

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>  
To: Danny Varat <DannyVarat@scstatehouse.gov>  
CC: Lily Cogdill <LilyCogdill@scstatehouse.gov>  
'Broome, Darryl' <dbroome@aging.sc.gov>  
Date: 5/30/2017 10:13:56 AM  
Subject: Procedure

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Good Morning,

I wanted to get some clarification on how you would like the following handled:

Emails to the Ltgov email that get forwarded to the office on aging for action. Would you like whoever forwards it, me or lily usually, to follow up with LGOA, or should we mark our end as done once we forward it?

Thank you for the clarification.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
*CatherineMcNicoll@SCStatehouse.gov*  
*803-734-5292 (phone)*