development Retreat

Hey Nicole,

If I can be of any help, please don't hesitate to contact me!.

Thanks,
Tonya

Tonya Chambers
Human Resources Director II
chambers@scdhhs.gov
803.898.4551
cell: 803.667.0825
1801 Main Street
Columbia, SC - 29201
www.scdhhs.gov



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From: Christian L. Soura
Sent: Thursday, July 14, 2016 12:29 PM
To: Priester, Nicole <NicolePriester@gov.sc.gov>
Cc: Tonya Chambers <chambers@scdhhs.gov>
Subject: Re: HHS Leadership Development Retreat

It's Tonya - I copied her. Thanks.

CLS

Christian L. Soura
Director
SC Department of Health and Human Services

(803) 898-2504
Christian.Soura@scdhhs.gov

On Jul 14, 2016, at 11:13 AM, Priester, Nicole <NicolePriester@gov.sc.gov> wrote:

Christian-

I am starting to work on the briefing for this event. Who should be my point of contact for logistics?

Nicole Priester
Scheduler | Office of Governor Nikki Haley
(803) 734-5151
NicolePriester@gov.sc.gov

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