

Bank of America
ACH R/T 021200339

12976
55-33/212 NJ
356

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

02/14/2020

PAY TO THE Anthony Clark \$ **900.00
ORDER OF ***** DOLLARS

Nine hundred and 00/100*****

0

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

Vivian Cox *Sig*

AUTHORIZED SIGNATURE



MEMO 451: USJP Job Developer 01/27/20 - 01/31/20

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URBAN LEAGUE OF ESSEX CTY		GENERAL OPERATING ACCT			12976	
02/14/2020		Anthony Clark				
Date	Type	Reference		Original Amount	Balance Due	Payment
01/31/2020	Bill	01.31.20AC		900.00	900.00	900.00
Check Amount						

1010 Cash:Checking 451: USJP Job Developer 01/27/20 - 01/31/20 900.00

URBAN LEAGUE OF ESSEX CTY		GENERAL OPERATING ACCT			12976	
02/14/2020		Anthony Clark				
Date	Type	Reference		Original Amount	Balance Due	Payment
01/31/2020	Bill	01.31.20AC		900.00	900.00	900.00
Check Amount						

1010 Cash:Checking 451: USJP Job Developer 01/27/20 - 01/31/20 900.00

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 1/31/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 1/27 - 1/31/20
PAYABLE TO: Anthony Clark AMOUNT: \$900.00
COMMENTS: Consultant Services for USJP participants for job opportunities

GL CODES:

7112.1 USJP Manual Checks
 7120 FRINGE BENEFITS - INCLUDING FICA
 X 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
 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 Gwen Morris GM

DATE: 2/13/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: AM

DATE: 2/14/20

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL _____

CHECK #: 12976



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 27 th	5	6.5	5.5	6.5 +2.5	5	30
Total						

Base Pay @ \$30.00 \$900.00

Note: Hours should not exceed 30 hours per week

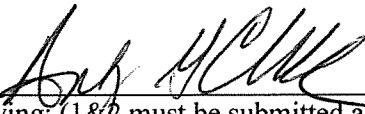
Total Reimbursement \$900.00

Number of Placements in Period

Total	

Base Pay @ \$30.00 \$0.00

Total Reimbursement \$900.00

Signature  Date 1/31/2020

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



Urban League of
Essex County

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Job Developer Log

Detailed Weekly Activities

Date	Activity*	Comment
January 27th 10 am - 3pm	Meeting at the Tech House regarding the upcoming ULEC reception for our FOC and USJP's. Assisted w/coordination of the items needed for said reception. Follow up with emails and calls to the union for the PACE workers and fella FOC/ ULEC participants.	Follow up with USJP participant William Henderson and William Wright regarding their interviews
January 28th 8:30am - 3pm	Met with Steve Campbell of Avis regarding the openings near his Passaic area, also spoke with on purchasing a tickets for the ULEC fundraisers. Meeting with workforce and USJP's director Ms. Morris. Follow up with calls to confirm attendance at the Thursday event	
January 29th 9:00am- 2:30pm	Meeting off site with USJP's participants to discussed jobs and training with participants, Bobby Jacobs, William Wright, Lizzy Roberts Kim Clark, Kim Smith and William Henderson. Met with USJP's various site representatives and discussed the status on how their training is coming along.	Follow up with USJP participant Andrew Taylor on his job search and feedback from the interview.
January 30th 8:30am - 3pm 4pm-6:30pm	Meeting up at the Morristown location with the USJP's participants and discussed the job leads previous forwarded to them. Met with individuals who are deemed job ready, Charles Howard, Barron Edwards, John Robinson, Elise Bryant and Christine Schamberger. Also visited nearby companies to inquired about job opportunities and openings for clerical and customer services work. Attended and assist with the ULEC	Follow with Carol Battisti from Adecco regarding her comment on the fair for our ULEC – USJP's.

	networking event with companies that can offered jobs to our USJP's and all of ULEC participants at our Tech House.
January 31st 9:30am – 2:30	Workforce Meeting with entire team to recap on last night event with employers who attend. Also follow up with specific companies with whom I spoke with specifically regarding our USJP's participants.

* 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.