

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

02/14/2020

PAY TO THE ORDER OF Anthony Clark

\$ **900.00

Nine hundred and 00/100*****

DOLLARS

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

Vivian Cox
AUTHORIZED SIGNATURE

MEMO

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

⑈012976⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY
02/14/2020

GENERAL OPERATING ACCT

12976

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			900.00

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

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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
☒ 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: pm

DATE: 2/14/20

FISCAL OFFICE APPROVAL _____

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL _____

CHECK #: 12976



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

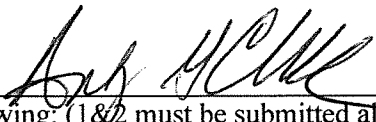
Total Reimbursement \$900.00

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

*Empowering Communities.
Changing Lives.*

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	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.
4pm-6:30pm		

	networking event with companies that can offered jobs to our USJP's and all of ULEC participants at our Tech House.	
January 31 st 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.