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**Subject:** Staff Meeting

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Dear all, let me reiterate that I think we've had a great spring and now that session is over we can focus on our mission for the Summer and Fall. The Lieutenant Governor wants to get around the state as much as possible and talk about small businesses, health care and, of course, issues involving seniors (and other things, of course, in the right setting). Without session, and with a newly hired relief pharmacist, he'll have much more time, and so we need to get him as many places as time allows.

I'd like for us to have a regular staff meeting on Mondays, and I'll set the time each Friday dependent upon the logistics of the following Monday. Let's do 11:30am today. I believe that we can have a fairly simple agenda, but I am very open to suggestions. My idea is that we cover the calendar in terms of what's confirmed, what's tentative and what's in planning. We, then, can move to other topics that anyone might want to cover.

Confirmed means it's been agreed to by us and the host but there may be a few details out such as time of speech or length of stay. Tentative means the host has been contacted but not yet replied or vice versa. Planning means that we agree on the idea and the contact is imminent.

Within these categories are all manner of issues like time, dress, talking points, etc., and all of those will be part of the conversation during our meetings. These logistics, up to now, have been addressed through the scheduling template, and that template remains, I believe, the proper tool for invitations we receive, such as the upcoming Saulsbury ribbon cutting. I think, though, that when we reach out to a host, such as we may do with a Rotary, we need to ask our own questions--from the template--instead of requesting it be returned to us. It just seems a bit demanding to ask to that we be invited to do something and then ask the host to fill out a form.

Ideas for LG appearances can and will come from everywhere. Whether it's a call to the front desk, something on line, something in the mail or an idea someone might have, these should be sent to Lily. She will send a group email and everyone will have the opportunity to comment. Lily also will determine if there is already a scheduling conflict so we can discuss our options.

When we've decided that it's an idea worth pursuing, then I'll take it to the LG, and his approval will start the process of gathering and finalizing the details.

Any invites or request to speak or meet with members of the press should be sent to Tori Beth. She will determine how we respond, and that will be scheduled accordingly, e.g. phone call, in-person, email reply, etc.

Catherine will be responsible for gathering presentation material when needed, such as when he testifies to the opioid committee in a few weeks.

We can start on Monday with the drafted suggestions for July. Y'all tell me the best number to call, and I'll do so at 11:30am.

I also want to make sure that everyone sees the same calendar, so Catherine, please ask LSA to give everyone the proper sharing privileges.

The goal here is to put him in front of as many people as possible, whether physically or virtually. I believe that this process can be straightforward and smooth. There are 6 of us, so group emails shouldn't be unwieldy, and I think decisions can be made quickly. Each of us has a role, but we don't work in silos, and the group effort will produce the best results. We're not limited to one meeting per week, and we can call more as needed.

We'll get started at 11:30.

Thanks,

DV