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STATE OF NORTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES

JOSH STEIN
GOVERNOR

DR. DEVDUTTA SANGVAI
SECRETARY

SECRETARIAL DIRECTIVE 001

DATE: August 6, 2026

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 titled roles shall report directly to the Secretary:
        i. Chief of Staff

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ii. Chief Deputy Secretary
iii. Deputy Secretary for External Affairs
iv. Deputy Secretary for Opportunity & Well-Being
v. Deputy Secretary for Operations
vi. General Counsel
vii. Chief Regulatory Officer
viii. Chief Financial Officer
ix. Deputy Secretary for Medicaid
x. Deputy Secretary for Health

xi. Deputy Secretary for Facilities, Behavioral Health and IDD
xii. State Health Director / Chief Medical Officer
xiii. Chief Psychiatrist
xiv. Chief Strategy Officer

d. The following officials shall report through the Chief of Staff to the Secretary and shall exercise supervision over those officials within their respective organizations:
   i. Director, Office of Strategy and Performance
e. The following officials shall report through the Deputy Secretary for External Affairs to the Secretary and shall exercise supervision over those officials within their respective organizations:
   i. Assistant Secretary of Government Affairs
   ii. Policy Director
   iii. Senior Director, Office of Communications

f. The State Health Director / Chief Medical Officer 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. The following officials shall report through the State Health Director to the Secretary and shall exercise supervision over those officials within their respective organizations:
   i. DPH CMO
   ii. DHHS Deputy CMO for Health Access

g. The following officials shall report through the Deputy Secretary for Operations to the Secretary and shall exercise supervision over those officials within their respective organizations:
   i. Chief Operating Officer
   ii. Director, Property and Construction
   iii. Director, Internal Audit
   iv. Agency Procurement Officer
   v. Chief Information Officer
   vi. Director, Human Resources
   vii. Director, Privacy and Security
   viii. Chief Data Officer

h. 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

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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
    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

i. 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

j. 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, Minority Health
    iii. Director, Rural Health
    iv. Director, Olmstead/TCL

k. The following officials shall report through the Chief Regulatory Officer to the Secretary and shall exercise supervision over those officials within their respective organizations:
    i. Director, Health Services Regulation
l. 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

m. The following officials shall report through the Deputy Secretary for Facilities, Behavioral Health and IDD to the Secretary and shall exercise supervision over those officials within their respective organizations:
    i. Director, State Operated Healthcare Facilities
    iii. Assistant Secretary for Mental Health, Developmental Disabilities, Substance Use Services
    iv. CMO for State Operated Facilities

3. The officials listed in paragraph 2(a)-(m) 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

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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, Chief Regulatory Officer and Deputy Secretaries for External Affairs, Opportunity & Well-Being, Operations, Medicaid, Health, and Facilities, Behavioral Health, and IDD, 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:
Devdutta Sangvai
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Devdutta Sangvai, MD, JD, MBA
Secretary

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