

From: Burton, Kenneth <krburton@aging.sc.gov>
To: Morris, Stevesmorris@aging.sc.gov
Date: 2/14/2017 7:53:35 PM
Subject: Meeting with SCEIS

Steve,

I have a meeting at 2 PM on Wednesday February 15, 2017 at SCEIS to discuss set up the proper roles for Lisa Crosby, Paula Wingfield, and myself to ensure compliance with segregation of duties.

Since this is a local trip, not asking for reimbursement, and will not return back to the office, I have not submitted a travel form. It is on my calendar. Do you want a travel document? I do not see a need for it but will follow your instructions.

Thanks

Ken