

Combined Communications, Inc.
Equal Opportunity Employment Program
10/1/2016-9/30/2017

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. Often, part-time employment opportunities are 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 Jeremy@combinedcommunications.com |

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)
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10/01/16-9/30/17**

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/All Stations Steven Castro | 1,2,3,7,8,9,10,11,12,13,14,15,16,17,19,20,21 | 12 | 19 |
| Account Executive/All Stations Bob King | 1,2,3,7,8,9,10,11,12,13,14,15,16,17,19,20,21 | 12 | 16 |

Interviewee Source

Total Number of Persons Interviews during this Reporting Period: 12

5 Craig's List
3 Employee Referral
3 Radio Ads
1 Walk-in

KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)
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1. MASTER RECRUITMENT SOURCE LIST (MRS�)

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 |
| | |
| | |
| 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

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Total number of full time employees: 16
 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 our sales staff. Sales staff all participated in and completed their certifications for “CERTIFIED DIGITAL

MARKETING CONSULTANT” via the Radio Advertising Bureau. Sales staff included: Beth Miller, Christine Limburg, Heather Koch, Sheryl Meissner, Bob King, and Jeremy Groh.

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OUTREACH INITIATIVES

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

1. April 19th, 2017, Combined Communications, Inc. sponsored and participated in the 19th 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, Bob King and Steven Castro. In addition to collecting resumes for CCI’s open positions; p/t news reporter and account executive, Bob King and Steven Castro 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, as well as “Creating an Attractive Work Culture”, by Greg Lambert, Steve Bettis, Steve Curley, and Debbie Butler.
2. March 15, 2017 – KC Caldwell gave a tour of Combined Communications to Central Oregon Collective – Where purpose and meaningful contributions thrive...and is dedicated to enriching the lives of individuals with developmental/intellectual and or physical disabilities; through focus on support, quality of life and community inclusion. The tour included a visit to all 5 radio stations and KC talked about the different formats, how the music was chosen and put on the air. The group took a moment to chat with our engineer Rick Olson. KC Explained how the news department KBND worked to get and share information. Stopped by the production room to learn how to take client information/message and turn it into and record a commercial. Discussed the commercial process from sales, production and then on the air. In the Classic Rock 98.3 The Twins studio we recorded one of our guests and shared recording with Senior marketing Manager Audra McMurray.
3. August 23rd, 2017, Combined Communications, with the assistance of Emily Savko Alexander, Recreation Programs & Operations Manager for the Sunriver Owners Association, conducted a facilities tour for roughly two-dozen children. The children were shown how each department within the organization functions, exposed to the different ways individuals can pursue careers in broadcasting, and given a demonstration on how CCI creates a recorded commercial message. CCI employees that helped facilitate the tour included Leslie Underwood, KC Caldwell, Mary Hildebrandt, Megan Sinclair and Lonnie Chapin.
4. September 14th, 2017, Jeremy Groh addressed the Board of Directors for “Economic Development Central Oregon”, as well as Katie Condit, of “Better Together/Youth Career Connect”. The gathering was held at the Redmond campus for Central Oregon Community College. BT/YCC is a regional initiative, geared towards connecting students, employers and educators with paid and unpaid internship opportunities in the area. On behalf of CCI, Jeremy offered the assistance of our 5-station cluster’s broadcast signals to help disseminate information to the public, pertinent to BT/YCC’s message and function. At the time of this filing, Ms. Condit is constructing her messaging for airing.