



Metropolitan Northern New Jersey
Federal Executive Board
Fiscal Year 2016 Annual Report



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March 24, 2017

Table of Contents

A Special Thank You 3

Background..... 4

Vision, Mission Statement, Goals.....5

FEB at a Glance..... 6

Leadership..... 7

FEB Membership.....8

Executive Summary.....9

Operational Objectives:
Emergency Preparedness, Security and Employee Safety; Workforce Development
and Support; Intergovernmental and Interagency Collaboration and Community
Outreach10-17

Cost Avoidance.....18-19

A Special Thank You

The Metropolitan Northern New Jersey Federal Executive Board extends its sincere gratitude to our Board Members and Alternates for their continued support of the Executive Director. Special thanks to:

- ✓ Department of Homeland Security, Customs and Border Protection Field Office, Port of New York/Newark for serving as the host agency for FEB staffing
- ✓ Andrea Lewis-Walker, Deputy in Charge, US District Court, for serving as 2016 FEB Chair
- ✓ Dorisse Shakir-Ullah, Administrative Officer, Federal Bureau of Investigation for serving as Vice-Chair
- ✓ John Thompson, District Director, US Citizen and Immigration Services, serving as the Treasurer
- ✓ Mark Dremel, Director, General Services Administration, for IT support/operations
- ✓ The many Federal Agency volunteers who so graciously stepped up to the plate and helped make our events a success – we could not do what we do without them

Background

By Presidential Directive in 1961, President John F. Kennedy established 28 Federal Executive Boards (FEB) across the nation to achieve better coordination and communication among Federal agencies for activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight of the FEB program. The Metropolitan Northern New Jersey FEB was established in 1969.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal agencies. Our regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas:

(1) provide a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (2) coordinate local approaches to national programs as approved by the Director, OPM; (3) communicate from Washington to field offices regarding management initiatives and other concerns for the improvement of coordination; and (4) refer problems that cannot be resolved locally to the national level.



The FEB National Network www.feb.gov

Vision: To be the catalyst for better government

Mission: Increase the effectiveness of Federal Government by strengthening coordination of government activities

Guiding Principles: Integrity, Service and Excellence

Strategic Goals: The Federal Executive Boards will:

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the Network's administrative functions.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are comprised of the highest ranking local officials from each Federal agency in the FEB area. Board leadership and structure consists of elected Councils and Committees specific to the local FEB programs. The FEBs serve as models for partnership-based government and promote awareness of the Federal Government's involvement in, and contribution to, communities across the country.

Metropolitan Northern NJ Federal Executive Board at a Glance

Geographic Coverage: Northern NJ which includes: Bergen, Essex, Hudson, Hunterdon, Monmouth, Middlesex, Morris, Passaic, Somerset, Sussex, Union and Warren Counties.



Officers: The FEB Officers consist of a Chair, Vice Chair and Treasurer.

Host Agency: U.S. Customs and Border Protection (CBP) is the funding agency to staff the Executive Director position. General Services Administration (GSA) provides office space, furniture, IT equipment and administrative support for the FEB Executive Director.

FY 2016 FEB Staff: Executive Director; Volunteers from individual agencies serve as needed to assist in organizing various programs

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Leadership Fiscal Year 2016

Chair

Andrea Lewis-Walker
Deputy-In-Charge
US District Court

Vice Chair

Dorisse Shakir-Ullah
Administrative Officer
Federal Bureau of Investigation

Treasurer

John Thompson
District Director
Citizenship and Immigration Services
Department of Homeland Security

FEB Staff

Petri S. Martinez
Executive Director

Committee Leadership

Awards

Chair – Andrea Lewis-Walker, Deputy-in-Charge, US District Court

Emergency Recommendation

Chair – Petri S. Martinez, Executive Director, Federal Executive Board

LFCC

Co-Chair – Andrea Lewis-Walker, Chair, FEB of Northern NJ
Co-Chair – Steven Hernandez, District Manager, USPS Northern NJ

Women in Government

Chair – Dorisse Shakir-Ullah, Federal Bureau of Investigation

Cultural Diversity

Ralph Charles, ADR Mediator, Equal Employment Opportunity Commission

Business and Community Relations

Chair—Petri S. Martinez—Executive Director, Federal Executive Board

FEB Membership

*Andrea Lewis- Walker, Chair,
US District Court*

*Dorisse Shakir- Ullah, Vice
Chair, FBI*

*John Thompson, Treasurer,
USCIS*

*Petri Santiago- Martinez,
Executive Director, FEB*

*Henry Dittamo, District
Manager, SSA*

*Mark Dremal,
Director, GSA*

*John Durkin, Special Agent in
Charge, FAMS*

*Adele Fasano, Port Director
DHS/CBP*

*Alfred Titone,
District Director, SBA*

*Timothy Gallagher, Special
Agent in Charge, FBI*

*David Super, Deputy Director,
DCMA*

*Thresa Imler, District
Director, FDA*

*Donna Fisher, Administrative
Officer, USAO*

*Wilfredo Torres, Chief
Probation Officer, US
Probation Office*

*Maria Kelokates, Inspector in
Charge, USPIIS*

*Christopher Palin, Senior
Commissioner's
Representative, IRS*

*Kenneth Mizrach, Director
VA NJ*

*Anthony Levey,
Regional Director, Region 2
FPS*

*Neil Ford, District
Commander, FPS*

*Joseph Eppolito, Emergency
Mgmt. Officer, US Navy*

*George Belsky, Special Agent
in Charge, ATF*

*Kris Hoffman, Area Director,
DOL/OSHA*

*John Tsoukaris, Director
DHS/ICE*

*Steven Hernandez, Director-
Northern New Jersey, USPS*

*John Waldinger,
Area Office Director,
EEOC*

*Juan Mattos Jr.,
US Marshal, USMS*

*David Leach,
Regional Director, NLRB*

*Maria Maio- Messano,
Field Office Director,
US HUD*

*Steven Perez, Special Agent in
Charge, FHFAOIG*

*Kathy Weinstein, Director,
Administrative Service
US Bankruptcy Court*

*Thomas Carter, Federal
Security Director, TSA*

*Diana Amador- Toro
District Director, FDA*

*Carl Kotowski, Special Agent
in Charge, DEA*

*Christine Dozier, Chief, US
Pretrial Services*

*Jane Minichiello, Chief
Counsel, USICE/OPLA*

*George Nelson, State Plant
Health Director, USDA*

*Russell Fox, Branch Chief
Region 2, FEMA*

*Jon Hare, Laboratory
Director, NOAA*

*Kris Hoffman, Area Director,
OSHA*

*Theresa Jung, Assistant
Superintendent, NPS*

*Cathie Mannion, Assistant
Regional Administrator Tech
Support, DOL*

*Terence Opiola, Special Agent
in Charge, DHS/HSI*

Executive Summary

The year 2016 was a productive one. The FEB strived to incorporate some changes to keep everyone engaged. The Board expanded in membership having approximately 30 board members of which at least 20 actively participate in bi-monthly meetings. The FEB members are committed to continue supporting the initiatives as directed by the Office of Personnel Management.

The most successful annual training programs are: “A View From The Top” and “Administrative Professional Seminar”. The continued combining of the two seminars proved beneficial for all involved and the budgetary restraints for the federal agencies. In this manner, agencies were able to afford sending various staff members to one event. More men and women are able to take advantage of the training, best practices and tools to bring back to the workplace and share with their colleagues. Networking provides each employee to expand their knowledge on the various federal agencies in their area and help them continue upward in their careers and be acknowledged as a valuable asset to their agency.

The newest program the FEB put together was the Suits for Success clothing drive. This was a huge success and most agencies participated through organization donations. The recipients, a partnership with Dress for Success, assist those looking for professional works by providing gently worn business attire to those in need. This is a project is near and dear to the FEB’s heart and hopes to continue on a yearly basis.

With the continued support of Federal Emergency Management Agency (FEMA) and Alcohol, Tobacco, Firearms & Explosives (ATF), the FEB was able to sponsor training to the FEB Community for FREE. These training opportunities ranged from Community Emergency Response Team (CERT), preparedness webinars for emergency responders and Cardio Pulmonary Resuscitation (CPR) class.

FY 2016 Operational Objectives

Line of Business #1: Emergency Preparedness, Security and Employee Safety

Emergency Recommendation and Notification

The Emergency Recommendation and Notification Committee updated the FEB recommendation procedures and the emergency contact list to reflect the most up-to-date information. In the event there is inclement weather, local agency heads discuss a recommendation to remain open, close, delay opening and/or early dismissal of offices for the day. Once a decision is made, a message is left on the FEB voicemail notifying federal employees of the recommendation. As this is only a recommendation, each agency leader is responsible for final decision.

The Communicator!NXT system promotes efficiency of emergency notifications. Two notification tests were conducted during the year with a positive result of 65% and 62% qualification respectfully. As part of Eagle Horizon 2016, the annual Communicator!NXT was tested FEB Network wide. The NJ FEB continues to show positive results with 60% qualification. The emergency notification procedures have been updated to include Communicator!NXT.

FEMA Training

The FEB of Northern NJ is within FEMA Region 2. All FEMA training courses and information is distributed to FEB members. The New York City and Northern New Jersey Federal Executive Boards, the Federal Emergency Management Agency (FEMA) Region II, New York University's International Center for Enterprise Preparedness (InterCEP) and NorthEast FIRST – a regional coalition for the financial sector sponsored a continuity tabletop exercise to increase readiness amongst Federal Executive Boards Departments and Agencies, State, tribal, local jurisdictional and the private sector in the event of a dirty bomb attack. The purpose of this tabletop exercise is to impart a clearer understanding of the dirty bomb threat to ensure the public, private-sector, and government agencies can continue operations of essential functions in the event of a dirty bomb attack through preparation and prevention efforts. The exercise objectives are to mitigate vulnerabilities; identify gaps or weaknesses in organization continuity plans, policies and procedures; and encourage public and private organizations to jointly plan for, and test, their continuity plans in the event of a dirty bomb attack. Due to numerous requests from board members of the Federal Executive Board Northern New Jersey, we will partner with FEMA Region II, to host a tabletop exercise (TTX) in the next fiscal year.

CPR Training

With the assistance of the office of Alcohol, Tobacco, Firearms & Explosives (ATF), a training day was provided at no cost to federal employees to receive full CPR/First Aid certification. Training was provided by ATF's in house certified trainer.

Line of Business #2: Workforce Development and Support

A View from the Top and Administrative Professional Support Seminar

A View From The Top and Administrative Professional seminars geared for mid-level men and women. Proven to be successful combining the two seminars, we continued in this direction. The seminar was open to anyone, male and female looking for upward mobility as well as to those who provide daily administrative support. The seminar offered insight on leadership as well as personal and professional development workshops. The return investment was reflected through employees receiving practical tools and awareness of the professional image required to be a valuable asset in today's changing work environment. The seminar included topic-related materials for participants to share with their colleagues and managers. To start the program a variety of icebreakers encouraged professional networking and establish a connection people could build upon. Our speakers consisted of: Mr. William Smith, Atlantic Health Systems on "An Intelligent Guide to Living Well/Stretch & Relax; Ms. Amy Herman presented a workshop on "The Art of Perception", using art as a means to get the audience to focus on what the artist was trying to portray and showed us a different way of looking at the painting and coming up

with a different outcome, reminding us that things are not always as they look on the cover. Deeper insight into the back ground of the situation can lead to multiple end scenarios. Every person has their own outlook or perception of what things look like and we have to be open to it. Rhonda D. Glover, Supervisory Special Agent/FBI Headquarters presented on "Be A Change Agent", and Mr. Edward Dickson, President of MSA Investigations gave the Keynote Address. After lunch, a dynamic dialogue took place with a panel sharing their stories and offered insight to navigating through



the delicate balance between work, family and the struggle that comes with juggling multiple priorities. The panelist consisted of: Ms. Pat Battle, Journalist with WNBC-TV; Ms. Theresa Burnett, Chief Deputy Clerk, U.S. District Court-District of New Jersey; Ms. JoAnne Colonnello, Center Director, Center of Excellence and

Expertise for Pharmaceuticals, Health, and Chemicals (PHC), U.S. Customs and Border Protection (CBP); Mr. James S. Dischler, Supervisory Intelligence Analyst, Federal Bureau of Investigation and Mr. John E. Thompson, District Director, U.S. Citizenship and Immigration Services. The moderator was former FEB Chair, Diane Johnson, Director, US Housing and Urban Development, (Ret.) kept the audience engaged with several thoughts and questions that others did not think to ask of the panelist.



Incorporated in the seminar were opportunities for professional networking and relationship building among the participants.





Andrea Lewis-Walker, FEB Chair

Annual Awards

The Federal Executive Board Awards Program affords each agency an opportunity to recognize employees who have distinguished themselves by the quality of their contribution to the federal government as well as those who have furthered the FEB mission to provide service to the community. In 2016, the FEB Awards Committee, composed of six board members decided to add new award categories consisting of

Chairman’s Award of Valor and Young Government Leader award. We had a total of 50 nominations from 12 federal agencies, which made it more difficult for our judges to decide on the winners. A total of 23 awards and 10 honorable mentions were distributed at the 2016 FEB Awards ceremony. There were approximately 150 employees, friends and/or family in attendance to support the excellence of their fellow colleagues and/or family member. Agencies involved in the award program consisted of: Equal Employment Opportunity Commission (EEOC), US Customs and Border Protection (CBP), US Citizenship and Immigration Services (USCIS), Transportation Security Administration (TSA), US District Court-District of New Jersey (NJD Courts), US Probation Office, Federal Air Marshal Service (FAMS), Department of Veterans Affairs (VA), Federal Bureau of Investigation (FBI), US Pretrial Service and Drug Enforcement Administration (DEA). The Keynote Speaker was Mr. Bradley W. Cohen and gave an enlightening speech about the men and women in the US Government have fostered leadership, diversity and camaraderie which are values that

make public servants special. The awards reflected our dedication and hard work and how our

mission demands that level of quality, commitment and skillful leadership. Mr. Cohen ended with an impactful statement: “In our line of work, we don’t make much of a living, but we sure do make a life.”



Mr. Bradley W. Cohen



US Probation, US Pretrial, US District Courts



US Bankruptcy Court



Federal Executive Directors Meeting and Annual Meeting

In April 2016, the FEB Executive Director attended the Executive Directors meeting hosted in Baltimore, Maryland. As in previous years, to avoid additional costs, it was combined with the Annual Combined Federal Campaign (CFC) workshop. FEB directors discussed ongoing opportunities to collaborate and share best practices and goals for future funding. In addition, FEB Directors could network with other CFC campaigns to ensure continued success for the future of CFC.

The FEB Executive Director and FEB Chairperson participated in the Annual FEB Conference in Washington D.C. coordinated by the U.S. Office of Personnel Management (OPM). They were joined by other active FEB members and staff from across the nation for policy briefings from various federal executives including Acting Director Beth Cobert, Office of Personnel Management (OPM), Office of Management and Budget (OMB), General Services Administration (GSA), Environmental Protection Agency (EPA), Department of Homeland Security (DHS) and representatives and leaders of key White House initiatives, specifically on Presidential transition.

Professional Development

The FEB sponsored a week-long series of professional development courses administered by Joan Wisnosky of www.jaelimitedltd. The courses: Simply Grammar, Write 2 The Point!, and Resume Writing and Interviewing Skills. The goal of these workshops is to develop better writing skills, increase the impact, clarity and overall effectiveness of oral communications and written products, write more effectively with less effort, organize qualifications and capabilities to effectively depict best professional image maximizing competitiveness. Ms. Wisnosky is a popular instructor and continues to receive positive feedback from all who attend. With the continued support of the US Housing and Urban Development (HUD) as a resource to accommodate the space for these training courses at no cost, enables more agencies to send their employees to this well sought for training.

Line of Business #3: Intergovernmental and Interagency Collaboration and Community Outreach

Blood Drives

The FEB Executive Director contacted the New Jersey Blood Services to work on a blood donation drive. She collaborated with the blood services coordinator to come up with ideas to increase the donation and spread the word as to the drive. Fiscal year 2016, the NJ FEB increased their blood drives to three and the donations have increased to as many as 50 donors for a single drive. This increase is attributed to the hard work of the Executive Director and the federal employees located within federal square area disseminating the information on the importance of donating.

CFC Recognition-Combined Federal Campaign

The FEB oversees the Local Federal Coordinating Committee (LFCC) of the Northern New Jersey Combined Federal Campaign (CFC). With over 4,000 pledges, and the ever changing dynamic of the CFC, we managed to collect over \$900k in donations. The LFCC is co-chaired by FEB Chairperson Andrea Lewis-Walker, Deputy-In-Charge, US District Court, District of New

Jersey and Steven Hernandez, District Manager, US Postal Service Northern New Jersey. The Principal Campaign Finance Officer (PCFO) managed by the United Way of Essex and Hudson County for many years, continues to foster this relationship as the campaigns continue.



The LFCC along with the PCFO coordinated with the help from different agencies a number of fundraising events to reach this goal. There is so much work entailed in this campaign every year that the LFCC was able to coordinate with the PCFO a CFC Recognition event to thank all who volunteer. There were approximately 100 individuals in attendance to include awardees and FEB members. Over 100 awards were presented at this event to include: 14 Eagle Awardees and 160 agencies recognized on multiple levels of Platinum, Gold, Silver and Bronze Certificates. It is the hope of the FEB that this type of recognition will foster continued success for the coming years. The employees enjoyed a nice afternoon full of laughter, food and recognition for a job well done.

USAJobs Webinar Series

The FEB coordinated with OPM to provide two webinars focusing on applying for the federal job, whether a current employee or not and how to write an effective federal resume. A total of four webinar options were available for all federal employees in the Northern New Jersey area, free of charge. Of each webinar, a time slot during the day and a time slot in the evening were provided for all to accommodate various work schedules. Positive response received from a US Customs and Border Protection employee, *“This was a VERY informative session... If it is offered again, I will be certain to ensure word is spread”*.

- ***Finding and Applying for Jobs in the Federal Government (1.0 hrs):*** Instructor led training that provides a step-by-step process that covers searching for Federal jobs, creating your account and profile, managing your account, reviewing Job Opportunity Announcements, submitting your applications, and following up on your application status.
- ***Writing Your Federal Resume (1.5 hrs):*** This presentation explains each section of the job opportunity announcement (JOA) in an effort to better inform applicants and to assist them in selecting the right job. The session highlights a 3 part process to assist applicants in writing their Federal resume. Attendees will be shown a real JOA and walked through reviewing the JOA to determine qualifications and interest, identifying the important requirements and then tailoring their resumes with that JOA. Lastly, it will provide a quick overview of the resume builder on USAJOBS.

Feds Feed Families

This year's recipient of approximately 500lbs of donated food went to St. John's Soup Kitchen located in Newark, NJ. St. John's uses the donated food for their pantry to provide over 100 bags of food weekly to individuals or families in need. The Executive Director made a point to travel to agencies outside of the Newark area to collect food for this drive. This year's collection for the FEB involved various agencies, General Services Administration, Federal Bureau of Investigation, Defense Contract Management Agency, US District Court-District of New Jersey, to name a few. However, most agencies reported their total of food donation directly to their respective headquarters.

Adopt-A-Family

Working closely with the United Way of West Essex and Hudson County (UWEWH), the FEB partnered with UWEWH on their annual Adopt-A-Family program for the holidays. This program is a wonderful way of giving back to the community on a more personal level. A federal employee contacts UWEWH requesting a family of certain criteria (i.e. family of two, four, etc.), depending on what the employee is comfortable with. The UWEWH receives referrals from local state agencies with family dynamics (number of family members, ages, family member gift request, etc). The employee is matched closest to their request to provide gifts. It is not mandatory to fulfill the gift requests on the application received however it gives the employee a better gauge as to what the family member would like and removes the guess work. This program was well received by many federal employees and the FEB hopes to keep this program a tradition.

Open Season Health Care

The FEB sponsored health care representatives at the Federal Building during the open season timeframe giving federal employees the opportunity to get the most up to date information on their current health care provider and any changes that may influence future decisions. Representatives in attendance were Blue Cross Blue Shield Horizon, GEHA, AETNA, Long Term Care and information on SAMBA health plans. Over 100 employees visited with their representative to get answers to some questions they had for the upcoming calendar year.

Suits For Success

The annual business clothing drive continues to grow as employees start asking mid-summer when the drive will take place. Various agencies in the Northern New Jersey area collected gently used and ready to wear business attire and accessories to this worthy cause. The beneficiary was Suits for Success in Hudson County, NJ, which is part of Dress For Success. Their mission is to empower individuals on their journey toward self-sufficiency through professional development services. With the help of volunteers from Transportation Services Administration (TSA), US Customs and Border Protection (CBP), US District Courts (USDC, Office of US Trustee (USTP), Alcohol, Tobacco,



Firearms and Explosives (ATF), US Housing and Urban Development (HUD) and Federal Bureau of Investigation (FBI), this donation drive would not have been a success. Each volunteer worked many hours on collecting items, filtering through them to make sure they met the criteria required for donation and assisted on the day of delivery to make sure all clothing made it to their final destination. The amount of clothing donated provided roughly 160 complete outfits to those in need.



TSA Royda DelValle



Suits For Success Volunteers



US HUD Carleton Lewis



US CBP Ilse Rousseau

*Federal Volunteers with Suits For Success
Volunteers*



Cost Avoidance

2016 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template Federal Executive Board

COMBINED FEDERAL CAMPAIGN (CFC)

Total 2015 Contributions:	\$901,370.00
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AWARDS AND RECOGNITION

Name of Event	Number of Attendees	Number of Awards Presented
Public Service Recognition: FEB Awards	147	23
CFC Volunteer Recognition	65	14
Totals:	212	37

FEB-SPONSORED TRAINING OPPORTUNITIES *(does not include FEMA exercises, workshops, or emergency trainings)*

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
A View from the Top/Administrative Professional Seminar	\$55.00	\$31.95	\$23.05	200	\$4,610.00
Open Season	\$0.00	\$0.00	\$0.00	100	\$0.00
Veteran's Day Event	\$3,000.00	\$0.00	\$3,000.00	50	\$3,000.00
Rutgers University: Government & Public Career Fair	\$0.00	\$0.00	\$0.00	177	\$0.00
Professional Development Course	\$400.00	\$250.00	\$150.00	34	\$5,100.00
ISC National Compliance Advisory Initiative	\$0.00	\$0.00	\$0.00	31	\$0.00
CPR Training	\$130.00	\$0.00	\$130.00	6	\$780.00
TOTALS:				598	\$13,490.00

FEB-SPONSORED EMERGENCY PREPAREDNESS TRAINING OPPORTUNITIES *(includes all FEMA exercises, workshops, or emergency trainings)*

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
Community Emergency Response Team	\$0.00	\$0.00	\$0.00		\$0.00
Gotham Wind: Dirty Bomb (TTX)	\$0.00	\$0.00	\$0.00		\$0.00
			\$0.00		\$0.00
TOTALS:				0	\$0.00

FEB-SPONSORED BLOOD DRIVE COLLECTION EVENTS

Name of Blood Bank	Number of Participants	# Blood Units Collected
February- NJ Blood Services	23	20
June-NJ Blood Services	50	41
September-NJ Blood Services	26	23
TOTALS	99	84

FEB-SPONSORED VOLUNTEER EVENTS

Name of Community Service Activity	Number of Participants	# Hours of Service
Suits for Success	8	60
TOTALS	8	60

FEB-SPONSORED FOOD DRIVE EVENTS

Name of Food Drive	Number of Participants	Pounds of Food Collected
Feds Feed Families	4	500
TOTALS	4	500