

**From:** Carter, Melvin <mlcarter@budget.sc.gov>  
**To:** Ellison, Ruchelle <rellison@aging.sc.gov>  
**CC:** Kester, Tony <kester@aging.sc.gov>  
Theriot, Susan <stheriot@aging.sc.gov>  
**Date:** 9/4/2014 8:49:33 AM  
**Subject:** RE: PBF Training/Refresher Sessions

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Ruchelle, I apologize for the late reply. The Thursday classes are booked.



Lewis Carter, MHA  
Executive Budget Office  
1205 Pendleton Street  
Edgar Brown Bldg., Suite 529  
Columbia, SC 29201  
Phone: 803-734-0638  
Email: mlcarter@budget.sc.gov

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**From:** Ellison, Ruchelle  
**Sent:** Wednesday, September 03, 2014 1:36 PM  
**To:** Carter, Melvin  
**Cc:** Kester, Tony; Theriot, Susan  
**Subject:** RE: PBF Training/Refresher Sessions  
**Importance:** High

Mr. Carter,

I apologize for the late notice; but, are there any slots available for the class tomorrow (refresher or beginner)?

Thanks in advance for your help with this request.

Ruchelle

Ruchelle Ellison  
Fiscal Manager  
South Carolina Lieutenant Governor's Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
Phone 803-734-9883 Fax 803-9886  
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**From:** Kester, Tony  
**Sent:** Friday, August 22, 2014 10:48 AM  
**To:** Ellison, Ruchelle; Theriot, Susan  
**Subject:** FW: PBF Training/Refresher Sessions

Tony Kester  
Aging Director  
South Carolina Lieutenant Governor's Office on Aging  
1301 Gervais Street, Suite 350  
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**From:** Carter, Melvin  
**Sent:** Friday, August 22, 2014 10:25 AM  
**To:** Rast, Kathy; [vbowles@scvrd.state.sc.us](mailto:vbowles@scvrd.state.sc.us); Adriana Day; Edens, J. Daniel; [mwb86@scdmh.org](mailto:mwb86@scdmh.org); [twaring@ddsn.sc.gov](mailto:twaring@ddsn.sc.gov); Roberson, Lillian; [william.brayjr@dss.sc.gov](mailto:william.brayjr@dss.sc.gov); Juan Sims; Hutto, Richard 6-8664; Kester, Tony; Van Camp, Stephen  
**Subject:** PBF Training/Refresher Sessions

Agency Budget Contacts:

PBF training and refresher courses will commence September 2, 2014. Please survey your team and determine if any of them require a refresher course or beginner training. Please have them select a date and time and follow up with me by August 25<sup>th</sup>. A total of nine classes will be available for you to choose from. EBO staff will give a presentation and be available to provide technical support during open work time. Session participants should bring their work papers to begin keying their decision packages if possible. I will forward handouts and instructions to participants as we get closer to training. There are only 15 slots per session so please follow up as soon as possible. If you have any questions please feel free to give me a call.

**Training/Refresher Sessions:**

Refresher - Tuesday 9/2 - 10:00-11:30  
Refresher - Tuesday 9/2 - 1:00-2:30  
Refresher - Tuesday 9/2 - 3:00-4:30  
Beginner - Wednesday 9/3 - 9:00-11:30  
Refresher - Wednesday 9/3 - 1:00-2:30  
Refresher - Wednesday 9/3 - 3:00-4:30  
Beginner - Thursday 9/4 - 9:00-11:30  
Refresher - Thursday 9/4 - 1:00-2:30  
Refresher - Thursday 9/4 - 3:00-4:30

Regards,

Lewis Carter



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