



# *The Public Service Commission State of South Carolina*

COMMISSIONERS  
Justin T. Williams, Sixth District  
*Chairman*  
Florence P. Belser, Second District  
*Vice Chair*  
Carolyn L. "Carolee" Williams, First District  
Stephen M. "Mike" Caston, Third District  
Thomas J. "Tom" Ervin, Fourth District  
Headen B. Thomas, Fifth District  
Delton W. Powers, Jr., Seventh District

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October 12, 2020

## **NOTICE REGARDING NEW COMMISSIONER ORIENTATION**

Please take notice that the Orientation for newly elected Commissioners will continue on **Tuesday, October 27, 2020 at 9:30 a.m.** in the Commission's Hearing Room.

The Agenda for the Orientation is attached. This Agenda has been updated to add items regarding Case Load and Time Management Issues; Flow Chart of a Typical Rate Case and Fuel Case; Examples of Definitions in Legal Filings; and Tips for Reviewing Dockets Filed at the PSC.

## PSC Commissioner Orientation Agenda

- 1) Welcome Remarks - Chairman
- 2) Department of Administration Orientation
  - a) New Employment Forms
  - b) Policies
- 3) PSC Organization Overview (refer to *PSC Org Chart*)
  - a) Business Meetings
  - b) Hearings
  - c) PSC Technology
    - i) Livestream
    - ii) Docket Management System
    - iii) Commission Calendar
    - iv) Daily Activity Report
    - v) Weekly Commissioner Event Reports
- 4) South Carolina Code of Judicial Conduct
- 5) Ex Parte Communications Policy & Acknowledgement Form
- 6) NARUC and SEARUC
- 7) PSC Online Presence Overview
- 8) Forms and Other Information – Tricia DeSanty
  - a) New Commissioner Info Form
  - b) Emergency Contact
  - c) Commissioner Signature Page
  - d) Travel
    - i) Travel Info You Need to Know
    - ii) Disbursement Regulations
    - iii) Travel Support Document – Voucher
    - iv) Travel Reimbursement Exceeding Justification
    - v) Meal Reimbursement Form
    - vi) Mileage Rate Memo
    - vii) Meal Reimbursement Increase Memo
- 9) SCEIS (refer to *SCEIS.Login.Logout.QRC*)
- 10) Take Pictures for Commissioner Board
- 11) Case Load and Time Management Issues
- 12) Flow Chart of Typical Rate Case and Fuel Case
- 13) Examples of Definitions in Legal Filings
- 14) Tips for Reviewing Dockets Filed at the PSC