



May 20, 2014

To All NFSB Supporters and Stakeholders,

It is with great pride and hopefulness that Nutley Family Service Bureau's progress is related in this 2013 Annual Report. I am hoping the pages that follow will give you a snapshot of our programming, financial status and goals for the future of NFSB, under my directorship. Since I have begun this endeavor in May of 2011, I have sought to take on the challenge of bringing structure and purpose to the extant efforts the Nutley residents had already begun to count upon from the entity known as NFSB. The following will be a synopsis of those changes in approach and programming.

We are both a social service agency and an outpatient mental health department, serving people of all ages and with various presenting social, emotional, psychological and relationship concerns. We are here for Nutley residents as well as people from surrounding communities, with no exclusions, restrictions or limitations on who we can serve. When a higher level of care is indicated, we make an appropriate and timely referral to another agency that can better treat the client or family member. The term "psychotherapy" will herein be used to mean the type of service provided at our outpatient facility. Some therapists or agencies may refer to this service as "counseling"; however, NFSB licensed professionals prefer to refer to their methods and procedures as "psychotherapeutic" to better indicate the professional and layered approach we use to help clients change their lives.

NFSB continues to provide staff and intern contact at the two senior residences in town; Nutley Parkside Apartments and The Nutley Manor are off site. The grants from these off-site locations yielded \$11,000 and \$4,000 respectively. We run social, support groups, computer-training workshops and perform in-home visits, when requested. The decision to actually use HUD funding to hire a social worker to be on site at Parkside, 15 hours/week, was made after discussions with NFSB staff and Parkside Management. The hope is that the consistent presence of a social worker in the building will provide residents with much needed familiarity and consistency of care. This worker is affiliated with us for supervision and does casework at NFSB 6 hours/wk. She is a member of our clinical team and attends our bi-monthly meetings and all trainings and events offered. We also provide free and reduced fee psychiatric services to residents of these building on an as needed basis.

The policy of accepting interns from accredited programs has continued, with placements from Fordham, Rutgers and NYU. We are able to provide them with casework experiences performing counseling/psychotherapy for individuals, couples, families and our FREE for NUTLEY groups for children and teens. I have continued to supervise and mentor the clinical staff toward their perspective licensures, specialties and other areas of therapeutic expertise and interest.

A change in programming was instituted this year in that we now serve Nutley school children on site at NFSB by offering social skills groups to children 6-12, in separate age-grouped hours. These groups served 25 Nutley children in 2013 and spawned the teen version of this modality. We began a Female Teen Leadership Group in spring of 2013. This group has 11 members and has been ongoing. They meet weekly for one hour and have begun planning for fundraising and tutoring endeavors. The girls are 12-18 and perform activities, discussions, readings and art projects aimed at increasing awareness, self-esteem and the capacity for

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leadership. The incredible success of this group inspired the male teen version.

This group had 7 active male teen participants in its first course. The goals are similar to those of the female group and the activities are just as creative but a bit more physical. They have used sports to increase the cohesion and universality of their issues as they have moved toward shared goals and change. Our group programming element is more present as a therapeutic adult women's group has been meeting weekly since August of 2013 and our Anger Management Group continues weekly to serve mandated court referrals from at least 6 family and municipal courts throughout the community.

Our outpatient, community mental health department is consistently growing. While our first priority is to serve Nutley clients, our doors continue to be open to serve referrals from the surrounding townships and counties.

Approximately 28 new cases monthly are added. Approximately 25% of these intakes are from Nutley while the remaining 75% are from other towns, including: Lyndhurst, Rutherford, Bloomfield, Newark, Belleville, Clifton, Kearny, Montclair and Passaic. We take almost all private insurances now, including: Cigna, Aetna, Medicare, BC/BS, UBH, Carpenter's Fund and Value Options. Private pay is accepted. Additionally, a sliding scale option is available for those who have financial constraints, which is applied more liberally for Nutley residents. We saw 67 sliding scale clients in 2013 and 25 of them were from Nutley. This means that 25 Nutley residents were able to have weekly sessions with licensed professionals for a fee set as low as \$20 per 50-minute hour based on income verification.

The average number of active out-patient cases per month was 193. Most of these cases maintained weekly sessions and about 20% of them had medication monitoring with our board certified psychiatrist.

Our psychiatrist saw children, teens and adults and carried an active caseload of approximately 44 clients at any one given time. Naturally, as a result of NFSB's ability to offer psychiatric evaluation and medication monitoring, we are now receiving more referrals from hospitals and other mental health practitioners. Approximately 20% of our ongoing referrals are now from area hospitals and psychiatrists. Our client's presenting problems include Bipolar Disorder, Major Depression (with suicidal ideation and history of attempts), Attention Deficit Disorder, Asperger's Syndrome and Post-Traumatic-Stress Disorder, to name a few.

NFSB professional staff includes Licensed Clinical Social Workers, a bilingual Spanish-speaking therapist, Licensed Social Workers and an Advanced Practice Nurse. The nurse is in affiliation with the psychiatrist we had on staff from 2011-2013. He left us to take a full-time position but, fortunately, offered to remain in affiliation with NFSB to provide consultation on all cases and supervision to our APN. In addition, one of our LCSW's is also a Licensed Clinical Drug and Alcohol Counselor who provides counseling for our clients with substance abuse issues.

A major overhaul in our client data and storage system was undertaken. Staff and volunteers spent weeks organizing and simplifying our client data storage system. Our medical records department was born with a system to catalog and store closed casework charts while maintaining our active client data charts in both a physical, locked chart room and various other cabinets and online. Staff began utilizing electronic medical recording methods within our software billing, scheduling and charting program, Valant Medical Systems.

The Township of Nutley, through the Office of Public Affairs and the Health Department, continue to support NFSB through a generous \$65,000 grant for operations and programming costs. The Thrift Shop continues to be completely staffed by volunteers and its effort yielded \$66,235 in 2013. It is open 6 days per week and provides clothing and household items to community members as well as

an opportunity to help maintain NFSB's longevity. Our staff also developed a program to streamline the COFF, Community Outreach for Food, program that verifies eligibility for receipt of food items from one of the four food pantries in the township. Interviews were conducted for income verification for over 100 Nutley families or individuals on a biannual basis in 2013. The face-to-face interview with a member of the NFSB staff grants consumers a voucher to be used at the Red Cross or one of three township churches that provide non-perishable food and self-care items to residents in need.

Other public support includes our major gift donors, individual annual fund donors and various grant sources listed below. NFSB has one major fundraising event each year as well. We continue to receive the generous grant from The Greater Newark Holiday Fund. In 2013 we received \$10,600 and contributed 16 submissions through them to the Star Ledger Newspaper about our work with successful cases (observing strict confidentiality laws by disguising demographic details, of course). Our Annual Fund Drive yielded \$24,060, our major gift donors donated \$15,000 and the Nutley Invitational Golf Outing contributed \$2,500 to be used for general programming and operating costs. We spent great energy preparing for our 100-year Gala. Trustees and directors compiled interesting photos and articles from our archives. The Gala was planned by community and board members and took place on November 2, 2013 at The Rutgers Club, Newark NJ. It was attended by 220 guests and speakers included staff, board members, our past board president, Neil Henning, and a family therapist who does consulting work for our clinical staff, Daniel Minuchin. The weather was unseasonably warm and the evening was a pleasant success, which achieved \$20,000 in funds for our general operating costs.

This year client satisfaction surveys have been instituted, as well as elicitation of client feedback through the encouragement of testimonials:

"NFSB is a wonderful organization that has given me the opportunity to heal and grow."

"NFSB is a place that I know is here to help me and others when we need help. It is a part of getting my life in the direction I want it to go. The people here are very kind and helpful. NFSB means a better life for myself and my family; a new beginning."

"I feel the safety, security and the pure commitments made by our family therapist. She has made a huge difference in our lives."

These affirmations have given the staff the support we need to keep hoping we can make a difference in this busy, isolated world. We come to work every day with renewed strength and the spirit to keep trying new things. We believe that everyone needs a secure place to tell their story and feel held and valued. We want to continue to do just that for one another and for our clients.

With Hope and Gratitude,

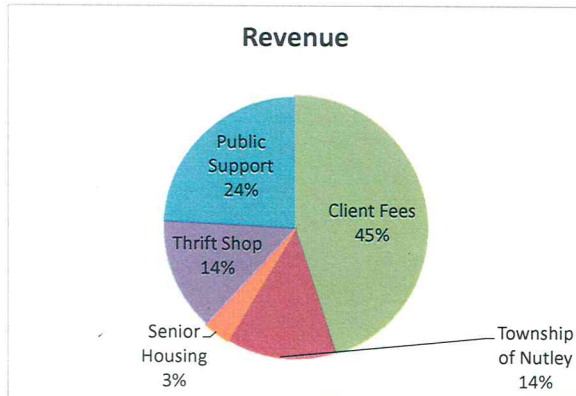


Felicia Gardner, Executive Director

NUTLEY FAMILY SERVICE BUREAU, INC.

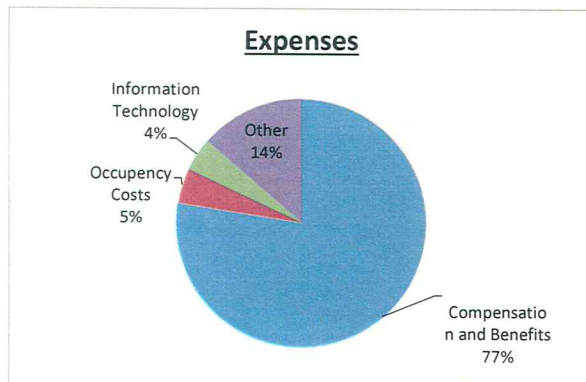
2013 Financial Report

INDEPENDENT ACCOUNTANTS' REPORT



Revenue

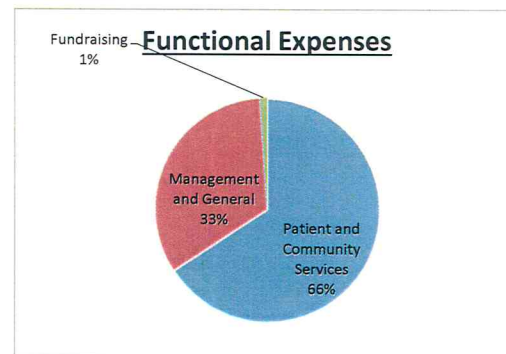
Client Fees	\$ 213,078
Township of Nutley	\$ 65,000
Senior Housing	\$ 15,002
Thrift Shop	\$ 66,235
Public Support	\$ 114,793
Total Revenue	\$ 474,108



Expenses

Compensation and Benefits	\$ 309,470
Occupancy Costs	\$ 18,448
Information Technology	\$ 17,214
Other	\$ 54,099
Total Expenses	\$ 399,231

UNAUDITED EXPENSE DISTRIBUTION



Functional Expenses

Patient and Community Service	\$ 262,658
Management and General	\$ 132,361
Fundraising	\$ 4,212
Total Expenses	\$ 399,231

NOTE:

The total expenses do not include the equivalent cost of the supervised interns providing patient and community services, which are estimated to be approximately \$55,000.

A sincere Thank You to our Public Supporters:

2013 Donors – Your generous support ensures skilled staff is available to help those needing mental health and social services. We are especially grateful to the faithful multi-year contributors.

Selfless volunteers who help NFSB function in many ways. A special recognition to the long-serving Thrift Shop volunteers for creating a win-win: good bargain for customers and financial support for program services.

Over 335 individuals, groups, and companies made financial contributions in 2013, including:

Annual Fund & other contributions

\$10,000+	Nutley Park ShopRite Greater Newark Holiday Fund
\$5,000-9,999	Keith Banks Ruth Bedford Vincent & Carol LoCurcio
\$1,000-4,999	Kathleen Metzger Morgan Stanley Foundation Nutley Invitational Golf Tournament Karen Rozansky Anonymous
\$500-999	Mike and Donna Cocco Salvatore Cocco, Jr Mary and Bradford Graves Lions Club of Nutley Nutley UNICO
\$200-499	Sandra Bidwell Louis Crupi Grace Church of Nutley David Infusino Timothy Keating Barbara A. Lyall Robert Manfredi Catherine and Daniel Marucci Patrick McIntyre Nutley Little Theatre Victor Ramos James and Vicki Ray Walter Sautter
Less than \$200	285 donors

100th Year Gala:

Auction Contributors and Sponsors

Graeme Hardie
Silas Mountsier
Lopa Studios
Ed Tyerman

Nutley Park ShopRite
Coldwell Banker /Franklin Realty
Ruth Bedford
Century 21 Award Agency Real Estate
CSR Construction
Elite Auto Body
Fortress Financial
Edmund and Bonnie Gould
David Infusino & Family
Investors Home Mortgage
Kingsbridge Financial
Landscape Techniques
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Nutra Muscle
Nutley Mayor Petracco and
Commissioners Evans, Scarpelli, and Tucci
Pascack Community Bank
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