

TIDEWATER COMMUNICATIONS, LLC – WNOR/WAFX  
EEO PUBLIC FILE REPORT  
(May 21, 2023 – May 20, 2024)  
ADDENDUM 1

FULL-TIME VACANCIES:

1. Job Title: Account Executive  
Date Filled: 5/30/2023  
Number of Persons Interviewed: 3  
Recruitment/Referral Sources Used: See Addendum 2  
Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3
  
  2. Job Title: Morning Show Producer  
Date Filled: 6/19/2023  
Number of Persons Interviewed: 4  
Recruitment/Referral Sources Used: See Addendum 2  
Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3
  
  3. Job Title: Air Talent/Production  
Date Filled: 6/19/23  
Number of Persons Interviewed: 6  
Recruitment/Referral Sources Used: See Addendum 2  
Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3
  
  4. Job Title: Account Executive  
Date Filled: 12/27/23  
Number of Persons Interviewed: 4  
Recruitment/Referral Sources Used: See Addendum 2  
Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3
  
  5. Job Title: Media Advisor  
Date Filled: Open  
Number of Persons Interviewed: 6  
Recruitment/Referral Sources Used: See Addendum 2  
Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3
- Total # of Interviewees Per Recruitment/Referral Sources: See Addendum 3

TCI had the following Part-Time Vacancies:

- Promotions Assistant/Board-Op – Hired three (3) individuals during above referenced time frame (including a paid intern).
- Rock Girl – Hired one (1) individual during above referenced time frame.
- Office Assistant/Reception – Hired one (1) individual during above referenced time frame.

TCI provided notice for the part-time vacancies on our WNOR and WAFX websites.

TIDEWATER COMMUNICATIONS, LLC – WNOR/WAFX  
OUTREACH ACTIVITY DESCRIPTION FORM

Year: 6/1/23-6/1/24

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**Name of Activity: Provide Training to management level personnel to ensure EEO and prevent discrimination.**

**Description of Initiative:**

Tidewater Communications, LLC continued to ensure EEO and prevent discrimination through the following means:

1. The Business Manager discusses with each department head EEO regulations when a position becomes available in their department and reminds them to work within the EEO guidelines when going through the application/interview process.
2. If a new employee is hired that is a department head, the General Manager and Business Manager will meet with them to discuss the EEO policies and procedures.
3. Our EEO Poster is posted in a high traffic/visible area of the office for all employees to see.
4. The company EEO policy is stated on Page 7 of the Saga handbook that all employees receive upon hire and also receive when the handbook is revised. (Latest revision August 26, 2019)
5. On May 21, 2024, the Business Manager presented training to the General Manager and all department heads that addressed issues that the EEOC will focus on in 2024 and concerns surrounding the use of AI in the workplace. Included in this training were two videos. One short video from recruiting firm/DEI consultants Envision Inclusion addressing the right of employees to discuss their wages. The second was a podcast interview with EEOC Commissioner Keith Sonderling concerning making AI tools fair in the workplace.

**Name of Activity: Participation in Job Fairs**

**Description of Initiative:**

Tidewater Communications, LLC participated in the Christopher Newport University Fall 2023 Job and Internship Fair on September 26, 2023. Sonja Morrell and Janice Henderson attended. Sonja Morrell and Tiffany Cobb attended the Old Dominion University 2024 Spring Career and Internship Fair on March 19, 2024. TCI also participated in the Kempsville High School Career Fair on March 27, 2024. Sean Hood and Rina Rizzo attended. TCI will continue to actively participate in job fairs that will educate the community on job opportunities in the broadcasting industry.

**Name of Activity: Training and Mentoring Program**

**Description of Initiative:**

Tidewater Communications, LLC continued our training and mentoring program for the staff. Both programs enable employees to acquire skills that could qualify them for a high level position in another department. The program is individualized and the training or mentoring period depends on the position of the employee and their needs and desires. The program information is posted in high traffic/visible areas of the office and is posted on the TCI intranet site for all employees to see.

TIDEWATER COMMUNICATIONS, LLC – WNOR/WAFX/WJOI  
OUTREACH ACTIVITY DESCRIPTION FORM

Year: 6/1/23-6/1/24

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**Name of Activity: Internship Program**

**Description of Initiative:**

Tidewater Communications, LLC has an established Internship Program that is designed to assist members of the community to acquire skills needed for broadcast employment. It is our goal to offer a creative environment that allows an intern to gain hands-on experience while assisting the morning show as well as other departments to gain overall knowledge about the radio business in general. In 2023/2024 we employed an intern from James Madison University.

**Name of Activity: Notifying Community Groups**

**Description of Initiative:**

Tidewater Communications, LLC continued to make on-air announcements on a weekly basis which alert qualified groups that they may request to be placed on our job recruitment list which is utilized when a vacancy is available. The commercial copy explains what steps an organization must take to receive notifications of job vacancies at our stations. Additionally, if requested, we notify media trade groups whose membership includes substantial participation of women and minorities each time full-time job opportunities become available.

**Name of Activity: Participation in Other Activities**

**Description of Initiative:**

On September 1, 2005, Tidewater Communications, LLC began their "Career Center". A brochure was created that discusses Our Mission, Services, and Radio Careers. This brochure is available at our front desk and is distributed at all job fairs attended by TCI. In addition, the brochure is made available to the general public at promotional and sales events.

**Description of Initiative:**

Tidewater Communications, LLC makes available tours of our facilities to the community/listeners, education, and youth groups. During these tours, discussions about different jobs that are performed by the station personnel take place.

Addendum 1, Page 1, Listing #1 - Job Title: Account Executive

**ADDENDUM 2**

**Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy**

<b>Source</b>	<b>Contact Person</b>	<b>Address</b>	<b>Telephone #</b>	<b>Referred Person</b>
WNOR Website/FM99.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
WAFX Website/1069thefox.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	No

**ADDENDUM 3**

**Total Number of Interviewees Per Recruitment/Referral Source**

<b>Referral Source</b>	<b>Contact Person</b>	<b>Address</b>	<b>Telephone #</b>	<b># of Interviewees</b>
<u>Job Title: Account Executive</u>				
Referral	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	1
WNOR Website/FM99.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	1
Allaccess.com*	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	1

\*Glass Door.com pulls from other websites. These candidates were referred from the Glass Door site.

Addendum 1, Page 1, Listing #2 - Job Title: Morning Show Producer

**ADDENDUM 2**

**Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy**

Source	Contact Person	Address	Telephone #	Referred Person Hired?
WNOR Website/FM99.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	Yes
Saga Communications Website sagacom.com	Theresa Wiley	73 Kercheval Avenue, Ste 201, Grosse Pointe Farms, MI 48236	313-886-7070	No
VABonline.com	Job Posting Dept.	250 West Main Street, Suite 100, Charlottesville, VA 22902	434-977-3716	No

**ADDENDUM 3**

**Total Number of Interviewees Per Recruitment/Referral Source**

Referral Source	Contact Person	Address	Telephone #	# of Interviewees
<u>Job Title: Morning Show Producer</u> Referral	Rick Rumble	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	1
Saga Communications Website sagacom.com	Theresa Wiley	73 Kercheval Avenue, Ste 201, Grosse Pointe Farms, MI 48236	313-886-7070	3
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	

Addendum 1, Page 1, Listing #3 - Job Title: Air Talent/Production

**ADDENDUM 2**

**Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy**

<b>Source</b>	<b>Contact Person</b>	<b>Address</b>	<b>Telephone #</b>	<b>Referred Person Hired?</b>
WNOR Website/FM99.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	Yes
vabonline.com	Christina Sandridge	250 West Main Street, Ste 100, Charlottesville, VA 22902	434-326-9815	No
Saga Communications Website sagacom.com	Theresa Wiley	73 Kercheval Avenue, Ste 201, Grosse Pointe Farms, MI 482	313-886-7070	No

**ADDENDUM 3**

**Total Number of Interviewees Per Recruitment/Referral Source**

<b>Referral Source</b>	<b>Contact Person</b>	<b>Address</b>	<b>Telephone #</b>	<b># of Interviewees</b>
<u>Job Title: Air Talent/Production</u>				
Current Employee	Adam Armstrong	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	1
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	5

**ADDENDUM 2**

**Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy**

Source	Contact Person	Address	Telephone #	Referred Person Hired?
WNOR Website/FM99.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
WAFX Website/1069thefox.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
Allaccess.com	Job Posting Dept.	24955 Pacific Coast Highway, C303, Malibu, CA 90265	310-457-6616	No
vabonline.com	Christina Sandridge	250 West Main Street, Ste 100, Charlottesville, VA 22902	434-326-9815	No
Saga Communications Website sagacom.com	Theresa Wiley	73 Kercheval Avenue, Ste 201, Grosse Pointe Farms, MI	482: 313-886-7070	No
WAFX-FM, WNOR-FM	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No

**ADDENDUM 3**

**Total Number of Interviewees Per Recruitment/Referral Source**

Referral Source	Contact Person	Address	Telephone #	# of Interviewees
<u>Job Title: Account Executive</u>				
Referral	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	1
WNOR Website/FM99.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	1
WAFX-FM, WNOR-FM	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	1
Saga Communications Website sagacom.com*	Theresa Wiley	73 Kercheval Avenue, Ste 201, Grosse Pointe Farms, MI	482: 313-886-7070	1

\*Indeed pulls from other websites. These candidates were referred from Indeed.

**ADDENDUM 2**

**Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy**

Source	Contact Person	Address	Telephone #	Referred Person Hired?
WNOR Website/FM99.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
WAFX Website/1069thefox.com	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No
Indeed.com	Job Posting Dept.	Indeed Tower, 200 W 6th St, Floor 36, Austin, TX 78701	800-475-4361	No
vabonline.com	Christina Sandridge	250 West Main Street, Ste 100, Charlottesville, VA 22902	434-326-9815	No
Saga Communications Website sagacom.com	Theresa Wiley	73 Kercheval Avenue, Ste 201, Grosse Pointe Farms, MI 48236	313-886-7070	No
WAFX-FM, WNOR-FM	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	No

**ADDENDUM 3**

**Total Number of Interviewees Per Recruitment/Referral Source**

Referral Source	Contact Person	Address	Telephone #	# of Interviewees
<u>Job Title: Media Advisor</u>				
WAFX-FM, WNOR-FM	Carol Commander	870 Greenbrier Circle, Chesapeake, VA 23320	757-366-9900	4
Indeed.com	Job Posting Dept.	Indeed Tower, 200 W 6th St, Floor 36, Austin, TX 78701	800-475-4361	2