

WKIT-FM Response to request for EEO/FCC Audit

Segment 3

Note:

2 forms, 396 and 397 were accidentally removed and misplaced. However,
The data for these forms is included in locally created files in section 1 of this report.

Howard Soule

December 1, 2018 - Current 2019

Section A:

- wkitfm.com wzonam.com wzlofm.com
- Date of Hire:
 - No Full Time Hires

Section B:

- No Full Time Hires

Section C:

- No Full Time Hires

Section D:

- Participated in Job Fair at EMCC - See attached
- Will be participating in Maine HR Convention 2019 - See attached confirmation
- Will be participating in Dept. of Labor Spring and Fall Job Fair 2019
- Total Number of Full Time Employees - 12 And Population of Market is under 250,000
- Required to perform 2 initiatives within a two year period

Section E:

- No Complaints

Section F:

- HR Director -
 - Responsibilities as the HR Director include being a part of each department's hires. We have regular advertisements reminding people where to send resume's and where to request information for any future possible job openings. Making sure every employee conducts themselves in accordance to our EEO policy. Having the proper signage in our public area displayed, to make aware our stance on being an Equal Opportunity Employer.

Section G:

- We like to be involved in the community as much as we can. Being a part of Job Fairs, local SHRM groups, going to Statewide HR Conventions, are all things we do to make sure we do our part in our community. The 2 years, our Job fair numbers were not where we wanted them to be, and we are making sure to correct that problem for the future. Already this year (2019) we have attended a Job fair, and have 2 more already planned.

Section H:

- Our yearly measures to examine pay come from our accountants in New York. We examine our benefits yearly with our renewals. Giving multiple options of price point and coverage so they can decide for themselves what works for their needs. With a staff of

only 12 full time employees, we rarely have job openings except for Sales positions. Which we like to keep as a revolving open position for the right candidate.

December 1, 2016 - November 30, 2017

Section A:

- wkitfm.com wzonam.com wzlofm.com
- Date of Hire:
 - Sales Associate - 3/13/17
 - Digital Media/ IT - 8/20/17
 - Sales Manager - 9/19/17

Section B:

- Sales Associate Job Postings - See Attached
 - Retained all copies of each time ad aired
 - Retained copies of notices
- Digital Media/ IT Job Postings - See Attached
 - Retained all copies of each time ad aired
 - Retained copies of notices
- Sales Manager - None
 - No Copies of notices

Section C:

- Sales Associate Interviewees - 3
 - Referral Source - Indeed
- Digital Media/IT Interviewees - 1
 - Referral Source - On Air Ad
- Sales Manager Interviewees - 1
 - Referral Source - In person Drop off

Section D:

- Participated in Maine HR Convention 2017 - See attached Certificate
- Participated in Dept. of Labor Spring Job Fair 2017 - See attached for Confirmation
- Total Number of Full Time Employees - 12 And Population of Market is under 250,000
- Required to perform 2 initiatives within a two year period

Section E:

- No Complaints

Section F:

- HR Director -
 - Responsibilities as the HR Director include advising the GM and Dept Heads on hiring and firing practices. We have regular advertisements reminding people where to send resume's and where to request information for any future possible job openings. Making sure every employee conducts themselves in accordance to our EEO policy. Having the proper signage in our public area displayed, to make aware our stance on being an Equal Opportunity Employer.

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December 1, 2017 - November 30, 2018

Section A:

- wkitfm.com wzonam.com wzlofm.com
- Date of Hire:
 - Nicholas Brown - Sales Associate - 8/20/18
 - Don Cookson - On Air Talent - In house Hire

Section B:

- Sales Associate Job Postings - None
 - Resume was dropped off
- On Air Talent Job Postings - See Attached
 - Retained all copies of each time ad aired
 - Retained copies of notices

Section C:

- Sales Associate Interviewees - 1
 - Referral Source - In Person drop off
- On Air Talent Interviewees - 2
 - Referral Source - On Air Ad

Section D:

- Participated in Maine HR Convention 2018 - See attached Certificate
- Participated in Dept. of Labor Spring Job Fair 2018 - See attached for Confirmation
- Total Number of Full Time Employees - 12 And Population of Market is under 250,000
- All employees participated in Sexual Harassment Training - May 2018 - See Attached
- Required to perform 2 initiatives within a two year period

Section E:

- No Complaints

Section F:

- HR Director -
 - Responsibilities as the HR Director include being a part of each department's hires. We have regular advertisements reminding people where to send resume's and where to request information for any future possible job openings. Making sure every employee conducts themselves in accordance to our EEO policy. Having the proper signage in our public area displayed, to make aware our stance on being an Equal Opportunity Employer.

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WKIT-FM/WZON-AM/WZLO-FM

STATEMENT

Zoneradio
861 Broadway
Bangor, ME 04401
(207) 990-2800

www.zoneradio.com

DATE 9/30/18
ACCOUNT NO. PSA904

DATE 9/30/18
ACCOUNT NO. PSA904

Advertiser: EMPLOYMENT OUTREACH

EMPLOYMENT OUTREACH

To insure proper credit
please check those items
being paid and RETURN
THIS PORTION OF THE
STATEMENT WITH
YOUR PAYMENT.

DATE	REFERENCE	DEBIT	CREDIT	BALANCE	REF	AMOUNT
9/30/18	58221 INVOICE WZON AM	0.00		0.00 AM	58221	0.00
9/30/18	58222 INVOICE WKIT FM	0.00		0.00 FM	58222	0.00
9/30/18	58223 INVOICE WZLO FM	0.00		0.00 FM	58223	0.00

Sales Rep: CAREY HASKELL

PLEASE PAY					0.00	TOTAL	0.00
0.00	0.00	0.00	0.00	0.00			

RETAIN THIS PORTION AS CUSTOMER COPY
THE ZONE CORPORATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE OR ETHNICITY IN THE
PLACEMENT, SCHEDULING AND COMPLETION OF PURCHASE OF ADVERTISING.
ANY ORDER FOR ADVERTISING THAT INCLUDES ANY SUCH RESTRICTION WILL NOT BE ACCEPTED

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 Zoneradio
 861 Broadway
 Bangor, ME 04401
 (207) 990-2800 www.zoneradio.com

State of Maine
 County of Penobscot

DATE
9/30/18
Invoice Number
58223

Advertiser: EMPLOYMENT OUTREACH

PSA904 EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/RUN DETAIL	LEN	NO. RUN	RATE	AMOUNT
	Contract 20655				
	"FULL TIME OPENINGS"				
9/10/18	WZLO FM	30	2	0.00	0.00
9/11/18	WZLO FM	30	2	0.00	0.00
9/12/18	WZLO FM	30	2	0.00	0.00
9/13/18	WZLO FM	30	2	0.00	0.00
9/14/18	WZLO FM	30	2	0.00	0.00
9/15/18	WZLO FM	30	2	0.00	0.00
9/16/18	WZLO FM	30	2	0.00	0.00
	Total Sales -----		14		0.00

Sales Rep: CAREY HASKELL

This invoice was prepared from official station program logs.
 Times shown above are accurate plus or minus 5 minutes.

0.00

Please Pay This Amount

WKIT-FM/WZON-AM/WZLO-FM

STATEMENT

Zoneradio
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 Bangor, ME 04401
 (207) 990-2800 www.zoneradio.com

DATE
 10/28/18
 ACCOUNT NO.
 PSA904

DATE
 10/28/
 ACCOUNT NO.
 PSA904

Advertiser: EMPLOYMENT OUTREACH

EMPLOYMENT OUTREACH

To insure proper credit
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DATE	REFERENCE	DEBIT	CREDIT	BALANCE	REF	AMOUNT
10/28/18	58478 INVOICE WZON AM	0.00				
10/28/18	58479 INVOICE WKIT FM	0.00		0.00 AM	58478	0.00
10/28/18	58480 INVOICE WZLO FM	0.00		0.00 FM	58479	0.00
				0.00 FM	58480	0.00

Sales Rep: CAREY HASKELL

			PLEASE PAY	0.00	TOTAL	0.00
0.00	0.00	0.00	0.00	0.00		

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State of Maine
 County of Penobscot

DATE
 10/28/18
Invoice Number
 58480

Advertiser: EMPLOYMENT OUTREACH

PSA904 EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/PRN/DETAIL	LEN	NO. REPS	RATE	AMOUNT
	Contract 20655				
	"FULL TIME OPENINGS"				
10/08/18	WZLO FM				
10/09/18	WZLO FM	30	2	0.00	0.00
10/10/18	WZLO FM	30	2	0.00	0.00
10/11/18	WZLO FM	30	2	0.00	0.00
10/12/18	WZLO FM	30	2	0.00	0.00
10/13/18	WZLO FM	30	2	0.00	0.00
10/14/18	WZLO FM	30	2	0.00	0.00
	Total Sales -----		14	0.00	0.00

Sales Rep: CAREY HASKELL

This invoice was prepared from official station program logs.
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0.00

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WKIT-FM/WZON-AM/WZLO-FM

STATEMENT

Zoneradio
 861 Broadway
 Bangor, ME 04401
 (207) 990-2800 www.zoneradio.com

DATE 9/30/18
 ACCOUNT NO. PSA904

DATE 9/30/18
 ACCOUNT NO. PSA904

Advertiser: EMPLOYMENT OUTREACH

EMPLOYMENT OUTREACH

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 THIS PORTION OF THE
 STATEMENT WITH
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DATE	REFERENCE	DEBIT	CREDIT	BALANCE	REF	AMOUNT
9/30/18	58221 INVOICE WZON AM	0.00		0.00 AM	58221	0.00
9/30/18	58222 INVOICE WKIT FM	0.00		0.00 FM	58222	0.00
9/30/18	58223 INVOICE WZLO FM	0.00		0.00 FM	58223	0.00

Sales Rep CAREY HASKELL

PLEASE PAY					TOTAL	0.00
0.00	0.00	0.00	0.00	0.00		

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State of Maine
 County of Penobscot

DATE
 9/30/18
 Invoice Number
 58223

Advertiser: EMPLOYMENT OUTREACH

PSA904 EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/RUN DETAIL	LEN	NO RUN	RATE	AMOUNT
	Contract 20655				
	"FULL TIME OPENINGS"				
9/10/18	WZLO FM	30	2	0.00	0.00
9/11/18	WZLO FM	30	2	0.00	0.00
9/12/18	WZLO FM	30	2	0.00	0.00
9/13/18	WZLO FM	30	2	0.00	0.00
9/14/18	WZLO FM	30	2	0.00	0.00
9/15/18	WZLO FM	30	2	0.00	0.00
9/16/18	WZLO FM	30	2	0.00	0.00
	Total Sales -----		14		0.00

Sales Rep: CAREY HASKELL

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0.00

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WKIT-FM/WZON-AM/WZLO-FM

STATEMENT

Zoneradio
 861 Broadway
 Bangor, ME 04401
 (207) 990-2800 www.zoneradio.com

DATE
 4/29/18
 ACCOUNT NO.
 PSA904

DATE
 4/29/18
 ACCOUNT NO.
 PSA904

Advertiser: EMPLOYMENT OUTREACH

EMPLOYMENT OUTREACH

To insure proper credit
 please check those items
 being paid and RETURN
 THIS PORTION OF THE
 STATEMENT WITH
 YOUR PAYMENT.

DATE	REFERENCE	DEBIT	CREDIT	BALANCE	REF	AMOUNT
4/29/18	56985 INVOICE WZON AM	0.00		0.00 AM	56985	0.00
4/29/18	56986 INVOICE WKIT FM	0.00		0.00 FM	56986	0.00
4/29/18	56987 INVOICE WZLO FM	0.00		0.00 FM	56987	0.00
4/29/18	56988 INVOICE WZON AM	0.00		0.00 AM	56988	0.00
4/29/18	56989 INVOICE WKIT FM	0.00		0.00 FM	56989	0.00
4/29/18	56990 INVOICE WZLO FM	0.00		0.00 FM	56990	0.00

Sales Rep: CAREY HASKELL

			PLEASE PAY	0.00	TOTAL	0.00
0.00	0.00	0.00	0.00	0.00		

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State of Maine
 County of Penobscot

DATE
 4/29/18
 Invoice Number
 56987

Advertiser: EMPLOYMENT OUTREACH

PSA904 EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/PROGRAM/SPOT	LEN	SPOTS	RATE	AMOUNT
	Contract 20655				
	"FULL TIME OPENINGS"				
3/26/18	WZLO FM	30	2	0.00	0.00
3/27/18	WZLO FM	30	2	0.00	0.00
3/28/18	WZLO FM	30	2	0.00	0.00
3/30/18	WZLO FM	30	1	0.00	0.00
3/31/18	WZLO FM	30	2	0.00	0.00
4/01/18	WZLO FM	30	2	0.00	0.00
4/23/18	WZLO FM	30	2	0.00	0.00
4/24/18	WZLO FM	30	2	0.00	0.00
4/25/18	WZLO FM	30	2	0.00	0.00
4/26/18	WZLO FM	30	2	0.00	0.00
4/27/18	WZLO FM	30	2	0.00	0.00
4/28/18	WZLO FM	30	2	0.00	0.00
4/29/18	WZLO FM	30	2	0.00	0.00
	Total Sales -----		25		0.00

Sales Rep: CAREY HASKELL

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0.00

INVOICE

WKIT-FM/WZON-AM/WZLO-FM
 Zoneradio
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 Bangor, ME 04401
 (207) 990-2800 www.zoneradio.com

State of Maine
 County of Penobscot

DATE
 4/29/18
 Invoice Number
 56988

Advertiser: EMPLOYMENT OUTREACH

PSA904 EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/PRG-DETAIL	LEN	NO REPS	RATE	AMOUNT
	Contract 26876 / /FRONT DESK				
3/29/18	WZON AM	60	4	0.00	0.00
3/30/18	WZON AM	30	3	0.00	0.00
3/31/18	WZON AM	30	1	0.00	0.00
4/01/18	WZON AM	30	5	0.00	0.00
	Total Sales -----		13		0.00

Sales Rep: CAREY HASKELL

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0.00

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INVOICE

WKIT-FM/WZON-AM/WZLO-FM

Zoneradio
 861 Broadway
 Bangor, ME 04401
 (207) 990-2800 www.zoneradio.com

State of Maine
 County of Penobscot

DATE
 4/29/18

Invoice Number
 56989

Advertiser: EMPLOYMENT OUTREACH

PSA904 EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/REN/DETAIL	SEC	LN	RATE	AMOUNT
	Contract 26876 / /FRONT DESK				
3/29/18	WKIT FM	35	3	0.00	0.00
3/29/18	WKIT FM	65	1	0.00	0.00
3/30/18	WKIT FM	35	3	0.00	0.00
3/31/18	WKIT FM	35	3	0.00	0.00
4/01/18	WKIT FM	35	4	0.00	0.00
	Total Sales -----				0.00
			14		

Sales Rep: CAREY HASKELL

This invoice was prepared from official station program logs.
 Times shown above are accurate plus or minus 8 minutes.

0.00

INVOICE

WKIT-FM/WZON-AM/WZLO-FM

Zoneradio
 861 Broadway
 Bangor, ME 04401
 (207) 990-2800 www.zoneradio.com

State of Maine
 County of Penobscot

DATE
 4/29/18
 Invoice Number
 56990

Advertiser: EMPLOYMENT OUTREACH

PSA904 EMPLOYMENT OUTREACH

Page

DATE	ACCOUNT/REN DETAIL	LEN	NO RLN	RATE	AMOUNT
	Contract 26876 / /FRONT DESK				
3/29/18	WZLO FM	60	4	0.00	0.00
3/30/18	WZLO FM	30	5	0.00	0.00
3/31/18	WZLO FM	30	3	0.00	0.00
4/01/18	WZLO FM	30	5	0.00	0.00
	Total Sales ----- 0.00		17		

Sales Rep: CAREY HASKELL

This invoice was prepared from official station program logs.
 Times shown above are accurate plus or minus 3 minutes.

0.00