

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

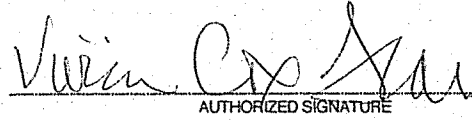
\$ **1,740.00

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

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

MEMO

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


AUTHORIZED SIGNATURE

⑈012923⑈ ⑆021200339⑆ 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
		Check Amount			1,740.00

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

1,740.00

URBAN LEAGUE OF ESSEX CTY
01/30/2020

Anthony Clark GENERAL OPERATING ACCT

12923

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

1,740.00

ULEC CHECK REQUEST FORM

INVOICE DATE: 1/30/2020 PREPARED BY: Alice Frazier PERIOD COVERED: 01/20-1/24
 PAYABLE TO: Anthony Clark AMOUNT: \$ 840.00
111 Mulberry Street, Newark NJ 07102
 INVOICE # _____ BUDGET AVAILABLE: YES NO: _____ DUE DATE: 1/31/2019

COMMENTS: _____

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
☐ 7240 EMPLOYEE BENEFITS
☒ 7540 INSTRUCTORS/CONSULTANTS/SUBS
☐ 7560 PROFESSIONAL FEES - OTHER
☐ 7570 TEMPORARY HELP/CONTRACT
☐ 8110 SUPPLIES
☐ 8130 TELEPHONE & COMMUNICATIONS
☐ 8131 TELEPHONE MAINTENANCE CONTRACT
☐ 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 BUILDING REPAIR & MAINTENANCE - EXTERMINATING

GL CODES:

☐ 8240 MAINTENANCE SUPPLIES
☐ 8260 PROPERTY INSURANCE
☐ 8310 TRANSPORTATION & PARKING
☐ 8320 MEALS
☐ 8340 AIRFARE
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS
☐ 8405 CLASSROOM MATERIALS & SUPPLIES
☐ 8410 CLASSROOM TECHNOLOGY
☐ 8415 COMMUNITY SERVICE PROJECT
☐ 8420 TUTORING
☐ 8425 EXPUNGEMENT
☐ 8430 JOB TRAINING
☐ 8435 GED & ABE CLASSES
☐ 8445 FOOD & RELATED SUPPLIES
☐ 8450 PROGRAM TRAINING
☐ 8460 STIPENDS & ASSISTANCE
☐ 8470 FOOD FOR CLASSES
☐ 8510 INTEREST EXPENSE - GENERAL
☐ 8520 INSURANCE - NON EMPLOYMENT RELATED
☐ 8525 SPECIAL EVENT EXPENSES
☐ 8530 MEMBERSHIP DUES - ORGANIZATIONS
☐ 8540 STAFF DEVELOPMENT/TRAINING
☐ 8560 PROCESSING FEES
☐ 8570 ADVERTISING/MARKETING EXP
☐ 8580 LICENSES & FEES

☒ ENTERED

PROGRAM DIRECTOR'S APPROVAL _____

DATE: 1/30/20

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

A/P INITIAL: pm

DATE: 1/30/20

FISCAL OFFICE APPROVAL: _____

PRESIDENT/CEO'S APPROVAL _____

CLASS CODE

CHECK #

460/451
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 th	Holiday	3	6.5	6.5 +5	7	28
Total						

Base Pay @ \$30.00 \$840.00

Note: Hours should not exceed 30 hours per week

Total Reimbursement \$840.00

Number of Placements in Period

Total	

Base Pay @ \$30.00 \$0.00

Total Reimbursement \$840.00

Signature

Date

1/24/2020



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

Job Developer Log

Detailed Weekly Activities

Date	Activity*	Comment
January 20 th	Holiday	
January 21 st 12pm- 3pm	Data entries in SF and updated BD report, Contact Hakim Neblett on his interview with Advance Deliveries set for Wednesday 1/22.	
January 22 nd 8:30am-3pm	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	
January 23 rd 9am-3:30pm	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.	Follow up with those called to attend ULEC February 20 th event. Contact Michael Turner from Santander on the position at the Board Street location.
5pm -10pm	Follow up with data entries to the ULEC February 20 th 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.	
January 24 th 8am –3pm	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	

	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.

* 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 - 1/17/20PAYABLE TO: Anthony Clark AMOUNT: \$900.00DESCRIPTION: 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
☒ 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. MorrisDATE: 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 #: _____



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 13 th	6	5.5	6.5	6.5	5.5	30
Total						30

Base Pay @ \$30.00 \$900.00

Note: Hours should not exceed 30 hours per week

Total Reimbursement \$900.00

USJP-451

Number of Placements in Period

Total	

Base Pay @ \$30.00 \$0.00

Total Reimbursement \$900.00

Signature [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



Urban League of
Essex County

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Changing Lives.*

Job Developer Log

Detailed Weekly Activities

Date	Activity*	Comment
January 13 th 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 th 9am - 2:30pm	Meeting with Ms Anderson , USJP's participant regarding her seeking an position with child care. Follow up with an email blast to AF, GM & RL directors of the USJP's division ikt7 several openings at CVS statewide. Identified the openings in both Passaic and Morristown for the USJP's participants. Forward Hakim Neblett resume to	
January 15 th 9:00am- 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 th 9:00am – 3:30pm	Met with GM regarding the USJP's job opportunities with ClaraMass and Newark Symphony Hall. Contact Ms. Brown on any 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.

January 17th 9:00am – 2:30	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.	

* 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.