



UNION COUNTY IMPROVEMENT AUTHORITY

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 (732) 382-9400 (732) 382-5862 fax

Resolution No. 37-2015

Date: May 6, 2015

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY APPROVING THE HIRING OF PROJECT SPECIALIST

APPROVED AS TO FORM:
 Lisa M. da Silva, RMC
 Clerk of the Authority

APPROVED AS TO SUFFICIENCY OF FUNDS
 YES [] NO [] NONE REQUIRED
 UNION COUNTY IMPROVEMENT AUTHORITY

Lisa M. da Silva

M. W. B. O.

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Bornstad</i>	X		X				
<i>D'Elia</i>	X		X				
<i>Hines</i>	X		X			X	
<i>Hockaday</i>	X		X				
<i>Rountree</i>	X		X				
<i>Salerno</i>	X		X				
<i>Scutari</i>	X		X				
<i>Tomko</i>	X		X				
<i>Vollero</i>	X		X				X

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**RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY
APPROVING THE HIRING OF PROJECT SPECIALIST**

WHEREAS, the Union County Improvement Authority (the “Authority”) has been duly created by an ordinance of the Board of Chosen Freeholders (the “Board of Freeholders”) of the County of Union, New Jersey (the “County”), as public body corporate and politic of the State of New Jersey (the “State”) pursuant to and in accordance with the county improvement authorities law, constituting Chapter 183 of the Pamphlet Laws of 1960 of the State, as amended and supplemented from time to time (the “Act”); and

WHEREAS, the Authority is currently involved in the development, financing, implementation management, administration and supervision of the following projects, including but not limited to, the general construction of the Union County Family Court Building, Renewable Energy Program, Shared Services Agreement with the Union County Utilities Authority, Union County College – Cranford Campus Expansion, the Union County College - Plainfield Campus Project; and the Roselle Community Center Project; and

WHEREAS, the Authority is presently engaged in discussions to undertake new projects and activities involving renewable energy and municipal development; and

WHEREAS, it has been determined that the position of Project Specialist of the Authority shall be created to work with the Authority, Executive Director, and the Deputy Director to assist, manage, supervise, and oversee the aforementioned projects and future projects of the Authority; and

WHEREAS, it has been determined that the position of Project Specialist of the Authority shall assist, support, promote, operate, direct, manage, oversee and otherwise fulfill his/her obligations to ensure the successful development, financing, implementation, administration and supervision of the numerous projects that the Authority is currently involved in; and

WHEREAS, the Authority hereby appoints Monica Perkins to the position of Project Specialist of the Authority, whose curriculum vitae is attached hereto, at an annual salary of \$72,000.00 with benefits, effective May 11, 2015; and

NOW, THEREFORE, BE IT RESOLVED by the Union County Improvement Authority as follows:

1. Authority hereby appoints Monica Perkins to the position of Project Specialist of the Authority, whose curriculum vitae is attached hereto, at an annual salary of \$72,000.00, effective May 11, 2015; and

2. The Project Specialist of the Authority shall assist, support, promote, operate, direct, manage, oversee and otherwise fulfill his/her obligations to ensure the successful development, financing, implementation, administration and supervision of the numerous projects that the Authority is currently involved in, including but not limited to, the general construction of the Union County Family Court Building, Renewable Energy Program, Shared Services Agreement with the Union County Utilities Authority, Union County College – Cranford Campus Expansion, the Union County College - Plainfield Campus Project; and the Roselle Community Center Project; and
3. The Project Specialist of the Authority shall work with the Authority, Executive Director, and Deputy Director to assist, manage, supervise, and oversee the aforementioned projects and future projects of the Authority.
4. This resolution shall take effect immediately.

MONICA PERKINS

PROFESSIONAL SUMMARY

Multi-faceted experience with executive management of organizations; particular strengths include: developing and implementing innovative projects and programs for youth. Working with communities, including, boards, committees, volunteers, and other external agencies in order to bridge economical, social and educational gaps. Sound knowledge of legislation, regulations, policies and procedures for involving youth in community programs. In-depth knowledge and understanding of the economic, cultural and political environment. Skilled at building, training and retaining exceptional staffs, creating an excellent diverse work environment. Able to oversee and coordinate all aspects of budgeting and financial management.

MANAGEMENT SKILLS & AREAS OF EXPERTISE

Proficient in Microsoft Word, Excel, PowerPoint, Access, Team Building, Time Management and Conflict Resolution. SDLC, SPSS, MS Project, Test Director, QTP, FTP, Business/System Analysis, Programming Analysis, SQL and SharePoint.

PROFESSIONAL EXPERIENCES

CITY OF ELIZABETH, Elizabeth, NJ

2012-present

Program Manager (Workforce Investment Act)

- Ensure that all programs and activities are implemented according to legislation, policies and procedures.
- Assess the program requirements for youth.
- Identify and connect with community organizations and other interested partners to provide work experience for youth.
- Responsible for improving the employability and work readiness skills of youth.
- Recruit, mentor, and supervise youth participating in the program.
- Communicate with youth to determine their needs and interests.
- Ensure that youth and youth organizations are aware of program.
- Organize and develop enjoyable activities for participants to partake in.
- Develop positive and supportive relationships with all youth and families.
- Conduct needs assessment among participants.
- Record statistical measures of public participation in the program, compile photographic documentation, and prepare final evaluation and report of the program at its completion.
- Providing training and workshops.
- Administering the TABE test.

TRINITAS REGIONAL MEDICAL CENTER, Elizabeth, NJ

2011

Internship

- Participated in Care Management and Quality Improvement initiatives.
- Created excel spreadsheets to report credentialing activities such as accreditation, specialty and facility privileges.
- Processed application for medical staff privileges, prepared, maintained, and managed medical staff records using Morrissey Software online Web (MSOW) software.
- Created reports from MSOW using crystal report.

DEPARTMENT OF COMMERCE, New York, NY

2010

Field Operator Supervisor

- Ensured US Census policies and procedures were followed and executed.
- Identified and maintained additional resources as needed.
- Coordinated and facilitated all activities including.
- Identified worksites for crew members.
- Scheduled and facilitated weekly meeting.
- Trained crew members on hiring procedures including finger printing.
- Administered the Oath of Office, making trainees Census employees.
- Scheduled and administered tests for job applicants.
- Provided on the job training to staff.

PROFESSIONAL EXPERIENCES (cont.)

UNITED HEALTH GROUP, Basking Ridge, NJ

2007-2008

Quality Control Analyst/System Analyst

- Defined and developed system specifications using prescribed SDLC tools and techniques for solutions to business problems.
- Gathered, analyzed and managed business requirements from business partners.
- Coordinated requirement reviews to transfer information cross-functions and departments.
- Communicated with business partners during all phases of development process.
- Uploaded business requirements and excel spreadsheets to Share-Point.
- Created and administered training manual of testing team in India.

THE KINTOCK GROUP, Newark, NJ

2005-2007

Payroll Specialist

- Trained a staff of 200+ employees on new electronic time system.
- Prepared payroll for processing.
- Created monthly expense and financial reports in excel.
- Assisted with new hires with application intake process and background check.

COMPUTER SCIENCES CORPORATION, Somerset, NJ
Business Analyst (AT&T Consultant)

2000-2003

- Consulted with clients to determine their business and system needs.
- Developed business, system and functional documents.
- Tracked project's status, risks, assumptions and validation using Ms-Project.
- Scheduled project's deadline and resources using Ms-Project and Excel.
- Facilitated testing cross function.

PARAGON COMPUTER PROFESSIONALS INC, Cranford, NJ

1998-2000

Team Leader (AT&T Consultant)

- Facilitated staff meeting to discuss project status, risks, assumptions and validation.
- Interviewed, gathered and interpreted business requirements from clients.
- Produced reports use Excel and pivot tables to identify marketing promotions and trends.
- Supervised 2 programmers in resolving daily programming and production issues.

PRUDENTIAL INSURANCE CO, Roseland, NJ

1990-1996

Programmer Analyst

- Developed and maintained COBOL II and DB2 programs for Health Care Claims System.
- Coordinated installation with the production staff and other team leaders.
- Led programming team, managed project time line and client relations.
- Analyzed user requirements.

EDUCATION

Avtech Institute of Technology (South Plainfield, NJ)

Project Management Professional (PMP) – Training Certificate of Completion

Kean University (Union, NJ)

Masters of Public Administration (MPA)

The Chubb Institute (Parsippany, NJ)

Diploma, Computer Programming

Fairleigh Dickinson University (Teaneck, NJ)

Bachelor of Science, Business Management