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To: Blythe Littlefield BlytheLittlefield@schouse.gov
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Broome, Darryld broome@aging.sc.gov
Date: 12/3/2017 1:32:20 PM
Subject: Re: Legislative, Executive, and Local Government Subcommittee Budget Hearings

Blythe, thanks for this. LG Bryant would like to make some opening remarks for both offices, so will it be ok for him to begin at 10 and then turn it over to agency staff? We'd appreciate it.

From: Blythe Littlefield
Sent: Friday, December 1, 2017 11:40 AM
To: Blythe Littlefield
Subject: Legislative, Executive, and Local Government Subcommittee Budget Hearings

Good Morning!

I hope you are all doing well!

I wanted to give you all information regarding the upcoming budget hearings for the Legislative, Executive, and Local Government subcommittee.

Attached you will find the hearing schedule for budget presentations. Please note that we have changed rooms. We are now scheduled to meet in room 511 of the Blatt Building.

The format will be mostly the same as last year's, however, I do not want you to put 3-ring notebooks together. Simply put together the contents of a notebook, including tabs, with everything 3-hole punched and clipped together. I will add everything to a comprehensive notebook that I will have for each member.

Please prepare copies for six notebooks and bring them to me at least four business days prior to your hearing. I will also need an electronic copy of your notebooks.

Each notebook should be tabbed with each of the following sections and information:

- 1) List of key officials attending the hearing with contact information for each
- 2) Organizational Chart
- 3) Accountability Report Summary. Please do not include the accountability report in its entirety.
- 4) Budget Request Summary in priority order - this should include your 'other' and federal fund adjustments (see shell attached).
- 5) Official Budget Request in its entirety - this should be the most recent version provided to EBO
- 6) Proviso Request Summary (see shell attached)
- 7) All of your agencies provisos in your section along with others that relate to your agency - please note action requested with each proviso
- 8) Carry forward information, please provide this from SCEIS
- 9) FTE Breakdown
- 10) Will your agency be experiencing a significant amount of FTEs which will be retiring in the next five years? If so, please provide information under this tab regarding this issue.
- 11) Any other information your agency wishes to provide

Please come prepared for adoption of provisos, should the members decide to take action on any of them.

Lastly, I would like to meet with everyone to discuss your budget requests, so please reply back to this e-mail or give me a call so that we could set up a time to meet. We can also do this over the phone, if that works out better for

schedules.

Again, if you have any questions at all, please do not hesitate to ask! I look forward to working with each of you again in the upcoming session and I hope you all have a delightful holiday season!

Thank you!

Blythe

Blythe B. Littlefield

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