

**Combined Communications, Inc.**  
**Equal Opportunity Employment Program**  
**10/1/2017-9/30/2018**

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**

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

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)  
EEO PUBLIC FILE REPORT  
10/01/17-9/30/18**

**FULL TIME VACANCY LIST**

<b>Position Title Hire Date</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>Total No of inter- views for position</b>	<b>Src Referring New Hire</b>
Account Executive #1/All Stations	3, 4, 9, 12, 15, 16, 18, 19, 21	10	19
Account Executive #2/All Stations	3, 4, 9, 12, 15, 16, 18, 19, 21	10	15

**Interviewee Source**

Total Number of Persons Interviews during this Reporting Period: 10

2 Client Referral  
3 CraigsList  
1 Employee Referral  
1 Walk-in  
2 Company Website  
1 Radio Ads

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**EEO PUBLIC FILE REPORT**  
**10/01/16-9/30/17**

**1. MASTER RECRUITMENT SOURCE LIST (MRSL)**

RS

Number

RS Information

1	Oregon Association of Broadcasters <a href="mailto:Theoab@theoab.org">Theoab@theoab.org</a>
2	Oregon State Employment Office – Worksource Oregon 1645 NE Forbes Rd #100 Bend, Or 97701 <a href="http://www.findit.emp.state.or.us/offices/bned.cfm">www.findit.emp.state.or.us/offices/bned.cfm</a> 541-388-6070
3	Employee Referral
4	Non-Employee Referral
7	Internal Posting
8	Allaccess.com
9	Walk In
10	KBND website KBND.com
11	KLRR website Clear1017.com
12	KTWS website Thetwins.com
13	KMTK website 997thebull.com
14	KWXS website 977thebeat.com

15	Craig's list bend Craigslist.com
16	Craig's List – other See list attached
17	Facebook
18	Client Referral
19	Radio Ads = all stations KBND KLRR KTWS KMTK KWXS
20	Bend.backpage.com
21	CombinedCommunications.com

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Craig's list postings

Note: All Craig's listings expire and must be re-posted every 45 days if necessary.

- A. Bellingham, Washington
- B. Yakima, Washington
- C. Lewiston, Idaho
- D. Oregon Coast
- E. Klamath Falls, Oregon
- F. Twin Falls Idaho
- G. Helena, Montana
- H. Wyoming
- I. Billings Montana
- J. Ogden, Utah
- K. Elko, Nevada
- L. Redding, Calif
- M. Tri-Cities, Washington
- N. Corvallis, Oregon
- O. Medford, Oregon
- P. Bend, Oregon
- Q. Bozeman, Oregon
- R. Bismarck, North Dakota

S. Brainerd,  
 T. Eastern Oregon  
 U. Butte, Montana  
 V. Chico, California  
 W. Elko, Nevada  
 X. Kalispell, Idaho  
 Y. East Idaho  
 Z. Central SD  
 AA. Roseburg, Oregon  
 BB. Humboldt,  
 CC. Flagstaff, Arizona  
 DD. Lewiston, Idaho  
 EE. Moses Lake, Washington  
 FF. Olympic Peninsula  
 GG. Pullman-Moscow, Idaho  
 HH. Skagit,  
 II. Wenatchee, Washington  
 JJ. Gold Country  
 KK. Hanford,  
 LL. Imperial Co  
 MM. Yuba-Sutter  
 NN. Mendecino, Calif  
 OO. Eastern Montana

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)**  
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Population of Market is less than 250,000

**RECRUITMENT INITIATIVES**

**TYPE OF RECRUITMENT INITIATIVE**  
**(MENU SELECTION)**

**BRIEF DESCRIPTION OF ACTIVITY**

( ) Staff training

Participated in a paid training and competency exams for (2) two new members of our sales staff. These staffers participated in and completed their certifications for “CERTIFIED DIGITAL MARKETING CONSULTANT” and “Certified Radio Marketing Consultant” via the Radio Advertising Bureau.

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**OUTREACH INITIATIVES**

Outreach initiatives that Combined Communications has undertaken in the past year include the following:

1. On April 18<sup>th</sup>, 2018, Combined Communications, Inc. sponsored and participated in the 20<sup>th</sup> 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, Nichole Thoens and Ryan Burchfield. 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 and included presentations from the Mayor of Redmond, George Endicott.
2. October 13, 2017. Contact was established with Patty Bates, Youth Transition Program Specialist, with Crook County High School. Ms. Bates helps individuals find jobs in the community and was given CCI contact information for possible future paid or internship positions within the radio stations.
3. May 10, 2018. CCI General Manager, Jeremy Groh, attended mock student interviews at Redmond Proficiency Academy, 640 SW Evergreen Ave. Redmond, Oregon. Approximately ten RPA students were interviewed and subsequently coached on appearance, body language, articulation, and resume construction.
4. September 28, 2018. KWXS Program Director, Lonnie Chapin, participated in the “Start with Hello” program at Pilot Butte Middle School, coordinated by the school’s counselor. Social isolation is the overwhelming feeling of being left out, lonely or treated like you are invisible. Young people who are isolated can become victims of bullying, violence and depression. As a result, many further pull away from society, struggle with learning and social development or choose to hurt themselves or others and how the medium of radio and music can help spread the positivity of being accepting across all platforms.