

**From:** Morris, Steve <smorris@aging.sc.gov>  
**To:** Burton, Kennethkrburton@aging.sc.gov  
**Date:** 2/15/2017 7:01:38 AM  
**Subject:** Re: Meeting with SCEIS

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Not needed

Good to get ahead of the game.let me know the duties for each in your area before our Friday meeting.

Sent from my iPad

On Feb 14, 2017, at 7:53 PM, Burton, Kenneth <krburton@aging.sc.gov> wrote:

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