

EEO Random Audit Response

Attachment 1 – EEO Public File Reports

WBHR, WHMH-FM, WMIN, WVAL, WXYG
EEO PUBLIC FILE REPORT
December 1, 2021 - November 30, 2022

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Multitalented Broadcast Communicator	1-30	20

WBHR, WHMH-FM, WMIN, WVAL, WXYG**EEO PUBLIC FILE REPORT****December 1, 2021 - November 30, 2022****II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Ability Building Center PO Box 6938 1911 14th Street NW Rochester, Minnesota 55903 Phone : 507-281-6262 Url : www.abcinc.org Fax : 1-507-281-6270 Steven Hill	N	0
2	AccessAbility 360 Hoover Street NE Minneapolis, Minnesota 55413 Phone : 612-331-5958 Url : www.accessability.org Fax : 1-612-331-2448 Laura Hollinger	N	0
3	Adult Client Training Service 802 E Fairview Ave Olivia, Minnesota 56277 Phone : 320-523-5666 Url : www.acts-ability.org Email : kborden@tds.net Fax : 1-320-523-5766 Karen Borden	N	0
4	Adult Training & Habitation Center PO Box 600 Winsted, Minnesota 55395 Phone : 320-485-4191 Url : www.athc.org Email : sdwathc@tds.net Fax : 1-320-485-4763 Steven Wilson	N	0
5	American Indian OIC, Inc 1845 East Franklin Ave Minneapolis, Minnesota 55404 Phone : 612-341-3358 Url : www.aioic.org Email : donc@aioic.org Fax : 1-612-341-3766 Don Clark	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
6	Carver County Workforce Center 602 East Fourth Street Chaska, Minnesota 55318 Phone : 952-361-1711 Email : mrudloff@co.carver.mn.us Fax : 1-952-361-1636 Mary Rudloff	N	0
7	Cedar Valley Services 2111 4th Street NW Austin, Minnesota 55912 Phone : 507-433-2303 Url : www.cedarvalleyservices.org Fax : 1-507-433-8880 Jim Mueller	N	0
8	Crisis Resource Center 125 West Front Street Owatonna, Minnesota 55060 Phone : 507-451-1202 Url : None Fax : 1-507-455-2891 Sara Colby	N	0
9	Employment Enterprises, Inc PO Box 303 307 NW 9th Ave Little Falls, Minnesota 56345 Phone : 320-632-9251 Url : None Email : eei@upstel.net Fax : 1-320-632-9252 Bryon Quinn	N	0
10	Fond Du Lac Indian Reservation Human Resources 1720 Big Lake Rd Cloquet, Minnesota 55720 Phone : 218-878-2653 Url : www.fdlrez.com Email : leemain@fdlrez.com Fax : 1-218-878-2683 Lee Main	N	0

**WBHR, WHMH-FM, WMIN, WVAL, WXYG
EEO PUBLIC FILE REPORT**

December 1, 2021 - November 30, 2022

II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
11	Goodwill Industries Vocational Enterprises 700 Garfield Ave Duluth, Minnesota 55802 Phone : 218-722-6351 Url : None Fax : 1-218-722-8108 Douglas Werber	N	0
12	Intercultural Mutual Assistance Association 300 11th Avenue NW Rochester, Minnesota 55901 Phone : 507-289-5960 Url : www.imaa.net Email : imaa@imaa.net Fax : 1-507-289-6199 Ron Buzard	N	0
13	Life-Work Planning Center 201 North Broad Street, Suite 100 Union Square Business Center Mankato, Minnesota 56001 Phone : 507-345-1577 Url : www.lwpc.org Fax : 1-507-345-1469 Susan McNamara	N	0
14	Lifetrack Resources 709 University Ave W St Paul, Minnesota 55104 Phone : 651-227-8471 Url : www.lifetrackresources.org Email : leona@lifetrackresources.org Fax : 1-651-227-0621 Leon Axtman	N	0
15	Minnesota Broadcasters Association 401 North Third Street, Suite 370 Minneapolis, Minnesota 55401 Phone : 612-926-8123 Email : tim.hyde@minnesotabroadcasters.com Tim Hyde	N	1

WBHR, WHMH-FM, WMIN, WVAL, WXYG

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II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
16	MN Teamsters Service Bureau - Dislocated Workers Program 2829 University Ave. SE Suite 720 Minneapolis, Minnesota 55414 Phone : 612-676-3759 Url : www.mntsb.org Email : Chrisc@mntsb.org Fax : 1-612-676-3748 Christine Chelstrom	N	0
17	Occupational Development Center, Inc. Highway 32 South Box 730 Thief River Falls, Minnesota 56701 Phone : 218-681-4949 Email : plavalier@odcmn.com Fax : 1-218-681-7635 Peter Lavalier	N	0
18	Pine Habilitation and Supported Employment (PHASE) 106 Main, PO Box 126 Sandstone, Minnesota 55072 Phone : 320-245-2246 Url : none Email : phase@ecenet.com Fax : 1-320-245-0431 Jeannette Kester	N	0
19	Summit Academy OIC 935 Olson Memorial Hwy Minneapolis, Minnesota 55455 Phone : 612-377-0150 Url : www.saoic.org Fax : 1-612-377-0156 Louis King	N	0
20	Tri-County Broadcasting, Inc. 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Url : http://www.tricountybroadcasting.com Email : mail@tricountybroadcasting.com Fax : 1-320-252-9367 Carla Jurgens	N	1
21	Unknown Referral Source	N	2

WBHR, WHMH-FM, WMIN, WVAL, WXYG

EEO PUBLIC FILE REPORT

December 1, 2021 - November 30, 2022

II. MASTER RECRUITMENT SOURCE LIST ("MRSL")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
22	Upper Midwest American Indian Center 1035 W. Broadway Ave Minneapolis, Minnesota 55411 Phone : 612-522-4436 Url : Coming Soon Email : joyceyellowhammer@yahoo.com Fax : 1-612-522-8855 Gertrude Buckanaga	N	0
23	Winona ORC Industries, Inc. 1053 E. Mark Street Winona, Minnesota 55987 Phone : 507-452-1855 Url : www.worcind.org Fax : 1-507-452-1857 Bill Harris	N	0
24	Workabilities, Inc. 7400 Laurel Ave. Golden Valley, Minnesota 55426 Phone : 763-541-1844 Url : www.workabilities.org Email : BILLLYONS@JUNO.COM Fax : 1-763-541-0415 Bill Lyons	N	0
25	www.660wbhr.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
26	www.800wval.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
27	www.mediagignow.com 300 South Riverside Plaza Suite 800 Chicago, Illinois 60606 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG**EEO PUBLIC FILE REPORT****December 1, 2021 - November 30, 2022****II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
28	www.rockin101.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
29	www.thegoatwxyg.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
30	www.uptown1010.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			4

WBHR, WHMH-FM, WMIN, WVAL, WXYG

EEO PUBLIC FILE REPORT

December 1, 2021 - November 30, 2022

III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	Ongoing Event	Provision of training to management	This person's responsibilities and skill set has been expanded to now include an on-air presence on several stations, plus voice work, and production duties for all the company stations. This person has computer programming skills, providing data entry and tech support for our stations. Training in promotions has been added. Covid-19 did interrupt this training for several months.	1	Programming
2	Ongoing Event	Establishment of a mentoring program	Tri-County Broadcasting desired to establish relationships with groups in the community that might otherwise be overlooked, that being teen aged persons. We are instructing a teen aged person on basic broadcast radio functions including production, microphone use and script writing with the end game of working independently. This person voices a weekly segment for one of the stations in the group. Our goal is to shine a light on careers in radio broadcasting. Covid-19 did not interrupt this effort.	1	Apprentice
3	12/1/2021	Participation in events sponsored by organizations representing the community	<p>This person substituted as the instructor of the Advanced Audio Production class at SCSU a couple of times. J. E. is the regular instructor.</p> <p>This person spoke on the variety of opportunities in the broadcast industry, and radio's current convergence with digital and multimedia platforms. Also traced the history of radio from its inception in the 1920's, its importance to national unity and confidence during The Great Depression and World War II, plus its emerging importance as a music venue with the rise of TV as America's family medium, pointing out the relationship of this change to the rise of Rock and Roll.</p> <p>This same person appeared as a guest via Zoom in the high school class of a former guest DJ who is an instructor. His class members had an opportunity to research the protest music of the '60's and '70's as a special project.</p>	1	Programming

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4	Ongoing Event	Establishment of a mentoring program	This person is being instructed on the use of the stations automation system, music scheduling software and production studio functions. The individual is responsible for real-time recording/writing of needed music into the system. Attention to detail throughout this process is necessary and a skill that transfers across broadcast radio. Covid-19 did interrupt this program for several months.	1	Apprentice
5	3/14/2022	Establishment of training programs for station personnel	Daily training will be required due to a complete replacement of our on air audio backbone, this was done station wide to an audio over IP system. On going training with AXIA through video, software & hardware support and crowd sourcing. This training included older individuals that let there technology skills lapse. This is on-going training.	3	Programming Programming Engineering

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Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Morning Show / Digital Content Producer Open Date: 1/13/2021 Hire Date: 3/1/2021	1-35	9

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2	AccessAbility 360 Hoover Street NE Minneapolis, Minnesota 55413 Phone : 612-331-5958 Url : www.accessability.org Fax : 1-612-331-2448 Laura Hollinger	N	0
3	Adult Client Training Service 802 E Fairview Ave Olivia, Minnesota 56277 Phone : 320-523-5666 Url : www.acts-ability.org Email : kborden@tds.net Fax : 1-320-523-5766 Karen Borden	N	0
4	Adult Training & Habitation Center PO Box 600 Winsted, Minnesota 55395 Phone : 320-485-4191 Url : www.athc.org Email : sdwathc@tds.net Fax : 1-320-485-4763 Steven Wilson	N	0
5	American Indian OIC, Inc 1845 East Franklin Ave Minneapolis, Minnesota 55404 Phone : 612-341-3358 Url : www.aioic.org Email : donc@aioic.org Fax : 1-612-341-3766 Don Clark	N	0

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7	Cedar Valley Services 2111 4th Street NW Austin, Minnesota 55912 Phone : 507-433-2303 Url : www.cedarvalleyservices.org Fax : 1-507-433-8880 Jim Mueller	N	0
8	Central MN Jobs & Training Services 106 Pine Street Monticello, Minnesota 55362 Phone : 763-271-3715 Url : www.mnworkforcecenter.org Email : bchaffee@ngwmail.mn.state.us Fax : 1-763-271-3701 Barb Chaffee	N	0
9	Consultant Referral	N	1
10	Crisis Resource Center 125 West Front Street Owatonna, Minnesota 55060 Phone : 507-451-1202 Url : None Fax : 1-507-455-2891 Sara Colby	N	0
11	Employment Enterprises, Inc PO Box 303 307 NW 9th Ave Little Falls, Minnesota 56345 Phone : 320-632-9251 Url : None Email : eei@upstel.net Fax : 1-320-632-9252 Bryon Quinn	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
12	Fond Du Lac Indian Reservation Human Resources 1720 Big Lake Rd Cloquet, Minnesota 55720 Phone : 218-878-2653 Url : www.fdlrez.com Email : leemain@fdlrez.com Fax : 1-218-878-2683 Lee Main	N	0
13	Goodwill Industries Vocational Enterprises 700 Garfield Ave Duluth, Minnesota 55802 Phone : 218-722-6351 Url : None Fax : 1-218-722-8108 Douglas Werber	N	0
14	Intercultural Mutual Assistance Association 300 11th Avenue NW Rochester, Minnesota 55901 Phone : 507-289-5960 Url : www.imaa.net Email : imaa@imaa.net Fax : 1-507-289-6199 Ron Buzard	N	0
15	Life-Work Planning Center 201 North Broad Street, Suite 100 Union Square Business Center Mankato, Minnesota 56001 Phone : 507-345-1577 Url : www.lwpc.org Fax : 1-507-345-1469 Susan McNamara	N	0
16	Lifetrack Resources 709 University Ave W St Paul, Minnesota 55104 Phone : 651-227-8471 Url : www.lifetrackresources.org Email : leona@lifetrackresources.org Fax : 1-651-227-0621 Leon Axtman	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
17	Mankato Rehabilitation Center, Inc. (MRCI) 15 Map Dr. PO Box 328 Mankato, Minnesota 56002 Phone : 507-386-5600 Url : www.mnwfc.org/rehab/crp/mrciinc.htm Email : mrci@mnrc.net Fax : 1-507-345-5991 William Bickett	N	0
18	Minnesota Broadcasters Association 401 North Third Street, Suite 370 Minneapolis, Minnesota 55401 Phone : 612-926-8123 Email : tim.hyde@minnesotabroadcasters.com Tim Hyde	N	0
19	MN Teamsters Service Bureau - Dislocated Workers Program 2829 University Ave. SE Suite 720 Minneapolis, Minnesota 55414 Phone : 612-676-3759 Url : www.mntsb.org Email : Chrisc@mntsb.org Fax : 1-612-676-3748 Christine Chelstrom	N	0
20	National Federation of the Blind MN 100 East 22nd Street Minneapolis, Minnesota 55404 Phone : 612-872-9363 Url : www.blindinc.org Email : info@blindinc.org Fax : 1-612-872-9358 Shawn Mayo	N	0
21	Occupational Development Center, Inc. Highway 32 South Box 730 Thief River Falls, Minnesota 56701 Phone : 218-681-4949 Email : plavalier@odcmn.com Fax : 1-218-681-7635 Peter Lavalier	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
22	Opportunity Services Inc. 1681 West Third Street Red Wing, Minnesota 55066 Phone : 651-578-1329 Url : www.oppserv.org Email : steves@oppserv.org Fax : 1-651-578-2873 Steve Spandl	N	0
23	Pine Habilitation and Supported Employment (PHASE) 106 Main, PO Box 126 Sandstone, Minnesota 55072 Phone : 320-245-2246 Url : none Email : phase@ecenet.com Fax : 1-320-245-0431 Jeannette Kester	N	0
24	Summit Academy OIC 935 Olson Memorial Hwy Minneapolis, Minnesota 55455 Phone : 612-377-0150 Url : www.saoic.org Fax : 1-612-377-0156 Louis King	N	0
25	Tri-County Broadcasting, Inc. 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Url : http://www.tricountybroadcasting.com Email : mail@tricountybroadcasting.com Fax : 1-320-252-9367 Carla Jurgens	N	0
26	Upper Midwest American Indian Center 1035 W. Broadway Ave Minneapolis, Minnesota 55411 Phone : 612-522-4436 Url : Coming Soon Email : joyceyellowhammer@yahoo.com Fax : 1-612-522-8855 Gertrude Buckanaga	N	0

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
27	Winona ORC Industries, Inc. 1053 E. Mark Street Winona, Minnesota 55987 Phone : 507-452-1855 Url : www.worcind.org Fax : 1-507-452-1857 Bill Harris	N	0
28	Word of Mouth Referral	N	1
29	Workabilities, Inc. 7400 Laurel Ave. Golden Valley, Minnesota 55426 Phone : 763-541-1844 Url : www.workabilities.org Email : BILLLYONS@JUNO.COM Fax : 1-763-541-0415 Bill Lyons	N	0
30	www.660wbhr.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
31	www.800wval.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
32	www.mediagignow.com 300 South Riverside Plaza Suite 800 Chicago, Illinois 60606 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
33	www.rockin101.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0

WHMH, WMIN, WVAL, WBHR, WXYG**EEO PUBLIC FILE REPORT****December 1, 2020 - November 30, 2021****II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
34	www.thegoatwxyg.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
35	www.uptown1010.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2

WHMH, WMIN, WVAL, WBHR, WXYG

EEO PUBLIC FILE REPORT

December 1, 2020 - November 30, 2021

III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title	Points
1	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>This young teen has been researching and voicing a weekly music report for several years. In that time this individual has created well over 100 programs. This person is responsible for identifying appropriate topics which relate to each month in Rock history. This intern then does research on the topics which is used to develop the scripts for the shows. Then voices the narrative for these programs under the guidance of station staff, who does the final editing and production.</p> <p>The advancement in this young teen's quality and depth of research is impressive, but this persons major development is in the voice-work. This individual immediately understands and incorporates coaching of his delivery and pronunciations. This person now intuitively knows if the pacing, inflection and energy of this individuals voice is appropriate for that particular moment of the script.</p> <p>The next step forward is mentoring this intern on Adobe Audition and NexGen software, fostering work independence.</p>	1		1.00
2	Ongoing Event	Establishment of training programs for station personnel	The company needed to modernized its accounting, billing and sales practices so, this individual advancement into accounting/billing assistant was achieved through training with the bookkeeping administrative person and on-line education courses. This additional skill is valued added to the radio stations.	1		1.00

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3	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>This intern, on a weekly basis, assists to expand the stations music library. In that time this person has received training on NexGen software which allows this individual to work independently in most of the assigned activities. This individual is a P1 listener for several of the radio stations and is an objective monitor of the station's sound.</p> <p>However, this individuals biggest contribution to stations is the mentored development of networking and organization skills with respect to station events. Not only did/does this person bring the promotional concepts to our attention, this intern has been instrumental in attracting the vendors and helping with the logistics of these events.</p>	1		1.00
4	Ongoing Event	Provision of training to management	<p>This person started as an announcer/sales rep/promotions with the stations goal of having this individual reach a level of management with the position of Human Resources and all its responsibilities.</p> <p>Advancement into the Human Resources position was achieved by working with the station's local lawyer for understanding of Human Resources duties, responsibilities and the EEO regulations. This also involved modernizing the stations employee manual to reflect changes in emerging media, communication interactions (social media, e-mail, texts) and internet use.</p> <p>Advancement into the Human Resources role included on going training with BroadcastSource1, Minnesota Broadcasters Association and the radio stations local lawyers with respect to compliance of FCC and Minnesota EEO requirements.</p>	1		1.00

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5	Ongoing Event	Establishment of a mentoring program	<p>This person is being trained on several operation functions. These duties include sport event production and announcements, weather reports and programming log production.</p> <p>Traffic log software along with protocol instruction is underway which will include commercial schedule input, daily log creation for all the stations, sales reports, commercial production and billing including both accounts receivable and payable.</p>	1		1.00
TOTAL POINTS OVER REPORTING PERIOD:						5.00

EEO Random Audit Response

Attachment 2 – Full-Time Positions Filled

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	Ability Building Center PO Box 6938 1911 14th Street NW Rochester, Minnesota 55903 Phone : 507-281-6262 Url : www.abcinc.org Fax : 1-507-281-6270 Steven Hill	N	0
2	AccessAbility 360 Hoover Street NE Minneapolis, Minnesota 55413 Phone : 612-331-5958 Url : www.accessability.org Fax : 1-612-331-2448 Laura Hollinger	N	0
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4	Adult Training & Habitation Center PO Box 600 Winsted, Minnesota 55395 Phone : 320-485-4191 Url : www.athc.org Email : sdwathe@tds.net Fax : 1-320-485-4763 Steven Wilson	N	0

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Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

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6	Carver County Workforce Center 602 East Fourth Street Chaska, Minnesota 55318 Phone : 952-361-1711 Email : mrudloff@co.carver.mn.us Fax : 1-952-361-1636 Mary Rudloff	N	0
7	Cedar Valley Services 2111 4th Street NW Austin, Minnesota 55912 Phone : 507-433-2303 Url : www.cedarvalleyservices.org Fax : 1-507-433-8880 Jim Mueller	N	0
0	Central MN Jobs & Training Services 106 Pine Street Monticello, Minnesota 55362 Phone : 763-271-3715 Url : www.mnworkforcecenter.org Email : bchaffee@ngwmail.mn.state.us Fax : 1-763-271-3701 Barb Chaffee	N	0
0	Consultant Referral	N	1

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Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
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9	Employment Enterprises, Inc PO Box 303 307 NW 9th Ave Little Falls, Minnesota 56345 Phone : 320-632-9251 Url : None Email : eei@upstel.net Fax : 1-320-632-9252 Bryon Quinn	N	0
10	Fond Du Lac Indian Reservation Human Resources 1720 Big Lake Rd Cloquet, Minnesota 55720 Phone : 218-878-2653 Url : www.fdlrez.com Email : leemain@fdlrez.com Fax : 1-218-878-2683 Lee Main	N	0
11	Goodwill Industries Vocational Enterprises 700 Garfield Ave Duluth, Minnesota 55802 Phone : 218-722-6351 Url : None Fax : 1-218-722-8108 Douglas Werber	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
12	Intercultural Mutual Assistance Association 300 11th Avenue NW Rochester, Minnesota 55901 Phone : 507-289-5960 Url : www.imaa.net Email : imaa@imaa.net Fax : 1-507-289-6199 Ron Buzard	N	0
13	Life-Work Planning Center 201 North Broad Street, Suite 100 Union Square Business Center Mankato, Minnesota 56001 Phone : 507-345-1577 Url : www.lwpc.org Fax : 1-507-345-1469 Susan McNamara	N	0
14	Lifetrack Resources 709 University Ave W St Paul, Minnesota 55104 Phone : 651-227-8471 Url : www.lifetrackresources.org Email : leona@lifetrackresources.org Fax : 1-651-227-0621 Leon Axtman	N	0
0	Mankato Rehabilitation Center, Inc. (MRCI) 15 Map Dr. PO Box 328 Mankato, Minnesota 56002 Phone : 507-386-5600 Url : www.mnwfc.org/rehab/crp/mrciinc.htm Email : mrci@mnrc.net Fax : 1-507-345-5991 William Bickett	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Minnesota Broadcasters Association 401 North Third Street, Suite 370 Minneapolis, Minnesota 55401 Phone : 612-926-8123 Email : tim.hyde@minnesotabroadcasters.com Tim Hyde	N	0
16	MN Teamsters Service Bureau - Dislocated Workers Program 2829 University Ave. SE Suite 720 Minneapolis, Minnesota 55414 Phone : 612-676-3759 Url : www.mntsb.org Email : Chrisc@mntsb.org Fax : 1-612-676-3748 Christine Chelstrom	N	0
0	National Federation of the Blind MN 100 East 22nd Street Minneapolis, Minnesota 55404 Phone : 612-872-9363 Url : www.blindinc.org Email : info@blindinc.org Fax : 1-612-872-9358 Shawn Mayo	N	0
17	Occupational Development Center, Inc. Highway 32 South Box 730 Thief River Falls, Minnesota 56701 Phone : 218-681-4949 Email : plavalier@odcmn.com Fax : 1-218-681-7635 Peter Lavalier	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
0	Opportunity Services Inc. 1681 West Third Street Red Wing, Minnesota 55066 Phone : 651-578-1329 Url : www.oppserv.org Email : steves@oppserv.org Fax : 1-651-578-2873 Steve Spandl	N	0
18	Pine Habilitation and Supported Employment (PHASE) 106 Main, PO Box 126 Sandstone, Minnesota 55072 Phone : 320-245-2246 Url : none Email : phase@ecenet.com Fax : 1-320-245-0431 Jeannette Kester	N	0
19	Summit Academy OIC 935 Olson Memorial Hwy Minneapolis, Minnesota 55455 Phone : 612-377-0150 Url : www.saoic.org Fax : 1-612-377-0156 Louis King	N	0
20	Tri-County Broadcasting, Inc. 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Url : http://www.tricountybroadcasting.com Email : mail@tricountybroadcasting.net Fax : 1-320-252-9367 Carla Jurgens	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
22	Upper Midwest American Indian Center 1035 W. Broadway Ave Minneapolis, Minnesota 55411 Phone : 612-522-4436 Url : Coming Soon Email : joyceyellowhammer@yahoo.com Fax : 1-612-522-8855 Gertrude Buckanaga	N	0
23	Winona ORC Industries, Inc. 1053 E. Mark Street Winona, Minnesota 55987 Phone : 507-452-1855 Url : www.worcind.org Fax : 1-507-452-1857 Bill Harris	N	0
0	Word of Mouth Referral	N	1
24	Workabilities, Inc. 7400 Laurel Ave. Golden Valley, Minnesota 55426 Phone : 763-541-1844 Url : www.workabilities.org Email : BILLYONS@JUNO.COM Fax : 1-763-541-0415 Bill Lyons	N	0
25	www.660wbhr.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
26	www.800wval.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Morning Show / Digital Content Producer

Recruitment source referring hiree: Consultant Referral

Date of hire: 3/1/2021

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	www.mediagignow.com 550 W. Jackson Blvd Suite 200 Chicago, Illinois 60661 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
28	www.rockin101.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
29	www.thegoatwxyg.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
30	www.uptown1010.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Multitalented Broadcast Communicator

Recruitment source referring hiree: Tri-County Broadcasting, Inc.

Date of hire: 9/12/2022

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	Ability Building Center PO Box 6938 1911 14th Street NW Rochester, Minnesota 55903 Phone : 507-281-6262 Url : www.abcinc.org Fax : 1-507-281-6270 Steven Hill	N	0
2	AccessAbility 360 Hoover Street NE Minneapolis, Minnesota 55413 Phone : 612-331-5958 Url : www.accessability.org Fax : 1-612-331-2448 Laura Hollinger	N	0
3	Adult Client Training Service 802 E Fairview Ave Olivia, Minnesota 56277 Phone : 320-523-5666 Url : www.acts-ability.org Email : kborden@tds.net Fax : 1-320-523-5766 Karen Borden	N	0
4	Adult Training & Habitation Center PO Box 600 Winsted, Minnesota 55395 Phone : 320-485-4191 Url : www.athc.org Email : sdwathc@tds.net Fax : 1-320-485-4763 Steven Wilson	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Multitalented Broadcast Communicator

Recruitment source referring hiree: Tri-County Broadcasting, Inc.

Date of hire: 9/12/2022

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
5	American Indian OIC, Inc 1845 East Franklin Ave Minneapolis, Minnesota 55404 Phone : 612-341-3358 Url : www.aioic.org Email : donc@aioic.org Fax : 1-612-341-3766 Don Clark	N	0
6	Carver County Workforce Center 602 East Fourth Street Chaska, Minnesota 55318 Phone : 952-361-1711 Email : mrudloff@co.carver.mn.us Fax : 1-952-361-1636 Mary Rudloff	N	0
7	Cedar Valley Services 2111 4th Street NW Austin, Minnesota 55912 Phone : 507-433-2303 Url : www.cedarvalleyservices.org Fax : 1-507-433-8880 Jim Mueller	N	0
8	Crisis Resource Center 125 West Front Street Owatonna, Minnesota 55060 Phone : 507-451-1202 Url : None Fax : 1-507-455-2891 Sara Colby	N	0
9	Employment Enterprises, Inc PO Box 303 307 NW 9th Ave Little Falls, Minnesota 56345 Phone : 320-632-9251 Url : None Email : eei@upstel.net Fax : 1-320-632-9252 Bryon Quinn	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Multitalented Broadcast Communicator

Recruitment source referring hiree: Tri-County Broadcasting, Inc.

Date of hire: 9/12/2022

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	Fond Du Lac Indian Reservation Human Resources 1720 Big Lake Rd Cloquet, Minnesota 55720 Phone : 218-878-2653 Url : www.fdlrez.com Email : leemain@fdlrez.com Fax : 1-218-878-2683 Lee Main	N	0
11	Goodwill Industries Vocational Enterprises 700 Garfield Ave Duluth, Minnesota 55802 Phone : 218-722-6351 Url : None Fax : 1-218-722-8108 Douglas Werber	N	0
12	Intercultural Mutual Assistance Association 300 11th Avenue NW Rochester, Minnesota 55901 Phone : 507-289-5960 Url : www.imaa.net Email : imaa@imaa.net Fax : 1-507-289-6199 Ron Buzard	N	0
13	Life-Work Planning Center 201 North Broad Street, Suite 100 Union Square Business Center Mankato, Minnesota 56001 Phone : 507-345-1577 Url : www.lwpc.org Fax : 1-507-345-1469 Susan McNamara	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Multitalented Broadcast Communicator

Recruitment source referring hiree: Tri-County Broadcasting, Inc.

Date of hire: 9/12/2022

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Lifetrack Resources 709 University Ave W St Paul, Minnesota 55104 Phone : 651-227-8471 Url : www.lifetrackresources.org Email : leona@lifetrackresources.org Fax : 1-651-227-0621 Leon Axtman	N	0
15	Minnesota Broadcasters Association 401 North Third Street, Suite 370 Minneapolis, Minnesota 55401 Phone : 612-926-8123 Email : tim.hyde@minnesotabroadcasters.com Tim Hyde	N	1
16	MN Teamsters Service Bureau - Dislocated Workers Program 2829 University Ave. SE Suite 720 Minneapolis, Minnesota 55414 Phone : 612-676-3759 Url : www.mntsb.org Email : Chrisc@mntsb.org Fax : 1-612-676-3748 Christine Chelstrom	N	0
17	Occupational Development Center, Inc. Highway 32 South Box 730 Thief River Falls, Minnesota 56701 Phone : 218-681-4949 Email : plavalier@odcmn.com Fax : 1-218-681-7635 Peter Lavalier	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Multitalented Broadcast Communicator

Recruitment source referring hiree: Tri-County Broadcasting, Inc.

Date of hire: 9/12/2022

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
18	Pine Habilitation and Supported Employment (PHASE) 106 Main, PO Box 126 Sandstone, Minnesota 55072 Phone : 320-245-2246 Url : none Email : phase@ecenet.com Fax : 1-320-245-0431 Jeannette Kester	N	0
19	Summit Academy OIC 935 Olson Memorial Hwy Minneapolis, Minnesota 55455 Phone : 612-377-0150 Url : www.saoic.org Fax : 1-612-377-0156 Louis King	N	0
20	Tri-County Broadcasting, Inc. 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Url : http://www.tricountybroadcasting.com Email : mail@tricountybroadcasting.net Fax : 1-320-252-9367 Carla Jurgens	N	1
21	Unknown Referral Source	N	2
22	Upper Midwest American Indian Center 1035 W. Broadway Ave Minneapolis, Minnesota 55411 Phone : 612-522-4436 Url : Coming Soon Email : joyceyellowhammer@yahoo.com Fax : 1-612-522-8855 Gertrude Buckanaga	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Multitalented Broadcast Communicator

Recruitment source referring hiree: Tri-County Broadcasting, Inc.

Date of hire: 9/12/2022

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
23	Winona ORC Industries, Inc. 1053 E. Mark Street Winona, Minnesota 55987 Phone : 507-452-1855 Url : www.worcind.org Fax : 1-507-452-1857 Bill Harris	N	0
24	Workabilities, Inc. 7400 Laurel Ave. Golden Valley, Minnesota 55426 Phone : 763-541-1844 Url : www.workabilities.org Email : BILLLYONS@JUNO.COM Fax : 1-763-541-0415 Bill Lyons	N	0
25	www.660wbhr.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
26	www.800wval.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
27	www.mediagignow.com 550 W. Jackson Blvd Suite 200 Chicago, Illinois 60661 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0

WBHR, WHMH-FM, WMIN, WVAL, WXYG

Vacancy Data Form

Multitalented Broadcast Communicator

Recruitment source referring hiree: Tri-County Broadcasting, Inc.

Date of hire: 9/12/2022

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
28	www.rockin101.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
29	www.thegoatwxyg.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
30	www.uptown1010.com 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone : 320-252-6200 Carla Jurgens Manual Posting	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			4

EEO Random Audit Response

Attachment 3 – Job Notification Details

Job Template Details

Template Name: Multitalented Broadcast Communicator

Vacancy Category: Talent

Vacancy Position/Title: Multitalented Broadcast Communicator

Details: Tri-County Broadcasting, St. Cloud, Minnesota a live, local and very independent entertainment company, has an exciting, fun and creative opportunity for a talented “jack-of-all-trades” radio broadcast communicator. We hire and retain top talent who are unique, innovative and vibrant. This is a full time, multi-tasking position, and a great way to connect with the community. The ideal person must be able to work flexible hours with minimum supervision and additional shifts when necessary. Duties include commission sales, an on-air shift, sports play-by-play, writing news and sports stories, and recording and writing ad copy.....all aspects of local broadcasting. Computer skills are a must as Tri-County Broadcasting is a multimedia company sharing music, sports and news across a variety of platforms. Tri-County Broadcasting believes in creating progressive products and building strong relationships in the community. Whether it's on the phone, desktop, tablet, silly speaker or in the car, our signals enhance the journey.

City: Sauk Rapids

State: Minnesota

ZipCode: 563789

Experience:

- Commission sales, multi-media marketing solutions to local businesses
- On-air shift / News and Sports updates
- Live Sports Play-By-Play
- Recording, writing, and editing ads for commercial clients
- Conduct remote broadcasts as directed
- Conduct on-air interviews
- Assists in special promotions and programming activities
- May act as Master of Ceremonies for public and/or private events
- Keeps traffic logs and transmitter readings
- Office support as needed
- Other duties as assigned

Job Template Details

- Requirements:**
- Knowledge of all applicable FCC compliance rules and regulations
 - Knowledge of EAS system and legal requirements
 - Ability to interact with management, staff, clients, and public at all levels
 - Ability to multi-task, prioritize and handle strict deadlines
 - Ability to troubleshoot unexpected problems and fix them quickly
 - Understanding of play-by-play, it's format structuring, and required equipment
 - Must possess strong written and oral communication skills
 - Must possess strong computer skills
 - Experience operating automation and production systems
 - Dress and conduct yourself in a professional, pleasing manner
 - High School diploma or equivalent
 - Must hold a valid driver's license and current auto insurance

Additional Information:

Contact Details: Tri-County Broadcasting, Inc.
ATTN: Human Resources
P.O. Box 366
Sauk Rapids, MN 56379

OR

admin@tricitybroadcasting.com

Job Notification details between 12/1/2021 to 11/30/2023**Multitalented Broadcast Communicator (Broadcast1Source tracking number 104618)****No. of Agencies were used:** 29

Notification sent to agencies below was identical for Fax and e-mail notifications. A copy of this is shown below:

To

All recruiting agencies listed in the report below**Sent On:** 07/27/2022**Subject:** Job Notification from Broadcast1Source**From:** contact@broadcast1source.com**E-Mail:** carla.j.jurgens@tricitybroadcasting.net**Title:** Multitalented Broadcast Communicator**Experience:**

- Commission sales, multi-media marketing solutions to local businesses
- On-air shift / News and Sports updates
- Live Sports Play-By-Play
- Recording, writing, and editing ads for commercial clients
- Conduct remote broadcasts as directed
- Conduct on-air interviews
- Assists in special promotions and programming activities
- May act as Master of Ceremonies for public and/or private events
- Keeps traffic logs and transmitter readings
- Office support as needed
- Other duties as assigned

Requirements:

- Knowledge of all applicable FCC compliance rules and regulations
- Knowledge of EAS system and legal requirements
- Ability to interact with management, staff, clients, and public at all levels
- Ability to multi-task, prioritize and handle strict deadlines
- Ability to troubleshoot unexpected problems and fix them quickly
- Understanding of play-by-play, it's format structuring, and required equipment
- Must possess strong written and oral communication skills
- Must possess strong computer skills
- Experience operating automation and production systems
- Dress and conduct yourself in a professional, pleasing manner
- High School diploma or equivalent
- Must hold a valid driver's license and current auto insurance

Description:

Job Notification details between 12/1/2021 to 11/30/2023

Tri-County Broadcasting, St. Cloud, Minnesota a live, local and very independent entertainment company, has an exciting, fun and creative opportunity for a talented “jack-of-all-trades” radio broadcast communicator. We hire and retain top talent who are unique, innovative and vibrant. This is a full time, multi-tasking position, and a great way to connect with the community. The ideal person must be able to work flexible hours with minimum supervision and additional shifts when necessary. Duties include commission sales, an on-air shift, sports play-by-play, writing news and sports stories, and recording and writing ad copy.....all aspects of local broadcasting. Computer skills are a must as Tri-County Broadcasting is a multimedia company sharing music, sports and news across a variety of platforms. Tri-County Broadcasting believes in creating progressive products and building strong relationships in the community. Whether it's on the phone, desktop, tablet, silly speaker or in the car, our signals enhance the journey.

Additional Information:**Contact:**

Tri-County Broadcasting, Inc.ATTN: Human ResourcesP.O. Box 366Sauk Rapids, MN
56379ORadmin@tricitybroadcasting.com

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Gary E. Hoppe at gary.e.hoppe@tricitybroadcasting.net

Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
7/27/2022	Workabilities, Inc.	No	Bill Lyons	1-763-541-0415	
7/27/2022	Summit Academy OIC	No	Louis King	1-612-377-0156	
7/27/2022	Upper Midwest American Indian Center	No	Gertrude Buckanaga	1-612-522-8855	
7/27/2022	Winona ORC Industries, Inc.	No	Bill Harris	1-507-452-1857	
7/27/2022	Pine Habilitation and Supported Employment (PHASE)	No	Jeannette Kester	1-320-245-0431	
7/27/2022	www.660wbhr.com	No	Carla Jurgens	1--	By User/Other System
7/27/2022	www.thegoatwxyg.com	No	Carla Jurgens	1--	By User/Other System
7/27/2022	www.800wval.com	No	Carla Jurgens	1--	By User/Other System
7/27/2022	www.uptown1010.com	No	Carla Jurgens	1--	By User/Other System
7/27/2022	Tri-County Broadcasting, Inc.	No	Carla Jurgens	1-320-252-9367	mail@tricitybroadcasting.com
7/27/2022	www.rockin101.com	No	Carla Jurgens	1--	By User/Other System

Job Notification details between 12/1/2021 to 11/30/2023

Notification Date	Agency Name	Prong2	Name	Notification By Fax	Notification By Email
7/27/2022	Occupational Development Center, Inc.	No	Peter Lavalier	1-218-681-7635	
7/27/2022	MN Teamsters Service Bureau - Dislocated Workers Program	No	Christine Chelstrom	1-612-676-3748	
7/27/2022	Minnesota Broadcasters Association	No	Tim Hyde	1--	tim.hyde@minnesotabroadcasters.com
7/27/2022	Lifetrack Resources	No	Leon Axtman	1-651-227-0621	
7/27/2022	Intercultural Mutual Assistance Association	No	Ron Buzard	1-507-289-6199	
7/27/2022	Life-Work Planning Center	No	Susan McNamara	1-507-345-1469	
7/27/2022	Goodwill Industries Vocational Enterprises	No	Douglas Werber	1-218-722-8108	
7/27/2022	Employment Enterprises, Inc	No	Bryon Quinn	1-320-632-9252	
7/27/2022	Fond Du Lac Indian Reservation Human Resources	No	Lee Main	1-218-878-2683	
7/27/2022	Cedar Valley Services	No	Jim Mueller	1-507-433-8880	
7/27/2022	Crisis Resource Center	No	Sara Colby	1-507-455-2891	
7/27/2022	American Indian OIC, Inc	No	Don Clark	1-612-341-3766	
7/27/2022	Carver County Workforce Center	No	Mary Rudloff	1-952-361-1636	
7/27/2022	AccessAbility	No	Laura Hollinger	1-612-331-2448	
7/27/2022	Adult Client Training Service	No	Karen Borden	1-320-523-5766	
7/27/2022	Adult Training & Habitation Center	No	Steven Wilson	1-320-485-4763	
7/27/2022	Ability Building Center	No	Steven Hill	1-507-281-6270	
7/27/2022	www.mediagignow.com	No	MediaGigNow.com	1--	customerservice@mediagignow.com

Job Template Details

Template Name: Morning Show / Digital Content Producer

Vacancy Category: Talent

Vacancy Position/Title: Morning Show / Digital Content Producer

Details:

INTRO & BRIEF DESCRIPTION

Tri-County Broadcasting is a family owned company of 58 years with 6 radio stations, 11 signals that serve unique communities in central Minnesota. At TCB, we're looking for people with broad skills in local media, and we have free parking. This individual will perform **both** as morning show entertainer and producer of digital content for the radio stations.

City: Sauk Rapids

State: Minnesota

ZipCode: 56379

Job Template Details

Experience:

MORNING SHOW ENTERTAINER & DIGITAL CONTENT PRODUCER

DUTIES & RESPONSIBILITIES

The Morning Show position creates and performs live/transcribed broadcasts that are entertaining, informative, and project Tri-County Broadcasting's desired on-air image all while achieving maximum audience acceptance and ratings. On air talent will work closely with the programming, promotion, sales and engineering to grow TCB's on-air and digital audience.

The Producer of Digital Content will put to use the right mix of news judgment, creativity, and command of all things digital and social. This multi-tasking person will prepare, write copy-edits and posts news, sports, community, programming, and promotional content sources for the web site, mobile platforms, and social media sites. This individual will uphold the station's established journalistic standards, administer and moderate social media outreaches including Facebook, Twitter etc. You will be working closely with programming, promotions, sales and technical departments.

Requirements:

MORNING SHOW ENTERTAINER & DIGITAL CONTENT PRODUCER

REQUIREMENT & SKILLS

- Previous on air experience. Degree in Communication, Journalism, related field or equivalent experience preferred.
 - Plan, prepare and deliver live and transcribed program content for the WHMH Morning Show in an entertaining and professional manner consistent with the rock station format. Assure thorough, advance preparation of content, commercials, technical arrangements and show elements.
 - Good conversationalist, well-read, knowledgeable and articulate in dealing with current affairs; Ability to enunciate clearly and interpret and read copy fluently. Articulate information in clear, concise manner. Ability to think spontaneously and ad lib while on air and at appearances in
-

Job Template Details

a coherent manner.

- Ability to operate all mechanical functions of preparing and delivering an on-air performance, including the recording, editing and playback of listener telephone calls, the preparation of recorded "bits" and other show elements, the operation of the control room console and studio equipment. Proficient with Zetta, NexGen, Adobe, Word and Excel software.
- Answer phone lines and interview members of listening audience, guests and famous personalities .
- Record, write, create and produce assigned commercial, imaging, promotional or public service announcements in a professional manner.
- Ensure that contests and promotions are conducted in compliance with FCC regulations, as well as federal and state laws. Possess thorough knowledge and understanding of FCC rules and regulations which pertain to announcers, particularly but not limited to Sections 315, 217 and 508.
- Follow and enforce FCC regulations, station and company polices as outlined in the Tri-County Broadcasting Employee Handbook.
- Promote TCB and clients of the company by planning and attending in-person appearances such as community events, including hosting and assisting at charity functions and remote broadcasts. Travel to and attend station promotional appearances including sales appearances.
- Maintain the program and music logs and ensure that commercials or programs are aired at times logged and any omissions noted. Report all discrepancies to the TCB Traffic person.

DIGITAL CONTENT PRODUCER

REQUIREMENTS/SKILLS

- Three (3) years of experience as a digital news producer or related experience
 - Must be familiar with WordPress and AP writing style, excellent writing and editing skills, familiarity with journalistic standards.
-

Job Template Details

- Must have strong news judgment and work with the to plan daily stories and content
- Create videos, podcasts or promo blasts etc for various digital media platforms for all the stations

GENERAL REQUIREMENTS

- Maintain and build a positive cooperative attitude. Build working relationships with co-workers, customers, vendors and the general public. This person must function in a team environment and participate in meetings as required.
 - Report to work on time, work established schedule/hours, work other hours or alternate schedules as needed, as assigned or required. Complete other duties as requested.
 - Project an appropriate professional appearance and demeanor. Maintain positive relationships with national & local community. Act in a professional manner when representing each station.
 - Ability to read, hear and speak clearly and follow both oral and written direction.
 - Ability to multi-task with a variety of duties and function under extreme deadline pressure.
 - Willingness to be coached and directed by Program Director or Consultant.
 - Physical Requirements Manual dexterity and fine motor skills to manipulate computer keys and board controls as well as general office equipment (telephone, copier, etc.) for extended periods of time. Wear headsets and be confined to a specific space during the course of work. Sit and/or stand for extended periods of time. Average pushing and pulling, bending, stooping and reaching overhead. Tri-County may facilitate reasonable accommodations to perform essential job functions.
 - Ability to communicate in English, both verbally and in writing.
-

Job Template Details

Additional Information: Interested? Resume and aircheck, please.

Contact Details: Tri-County Broadcasting, Inc.
P.O. Box 366
Sauk Rapids, MN 56379-0366

mail@tricitybroadcasting.com

Carla, (320) 309-6666
Gary, (320) 547-1017

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Attachment 4 – Interviewee List

Interview Recruitment Source Report from 12/1/2021 - 11/30/2023

Please note that the recruitment source used for hiring is bolded in the text below

Job ID: 104618

Job Title: Multitalented Broadcast Communicator

Job Opening Period: 7/27/2022 - 8/27/2022

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
Candidate	9/2/2022	No		Unknown Referral Source
Candidate	8/26/2022	Yes	9/12/2022	Tri-County Broadcasting, Inc. 1010 2nd Street North P.O. Box 366 Sauk Rapids, Minnesota 56379 Phone: 320-252-6200 Fax: 1-320-252-9367 Carla Jurgens
Candidate	8/12/2022	No		Minnesota Broadcasters Association 401 North Third Street, Suite 370 Minneapolis, Minnesota 55401 Phone: 612-926-8123 Fax: 1---Tim Hyde
Candidate	8/5/2022	No		Unknown Referral Source



Interview Sheet								
Select Job ID: 87263 <input type="button" value="v"/>			Date Posted: 1/13/2021			Closing Date: 2/13/2021		
Interview Date	Candidate Name	Candidate Start Date	Agency Name	Prong 2	Contact Person	Interviewer		
2/17/2021	Seth Coburn		Word of Mouth Referral	NO	Gary E Hoppe	Gary Hoppe	Edit	Delete
1/19/2021	John Lassman	3/1/2021	Consultant Referral	NO	Gary E Hoppe	Gary Hoppe	Edit	Delete





Interview Sheet								
Select Job ID: 104618			Date Posted: 7/27/2022			Closing Date: 8/27/2022		
Interview Date	Candidate Name	Candidate Start Date	Agency Name	Prong 2	Contact Person	Interviewer		
9/2/2022	Seth Coburn		Unknown Referral Source	NO	(n/a)	Gary Hoppe	Edit	Delete
8/26/2022	Kurt Halder	9/12/2022	Tri-County Broadcasting, Inc.	NO	Carla Jurgens FAX: 1-320-252-9367	Gary Hoppe	Edit	Delete
8/12/2022	Seth Tiegs		Minnesota Broadcasters Association	NO	Tim Hyde FAX: 1---	Gary Hoppe	Edit	Delete
8/5/2022	Gabe Anderson		Unknown Referral Source	NO	(n/a)	Gary Hoppe	Edit	Delete



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Attachment 5 – Supplemental Recruitment Initiatives

Outreach Initiatives Details

From: Sauk Rapids-St.Cloud,MN

Date:4/8/2024

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Outreach Initiatives Details between 12/1/2021 to 11/30/2023

Sl.No.	Date	Activity Type	No. Of Stations Participants	Participant Name	Hiring Authority?	Points
1	Ongoing Event	Establishment of a mentoring program	1	T. J. M. M. G. H. P. M.	No No Yes No	1.00

Description:

This mentored individual assisted in maintaining the radio stations numerous transmission concerns. From equipment modernizing to keep pace with FCC regulation requirements to daily compliance matters. This person installed new ATU components, updated TUNWALL switching boxes, wiring and transmission lines for a construction permit/power increased on WMIN-AM. Also, signal strength measurements were performed at the designated geo-points for the WMIN license application. Further, T. J. was instructed and assisted on the new satellite antenna install, replacement microwave STL's and FM translator upgrades.

Scope of Participation:

AM & FM transmission plants. This does include studio work too.
Tim Janey, Mark Mueller, Paul Miller & Gary Hoppe

2	Ongoing Event	Establishment of training programs for station personnel	2	J. M. V. K.	No No	1.00
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Description:

To train and advance the individual's ability to continue in special programming for 106.5 The Point. The goal is to help the participant gain knowledge to facilitate Nerd News Network programming as well as assist production thereof. The objective is for the participant to fully complete the necessary skills for client ad and programming production.

Scope of Participation:

To enhance ability to continue to participate in special on air programming where assistance is needed.
Val Kingston & James Moon

3	Ongoing Event	Sponsorship of events in the community designed to increase public awareness	15	A. N. J. R.	No No	.50
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Description:

Special program "Goat Guest DJ Show" host and coordinator organized a gathering and event at a local venue in Sauk Rapids for a live 10-hour marathon broadcast. The event's purpose was to gather 50 past Goat Guest DJ's for our first annual reunion celebration of the program. (The program originated in the spring of 2019) We also invited the public to attend and watch the remote broadcast. WXYG sponsored and hosted this local event in conjunction with our listener appreciation party.

Scope of Participation:

Goal was to promote our local Goat Guest Dj program which is open to the public and to let the community know of our

Outreach Initiatives Details

From: Sauk Rapids-St.Cloud,MN

Date: 4/8/2024

Page: 2/3

Outreach Initiatives Details between 12/1/2021 to 11/30/2023

Sl.No.	Date	Activity Type	No. Of Stations Participants	Participant Name	Hiring Authority?	Points
		free local venue. Goal was to also let the public know about our special program designed for listeners to participate in the on-air program. Al Neff, Julie Renken & Tim Mackey				
4	Ongoing Event	Provision of training to management	1	J. R.	No	1.00
		Description: This person's responsibilities and skill set has been expanded to now include an on-air presence on several stations, plus voice work, and production duties for all the company stations. This person has computer programming skills, providing data entry and tech support for our stations. Training in promotions has been added. This person came to TCB through an outreach program we provided. Scope of Participation: Goal is to advance this person to handle production for all stations, including music scheduling, song maintenance and commercial traffic software. This is a work in progress. Julie Renken				
5	Ongoing Event	Establishment of a mentoring program	1	W. P.	No	1.00
		Description: Tri-County Broadcasting desired to establish relationships with groups in the community that might otherwise be overlooked, that being teen aged individuals. We are instructing a teen aged person on basic broadcast radio functions including production, microphone use and script writing with the end game of working independently. This person voices a weekly segment for one of the stations in the group. Our goal is to shine a light on careers in radio broadcasting. Scope of Participation: The goal is to continue and expand the mentor program with younger participants that includes instruction in radio production, programming, engineering and sales with the long term goal of a career in broadcasting. Our goal is to shine a light on careers in radio broadcasting. Walker Prescott				
6	Ongoing Event	Establishment of a mentoring program	1	T. M.	No	1.00
		Description: Continuing instruction on the use of the stations automation, music scheduling, production software and AXIA (AoIP) studio functions. The individual is responsible for real-time recording/writing of music into the audio software, condition the sound file to company standards of sound quality and loudness for placement in the automation on-air software.				

Outreach Initiatives Details

From: Sauk Rapids-St.Cloud,MN

Date:4/8/2024

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Outreach Initiatives Details between 12/1/2021 to 11/30/2023

Sl.No.	Date	Activity Type	No. Of Stations Participants	Participant Name	Hiring Authority?	Points
		Attention to detail throughout this process is an absolute and this is a skill that transcends across broadcast radio.				
		Scope of Participation:				
		The goal is to continue and expand the mentor program with participants that includes instruction in radio production, programming, promotion, engineering and sales.				
		Tim Mackey				
7	Ongoing Event	Establishment of training programs for station personnel	15	G. H. A. H.	Yes No	1.00

Description:

Daily training as required due to the continual replacement of the TCB audio backbone, this protocol, Audio over IP (AoIP) is company wide. On going training for AXIA-Telos system is achieved through video instruction, software & hardware support and crowd sourcing. This training included older individuals that let there technology skills lapse. These are skills that transcend the broadcast industry.

Scope of Participation:

AXIA and RCS support line. This is/was a station wide upgrade and on-going.
Complete staff

Total Points: 6.50

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Attachment 6 - Self Assessment Program

Summary of Self Assessment between 12/1/2021 to 11/30/2023

Sl.No.	Audit Date / Auditor	Observations	Proposed Action	Completion Date
1	09/08/2023 (Carla Jurgens)	Need to offer more internship opportunities as the previous ones have been fulfilled	Reach out to local Public radio station KVSC as we have in the past to offer internship for any students who wish to continue their career in broadcasting	09/08/2023
2	08/15/2022 (Carla Jurgens)	Doing great with posting available jobs and filling them per all BS1 requirements	Continue to adhere to BS1 standards and work more with mentor programs for those with avail intern hours, mentor those with radio interest and continue to attend job fairs, and etc.	08/15/2022
