

ATTACHMENT 1

FRANKLIN COMMUNICATIONS, INC.

EEO AUDIT DOCUMENTS

2022-2023 – PART 2

December 12, 2023

Melissa Andrix

From: Melissa Andrix
Sent: Wednesday, January 4, 2023 10:44 AM
To: Devon Fralick
Subject: FW: Qfm96 Morning Show Producer Posting

Good morning, Devon.
Happy New Year – hope it was a fabulous holiday season for you.
Great finally getting to me you when we came up to visit Chris. 😊

Can you please post this for me on the Saga site? Let's keep it up until 1/31/23.

Thank you!

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND/NNP-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Mike Dorsey <MDorsey@columbusradiogroup.com>
Sent: Wednesday, January 4, 2023 9:58 AM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Subject: Qfm96 Morning Show Producer Posting

Hey,

I have the green light from Erik, Matthews, and Scott Chase on this posting. So we're ready to rock.

Thank You

Qfm96 is looking for the next producer for the Torg & Elliott Morning Show. The Torg and Elliott Show celebrates its 10th Anniversary in 2023 and entertains Central Ohio listeners with pop culture commentary, celebrity parodies, on-air discussion on topics ranging from serious life issues to hilarious mundane life situations and everything in between, interviews with rock stars, actors, comedians, pro athletes, and so much more.

The producer will be a detail-oriented individual who possesses a knowledge of standard show production tasks with a passion for broadcast radio and audio/content creation. Experience in broadcast radio operations, prior use of audio editing software (Adobe Audition) and Microsoft Suite of software is a must.

Daily production of the Torg & Elliott Morning Show includes:

- Operation of Axia soundboard, management of timing, and coordination of all on-air audio needs.
- Scheduling of relevant guests for on-air interviews. This includes researching and establishing a database of contacts.

- Up-to-date awareness of current trends, topics, events, movies, tv shows, music, concerts, etc. with the ability to translate this knowledge into show content.
- Ability to utilize social media platforms and Qfm96.com as an avenue to promote/market the Torg & Elliott show and its' content.
- Having a finger on the pulse of all things happening in Central Ohio and translating this knowledge into show content.
- Identifying content worthy audio and editing for daily use in show segments and promos.
- Producing show imaging; including legal ID's, swccpers, segment opens, bits, etc.
- Managing and screening incoming phone calls for on-air use.
- Managing and producing commercials and/or endorsements for members of the Torg & Elliott Show
- Producing a weekly Best Of Show containing edited bits/interviews from weekly shows.

The Columbus Radio Group
 WSNY-WLVQ-WVMX-WNND
 4401 Carriage Hill Lane
 Columbus, OH 43220

No phone calls please. Email resume to: Jobs@columbusradiogroup.com

Saga Communications is an equal opportunity employer.

Mike Dorsey

WLVQ Program Director

Columbus Radio Group

Qfm96/Sunny 95/ Rewind/ Mix 107.9

Office: 614-273-2628

Cell: 614-202-2215

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Melissa Andrix

Saga website

From: Devon Fralick
Sent: Wednesday, January 4, 2023 11:12 AM
To: Melissa Andrix
Cc: Annette Calcaterra
Subject: RE: Qfm96 Morning Show Producer Posting

Hi Melissa, here is your job link: [Production Director-Columbus – Saga Communications](#)

Best wishes,

Devon Fralick / Administrative Assistant
Saga Communications, Inc. | 73 Kercheval, Suite 201 | Grosse Pointe Farms, MI 48236
P: +1 313 886 7070 | F: +1 313 886 7150 | E: dfralick@sagacom.com

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Sent: Wednesday, January 4, 2023 10:44 AM
To: Devon Fralick <dfralick@sagacom.com>
Subject: FW: Qfm96 Morning Show Producer Posting

Good morning, Devon.
Happy New Year – hope it was a fabulous holiday season for you.
Great finally getting to me you when we came up to visit Chris. 😊

Can you please post this for me on the Saga site? Let's keep it up until 1/31/23.

Thank you!

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND/NNP-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Mike Dorsey <MDorsey@columbusradiogroup.com>
Sent: Wednesday, January 4, 2023 9:58 AM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Subject: Qfm96 Morning Show Producer Posting

Hey,

I have the green light from Erik, Matthews, and Scott Chase on this posting. So we're ready to rock.

Thank You

Qfm96 is looking for the next producer for the Torg & Elliott Morning Show. The Torg and Elliott Show celebrates its 10th Anniversary in 2023 and entertains Central Ohio listeners with pop culture commentary, celebrity parodies, on-air discussion on topics ranging from serious life issues to hilarious mundane life situations and everything in between, interviews with rock stars, actors, comedians, pro athletes, and so much more.

The producer will be a detail-oriented individual who possesses a knowledge of standard show production tasks with a passion for broadcast radio and audio/content creation. Experience in broadcast radio operations, prior use of audio editing software (Adobe Audition) and Microsoft Suite of software is a must.

Daily production of the Torg & Elliott Morning Show includes:

- Operation of Axia soundboard, management of timing, and coordination of all on-air audio needs.
- Scheduling of relevant guests for on-air interviews. This includes researching and establishing a database of contacts.
- Up-to-date awareness of current trends, topics, events, movies, tv shows, music, concerts, etc. with the ability to translate this knowledge into show content.
- Ability to utilize social media platforms and Qfm96.com as an avenue to promote/market the Torg & Elliott show and its' content.
- Having a finger on the pulse of all things happening in Central Ohio and translating this knowledge into show content.
- Identifying content worthy audio and editing for daily use in show segments and promos.
- Producing show imaging; including legal ID's, sweepers, segment opens, bits, etc.
- Managing and screening incoming phone calls for on-air use.
- Managing and producing commercials and/or endorsements for members of the Torg & Elliott Show
- Producing a weekly Best Of Show containing edited bits/interviews from weekly shows.

The Columbus Radio Group
WSNY-WLVQ-WVMX-WNND
4401 Carriage Hill Lane
Columbus, OH 43220

No phone calls please. Email resume to: Jobs@columbusradiogroup.com

Saga Communications is an equal opportunity employer.

Mike Dorsey

WLVQ Program Director

Columbus Radio Group

Qfm96/Sunny 95/ Rewind/ Mix 107.9

Office: 614-273-2628

Cell: 614-202-2215

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Saga Com
1/4/23
website

Columbus Radio Group – Columbus

Posted on: January 4, 2023

Apply by: January 31, 2023

Job Description

Qfm96 is looking for the next producer for the Torg & Elliott Morning Show. The Torg and Elliott Show celebrates its 10th Anniversary in 2023 and entertains Central Ohio listeners with pop culture commentary, celebrity parodies, on-air discussion on topics ranging from serious life issues to hilarious mundane life situations and everything in between, interviews with rock stars, actors, comedians, pro athletes, and so much more.

The producer will be a detail-oriented individual who possesses a knowledge of standard show production tasks with a passion for broadcast radio and audio/content creation. Experience in broadcast radio operations, prior use of audio editing software (Adobe Audition) and Microsoft Suite of software is a must.

Daily production of the Torg & Elliott Morning Show includes:

- Operation of Axia soundboard, management of timing, and coordination of all on-air audio needs.
- Scheduling of relevant guests for on-air interviews. This includes researching and establishing a database of contacts.
- Up-to-date awareness of current trends, topics, events, movies, tv shows, music, concerts, etc. with the ability to translate this knowledge into show content.
- Ability to utilize social media platforms and Qfm96.com as an avenue to promote/market the Torg & Elliott show and its' content.
- Having a finger on the pulse of all things happening in Central Ohio and translating this knowledge into show content.
- Identifying content worthy audio and editing for daily use in show segments and promos.
- Producing show imaging; including legal ID's, sweepers, segment opens, bits, etc.
- Managing and screening incoming phone calls for on-air use.
- Managing and producing commercials and/or endorsements for members of the Torg & Elliott Show
- Producing a weekly Best Of Show containing edited bits/interviews from weekly shows.

The Columbus Radio Group
WSNY-WLVQ-WVMX-WNND
4401 Carriage Hill Lane
Columbus, OH 43220

How to Apply

No phone calls please. Email resume to: Jobs@columbusradiogroup.com

The Columbus Radio Group is an equal-opportunity employer.

[Return to Career Center](#)

< <https://oab.org/> >

Advocacy < <https://oab.org/advocacy/> > Compliance < <https://oab.org/compliance/> > Training < <https://oab.org/training/> >
NCSA-PEP Program < <https://oab.org/nca-pep/> > Post a Job < <https://oab.org/post-a-job/> > Scholarships < <https://oab.org/scholarships/> >
About < <https://oab.org/about-the-oab/> > Join < <https://oab.org/become-a-member/> >

FULL-TIME VACANCY EEO INFORMATION – FORM BP-03

(Fill out for each full-time vacancy)

Job Title of Vacancy: Account Manager (Executive)

Recruitment Source That Referred the Hiree(s): 1) Station website;
2) Non-Employee Referral; 3) Word of mouth

Date Vacancy Opened: On-going

Total Number of Persons Interviewed for the Vacancy: 5

Date Vacancy Filled: 3/13/23

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Vacancy	Did the Source Request Notification?
WSNY/WLVQ/WVMX/WNND-NNP Websites	4401 Carriage Hill Lane Columbus, OH 43220	Nick Shaeffer	614-451-2191	1	No
ColumbusRadioGroup.com	*****	Nick Shaeffer	614-451-2191	0	No
HireMeColumbus.com	*****	Nick Shaeffer	614-451-2191	0	No
Ohio Association of Broadcasters Job Bank	OAB.org 17 South High Street, Suite 1010 Columbus, OH 43215	Christine Merritt	614-228-4052	0	No
All Access	AllAccess.com	*****		0	No
Saga Communications website	73 Kercheval Farms, Suite 201 Grosse Pointe Farms, MI 48236	Holly Rutherford/ Devon Fralick	313-886-7070	0	No
Handshake	https://app.joinhandshake.com/ *****			0	No
On-Air Recruiting Commercial	*****			0	No
Employee Referral	*****			0	No
Non-Employee Referral	*****			1	No
Internal Posting	*****			0	No
Internal transfer/promotion	*****			0	No
Word of mouth	*****			3	
MatureWorks (ceased operation on 12/31/22)	MatureWorks.org	Barb Stoltz	614-863-1219	0	No
Ohio Media School	5330 E. Main St., Suite 200 Columbus, OH 43213	Lee Wagner	614-230-0461	0	No
LinkedIn	LinkedIn.com			0	No
Indeed	Indeed			0	No

**We do not directly post job openings to these websites. They pick-up and post them from other sources.*

INTERVIEWEE INFORMATION – FORM BP-04

Job Title of Vacancy: Account Manager (Executive)

Interview #	Interviewee's Name	Referral Source
1		Station website
2		Word of mouth
3		Word of mouth
4		Referral
5		Word of month

VACANCY NOTIFICATIONS – FORM BP-05

Job Title of Vacancy: Account Executive

Date Vacancy Opened: On-going

Date Vacancy Filled: 1/9/23, 2/20/23 and 3/13/23 (three positions filled)

Notifications of vacancy information for the above job title were given using the following advertisements, bulletins, letters, faxes, e-mails or other communications. Dated copies of these notifications are attached to this form.

Type of Notification	Date of Notification
WSNY/WLVQ/WVMX/WNND-NNP Websites	8/23/22
ColumbusRadioGroup.com	8/23/22
HireMeColumbus.com	8/23/23
Ohio Association of Broadcasters Job Bank	8/23/23
MatureWorks website	11/30/22
On-Air Recruitment commercials – WSNY/WLVQ/WVMX/WNND-NNP	9/12/22

Melissa Andrix

From: Michelle Hurley
Sent: Wednesday, August 31, 2022 9:34 AM
To: Melissa Andrix
Cc: Erik Schmidt
Subject: FW: Sales Position Description for CRG.com

From: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Sent: Tuesday, August 23, 2022 10:22 AM
To: Michelle Hurley <michelle.hurley@columbusradiogroup.com>
Cc: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Re: Sales Position Description for CRG.com

This job listing has been updated on all 4 station websites and CRG.com.

Nick Shaeffer
Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Michelle Hurley <michelle.hurley@columbusradiogroup.com>
Date: Tuesday, August 23, 2022 at 10:15 AM
To: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Subject: Sales Position Description for CRG.com

I just wanted to embellish the description we have on there now...

ACCOUNT EXECUTIVE

If you have a passion for helping clients & partners succeed & the drive to be successful yourself, we'd love to meet you! Experience in consumer sales is preferred as well as an understanding of the sales process and dynamics. We are the absolute best at customer service, so we look for excellent written and verbal communication skills and someone that's able to work comfortably in a fast-paced environment. The knowledge & energy of our team is incredible and we're growing! Please send your resumé to: michelle.hurley@columbusradiogroup.com.

Thanks,
Michelle

Michelle Hurley
General Sales Manager/Director of Marketing
Columbus Radio Group
614-273-2651

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Melissa Andrix

From: Michelle Hurley
Sent: Wednesday, August 31, 2022 9:35 AM
To: Melissa Andrix
Subject: FW: Recruitment Sign for appearances
Attachments: CRG Job Sign MIX.jpg; CRG Job Sign Qfm96.jpg; CRG Job Sign REWIND.jpg; CRG Job Sign SUNNY.jpg

Out at all our appearances now.

Thanks,
Michelle

Michelle Hurley
General Sales Manager/Director of Marketing
Columbus Radio Group
614-273-2651

From: Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>
Sent: Tuesday, August 23, 2022 12:48 PM
To: Michelle Hurley <michelle.hurley@columbusradiogroup.com>
Subject: Re: Recruitment Sign for appearances

See the attached signs for review.

Thank you,
Nick Shaeffer
Creative Content Coordinator
Columbus Radio Group
614-451-2191 ext. 118

From: Michelle Hurley <michelle.hurley@columbusradiogroup.com>
Date: Tuesday, August 23, 2022 at 9:56 AM
To: !Col_DigitalRequests <DigitalRequests@columbusradiogroup.com>
Cc: Promotions Meeting Group <PromotionsMeetingGroup@sagacomit.com>
Subject: Recruitment Sign for appearances

Hi Nick,

Could you please create the following sign for all upcoming appearances? We'll need one for each specific station.

I'd like a QR Code on it to link to [Join Our Team - Columbus Radio Group](#).

Promotion Team – I'll put these in acrylic holders. Please display the sign at all upcoming appearances/events at our station table. Thanks!

8.5' x 11'

Join the (Station) team!

We're Hiring!

(QR Code)

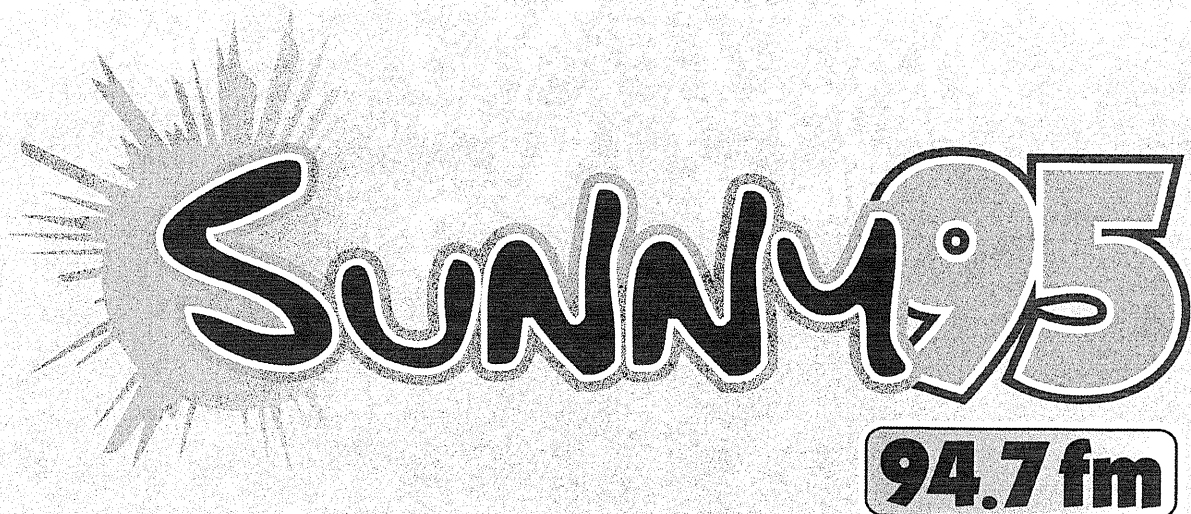
Station Logo (top or bottom)

Thanks,
Michelle

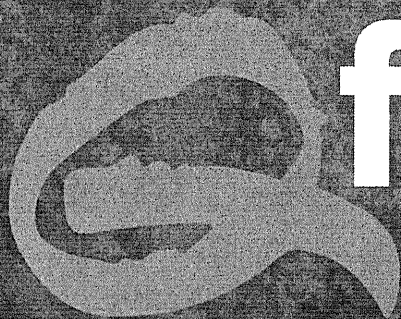
Michelle Hurley
General Sales Manager/Director of Marketing
Columbus Radio Group
614-273-2651

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

**JOIN THE SUNNY 95 TEAM!
WE'RE HIRING!**



**JOIN THE QFM96 TEAM!
WE'RE HIRING!**



fm96

96.3 WLWQ

Iconic rock.

**JOIN THE MIX 107.9 TEAM!
WE'RE HIRING!**

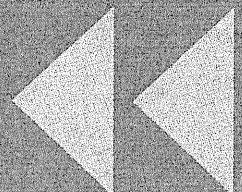


Mix107.9

JOIN THE REWIND TEAM! WE'RE HIRING!



REWIND



103.5
104.3 FM

Melissa Andrix

From: mandrix@columbusradiogroup.com
To: Michelle Hurley
Subject: RE: Your job posting(s) on the MatureWorks (formerly Employment For Seniors) website

From: Barb Stoltz <barbstoltz@matureworks.org>
Sent: Wednesday, November 30, 2022 9:51 AM
To: Michelle Hurley <michelle.hurley@ColumbusRadioGroup.com>
Subject: Your job posting(s) on the MatureWorks (formerly Employment For Seniors) website

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Michelle -

Your available position(s) is now posted and active on the website. After reviewing your posting, please let me know if any changes are needed.

You can review your posting(s) at the link provided with the below Job ID number.

MW Job #: Account Executive

The "Apply" information for your posted job is: • Please send your resumé to:
michelle.hurley@columbusradiogroup.com

If you want to access the posting as our clients do, follow these steps:

- Visit www.matureworks.org.
- Under "For Job Seekers", click on "Job Board".
- Click on "View Open Positions Here".
- Then click on the Job ID number for your posting (identified by the Job ID# that appears above).

The posting(s) will remain active for 30 days. We will be in contact with you toward the end of that time to discuss continuing or closing the posting(s). Contact me with any feedback you may have, notifying me if the position(s) is filled before the end of the 30 days, and whether or not you have employed a client from MatureWorks. Every weekday, jobs on our website are checked against the employers' jobs listing to ensure we do not give clients job referrals on positions which are no longer available.

Clients viewing a posting see only the job description, qualifications, and general location of your position. If they are interested, clients will contact our office and speak to a Volunteer Job Counselor who will discuss the job(s) and requirements to determine the client's interest and whether they meet your minimum qualifications. When this is confirmed, the client is provided with the information identifying your company and how to apply for the job. Then it is the client's responsibility to be proactive in following through on the application process for your job opening.

For any questions, please contact me between Tuesday – Friday between 9:00am – 12:00pm, at (614) 863-1219, or anytime at: barbstoltz@matureworks.org.

Thank you for providing MatureWorks the opportunity to post your open job(s) on our website and for valuing the benefits of hiring mature and experienced candidates!

Barb Stoltz
Employer Outreach Associate
Office (614) 863-1219



Mature Works

(Business hours: Tuesday – Friday, 9:00am – 12:00pm)

Upcoming Employer Hiring Events – Ask us about hosting one for you in 2023!

Tristar Transportation – Friday, December 9, 2022

Nationwide Insurance – Thursday, January 19, 2023

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Broadcast Contract

HOUSE (ALL STATIONS)
4401 CARRIAGE HILL LANE
COLUMBUS, OH 43220

Start Date 09/19/22	Contract# 25176	Mod# 1
End Date 10/30/22	Date Entered 09/15/22	Date Last Modified 09/15/22
Advertiser HOUSE (ALL STATIONS)		Station Market WLWQ-FM, WNND-FM, WSNY-FM, WVMX-FM
Product Recruitment <i>Account Executive</i>		Sales Rep/Office Ross Wagner

Standard Billing Cycle Estimate#

WLWQ-FM

LN	DATE	TIMES/PROGRAMS	LEN	MO	TU	WE	TH	FR	SA	SU	SPOTS /WK	RATE
1	MO 09/19/22 SU 10/30/22	06:00A-12:00A	60	X	X	X	X	X	X	X	14	\$0.00

WNND-FM

LN	DATE	TIMES/PROGRAMS	LEN	MO	TU	WE	TH	FR	SA	SU	SPOTS /WK	RATE
1	MO 09/19/22 SU 10/30/22	06:00A-12:00A	30	X	X	X	X	X	X	X	14	\$0.00

WSNY-FM

LN	DATE	TIMES/PROGRAMS	LEN	MO	TU	WE	TH	FR	SA	SU	SPOTS /WK	RATE
1	MO 09/19/22 SU 10/30/22	06:00A-12:00A	60	X	X	X	X	X	X	X	14	\$0.00

WVMX-FM

LN	DATE	TIMES/PROGRAMS	LEN	MO	TU	WE	TH	FR	SA	SU	SPOTS /WK	RATE
1	MO 09/19/22 SU 10/30/22	06:00A-12:00A	30	X	X	X	X	X	X	X	14	\$0.00

-----Additional Comments-----	Total Spots	Spots Total\$	Net	Gross
	336	0.00	\$ 0.00	\$ 0.00

User Field 1: PO NUMBER, User Field 2: NAME OF EVENT
Billing Projections: By Month

"Saga Communications, Inc. and all its subsidiaries and stations prohibits all forms of discrimination in advertising contracts. We do not and shall not discriminate on the basis of race, ethnicity or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio and/or television commercials provided to our stations are properly licensed to be broadcast on our radio and/or television stations and the associated internet

Accepted for Station

Accepted for advertiser OR agency (and MBS, if any) as agent for the advertiser

Name	Title	Name	Title

See reverse for accepted terms and conditions, if any

Broadcast Contract

HOUSE (ALL STATIONS)
4401 CARRIAGE HILL LANE
COLUMBUS, OH 43220

Start Date 09/19/22	Contract# 25176	Mod# 1
End Date 10/30/22	Date Entered 09/15/22	Date Last Modified 09/15/22
Advertiser HOUSE (ALL STATIONS)	Station Market WLWQ-FM, WNND-FM, WSNY-FM, WVMX-FM	
Product Recruitment	Sales Rep/Office Ross Wagner	

Standard Billing Cycle Estimate#

	Sep 22	Oct 22
CA	0.00	0.00
ST	0.00	0.00

"Saga Communications, Inc. and all its subsidiaries and stations prohibits all forms of discrimination in advertising contracts. We do not and shall not discriminate on the basis of race, ethnicity or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio and/or television commercials provided to our stations are properly licensed to be broadcast on our radio and/or television stations and the associated internet streams."

Accepted for Station

Accepted for advertiser OR agency (and MBS, if any) as agent for the advertiser

Name Title
See reverse for accepted terms and conditions, if any

Name Title
Page 2

8/31/22
OAB

Thank you for submitting your job posting to the OAB Job Board!


We will review your posting and get it on our website within 48 hours. We will send the contact e-mail you listed above the link to the actual job posting.

If you have additional questions, contact the OAB's Christine Merritt at cmerritt@oab.org or 614.228.4052. Thank you!



Account Executive


Full Time  Columbus, OH

 Posted 3 years ago

Login to Save this Job



Columbus Radio Group

 Website

If you have a passion for helping clients & partners succeed & the drive to be successful yourself, we'd love to meet you! Experience in consumer sales is preferred as well as an understanding of the sales process and dynamics. We are the absolute best at customer service, so we look for excellent written and verbal communication skills and someone that's able to work comfortably in a fast-paced environment. The knowledge & energy of our team is incredible and we're growing!

Please send your resumé

to: michelle.hurley@columbusradiogroup.com.

[Apply for job](#)

© 2025 HireMe Columbus

[Terms of Use](#) · [Privacy Policy](#) · [Data Access Request](#)

Attachment B
Menu Option Activities

MENU OPTION ACTIVITIES

WSNY, WLVQ, WVMX, WNND/NNP has engaged in the following outreach activities during the year covered by this report: June 1, 2022 – May 31, 2023

Activity Classification*	Type of Activity	Brief Description
14	Provision of training to management level personnel as to methods of ensuring equal opportunity and preventing discrimination	OAB's "FCC's EEO Rules" Webinar – 7/12/22
1	Job Fairs	HireOhio Multi-University Alumni Career Fair – 11/7/22
1	Job Fairs	Media Production Career Fair @ The University of Cincinnati – 2/15/23
10	Participation in an event/program sponsored by an educational institution relating to career opportunities in broadcasting	Hyatts Middle School Broadcast News and Podcasting Dept. studio tour - 3/16/23
10	Participation in an event/program sponsored by an educational institution relating to career opportunities in broadcasting	Hilliard Davidson High School Mentorship Program – March-May 2023

* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of websites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Provision of training to management level personnel as to methods of ensuring equal opportunity and preventing discrimination

Activity Classification: 14

<p>Nature of Activity, Including Date(s):</p> <p>Participation in the OAB's "FCC's EEO Rules" training webinar July 12, 2022 11am-12pm Zoom dial-in call</p>
<p>Scope of Station's Participation:</p> <p>Present during activities</p> <p><i>Participation in the OAB's "FCC's EEO Rules" training webinar conducted by Elizabeth Spainhour and Patrick Cross of the OAB's FCC counsel of Brooks, Pierce, McLendon, Humphrey & Leonard, LLP. The webinar provided a refresher on the FCC's EEO rules as well as updates on the latest developments, including developments around EEO Form 395-B, general and specific EEO requirements, EEO recordkeeping and reporting, and practical considerations related to administration and maintenance of EEO programs.</i></p>
<p>Station Personnel Involved:</p> <p>Melissa Andrix, Office Manager</p>

Melissa Andrix

From: OAB <oab@oab.org>
Sent: Thursday, July 21, 2022 3:21 PM
To: Melissa Andrix
Subject: OAB: EEO Letter Confirming Participation in EEO Rules Webinar on 7/12
Attachments: 2022 OAB EEO Rules Webinar EEO Letter - Andrix.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Melissa,

Thank you again for participating in the OAB's FCC EEO Rules Webinar earlier this month!

Attached here is the letter confirming your participation in the webinar. If you or any of the individuals who participated in the webinar (either live as it was conducted or by reviewing the archived webcast after-the-fact) are station personnel who are in management positions, have hiring authority, or have substantial input into hiring, firing, or benefits administration, your employment unit may be able to claim one EEO outreach menu option "credit" for the current FCC EEO reporting period. You may wish to place a copy of this letter in your private EEO file as evidence of your participation in the activity.

For more information on EEO rules, we encourage you to visit oab.org/compliance/fcc-eeo-rules, where an archive of this webinar can now be viewed.

Please let me know if you have questions or need additional information. Thank you for your support!

-Mariah West

Mariah West, Marketing and Communications Specialist
Ohio Association of Broadcasters
17 South High Street, Suite 1010 | Columbus, Ohio 43215

614-228-4052 *phone*
mwest@oab.org | www.oab.org

7/21/2022

Melissa Andrix
The Columbus Radio Group
4401 Carriage Hill Ln
Columbus, OH 43220-3837

Re: Participation in OAB Training Webinar on July 12, 2022

Dear Melissa:


This letter confirms your station employment unit's participation in the OAB's "FCC's EEO Rules" training webinar conducted on July 12, 2022, by Elizabeth Spainhour and Patrick Cross of the OAB's FCC counsel of Brooks, Pierce, McLendon, Humphrey & Leonard, LLP. The webinar provided a refresher on the FCC's EEO rules as well as updates on the latest developments, including developments around EEO Form 395-B, general and specific EEO requirements, EEO recordkeeping and reporting, and practical considerations related to administration and maintenance of EEO programs. We hope the webinar provided you with useful information.

The FCC's EEO rules state that provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination (outreach activity "menu option" 14) qualifies for one credit.

If one or more of the individuals who participated in the webinar are station personnel who are in management positions, have hiring authority, or have substantial input into hiring, firing, or benefits administration, your employment unit may be able to claim one EEO outreach menu option "credit" for the current FCC EEO reporting period by reporting this activity on your next annual EEO Public File Report (due June 1, 2023, for Ohio broadcasters). This letter does not need to be uploaded to your online public inspection file at this time. However, you may wish to place and retain a copy of this letter in your private, internal EEO file as evidence of your participation in the activity and in the event of FCC inquiry.

Thanks again for your participation. As always, please don't hesitate to contact me if the OAB can be of assistance to you in any way.

Sincerely,



Christine H. Merritt
President

Melissa Andrix

From: Melissa Andrix
Sent: Tuesday, July 5, 2022 4:02 PM
To: Tracy Cleeton
Cc: Peter Strome
Subject: RE: FCC EEO Rules Webinar Confirmation

Thanks guys!

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND/NNP-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Tracy Cleeton <tcleeton@sagacom.com>
Sent: Tuesday, July 5, 2022 3:57 PM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Cc: Peter Strome <pstrome@sagacom.com>
Subject: RE: FCC EEO Rules Webinar Confirmation

Hi Melissa,

Definitely!

I added Pete, he will open it up for the meeting on July 12th.

Tracy Cleeton
Saga Communications, Inc.

From: Melissa Andrix <mandrix@columbusradiogroup.com>
Sent: Tuesday, July 5, 2022 3:47 PM
To: Tracy Cleeton <tcleeton@sagacom.com>
Subject: FW: FCC EEO Rules Webinar Confirmation

Hi Tracy –

See below
Is it okay if I hop onto Zoom next week for this meeting?
Thanks!

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND/NNP-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220

mandrix@columbusradiogroup.com

Direct line: (614) 273-2643

From: Zoom <no-reply@zoom.us>

Sent: Tuesday, July 5, 2022 3:45 PM

To: Melissa Andrix <mandrix@columbusradiogroup.com>

Subject: FCC EEO Rules Webinar Confirmation

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Find information about this meeting below.

July 5, 2022 11:00 AM Eastern Time (US and Canada)

32, +222

17



[100 Calendar](#)

kmA4jLMosT5eVfK6cfhfCldbV72hA.DQMAAAAUyuPS7hZDdEk3M2k3bFRsNmZZYmJiRTJpNmJRAAAAAAAAAAAAAAAAAAAAAAA

k publicly.

3126266799,,89303274222#,,, *405697# or +13017158592,,89303274222#,,, *405697#

For better quality, dial a number based on your current location.

312 626 6799 or +1 301 715 8592 or +1 646 558 8656 or +1 646 931 3860 or +1 669 444 9171 or +1 720 707 2699 or +1 253 215 :

27 4222

7



Copyright ©2022 Zoom Video Communications, Inc. All rights reserved.

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Melissa Andrix

From: Andy Hartzell <ahartzell@oab.org>
Sent: Wednesday, July 13, 2022 2:29 PM
To: Andy Hartzell
Cc: Christine Merritt; Mariah West
Subject: OAB: FCC EEO Rules Webinar Now Available on Demand

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you to all who joined us yesterday for the FCC EEO Rules webinar, and to Elizabeth Spainhour and Patrick Cross of Brooks, Pierce, McLendon, Humphrey and Leonard, LLP for their great presentation.

The archive of the webinar and a PDF of the slide presentation are available on the OAB website at oab.org/compliance/fcc-eeo-rules.

Your station should have received a physical copy of our 2022 *The FCC's Equal Employment Opportunity Rules: A Primer for Ohio Broadcast Stations* in the mail. If you would like additional copies, please contact Mariah West at mwest@oab.org. A digital PDF version is also now available [here](#).

Those who attended the session will receive a letter from the OAB by Friday, July 22, to put in their station's EEO file.

Andy

Andy Hartzell, Director of Marketing and Communications
Ohio Association of Broadcasters
17 South High Street, Suite 1010 | Columbus, Ohio 43215

614-228-4052 phone
ahartzell@oab.org | www.oab.org

Meeting Registration Approved



Topic FCC EEO Rules Webinar

Description The release of the FCC's second round of 2022 EEO audit letters is likely to come in the next few months. Between a recent five-figure FCC-proposed fine related to EEO compliance and the Commission's renewed focus on various aspects of its EEO rules, understanding and complying with the FCC's EEO rules has never been more important.

Elizabeth Spainhour and Patrick Cross of the Brooks Pierce law firm will lead this hour-long webinar, which will refresh you on the FCC's EEO rules and help you stay up-to-date on the latest EEO developments. Topics include:

- Background and updates on the current EEO regulatory environment (including developments around EEO Form 395-B)
- The FCC's general and specific EEO requirements
- Recordkeeping and reporting
- Practical considerations related to EEO programs

Brooks Pierce is also updating the EEO guide to help stations understand the current requirements for FCC EEO compliance, which will be available prior to the session.

Time Jul 12, 2022 11:00 AM in Eastern Time (US and Canada)

Add to calendar

Meeting ID: 893 0327 4222

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: <https://us06web.zoom.us/j/89303274222?tk=Do4c5V6toIDa9PkmA4jLlM0st5eVfK6cFhCldBv72nA.DQMMAAAUyubS7hZDdEK3M2k3bFR9NmZZYmJfRTJpNmJRAAAAAAAAAAAAAAAAAAAAAA&pwd=NlRlTmNlZWRWQz5GwUFlZMlXec9lZz09> (<https://us06web.zoom.us/j/89303274222?tk=Do4c5V6toIDa9PkmA4jLlM0st5eVfK6cFhCldBv72nA.DQMMAAAUyubS7hZDdEK3M2k3bFR9NmZZYmJfRTJpNmJRAAAAAAAAAAAAAAAAAAAAAA&pwd=NlRlTmNlZWRWQz5GwUFlZMlXec9lZz09>)

To Cancel This Registration

You can cancel your registration at any time.

About (https://explore.zoom.us/about)	Download (https://us06web.zoom.us/download)	Sales (https://explore.zoom.us/contactsales)	Support (https://support.zoom.us/hc/en-us)	Language English
Zoom Blog (https://blog.zoom.us/)	Meetings Client (https://us06web.zoom.us/downloadclient_4meeting)	1.888.799.9666 (tel:1.888.799.9666) Contact Sales	Test Zoom Account (https://us06web.zoom.us/test)	
Customers (https://explore.zoom.us/customer/all)	Zoom Rooms Client (https://us06web.zoom.us/download#room_client)	Plans & Pricing (https://us06web.zoom.us/pricing)		
Our Team (https://explore.zoom.us/team)	Browser Extension (https://us06web.zoom.us/download#chrome_extl)		Account (https://us06web.zoom.us/account)	Currency US Dollars \$



MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Job Fair

Activity Classification: 1

Nature of Activity, Including Date(s):

HireOhio Multi-University Alumni Career Fair

The Ohio State University - Ohio Union
1739 North High Street, Columbus, OH 43210
11am-2:30pm

Scope of Station's Participation:

Present during activities

Meet with recruiters from leading employers and network with area alumni at the HireOhio Career Fair, hosted by The Ohio State University Alumni Association. Onsite interviews will be granted by invitation. This event is available to alumni from The Ohio State University, Capital University, Miami University, Ohio University, Otterbein University, Wright State University, Franklin University and more. Alumni, family, friends and December graduates are welcome to attend!

Station Personnel Involved:

Michelle Hurley, Director of Marketing & General Sales Manager
Melissa Andrix, Office Manager

HIREOHIO

Invoice #13544818

Invoice From:

HIRE TALENT EVENTS INC

Tax ID # 47-3723784

425 N Broadway #101

Jericho, NY 11753

Phone: 917-232-0138

Invoice To:

Billed Contact: Melissa Andrix

Company: FRANKLIN COMMUNICATIONS INC

Address: 4401 Carriage Hill Lane

City: Columbus

State: OH

Zip Code: 43220

Invoice Date:

Oct 31, 2022

Paid

Invoice For:

HIREOHIO ALUMNI CAREER FAIR

Ticket	Name	Price	Fee	Discount	Subtotal
HireOhio Early Registration Exhibitor	Melissa Andrix	US\$499	US\$0	US\$0	US\$499

Total: US\$499

Total Tickets: 1

Payment Date: Oct 31, 2022

Payment: mastercard - XXXX-XXXX-XXXX-6865

Terms:

Due Upon Receipt

Send Payment To:

Hire Talent Events Inc

425 N Broadway #101

Jericho, NY 11753

Phone: 917-232-0138

Our W9: CLICK HERE

(<https://drive.google.com/file/d/14h0hCImqICUwAocPjyvfSootKy6NRREca/viewusp=sharing>)

This invoice was issued by *Hire Talent Events Inc* using the Bizzabo platform. Bizzabo is not the seller of the good or services specified on the invoice and does not assume any responsibility for any information contained herein. Your payment of the amounts set forth in this invoice are remitted to the *Hire Talent Events Inc*. The *Hire Talent Events Inc* alone remains responsible for the delivery of the goods or service. Bizzabo assumes no responsibility relating to the event, the goods, the services, this invoice or to any act or omission on the part of the *Hire Talent Events Inc*.



21674408



HIREOHIO

HireOhio Alumni Career Fair
HireOhio Early Registration Exhibitor
US\$499



2022-11-07 11:00AM - 2:30PM



The Ohio State University,



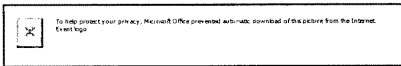
Ohio Union, 1739 North High Street, Columbus, OH 43210, USA

Melissa Andrix

Melissa Andrix

From: Hire Talent <jobfair@gohiretalent.info>
Sent: Monday, October 31, 2022 3:26 PM
To: Melissa Andrix
Subject: Order Confirmation to HireOhio Alumni Career Fair
Attachments: HireOhio Alumni Career Fair_HireOhio Early Registration Exhibitor.pdf; Invoice # 13544818.pdf

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



HireOhio Alumni Career Fair

Dear Melissa

This is a confirmation of your order for HireOhio Alumni Career Fair.

You will receive a separate email from your Event Manager with details for this event.

Thank You.

Questions? Jeff@gohiretalent.com

Your Registration Details

ORDER #
13544818

Dear Melissa

This is a confirmation of your order for HireOhio Alumni Career Fair.

You will receive a separate email from your Event Manager with details for this event.

Thank You.

Questions? Jeff@gohiretalent.com

Your Registration Details

ORDER #
13544818

**HireOhio Early
Registration
Exhibitor /
Melissa Andrix**

#21674408

US\$499

Paid via: mastercard XXXX-XXXX-XXXX-6865
[Manage Registration Details](#) [Contact the Organizer](#)

**HireOhio Early
Registration
Exhibitor /**
Melissa Andrix

#21674408

US\$499

Paid via: mastercard XXXX-XXXX-XXXX-6865

[Manage Registration Details](#) [Contact the Organizer](#)



Please don't share this email as it contains your private link to edit your registration details.

About The Event



November 7, 2022 11:00AM - 2:30PM



The Ohio State University,
[View on Google Maps](#)

For questions or feedback, please contact the organizer.
[Unsubscribe](#) in order to stop receiving emails from this organizer.



Please don't share this email as it contains your private link to edit your registration details.

About The Event



November 7, 2022 11:00AM - 2:30PM



The Ohio State University,

[View on Google Maps](#)

For questions or feedback, please contact the organizer.
Unsubscribe in order to stop receiving emails from this organizer.

This email message, including attachments, may contain confidential and/or privileged material. Any unauthorized use, disclosure or distribution is prohibited. If you have received this in error, please delete it. Saga Communications, Inc. and all its subsidiaries and stations that it owns or operates prohibit all forms of discrimination in advertising contracts. We do not, and shall not, discriminate on the basis of race, ethnicity, or gender regarding advertising practices. All advertising agencies warrant, where applicable, that all radio commercials provided to our stations are properly licensed to be broadcast on radio stations and the associated internet streams.

Melissa Andrix

From: Jeffrey Nortman <jeff@gohiretalent.com>
Sent: Tuesday, November 1, 2022 2:53 PM
To: Melissa Andrix
Subject: Re: Logo & Confirmation to HireOhio Alumni Career Fair

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you so much!

On Tue, Nov 1, 2022 at 1:55 PM Melissa Andrix <mandrix@columbusradiogroup.com> wrote:

Good afternoon, Jeff –

Attached is our logo for you.

Thank you! Let me know if you need anything else

Melissa Andrix

Office Manager

The Columbus Radio Group

WSNY-WLVQ-WNND/NNP-WVMX

4401 Carriage Hill Lane, Columbus, OH 43220

mandrix@columbusradiogroup.com

Direct line: (614) 273-2643

From: Jeffrey Nortman <jeff@gohiretalent.com>
Sent: Monday, October 31, 2022 3:28 PM
To: Melissa Andrix <mandrix@columbusradiogroup.com>
Subject: Logo & Confirmation to HireOhio Alumni Career Fair

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Melissa,

Thank you for registering for the HireOhio Multi-University Alumni Career Fair.

Please forward me your logo, so that we can display it on our attendee registration page.

You should have received an email confirmation for your registration.

If not, please check your spam/junk folder or kindly advise.

Complimentary Benefit: Please feel free to post your current open roles on our Job Board - AlumOnly.com

Our National Alumni Only Job Board is an added benefit to our employers to post all their open roles (unlimited) for 90 days.

It is separate from the event. You will not need a credit card to post.

You will need to create a new account and login credentials for the job board.

Event Details:

Please arrive between 9:30am and 10:15am to set up.

Event will start at 11:00am sharp.

Your registration is good for two representatives (unless you already purchased additional passes). We do not need rep names, as we do not provide employer name tags.

Lead Sponsors have 8 passes - Gold Sponsors have 3 passes.

You do not need to print your ticket as we will check you in by Company Name at the Entrance

Hire Talent will provide lunch (12-1:30pm) to all paid representatives.

Event Manager: Jeffrey Nortman jeff@gohiretalent.com 917-232-0138

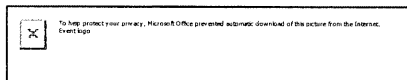
More details and logistics regarding parking and shipping items to follow.

If you have any additional questions or need further assistance, please let me know.

Best

Jeff

Jeffrey Nortman
President
Hire Talent Events/AlumOnly
917-232-0138



HireOhio Alumni Career Fair