

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

BANK OF AMERICA, NA
55-33/212

13044

03/11/2020

PAY TO THE ORDER OF Anthony Clark \$ **1,755.00

One thousand seven hundred fifty-five and 00/100 ***** DOLLARS

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

PROTECTED AGAINST FRAUD



Vicente

MEMO

460: Business Development 02/24/20 - 02/28/20

⑈013044⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX COUNTY

13044

03/11/2020

Anthony Clark

Date	Type	Reference	Original Amount	Balance Due	Payment
02/28/2020	Bill	02.28.20AC	855.00	855.00	855.00
03/06/2020	Bill	03.06.20AC	900.00	900.00	900.00
Check Amount					1,755.00

1010 Cash:Checking 460: Business Development 02/24/20 - 02/28/20 1,755.00

URBAN LEAGUE OF ESSEX COUNTY

13044

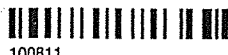
03/11/2020

Anthony Clark

Date	Type	Reference	Original Amount	Balance Due	Payment
02/28/2020	Bill	02.28.20AC	855.00	855.00	855.00
03/06/2020	Bill	03.06.20AC	900.00	900.00	900.00
Check Amount					1,755.00

1010 Cash:Checking 460: Business Development 02/24/20 - 02/28/20 1,755.00

PAYMENT
RECORD



100811


Rev 2/1

INVOICE DATE: 2/28/20 REQUESTED BY: Alice Trrazier ^{97mH} PERIOD COVERED: 2-24-20 to 2/28/20
 PAYABLE TO: Anthony G. Clark AMOUNT: \$855
 INVOICE # 02.28.20AC BUDGET AVAILABLE: ☒ YES NO: DUE DATE: 3/13/20
 COMMENTS: Job Development - Workforce

COST CENTERS:

041 SOCIAL ENTERPRISE
111 ABBOTT
112 EHS-LEAGUERS
221 YOUTH
222 DYFS - LIFE SKILLS
223 OIC of America
224 RYN
225 AMERICORPS
331 NRTC 2016
332 CITY HOME GRANT

COST CENTERS:

334 NRTC 2018
334E THRIFTWORKS-NRTC
334F FOC NRTC
334H HOUSING NRTC
335 NRTC 2019
368 WF NEIGH REVIT
339 ULEC OPPORT CORP
451 USJP
X 460 IHOP - FDU 
467 WORKFORCE UN-AIR

COST CENTERS:

543 UNITED WAY
552 ESG RENTAL ASST
560 CAPITAL 1 SAVE UP
561 LISC-HUD FOC
564 NUL - PRFC
564A NUL WELLS FARGO
565 HOUSING COUNSELING
563 FOC - CAPITAL ONE
567 FOC - CHASE
570 FIN OPPT CTR-OTHER

COST CENTERS:

573 VITA TAX
580 CAPITAL ONE HOUSING
600 ADMIN
610 CEO
620 CFO
640 DEVELOPMENT
650 FACILITIES
710 ANNUAL GALA
760 ULEC CENTENNIAL
950 ALLOCATED EXP
369 PSEG

GL CODES:

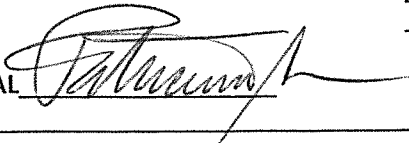
1410 ADVANCES
7240 EMPLOYEE BENEFITS
7520 ACCOUNTING FEES
X 7540 INSTRUCTORS/CONSULTANTS/SUBS
7560 PROFESSIONAL FEES - OTHER
7570 TEMPORARY HELP/CONTRACT
8110 SUPPLIES
8132 CELL PHONE SERVICE
8140 POSTAGE & SHIPPING
8160 COMPUTER SOFTWARE & HARDWARE
8170 PRINTING & COPYING
8180 BOOKS, SUBSCRIPTIONS, REFERENCE
8190 INTERNET/WEB HOSTING FEES
8205 RENT, PARKING & OTHER OCCUPANCY
8210 UTILITIES
8211 UTILITIES WATER
8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE
8221 COPIER LEASE
8227 EQUIPMENT RENTAL
8228 POSTAGE LEASE
8230 BUILDING REPAIR & MAINTENANCE
8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES
8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL
8235 8233 BUILDING REPAIR & MAINTENANCE - EXTERMINATING
8236 PERMITS
8240 MAINTENANCE SUPPLIES
8250 MORTGAGE INTEREST EXPENSE
8260 PROPERTY INSURANCE
8265 PROPERTY TAX

GL CODES:

8310 TRANSPORTATION & PARKING
8320 MEALS
8340 AIRFARE
8350 CONFERENCE, CONVENTIONS, MEETINGS
8360 FIELD TRIPS
8405 CLASSROOM MATERIALS & SUPPLIES
8410 CLASSROOM TECHNOLOGY
8415 COMMUNITY SERVICE PROJECT
8420 TUTORING
8425 EXPUNGEMENT SERVICES
8430 JOB TRAINING
8440 MENTORING
8445 FOOD & RELATED SUPPLIES
8450 PROGRAM TRAINING
8455 SUBSIDY/RENTAL ASSISTANCE
8460 STIPENDS & ASSISTANCE
8470 FOOD FOR CLASSES
8480 BACKGROUND CHECK
8510 INTEREST EXPENSE - GENERAL
8520 INSURANCE - NON EMPLOYMENT RELATED
8525 SPECIAL EVENT EXPENSES
8530 MEMBERSHIP DUES - ORGANIZATIONS
8540 STAFF DEVELOPMENT/TRAINING
8550 BANK FEES
8560 PROCESSING FEES
8565 FINES & PENALTIES
8570 ADVERTISING/MARKETING EXP
8580 LICENSES & FEES
8595 COMMUNITY OUTREACH

 ENTERED

PROGRAM DIRECTOR'S APPROVAL


DATE: 3/11/20

FINANCE APPROVAL PROCESS:

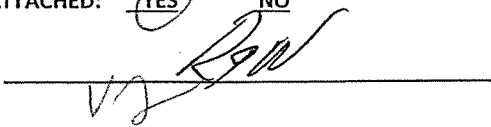
INVOICE/SUPPORTING DOCS ATTACHED:

☒ YES

NO

A/P INITIAL: PmDATE: 3/11/20

FISCAL OFFICE APPROVAL:



CLASS CODE

460

PRESIDENT/CEO'S APPROVAL

CHECK #



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 February Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
February 24 th -28 th	6.5	3.5	6.5	5	7	28.5
Total						

Base Pay @ \$30.00 \$855.00

Note: Hours should not exceed 30 hours per week

Total Reimbursement \$855.00

Number of Placements in Period

Total	

Base Pay @ \$30.00 \$0.00

Total Reimbursement \$855.00

Signature [Signature] Date 3/6/2020

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

*Empowering Communities.
Changing Lives.*

Job Developer Log

Detailed Weekly Activities

Date	Activity*	Comment
February 24 th 9am-3:30pm	Met with Charles Spruill regarding his negligence in returning calls from Ms. Williams and Newark 2020. Meeting with AF regarding Charles Spruill track record on not following up. Contact USJP's to schedule them to meet with Workforce next week, the following was contacted: Judith Williams, Rosemary McGriff, Mary Tanner, Patricia Carter, Lisa Fulcher & William Ribardo	Follow up with USJP participant William Henderson and William Wright regarding their interviews
February 25 th 11 th 9:00-12:30pm	Follow up with Patti from Makelt regarding the next steps in getting ULEC assisting them with on boarding their participants to their company and ours.	
February 26 th 12 th 9am-3:30pm	Meeting with Workforce Team headed by TH and CL, RH and KW as well, to discuss our upcoming events and any concerns to be addressed. Followed up with Gloria Durham regarding the jobs for our PACE workers. Met with Alfred Faiella from Rose Homes regarding the positions he mentioned last week that our PACE workers may apply	Follow up with USJP participant Andrew Taylor on his job search and feedback from the interview.
February 27 th 9-12:30 5pm – 6:30	Follow Akua Lesesne from Kente Gold Build regarding potential work for our PACE & FOC workers. Also contacted Nimrod Basti, CEO of Makelt company to follow up on our meeting regarding partnering up with ULEC to assist in their onboarding process as we enroll them into FOC. Follow up with Data input to SF and Spreadsheets. Conducted 7 cold calls to companies to asked if they're hiring. Meeting with Tobias Fox from Newark – Science & Sustainability Inc regarding the USJP's jobs and the USJP's at his site and if they are going to hire said seniors	Follow with Carol Battisti from Adecco regarding her comment on the fair for our ULEC – USJP's.

February 28 th 9am-4:00	Meeting with the Workforce Team on our overall strategy and goals. Data input into SF. Met with Michel Aubertin from Affac regarding sales jobs for both our USJP's and FOC's. Met with CL to update him on the status of the applications send to Mr.Quallis Meeting with G.Morris from the USJP's office and her staff on the latest development with the Security training	

* 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.

INVOICE DATE: 3/6/20 REQUESTED BY: GIVEN MORRIS PERIOD COVERED: 3/2-6/20
 PAYABLE TO: ANTHONY CLARK AMOUNT: \$ 900.00
 INVOICE # 020620AC BUDGET AVAILABLE: YES NO: NO DUE DATE: 3/13/20
 COMMENTS: JOB DEVELOPMENT - USJP

COST CENTERS:	COST CENTERS:	COST CENTERS:	COST CENTERS:
<input type="checkbox"/> 041 SOCIAL ENTERPRISE	<input type="checkbox"/> 334 NRTC 2018	<input type="checkbox"/> 543 UNITED WAY	<input type="checkbox"/> 573 VITA TAX
<input type="checkbox"/> 111 ABBOTT	<input type="checkbox"/> 334E THRIFTWORKS-NRTC	<input type="checkbox"/> 552 ESG RENTAL ASST	<input type="checkbox"/> 580 CAPITAL ONE HOUSING
<input type="checkbox"/> 112 EHS-LEAGUERS	<input type="checkbox"/> 334F FOC NRTC	<input type="checkbox"/> 560 CAPITAL 1 SAVE UP	<input type="checkbox"/> 600 ADMIN
<input type="checkbox"/> 221 YOUTH	<input type="checkbox"/> 334H HOUSING NRTC	<input type="checkbox"/> 561 LISC-HUD FOC	<input type="checkbox"/> 610 CEO
<input type="checkbox"/> 222 DYFS - LIFE SKILLS	<input type="checkbox"/> 335 NRTC 2019	<input type="checkbox"/> 564 NUL - PRFC	<input type="checkbox"/> 620 CFO
<input type="checkbox"/> 223 OIC of America	<input type="checkbox"/> 368 WF NEIGH REVIT	<input type="checkbox"/> 564A NUL WELLS FARGO	<input type="checkbox"/> 640 DEVELOPMENT
<input type="checkbox"/> 224 RYN	<input type="checkbox"/> 339 ULEC OPPORT CORP	<input type="checkbox"/> 565 HOUSING COUNSELING	<input type="checkbox"/> 650 FACILITIES
<input type="checkbox"/> 225 AMERICORPS	<input checked="" type="checkbox"/> 451 USJP	<input type="checkbox"/> 563 FOC-CAPITAL ONE	<input type="checkbox"/> 710 ANNUAL GALA
<input type="checkbox"/> 331 NRTC 2016	<input type="checkbox"/> 460 IHOP - FDU	<input type="checkbox"/> 567 FOC-CHASE	<input type="checkbox"/> 760 ULEC CENTENNIAL
<input type="checkbox"/> 332 CITY HOME GRANT	<input type="checkbox"/> 467 WORKFORCE UN-AIR	<input type="checkbox"/> 570 FIN OPPT CTR-OTHER	<input type="checkbox"/> 950 ALLOCATED EXP
			<input type="checkbox"/> 369 PSEG

GL CODES: URBAN SENIORS JOBS

<input type="checkbox"/> 1410 ADVANCES <input type="checkbox"/> 7240 EMPLOYEE BENEFITS <input type="checkbox"/> 7520 ACCOUNTING FEES <input checked="" type="checkbox"/> 7540 INSTRUCTORS/CONSULTANTS/SUBS <input type="checkbox"/> 7560 PROFESSIONAL FEES-OTHER <input type="checkbox"/> 7570 TEMPORARY HELP/CONTRACT <input type="checkbox"/> 8110 SUPPLIES <input type="checkbox"/> 8132 CELL PHONE SERVICE <input type="checkbox"/> 8140 POSTAGE & SHIPPING <input type="checkbox"/> 8160 COMPUTER SOFTWARE & HARDWARE <input type="checkbox"/> 8170 PRINTING & COPYING <input type="checkbox"/> 8180 BOOKS, SUBSCRIPTIONS, REFERENCE <input type="checkbox"/> 8190 INTERNET/WEB HOSTING FEES <input type="checkbox"/> 8205 RENT, PARKING & OTHER OCCUPANCY <input type="checkbox"/> 8210 UTILITIES <input type="checkbox"/> 8211 UTILITIES WATER <input type="checkbox"/> 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE <input type="checkbox"/> 8221 COPIER LEASE <input type="checkbox"/> 8227 EQUIPMENT RENTAL <input type="checkbox"/> 8228 POSTAGE LEASE <input type="checkbox"/> 8230 BUILDING REPAIR & MAINTENANCE <input type="checkbox"/> 8231 BUILDING REPAIR & MAINTENANCE - ALARM SERVICES <input type="checkbox"/> 8233 BUILDING REPAIR & MAINTENANCE - TRASH REMOVAL <input type="checkbox"/> 8235 8233 BUILDING REPAIR & MAINTENANCE - EXTERMINATING <input type="checkbox"/> 8236 PERMITS <input type="checkbox"/> 8240 MAINTENANCE SUPPLIES <input type="checkbox"/> 8250 MORTGAGE INTEREST EXPENSE <input type="checkbox"/> 8260 PROPERTY INSURANCE <input type="checkbox"/> 8265 PROPERTY TAX	<input type="checkbox"/> 8310 TRANSPORTATION & PARKING <input type="checkbox"/> 8320 MEALS <input type="checkbox"/> 8340 AIRFARE <input type="checkbox"/> 8350 CONFERENCE, CONVENTIONS, MEETINGS <input type="checkbox"/> 8360 FIELD TRIPS <input type="checkbox"/> 8405 CLASSROOM MATERIALS & SUPPLIES <input type="checkbox"/> 8410 CLASSROOM TECHNOLOGY <input type="checkbox"/> 8415 COMMUNITY SERVICE PROJECT <input type="checkbox"/> 8420 TUTORING <input type="checkbox"/> 8425 EXPUNGEMENT SERVICES <input type="checkbox"/> 8430 JOB TRAINING <input type="checkbox"/> 8440 MENTORING <input type="checkbox"/> 8445 FOOD & RELATED SUPPLIES <input type="checkbox"/> 8450 PROGRAM TRAINING <input type="checkbox"/> 8455 SUBSIDY/RENTAL ASSISTANCE <input type="checkbox"/> 8460 STIPENDS & ASSISTANCE <input type="checkbox"/> 8470 FOOD FOR CLASSES <input type="checkbox"/> 8480 BACKGROUND CHECK <input type="checkbox"/> 8510 INTEREST EXPENSE - GENERAL <input type="checkbox"/> 8520 INSURANCE - NON EMPLOYMENT RELATED <input type="checkbox"/> 8525 SPECIAL EVENT EXPENSES <input type="checkbox"/> 8530 MEMBERSHIP DUES - ORGANIZATIONS <input type="checkbox"/> 8540 STAFF DEVELOPMENT/TRAINING <input type="checkbox"/> 8550 BANK FEES <input type="checkbox"/> 8560 PROCESSING FEES <input type="checkbox"/> 8565 FINES & PENALTIES <input type="checkbox"/> 8570 ADVERTISING/MARKETING EXP <input type="checkbox"/> 8580 LICENSES & FEES <input type="checkbox"/> 8595 COMMUNITY OUTREACH
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PROGRAM DIRECTOR'S APPROVAL

DATE: 3/11/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:

☒ YES☐ NO

A/P INITIAL:

Am

DATE:

3/11/20

FISCAL OFFICE APPROVAL:

CLASS CODE

451

PRESIDENT/CEO'S APPROVAL:

CHECK #

☒ ENTERED



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 March Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
March 2 nd -6th	6	3.5	6.5	8	6	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

3/6/2020

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Please complete the above and return to:

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Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

Job Developer Log

Detailed Weekly Activities

Date	Activity*	Comment
March 2 nd 9am – 3pm	Meeting with PS on the upcoming agenda for the USJP's meeting on Wednesday. Follow up with all the USJP's who are Schedule to meet on Wednesday Judith Williams, Rosemary McGriff, Mary Tanner, Patricia Carter, Lisa Fulcher & William Ribardo	Follow up with USJP participant William Henderson and William Wright regarding their interviews
March 3 rd 9am – 12:30pm	Follow up with Keiron Quallis and Ms. Fuller regarding the resumes submitted to them for consideration on jobs at their companies for our USJP. Data entry in SF and into the workforce shared reports	
March 4 th 9:00am-3:30pm	Meeting with Workforce team AF, TH & KW to assess the operation regarding the USJP's participants. Met with USJP's Rosemary McGriff and William Ribardo to test their skills on Provelt, we went over their resumes content and discussed the type of jobs they are seeking, also they signed up for the Training that Mr. Love is conducting. Spoke with USJP's Mary Tanner who has job interview today therefore she was not able to attend today's meeting. McGriff and	Follow up with USJP participant Mart Tanner on her job interview today.
March 5 th 9-12:30pm	Data entry into the SF and update activities. Follow up with Patii from Makelt company	Follow with Carol Battisti from Adecco regarding her comment on the fair for our ULEC – USJP's.
4:15 – 8:30pm	Meeting with Darryl Spence VP @ PNC Bank in Jersey City to discussed job opportunities for the USJP's at VIP Diner. Follow up and spoke with Cynthia Desouza from HIS Technology regarding the 9 resumes sent to Ms Fuller for jobs at the airport	

March 6th 9:30am – 3:30	Meeting with Workforce & Business Development team regarding grants process and overall division goals. Follow up with Joi Anderson from Adecco regarding having a recruiting event for the USJP's and another one for our overall participants. Met with Morris regarding her meeting with the USJP's Morristown participants and also passed on Darryl Black information, who wants to do a wellness program for the seniors (USJP's).	

* 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.