

Decision Memo

Date: 09/12/2025

To: Marshall Smith, Chief Executive Officer
Direct Care and Treatment Executive Board

From: Jack Sturtz, Associate General Counsel

CC: Dale Klitzke, Chief General Counsel
Amy Chantry, Deputy General Counsel

RE: Delegations of Authority for DCT Directors, Deputy General Counsels, and Chief of Staff

Deadline: 09/18/2025

Action Requested: Approve delegations of authority for Direct Care and Treatment leadership.

☐ Yes ☐ No ☐ More Info Needed/Additional Comments

Background

Direct Care and Treatment must re-issue delegations of authority previously issued by the DHS Commissioner. The General Counsel's Office reviewed prior delegations and discussed additional delegation needs with Executive Directors and delegees. This memo outlines the proposed changes and new delegations of authority requested.

Delegations

Leah Bezanson, Patient Financial Services Manager

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing authority to carry out duties in statute and rule that involve determining, enforcing, and collecting on claims that relate to cost of care for treatment in state operated facilities.

Amy Chantry, Deputy General Counsel

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing: Authority to execute documents related to litigation or the resolution of contested case proceedings, excluding settlement agreements; Authority to sign Special Review Board documents; Authority to sign documents pursuant to 253B.18 related to reductions in custody, provisional discharge, approval for travel, and eligibility passes for persons who are mentally ill and dangerous to the public; Authority to provide the Executive Board's position regarding requests for a reduction in custody and provisional discharge changes pursuant to 253D; and Authority to sign documents related to the adoption or repeal of administrative rules under Chapter 14.

Steven Dahl, Director, Community Support Service

Current Delegated Authorities:	Proposed Changes:
Authority to execute contracts within Community Support Services.	None.

Nancy Freeman, Chief Operating Officer, Operations Services

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing: Authority to execute contracts within Operations Services; and Authority to sign documents related to leases, design, and construction on behalf of DCT and initiated by the Department of Administration.

Daniel Hohmann, Director, Business Operations, Community Based Services

Current Delegated Authorities:	Proposed Changes:
Authority to execute contracts within Community Based Services.	None.

Connie Jones, Chief of Staff

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing: Authority to execute contracts across DCT; and Authority to execute documents related to litigation involving DCT Support Services, including settlement agreements.

Derrick Jones, Chief Operating Officer, MHSATS

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing: Authority to execute contracts within MHSATS. Authority to authorize patient transfers across DCT facilities under 253B.14.

Doug Latuseck, Deputy Director, MSOP

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing: Authority to execute contracts within MSOP. Authority to authorize patient transfers across DCT facilities under 253B.14. Authority to execute documents related to litigation involving MSOP, including settlement agreements, when the MSOP Executive Director is absent.

Scott Melby, Chief Operations Officer, Forensic Services

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing: Authority to execute contracts within Forensic Services; Authority to authorize patient transfers across DCT facilities under 253B.14. Authority to authorize transfers from a state correctional facility to a state institution under the control of DCT under 241.07.

Calynn Schuck, Deputy General Counsel

Current Delegated Authorities:	Proposed Changes:
None.	New delegation providing: Authority to execute documents related to litigation or the resolution of contested case proceedings, excluding settlement agreements; Authority to sign Special Review Board documents; Authority to sign documents pursuant to 253B.18 related to reductions in custody, provisional discharge, approval for travel, and eligibility passes for persons who are mentally ill and dangerous to the public; and Authority to provide the Executive Board's position regarding requests for a reduction in custody and provisional discharge changes pursuant to 253D.

Internal Review

- Dale Klitzke, Chief General Counsel
- Amy Chantry, Deputy General Counsel

Recommendation: I respectfully recommend approving the delegations of authority.