



## CORPORATE SUPPORT SERVICES

Volume 20

Quarterly Newsletter

April – June 2025

### Welcome to the Team!

Congratulations to the employees of ELB Services, LLC, a Joint Venture/Mentor-Protégé between Summit Technologies, Inc. (mentor) and E.L. Blake Corporation (protégé and managing member). It is because of your hard work and dedication ELB Services was awarded the Mission Planning Support Contract (MPSC) IV. Thank you, we could not have done it without you!

Some of you have been with Summit Technologies Inc. (STI) and some of you are new to the family—welcome!

Support Services would like to take this opportunity to (re)introduce you to our Support Team. Here, you will find information to help you contact the right person for any questions you may have. If the information you need is not listed, you can call any one of us for help. We will make sure you get what you need.

### Summit's Company Structure: Who can best help?

Below is a list of key contacts on the Summit Team along with their areas of expertise. Use this as a guide to find the best person to assist you with your questions or concerns.

#### Your Summit Supervisor/Program Manager

- Work schedule questions or issues
- RTO requests
- Sick Leave requests and notifications
- Specific job functions or specific contract details
- Workplace issues or complaints
- Travel requests and approval
- Expense report submission questions or approvals
- Summit AMEX pre-authorized charge requests & approvals

#### Human Resources (Kathleen Adams)

Email: [kadams@summittech.us](mailto:kadams@summittech.us)

Phone: (850) 312-9352

- Questions/concerns related to your employment status
- Policy questions
- Ethical Violations such as retaliation or harassment
- Workplace issues or complaints that require escalation
- Travel questions/Concur issues
- Benefits information or questions
- Costpoint password resets
- Pay issues or questions

#### Security (Cathy Savage, Facility Security Officer [FSO])

Email: [csavage@summittech.us](mailto:csavage@summittech.us)

Phone: (850) 312-9653

- Questions/concerns regarding your Personal Security Clearance
- Security training
- Suspicious contacts
- Adverse reporting for cleared employees
- Possible insider threat information
- Foreign travel (work related AND personal)
- Security policies and procedures

#### Contracts Manager (Jeanette Clark)

Email: [jclark@summittech.us](mailto:jclark@summittech.us)

Phone: (850) 259-5303

- Labor charge code questions or issuance

#### Accounts Payable (Annette Matos)

Email: [annette.matos@summittech.us](mailto:annette.matos@summittech.us)

Phone: (215) 816-1287

- Expense report and reimbursement questions
- Summit AMEX questions

#### TriNet Solution Center

Link: <https://identity.trinet.com/>

Phone: (800) 638-0461

- W-2s
- Payroll tax withholding forms
  - Employment proof/verification
  - 401(k) administration
  - Benefits administration

**Please note: The Summit Employee Handbook is posted on TriNet and is your BEST reference for all policies and procedures relating to your employment with Summit.**

Our Support Services Team's mission is:

*"To provide superior support and resources to the Summit team with an emphasis on our employees, customer satisfaction, and the sound financial performance of the company."*

If you have any questions about this newsletter, please contact Cathy Savage, FSO, at (850) 312-9356; or [csavage@summittech.us](mailto:csavage@summittech.us)