



Delegation of Authority and Delegation Limits

Jack Sturtz | Associate General Counsel

What is a Delegation of Authority?

- Minn. Stat. 246C.07, subd. 1(c):

“The executive board **may delegate duties** imposed by this chapter and **under applicable state and federal law** as deemed appropriate by the board and in accordance with this chapter.

Any delegation of a specified statutory duty or power **to an employee** of Direct Care and Treatment other than the chief executive officer **must be made by written order and filed with the secretary of state.**

Only the chief executive officer shall have the powers and duties of the executive board as specified in section 246C.08.”

- Minn. Stat. 246C.08, subd. 2(b):

“The chief executive officer shall have all the powers of the executive board unless the executive board directs otherwise.

The chief executive officer shall have the authority to speak for the executive board and Direct Care and Treatment within and outside the agency.”

Minnesota Delegation/Recession of Authority

MINNESOTA DELEGATION/RESCISSION OF AUTHORITY	
This document is a public record and is available for public inspection. Please read the instructions on the back of this form before completing it.	
1. DEPARTMENT (AGENCY, BUREAU, ETC.) Direct Care and Treatment	2. NAME OF DESIGNEE (INCLUDE TITLE)
3. PERSON DELEGATING/RESCIENDING (INCLUDE TITLE) Carol Olson, Chair of the DCT Executive Board, acting on behalf of the DCT Executive Board	
4. Choose one of the following actions:	
☐ I hereby DELEGATE the powers and/or duties listed in No. 6 to the above-named designee, effective:	☐ I hereby RESCIND all prior delegations of authority on file for the above-named person effective:
Month Day Year	Month Day Year
5. AUTHORITY CITED: Pursuant to: M.S. 15.06, Subd. 6 (Please check all that apply) Pursuant to: M.S. 16C.03, Subd. 16 (By the Commissioner of Administration) ☒ Pursuant to: M.S. 246C.07, subd. 1(c)	
6. If you are delegating powers and/or duties, mark the appropriate line(s) below.	
☒ EXECUTE CONTRACTS (Provide details below)	☐ SIGN PURCHASING DOCUMENTS (Provide details below)
☒ OTHER (Provide details below)	
DETAILS See Attachment A, which is hereby incorporated by reference.	
7. SIGNATURES DELEGATING/RESCIENDING AUTHORITY	DESIGNEE
8. Copies to: DCT Executive Board, DCT CEO, and Designee	RESERVED FOR USE BY THE SECRETARY OF STATE

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Any delegation of a specified statutory duty or power to an employee of Direct Care and Treatment **other than the chief executive officer** must be made by written order and filed with the secretary of state.

Only the chief executive officer shall have the powers and duties of the executive board as specified in section 246C.08.”

- Minn. Stat. 246C.08, subd. 2(b):

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Delegation of Authority and Delegation Limits Policy

Policy: The Executive Board delegates day-to-day management of DCT to the CEO and Executive Team.

Delegation of authority to staff other than the CEO must be by written order and filed with the Secretary of State.

Purpose: Establish which authorities are reserved to the Executive Board and which are delegated to the CEO.

Establish which authorities may be delegated to DCT staff.

Delegation to CEO

Policy attachment defines which authorities are reserved and which are delegated to the CEO.

Yet, this list is not exhaustive: the board may delegate other authorities as deemed appropriate.

Executive Board and CEO Authorities

Authorities		Executive Board	CEO
Strategic Planning	Establishment of the overall strategic direction for Direct Care and Treatment.		
	Set, review, and approve the Direct Care and Treatment strategic plan.		
	Material changes to Direct Care and Treatment programs, services, or facilities.		

Delegation to DCT Staff

Non-reserved authorities may also be delegated to DCT staff.

- Delegations must be made by written order and filed with Secretary of State.
- Staff are expected to be familiar with scope and limits of delegation.

Approval of Delegations to DCT Staff



Thank You!

Jack Sturtz, Associate General Counsel