

MEMORANDUM

DATE: September 14, 2004  
TO: The Board of Supervisors  
FROM: Carol M. Luckam, Human Resources Manager  
SUBJECT: Change Full-Time Temporary Position to Full-Time Other at Olde Towne Medical Center

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Pursuant to the agreement between James City County and the Williamsburg Area Medical Assistance Corporation (WAMAC), the WAMAC Board of Directors is requesting the conversion of an existing Full-Time Temporary clerical position to Full-Time Other. The position is titled Administrative Secretary (Clinic) and assists the medical personnel in the clinic with scheduling, paperwork, ordering of supplies, and data management. A full-time benefited position will help in the recruitment and retention of a qualified individual.

The WAMAC Board of Directors has reviewed and approved this request and a resolution signed by John Favert, President of the Board of Directors, is included.

I recommend approval of the attached resolution to change the Full-Time Temporary Administrative Secretary (Clinic) to Full-Time Other.

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Carol M. Luckam

CML/adw  
ftmedical.mem

Attachment