

To: O'Brien, Kim M[Kim.M.O'Brien@wv.gov]
From: Raymona Kinneberg
Sent: Tue 11/1/2016 3:35:39 PM
Subject: RE: MAT Manuals

Thanks.

From: O'Brien, Kim M [mailto:Kim.M.O'Brien@wv.gov]
Sent: Tuesday, November 01, 2016 8:15 AM
To: Raymona Kinneberg <raymona@bjcinc.com>
Subject: RE: MAT Manuals

Diamond Building CR249. Please sign in with security and let them know you're here to see Cindy and we'll escort you to the meeting room.

Thanks,
Kim

From: Raymona Kinneberg [mailto:raymona@bjcinc.com]
Sent: Friday, October 28, 2016 3:27 PM
To: O'Brien, Kim M
Subject: RE: MAT Manuals

I just need to know the meeting location.

From: O'Brien, Kim M [mailto:Kim.M.O'Brien@wv.gov]
Sent: Friday, October 28, 2016 11:54 AM
To: Raymona Kinneberg <raymona@bjcinc.com>
Subject: RE: MAT Manuals

Great! We look forward to seeing you then. If you need call-in information, please let me know and I will send to you.

Thank you,
Kim

From: Raymona Kinneberg [mailto:raymona@bjcinc.com]
Sent: Friday, October 28, 2016 11:34 AM
To: O'Brien, Kim M
Subject: RE: MAT Manuals

Kim –

We'll take 2 pm on the 16th.

Raymona

From: O'Brien, Kim M [mailto:Kim.M.O'Brien@wv.gov]
Sent: Friday, October 28, 2016 10:34 AM
To: Raymona Kinneberg <raymona@bjcinc.com>
Subject: MAT Manuals

Ms. Raymona,
I am currently attempting to schedule a meeting with Cindy and your staff regarding the aforementioned manual. I am also working with Kathy Lawson so she may participate as well. I've provided her with a list of dates/times to see what would work with her.

The dates/times are:

11/16 11am
2pm

11/18 11am
1pm

Would any of these work for you and your staff? There may be some changes depending on when Kathy is available, but I wanted to provide you with a couple dates to get started with scheduling.

I apologize for the delayed response in scheduling this.

Thank you,
Kim

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