

MEMORANDUM

DATE: October 23, 2001
TO: The Board of Supervisors
FROM: Judith N. Knudson, Executive Director, WAMAC
SUBJECT: WAMAC Staffing Proposal

The Williamsburg Area Medical Assistance Corporation (WAMAC) has recently completed a reengineering process begun in March 2001. The Reengineering Team, consisting of staff from WAMAC, studied the way patients are seen at the clinic including waiting time and time spent with providers. The Team proposed a new method of seeing patients that included elimination of the front desk. That proposal was accepted by staff and is being implemented at the clinic.

As a result of this months-long process, the staffing needs of WAMAC have changed. There will be no change in staff costs under this reengineering plan. The WAMAC Board of Directors has approved the proposed staffing plan. (Copy of resolution attached.)

The attached Staffing Plan outlines the current and proposed staffing plans. In the proposed staffing plan all "temporary" positions are eliminated or absorbed into either full-time or part-time positions. An additional .60 of a full-time equivalent is added to part-time positions and two full-time equivalents are added to full-time positions. The overall full-time equivalent positions are reduced by .70, or 1,456 hours/year.

Staff recommends adoption of the attached resolution to authorize the Staffing Plan for WAMAC effective November 1, 2001.

Judith K. Knudson

CONCUR:

Anthony Conyers, Jr.

JKK/adw
wamac.mem

Attachments