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EEO Form 396-C

File No.: CB20001928

Filing Status: **Ready for Review**

1599

Reference
Copy
OMB Control
No. 3060-1033

General Information

FCC Registration Number (FRN)

0005283221

Filing Year

2022

Employment Unit ID (EUID)

1599

Section I - Identifying Information

Has the identifying information associated with this EUID changed?

No

Operator Legal Name

MASSILLON CABLE TV, INC.

Operator Address 1

PO BOX 1000

Operator City

MASSILLON

Operator state

OH

Operator Zip Code

44648

State of Employment Office

OH

County of Employment Office

Stark

Application Purpose

New Program Report

Supplemental Investigation Sheet (SIS) Required

true

Category of Respondent

Six (6) or more full-time employees during the selected reporting period

Reporting Period Start Date

2022-08-14

Reporting Period End Date

2022-08-27

Section II - Community Information

Section III - EEO Policy and Program Requirements

Complied with outreach provisions

Yes

Disseminated widely EEO Program

Yes

Contacted multiple sources of applicants

Yes

Offered promotions in nondiscriminatory manner

Yes

Sought out entrepreneurs in a nondiscriminatory manner

Yes

Analyzed the results of efforts to recruit hire promote and use services

Yes

Defined responsibility of management

Yes

Conducted continuing program to exclude prejudice

Yes

Conducted continuing review of job structure

Yes

Section IV - Additional Information

FCC FORM 396-C -- Supplemental Investigation Sheet PART I - PART I - Employee Job Descriptions

Exhibit Employee Job Descriptions

EEO SIS MCTV 2022 JOB DESCRIPTION.doc

PART II - Inquiries Concerning EEO Program and Practices

SIS Question 1

EEO SIS MCTV 2022 Inquiry#1.doc

SIS Question 8

EEO SIS MCTV 2022 Inquiry#8.doc

PART III - EEO Public File Report

EEO Public File Report for Previous Year

EEO JOB HIRES-INITIATIVES MCTV 2021-2022.pdf

Exhibits

Exhibit Employee Job Descriptions

EEO SIS MCTV 2022 JOB DESCRIPTION.doc

EEO Public File Report for Previous Year

EEO JOB HIRES-INITIATIVES MCTV 2021-2022.pdf

SIS Question 1

EEO SIS MCTV 2022 Inquiry#1.doc

SIS Question 7

EEO SIS MCTV 2022 Inquiry#7.doc

SIS Question 8

EEO SIS MCTV 2022 Inquiry#8.doc

Certifications

I certify that to the best of my knowledge, information and belief, all statements contained in this filing are true and correct. WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

Certifier Information

Certifying Official Name and Signature

DAVID HOFFER

Certifying Official Title

COO

Certifying Official Phone

(330)833-4134

Certifying Official Email

dhoffer@mctvohio.com

Certifying Date Signed

2022-09-29

JOB DESCRIPTION:

PROFESSIONAL

Accountant

The Accountant's duties include:

- computerized bookkeeping
- payroll
- accounts payable
- general ledger
- financial statements
 - o reports to the chief financial office and outside CPA firm
 - o maintains bank accounts and transferring cash between accounts
 - o maintenance of employee information and files
- completing 396-C each year
- maintenance of subscriber count information reports produced for internal and external use
- all of the above duties are done for two companies

SIS NARRATIVE RESPONSE

Inquiry #1: Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. §76.75(b).

We have developed an outline to be followed each time there is a full-time job opening. We recruit for every full-time job vacancy within the employment unit. It consists of the following:

1. Complete Job Format Includes:
 - a. Refer applicants to:
 - b. Job Title:
 - c. Start Date:
 - d. Hours:
 - e. Pay:
 - f. Qualifications and/or Required Skills
 - g. Deadline for applications:
2. The job format from #1 is reviewed by Human Resources and the hiring manager prior to posting the open position each time there is a vacancy in that position.
3. The job format from #1 above is e-mailed to all current employees and posted on the company intranet.
4. The job format from #1 above is posted on all bulletin boards.
5. The job format from #1 is posted on the company website, "mctvohio.com".
6. The job format from #1 above is distributed to all EEO contacts. A list of EEO contacts with name, address and phone number is kept on file. The EEO contacts list includes organizations that have requested notice of vacancies, consistent with 47 C.F.R. §76.75(b)(1)(ii).
7. Ads are placed in local newspapers.
8. When resumes and applications are received, the recruitment source is noted on a spreadsheet.
4. All applications are reviewed.
5. All of this information is recorded along with the final tally of the data. The data includes the recruitment source for every applicant, the recruitment source name, address, phone number, and the full-time position that was filled. All of this data is also placed in the public file as required.

6. The employment unit continually reviews the effectiveness of its EEO recruitment program by:
 - a. Compiling a significant and up-to-date outreach contact list, adding new contacts who request to be included in our outreach efforts, adding potential new contacts and resources we discover through our own efforts and keeping current all existing contact information. Periodically we evaluate the effectiveness of our outreach contacts. Based on leads generated for new employment opportunities we will add new outreach organizations and institutions from our area or neighboring states. To keep our outreach contact list as expansive and inclusive as possible, we do not remove contacts that have not produced past results because one never knows if and when a seemingly unproductive contact will produce a positive result in the future. We do, however, remove organizations that cease operations, cease job related activities or request to be removed from our outreach contact list.
 - b. Periodically we will conduct a thorough review of our outreach plan to make sure the vacancy is made known and available to as many potential job seekers as possible. After the plan is launched we monitor responses from our outreach contact list and media to determine if we are receiving an effective response. If the response is not effective we alter the plan to increase its effectiveness and continue doing so in an effort to produce an adequate pool of candidates and until the vacancy has been filled. After the position has been filled we analyze the original plan and any of its iterations to determine if any deficiencies in our EEO recruitment efforts were uncovered. If so, we note those deficiencies and develop a plan to correct them for the next active hiring opportunity.
7. During the 2021-2022 EEO period, the employment unit conducted the following activities, fulfilling the requirements for 3 initiatives:
 - a. The employment unit conducts a paid internship program each summer that is designed to assist members of the community in acquiring the skills needed for multichannel video programming distributor employment. The participants help maintain the power supplies out in the service area by mowing and cleaning around them. Other participants work in the stock room, learning about converters that go out in the system with our installers.
 - b. In the past year, there were 2 training programs designed to enable unit personnel to acquire skills needed for higher level positions. One program involved our Customer Care Department. There is training available for Senior Customer Care Representatives. A number of employees were able to take advantage of that training and apply for the positions. There is also a Preventative Maintenance Technician training program, with lots of hands-on experience on the upkeep of our cable system.

The employment unit sponsored a Business After Hours event last month in affiliation with the local Chamber of Commerce. Local businesses visited our facility and were taken on tours. It makes other local businesses aware of what we do and the positions available that run the company.

SIS NARRATIVE RESPONSE

Inquiry #7: Describe the level of responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance.

The responsibility of each level of management with applying and enforcing EEO policies involves two levels. The employment unit has several managers or department heads. These managers report directly to the president and the chief operating officer of the employment unit and receive guidance from human resources.

Each manager is responsible for the employees directly under them. Managers are responsible for making recommendations to human resources, the president and the chief operating officer on training, placement and promotion of employees without discrimination.

Human resources, the president and chief operating officer are responsible for enforcing and applying EEO policies, which include, but are not limited to, hiring, training, seniority, promotions, pay, benefits, selection techniques and tests. They are responsible for reviewing the recommendations from the managers, and making decisions based on those recommendations, after determining that no discrimination exists.

The employment unit has several procedures in place that help to review and control management's performance in enforcing its EEO policies. The chief operating officer meets weekly with individual managers, when time permits. Many times, correspondence is conducted through e-mail. There are weekly "Senior Team" meetings with the president and her direct reports, along with monthly staff meetings involving the same group. Hiring and EEO related topics are frequently discussed as a regular agenda item in these meetings.

We are an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. We do not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability or any other reason prohibited by applicable laws. Under Ohio State law, an employee may not be discriminated against in employment because of disability that can be reasonably accommodated to enable that employee to perform the job. Employees who feel accommodations is needed to perform their job must notify their Supervisor in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. We will make accommodations that do not pose an undue hardship. Each manager knows our policy from our monthly manager meetings to send all the openings to all our recruitment sources. We post openings at our offices and on our websites.

During both types of meetings, rates of pay and fringe benefits for employees having the same duties are discussed and examined. Seniority, promotions and selection techniques are also reviewed. By meeting as often as possible, and the additional use of e-mail for correspondence, potential issues, if any, come to light very quickly and any inequities based upon race, national origin, color, religion, age or sex discrimination are eliminated.

SIS NARRATIVE RESPONSE

Inquiry #8:

Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices.

The responsibility of each employment to continuously review the job structure and employment practices occurs in the following ways:

1. Job Descriptions
 - a. Each position in the company has a written job description
 - b. When a vacancy occurs for a position, the job description is reviewed by human resources and the hiring manager. Updates are made as necessary.
 - c. The job description is reviewed with each new employee during interviews and upon hiring of the new employee.
2. Department Meetings
 - a. Each employment unit (department) conducts weekly meetings with their employees. Job responsibilities and employment practices are often reviewed in these weekly meetings. Any changes to the job structure are discussed with human resources and the job description is updated when appropriate.
3. Human Resources
 - a. Human Resources will investigate and discuss all questions related to job structure and employment practices when employees raise such questions. Any changes to the structure or employment practices are implemented and communicated to management.
4. Safety
 - a. The Safety Coordinator is informed of any safety related accident, injury or near miss.
 - b. The Safety Coordinator investigates each incident (4a) and makes any appropriate changes to the job description and practices, communicating these changes to all affected employees and management.
5. Employee Handbook
 - a. The employee handbook outlines all employment practices at MCTV.
 - b. All employees must review the employee handbook and acknowledge their review.
 - c. The employee handbook's current revision is always saved on the company intranet and available to all employees.
 - d. The employee handbook is reviewed annually for updates by human resources.
 - e. Any changes to employment practices are updated in the employee handbook and all employees are notified of these changes.

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: 9/1/2021-8/31/2022

1) Employment Unit: _____1599_MASSILLON CABLE TV INC_____

3) EEO Contact Information for Employment Unit:

Mailing Address: PO BOX 1000, MASSILLON, OH 44648	Telephone Number: 330-833-4134	
	Contact Person/Title: STEVE BUSHMAN	
	E-mail Address: sbushman@mctvohio.com	

4) Full-Time Job Vacancies Filled in the Employment Unit:

JOB TITLE	RECRUITMENT SOURCE REFERRING HIRER
1. _ UNDERGROUND CONSTRUCTION 10-27-2021	WEBSITE & WALK-INS
2. _ CUSTOMER CARE REP 12-6-2021	WEBSITE & WALK-INS
3. _ BUSINESS PRO SALES ENGINEER 12-29-2021	WEBSITE & WALK-INS
4. _I&R TECHNICIAN 2/7/2022	WEBSITE & WALK-INS
5. _CONSTRUCTION LINEMAN 2/15/2022	WEBSITE & WALK-INS
6. _MARKETING COORDINATOR 2/22/2022	WEBSITE & WALK-INS
7. _INVENTORY CONTROL SPECIALIST 3/7/2022	WEBSITE & WALK-INS
8. _I&R TECHNICIAN 3/7, 3/14/2022	WEBSITE & WALK-INS
9. CUSTOMER CARE REP 4/4/2022	WEBSITE & WALK-INS
10. I&R TECHNICIAN DIV B 5/23/2022	WEBSITE & WALK-INS
11. I&R TECHNICIAN 5/31, 6/2/2022	WEBSITE & WALK-INS
12. I&R TECHNICIAN 8/1/2022	WEBSITE & WALK-INS
13. STAFF ACCOUNTANT 8/15/2022	WEBSITE & WALK-INS

[PREPARE ONE COPY OF THIS PAGE FOR EVERY FULL-TIME JOB VACANCY FILLED DURING THE REPORTING PERIOD]

5) Job Title: UNDERGROUND CONSTR 10/27/2021

Referral Source(s) of Hire: WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	4	no
				1 offer accepted	

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5) Job Title: CUSTOMER CARE REP 12/6/2021

Referral Source(s) of Hire: WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEOMBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	3	no
				1 offer accepted	

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5) Job Title: BUSINESS PRO SALES ENGINEER
12/29/2021

Referral Source(s) of Hiree: WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	1	no
				1 offer accepted	

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5) Job Title: I&R TECHNICIAN 2/7/2022

Referral Source(s) of Hire: WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	5	no
				3 offers accepted	

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5) Job Title: _CONSTRUCTION LINEMAN 2/15/2022

Referral Source(s) of Hiree: _WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	1	no
				1 offer accepted	

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5) Job Title: **MARKETING COORDINATOR 2/22/2022**

Referral Source(s) of Hire: WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	3	no
				1 offer accepted	

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5) Job Title: INVENTORY CONTROL SPECIALIST
3/7/2022

Referral Source(s) of Hire: WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	3	no
				1 offer accepted	

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5) Job Title: I&R TECHNICIAN 3/7, 3/14/2022

Referral Source(s) of Hire: _WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	6	no
				2 offers accepted	

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5) Job Title: CUSTOMER CARE REP 4/4/2022

Referral Source(s) of Hiree: _WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	7	no
				2 offers accepted	

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5) Job Title: I&R TECHNICIAN DIV B 5/23/2022

Referral Source(s) of Hiree: WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	4	no
				1 offer accepted	

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5) Job Title: _I&R TECHNICIAN 5/31, 6/2/2022

Referral Source(s) of Hiree: _WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	8	no
				3 offers accepted	

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5) Job Title: _I&R TECHNICIAN 8/1/2022

Referral Source(s) of Hire: _WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	4	no
				1 offer accepted	

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5) Job Title: _STAFF ACCOUNTANT 8/15/2022

Referral Source(s) of Hire: _WEBSITE & WALK-INS

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
BUCKEYE CAREER CTR	JOHN ELVIN	545 UNIVERSAL AVE, NEW PHILADELPHIA, OH 44663	330-339-2288	0	no
SUPERIOR STAFFING	AMANDA PATTERSON	701 SOUTH ST, STE B, AKRON, OH 44311	330-253-8080	0	no
EEO/MBE DIRECTOR	JON ROETHLISBERGER	151 LINCOLN WAY W, MASSILLON, OH 44646	330-830-1763	0	no
MANAGEMENT RECRUITERS	JIM SHELTON	7300 WHIPPLE AVE, STE 4, NORTH CANTON, OH 44720	330-497-0122	0	no
CTCC INC	CHANDR BRYANT	1200 MARKET AVE, CANTON, OH 44707	330-456-3565	0	no
RG DRAGE VOCATIONAL SCHOOL	VALERY PARIS	2800 RICHVILLE DR, MASSILLON, OH 44646	330-832-9856	0	no
OHIO REHAB SVCS COMMISSION	ANDREA FRANKS	816 30 TH ST, CANTON, OH 44709	330-438-0500	0	no
THE EMPLOYMENT SOURCE	KRISTEN SCHENK	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
IFORCE STAFFING	ADAM SHAFFER	4300 DRESSLER, CANTON, OH 44718	614-431-5100	0	no
OHIOMEANSJOBS	BRET ADAMS	822 30 TH ST, CANTON, OH 44709	330-433-9675	0	no
ROBERT HALF	CODY ROBINSON	4450 BELDEN VILLAGE ST, STE 603, CANTON, OH 44718	330-615-6702	0	no
CAREERBOARD	DONALD CROSS	6120 PARKLAND BLVD #101, MAYFIELD HEIGHTS, OH 44124	216-595-1632	0	no
SNELLING STAFFING	DEB BETRO	1901 FULTON RD, CANTON, OH 44709	330-458-1030	0	no
FLEX-TEAM	DANIELLE HAYDEN	3990 FULTON RD, CANTON, OH 44718	330-489-9111	0	no
JOB CENTER	MIKE CHASTAIN	1040 E TALLMADGE AVE, AKRON, OH 44310	330-633-1050	0	no
MCTV WEBSITE	STEVE BUSHMAN	814 CABLE CT NW, MASSILLON, OH 44647	330-833-4134	1	no
				1 offer accepted	

2021-2022 Initiatives

During the 2021-2022 EEO period, Massillon engaged in the following initiatives:

Each summer, we have several paid internships. The participants help maintain the power supplies out in the service area by mowing and cleaning around them. Other participants work in the stock room, learning about converters that go out in the system with our installers.

In the past year, there were 2 training programs designed to enable unit personnel to acquire skills needed for higher level positions. One program involved our Customer Care Department. There is training available for Senior Customer Care Representatives. A number of employees were able to take advantage of that training and apply for the positions. There is also a Preventative Maintenance Technician training program, with lots of hands-on experience on the upkeep of our cable system.

MCTV sponsored a Business After Hours event last month in affiliation with the local Chamber of Commerce. Local businesses visited our facility and were taken on tours. It makes other local businesses aware of what we do and the positions available that run the company.

MCTV founded an event 25 years ago that is still an annual tradition in our community today. The Fun Fest is for kids of all ages. Many local organizations and businesses, in addition to MCTV, offer activities that provide valuable health, safety and educational information to parents while entertaining the children.

Another activity that MCTV provides, involves the Boy Scouts. A scout group is given a tour of our headend facility by one of our headend engineers. It is always a favorite with the group.

MCTV disseminates information in various areas that we are an equal opportunity employer. Our website always has a statement to the effect that we afford equal opportunity in employment and business dealings to all qualified persons. Our local origination channel continuously runs an ad that states that MCTV is an equal opportunity employer.

MCTV is a generous company. From the very beginning, we have always taken care of the communities we serve. It can involve something as small as advertising in local school sports programs, to major sponsors of building improvements of charitable organizations, to outright donations for organizations of all sizes. Our communities know MCTV cares.