

## **DHHS Directive Number II-44**

**Title:** Delegation of Authority to the Director, Office of Governmental and Community Relations  
**Effective Date:** November 3, 2008  
**Revision History:** January 1, 2002  
**Authority:** G.S. 143B-10

### **Purpose**

The purpose of this directive is to delegate, clarify and specifically confirm certain authorities of the Secretary of the North Carolina Department of Health and Human Services (NC DHHS) to the Director of the Office of Governmental and Community Relations. This position reports directly to the Secretary.

The Office of Governmental and Community Relations develops and carries out certain monitoring functions related to federal legislative activities, federal grant and state plan review and local and regional governmental liaison.

### **Delegation of Authority**

As provided in G.S. 143B-10(a), the Secretary of the DHHS delegates the following functions and responsibilities concerning management and administration to the Director of the Office of Governmental and Community Relations, subject to state and departmental policy:

1. The functions of management, related to the Office of Governmental and Community Relations, as defined in G.S. 143B-10, which include: planning, organizing, staffing, directing, coordinating, reporting and budgeting.
2. The management authority to develop and carry out programs or procedures not inconsistent with law, including, but not limited to:
  - A. Processing and approval of departmental responses and/or comments on state and federal legislation which impacts the programs administered by the department;
  - B. Monitoring federal legislative actions that affect the department;
  - C. Processing and approving all correspondence to federal agencies that is of a policy nature, including correspondence with individual legislators and

- legislative staff, as well as fiscal reports and policy studies provided to legislative committees and study commissions;
- D. Reviewing all state plans developed in the department prior to the plans' filing with state and federal agencies;
  - E. Reviewing all legislative appointments to Boards and Commissions that fall under the authority of the department;
  - F. Developing a strategic plan regarding the department's federal and state legislative agenda; and
  - G. Coordinating the department's legislative efforts with the Office of the Governor, other departments, private entities and nonprofit advocacy organizations, among others.
3. Shall serve as departmental liaison with NC's Congressional Delegation and their staff, the NC Washington Office, local and regional government associations, and intergovernmental relations staff of other departments in state government.
4. The Director shall be responsible for ensuring that the division is familiar with and adheres to the department's policy and procedures manual.

This delegation of authority shall not deprive the Secretary from performing, in lieu of the Director of the Office of Governmental and Community Relations, 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, state policy, or NC Governor's Executive Order, may only be executed by the Secretary.

APPROVED

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Dempsey Benton, Secretary  
Department of Health and Human Services