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QUALIFICATIONS- BACKGROUND

More than thirty years management experience in all areas of government operations; having served as a department administrator in county government, legislator and administrator in municipal government, elected school board member and appointed member of a local housing authority.

EXPERIENCE

Specific experience and skills and strength include employee supervision and training, purchasing, advertising, public relations, insurance, budget and finance, inventory control, labor union negotiations, personnel management and the development and implementation of policies and procedures. Addition expertise includes knowledge of the requirements of the New Jersey Department of Personnel (Civil Service), New Jersey Environmental Protection Solid Waste Management Regulations, the Americans with Disabilities Act, the Federal Transit Administration, Federal Highway administration and New Jersey Transit as well as other federal and state agencies and regulations.

WORK HISTORY

July 2004- Present

Lewis Consulting, LLC- Provides technical assistance and management review for municipal and county governments

Upon retirement from the State of New Jersey, I established Lewis Consulting, LLC. Primary goals include providing technical review, evaluation and management oversight of government operations and services particularly in the Public Works areas. Presently providing consultation services for three North Jersey municipalities.

May 2002-June 2004

State of New Jersey-Department of Community Affairs-Division of Local Government Services-Public Works Auditor

The division provides technical assistance in budgeting, financial reporting, purchasing, joint services and management, but the primary responsibility is for the financial integrity of all local government units. As public works auditor the primary function is to review, evaluate and recommend improvements regarding internal procedures and controls of the daily operations of public works and related services of distressed municipalities.

Additional tasks include assessing staffing levels of all related public works activities, such as fleet management, solid waste collection, snow removal, street sweeping, for efficiency, effectiveness and performance without compromising the safety of the

community. Further, where necessary, recommend the restructuring or redesigning of the operations table of organization to include staffing levels in accordance with accepted policies and procedures.

1999-May 2002

State of New Jersey-Department of the Treasury Local Government Budget Review Auditor

The division was responsible for providing municipalities, school districts, utility authorities and fire districts throughout New Jersey with performance and management reviews. In performing the review all aspects of the agencies operations, including the overall table of organization, division functions, (i.e. public works, police, fire, recreation, etc.) were evaluated and recommendations established to assist those entities in controlling costs and improving the delivery of services. As an auditor I participated in the review of 16 different entities.

1998-1999

Vineland Construction Company/NFI Real Estate Retail Property Manager

Responsible for marketing/development of commercial, industrial real estate including office and retail space owned by the parent company. Responsible for all areas of property management for four (4) retail shopping centers located in southern New Jersey and eastern Pennsylvania. The shopping centers included 791,459 sq. ft. of retail space on 112.2 acres. Directly managed all contracts and vendors that serviced these centers.

1990-1997

Cumberland County office of Aging- Assistant Executive Director

Direct responsibility of a countywide para-transit system for elderly and handicapped residents. Developed and managed an annual budget from federal, state and local funds. Purchased goods and services as required. Developed specifications for the procurement of vehicles in accordance with federal ADA requirements. Responsible for implementing program organizational structure, including all areas of personnel management and general operational policies. Initiated a comprehensive vehicle preventive maintenance program. Responsible for monthly, quarterly and annual financial and programmatic records. Directly involved in agency quality improvement and long range strategic planning.

1972-1984

Cumberland County Office on Aging- Executive Director

Direct responsibility for County Office on Aging. Developed comprehensive network of services for elderly and disabled residents of Cumberland County. Services included Home Delivered Meals, Congregate Meals, Adult Medical Day Care, Outreach, Information and Referral, Transportation and Volunteer Services. Directly responsible for the Administration of all departments. Developed program operation policies and procedures, established the organizational structure for administering and managing the services. This included the development of job descriptions and the hiring, and evaluating over eighty- (80) full-time and part-time employees. Directly responsible for evaluating the needs of the elderly population in the county and then developing programs to meet those needs. Responsible for budget preparation and management, grantsmanship, program evaluation, programmatic and financial reporting to funding agencies. As a County Department executive, worked closely with County Officials to execute the responsibilities of the Office on Aging.

1977-1989

Director Public Works, Millville City Commission

Reorganized the structure of the Department to better meet the needs of the City. Established department divisions that included staff assignments with authority and allocation of funds and equipment that enabled division heads to provide services. Departments included Engineering Division, streets and Roads Division, Landfill Management, Municipal Solid Waste Collection and Sewer Utility. The Department employed forty-five (45) individuals with five divisions within the Department. Developed and managed an annual budget that enabled these city services to properly perform their functions for the City of Millville taxpayers. Responsible for the development of long term plans to ensure that City services were not in jeopardy or that health, safety and welfare of the community was not in danger.

EDUCATION

Central Connecticut State University- Bachelor of Science Degree Business Administration

Rutgers University – Completed New Jersey Department of Community Affairs

Local Housing & Redevelopment Agency Training Program for Commissioners

Board of Education – Completed New Jersey School Board Association

Continuing Education School Broad Member Training

Transportation – Completed Community Transportation Association of America

Federal Drug and Alcohol Testing Requirement Workshop and Employee Assistance Program

Gerontology – Completed continuing education courses sponsored by New Jersey Department of Community Affairs
New Jersey Real Estate Commission – Completed Real Estate sales Course Licensed
Licensed Real Estate Salesperson

PROFESSIONAL ORGANIZATIONS

- **1995-1998 Millville Board of Education** – Chairman Personnel and Union Negotiations Committee. Successfully negotiated employment contracts involving more than 800 employees and five bargaining units. Also, as Chairman of the Facilities Committee, I led the successful negotiations for the purchase of Prudential Insurance facility for the school district. This purchase enabled the district to complete renovations of the facility for a citywide middle school. This purchase and renovations saved the citizens of Millville several million dollars in future school expenditures.
- **1991-Present Millville Housing Authority Board of Commissioners** – Chairman July 1991 to June 1995. Currently serving as chairman of the Personnel Committee and the Procurement Committee. At the time of my appointment, the Authority was being investigated by the Federal Housing and urban Development Agency and the Federal Bureau of Investigations of improprieties. As Chairman, I expeditiously reorganized the Board, initiated several staff changes and embarked on a nationwide search for a new Executive Director. With the entire Board being a part of the process and a new Director in place, all investigative matters were resolved and the authority was rated by HUD as a model agency, receiving perfect ratings in 1994 and 1995 and has continued to maintain the high ratings year after year to date.
- New Jersey Council on Special Transportation
- Oversight Committee for Affordable Homes of Millville Ecumenical (AHOME)
- Board of Directors Millville/Vineland Joint Urban Enterprise Zone (UEZ)
- Cumberland County Solid Waste Advisory Council
- Cumberland County Comprehensive Employment & Training Advisory Council
- Governor's Advisory Committee for White House Conference on Aging
- National Gerontological Society
- New Jersey Association of Area Agencies on Aging
- National Association of Area Agencies on Aging
- Advisory Committee for Retired Senior Volunteer Program
- Board of Directors of Senior Activities and Meals Program

REFERENCES

Kenneth Yeutter	Certified Public Accountant High Street Millville, New Jersey 08332 856- 327-3900
James Quinn	Mayor-City of Millville City Hall Millville, New Jersey 08332 856- 825-7000
Dr. Edward Salmon	President-Salmon Ventures LTD 117 Smith Street Millville, New Jersey 08332 856-825-0500
Gary Minkoff	Councilman-Borough of Highland Park 221 South Fifth Avenue Highland Park, N.J 08904 732-777-6892