

**From:** Large Conference Room, Aging  
**Required:** Large Conference Room, AgingLrgConfRm@aging.sc.gov  
Beard, Renerbeard@aging.sc.gov  
Theriot, Susantheriot@aging.sc.gov  
Kester, Tonykester@aging.sc.gov  
Watson, Daledwatson@aging.sc.gov  
Ellison, Ruchellerellison@aging.sc.gov  
Pondy, Kevinpondyk@aging.sc.gov  
Wolf, Anneawolf@aging.sc.gov  
Dickinson, Gerrygdickinson@aging.sc.gov  
**Subject:** Policies and Procedures Review  
**Location:** Large Conference Room  
**When:** 3/10/2014 9:00:00 AM - 10:30:00 AM

---

The Team Leaders will extend their regular Monday morning meeting on March 10<sup>th</sup> to have a final review of the South Carolina Aging Network's Policies and Procedures Manual. The review should start between 9:00 and 9:30 a. m.

This will be the last official Team Leader review before the manual is released to the Planning Service Areas (PSAs), and it will be the final opportunity to provide input.

Please review the manual, paying close attention to the areas that pertain to the programs your division administers. A copy of the manual can be found in **Groupshare K: PSA/Policies and Procedures Manual 2014**. The document is titled "Policies and Procedures Manual 2014 (2-26-2014) Blue."