



Health and Human Services - Administration 00100.513.

Mission Statement

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

- **Administrative Operations:** Oversee and manage the department's internal administrative functions, ensuring efficient processes in human resources (e.g., hiring, onboarding, personnel support), payroll processing, accounts payable and receivable, and contract management. Develop and maintain internal policies and procedures, while also supporting the Board of Health and other internal/external boards and committees with accurate documentation, coordination, and communication.
- **Communication:** Integrate public information as a key component of all Health and Human Services programs. Disseminate timely, accurate, and accessible information to the public, especially during urgent public health incidents. Maintain readiness for emergency alerts and outreach using tools like Everbridge, the statewide emergency communication system.
- **Leadership and Community Involvement:** Actively engage with community members and stakeholders, fostering strong partnerships across sectors to tackle public health priorities. Collaborate with tribal entities, nonprofits, and governmental agencies to identify and address health risks, disparities, prevention needs, and service gaps within the community.
- **Monitoring Public Health Threats:** Operate a robust monitoring and reporting system to detect and respond to new or emerging public health threats. Ensure the Health Officer and staff lead investigations and enforcement actions in accordance with public health regulations. Provide clear education, guidance, permitting conditions, and enforcement when necessary to protect community health.
- **Community Health Assessment:** Collect, analyze, and track local data related to health outcomes, environmental risks, access to care, and health disparities. Use this data alongside evidence based practices to inform program development, prioritize interventions, and support sound public health policy decisions.
- **Financial Management Systems:** Maintain accountable and transparent financial operations across all HHS programs. Actively participate in state and local financial audits, track expenditures, and identify opportunities to increase funding and optimize existing resources. Review and update fee structures as appropriate to ensure sustainable funding and service delivery.
- **Program Planning and Evaluation:** Develop clear, measurable goals and objectives for all departmental services and initiatives. Implement systems for continuous monitoring and evaluation to assess program performance and impact. Use findings to refine and improve service delivery and operational efficiency.

- Foundational Public Health Services: Ensure delivery of FPHS to all Clallam County residents by collaborating with community partners, advocating for policy changes, and seeking sustainable funding. Align department efforts with state mandates and public health standards to promote equitable, statewide access to core services.

Trends/Events

Increased workload for administration of contracts, budgets, Foundational Public Health Services, and human resource activities.

Ongoing evaluations of administrative processes are being conducted to maximize staff effectiveness and reduce redundancies. These reviews help ensure resources are used wisely and that staff are positioned for success.

Health and Human Services has been successful in developing strong partnerships with community agencies, local, state, and tribal governments and other stakeholders. This ensures a network of partners working towards sharing resources and supporting public health.

Ongoing review of internal administrative process and procedures to assure the most efficient and effective use of staff resources.

Health and Human Services leadership team will work with County Administration and Prosecuting Attorneys Office on reviewing/amending current County Policies that impact grant deliverables.

In 2025 the Harm Reduction Health Center launched harm reduction services in Clallam Bay, Joyce, and Sequim, increasing access to life saving interventions such as Naloxone, syringe exchange programs, and substance use education. These efforts aim to reduce overdose deaths and improve public health outcomes.

Through collaboration with Serenity House housing resource assistance to underserved populations in the Forks area to help address the social determinants of health, especially housing stability, by providing direct support at the Forks HHS office.

Goals

1. Regional Collaboration: Deepen partnerships within the Olympic Community of Health to identify shared regional needs, coordinate care, and improve health equity across Clallam, Jefferson, and Kitsap Counties.
2. Community Driven Public Health: Continue engaging with residents and community leaders to identify local priorities and ensure that public health services address the specific needs and challenges of the community.
3. Alignment with State FPHS Priorities: Ensure all programs and services reflect the foundational public health goals set by Washington State, thereby standardizing and improving the quality of care provided to all Clallam County residents.
4. Expanded Harm Reduction Services: Strengthen and grow services at the Harm Reduction Health Center to combat overdoses and communicable diseases. Provide equitable access to treatment, education, and prevention resources.
5. Program Evaluation: Regularly assess the effectiveness, reach, and equity of all programs and services. Use evaluation findings to improve service delivery, eliminate barriers, and ensure fair access for all community members.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
Number of Contracts Processed	75	55	42
Accounts Payable Vouchers Processed	1,827	1,947	944

Grant Funding Sources

1. Department of Health - Consolidated Contract

Revenues

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	5,948	605	72	0
Charges for Goods and Services	153,850	368,373	225,509	593,956
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	618,761	465,956	139,215	166,212
Total	778,559	834,934	364,796	760,168

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Salaries and Wages	552,413	588,595	263,935	553,329
Personnel Benefits	216,619	233,290	97,285	181,148
Supplies	7,042	10,142	1,266	15,841
Other Services and Charges	2,485	2,907	2,310	4,850
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	5,000
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	778,559	834,934	364,796	760,168

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalents	6.10	6.30	4.50	4.50