

Combined Communications, Inc.

Equal Opportunity Employment Program

10/1/2018-9/30/2019

Radio Stations KBND AM, KLRR FM, KTWS FM, KMTK FM and KWXS FM serve the Central Oregon community and provide equal employment opportunity to all job applicants. The stations operate as a unit to insure that maximum available community resources are utilized to generate qualified job applicants from all segments of our ethnically diverse community.

The following outlines the stations' program of policies and procedures to assure all qualified candidates, both within and outside the community we serve, who might be interested in employment with our company, can learn about and apply for any positions that might become available:

1. A list of recruitment sources to be utilized to generate applicants for every full-time job opportunity will be maintained, periodically revised and updated.
2. On-air advertisements are periodically used for positions that do not require radio specific technical, operational or talent skills. The job advertisements are generally for sales, accounting and administrative positions.
3. Notices of all full-time employment opportunities will be widely distributed and dated copies of such notices will be retained.
4. All full-time existing staff are notified of any new openings. The staff has been encouraged to refer anyone they know that might be qualified, or to apply themselves if they are interested and feel they qualify.
5. Local, regional and national job search web sites are periodically tried and evaluated for effectiveness.
6. Combined Communications, Inc. will coordinate efforts to monitor and assure the execution of this plan. Combined will train and update staff on EEO issues.
7. The company conducts an internship program for college/high school students in the area via YouthConnect.org. Part-time employment opportunities may be filled by interns.

8. All employment notices, material and advertising, whether written or broadcast, will include the phrase "Combined Communications is an equal opportunity employer."
9. Each producer of Local on-air programming on all stations including news, public service/public affairs, commercial content and announcer entertainment/commentary, are routinely counseled regarding sensitivity to minority, gender, and other diversity issues in order to foster the perception and the reality within our community that Combined Communications actively promotes equal employment opportunity for all, regardless of race, sex, religion or national origin.

Combined Communications will routinely and systematically review the effectiveness of this program and make periodic modifications that may be required to fulfill the goal of offering equal opportunity to all applicants and to insure these applicants represent all communities within our service area.

**EEO ANNUAL PUBLIC FILE REPORT
COMBINED COMMUNICATIONS BEND**

| | | |
|---|--|--|
| Employment Unit: Combined Communications | Address Combined Communications 63088 NE 18 th Bend, Or 97701 | Contact Person/Title Jeremy Groh General Manager |
| Stations KBND-AM, Bend, Or KLRR-FM Redmond, OR KTWS-FM Bend, Or KMTK-FM Bend, Or KWXS-FM Prineville, OR | Telephone Number 541-382-5263 | E-mail Address <u>jeremy@combinedcommunications.com</u> |

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM),
KWXS(FM)**

**EEO PUBLIC FILE REPORT
10/01/18-9/30/19**

FULL TIME VACANCY LIST

| Position Title Hire Date | Recruitment Sources (RS) Used to Fill Vacancy | Total No of inter- views for position | Src Referring New Hire |
|-------------------------------------|--|--|-----------------------------------|
| Account Executive #1/All Stations | 1,2,3,4,7,10,11,12,14,15,17,19,20,21 | 13 | 19 |
| Account Executive #2/All Stations | 1,2,3,4,7,10,11,12,14,15,17,19,20,21 | 13 | 15 |
| News Director KBND | 1,2,3,4,7,8,10,11,12,14,15,17,19,20,21 | 6 | 8 |
| Production Director All Stations | 1,2,3,4,7,8,10,11,12,14,15,17,19,20,21 | 3 | 15 |

Interviewee Source

Total Number of Persons Interviews during this Reporting Period: 22

1 Facebook
2 Client Referral
8 CraigsList
2 Employee Referral
4 All Access
2 Indeed
3 OAB

KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)
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MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number /RS Information

| | |
|----|--|
| 1 | Oregon Association of Broadcasters Theoab@theoab.org |
| 2 | Oregon State Employment Office – Worksource Oregon 1645 NE Forbes Rd #100 Bend, Or 97701 www.findit.emp.state.or.us/offices/bned.cfm 541-388-6070 |
| 3 | Employee Referral |
| 4 | Non-Employee Referral |
| 5 | |
| 6 | |
| 7 | Internal Posting |
| 8 | Allaccess.com |
| 9 | Walk In |
| 10 | KBND website KBND.com |
| 11 | KLRR website 1017.fm |
| 12 | KTWS website Thetwins.com |
| 13 | KMTK website 997thebull.com |
| 14 | KWXS website 977thebeat.com |
| 15 | Craig’s list bend Craigslist.com |
| 16 | Central Oregon Business Expo & Job Fair |

| | |
|----|--|
| | |
| 17 | Facebook |
| 18 | Client Referral |
| 19 | Radio Ads = all stations KBND KLRR KTWS KMTK KWXS |
| 20 | Indeed.com |
| 21 | CombinedCommunications.com |

KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)
EEO PUBLIC FILE REPORT
10/01/18-9/30/19

Population of Market is less than 250,000

RECRUITMENT & OUTREACH INITIATIVES

TYPE OF RECRUITMENT INITIATIVE AND BRIEF DESCRIPTION OF ACTIVITY

1. Combined Communications, Inc. General Manager worked with Katie C., the Executive Director of “Better Together” to broadcast an on-air PSA campaign throughout the reporting period, promoting and highlighting YCC’s internship placement program. www.YouthCareerConnect.org
2. On-Air Talent Job Shadow with Oregon State University Student 12/12/18. Combined Communications, Inc. On-Air talent spent the day with Claire P. from OSU discussing communications, broadcasting and marketing. Claire is a communications major looking to get direction on possible career paths.
3. On January 9th 2019, CCI GM, Jeremy Groh, worked with Tera B., of The Mentor Network out of Klamath Falls, Oregon, to explain FCC requirements surrounding EEO guidelines and the dissemination of job-openings. The discussion also included highlighting TV and Radio’s requirement to maintain online public files specific to job openings and how they’re filled. Tera is a job developer for the Mentor Network and was representing an applicant in Bend looking for employment.
4. On February 1st 2019, KTWS Morning Show Personality, KC C., gave a CCI tour to Teen Program Director, Sarah Rosa, and her high school students of the Boys and Girls Club of Bend. The tour included a visit to all five-radio stations and the opportunity to meet local radio personalities and hear different perspectives on radio broadcasting as a career, as well as the positive impact radio can have on the community. In addition, KC discussed benefits of the different station formats, how music is chosen and aired, as well as the commercial-sales process from sales to production and airtime scheduling. KC went on to explain how the news department at KBND works to gather and share information, then stopped by for a visit with station Engineer, Rick O., and learned about broadcast towers and equipment maintenance. Finally, a visit to the production-recording studio with Production Director, David N., to learn how to take advertiser information/messages and turn them into

commercials. The students finished by writing a :60-second commercial about the Boys and Girls Club, which was then recorded and produced.

- 5.** On April 10th 2019, KWXS Program Director and Grammy winner, Lonnie C., visited students at Cascades Academy and spoke from his perspective as a touring musician and subsequent an on-air personality.
- 6.** On April 15th 2019, KWXS Program Director and Grammy winner, Lonnie C., visited the Bend/LaPine School District “Pursuit Job Fair at Bend’s Riverhouse Convention Center. Lonnie spoke about the music industry from his perspective as a touring musician and subsequent an on-air personality.
- 7.** On April 24th, 2019, Combined Communications, Inc. sponsored and participated in the 20th annual Central Oregon Business Expo and Job Fair, held at the Deschutes Fair & Expo Center. CCI staffed a 10x10 booth with two full-time employees, Laurel N. and Meghan B. In addition to collecting resumes for CCI’s open positions; employees answered general questions about our cluster of radio stations, including potential advertiser inquiries.
The job fair was free to attend.
- 8.** On May 23rd 2019, on-air staff for Classic Rock 98.3 “The Twins” conducted a job-shadow for Elijah T. during the morning show. Elijah was able to watch the staff operate the broadcast board, take listener calls, play music selections and que commercial stop-sets.
- 9.** In July/Aug 2019, KBND Program Director and KBND Afternoon Anchor facilitated a 20-hour internship for Tom G. Areas of focus included editing, writing, interviewing and research. Tom also shadowed Program Director during live programming to observe the broadcast controls and on-air interviewing.
- 10.** On August 13th 2019, DJ’s from Combined Communications facilitated an on-site tour and meet-and-greet for a 10-year old local disabled girl, Sierah P., and her mother, Terra F. In addition to meeting on-air staff, Sierah and Terra received a signed t-shirt and commemorative CD with DJ salutations and music to listen to in the future.