

PTS

What is PTS you ask? PTS stands for Post Tracking System and is a new initiative for FPS. The PTS device MaxSent had approved by FPS is the Panasonic Toughbook tablet. The device is placed strategically throughout each contract on various Posts. PTS allows FPS to track hours worked, training, and open posts amongst the PSO team.

MaxSent's I.T. Manager, Tim Nicholson, has worked tirelessly with FPS to identify software and hardware issues and provide viable solutions to make the devices more efficient. Tim has effectively assisted in the deployment of the PTS devices on several of MaxSent's current contracts. Thank you to Tim and all MaxSent employees who have assisted in the implementation of this new FPS initiative.



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LETTER FROM THE PRESIDENT

Todd Pattison, President/CEO MaxSent

As we come to the end of 2021 there are still a lot of unknowns with regards to Covid 19 and how this will impact many of our daily lives. At this time, everyone is still waiting on formal direction from the federal government, and OSHA, on what the mandatory vaccination requirements will be. Once that has been established, we will work with all our respective clients on how this will be implemented, per individual contract, and how that will impact every MaxSent employee. As we wait for this guidance, we all need to focus on doing the very best we can everyday while on post. It is more important than ever for every MaxSent employee to be more vigilant, alert, and attentive. Without fail, the last three months of every year are always our busiest with the most unexpected events and situations. Always expect the unexpected! It is through everyone's daily efforts that MaxSent continues to grow and create new opportunities for everyone. With our growth, it is always preferred to promote current MaxSent employees to new management positions first.

I want to thank everyone for their hard work and efforts every day. I know these are the most unusual of times and we are all being asked to perform at the highest levels we can every day. Thank you for rising up to these daily challenges and for always being "Exceptional Without Exception"!

RTC NEXT AND ONE LOUDOUN

MaxSent is excited to welcome two new properties to our Northern Virginia portfolio. Boston Properties, one of MaxSent's longest tenured clients, has awarded MaxSent with their latest development RTC Next. RTC Next will be a high-end premier lifestyle center with a large corporate office tenant presence. The MaxSent management team, and Security Officers, have begun providing services for Phase 1 of the project with several more phases slated to complete. The second new property is One Loudoun, a mixed-use outdoor lifestyle center in Ashburn, VA. MaxSent successfully onboarded a manager and security officers to support the security function. Pictured right is a common area at One Loudoun. Micheal Cohrs and Michael Blanchette have been working day and night to start these two properties the "MaxSent Way". Thank you to all that have assisted so far with the on-boarding of these two new premier properties!



MAXSENT RECOGNIZES TRICIA WINGERT

Tricia joined the MaxSent team as our Payroll Manager in July 2018. Prior to joining MaxSent, Tricia specialized in Payroll, HR, Finance and Accounting for over 30 years. Tricia first started her career in accounting in the automotive industry. Since then she has worked for retail, distribution and government contractors in many different responsibilities. Her varied experience in so many areas, allows her to clearly see how her current position contributes to the big picture.

At MaxSent, her number one priority is supporting the Payroll Team in making sure that everyone is paid correctly every payday.

When she has a free moment, Tricia enjoys spending time with her wonderful husband Bud and their Grumble of Pugs. She has two amazing daughters Katy and Alyssa and two Bonus children Erin and Tim. She also has three Bonus Grandchildren Maddy, Ella and Nina.



Payroll is a team effort, and Tricia is so proud of everyone that works to make sure your pay is accurate each and every pay!

OPERATIONS CORNER

With the arrival of fall, we need to be diligent about preventing slips and falls. If there is an incident involving an alleged workplace injury, please be sure to complete a First Report of Injury (FROI) as soon as possible. Then submit the completed form to your Vice President and Human Resources immediately.

With daytime hours getting shorter and roads getting worse, MaxSent drivers need to have an increased sense of diligence and caution while driving. Backing into a parking spot can help reduce accidents that happen while backing out of certain areas. Road conditions may worsen with bad weather, so it is important that vehicles are maintained properly and that drivers are alert and practicing safe driving.

FALL SAFETY

Leaves are falling and temperatures are dropping – which means Fall is here and Winter is around the corner. And while fall is full of fun activities and events, it also brings safety concerns at work. The tips below will ensure that your employees stay safe and enjoy the season.

- **Avoid trips and falls on slippery surfaces-** Fall brings rain and the potential for wet floors and leaves. Be cognizant of your surroundings.
- **Practice defensive driving-** Drivers should be cautious of slippery roads. Also, fall brings less sunlight during the day and longer dark driving hours, use your headlights and drive with caution.
- **Get prepared for cold temperatures-** Ensure you have all cold weather uniform components and dress accordingly.
- **Don't take shortcuts on tasks or procedures-** Tasks have been carefully thought out to prevent safety issues, even if they do require a little more time. If there were a quicker way, we would already be doing it. Please follow all processes and procedures established.

Do you have a story or highlight for inclusion in MaxSent's newsletter? Email to hr@maxsent.com for consideration.

MaxSent
185 Admiral Cochrane Dr.
Suite 220
Annapolis, MD 21401
443.221.2750
www.maxsent.com