



STATE OF NORTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES

JOSH STEIN
GOVERNOR

DR. DEVDUTTA SANGVAI
SECRETARY

SECRETARIAL DIRECTIVE 001

DATE: October 29, 2025

SUBJECT: Department Organization, Signature Authority and Delegation of Authority.

1. **SCOPE**. This Directive applies to all divisions, offices, facilities and units within the North Carolina Department of the Health and Human Services. The provisions of this Directive shall not be construed to interfere with or impede the authorities or duties prescribed by law to specific divisions, offices, facilities or units, or individuals within those units.
2. **ORGANIZATION**. By virtue of the authority vested in the Secretary, pursuant to N.C. G. S. § 143B-10(a), it is ordered that:
 - a. The Chief Deputy Secretary shall carry out the duties and powers of the Secretary when the Secretary is absent or unable to serve, or when the office of the Secretary is vacant.
 - b. The Chief Deputy Secretary shall report directly to the Secretary. In consultation with the Secretary, is authorized, in that official's own capacity and that official's own title, to perform any functions the Secretary is authorized to perform and shall be responsible for referring to the Secretary any matter on which action would appropriately be taken by the Secretary. These functions include, but are not limited to:
 - i. Authority to serve as the Secretary's designee in reviewing DHHS Attorney/Hearing Officer reports of Personnel Grievance Hearings and in rendering and signing final department decisions thereon.
 - ii. Authority and be responsible for the adoption, management, and periodic review of records retention schedules for departmental and related agencies, including the preparation and execution of responses to correspondence regarding records retention schedules.
 - iii. Authority to adopt rules in accordance with Chapter 150B of the North Carolina General Statutes, in coordination with relevant Divisions of the Department and the Department's Rule-making Coordinator. The Chief Deputy may recognize previous delegations of rulemaking authority to Division Directors or may specifically delegate this authority to adopt rules as deemed necessary and appropriate.
 - c. The following shall report directly to the Secretary:
 - i. Deputy Secretary for External Affairs / Chief of Staff

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- ii. Deputy Secretary for Opportunity & Well-Being
 - iii. Deputy Secretary for Operational Excellence / Chief Deputy Secretary
 - iv. Chief Financial Officer
 - v. Deputy Secretary for Medicaid
 - vi. Deputy Secretary for Health
 - vii. Deputy Secretary for Licensing and Facilities
 - viii. State Health Director / CMO
 - ix. Chief Psychiatrist
 - x. Strategic Advisor
- d. The Chief of Staff / Deputy Secretary for External Affairs shall report directly to the Secretary.
- i. The General Counsel shall report to the Secretary, through the Chief of Staff.
 - ii. The following officials shall report to the Chief of Staff:
 - 1. Assistant Secretary of Government Affairs
 - 2. Policy Director
 - 3. Senior Director, Office of Communications
- e. The State Health Director / CMO shall report directly to the Secretary and shall exercise, in that official's own capacity and that official's own title, all authority as prescribed by law.
- i. DPH CMO
 - ii. DHHS Deputy CMO for Health Access
- f. The following officials shall report through the Chief Deputy Secretary / Deputy Secretary for Operational Excellence to the Secretary and shall exercise supervision over those officials within their respective organizations:
- i. Chief Operating Officer & Strategy and Performance
 - ii. Director, Property and Construction
 - iii. Director, Internal Audit
 - iv. Agency Procurement Officer
 - v. Chief Information Officer
 - vi. Director, Human Resources
 - 1. Senior Deputy Division Director
 - vii. Director, Privacy and Security
 - viii. Chief Data Officer
- g. The following officials shall report through the Deputy Secretary for Opportunity and Well-being to the Secretary and shall exercise supervision over those officials within their respective organizations:
- i. Director, Child, Family, and Adult, Regional Support
 - ii. Director, Child and Family Well-Being
 - iii. Assistant Secretary for Employment and Community Access
 - 1. Director, Office of Economic Opportunity
 - 2. Director, Division of Disability Determination Services
 - 3. Director, Division of Services for the Blind
 - 4. Director, Division of Employment and Independence
 - 5. Director, Division of Services for Deaf and Hard of Hearing
 - 6. Director, NC Council on Developmental Disabilities

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7. Director, Employment and Community Access
 - iv. Director, Child Development and Early Education
 - v. CFO, Opportunity and Well-Being
 - vi. Director, Child Support, Economic Services, Aging, and Operations
 1. Director, Aging
 - vii. Director, Office of Human Services Business Information and Analytics
 - h. The following officials shall report through the Deputy Secretary for Medicaid to the Secretary and shall exercise supervision over those officials within their respective organizations:
 - i. Assistant Secretary for Medicaid
 - ii. Chief Medical Officer, NC Medicaid
 - i. The following officials shall report through the Deputy Secretary for Health to the Secretary and shall exercise supervision over those officials within their respective organizations:
 - i. Director, Public Health
 - ii. Director, Mental Health, Development Disabilities, Substance Use Services
 - iii. Director, Minority Health
 - iv. Director, Rural Health
 - v. Director, Olmstead/TCL
 - j. The following officials shall report through the Chief Financial Officer to the Secretary and shall exercise supervision over those officials within their respective organizations:
 - i. Director, Budget and Analysis
 - ii. Director, Office of Controller
 - k. The following officials shall report through the Deputy Secretary for Licensing and Facilities to the Secretary and shall exercise supervision over those officials within their respective organizations:
 - i. Director, State Operated Healthcare Facilities
 - iii. Director, Health Service Regulation
 - iv. CMO for State Operated Facilities
3. The officials listed in paragraph 2(a)-(k) are authorized to perform any functions the Secretary is authorized to perform, other than functions expressly reserved to the Secretary, Chief Deputy Secretary, Chief of Staff or Deputy Secretaries and subject to the following: Each of these officials will perform under this authority only those functions that arise out of, relate to, or concern the activities or functions of, or the laws, rules and regulations administered by or relating to, the divisions, offices, or other organizational units over which the official has supervision. Each of these officials shall perform under this authority in the official's own capacity and the official's own title and shall be responsible for referring to the Secretary, through the appropriate Deputy Secretary, any matter on which action would appropriately be taken by the Secretary
4. **SIGNATURE AUTHORITY**. The Chief Deputy Secretary, Chief Financial Officer, and Deputy Secretaries for External Affairs, Opportunity & Well-Being, Operational Excellence, Medicaid, Health, Licensing and Facilities are authorized to sign official Departmental documents for which the Secretary's signature is required in matters and activity related to their respective portfolio. Any such documents signed under this delegated signature authority will have the same force and effect as if signed by the Secretary.

- a. **Settlements and Litigation Matters.** Any settlement agreement, consent order or other litigation related document in which the Department will be bound, may be signed, in lieu of the Secretary's signature, by a Deputy Secretary, Assistant Secretary, Senior Director or Division Director, after consultation with the General Counsel.
 - b. **Contracts and Procurement Matters.** All signatures on contracts and procurement matters may be signed in accordance with Secretarial Directive 004.
5. **RULEMAKING.** [reserved].
6. **BUDGET.** Secretarial Directive 003 is issued to provide for the development, modification, and management of the Department's budget.
7. **CONTRACTS & PROCUREMENT.** Secretarial Directive 004 is issued to provide for the review and execution of all contracts, agreements (MOU, MOA, DUA, DSA, etc.) and procurement activities, including amendments to existing contracts.
8. **AUTHORITIES.**
 - a. N.C. Gen. Stat. § 143B-10
 - b. N.C. Gen. Stat. § 143B, Article 3
9. **OFFICE OF PRIMARY INTEREST.** The Office of the General Counsel.
10. **SECRETARY AUTHORITY.** This Directive and any delegation of authority herein shall not deprive the Secretary from performing, in lieu of the Chief Deputy Secretary or any other named official, any of the acts set forth above. This delegation of authority may be amended or withdrawn by the Secretary at any time and without notice. This delegation of authority shall not apply to any actions which by law, regulation or Executive Order, may only be executed by the Secretary.
11. **PRIOR DIRECTIVES AND DELEGATIONS.** This Directive and any delegation of authority herein shall supersede any previously issued directive or delegation, whether by the below signed Secretary or any previous Secretary, that conflicts with the terms set forth above.

Signed by:

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Dr. Devdutta Sangvai
Secretary