

MEMORANDUM

DATE: September 11, 2007

TO: The Board of Supervisors

FROM: David C. Pribble, Executive Director, Olde Towne Medical Center

SUBJECT: Creation of Administrative Secretary Position - Williamsburg Area Medical Assistance Corporation - Olde Town Medical Center Education, Prevention, and Chronic Disease Program

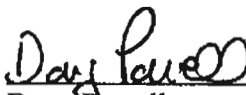
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Pursuant to the agreement between James City County and the Williamsburg Area Medical Assistance Corporation (WAMAC), the WAMAC Board of Directors is requesting the creation of a full-time (2,080 hours/year) other position of Administrative Secretary for the Olde Towne Medical Center Education, Prevention, and Chronic Disease Program effective September 12, 2007.

The WAMAC Board of Directors has reviewed and approved this request and a resolution signed by William Pennock, President of the Board of Directors, is attached to this memorandum.

  
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David C. Pribble

CONCUR:

  
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Doug Powell

DCP/gb  
AdminSecPos.mem

Attachment