

From: Danny Varat <DannyVarat@scstatehouse.gov>  
To: Lily Cogdill LilyCogdill@scstatehouse.gov  
Date: 6/29/2017 10:17:35 AM  
Subject: Re:

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Lily, I'm glad that you and Darryl talked, and he expressed several things that I think are important going forward. The first is that your role as scheduler is critically important in two contexts--accuracy and timeliness.

The schedule must be accurate, even if the information is tentative, and it must be updated to the moment that you have new information. The NFIB event from this morning is a good example. I see that it now is off, but it was there through Tuesday, even though we knew it was canceled. I knew, myself, that it was canceled, but Brandon asked me on Monday about it. We must make sure that information is translated to the calendar immediately as it's known. The Ralph Norman event is another good example. It still says 4:30 on the main calendar, but Darryl says that you showed him one that says 5. We need to make sure that everything is accurate on the main calendar as soon as possible.

The second is the issue of information flow. The issue of information flow and the steps in setting up events is one that, as you're seeing, we're addressing via group email. Everyone has a role, and everyone has to be flexible at the same time, but we're all doing this together. Your role is to ensure that the calendar is accurate and up-to-date, even if information is tentative. Information will come from several directions, and it needs to be put into the calendar as you get it. No single person always will be a part of originating ideas and information, and everyone, at some point, will be brought in on the second or third step. It's the nature of what we do. We all have to do our part to make sure the information is handled in the way to make him successful--regardless of how we get the information.

What we do, obviously, is not assembly-line stuff. We have to be able to work as a unit but without rigidity in our roles. We have to be flexible on a daily basis. Frustrations may arise, and we can handle those, but we have to handle them in a spirit of camaraderie.

I think we're all doing better. We always can make adjustments, and I'm always open to suggestions, but as long as you can keep the calendar updated, and in a timely manner, then you'll be doing exactly what we need. Thanks for all that you're doing.

DV

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From: Lily Cogdill  
Sent: Wednesday, June 28, 2017 8:03 AM  
To: Danny Varat  
Subject:

Danny,

I know that you have a great deal going on right now, but, I wanted to take a moment to follow up with you regarding our last conversation.

First, I am not exactly sure where or at what point our working relationship derailed from the tracks, but, I would like to get back on track. There have been some growing pains in the process of this transition, however, my intent has always been to conduct myself in a professional manner, especially when dealing with matters/topics that may be considered sensitive. It has been brought to my attention that you feel that I have fallen short in achieving that. It was evident that you were frustrated with me when we were discussing the creation of the "Communications Plan" last week. My issue is not who took the initiative to create the plan, but, that I be included in the process. I only express my "frustrations" with you because I very much want to be a productive and POSITIVE part of this team. I am not perfect and am not exempt from making mistakes. I am a person that will take responsibility for the mistakes that I have made, but, I need to know what I have done wrong. I need for you to talk to me and let me know how you want for things to be done. It appears to me that everyone has a pretty clear direction of his/her job responsibilities and the mindset of both you and the Lieutenant Governor. However, I do not feel that I have the same. I am a communicator and need clear

instructions of what your expectations are of me. I truly mean well.

Secondly, I want you to know that I regardless of my “frustrations”, it is an honor for me to work in this office and want nothing more than be a valuable part of this team. I AM happy working here and I am very grateful that I have been given the opportunity to work for the Lieutenant Governor and his office. My goal from the very start was and still is, to serve the Lt. Governor, you and this office to the best of my ability.

I look forward to hearing from you.

Sincerely,

Lily

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