On Broadway

A NEWSLETTER FOR THE EMPLOYEES OF BROADWAY SERVICES, INC. / NOV, DEC 2022, JAN 2023

HAPPY NEW YEAR

FROM YOUR FRIENDS AT BROADWAY

"Where Quality Services and Quality People Matter"



PRESIDENT'S MESSAGE - JANUARY 2023

Each year at Christmas time we participate in two drives to benefit area charities associated with each. I want to thank all of our employees who generously supported both TOYS FOR TOTS and the UNITED WAY campaign this past holiday season. These programs take what we give and turn it into real time benefits for the people they serve. We surely hope at Broadway that we will continue to lead the way in giving back through these helpful charities. Thanks again.

We are happy to announce that we have successfully completed our re-certification process in Housekeeping/Janitorial Services with ISSA (International Sanitary Supply Association). The certification, called CIMS (Cleaning Industry Management Standard), is awarded for two years and is the result of the hard work of many people in this division of Broadway. Our commitment to these universal standards keeps us on our toes in providing the quality services for which we have become known.

Martin Luther King, Jr. remarked about new beginnings that "faith is taking the first step even when you don't see the whole staircase." How true that sentiment is as we enter a new year, filled with dreams and hopes but not ever knowing for certain the direction it will take. Our new year at Broadway requires many first steps on our part, and it will also ask of us the faith needed to keep going and improve what we do.

What actual steps might we take to support that faith as we go forward, as we strive to be even better at delivering quality service in 2023? Let me suggest but a few:

• TAKE CARE OF YOURSELF

This is not an invitation to forget the needs of others, rather it is a sincere request to make sure that you are in good shape mentally and physically so that you can bring your very best to the job at hand. This can take the form of taking five to ten minutes at lunch to walk instead of sitting. It can mean seeking the benefits of our newly established EMPLOYEE ASSISTANCE PROGRAM to help you with any number of areas of your life. Whatever form it takes, please don't take yourself for granted and overextend yourself. We need you, others need you, so make a conscious effort to make this a priority.

• DEVELOP YOUR COMMUNICATION SKILLS

While you are at work, you represent yourself and Broadway Services in all the interactions that take place in your day. So, whether it is speaking with a client or customer or a fellow worker, you are called upon to be a good communicator, and to cause those who interact with you to be impressed by your quality as a person and ours as a company. Remember the essentials like eye contact, posture and body language, and tone of voice, and be sure to ask questions so that understanding is achieved. How you communicate speaks volumes about you. Make sure those volumes give evidence of a person who very much cares about how they come across to others and how they represent their employer.

STOP PROCRASTINATING

Do you get sidetracked by an alert on your phone, a text from a friend, or simple daydreaming? Focus is key to the successful completion of our jobs, no matter the division. And focus requires that you be aware of how you spend your time at work. Are you using time efficiently, or are you scurrying to finish a project you were given weeks, even months ago? Plan, organize your hours, leave break time in there, but use your experience and that of others to learn new ways of effective time management. Eliminate the distractions, remove the addiction of social media, and get help from those who use their time well. Focus!

Let's agree to support each other in 2023, seeking new ways to be better at what we do, and let's be sure that we have each other's backs as we do our jobs. Let's seek the faith in each other that Dr. King speaks of as we assist each other up that staircase known as our service to others.



Sincerely, Peter Seidl, President Broadway Services, Inc.

2022 UNITED WAY CAMPAIGN DRAWING WINNERS

December 16, 2022



GRAND PRIZE: 65" TCL SMART ROKU TV

Joanne Whitley, Working Supervisor, 5500 East Lombard Street, Janitorial Services

\$50 VISA GIFT CARD WINNERS

Wayne Porreca, Dispatcher, On Call Shuttle Service, Transport Services

Monica Delaine, Shuttle Driver, JHH/ Bayview Shuttle Service

Ronald Barnes, Supervisor, Maintenance Division

Sherry Johnson, Security Officer, JHMI 8x4, Security

\$25 WALMART GIFT CARD WINNERS

Cierra Johnson Woods, Day Porter, Dome/MFL, Janitorial Services

Cynthia Otieno, Security Officer First Class, JHMI 4x12, Security

Erica Gaines, Janitor, 301 Building, Janitorial Services

Delroy Curtis, Van Driver, JHMI Transportation Division

William Moniodis, Manager, Bayview Landscaping

BROADWAY SERVICES WOULD LIKE TO THANK EVERYONE WHO CONTRIBUTED TO THIS YEAR'S UNITED WAY CAMPAIGN!



This year made the 15th year that BSI participated in the Toys for Tots program. Thank you to all the supporters: Corporate and BSI employees, Director of Security, Charles Dailey and Transwestern, all at Mt. Washington-Keswick-and Stieff, EVS Manager, Patricia Ramsey-Lipscomb and staff at Bayview Medical Center, and Vic Zanella with Holt Paper Company. With their assistance, BSI was able to donate over 350 toys!

THANK YOU!

Pictured: Vic Zanella of Holt Paper and Robert Biemiller, BSI VP of Security, Transport and Parking



IS YOUR LIFE INSURANCE BENEFICIARY UP-TO-DATE?

As a reminder, you can change your life insurance beneficiary at any time by coming to the HR department and revising your form. You should consider changing your beneficiary when you have a lifestyle change such as: marriage, divorce, death of your beneficiary, birth of a child, etc. The last signed beneficiary form on file, is what will be used to file a claim with the life insurance company. Please contact the HR department at 410-563-6949 if you have questions.

EMPLOYEE REFERRAL PROGRAM

BSI employees will receive \$500 for referring a qualified employee to Broadway Services for ANY POSITION.

We are always looking for qualified employees like you.



Name of Applicant you are Referring	Last Four of SS#:
Position Applied	Date on Application
Employee's Name	Last Four of SS#
Employee's Job Title	Work Location
Employee's Signature	Date

TO BE COMPLETED BY HIRING MANAGER				
Manager's Name	Date Form Received			
Work Location				
Manager's Signature	Date			

Was Applicant Hired?	□Yes	□No	If Yes, What is the Actual Start Date:	Date Eligible for Finder's Fee:
Signature				Date

REFERRAL PROCEDURES

- The referring employee must submit the name of the job candidate to the hiring manager in writing (Section A) and in advance of any job offer. Under no circumstances will a finder's fee be paid for new hires without proper advance notification. The form will be attached to the BSI employment application.
- Immediately upon receipt of the Employee Referral Form with Section A completed, the hiring manager or recruiter will complete Section B, which indicates the date of receipt.
- 3. To be eligible for the cash award, employees may recommend new hires for their division and/or other divisions, assuming those divisions are participating in the program.

- 4. Both employees, the referring employee and the referred new hire must be in active employment status at the time of eligibility.
- 5. Hiring departments will be responsible for tracking and arranging payment of all finder's fees. (Section C)
- Referring employees must not make commitments or promises of employment to persons they refer. Corporate staff and management are not eligible for this incentive.
- Referred new hires must remain continuously employed with Broadway Services for a minumun of (6) months and pass probation.

DID YOU ENROLL IN THE METLIFE LEGAL PLAN?

Remember they have all the help you're looking from their dedicated service team, network of attorneys and variety of online resources.

Award-winning service

- Regularly recognized for excellence in customer service
- Experienced service team available from 8 am to 8 pm ET

Top-quality attorney network

- Average of 25 years of experience and vetted regularly
- · Nationwide network with a range of specialties



24/7 access at your fingertips

- · Create an account on the Metlife Legal plan website to access coverage information and our attorney locator
- · Access to over 1,700 self-help documents
- · Access to digital estate planning to create wills, living wills and powers of attorney all online

If you need help setting up an account or using the site, please contact us at 800.821.6400.

PROVIDES (7) PAID HOLIDAYS PER CALENDAR YEAR. 2023 OBSERVED BSI HOLIDAY

SCHEDULE

New Year's Day Monday, January 02, 2023

BROADWAY

SERVICES

Martin Luther King, Jr. Day Monday, January 16, 2023

Memorial Day Monday, May 29, 2023

Independence Day..... Tuesday, July 4, 2023

Labor Day..... Monday, September 4, 2023

Thanksgiving Day Thursday, November 23, 2023

Christmas Day..... Monday, December 25, 2023

DON'T FORGET about using your **Employee Assistance Program benefits!** CCA is Broadway Services employee assistance program (EAP) vendor. To learn about the EAP please visit www.myccaonline.com

Company code: BSI





DON'T FORGET!!

Don't forget to update name, address, cell phone or telephone number changes. If you need to update your demographic information, please call the Human Resources office at (410) 563-6949.



FREE GED CLASSES

Broadway Services is now offering FREE General Education
Development preparation classes for employees. BSI will pay for GED test prep classes through Baltimore City Community College or Baltimore County Community College.

Eligibility requirements:

- Must be an employee for 1 year (full- or part-time)
- Must complete the program within 2 years
- First come, first served (limited on 10 employees enrolled a semester)

If you are interested in pursuing your GED certificate, please call the Human Resource desk at 410-563-6949



NEW HIRES



Sorna, George J Employee Relations Manager Human Resources

PROMOTIONS

Ninaly I Arzu, Dispatcher, JHU Vans

Anthony S Barnett Sr, Working Supervisor, Harford County Government

Aiesha D Beaty, Working Supervisor, Johns Hopkins Home Care

Tanaira N Braxton, Dispatcher, JHU Vans

Daniel J Brunson, Sergeant, St Agnes Healthcare Lot

Danika Lynette Bullock, Driver-Lead, JHU Vans

Shakiya S.Z. Campbell, Working Supervisor, St Mary's Seminary & University

Kennishia Breonna Carter, Supervisor, JHU Vans Supervisor

Mackenzie G Ford, Administrative Assistant II, Administrative Property

Blessings L Johnson, JH Public Safety Operations, JHH SUPPORT STAFF

Jessica Nicole Lawson, Dispatcher, JHU Vans

Laporsha L Lawson, Security Lieutenant FC/DHMH, Forest City Security

Ean F Muhammad, Security Lieutenant, Woodmore Towne Centre

Jalil F Penn, Recruiter I, Human Resources

Sherna Melia Simmonds, Sergeant, Mother Mary Lange Catholic School Security

Kimbyl S Taylor, Supervisor, JHU Vans Supervisor

Jordan D Wills, Sergeant AA/FC/ DHMH, Forest City Security

Suzanne R Woytowitz, Sergeant, St Agnes Healthcare Lot

JOKE: WHAT DID THE BUFFALO SAY, WHEN HE DROPPED HIS SON OFF AT SCHOOL?

ANSWER: "BI-SON"

Submitted by Mallory Hopkins, Sr Fleet Coordinator



MAKING TIME FOR YOURSELF

Making time for yourself is probably the last thing on your list, and probably one that you rarely ever get to. There's always someone or something that needs your attention, and taking care of others is more important than taking care of yourself, right? You might feel like it's hard enough to get everything done as it is and that you'll never find the time. But there are some very compelling, and important, reasons to try.

WHY SHOULD YOU MAKE TIME FOR YOURSELF?

With the nonstop demands of work and family, there's always something to do. Energy is expended on work projects, taking care of the home, maintaining relationships, managing child care arrangements, and playing with the kids. But where does that energy come from? How can you recharge your batteries, so to speak?

Spending time alone on a regular basis has been shown to reduce heart rate and blood pressure. It can also play an important role in reducing stress, which can in turn enhance the immune system. Not to mention the spiritual rejuvenation that a few moments alone can spark.

Aside from the health and spiritual benefits, another good reason to take care of yourself is your children. Chances are you spent a great deal of time and energy trying to find a quality child care provider for your little ones. Recognizing that quality care has a positive effect, you wanted to make sure that your kids are well cared for. But who's taking care of you, and how much can you give your children if your own energy banks are depleted? Making time to take care of yourself will help ensure you can provide your children with the quality care they deserve.

WHAT DOES IT TAKE?

Taking care of yourself doesn't have to be a big production, but it might require a shift in your mind set. Many working parents feel guilty if they don't spend every free moment with their kids. The first step is to recognize that you deserve the attention, that it doesn't make you a bad person, and that ultimately, it will allow you to give back more to the people you love. Have some fun coming up with something that works for you—and then make sure you do it!

To get you started, here are a couple of suggestions for how to create some self-care time:

- Take a bath. Adding candles and soft music can make a half hour seem like a luxurious getaway.
- **Read a good book.** When was the last time you read something just for fun?
- Go for a walk. Visit a favorite park, or just stroll around the block.
- Make a creative project. Do you have a pile of photos and a photo album that needs to be completed? How about planting that herb garden? There's probably a project you've "put on hold" for some day when you have time. Make the time.
- Get some exercise. Not only is exercise good for you, but it helps relieve stress. Plus this feel-good activity is one that you can easily do by yourself.
- Combine time alone with an enjoyable task. Does cooking relax you? How about weeding or even mowing the lawn? You can always pick something that needs to be done and spend some time doing it alone.

By puttng a little energy into caring for



yourself, chances are you'll have more energy for everyone—and everything—else. That can only result in more quality time with your family.

Workplace Options. (Reviews 2019). Making time for yourself. Raleigh, NC: Author.

Disclaimer: This document is intended for general information only. It does not provide the reader with specific direction, advice, or recommendations.

You may wish to contact an appropriate professional for questions concerning your particular situation.

Content ID: 28697



RESOURCES & SUPPORT FOR EVERYDAY LIVING

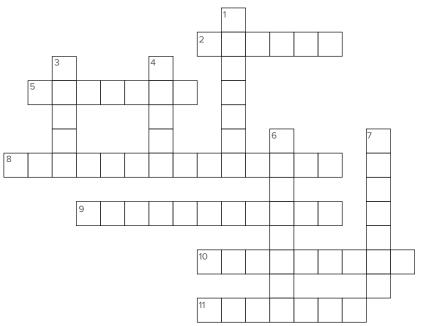
"We must learn to live together as brothers or we will perish together as fools." – Martin Luther King, Jr.

Martin Luther King Jr. Day was created to celebrate the life and work of the Civil Rights Era leader. Dr. King's work was instrumental in helping African-Americans secure their civil rights. Legislation signed in 1983 marked the birthday of the Rev. Dr. Martin Luther King, Jr. as a federal holiday (MLK Day). In 1994, Congress designated the Martin Luther King Jr. Federal Holiday as a national day of service and charged the Corporation for National and Community Service with leading this effort. Each year, on the third Monday in January, the MLK Day of Service is observed as a "day on, not a day off." MLK Day of Service is intended to empower individuals, strengthen communities, bridge barriers, create solutions to social problems, and move us closer to Dr. King's vision of a "Beloved Community."

This year Martin Luther King Day is on Monday, January 16, 2023.







ACROSS

- 2. Day of the week Martin Luther King, Jr. Day is on
- 5. Month Martin Luther King, Jr. was born
- 8. The Civil Rights Movement tried to end racial_____
- 9. Separation of races in daily life
- 10. 15th
- 11. State King was born in

DOWN

- 1. First name of King's wife
- 3. Rosa _____ refused to give up her seat on the bus
- 4. The speech King delivered in front of the Lincoln Memorial is called "I have a ______"
- 6. King was the _____ of the Dexter Avenue Baptist Church in Montgomery, Alabama
- 7. Montgomery Bus _____

Kudos

The "Golden Hearts" Awards
Program is designed to acknowledge
employees who demonstrate
outstanding service excellence and
inspire others to do their best. All
nominated employees are eligible to
be selected as quarterly and annual
award winners, with cash prizes
and organization wide recognition.
Congratulations to all!

EMPLOYEES OF THE MONTH:

SEPTEMBER 2022

Maceo Gaines, EOM, PSO II, JHH

OCTOBER 2022

Delroy Curtis, EOM, JHMI Shuttle Driver

Tequila Smith, EOM, PSO Howard County

Peris Onderi, EOM, Parking Attendant, JHMI Parking

NOVEMBER 2022

Kelly Peals, EOM, PSO, JHH Justin Schultz, EOM, Silver Star Security Officer

DECEMBER 2022

June Gravesandz, EOM, Housekeeper, Peabody Quinton Detzer, EOM PSO, JHH

SECURITY









Tory Harding RN, BSN, Emergency Room, JHH Bayview, commended, PSOs Martin Thompson and Dantrae Smith, and Security Officers Samuel Haskins and Martrese Thomas.

"These gentlemen were called to a code green for a combative patient. I wanted to recognize the professionalism these gentlemen displayed while handling this patient. Not only did they keep the patient safe during the encounter, but they ensured the safety of the surrounding staff. It's good to know we have such reliable officers in the emergency department. I feel much safer and at ease knowing these officers are on the frontlines during such codes."



A patient's daughter commended Asma Ahmad, JHBMC Security Officer: "can you please let corporate security know I am thankful

for them, especially Asma Ahmad. She always remembered me and knew who I was seeing, which made signing in just a bit easier." The patient unfortunately passed, and the daughter wanted to give thanks to the caring and helpful staff that she interacted with over the 9 weeks of visiting, which made her, and her family feel like family.





PSO Lygia Brady and Security Officer, Paul Geesey, JHBMC, were selected by Bayview to be a part of the Johns Hopkins, We Care for You Security Officers presentation, representing BSI at Bayview, and showcasing security officers caring and helpful demeanor and excellent customer service to staff, customers, and patrons. Congratulations to both officers!





Catherine Field-Flowers, BSN, RN, COHN, JHHS gave kudos to **Security Ambassadors Virginia McCoy and Cynthia Steward, JHH**. "These officers are so very helpful with the flu clinic in Phipps every year. They both go above and beyond and are an instrumental part in making our flu clinic a success. Thank you for letting me work with them every year. They deserve recognition for a job well done!"







Security Officer Supervisor Paul Rohner commended Security Officer First Class II, Shadaesha Brooks, Edward Ingram,

Sr. Communications Specialist, and Security Officer First Class I Alana Sloan, JHH: "A male patient was being transported from Hall 7 to Meyer 5 via tunnels in a wheelchair when he jumped up and ran. A doctor and nurse returned to the AED and my escort Officer gave chase calling for additional units. The patient was caught in JHOC near escalators by three Public Safety officers, and the escort to Meyer 5 was completed w/o medical staff or injuries. Kudos for a job well done."



Patient Safety Specialist Kate Brant, JHH Service, and Patient Relations commended Security Officer First Class I, Carnether Proctor,

JHH: "On our JHCC Visitor Task Force call today, we recognized one of your staff and I wanted to take a moment to give them some kudos. This is for the female officer that often is posted at the desk where the Orleans overpass meets the Children's Center. This Officer is always very welcoming, but recently she has been observed as coming out from behind the desk, being even more visible, and really addressing and guiding each guest. We see this as of utmost importance and wanted to make sure to thank this Officer for demonstrating this behavior and for her commitment to our visitors and patients."



Patient Relations Specialist Cheryl Cummings, JHH Service and Patient Relations commended Security Officer,

Andrew Stevenson, JHH: "I always look forward to Drew's smiling face at Meyer's entrance. I have noticed on multiple occasions Drew showing compassion, patience and helpfulness towards patients/family members, staff members and colleagues".



Morning Gutierrez, Patient Care Manager, Surgical Unit and Wenz Orthopedic Unit, commended Mary Daniel,

Security Officer, JHBMC: "The 6 Surg and Wenz staff would like to recognize Mary for her diligence and commitment to rounding the units and communicating with the team. Mary is efficient and takes command of any situation. She is professional, kind, and gentle with patients."

PARKING



Kristin M. Blanchfield, Associate Vice President and Chief of Staff, Development and University Relations, Commended

Marquita Bennett Smoot, Assistant Manager, JHU Parking: "I just had the best customer experience in the parking office of the South Garage. Marquitta Smoot assisted me with getting a new scan sticker for my car. She was informative, patient, and warm, and a wonderful representative of the parking office. Thank you for building a great team."

BSI Parking, Security, and Housekeeping at Keswick were commended by Jonathan Clapp, **Property Manager, Transwestern: "** just wanted to pass along the thank you notes from the organizers of last week's event. Everyone really did an outstanding job, especially with our first large tenant event since the beginning of COVID. Please pass along to everyone involved on your team what a great job they did, and their efforts did not go unnoticed." Izzy V. Blyden, Senior property Manager, Revenue Cycle management, JH, also commended: "Your teams were courteous, responsive, and overall helpful with any issue that came up. We appreciate it! We wanted to take the time to express our sincere gratitude to you and your teams for making our Revenue Cycle Management December Onsite Days a success. Please also share our thanks with Housekeeping for all the cleaning done prior to and during the event. The trash cans were emptied is a timely fashion and common areas were cleaned as needed. Also, we appreciate how Security was able to keep the flow of everyone coming into the building and quickly provided the electronic chips as needed."

If you have a kudo or commendation to share, please contact

Leah Reppert, HR Leave Specialist at 410-563-6945 or email Ireppert@broadwayservices.com.



DELROY CURTIS, SHUTTLE DRIVER, JHMI

Delroy was nominated for employee of the month for October 2022. Mr. Curtis has a very impressive and superb work ethic. He is very knowledgeable, and very pleasant. He can be trusted to execute all

assignments. He is always a pleasure to work with and has excellent customer service skills. He always goes along with any changes that might occur in order to get the job done. He arrives early to work, in uniform, prepared and ready to work! He is always willing to help with open shift and has a great personality. Mr. Curtis is proficient with his route and helps whenever coverage is needed. He gets any tasks asked of him completed.



TEQUILA SMITH, SECURITY OFFICER, HCGH

Tequila was awarded employee of the month for October 2022. PSO Smith is always on time and professional. She has an eye for detail and closely monitors break

and call times. She has separated herself from her peers as the best and lead communications officer and is not afraid to correct her fellow officers when appropriate.



MACEO GAINES, PSO III, JHH

Maceo was nominated for employee of the month for September 2022. PSO Gaines is a dedicated and seasoned security professional who gets the job done right. He works a busy detail with

various individuals regulating traffic control within the AED circle. Not many PSOs have come through the PSO program performing their duties as effectively as PSO Gaines in this

environment. He also responds to the AED upon arrival of any gunshot or stabbing victims. He is tasked to gather all information relevant to those incidents for the purpose of sending that information to corporate security senior executive management. He does his job quite well. He is well liked, respected, and has no attendance issues. He is a true security professional.



KELLY PEALS, PSO, JHMI

Kelly was nominated for employee of the month for November 2022. PSO Peals is a hard-working officer who consistently displays a very upbeat and positive attitude in her day-to-day interactions. She is well groomed, and her uniform is always above

standard. PSO Peals is punctual and has a great attendance record. She performs her duties in a proactive manner. She is dependable and trustworthy in her duties.



JUSTIN SCHULTZ, SECURITY OFFICER, SILVER STAR SECURITY

Justin was nominated for employee of the month for January 2023. Justin's attention to detail in all that he does is second to none. He garners rave reviews from the

client at Human Language Technology Center of Excellence for his professionalism and does weekly payroll for several accounts to perfection. Justin's southern charm is always on full display as he tackles daily obstacles with tact and a level of courtesy that is rarely seen. He is a true asset to BSI.



SAFE DRIVERS AWARDS November, December 2022 and January 2023

1 Year
2 Years
2 Years
3 Years
3 Years
3 Years

Antar McDowel, JHH Transportation	6 Years
Errol Gordon, Blue Jay Shuttle	7 Years
Kenneth Chavis, Shuttle	9 Years
Carl Henderson, Blue Jay Shuttle	9 Years
Charles Wells, JHH Transportation	26 Years



PERIS ONDERI, PARKING ATTENDANT, JHMI PARKING

Peris was nominated for employee of the month for October 2022. Peris was noticed for her desire to produce excellent work and provide the best quest

experience possible. This great work ethic was observed by her supervisor, and he started grooming her for the first level of management. Peris absorbed the new work and responsibilities quickly. She shows willingness to learn new tasks and embraces every challenge; for example, she took on the role of training new employees while upholding Broadway Services standards. Peris was asked to help as an Administrative Assistant in the Parking Office. She advanced in that position and continues to help when needed. She always has a positive attitude. She is one of our heroes and our nominee for BSI Best.



QUINTON DETZER, PSO. JHH

Quinton was nominated for employee of the month for December 2022. PSO Detzer's shift responsibilities are Campus Patrol Officer and Assistant Trainer. His uniform and appearance are impeccable. He has no

attendance issues and requires little supervision. PSO Detzer always has a positive attitude and goes the extra mile to ensure the mission is completed successfully. His customer service skills are superior, and he has been able to verbally de-escalate very hostile situations. He is respected and well liked, and his professionalism, skill set, and job performance reflect well upon the security division. He is one of the finest PSO's that have come through the program.

HAPPY RETIREMENT SALLIE

On her 78th birthday, Sallie Isaac, Security Officer at the Johns Hopkins Bayview Medical Center retired. Sallie worked 30 years for Broadway Services. She spent over a decade at the downtown campus and the remaining years at Bayview. Throughout her tenure at the Bayview campus, Sallie was monumental in securing the Asthma and Allergy Center. She spent her last 14 years at that location.

Sallie Isaac plans on spending time with her daughter while travelling domestically and internationally. She already has travel plans for visiting New Orleans, Punta Canta, Jamaica and a cruise ship to Italy!

Thank you Officer Sallie Isaac for your hard work and dedication. Enjoy this well deserved, new and exciting chapter in life! Best wishes to you for a healthy, happy and great retirement!

