

**URBAN LEAGUE OF ESSEX CTY  
ULEC GENERAL OPERATING ACCT**  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

**Bank of America**  
ACH R/T 021200339

**12923**

55-33/212 NJ  
356

**01/30/2020**

PAY TO THE  
ORDER OF

**Anthony Clark**

**\$ \*\*1,740.00**

DOLLARS

One thousand seven hundred forty and 00/100\*\*\*\*\*

**Anthony Clark  
111 Mulberry St #2A  
Newark, NJ 07102**

MEMO

467- 451 Business Dev.01/20/2 02/24/20

*Vinny Clark*  
AUTHORIZED SIGNATURE

1010 2923 1021 2003391 000238003973

**URBAN LEAGUE OF ESSEX CTY**

**GENERAL OPERATING ACCT**

**12923**

**01/30/2020 Anthony Clark**

| Date                | Type | Reference  | Original Amount | Balance Due | Payment |
|---------------------|------|------------|-----------------|-------------|---------|
| 01/17/2020          | Bill | 01.17.20AC | 900.00          | 900.00      | 900.00  |
| 01/24/2020          | Bill | 01.24.20AC | 840.00          | 840.00      | 840.00  |
| <b>Check Amount</b> |      |            |                 |             |         |
| <b>1,740.00</b>     |      |            |                 |             |         |

**1010 Cash:Checking 467- 451 Business Dev.01/20/2 02/24/20 1,740.00**

**URBAN LEAGUE OF ESSEX CTY  
01/30/2020**

**GENERAL OPERATING ACCT  
Anthony Clark**

**12923**

| Date                | Type | Reference  | Original Amount | Balance Due | Payment |
|---------------------|------|------------|-----------------|-------------|---------|
| 01/17/2020          | Bill | 01.17.20AC | 900.00          | 900.00      | 900.00  |
| 01/24/2020          | Bill | 01.24.20AC | 840.00          | 840.00      | 840.00  |
| <b>Check Amount</b> |      |            |                 |             |         |
| <b>1,740.00</b>     |      |            |                 |             |         |

**1010 Cash:Checking 467- 451 Business Dev.01/20/2 02/24/20 1,740.00**

# ULEC CHECK REQUEST FORM

| INVOICE DATE:   | PREPARED BY:      | PERIOD COVERED:     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
|---|-------------------|---------------------|---------------|--------|------------|--|-------------------|--|------------------|--|-----------------|--|-----------------|--|----------|--|----------------|--|------------------|--|---------------|--------|--------------|---|-------------------|--|-----------|--|---------|--|----------------|--|---------------|--|-----------------|--|-------------------|--|
| 1/30/2020   | Alice Frazier     | 01/20-1/24          |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| PAYABLE TO:   | AMOUNT: \$ 840.00 |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| Anthony Clark<br>111 Mulberry Street, Newark NJ 07102   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| INVOICE #   | BUDGET AVAILABLE: | YES      NO         |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
|   |                   | DUE DATE: 1/31/2019 |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| COMMENTS:   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">COST CENTERS:</th> <th style="width: 50%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td>111 ABBOTT</td><td></td></tr> <tr><td>111F FOOD PROGRAM</td><td></td></tr> <tr><td>112 EHS-LEAGUERS</td><td></td></tr> <tr><td>114 SUMMER CAMP</td><td></td></tr> <tr><td>222 DCF- CODING</td><td></td></tr> <tr><td>223 OICA</td><td></td></tr> <tr><td>225 AMERICORPS</td><td></td></tr> <tr><td>467 WORKFORCE-UA</td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">COST CENTERS:</th> <th style="width: 50%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td>460 IHOP-FDU</td><td>X</td></tr> <tr><td>368 WELLSFARGO-NR</td><td></td></tr> <tr><td>600 ADMIN</td><td></td></tr> <tr><td>620 CFO</td><td></td></tr> <tr><td>650 FACILITIES</td><td></td></tr> <tr><td>760 ULEC GALA</td><td></td></tr> <tr><td>910 STREET FAIR</td><td></td></tr> <tr><td>950 ALLOCATED EXP</td><td></td></tr> </tbody> </table> |                   |                     | COST CENTERS: | AMOUNT | 111 ABBOTT |  | 111F FOOD PROGRAM |  | 112 EHS-LEAGUERS |  | 114 SUMMER CAMP |  | 222 DCF- CODING |  | 223 OICA |  | 225 AMERICORPS |  | 467 WORKFORCE-UA |  | COST CENTERS: | AMOUNT | 460 IHOP-FDU | X | 368 WELLSFARGO-NR |  | 600 ADMIN |  | 620 CFO |  | 650 FACILITIES |  | 760 ULEC GALA |  | 910 STREET FAIR |  | 950 ALLOCATED EXP |  |
| COST CENTERS:   | AMOUNT            |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 111 ABBOTT  |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 111F FOOD PROGRAM   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 112 EHS-LEAGUERS  |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 114 SUMMER CAMP   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 222 DCF- CODING   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 223 OICA  |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 225 AMERICORPS  |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 467 WORKFORCE-UA  |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| COST CENTERS:   | AMOUNT            |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 460 IHOP-FDU  | X                 |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 368 WELLSFARGO-NR   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 600 ADMIN   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 620 CFO   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 650 FACILITIES  |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 760 ULEC GALA   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 910 STREET FAIR   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |
| 950 ALLOCATED EXP   |                   |                     |               |        |            |  |                   |  |                  |  |                 |  |                 |  |          |  |                |  |                  |  |               |        |              |   |                   |  |           |  |         |  |                |  |               |  |                 |  |                   |  |

GL CODES:

|   |   |
|---|---|
| 1410 ADVANCES                                       | 8240 MAINTENANCE SUPPLIES               |
| 7240 EMPLOYEE BENEFITS                              | 8260 PROPERTY INSURANCE                 |
| X 7540 INSTRUCTORS/CONSULTANTS/SUBS                 | 8310 TRANSPORTATION & PARKING           |
| 7560 PROFESSIONAL FEES - OTHER                      | 8320 MEALS                              |
| 7570 TEMPORARY HELP/CONTRACT                        | 8340 AIRFARE                            |
| 8110 SUPPLIES                                       | 8350 CONFERENCE, CONVENTIONS, MEETINGS  |
| 8130 TELEPHONE & COMMUNICATIONS                     | 8405 CLASSROOM MATERIALS & SUPPLIES     |
| 8131 TELEPHONE MAINTENANCE CONTRACT                 | 8410 CLASSROOM TECHNOLOGY               |
| 8132 CELL PHONE SERVICE                             | 8415 COMMUNITY SERVICE PROJECT          |
| 8140 POSTAGE & SHIPPING                             | 8420 TUTORING                           |
| 8160 COMPUTER SOFTWARE & HARDWARE                   | 8425 EXPUNGEMENT                        |
| 8170 PRINTING & COPYING                             | 8430 JOB TRAINING                       |
| 8180 BOOKS, SUBSCRIPTIONS, REFERENCE                | 8435 GED & ABE CLASSES                  |
| 8190 INTERNET/WEB HOSTING FEES                      | 8445 FOOD & RELATED SUPPLIES            |
| 8205 RENT, PARKING & OTHER OCCUPANCY                | 8450 PROGRAM TRAINING                   |
| 8210 UTILITIES                                      | 8460 STIPENDS & ASSISTANCE              |
| 8211 UTILITIES WATER                                | 8470 FOOD FOR CLASSES                   |
| 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE         | 8510 INTEREST EXPENSE - GENERAL         |
| 8221 COPIER LEASE                                   | 8520 INSURANCE - NON EMPLOYMENT RELATED |
| 8227 EQUIPMENT RENTAL                               | 8525 SPECIAL EVENT EXPENSES             |
| 8228 POSTAGE LEASE                                  | 8530 MEMBERSHIP DUES - ORGANIZATIONS    |
| 8230 BUILDING REPAIR & MAINTENANCE                  | 8540 STAFF DEVELOPMENT/TRAINING         |
| 8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES | 8560 PROCESSING FEES                    |
| 8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL  | 8570 ADVERTISING/MARKETING EXP          |
| 8235 BUILDING REPAIR & MAINTENANCE - EXTERMINATING  | 8580 LICENSES & FEES                    |

ENTERED

PROGRAM DIRECTOR'S APPROVAL: OMA

DATE: 1/30/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: pm DATE: 1/30/20

FISCAL OFFICE APPROVAL: Rgw

PRESIDENT/CEO'S APPROVAL: VJ

CLASS CODE 460 / 451  
CHECK # 12923



Urban League of  
Essex County

Empowering Communities.  
Changing Lives.

### Consultant Reimbursement Form: Job Developer

Name: Anthony G. Clark

Address: 111 Mulberry Street City: Newark State: NJ Zip: 07102

Phone (C): 973-991-7043 Email: Agclark.2465@gmail.com

Re: Reimbursement Month January Year: 2020

| Number of Billable Hours |         |         |           |          |        |             |
|--------------------------|---------|---------|-----------|----------|--------|-------------|
| Week of (Dates)          | Monday  | Tuesday | Wednesday | Thursday | Friday | Total Hours |
| January 20 <sup>th</sup> | Holiday | 3       | 6.5       | 6.5 +5   | 7      | 28          |
|                          |         |         |           |          |        |             |
|                          |         |         |           |          |        |             |
|                          |         |         |           |          |        |             |
|                          |         |         |           |          |        |             |
| <b>Total</b>             |         |         |           |          |        |             |

Base Pay @ \$30.00 \$840.00

*Note: Hours should not exceed 30 hours per week*

**Total Reimbursement** \$840.00

### Number of Placements in Period

|              |  |
|--------------|--|
|              |  |
|              |  |
|              |  |
|              |  |
| <b>Total</b> |  |

Base Pay @ \$30.00 \$0.00

**Total Reimbursement** \$840.00

Signature

Date

1/24/2020



Urban League of  
Essex County

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## Job Developer Log Detailed Weekly Activities

| Date                     | Activity*  | Comment   |
|--------------------------|--|---|
| January 20 <sup>th</sup> | Holiday  |   |
| January 21 <sup>st</sup> | Data entries in SF and updated BD report, Contact Hakim Neblett on his interview with Advance Deliveries set for Wednesday 1/22.<br><br>12pm- 3pm  |   |
| January 22 <sup>nd</sup> | Spoke with PACE participant Neblett on the feedback from the interview with Advance Deliveries. Follow up with Glenn Best regarding the CIS openings and forwarded him<br><br>8:30am-3pm   |   |
| January 23 <sup>rd</sup> | Attended the USJP's off-site meeting of the host site, met site coordinators and discussed potential jobs leads for said USJP's participants. Follow up with Letters via email to construction companies and unions representatives. Meeting with TH, KW & CL on workforce job readiness classes for our FOC, USJP's participants. Met with Christine Morrison on his resume and provided job leads to him for the ABM.<br><br>Follow up with data entries to the ULEC February 20 <sup>th</sup> event, as well sent out emails to BD's contacts to ascertain their support to ULEC mission and efforts set forth. Worked on the shared spreadsheet for the ULEC event.<br><br>5pm -10pm | Follow up with those called to attend ULEC February 20 <sup>th</sup> event. Contact Michael Turner from Santander on the position at the Board Street location. |
| January 24 <sup>th</sup> | Conferenced with PACE/FOC participant Charles Spruill regarding his application online for CIS via my conversation with Glenn Best. Also Spruill provided information regarding the United Steelworkers Local 15024 in which he stated he will be attending this morning and on 8am -3pm   |   |

|   |   |
|---|---|
| Saturday. Met with USJP's Mildred Jackson regarding her request to work in a daycare facility. Updated SF on activities from the prior week. Met with Moe and received his employment from Blue Apron and workforce gave him bus tickets to start his new job on Monday 1/27. Conference with Glenn Best to let him know CS application is in and to follow up with other candidates for CIS and ABM. | Follow up with Morristown USJP's coordinator on jobs leads in that area I sent out to them. |
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\* Activities may include, but is not limited to, maintaining and initiating contact with employers, researching & identifying job leads, interviewing participants, job matching activities, skills assessments, market research, outreach, identifying job orders, attending Job Fairs or meeting.

**CHECK REQUEST FORM**  
**451 URBAN SENIORS JOB PROGRAM (USJP)**

INVOICE DATE: 01/13/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 1/13/20 - 1/17/20  
PAYABLE TO: Anthony Clark AMOUNT: \$900.00  
DESCRIPTION: Job Development Services for USJP and employment opportunities for Participants.

**GL CODES:**

7222 SALARIES & WAGES  
7120 FRINGE BENEFITS - INCLUDING FICA  
7540 INSTRUCTORS/CONSULTANTS/SUBS  
7550 INTERNSHIPS & OJT  
7560 PROFESSIONAL FEES - OTHER  
7570 TEMPORARY HELP/CONTRACT  
7580 DONATED PROFESSIONAL SERVICES  
8110 SUPPLIES  
8120 DONATED MATERIALS & SUPPLIES  
8140 POSTAGE & SHIPPING  
8160 COMPUTER SOFTWARE & HARDWARE  
8170 PRINTING & COPYING  
8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
8205 RENT  
8310 TRANSPORTATION & PARKING

**GL CODES:**

8310 STAFF TRANSPORTATION  
8320 MEALS  
8340 AIRFARE  
8350 CONFERENCE, CONVENTIONS, MEETINGS  
8415 COMMUNITY SERVICE PROJECT  
X\_8430 JOB TRAINING  
8435 GED & ABE CLASSES  
8440 MENTORING  
8445 FOOD & RELATED SUPPLIES  
8450 PROGRAM TRAINING  
8460 STIPENDS & ASSISTANCE  
8470 FOOD FOR CLASSES  
8510 INTEREST EXPENSE - GENERAL  
8520 INSURANCE - NON EMPLOYMENT RELATED  
8540 STAFF DEVELOPMENT/TRAINING  
8570 ADVERTISING/MARKETING EXP  
8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL G. Morris

DATE: 1/31/2020

**FINANCE APPROVAL PROCESS:**

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FISCAL OFFICE APPROVAL \_\_\_\_\_

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_

CHECK #: \_\_\_\_\_



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Essex County

Empowering Communities.  
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### Consultant Reimbursement Form: Job Developer

Name: Anthony G. Clark

Address: 111 Mulberry Street City: Newark State: NJ Zip: 07102

Phone (C): 973-991-7043 Email: Agclark.2465@gmail.com

Re: Reimbursement Month January Year: 2020

| Number of Billable Hours |        |         |           |          |        |             |
|--------------------------|--------|---------|-----------|----------|--------|-------------|
| Week of (Dates)          | Monday | Tuesday | Wednesday | Thursday | Friday | Total Hours |
| January 13 <sup>th</sup> | 6      | 5.5     | 6.5       | 6.5      | 5.5    | 30          |
|                          |        |         |           |          |        |             |
|                          |        |         |           |          |        |             |
|                          |        |         |           |          |        |             |
|                          |        |         |           |          |        |             |
| <b>Total</b>             |        |         |           |          |        | <b>30</b>   |

Base Pay @ \$30.00 \$900.00

Note: Hours should not exceed 30 hours per week

USJP-451

ENTERED

1/30/20

**Total Reimbursement** \$900.00

#### Number of Placements in Period

|              |  |
|--------------|--|
|              |  |
|              |  |
|              |  |
|              |  |
| <b>Total</b> |  |

Base Pay @ \$30.00 \$0.00

**Total Reimbursement** \$900.00

Signature

Date

1/24/2020

Attach the following: (1&2 must be submitted along with each invoice):

1. **Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
2. **Hire letters** – for all participants placed during the period above; submit only when requesting payment for placements (email, paychecks)

Please complete the above and return to:

VP, Workforce Development and Financial Opportunity Center



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## Job Developer Log

### Detailed Weekly Activities

| Date   | Activity*   | Comment  |
|--|---|--|
| January 13 <sup>th</sup><br>9 am – 3pm         | Meeting with CL & TH regarding the placements w/USJP, and the priority placement list from GM. Meeting w/Leake and Morris on finalizing the employment confirmations for the SF date input. Met with TH and we went over the USJP's participants that were placed to cross reference the list with the names in SF – FOC. Spoke with Tamare Taylor on the jobs for seniors (USJP's) at her Morristown location.   | Follow up with USJP participant William Henderson and William Wright regarding their interviews  |
| January 14 <sup>th</sup><br>9am -<br>2:30pm    | Meeting with Ms Anderson , USJP's participant regrading her seeking an position with child care. Follow up with an email blast to AF, GM & RL directors of the USJP's division ik/T several openings at CVS statewide. Identified the openings in both Passaic and Morristown for the USJP's participants. Forward Hakim Neblett resume to  |  |
| January<br>15 <sup>th</sup> 9:00am-<br>3:30pm  | Spoke with Ms Jackson, USJP's candidate and Charles Spruill on their job search and provided three leads. Worked on the email distribution to USJP's regarding jobs in the Newark area with ABM and MCS Group. Contact Irene Cerna to ascertain the list of the job ready USJP's participants and their resumes for our BD team review. Met with GM and IC at the Newark office regarding the job ready list and we went over a few names Irene felt was ready. Met with USJP's Troy Robinson at during the job ready workshop conducted by the Workforce team. | Follow up with USJP participant Andrew Taylor on his job search and feedback from the interview. |
| January 16 <sup>th</sup><br>9:00am –<br>3:30pm | Met with GM regarding the USJP's job opportunities with ClaraMass and Newark Symphony Hall. Contact Ms. Brown on ay new openings with Hertz for the job ready USJP's candidates Troy Robinson and William Wright. Met with Glenn Hill and revised his resume.   | Follow with Carol Battisti from Adecco regarding her comment on the fair for our ULEC – USJP's.  |

|  |   |
|--|---|
| <b>January</b><br><b>17<sup>th</sup></b><br><b>9:00am –</b><br><b>2:30</b> | <p>Assisted with the USJP's job club with Monica Jackson, Robin Jones, Mary Gainer and Troy Robinson. Follow up with a call to Betty at MCS Group on any new customer service position. Date entries into the SF on the activities done with the USJP's participants from the prior week.</p> |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |

\*Activities may include, but is not limited to, maintaining and initiating contact with employers, researching & identifying job leads, interviewing participants, job matching activities, skills assessments, market research, outreach, identifying job orders, attending Job Fairs or meeting.