

**From:** Ellison, Ruchelle <rellison@aging.sc.gov>  
**To:** Burton, Kennethkrburton@aging.sc.gov  
Catherine McNicollCatherineMcNicoll@scstatehouse.gov  
**CC:** Danny VaratDannyVarat@scstatehouse.gov  
Broome, Darryldbroom@aging.sc.gov  
**Date:** 9/26/2017 10:37:40 AM  
**Subject:** RE: Renewals - second request

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Catherine,

I have the forms that we need to complete. Just spoke to Athena this morning. She is forwarding the rest of the forms to me for completion. The chief of staff signed off on these last year. Who should be the contact for this year?

I have no problem with being the contact and signing if needed.

Just let me know.

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 803-734-9886  
rellison@aging.sc.gov

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**From:** Burton, Kenneth  
**Sent:** Tuesday, September 26, 2017 10:00 AM  
**To:** 'Catherine McNicoll'; Ellison, Ruchelle  
**Cc:** Danny Varat; Broome, Darryl  
**Subject:** RE: Renewals - second request

Catherine,

I gave those forms to Ruchelle when I received them.

Thanks,

Ken Burton  
Budget Manager  
Lieutenant Governor's Office  
1301 Gervais Street, Suite 350  
Columbia, South Carolina 29201  
Phone: 803-734-9917  
Fax: 803-734-9887  
krburton@aging.sc.gov

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From: Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]  
Sent: Tuesday, September 26, 2017 9:26 AM  
To: Ellison, Ruchelle <[rellison@aging.sc.gov](mailto:rellison@aging.sc.gov)>; Burton, Kenneth <[krburton@aging.sc.gov](mailto:krburton@aging.sc.gov)>  
Cc: Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>; Broome, Darryl <[dbroome@aging.sc.gov](mailto:dbroome@aging.sc.gov)>  
Subject: RE: Renewals - second request

Good Morning,

I just spoke with Athena. The documents are the insurance worksheets and they were mailed to us about two months ago. I think I vaguely remember sending them over to the Office on Aging, I have copied Ken because I most likely would have sent them to him because it was before I knew Ruchelle was handling the insurance. Athena has offered to come over and help us fill them out since they need to be in by the end of the week. She would also like to know who the new agency contact for them will be. I believe Mark and Andy were the old contacts.

Please let me know if you have the documents, I will dig through my office and check to see if I have a copy, I usually make a copy of this sort of thing before I send it over.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)*  
*803-734-5292 (phone)*

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From: Catherine McNicoll  
Sent: Monday, September 25, 2017 3:45 PM  
To: 'Ellison, Ruchelle' <[rellison@aging.sc.gov](mailto:rellison@aging.sc.gov)>  
Cc: Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>  
Subject: RE: Renewals - second request

They weren't forwarded with the chain when I received it, I have called Athena and left a message to try to sort it out.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)*  
*803-734-5292 (phone)*

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From: Ellison, Ruchelle [<mailto:rellison@aging.sc.gov>]  
Sent: Monday, September 25, 2017 3:43 PM  
To: Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>  
Cc: Danny Varat <[DannyVarat@scstatehouse.gov](mailto:DannyVarat@scstatehouse.gov)>  
Subject: RE: Renewals - second request

Catherine

I do not see an attachment to understand what policy that has expired that we need signatures on.

Thanks,  
Ruchelle

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From: Catherine McNicoll [<mailto:CatherineMcNicoll@scstatehouse.gov>]  
Sent: Monday, September 25, 2017 12:35 PM  
To: Ellison, Ruchelle  
Cc: Danny Varat  
Subject: FW: Renewals - second request

Good Afternoon Ruchelle,

From a previous conversation with Ken, I understand you are now handling the Insurance Policies. I wanted to see if you were aware of this deadline and if you need anything from Danny or me. Thank you.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*[CatherineMcNicoll@SCStatehouse.gov](mailto:CatherineMcNicoll@SCStatehouse.gov)*  
*803-734-5292 (phone)*

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From: Danny Varat  
Sent: Monday, September 25, 2017 12:04 PM  
To: Catherine McNicoll <[CatherineMcNicoll@scstatehouse.gov](mailto:CatherineMcNicoll@scstatehouse.gov)>  
Subject: Fw: Renewals - second request

Sent using OWA for iPhone

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From: Andy Fiffick  
Sent: Monday, September 25, 2017 11:51:10 AM  
To: Christensen, Athena  
Cc: [MARKPLOWDEN@SCSTATEHOUSE.GOV](mailto:MARKPLOWDEN@SCSTATEHOUSE.GOV); Danny Varat  
Subject: Re: Renewals - second request

Hi Athena - you probably need to get with Danny Varat on this, as neither Mark nor I are in the Lt. Governor's office anymore. Thanks!

Andy Fiffick  
Chief of Staff and Director of Research  
South Carolina Senate Judiciary Committee  
803-212-6610  
[andyfiffick@scsenate.gov](mailto:andyfiffick@scsenate.gov)

On Sep 25, 2017, at 10:47 AM, Christensen, Athena <[achristensen@irf.sc.gov](mailto:achristensen@irf.sc.gov)> wrote:

Andy,

Below is an e-mail sent on Friday. Please review, have signed and dated and e-mail back to me ASAP.

Thanks,  
Athena

Good afternoon,

The insurance policies for the Office of Lieutenant Governor expire September 30, 2017. Attached are

copies of the worksheets that need to be reviewed, signed and returned.

Please let me know if you have any questions or need more information.

Best regards,

# Athena

Athena S. Christensen, CPCU  
Underwriting Field Services Manager  
Insurance Reserve Fund  
1201 Main Street, Suite 500  
Columbia, SC 29201  
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