

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

10 PROTECTED AGAINST FRAUD



MEMO

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

Vincent Clark

101013044 1021200339000238003973

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

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Check Amount					
1,755.00					

PAYMENT
RECORD

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

1,755.00



100811



Rev 2/1

INVOICE DATE: 3/28/20 REQUESTED BY: Alice Fivazier JMT 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:	COST CENTERS:	COST CENTERS:	COST CENTERS:
041 SOCIAL ENTERPRISE	334 NRTC 2018	543 UNITED WAY	573 VITA TAX
111 ABBOTT	334E THRIFTWORKS-NRTC	552 ESG RENTAL ASST	580 CAPITAL ONE HOUSING
112 EHS-LEAGUERS	334F FOC NRTC	560 CAPITAL 1 SAVE UP	600 ADMIN
221 YOUTH	334H HOUSING NRTC	561 LISC-HUD FOC	610 CEO
222 DYFS - LIFE SKILLS	335 NRTC 2019	564 NUL - PRFC	620 CFO
223 OIC of America	368 WF NEIGH REVIT	564A NUL WELLS FARGO	640 DEVELOPMENT
224 RYN	339 ULEC OPPORT CORP	565 HOUSING COUNSELING	650 FACILITIES
225 AMERICORPS	451 USJP	563 FOC-CAPITAL ONE	710 ANNUAL GALA
331 NRTC 2016	X 460 IHOP - FDU	567 FOC-CHASE	760 ULEC CENTENNIAL
332 CITY HOME GRANT	467 WORKFORCE UN-AIR	570 FIN OPPT CTR-OTHER	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

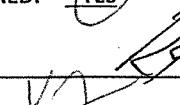
GL CODES:

- 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:	<input checked="" type="radio"/> YES	<input type="radio"/> NO	A/P INITIAL: <u>Pm</u>	DATE: <u>3/11/20</u>
FISCAL OFFICE APPROVAL:			CLASS CODE	<u>460</u>
PRESIDENT/CEO'S APPROVAL			CHECK #	



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 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

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 Rbarido	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 Makelit 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 Basri, CEO of Makeit 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.

* 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: 3/06/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 3/2-6/20
 PAYABLE TO: ANTHONY CLARK AMOUNT: \$ 900.00
 INVOICE #: 030620AC BUDGET AVAILABLE: YES NO DUE DATE: 3/13/20
 COMMENTS: JOB DEVELOPMENT - USJP

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332 CITY HOME GRANT	467 WORKFORCE UN-AIR	570 FIN OPPT CTR-OTHER	950 ALLOCATED EXP

URBAN SENIORS JOBS

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 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: Am DATE: 3/11/20FISCAL OFFICE APPROVAL: _____ CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL: _____ CHECK #: _____



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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 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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Job Developer Log Detailed Weekly Activities

Date	Activity*	Comment
March 2nd 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 3rd 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 4th 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 Proveit, 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 5th 9- 12:30pm 4:15 – 8:30pm	Data entry into the SF and update activities. Follow up with Patti from Makelt company Meeting with Darryl Spence VP @ PNC Bank in Jersey City to discussed job opportunities for the USJP's sat 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	Follow with Carol Battisti from Adecco regarding her comment on the fair for our ULEC – USJP's.

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).

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