

The Basics: The Three R's

The FCC's EEO rules impose three basic obligations - *“The Three R's.”*

- **Recruitment:** Ensure that notice of each full-time job opportunity is widely distributed throughout a station's community.
- **Recordkeeping:** Be able to verify compliance with the rules and assess the productivity of the station's recruitment efforts.
- **Reporting:** Disclose the station's recruitment and outreach efforts with the FCC and the public.

The Basics: Recruitment

“The First R” = Recruitment

The FCC imposes a three-prong approach to its recruitment obligation, which is designed to ensure that all members of the public have an opportunity to compete for available jobs.

- **PRONG 1 - wide distribution** of each full-time job vacancy;
- **PRONG 2 - notice** of each full-time job vacancy must be provided to **entitled sources** (e.g., organizations that request job notices); and,
- **PRONG 3 - performance of “recruitment initiatives,”** such as job fairs, scholarship or internship programs.



The Basics: Recruitment

Prong 1: *Wide distribution of information concerning each full-time job vacancy*

- Your **recruitment source list** should include recruitment sources that target a broad audience.
- **Always post to the Urban One job portal.** Jobs posted to the Urban One portal are set to numerous sources, including Indeed and entitled sources.
- The market may also local sources (e.g., colleges, workforce center, referral). Report local sources to Sonya Hall-Harris.

The Basics: Recruitment

Prong 1: *Violations*

- *The FCC can issue a fine for:*
 - ***NO RECRUITMENT***
 - Stations **are prohibited from relying on “word-of-mouth”** recruitment alone, which includes referrals from employees or other private contacts as well as “walk-ins.”
 - ***FAILURE TO USE ENTITLED SOURCE (if any)***
 - ***INADEQUATE RECRUITMENT***
 - **Reliance on only one of the following sources:** a) a broadcast association; b) on-air ads; c) flyers at station events; or d) one job fair.

The Basics: Recruitment

Prong 1: *Exceptions to the wide distribution requirement*

- A job filled by:
 - An **internal promotion** where no outside recruitment is done.
 - **Temporary** employees - *i.e.*, those hired as emergency replacements for absent regular employees or those hired to perform a particular job for a limited period of time.
 - **Part-time hires** (29 hours or less per week).

Keep in mind that even though part-time vacancies aren't governed by the FCC's EEO rules, **we recommend that you fully recruit for part-time positions** if you frequently promote these individuals to full-time positions. As long as broad outreach is conducted at the time the initial hire, you do not need to recruit for the full-time vacancy, assuming of the promotion is to the same or essentially the same job on a full-time basis.



The Basics: Recruitment

Prong 1: *Exceptions to the wide distribution requirement*

- The FCC also recognizes that a broadcaster may occasionally face **special circumstances** in which recruitment may not be feasible:
 - **EMERGENCY:** If an employee departs without notice and his or her duties cannot be fulfilled, even briefly, by other employees;
 - **CONFIDENTIALITY:** The station finds that it must quietly replace an existing employee without alerting that employee or competitors beforehand; or,
 - **UNIQUE & EXCEPTIONAL:** The need to fill a unique or exceptional position for which no other comparable talent is likely to be found through local sources.
- The Commission expects the exigent circumstances exception to be used only **on rare occasions** and will rely on the licensee's good faith judgment to determine what situation justifies filling a position without recruitment.

The Basics: Recruitment

Prong 2: Provide notice of each full-time job vacancy to “**entitled sources**” (recruitment organizations requesting that notice)

- Stations must make **reasonable efforts** to let organizations know about their right to request job notices. On-air announcements or a standing notice on the station’s website are simple ways to meet this requirement.
- Once an organization **affirmatively requests** notification, **it becomes legally entitled to the notice** and the station must send it full-time job vacancy notices.
- An organization remains entitled until: 1) it indicates that it no longer wishes to receive job vacancy notices OR 2) attempts made to contact with it (e.g., once a month for three months) fail.



The Basics: Recruitment

Prong 2: *Provide notice of each full-time job vacancy to “entitled sources”*

- The requesting organization must provide the station with its **contact information**, including its name, mailing address, e-mail address (if applicable), telephone number, and a contact person.
- The station should **maintain complete records** regarding its entitled sources, including: (1) whether the source wants to receive notice of all job openings or just certain types (e.g., on-air positions only); and (2) date of the official request and any subsequent changes to its request for notice.

The Basics: Recruitment

Prong 3: Perform “*recruitment initiatives*”

- Stations must engage in a certain number of **general outreach activities (“recruitment initiatives”)** related to broadcast employment, such as job fairs, internships, station tours, and training.
- The FCC provides a **menu of different recruitment initiatives** from which stations can select.
- Depending on the size of a station’s community, it must conduct a sufficient number of recruitment initiatives to earn either **two points** (small market stations) or **four points** (everyone else) over a two-year period.
- Not every recruitment initiative qualifies for a full point. *See Recruitment Initiative Chart for more information.*



Initiatives in the time of COVID

- Stations still must perform recruitment initiatives – no flexibility from the FCC.
- Virtual events count!
 - Virtual job fairs: check with state broadcast associations.
 - Virtual station tours, virtual job shadow opportunities.
- Training – this ***training is worth 1 recruitment initiative point***
 - On March 23, 2022, our [TITLE] participated in a training on the FCC's EEO Rules and Regulations provided by Wiley Rein, LLP

The Basics: Recordkeeping

“The Second R” = Recordkeeping

- Stations must **retain documentation to verify compliance** with each of the FCC’s recruitment requirements.
- Records must be retained for **interviewees and hirees**; the FCC does not require retention of information about applicants that are not interviewed or hired.
- The records must be produced in the event of an **investigation or audit.**

The Basics: Recordkeeping

“The Second R” = Recordkeeping

Retain the annual **EEO Public File Reports** for the station’s entire license term—this Report must include:

- List of **all full-time job vacancies** filled by the station, identified by job title
- For each vacancy, **the recruitment sources used to advertise for the position**
- Identification of any source that is **“entitled”**
- The total number of **interviewees** for each vacancy and **the referral source** for each interviewee
- The **recruitment initiatives** performed by the station



The Basics: Recordkeeping

- **DATED copies** of all advertisements, bulletins, website screen prints, letters, faxes, e-mails, or other communication announcing the vacancy (with a description of the job).
- The **date** each vacancy was filled and the **recruitment source that referred the hiree**.
- How many people **interviewed** for the position and where did they hear about the job (**referral source**).
- **DATED** documentation of **recruitment initiatives**, including the scope of the station's participation and the station personnel involved

The Basics: Recordkeeping

- When closing out a job posting:
 - Print/Save the **dated documentation** showing that **each source** was sent a copy of the job post (screen shot, email, dated letter).
 - Urban One Job Portal
 - Local Sources
 - Confirm you have documentation of the **referral source** that referred each person that was interviewed. (e.g., “Internet” is **NOT** sufficient).
- After a Recruitment Initiative
 - Print/Save **dated documentation** for the event (certificate of attendance, job fair brochure, thank you email).
 - Document who from the station participated.

The Basics: Reporting

“The Third R” = Reporting

- The FCC reviews a station’s EEO compliance through
 - **Annual Public File Reports:** placed in the online public file.
 - **Periodic FCC filings**
 - Form 396: filed with the license renewal application
 - Form 397: mid-term filing, cancelled (effective 2/2019)
 - **Random Audits**

The Basics: Reporting

EEO Public File Report

- Prepared on the anniversary of the station's license renewal.
- **Placed in the online public file each year.** Each station's website must contain a link to this report.
- If the subject of an **EEO Audit**, a station will need to provide to the FCC its two most recent EEO Public File Reports and the documentation to support the information contained in each report.



The Basics: Self-Analysis

- The FCC's EEO rules focus on **“the process of recruitment”** not the results.
- The FCC, however, still expects each broadcaster to analyze its recruitment efforts to ensure that it achieves broad outreach within their communities.
- Through this review, stations should **determine whether any modifications to their EEO efforts or recruitment sources** are needed, such as adding new recruitment sources, or developing a better relationship with unproductive ones.



Questions?

Joan Stewart

202.719.7438

jstewart@wiley.law

From: Monica McNair <mmcnair@urban1.com>
Sent: Monday, March 14, 2022 3:25 PM
To: Sonya Hall-Harris; David Outen; Caitlin Gleed; Karyn D. Jefferson; Hisham El Mawan; Moronke Bolutayo; Kristopher Simpson; Laura O'Daly; Zohar Shlush-Reyna; Corinne Kirkland-Mercedes; Jolaade Aboaba; Lakeisha Wells; Luvie Raines; Greg Strickland; John Soller; Timothy P. Davies; Veda Howard; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Marsha Landess; Shavonne Smith; Kimberly Moore; Alycia Witherspoon; Shondra Brookins; Sharon Alston; Artis Johnson; Sophia Jean-Baptiste; Amy Bert; Khindra Decossard; Valarie Green; Tamara Barros
Cc: David Kantor; Karen Wishart
Subject: Action Required: Urban One Equal Employment Opportunity (EEO) Training

All:

Urban One is committed to ensuring that every market complies with the FCC's EEO rules and regulations. On Wednesday, March 23, 2022, at 3pm ET, Urban One's Legal Department is hosting a virtual (1) one-hour mandatory training: **Equal Employment Opportunity ("EEO") Training.**

If you are receiving this message, you have been identified to attend this virtual training. The link will take you to the live training on the 23rd.

<https://event.on24.com/wcc/r/3683385/579FF660DC65D9C31E459355D77EAD5F>

This training will review the FCC's EEO rules on recruitment, recordkeeping and reporting. The training qualifies for 1 of 2 recruitment initiative points required annually.

If you are unable to join the training at this time, a recording will be made available at a later date by Legal. At least one manager from each market must attend either the live training or recorded training.

If you have questions regarding this training, please contact Sonya Harris in the Legal department directly at sharris@urban1.com.

Monica McNair

HR Business Partner, Human Resources



From: Tamara Barros <tbarros@urban1.com>
Sent: Wednesday, February 9, 2022 5:45 PM
To: Afrika Perry; Afrika Perry; Afrika Perry; Karl Goehring; Howard Mazer; Keller Wynder; Karen Jackson; David Willner; Jack McCarty; Reggie Baker; Haz Matthews; Doug Fairbanks; Ed Montgomery; Steve Lilly; David Ainslie; Terra Foye; Kashon Powell; Mike DePolo; Phil Woods; Vic Jester; Jerry Palmer; Kenny Kixx; Theresa Clements; JoEllen Embry; Kimberly Kyle; John Soller; Dorothea Revels; LaToya Broadie; Bob Hill; Ezio Torres; Terry Foxx; Haig Meguerditchian; Vernon Kelson; Don Juan; Colby Colb; BSwift; Rochelle Brand; Erwin Hill; Marsha Landess; David Woods; Wendy Gerst; Valarie Green; Barbara Wilson; A-Plus; Dennis Richardson; Brandi Lee; Kelton Bivins; Lynette Harrison; Carolyn Martin; Greg Strickland; Arletta McKoy; Wendy Wilson; Joe Isaksen; Eric Baker; Kristopher Simpson; Gary Zocolo; Leslie Berry; Tamara Barros; Fred Jones; Timothy P. Davies; Elisabeth Logan; Mathew Myers; Jeff Havis; Karen Vaughn; Paris Nicole; Sandie Funches; Sam Stiers; Cathy Winchester; Andrea Geiger; Monique Hudson; Cynthia Schools; Tami Honesty; J. Cook; Rob Mueller; Eddie Harrell Jr.; Maurice Potts; Daphne Johnson; Julie Fernandez; Dwayne Whitaker; Diane Battle; Brittney Jackson; Errol Dengler; Amy Kirberger; Kenneth Applewhite; Denzel Brand; Laura Clark; Troy Bryant; Martiea Anderson; Daniel Abercrombie; Robert Rhodes; Ernest Fears; Jerome Ford; Sean Sams; Damien Sweet; Edward Yearwood; Robert Holmcrans; Pam McKay; Lolita Smith; Terrence Myles; Angel Wright; Divine Martino; Bibi Toosi; Brandeis Hall; Moseetta Palmer; David Motta; Tony Spinelli; Jon Round; Luis Arzu; Baby J; Brian Samborski; Bill Wheatley; Mike Schaefer; Billy Black; Jerome Massey; Liz Park; Devin Steel; Roger Moorman; Colin Hoggard; Traci West; Adriana Cosby; Rachel Shaw
Subject: 2021 Workplace Harassment Prevention Training - Supplemental Materials
Attachments: Non-State Specific Supervisor Training Handouts.pdf; NY CA IL Supervisor Training Handouts.pdf; SexHarass_Factsheet-English.pdf; SexHarass_Notice-8.5x14.pdf; SexualHarassmentFactSheet_ENG.pdf; Radio - Anti Harassment Policy.pdf

Dear attendee:

Thank you for attending the (live/recorded) non-state specific, New York, or California and Illinois 2021 Workplace Harassment Prevention training for supervisory personnel. Attached please find the presentation slides from the training session(s) for your reference as needed, as well as a copy of Radio One's policy addressing discrimination, harassment and retaliation.

As a reminder, Urban One is committed to providing a diverse workplace in which there is respect, dignity, empathy, compassion and tolerance by all employees. In accordance with Urban One's written policies governing discrimination and harassment, including sexual harassment, we encourage employees to report concerns about such behavior, as well as bullying, or any other perceived misconduct, to their immediate supervisor, Department Head, Human Resources representative, or Urban One's Executive and Chief Administrative Officer, Karen Wishart. Employees may also, anonymously, report any concerns through Urban One's Compliance hotline at 1-866-384-4277 or www.urban1.ethicspoint.com.

Remember, the commitment to a harassment free workplace is everyone's collective and individual responsibility.

Best regards,

Human Resources Department

Subject: FW: Urban One Equal Employment Opportunity (EEO) Training
Location: Virtual - see link below

Start: Wed 3/23/2022 3:00 PM
End: Wed 3/23/2022 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Monica McNair

[External]

-----Original Appointment-----

From: Monica McNair

Sent: Monday, March 14, 2022 3:26 PM

To: Monica McNair; Sonya Hall-Harris; David Outen; Caitlin Glead; Karyn D. Jefferson; Hisham El Mawan; Moronke Bolutayo; Kristopher Simpson; Laura O'Daly; Zohar Shlush-Reyna; Corinne Kirkland-Mercedes; Jolaade Aboaba; Lakeisha Wells; Luvie Raines; Greg Strickland; John Soller; Timothy P. Davies; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Shavonne Smith; Kimberly Moore; Alycia Witherspoon; Shondra Brookins; Sharon Alston; Artis Johnson; Sophia Jean-Baptiste; Amy Bert; Khindra Decossard; Valarie Green; Tamara Barros

Cc: David Kantor; Karen Wishart

Subject: Urban One Equal Employment Opportunity (EEO) Training

When: Wednesday, March 23, 2022 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Virtual - see link below

Code Words:

Recruitment

Outreach

-----Original Appointment-----

From: Monica McNair <mmcnair@urban1.com>

Sent: Monday, March 14, 2022 3:26 PM

To: Monica McNair; Sonya Hall-Harris; David Outen; Caitlin Glead; Karyn D. Jefferson; Hisham El Mawan; Moronke Bolutayo; Kristopher Simpson; Laura O'Daly; Zohar Shlush-Reyna; Corinne Kirkland-Mercedes; Jolaade Aboaba; Lakeisha Wells; Luvie Raines; Greg Strickland; John Soller; Timothy P. Davies; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Shavonne Smith;

Kimberly Moore; Alycia Witherspoon; Shondra Brookins; Sharon Alston; Artis Johnson; Sophia Jean-Baptiste; Amy Bert; Kindra Decossard; Valarie Green; Tamara Barros

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If you are receiving this message, you have been identified to attend this virtual training. The link will take you to the live training on the 23rd.

[REDACTED]

If you are unable to join the training at this time, a recording will be made available at a later date by Legal. At least one manager from each market must attend either the live training or recorded training.

If you have questions regarding this training, please contact Sonya Harris in the Legal department directly at sharris@urban1.com.

Below is the link to access the survey regarding this training session:

[REDACTED]

2022 POLITICAL COMPLIANCE TRAINING

Introduction:

- Welcome to the Mandatory Political Compliance Training
- Today, July 14th is the Second training session of 2022 for General Election
- Two Codes will be given during this Training to ensure attendance. Please make sure you make note of them for compliance sign off links from legal.
- Market Political Strategic meetings will be held early August (GM, PCM, NSM, and Local Political Task Force Sellers should attend).
- Please make sure all Race Grids on TEAMS are updated as we head into the next Phase.

A Brief Message from Kris Simpson – Senior Vice President and General Counsel

Market Setup and PCM Responsibilities:

- The PCM is primarily responsible for processing ALL orders, paperwork, and uploads to Online and Station public files within **24 hours**.
- 24 Hour Designation starts once the Wide Orbit Contract is created.
 - All paperwork will follow same 24 Hour Rule.
 - If Paperwork is not received, PCM is responsible for creating notations and documentation.
- The PCM is the only person that signs off on Political orders and all necessary compliance paperwork
 - No other sales managers will sign off on orders (this includes GM's).
- All Account Managers/ NSM's/ NSA's will work with PCM only.
- Please make sure you are completing the 24 Hour Form

A Message from David Outen – Political Compliance Auditor

- Monitor all political activity in real time on a daily basis for each of the markets.
- Tasked with sending emails to GM, DOS, Legal, and VP of Political for any Political infractions on a daily basis.
- The PCA will oversee and maintain the Audit Spreadsheet.
- Weighs in on Political Paperwork Questions

Resources Overview:

- 2022 U1 Political Broadcast Guidelines
- Political Sales Checklist and Timing Guidelines
- Federal Candidate Certification
- NAB Forms (Candidate and Issue Advertisement)
- Political 24 Hour Form
- Political Candidate Free Time Form
- Digital Political and Candidate Advertising
- Political Brief
- FCC Public File Upload Process
- Political Compliance Managers – All Markets

Training for Uploading to FCC

- FCC Training Deck material included in Broadcast Guidelines Packet
- Contact Sonya Hall-Harris for scheduling training for FCC site if needed or questions

Questions

- Questions for Laura, David, or Kris

Amanda King

From: Sonya Hall-Harris
Sent: [REDACTED]
To: Amanda King
Subject: FW: Political Compliance Training for General Election
Attachments: Political Compliance Documents.zip

Sonya Hall-Harris

Senior Corporate Paralegal
O:301.429.4634 C:301.266.8476
1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910



From: David Outen <douten@Urban1.com>

Sent: Thursday, July 14, 2022 11:49 AM


To: Jila Rajabzadeh <jrajabzadeh@urban1.com>; Roger Moorman <rmoorman@urban1.com>; Lakeem Dwight <ldwight@radio-one.com>; Monica Martin <momartin@urban1.com>; Raeanne Ellis <rellis@urban1.com>; Adella Fremstad <afremstad@radio-one.com>; Jamie Goodspeed <jgoodspeed@radio-one.com>; Eric Baker <erbaker@radio-one.com>; Timothy P. Davies <tdavies@radio-one.com>; Jeff Havis <jhavis@radio-one.com>; Michael Goodman <mgoodman@radio-one.com>; Brenda Lowery <blowery@radio-one.com>; David Willner <dwillner@radio-one.com>; Jack McCarty <jmccarty@radio-one.com>; Lindley Bucci <lbucci@radio-one.com>; Michael Davis <midavis@radio-one.com>; Jacque Freeman <jfreeman@radio-one.com>; Michael Giuliano <michael.giuliano@radio-one.com>; Debbie Kwei Cook <dkwei-cook@radio-one.com>; Montressa Barbee-Watkins <mbarbee@radio-one.com>; Mikki Watson <mwatson@radio-one.com>; Ronnie Iquina <riquina@radio-one.com>; Janelle B. Sowder <jsowder@radio-one.com>; JoEllen Embry <JEmbry@radio-one.com>; Daniel Abercrombie <dabercrombie@radio-one.com>; Errol Dengler <edengler@radio-one.com>; Ramahn Weaver <rweaver@radio-one.com>; Pippa Carter <pcarter@radio-one.com>; Elisabeth Logan <elogan@radio-one.com>; Nicole Thomas <NiThomas@radio-one.com>; Maurice Potts <mpotts@radio-one.com>; Debra Guidry <dguidry@radio-one.com>; Cheronda Harrell <charrell@radio-one.com>; Roxanne Morrison <rhawkins@radio-one.com>; Rachel Shaw <rshaw@radio-one.com>; Wayne Jones <waynejones@radio-one.com>; Andrea Geiger <ageiger@radio-one.com>; Crystal Mills <cmills@radio-one.com>; Tricia Theisen <ttheisen@radio-one.com>; Sean Sams <ssams@radio-one.com>; Anthony Sellers <ASellers@radio-one.com>; Carolyn Hood <chood@radio-one.com>; J. Roger Powe <jpowe@radio-one.com>; Gary Weiss <gweiss@radio-one.com>; Keith Isley <kisley@radio-one.com>; Lolita Smith <Losmith@radio-one.com>; Ron Phillips <rphillips@radio-one.com>; Craig Simon <csimon@radio-one.com>; Stacey Trexler <strexler@radio-one.com>; Nathan Thomas <nthomas@radio-one.com>; Ernest Fears <efears@radio-one.com>; Ernest Fears IV <efearsIV@radio-one.com>; Kameron James <kjames@radio-one.com>; Brandon Edwards <bedwards@radio-one.com>; Ralph Harmon <rharmon@radio-one.com>; Cassandra Grier <cgrier@radio-one.com>; Andre Tillman <atillman@radio-one.com>; Michelle Royal Vessels <mvessels@radio-one.com>; Rosemary Ferrigno <rferrigno@radio-one.com>; Leslie Berry <Lsherwood@radio-one.com>; Brian Samborski <bsamborski@radio-one.com>; Haig Meguerditchian <haig@radio-one.com>; Bob Walden <bwalden@radio-one.com>; Jason D. Hughes <Jason.Hughes@reachmediainc.com>; Mitch Galvin <mgalvin@radio-one.com>; Asia McDonald <amcdonald@radio-one.com>; Daniel Jimenez <djimenez@radio-one.com>; Elaine Gomez <EGomez@radio-one.com>;

Katharine Kramer <kkramer@radio-one.com>; Maureen Hatfield <mmcgrath@radio-one.com>; Shannon Hicks <shhicks@radio-one.com>; Shavonne Smith <shinton@radio-one.com>; Tianna Taylor <ttaylor@radio-one.com>; Laura Clark <lclark@urban1.com>; Kristopher Simpson <ksimpson@urban1.com>; Sonya Hall-Harris <sharris@urban1.com>; Caitlin Gleed <cgleed@radio-one.com>; Genine Byrd <gbyrd@radio-one.com>; Rhonda Gant <rgant@radio-one.com>; Akilah Light <alight@radio-one.com>; Glynnetta Lewis <glewis@radio-one.com>; PJ Jones <pjones@radio-one.com>; Steven {Steve} Brown <stevebrown@radio-one.com>; Kim Finley <kfinley@radio-one.com>; Cyndi Brown <cbrown@radio-one.com>; Jasmine Bass <jbass@radio-one.com>; Victoria McLemore <vmclmore@radio-one.com>; Korey Lewis <klewis@radio-one.com>; Lorraine Dees <ldees@radio-one.com>; Callie Douglas <cdouglas@radio-one.com>; Demetrius Upshaw <dupshaw@radio-one.com>; Owennetta Hamrick <ohamrick@radio-one.com>; Stefanie Schwartz <sschwartz@radio-one.com>; Pamela Somers <Pam.Somers@reachmediainc.com>; Emily Gillespie <egillespie@radio-one.com>; Marcellus Gotwalt <mgotwalt@radio-one.com>; Latifah Majied <lmajied@radio-one.com>; Kan Xu <Kan.Xu@iOneDigital.com>; Lincoln Ricketts <LRicketts@ionedigital.com>; Dean Kim <dkim@ionedigital.com>; Karen Jackson <kjackson@radio-one.com>; Sonya Caswell <scaswell@radio-one.com>; David Motta <dmotta@urban1.com>; Kenneth S. Curnow <kenny.curnow@radio-one.com>; Michael Lumpkin <mlumpkin@radio-one.com>

Cc: Laura Clark <lclark@urban1.com>; Kristopher Simpson <ksimpson@urban1.com>

Subject: RE: Political Compliance Training for General Election

Hi again,

Here is a link to the video recording of the political compliance training we just completed:  [Political Compliance Training for General Election-20220714_100129-Meeting Recording.mp4](#)

Feel free to review it for reference.

As a reminder, this training was mandatory. If you were unable to attend, please view the full video ASAP and contact me, Laura and Jila to confirm it has been completed.

I have also re-attached the folder of Political Compliance Documents that was included with what Jila sent out yesterday. Please save them somewhere easily accessible and refer to them regularly, as they will answer many potential questions (if they don't answer your question, of course don't hesitate to reach out).

Thanks,

Dave

David Outen

Paralegal/Political Compliance Auditor

C: 240.271.3045

1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910



From: David Outen

Sent: Thursday, July 14, 2022 11:34 AM

To: Jila Rajabzadeh <jrajabzadeh@urban1.com>; Roger Moorman <rmoorman@urban1.com>; Lakeem Dwight <ldwight@radio-one.com>; Monica Martin <momartin@urban1.com>; Raeanne Ellis <rellis@urban1.com>; Adella Fremstad <afremstad@radio-one.com>; Jamie Goodspeed <jgoodspeed@radio-one.com>; Eric Baker <erbaker@radio-

one.com>; Timothy P. Davies <tdavies@radio-one.com>; Jeff Havis <jhavis@radio-one.com>; Michael Goodman <mgoodman@radio-one.com>; Brenda Lowery <blowery@radio-one.com>; David Willner <dwillner@radio-one.com>; Jack McCarty <jmccarty@radio-one.com>; Lindley Bucci <lbucci@radio-one.com>; Michael Davis <midavis@radio-one.com>; Jacque Freeman <jfreeman@radio-one.com>; Michael Giuliano <michael.giuliano@radio-one.com>; Debbie Kwei Cook <dkwei-cook@radio-one.com>; Montressa Barbee-Watkins <mbarbee@radio-one.com>; Mikki Watson <mwatson@radio-one.com>; Ronnie Iquina <riquina@radio-one.com>; Janelle B. Sowder <jsowder@radio-one.com>; JoEllen Embry <JEmbry@radio-one.com>; Daniel Abercrombie <dabercrombie@radio-one.com>; Errol Dengler <edengler@radio-one.com>; Ramahn Weaver <rweaver@radio-one.com>; Pippa Carter <pcarter@radio-one.com>; Elisabeth Logan <elogan@radio-one.com>; Nicole Thomas <NiThomas@radio-one.com>; Maurice Potts <mpotts@radio-one.com>; Debra Guidry <dguidry@radio-one.com>; Cheronda Harrell <charrell@radio-one.com>; Roxanne Morrison <rhawkins@radio-one.com>; Rachel Shaw <rshaw@radio-one.com>; Wayne Jones <waynejones@radio-one.com>; Andrea Geiger <ageiger@radio-one.com>; Crystal Mills <cmills@radio-one.com>; Tricia Theisen <ttheisen@radio-one.com>; Sean Sams <ssams@radio-one.com>; Anthony Sellers <ASellers@radio-one.com>; Carolyn Hood <chood@radio-one.com>; J. Roger Powe <jpowe@radio-one.com>; Gary Weiss <gweiss@radio-one.com>; Keith Isley <kisley@radio-one.com>; Lolita Smith <Losmith@radio-one.com>; Ron Phillips <rphillips@radio-one.com>; Craig Simon <csimon@radio-one.com>; Stacey Trexler <strexler@radio-one.com>; Nathan Thomas <nthomas@radio-one.com>; Ernest Fears <efears@radio-one.com>; Ernest Fears IV <efearsIV@radio-one.com>; Kameron James <kjames@radio-one.com>; Brandon Edwards <bedwards@radio-one.com>; Ralph Harmon <rharmon@radio-one.com>; Cassandra Grier <cgrier@radio-one.com>; Andre Tillman <atillman@radio-one.com>; Michelle Royal Vessels <mvessels@radio-one.com>; Rosemary Ferrigno <rferrigno@radio-one.com>; Leslie Berry <lsherwood@radio-one.com>; Brian Samborski <bsamborski@radio-one.com>; Haig Meguerditchian <haig@radio-one.com>; Bob Walden <bwalden@radio-one.com>; Jason D. Hughes <Jason.Hughes@reachmediainc.com>; Mitch Galvin <mgalvin@radio-one.com>; Asia McDonald <amcdonald@radio-one.com>; Daniel Jimenez <djimenez@radio-one.com>; Elaine Gomez <EGomez@radio-one.com>; Katharine Kramer <kkramer@radio-one.com>; Maureen Hatfield <mmcgrath@radio-one.com>; Shannon Hicks <shhicks@radio-one.com>; Shavonne Smith <shinton@radio-one.com>; Tianna Taylor <ttaylor@radio-one.com>; Laura Clark <lclark@urban1.com>; Kristopher Simpson <ksimpson@urban1.com>; Sonya Hall-Harris <sharris@urban1.com>; Caitlin Gleed <cgleed@radio-one.com>; Genine Byrd <gbyrd@radio-one.com>; Rhonda Gant <rgant@radio-one.com>; Akilah Light <alight@radio-one.com>; Glynnetta Lewis <glewis@radio-one.com>; PJ Jones <pjones@radio-one.com>; Steven {Steve} Brown <stevebrown@radio-one.com>; Kim Finley <kfinley@radio-one.com>; Cyndi Brown <cbrown@radio-one.com>; Jasmine Bass <jbass@radio-one.com>; Victoria McLemore <vmclemore@radio-one.com>; Korey Lewis <klewis@radio-one.com>; Lorraine Dees <ldees@radio-one.com>; Callie Douglas <cdouglas@radio-one.com>; Demetrius Upshaw <dupshaw@radio-one.com>; Owennetta Hamrick <ohamrick@radio-one.com>; Stefanie Schwartz <sschwartz@radio-one.com>; Pamela Somers <Pam.Somers@reachmediainc.com>; Emily Gillespie <egillespie@radio-one.com>; Marcellus Gotwalt <mgotwalt@radio-one.com>; Latifah Majied <lmajied@radio-one.com>; Kan Xu <Kan.Xu@iOneDigital.com>; Lincoln Ricketts <LRicketts@ionedigital.com>; Dean Kim <dkim@ionedigital.com>; Karen Jackson <kjackson@radio-one.com>; Sonya Caswell <scaswell@radio-one.com>; David Motta <dmotta@urban1.com>; Kenneth S. Curnow <kenny.curnow@radio-one.com>; Michael Lumpkin <mlumpkin@radio-one.com>

Cc: Laura Clark <lclark@urban1.com>; Kristopher Simpson <ksimpson@urban1.com>

Subject: RE: Political Compliance Training for General Election

Hi everyone. Thanks again for taking the time this morning. Please do not hesitate to get in touch with any questions.

Here is the link to the survey you must fill out to confirm your attendance:

<https://s.alchemer.com/s3/13ba5109cd61>

Please complete it ASAP.

We will be following up shortly with another link to the video recording of the session.

David Outen

Paralegal/Political Compliance Auditor

C: 240.271.3045

1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910



From: Jila Rajabzadeh <jrajabzadeh@urban1.com>

Sent: Wednesday, July 13, 2022 1:33 PM

To: Roger Moorman <rmoorman@urban1.com>; Lakeem Dwight <ldwight@radio-one.com>; Monica Martin <momartin@urban1.com>; Raeanne Ellis <rellis@urban1.com>; Adella Fremstad <afremstad@radio-one.com>; Jamie Goodspeed <jgoodspeed@radio-one.com>; Eric Baker <erbaker@radio-one.com>; Timothy P. Davies <tdavies@radio-one.com>; Jeff Havis <jhavis@radio-one.com>; Michael Goodman <mgoodman@radio-one.com>; Brenda Lowery <blowery@radio-one.com>; David Willner <dwillner@radio-one.com>; Jack McCarty <jmccarty@radio-one.com>; Lindley Bucci <lbucci@radio-one.com>; Michael Davis <midavis@radio-one.com>; Jacque Freeman <jfreeman@radio-one.com>; Michael Giuliano <michael.giuliano@radio-one.com>; Debbie Kwei Cook <dkwei-cook@radio-one.com>; Montressa Barbee-Watkins <mbarbee@radio-one.com>; Mikki Watson <mwatson@radio-one.com>; Ronnie Iquina <riqueta@radio-one.com>; Janelle B. Sowder <jsowder@radio-one.com>; JoEllen Embry <JEmbry@radio-one.com>; Daniel Abercrombie <dabercrombie@radio-one.com>; Errol Dengler <edengler@radio-one.com>; Ramahn Weaver <rweaver@radio-one.com>; Pippa Carter <pcarter@radio-one.com>; Elisabeth Logan <elogan@radio-one.com>; Nicole Thomas <NiThomas@radio-one.com>; Maurice Potts <mpotts@radio-one.com>; Debra Guidry <dguidry@radio-one.com>; Cheronda Harrell <charrell@radio-one.com>; Roxanne Morrison <rhawkins@radio-one.com>; Rachel Shaw <rshaw@radio-one.com>; Wayne Jones <waynejones@radio-one.com>; Andrea Geiger <ageiger@radio-one.com>; Crystal Mills <cmills@radio-one.com>; Tricia Theisen <ttheisen@radio-one.com>; Sean Sams <ssams@radio-one.com>; Anthony Sellers <ASellers@radio-one.com>; Carolyn Hood <chood@radio-one.com>; J. Roger Powe <jpowe@radio-one.com>; Gary Weiss <gweiss@radio-one.com>; Keith Isley <kisley@radio-one.com>; Lolita Smith <Losmith@radio-one.com>; Ron Phillips <rphillips@radio-one.com>; Craig Simon <csimon@radio-one.com>; Stacey Trexler <strexler@radio-one.com>; Nathan Thomas <nthomas@radio-one.com>; Ernest Fears <efears@radio-one.com>; Ernest Fears IV <efearsIV@radio-one.com>; Kameron James <kjames@radio-one.com>; Brandon Edwards <bedwards@radio-one.com>; Ralph Harmon <rharmon@radio-one.com>; Cassandra Grier <cgrier@radio-one.com>; Andre Tillman <atillman@radio-one.com>; Michelle Royal Vessels <mvessels@radio-one.com>; Rosemary Ferrigno <rferrigno@radio-one.com>; Leslie Berry <lsherwood@radio-one.com>; Brian Samborski <bsamborski@radio-one.com>; Haig Meguerditchian <haig@radio-one.com>; Bob Walden <bwalden@radio-one.com>; Jason D. Hughes <Jason.Hughes@reachmediainc.com>; Mitch Galvin <mgalvin@radio-one.com>; Asia McDonald <amcdonald@radio-one.com>; Daniel Jimenez <djimenez@radio-one.com>; Elaine Gomez <EGomez@radio-one.com>; Katharine Kramer <kkramer@radio-one.com>; Maureen Hatfield <mmcgrath@radio-one.com>; Shannon Hicks <shicks@radio-one.com>; Shavonne Smith <shinton@radio-one.com>; Tianna Taylor <ttaylor@radio-one.com>; Laura Clark <lclark@urban1.com>; David Outen <douten@Urban1.com>; Kristopher Simpson <ksimpson@urban1.com>; Sonya Hall-Harris <sharris@urban1.com>; Caitlin Gleed <cgleed@radio-one.com>; Genine Byrd <gbyrd@radio-one.com>; Rhonda Gant <rgant@radio-one.com>; Akilah Light <alight@radio-one.com>; Glynnetta Lewis <glewis@radio-one.com>; PJ Jones <pjones@radio-one.com>; Steven {Steve} Brown <stevebrown@radio-one.com>; Kim Finley <kfinley@radio-one.com>; Cyndi Brown <cbrown@radio-one.com>; Jasmine Bass <jbass@radio-one.com>; Victoria McLemore <vmclemore@radio-one.com>; Korey Lewis <klewis@radio-one.com>; Lorraine Dees <ldees@radio-one.com>; Callie Douglas <cdouglas@radio-one.com>; Demetrius Upshaw <dupshaw@radio-one.com>; Owennetta Hamrick <ohamrick@radio-one.com>; Stefanie Schwartz <sschwartz@radio-one.com>; Pamela Somers <Pam.Somers@reachmediainc.com>; Emily Gillespie <egillespie@radio-one.com>; Marcellus Gotwalt <mgotwalt@radio-one.com>; Latifah Majied <lmajied@radio-one.com>; Kan Xu <Kan.Xu@iOneDigital.com>; Lincoln Ricketts <LRicketts@ionedigital.com>; Dean Kim <dkim@ionedigital.com>; Karen Jackson <kjackson@radio-one.com>; Sonya Caswell <scaswell@radio-one.com>; David

Motta <dmotta@urban1.com>; Kenneth S. Curnow <kenny.curnow@radio-one.com>; Michael Lumpkin <mlumpkin@radio-one.com>

Cc: Laura Clark <lclark@urban1.com>; David Outen <douten@Urban1.com>; Kristopher Simpson <ksimpson@urban1.com>

Subject: Political Compliance Training for General Election

Importance: High

Hi everyone,

As you all know, we have the Political Compliance Training tomorrow Thursday 7/14 at 10:00am.

This training is mandatory for all Political Sellers, Management, and Management Support.

We will be gearing up for the General Election!

Attached you will find:

- Political Broadcast Guidelines - Summary of the Presentation
- Political Compliance Doc Folder with Paperwork and Guidelines
- Political Compliance Call Agenda

This meeting will replace the regular Political Taskforce call for the day.

Please reach out with any questions.

Thanks,

Jila Rajabzadeh

Executive Coordinator

1010 Wayne Avenue 14th Floor, Silver Spring, Maryland 20910





June 21, 2022

FCC EEO RULES WEBINAR

July 12, 2022, 11AM EST

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.

NCAB attorneys 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.

To register, please click on the link below:

[Click Here To Register](#)

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804 E. Edenton Street | Raleigh, NC 27601
Phone: (919) 821-7300
info@ncbroadcast.com*



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Recruitment Webinar - Friday Morning

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Brandeis Hall

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 Cc: Cleveland Sales; Atlanta Sales; Baltimore Sales; Columbus Sales; Cincinnati Sales Team; Charlotte Sales; Dallas Sales; Houston Sales; Indianapolis Sales; Philly Sales; Raleigh Sales Team; +66 others
 Thu 8/19/2021 12:40 PM

Recruitment Webinar - Friday Morning

Fri 8/20/2021 9:00 AM - 10:00 AM No conflicts

RSVP to this event

Email organizer

Add a message (optional)

Yes
 ? Maybe
 X No

Hi all!

Here's the link for tomorrow morning's Recruitment Webinar if you haven't yet been on one. I will record it and have it up in TEAMS for you afterwards.

Looking forward to seeing you!

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

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FW: [EXTERNAL] Raleigh Titan Training

Sent: Wednesday, March 16, 2022 11:12 AM
To: Bill Murphy <bmurphy@radio-one.com>; Coey Punsalan <cpunsalan@affinityx.com>
Subject: [EXTERNAL] Raleigh Titan Training

Thanks Again Bill for the training opportunity this morning!

Titan Proposal Link for your team:
<http://r1digital.axsmb.com/>

Here are the emails for login/ username:

- gweiss@radio-one.com
- losmith@radio-one.com
- cdouglas@radio-one.com
- csimon@radio-one.com
- mtunstall@radio-one.com
- rphillips@radio-one.com
- sgreen@radio-one.com
- zmerritt@radio-one.com
- tmosley@radio-one.com

They just need to hit "forgot password" if they don't know theirs or need to reset.

Tapclicks Reporting Dashboard: <https://affinityx.tapclicks.com/>

Helpdesk Ticket System: <https://affinityxhelp.zendesk.com/>

I have alerted the proposal team that we should be expecting 6 proposals a week moving forward from R1 Raleigh!!

FW: [EXTERNAL] Raleigh Titan Training

Bill Murphy To: Raleigh Sales Team Cc: David Motta; Tim Hall Wed 3/16/2022 12:18 PM

Team Raleigh: I just wanted to take a moment to say THANKS to everyone for their participation in the Affinity X refresh this morning.

Listed below is the login name for everyone on Team Raleigh for the Titan System.

GOOD SELLING!!!

Take Care!

Bill Murphy

DIGITAL SALES MANAGER URBAN ONE - RALEIGH 8001-101 Creedmoor Road, Raleigh, NC 27613 O: 919.863.4819 C: 919.866.8264 PRESIDENT'S CLUB AWARD WINNER



Unless otherwise agreed in writing by a station General Manager, all Radio One sales orders are governed by the terms and conditions of Radio One's standard sales agreement, which can be found at http://urban1.com/sales/terms_and_conditions/. By accepting any sales orders communicated by this email message, any advertisers and/or their agencies agree to be bound by the terms therein.

From: Sandra DeFilipp <sdefilipp@affinityx.com>

Delete
 Archive
 Report
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 Reply all
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 Zoom
 Read / Unread
 Categorize
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 ...

Just confirming today's Dept Hd Mtg at 1015 (as yesterday was a Holiday and we have the 920 Sales Mtg that includes 10am Monday Raleigh Dept Hd Mtg (held Tues at 1015 if Monday is a Holiday) - Carolyn, Vanita, Lisa and Interim PDs are Optional Attendees

Gary Weiss

 Reply
 Reply all
 Forward

 To: Lolita Smith; Bill Murphy; Melissa Wade; Tracy Mosley; Victoria McGraw; Gary Saber; DVS; Terra Foye; Keith Isley
 Tue 2/22/2022 7:40 AM

 Cc: Mathew Myers; Erwin Hill; Carolyn Martin; Lisa M. Reed; Vanita Thompson; Colby Colb; Gary Weiss

Just confirming today's Dept Hd Mtg at 1015 (as yesterday was a Holiday and we have the 920 Sales Mtg that includes 10am Monday Raleigh Dept Hd Mtg (held Tues at 1015 if Monday is a Holiday) - Carolyn, Vanita, Lisa and Interim PDs are Optional Attendees

Tue 2/22/2022 10:15 AM - 10:45 AM No conflicts

[Microsoft Teams Meeting](#)

No response required

Microsoft Teams meeting

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Reply
 Reply all
 Forward

Amanda King

From: Sonya Hall-Harris
Sent: Monday, May 6, 2024 2:36 PM
To: Amanda King
Subject: FW: Job Opportunities with Urban One!

Sonya Hall-Harris

Senior Corporate Paralegal
O:301.429.4634 C:301.266.8476
1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910

From: Kirsten Owens
Sent: Wednesday, March 1, 2023 10:16 AM
To: National@aaja.org; cfannin@womenscentertc.org; cle@sharesinc.org; hegicalendar@smu.edu;
cornelius.booker@wrksolutions.com; dowens@cul.org; mfcjobs@gmail.com; jconerly@jubileejobs.org;
ksimmons@indplsul.org; janatra@beonair.com; info@womcom.org; ccnmainfo@ccnma.org; bcrmail@aol.com;
nabobinfo@nabob.org; support@mpnmail.com; jobboard@nlgja.org; dowens@cul.org; nclegion@nc.rr.com;
robinbailey@ucsep.org; info@allwomeninmedia.org; native@unl.edu; vfuchs@waystationinc.org
Subject: Job Opportunities with Urban One!

Greetings All!

Urban One prides itself on the diversity of our workplace and is continuously seeking to recruit individuals who will enhance our company. One way we are able to achieve this is by providing notices of job opportunities to organizations such as yours. The image below is a link to our open job opportunities.



With Much Gratitude,

Kirsten Owens
HR Coordinator



Amanda King

From: Sonya Hall-Harris
Sent: Thursday, March 30, 2023 2:41 PM
To: David Outen; Hisham El Mawan; Amanda King; Kristopher Simpson; Laura O'Daly; Corinne Kirkland-Mercedes; Luvie Raines; Greg Strickland; Stewart, Joan; John Soller; Timothy P. Davies; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Joe Scavetta; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Chanel Ricks; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Kimberly Moore; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Shavonne Smith; Gabrielle Cotman; Kamilah A. Jordan; Shondra Brookins; Sharon Alston; Artis Johnson; Valarie Green; David Kantor; Karen Wishart; Damien Alexander; Stephanie Epps; Amy Bert; Sophia Jean-Baptiste; Mike Schaefer; Andrea Geiger; James Conner; Michele Kiefer; Gregory Brunswick; Tim Hall; Wissam Omar; Wayne Jones; Brooke Klag; David Woods; Don Stevenson; Dorothea Revels; Samuel Tatum
Cc: Angel Wright; Denene McNiece; Brandeis Hall; Moseetta Palmer; Mitch Galvin; Josh Rahmani
Subject: RE: Today's EEO Training at 2P ET - Urban One Equal Employment Opportunity (EEO) Training

See the survey link below:

<https://s.alchemer.com/s3/95ed1ada752f>

Sonya Hall-Harris

Senior Corporate Paralegal
O:301.429.4634 C:301.266.8476
1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910



-----Original Appointment-----

From: Sonya Hall-Harris
Sent: Thursday, March 30, 2023 10:12 AM
To: David Outen; Hisham El Mawan; Amanda King; Kristopher Simpson; Laura O'Daly; Corinne Kirkland-Mercedes; Luvie Raines; Greg Strickland; Stewart, Joan; John Soller; Timothy P. Davies; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Joe Scavetta; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Chanel Ricks; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Kimberly Moore; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Shavonne Smith; Gabrielle Cotman; Kamilah A. Jordan; Shondra Brookins; Sharon Alston; Artis Johnson; Valarie Green; David Kantor; Karen Wishart; Damien Alexander; Stephanie Epps; Amy Bert; Sophia Jean-Baptiste; Mike Schaefer; Andrea Geiger; James Conner; Michele Kiefer; Gregory Brunswick; Tim Hall; Wissam Omar; Wayne Jones; Brooke Klag; David Woods; Don Stevenson; Dorothea Revels; Samuel Tatum

Cc: Angel Wright; Denene McNiece; Brandeis Hall; Moseetta Palmer; Mitch Galvin; Josh Rahmani

Subject: Reminder of Today's EEO Training at 2P ET - Urban One Equal Employment Opportunity (EEO) Training

When: Thursday, March 30, 2023 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: See link below

All:

Urban One is committed to ensuring that every market complies with the FCC's EEO rules and regulations. Today at 2pm ET, Urban One's Legal Department is hosting its Annual virtual (1) one-hour mandatory training: Equal Employment Opportunity ("EEO") Training. This training will review the FCC's EEO rules on recruitment, recordkeeping and reporting.

If you are receiving this message, you have been identified to attend this virtual training. The link will take you to the live training.

<https://event.on24.com/wcc/r/4153373/7E7EFAC98169A939CFBB71171887B857>

At least one manager from each market must attend either the live or recorded training.

If you have questions regarding this training, please contact Sonya Harris in the Legal department directly at sharris@urban1.com.

See presentation attachments below.

<< File: EEO Webinar for Radio One Stations March 2023.pdf >> << File: Recruitment Initiatives Chart.pdf >>

2023 POLITICAL COMPLIANCE TRAINING

Introduction:

- Welcome to the Mandatory Political Compliance Training.
- Today, February 8th is the First training session of 2023.
- Two Codes will be given during this Training to ensure attendance. Please make sure you make note of them for compliance sign off links from legal.
- Please make sure all Race Grids on TEAMS are updated as we head into the next Phase.

A Brief Message from Kris Simpson – Senior Vice President and General Counsel

Market Compliance Obligations:

- The PCM is primarily responsible for processing **ALL** orders, paperwork, and uploads to Online and Station public files within **24 hours**.
- 24 Hour Designation starts once the Wide Orbit Contract is created.
 - All paperwork will follow same 24 Hour Rule.
 - If Paperwork is not received, PCM is responsible for creating notations and documentation.
- The PCM is the only person that signs off on Political orders and all necessary compliance paperwork
 - No other sales managers will sign off on orders (this includes GM's).
- All Account Managers/ NSM's/ NSA's will work with PCM only.
- Please make sure you are completing the 24-Hour Form
- Please make sure you upload invoices on a monthly/weekly basis

A Message from David Outen – Political Compliance Auditor

- Monitor all political activity in real time on a daily basis for each of the markets.
- Tasked with sending emails to GM, DOS, Legal, and VP of Political for any Political infractions on a daily basis.
- The PCA will oversee and maintain the Audit Spreadsheet.
- Weighs in on Political Paperwork Questions.
- FCC site is now up and running with limited issues - Please make sure all your uploads from Dec-Feb are uploaded by COB.
- Revisions to the Upload Instructions in the Broadcast Guidelines will be sent out ASAP.

Resources Overview:

- 2023 U1 Political Broadcast Guidelines
- Political Sales Checklist and Timing Guidelines
- Federal Candidate Certification
- NAB Forms (Candidate and Issue Advertisement)
- Political 24-Hour Form
- Political Candidate Free Time Form
- Digital Political and Candidate Advertising
- Political Brief
- FCC Public File Upload Process
- Political Compliance Managers – All Markets

Training for Uploading to FCC

- FCC Training Deck material included in Broadcast Guidelines Packet
- Contact Sonya Hall-Harris for scheduling training for FCC site if needed or questions

Delete Archive Report Reply Reply all Forward Zoom Read / Unread Categorize Flag / Unflag Print

RE: [EXTERNAL] We're Waiting on YOU! 2022 DEI Conference in partnership with Bank of America

To: Keith Isley <kisley@radio-one.com>
Subject: FW: [EXTERNAL] We're Waiting on YOU! 2022 DEI Conference in partnership with Bank of America

I know it's late. Can you register me for this? I think I should go seeing how iHeart is a Platinum Sponsor. I'll spend the morning there collecting business cards

Gary A. Weiss
VP/GM
Urban 1 Radio Group
Raleigh/Durham, NC



Unless otherwise agreed in writing by a station General Manager, all Radio One sales orders are governed by the terms and conditions of Radio One's standard sales agreement, which can be found at http://urban1.com/sales_terms_and_conditions/.

From: Adrienne Cole <adrienne.cole@raleighchamber.org>
Sent: Wednesday, July 13, 2022 2:21 PM
To: Gary Weiss <gweiss@radio-one.com>
Subject: [EXTERNAL] We're Waiting on YOU! 2022 DEI Conference in partnership with Bank of America

Dear Gary,

I am counting the days until our 2022 Diversity, Equity & Inclusivity Conference in partnership with Bank of America on July 26 at the Raleigh Convention Center. I hope to see you, or a representative, at this year's conference where we will explore the theme "A Better You, A Better Us," and how continuous improvement and self-development of yourself can payoff for our communities and organizations.

Our annual conference is a series of interactive activities, key learning moments, and opportunities to hear from multiple DEI thought leaders focused on creating an inclusive workplace through awareness and action. As a result, your organization will gain the tools and techniques to impact yourselves, your workplace, and our communities.

The 2022 Diversity, Equity & Inclusivity Conference, in partnership with Bank of America, is designed for all levels of employees, from non-executives to executives, as well as human resource

**Diversity, Equity & Inclusivity Conference
In Partnership with Bank of America
July 26, 8 a.m. – 4 p.m.
Raleigh Convention Center**

Schedule

8 – 9 a.m.	Registration & Networking
9 – 9:15 a.m.	Welcome Remarks/Opening Charge Jamaal Livan, Bank of America
9:15 – 10:15 a.m.	First Activity - Privileges for Sale Torri A. Staton, PhD Panel
10:15 – 10:35 a.m.	Transition 1
10:35 – 11:20 a.m.	First Breakout Sessions (choose one from Breakout Session box 1)
11:20 – 11:40 a.m.	Transition to Lunch
11:40 a.m. – 11:55 a.m.	Networking Lunch, Announcement of the 2 nd Annual Phil Freelon Award
11:55 a.m. – 12:35 p.m.	Key Learning Moments: A Better Wake
12:35 – 12:45 p.m.	Transition to Panel
12:45 – 1:40 p.m.	Accessibility in the Workplace Panel
1:40 – 2 p.m.	Transition 2
2 – 2:45 p.m.	Second Breakouts (choose one from Breakout Session box 2)
2:45 – 3 p.m.	Transition to Closing
3 – 3:20 p.m.	Debrief of the Day/Action-Oriented Activity
3:20 p.m.	Closing Remarks

Key Learning Moment - A Better Wake: Dismantling Systemic Racism

Each expert will give a 7–10-minute talk about systemic racism in that field.

- Economic Mobility
 - Danya Perry, Director of Diversity, Equity, and Inclusivity, Wake County Government
- Health
 - Bahby Banks, CEO, Pillar Consulting
- Education
 - LaToya Montague, Executive Director, Communities in Schools Wake County
- Criminal Justice
 - Dennis Gaddy, Founder & Executive Director, Community Success Initiative

Accessibility in the Workplace Panel

Panelists:

- Calandra Jarrell, Bank of America, moderator
- Laura Steed Lorino - CEO of L'Arche of NC
- Megan Oteri, Brick Scholars Consulting
- Kamille Richardson, Founder, iSee Technologies, Moderator

Rooms and Breakout Sessions

Room 301A

1. Advocating for DEI in your C-Suite - Panel
2. Mentorship vs. Sponsorship

Room 301B

1. Driving DEI with Data
2. Systemic Oppression and Mental Health

Room 302ABC

1. LGBT+ Inclusivity Panel
2. 5 Ways to Overcome DEI Fatigue

Room 304

1. Hiring and Retaining Diverse Talent – Panel
2. Justice-Based Trust Building

Room 305AB

1. 5 Ways to Overcome DEI Fatigue
2. Second Chance Hiring - NC Works

Room 306ABC

1. Cultural Competency
2. Cultural Competency

Room 402

1. Sensory Calming/Quiet Space
2. Sensory Calming/Quiet Space

Breakout Session 1 Options - 10:30 a.m.

Creating Inclusive Spaces for the LGBTQ+ Experience (Panel)

Prioritizing LGBTQ inclusion and creating programs to support diversity in your organization are important ways to support employees but embracing diversity and inclusion as an employer also can make you more attractive to LGBTQ candidates. Plus, diverse perspectives drive innovation, creativity and foster a belief among employees that their opinions matter, which encourages them to give their best effort. Come hear perspectives and learn how to best support folks of the LGBTQ+ Experience in the workplace.

- Francisco Chavez, Raleigh Consulting Group
- Wendy Gates Corbett
- Deanna Jones, Cisco
- Kade Kimber, President, LGBT Chamber

Advocating for DEI in your C-Suite (Panel)

Are you a part of a C-Suite that wants to encourage more DEI initiatives in your company? Are you trying to learn how to advocate for DEI initiatives in the C-Suite at your company? Come and learn ways to engage with C-Suite leaders about how to prioritize and encourage DEI initiatives in your company.

- Matt Bliss, COO, Credit Suisse
- Gary Greene, CEO, Greene Resources
- Michael Haley, Executive Director – Wake County Economic Development, Senior VP - Raleigh Chamber, Moderator
- Carly Jones, CEO, Art Space

Hiring and Retaining Diverse Talent (Panel)

- Geoff Foster, Bank of America*
- Jessica Jolley, Pendo.io, moderator
- Maurice Jones, OneTen
- Caroline Sullivan, LINC-IT

5 Ways to Overcome DEI Fatigue

Remember that Chief Diversity Officer you hired two years ago? Or, maybe you called them your Director of Culture, Chief People Officer, or VP of Diversity, Equity, and Inclusion. Everyone was so excited when you first brought them on board—eagerly signing up for training, joining the DEI committee, and getting involved in company-wide efforts to change. Or maybe you're the DEI leader! After the summer of 2020, there was a fiery interest in all things DEI. You've been doing the hard work to advance DEI at your organization. Flash forward to now. Your diversity, equity, and inclusion (DEI) budget isn't as big as it used to be, and learning opportunities are few and far

Breakout Session 2 Options - 2 p.m.

5 Ways to Overcome DEI Fatigue

Remember that Chief Diversity Officer you hired two years ago? Or, maybe you called them your Director of Culture, Chief People Officer, or VP of Diversity, Equity, and Inclusion. Everyone was so excited when you first brought them on board—eagerly signing up for training, joining the DEI committee, and getting involved in company-wide efforts to change. Or maybe you're the DEI leader! After the summer of 2020, there was a fiery interest in all things DEI. You've been doing the hard work to advance DEI at your organization. Flash forward to now. Your diversity, equity, and inclusion (DEI) budget isn't as big as it used to be, and learning opportunities are few and far between. Your company diversity committee or ERGs aren't really moving the needle. It seems like you and half of your organization are burned out with rising expectations and reduced resources. This interactive session will explain how to avoid, mitigate and overcome burnout, and renew your focus and enthusiasm for your DEI practice. You'll walk away with the 5 actionable steps you need to get back on track in achieving your DEI goals.

- Shelley Willingham, The Diversity Movement

Equitable Mentorship and Sponsorship

Women and people of color are often over-mentored, but under-sponsored, negatively impacting their career advancement, ultimately resulting in homogenous executive-leadership. While mentorship and sponsorship are integral factors in long-term success of employees, a lack of inclusive opportunities results in stagnant career paths for historically underserved populations. This session explores the importance of framing mentorship and sponsorship within the DEI space. Participants will walk away with a clear understanding of the distinction between mentorship and sponsorship, best practices for creating inclusive opportunities, the role social capital plays in equitable career advancement, and expert advice on how to build a diverse personal board of directors.

- Kasey Ashton, Ed.D, Wake Invests In Women
- Suzanne Stroud, Merrill Lynch Wealth Management Advisor
- Dr. Sandra Wall Williams, Wake Technical Community College

Supporting People Impacted by the Criminal Justice System: Redefining "Second Chance Hiring" (A Fireside Chat)

between. Your company diversity committee or ERGs aren't really moving the needle. It seems like you and half of your organization are burned out with rising expectations and reduced resources. This interactive session will explain how to avoid, mitigate and overcome burnout, and renew your focus and enthusiasm for your DEI practice. You'll walk away with the 5 actionable steps you need to get back on track in achieving your DEI goals.

- Shelley Willingham, The Diversity Movement

Introduction to Culture and Cultural Competence

This foundational workshop introduces key concepts for discussing culture and developing cultural competence. Participants will apply general frameworks for understanding culture to their own professional contexts and consider how culture influences interactions with clients, colleagues, and others. Participants will consider interpersonal and institutional impacts of culture and examine key cultural frameworks and apply them within a professional context.

- Becky Cibulskis, International Programs Coordinator, Global Training Initiative, NC State University
- Ilin Misaras, Assistant Director, Global Training Initiative, NC State University

Driving DEI with Data

Are you a DEI leader who wants to take a more data-driven approach to your work? Then this webinar is for you! During this interactive session we will discuss why measuring DEI is important, what DEI data can look like, and how data can be collected and used.

- Sertrice Grice, Co-Founder & Chief Consulting Officer, Mattingly Solutions

"Challenge the unconscious stigma and language our community uses with justice involved individuals and industries that are meant to support them. This presentation will highlight the difficulty of navigating the "system," which features barriers that can keep people obtaining gainful employment, hidden struggles and how this plays a major role in their overall health. Our speakers will serve as a great segue, and lead a conversation into thinking about mental health, reentry, second chance hiring and practical ways to implement intentional inclusivity in your daily life. "

- Donna Farrar, Wake LRC
- Natalie Mabone, Capital Area Workforce Development
- Hermoine Ruffin, Wake LRC
- Tia Scriven, NC Works

Justice-Based Trust Building

As you are doing community engagement work with your employer or on your own, how are you building trust with the communities that you are serving? Join this robust conversation and analysis on how community engagement work and volunteering can be more impactful when applying a justice-based, trust building lens.

- Ashley Ahlers, United Way of the Greater Triangle
- Nick Allen, United Way of the Greater Triangle

Racism and Its Effect on Mental Health

In this session, we will discuss racism and its effect on mental health. We will take a closer look at the definitions of BIPOC, racism, mental health, and implicit bias. We will correlate racism's effects on mental health as it directly relates to work performance. At the end of the session, the attendee will be able to clearly define key terms and identify personal biases in and out of the workplace.

- Kayla Humphrey, MSW, Licensed Clinical Social Worker
- Deeariah King, MSW, Licensed Clinical Social Worker

Introduction to Culture and Cultural Competence

This foundational workshop introduces key concepts for discussing culture and developing cultural competence. Participants will apply general frameworks for understanding culture to their own professional contexts and consider how culture influences interactions with clients, colleagues, and others. Participants will consider interpersonal and institutional impacts of culture and examine key cultural frameworks and apply them within a professional context.

	<ul style="list-style-type: none">• Becky Cibulskis, International Programs Coordinator, Global Training Initiative, NC State University• Ilin Misaras, Assistant Director, Global Training Initiative, NC State University
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Interactive Booths

To be available during transitions for hands-on interactions with technology, local exhibits, and best practices for DEI.

1. Virtual Reality Technology for Cultural Competence Scenarios
 - a. NC State University, Global Training Initiative
2. Lego Serious Play – Using play to enhance Team Building, Quality Improvement, and Problem Solving
 - a. Megan Oteri, Brick Scholars Consulting
3. Tech Tools for Disabled Employees
 - a. Kamille Richardson, iSee Technologies
4. RACE Exhibit
 - a. Michael Lewis, NC Museum of Natural Sciences

Room 402

Calming Room and Resource Center

This room will serve as a calming room – a space to share thoughts and impactful statements. This room will also be a space to share DEI resources that event attendees can collect.

NC BLACK SUMMIT

On April 27-28, we were thrilled to welcome attendees back to Raleigh since the COVID pandemic during the 17th Annual NC Black Summit: Moving Forward with Knowledge and Purpose. This year's Summit was phenomenal, **selling out to over 350 attendees**. The two-day event provided an excellent opportunity for attendees to connect, learn and work together for the future of all North Carolinians. We were delighted to hear from esteemed panelists and distinguished guest speakers, including Dr. Sharon Contreras, Associate Justice Anita Earls, and a powerful closing keynote from Representative Justin J. Pearson. Thank you for being part of this memorable experience.

We look forward to seeing you in April 2024 to engage, discuss and collaborate on critical issues impacting OUR community.



North Carolina Black Alliance
PO Box 27886
Raleigh, NC 27611
919-604-0895
dlester@ncblackalliance.org

BILL TO
Radio One (Donor)

INVOICE # 1533
DATE 04/12/2023
DUE DATE 05/12/2023

ACTIVITY	QTY	RATE	AMOUNT
Sponsorship 2023 NC Black Summit _ SILVER	1	2,500.00	2,500.00

Thank you for your support.

BALANCE DUE

\$2,500.00

Re: [EXTERNAL] Registration Now Open for Board of Directors and Board of Advisors Meeting, Nov. 30



Unless otherwise agreed in writing by a station General Manager, all Radio One sales orders are governed by the terms and conditions of Radio One's standard sales agreement, which can be found at http://urban1.com/sales_terms_and_conditions/. By accepting any sales orders communicated by this email message, any advertisers and/or their agencies agree to be bound by the terms therein.

From: Adrienne Cole <adrienne.cole@raleighchamber.org>
Sent: Wednesday, October 26, 2022 1:47 PM
To: Gary Weiss <gweiss@radio-one.com>
Subject: [EXTERNAL] Registration Now Open for Board of Directors and Board of Advisors Meeting, Nov. 30

Dear Gary,

I hope you will join me for our first Board of Directors and Board of Advisors Meeting of the 2022 fiscal year. This in-person meeting will include networking opportunities with fellow Triangle business leaders, department reports about the impact of the Chamber's work, and more.

You will receive follow-up communications closer to the event with more information about the agenda and what you can look forward to during this meeting.

Event Information:

[Board of Directors and Board of Advisors Meeting](#)

Wednesday, Nov. 30
Registration: 7:30 - 8 a.m.
Meeting: 8 - 9:30 a.m.

City Club Raleigh
150 Fayetteville St., Suite 2800
Raleigh, NC 27601

[Register today](#) and I look forward to seeing you on Nov. 30.

Kind Regards,

Adrienne Cole
President and CEO
Raleigh Chamber

Delete Archive Report Reply Reply all Forward Zoom Read / Unread Categorize Flag / Unflag Print

April 24 RTO Sales Dept

Gary Weiss To: Raleigh Sales Team

Reply Reply all Forward Fri 4/21/2023 2:46 PM

Monday – 8am Corporate Training with Brandeis on Teams is mandatory... please be on time

Monday – All IFM meetings scheduled are in person in the office

Tuesday – 9:30am Sales Meeting in person in conference room upstairs

Tuesday – All IFM meetings scheduled are in person in the office

Wednesday – 9:20am Sales Huddle with Digital focus on Teams

While yes, we are effecting a Return to Office routine and as we have discussed, the job of Local Radio Advertising Sales is not a telework, WFH occupation, we do recognize these truths:

Clients and potential are not regularly asking to visit the stations, rather we must initiate visits to their office

Making on site client visits essential if we are trying to close new direct business using spec spots, etc

So a significant part of our Seller/Mgt dialogue going forward will be a drill-down on on-site, in -person calls which Sales and General Mgt wish to accompany you on – just to help and not interfere in any way!

Also, an intangible benefit to there being a few occasions weekly where most of us will be here on-site is the creative collaboration and high five atmosphere when sellers and talent “mix” in the hallways and breakroom!

The Monday 8am Brandeis mtg will continue. You are welcome to do that at home or here in-office. Please continue to be “on time” as you have been and please consider being “camera on”. This is visible testimony to your being an Achiever in a world where people in every field are just doing the minimum!

We are eliminating the Thursday 920 Meeting

Gary and Lolita

Gary A. Weiss VP/GM Urban 1 Radio Group Raleigh/Durham, NC

Delete
 Archive
 Report
 Reply
 Reply all
 Forward
 Zoom
 Read / Unread
 Categorize
 Flag / Unflag
 Print
 ...

These Meetings will be on Teams ONLY until further notice 10am Monday Raleigh Dept Hd Mtg (held Tues at 1015 if Monday is a Holiday) - Carolyn is an Optional Attendee. Robbie can attend in Jim's place if Jim is NA

Gary Weiss

 Reply
 Reply all
 Forward

 To: Lolita Smith; Bill Murphy; Melissa Wade; Tracy Mosley; DVS; Terra Foye; Keith Isley
 Mon 2/13/2023 10:31 AM

 Cc: Erwin Hill; Carolyn Martin; Paige Boyd; James Davis (Raleigh); Robby Delius; Ann Grossman

These Meetings will be on Teams ONLY until further notice 10am Monday Raleigh Dept Hd Mtg (held Tues at 1015 if Monday is a Holiday) - Carolyn is an Optional Attendee. Robbie can attend in Jim's place if Jim is NA

Tue 2/21/2023 10:15 AM - 10:45 AM ~~Mon 2/20/2023 10:01 AM - 10:31 AM~~ No conflicts

Microsoft Teams Meeting

RSVP to this event

Email organizer

Add a message (optional)

Yes
 ? Maybe
 X No

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 443-873-0565,,674697404# United States, Baltimore

Phone Conference ID: 674 697 404#

[Find a local number](#) | [Reset PIN](#)

Learn More | Meeting options

(b)(vi) Any pending or resolved complaints involving the Unit filed during the Unit's current license term(s) before anybody having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status.

None.

(b)(vii) In accordance with section 73.2080(b), during the Unit's current license term(s) (or since acquisition of the Unit if during that period)), a description of the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and how the Unit has informed employees and job applicants of its EEO policies and program.

Enforcement of the Unit's EEO policies is the collective responsibility of the Unit's General Manager, Urban One's Corporate Human Resources Department, and Urban One's Legal Department, each of which has assumed an active role in ensuring and policing the Unit's compliance with the letter and spirit of Company EEO policies and the Commission's EEO rules for broadcast stations. Collectively, the three levels of management ensure the Unit's compliance. For example, the General Manager of the Unit is responsible for contacting and collaborating with recruitment sources and conducting non-vacancy specific outreach efforts. The Corporate Human Resources Department, in consultation with the Unit, assists with broader outreach efforts, and assists in the preparation and maintenance necessary to document compliance with the FCC EEO rules. In addition, there is an EEO point of contact assigned to each market who coordinates with the Legal Department to ensure that the market is supplying the information necessary to meet EEO compliance needs. The Legal Department conducts follow up training with all EEO point of contact staff. Corporate Human Resources participates in job-specific recruitment tasks for full-time openings, including reviewing and approving the Unit's request for new employees and assisting local managers with the selection process and the eventual hire of new employees. Finally, Urban One's Legal Department oversees the Unit's compliance with the FCC EEO rules by monitoring, routinely assessing the Unit's EEO program and the success of its outreach program and conducting annual EEO compliance training to include each Unit's managers and those responsible for overseeing EEO guidelines.

Pursuant to § 73.2080(b), the Unit uses a variety of methods to inform employees and job applicants of its EEO policies. Employees are provided copies of Company EEO and nondiscrimination policies, and they also receive periodic training and education regarding same. Job applicants are informed of the Unit's EEO policy on job applications, electronic bulletin boards and postings and other communications that identify the Unit as an equal opportunity employer.

(b)(viii) In accordance with section 73.2080(c)(3), during the Unit's current license term(s)(or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

Consistent with the Commission's rules, the Unit collaborates with the Corporate Human Resources Department and Urban One's Legal Department routinely to analyze the effectiveness of its EEO recruitment program. The Corporate Human Resources Department and Urban One Legal Department coordinates on a routine basis to evaluate and discuss recruitment initiatives and EEO compliance. Additionally, during the relevant period, the Company used its Taleo System, an automated database that permits the Unit to track applicants, identify referral sources, and communicate information about the Unit's EEO policies and practices. In an effort to improve the recruitment tracking process, Urban One is transitioning to a more efficient platform that the Company believes will help advance EEO recruitment efforts and provide the necessary data to meet compliance needs. The Unit also continues to regularly notify referral and other recruitment sources about job vacancies through emails and postings on various job websites.

The Corporate Human Resources Department periodically coordinates with the Urban One Legal Department and the Unit to ensure the effective use of local recruitment sources. Additionally, during the relevant reporting periods, Urban One's Legal Department conducted FCC EEO training on March 23, 2022, March 30, 2023, and recently conducted its routine annual training on March 21, 2024.

Finally, Urban One relies on its in-house attorney who specialize in employment law to ensure the Company's compliance with applicable employment laws. The Company reviews its policies and procedures to determine the effectiveness of its EEO compliance efforts.

(b)(ix) As required by section 73.2080(c)(4), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

The Unit complies with applicable federal, state, and local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests, and regularly reviews and updates such processes to ensure that the Unit consistently promotes equal opportunity and nondiscrimination in its hiring, promotion, retention, and compensation policies and practices. In particular, the Corporate Human Resources Department periodically conducts employee compensation analyses and also performs reviews of benefit and promotions. From time to time, and on an ongoing basis, The Corporate Human Resources Department also reviews and evaluates hiring and promotion policies, employment notifications, and job applications to ensure compliance with applicable EEO laws.

The Unit is not subject to a collective bargaining agreement or other agreement with a union.