

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
To: Danny Varat <DannyVarat@scstatehouse.gov>
Date: 2/21/2018 10:13:37 AM
Subject: Draft Response to Character Reference

"Good Afternoon Ms. Smith,

I would like to apologize for not fully understanding your request for a character reference when we met (insert time or place).

I have been advised by the general counsel for my office that providing a reference to the Board of Long Term Health Care Administrators for licensing could create a conflict of interest for our Long Term Health Care Ombudsman who investigates complaints in long term care facilities. Again, I apologize for the confusion and I wish you success in your career and in serving the seniors of our state.

(insert signature block)"

Alternatively, I can send the email from me:

"Good Afternoon Ms. Smith,

The Lieutenant Governor asked me to assist in preparing the character reference that you requested. We regret that at this time it would not be appropriate for our office to provide a character reference to the Board of Long Term Health Care Administrators as it could create a conflict of interest for our Long Term Health Care Ombudsman who investigates complaints in long term care facilities. We apologize for the confusion and wish you success in your career and in serving the seniors of our state. "

Best Regards,
Catherine McNicoll
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