**Delegation of Authority**

**Carteret County Consolidated Human Services**

**Public Health Department**

North Carolina General Statute §153A-77 provides that the Human Services Director or the Director’s Designee shall have the same powers and duties as a local health director as set out in North Carolina General Statute §130A-41. It is not practical or feasible for the Consolidated Human Services Director or the Director’s Designee, the Deputy Director of the Public Health Department, to directly perform all of the outlined responsibilities. The Statute allows the Director or Director’s Designee to delegate to one or more members of their staff the authority to act as their representative.

This document is to expressly delegate the authority, set out in North Carolina General Statute §153A-77 and North Carolina General Statute §130A-41, by Cindy P. Holman, Consolidated Human Services Director for Carteret County, to Stephanie Cannon, Interim Deputy Director of the Public Health Department. Also by Stephanie Cannon, in her absence or unavailability, to the Local Public Health Administrator. In the absence of the Consolidated Human Services Director, the Interim Deputy Director of Public Health, and the Local Public Health Administrator, responsibility is designated to the Nursing Supervisor of the Carteret County Department of Public Health. These delegations include day-to-day operations of the Carteret County Public Health Department, as follows:

* To administer programs as directed by the Consolidated Human Services Director;
* To enforce the rules of the local board of health (Consolidated Human Services Board);
* To investigate the causes of infectious, communicable, and other diseases (§130A-144);
* To exercise quarantine authority and isolation authority pursuant to §130A-145;
* To disseminate public health information and to promote the benefits of good health;
* In consultation with the Consolidated Human Services Director, advise local officials concerning public health matters;
* To enforce the immunization requirements (§130A, Article 6, Part 2);
* To examine and investigate cases of venereal disease (§130A, Article 6, Parts 3 and 4);
* To examine and investigate cases of tuberculosis (§130A, Article 6, Part 5);
* To examine, investigate, and control rabies (§130A, Article 6, Part 6);
* To abate public health nuisances and imminent hazards pursuant to §130A-19 and §130A-20; and
* To sign Agreement Addenda for the purposes of public health services provision.

***When authority has been delegated to sign for the Consolidated Human Services Director or Deputy Director of the Public Health Department, the authorized signer should sign their own name and title, along with “as Director’s Designee.”***

The embargo of food or drink pursuant to G.S. §106-125 (a), (b), and (c) is delegated from the Consolidated Human Services Director to the Deputy Director of the Public Health Department **only** (no further delegation is applicable for embargo).

**Duties not Delegated**

The following items **are not** delegated:

* Signing contracts or lease agreements;
* Personnel Actions including hiring and disciplinary actions (written warnings, demotions, leave without pay, and terminations); and
* Signing personnel forms which include salary items (new hires, personnel evaluations/ merits, promotions, etc.).

**This delegation of authority shall continue until such time it is revoked in writing.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Carteret County Consolidated Human Services Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Interim Deputy Director of the Carteret County Public Health Department

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Notary Public for said County and State, do hereby certify that Cindy P. Holman did personally appear before me this day and acknowledged the due execution of the above letter of Delegation of Authority.

Witness my hand and official seal, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

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Notary Public

My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Notary Public for said County and State, do hereby certify that Stephanie Cannon did personally appear before me this day and acknowledged the due execution of the above letter of Delegation of Authority.

Witness my hand and official seal, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

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Notary Public

My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

Carteret County

North Carolina