



## Health and Human Services - Administration 00100.513.

### Mission Statement

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Clallam County Health and Human Services (CCHHS) is dedicated to promoting and protecting the health, safety, and quality of life for all people in Clallam County.

### Function

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- Responsible for the effective and efficient administrative operations of the department including human resources, payroll, accounts payable and receivables, contract management, policies & procedures, staff to Board of Health and various other internal and external boards and committees.
- Communication: Public information is a planned component of all HHS programs and activities. Urgent public health messages are communicated quickly and clearly. Maintain emergency communication through Everbridge (statewide emergency communication system).
- Leadership and Community Involvement: Active involvement in the community; create and maintain collaborative partnerships to address community health risks and issues, prevention priorities, health disparities, and gaps in healthcare resource/critical health services.
- Monitoring Public Health Threats: A monitoring and reporting process is maintained to identify emerging threats to the public's health. Health Officer oversees investigation and control procedures that are in compliance with regulations. Provide education, information, investigation, permit/license conditions, and appropriate enforcement actions.
- Responding to Public Health Emergencies: Emergency preparedness and response plans and efforts delineate roles and responsibilities in regard to preparation, response, and restoration activities as well as services available in the event of communicable disease outbreaks, environmental health risks, natural disasters, and other events that threaten the health of the people.
- Community Health Assessment: Data about community health, environmental health risks, health disparities, and access to critical health services are collected, tracked, analyzed, and utilized along with review of evidence-based practices to support policy and program decisions.
- Program planning and evaluation of services and activities; identify specific goals, objectives, and performance measures and establish mechanisms for regular monitoring, reporting, and use of results.
- Financial Management Systems: Effective financial and management systems are in place in all HHS sections. Participate in financial audits and reviews. Assure accountable and responsible expenditure of funds and maximum revenue sources.

## Goals

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1. Partner with Kitsap County and Olympic Medical Center to complete a countywide Community Health Assessment to update health status data and work with stakeholders to address gaps in services and priorities within Clallam County.
2. Work with other stakeholders in Olympic Community of Health to address needs of the three counties and improve access to care.
3. Continue to work closely with Jefferson and Kitsap Counties (Region 2 ) Public Health Emergency Preparedness and Response programs to improve local health's capacity to respond to public health emergencies.
4. Align with state priorities in providing statewide foundational Public Health Services to all citizens in Clallam County.
5. Continue to evaluate programs and services; create efficiencies were needed.
6. Continue to partner with community agencies and participate on community health boards and committees.

## Workload Indicators

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	2014 Actual	2015 Actual	6/30/16 Actual
Number of Contracts Processed			38
Accounts Payable Vouchers Processed			833
# of Boards and Committee			8

## Grant Funding Sources

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1. Department of Health - Consolidated Contract

## Revenues

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	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Taxes				0
Licenses and Permits				0
Intergovernmental Revenues				15,000
Charges for Goods and Services				63,700
Fines and Forfeits				0
Miscellaneous Revenues				0
Other Financing Sources				0
Transfers In				0
General Tax Support				529,988
Total	*	*	*	\$608,688

## Expenditures

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	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Salaries and Wages				427,393
Personnel Benefits				144,404
Supplies				11,340
Other Services and Charges				25,551
Intergovernmental Services				0
Capital Outlays				0
Interfund Payments for Services				0
Transfers Out				0
Total	*	*	*	\$608,688

## Staffing

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	2014 Budget	2015 Budget	2016 Budget	2017 Budget
Full Time Equivalents	*	*	*	5.00