



corporation

**AJG Corporation**

P.O. Box 885  
Morgantown, WV 26507

May 11, 2022

Ms. Elizabeth Golden  
Assistant Chief, Investigations and Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, DC 20554

**Re: EEO Audit Response  
Station WCLG, Facility Id No. 3, Morgantown, West Virginia**

Dear Ms. Golden:

AJG Corporation ("AJG"), licensee of standard broadcast station WFGM<sup>1</sup>, Facility Id No. 3, Morgantown, West Virginia, herein responds to the March 21, 2022 letter of Elizabeth Golden, Assistant Chief, Investigations & Hearings Division Enforcement Bureau, regarding the random EEO audit of the station employment unit that includes WCLG (the "EEO Audit Letter"). By email dated April 29, 2022, the Enforcement Bureau granted a request for extension of time to respond until May 12, 2022.

The employment unit ("EU") is comprised of the following stations in addition to WFMG:

WFGM-FM, Facility Id No. 21170, Barrackville, West Virginia  
WBUC(AM), Facility Id No. 9301, Buckhannon, West Virginia  
WCLG-FM, Facility Id No. 6553, Morgantown, West Virginia  
WBTQ(FM), Facility Id No. 71690, Weston, West Virginia  
WPDX-FM, Facility Id No. 68303, Clarksburg, West Virginia  
WPDX(AM), Facility Id No. 68302, Clarksburg, West Virginia<sup>2</sup>

The following responses will track the paragraphs of the EEO Audit Letter:

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<sup>1</sup> While the FCC's Random EEO Audit Letter referred to the station as WCLG, the call sign of the station was changed to WFGM on November 21, 2019. As such, the station will be referred to herein by its legal call sign.

<sup>2</sup> Station WPDX(AM) signed off air Dec 9, 2021 and its license was relinquished for cancellation.

2(b) As of the date of submission of this response, the EU employs five full time employees.

2(b)(i) **EEO Public File Reports, Web Sites** Attached as Exhibit A are the 6/1/2019-5/31/2020 and 6/1/2020- 5/31/2021 EEO Public File Reports (original and amended<sup>3</sup>).

2(b)(ii) **Websites** The 2019-2020 and 2020-2021 EEO Public File Reports *are* posted on the website of each of the following stations in the EU.<sup>4</sup> The web address for each of the stations that maintain websites is as follows:

WCLG FM: [www.WCLG.com](http://www.WCLG.com)  
WFGM FM: [www.921FGM.com](http://www.921FGM.com)  
WPDX FM: [www.1049WPDX.com](http://www.1049WPDX.com)

2(b)(iii) **Full-time Hires during the period covered by the attached Public File Reports** As reflected in the attached EEO Public File Reports, AJG Corporation made four full time hires:

- (A) Account Executive/Sale Representative, 40 hrs/wk
- (B) Account Executive/Sales Representative, 40 hrs/wk
- (C) Account Executive/Sales Representative, 40 hrs/wk

**Full –Time Position Announcements** Attached as Exhibit B is documentation showing on-air announcements aired and, where applicable, notices sent to outside sources. While job postings were made on the EU websites and social media sites for each such opening, the licensee did not realize it was supposed to keep screen shots to substantiate it. (For future openings, website and social media postings will be documented with screen shots. In addition, all positions were recruited internally with postings on station bulletin boards and by word of mouth. Only one representative copy of each is attached for each opening. We retain on file copies of the notice sent to all sources, as well as electronic copies of date program logs noting the dates and times of the on-air ads. The EU has no Entitled Sources.

2(b)(iv) **Interviewees** As reflected in the Annual EEO Public File Reports attached as Exhibit A, the following lists each full-time position filled, the number of individuals interviewed for such position, the recruitment source that produced the candidate that was ultimately hired for each position, and the date of hire.

- (A) 2019, Sale Representative, 4 interviewed, ads on AJG station WCLG-FM, 11/19/2019
- (B) 2020, Sales Representative, 2 interviewed, word of mouth (outside business associate), 6/17/2020
- (C) 2021, Sales Representative, 7 interviewed, Indeed.com, 4/12/2021

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<sup>3</sup> The EEO Public File Report were amended as part of the preparation of this response in order to make the reports more clear for anyone reviewing them and to remove Station WSWW since it is no located in the Morgantown-Clarksburg-Fairmont, WV market. In any event, Station WSWW has less than five full time employees.

<sup>4</sup> Stations WBTO, WBUC and WFGM(AM) do not have websites. WPDX(AM) had no website before its license was submitted for cancellation.

Included in the attached Exhibit B is the documentation found in the licensee's files with respect to the EU's recruitment efforts for the position(s) filled during the EEO periods covered.

2(b)(v) **Recruitment Initiatives** The EU has five full time employees. Accordingly, pursuant to Section 73.2080(c)(2) of the Commission's rules, the EU must perform two recruitment initiatives in each two year period. The attached EEO reports indicates the recruitment initiatives in which AJG Corporation has engaged during this time period. Documentation of these efforts is included as Exhibit C hereto.

2(b)(vi) **Complaints** There are no currently pending complaints nor any complaints resolved during the current license term of the stations in the EU alleging unlawful discrimination in the EU employment practices on the basis of race, color, religion, national origin, or sex before any body having competent jurisdiction under federal, state, or local law.

2(b)(vii) **Management EEO Responsibilities** Rob Henline, Vice President of the Licensee and General Manager of stations comprising the EU, is responsible on a day-to-day basis for ensuring that EEO policies are followed with respect to hiring and recruitment practices, including but not limited to ensuring that notices of every job opening at the EU is sent to/posted with EU sources, that notices are run on-air on the EU stations, and that all job ads contain the proper EEO declaration. With the help of other station personnel, Mr. Henline now handles the EEO record keeping, including maintaining EEO information for all applicants/employees, tracking and documenting recruitment initiatives, and preparing the annual EEO public file reports. Additionally, we endeavor to note on all our advertisements for job openings that we are an Equal Opportunity Employer (See, for example, the on air scripts, and online posting advertising copy included in Exhibit B).

2(b)(viii) **Recruitment Program Analysis** Mr. Henline continually evaluates the EU's hiring practices, outreach initiatives, and EEO procedures to ensure they achieve equal opportunity in hiring and broad outreach and quality candidates. Sources are reviewed for effectiveness and can be added or removed.

2(b)(ix) **Examination of Pay, Benefits, etc.** The President of AJG, in consultation with Mr. Henline, examine pay, benefits, and seniority practices as they arise in order to ensure EEO compliance throughout the year. The EU has no agreements with unions.

2(b)(x) **Religious Broadcasters** AJG is not classified as a "religious broadcaster" for FCC purposes. Thus, this data request does not apply.

I, Robert Henline, Vice President of AJG Corporation, declare under penalty of perjury that the foregoing information is true and correct.

Dated: May 12, 2022



Robert Henline

**EXHIBIT A**  
**EEO PUBLIC FILE REPORTS**

**AJG CORPORATION EEO PUBLIC FILE REPORT JUNE 2019- MAY 2020  
for stations WFGM, WBUC, WSWW, WBTQ, WPDX, and WCLG FM**

**A. Full-Time Vacancies Filled During Past Year**

<b>1. Job Title: Sales Representative</b>	<b>Date Filled: 11/18/2019</b>
<b>2. Job Title: Office Manager</b>	<b>Date Filled: 12/26/2019</b>

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

<b>1. Job Title: Sales Representative</b>		<b>Date Filled: 11/18/2019</b>		
Source	Contact Person	Address	Telephone #	Referred Person Hired
<i>Interoffice Posting</i>	Rob Henline	1251 Earl Core Rd Ste 101, Morgantown, WV	304-292-2222	
<i>Word of Mouth</i>				
All Access	online	www.allaccess.com		
Radio Ads/All Stations	Rob Henline	1251 Earl Core Rd Ste 101, Morgantown, WV	304-292-2222	Emily Ellis
Station Website	Rob Henline	WCLG.COM		

<b>2. Job Title: Office Manager (PDX)</b>		<b>Date Filled: 12/26/2019</b>		
Source	Contact Person	Address	Telephone #	Referred Person Hired
<i>TSCHUDY BROADCASTING</i>	EARL JUDY	*Matt was an employee of WPDX when we bought the station, he was hired to run the Fairmont office while PDX was operating there		Matt McElroy

<b>C. Total Number of persons interviewed for all full-time Vacancies filled during the past year (estimated number):</b>	<b>2</b>
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<b>D. Total Number of Interviewees for All Full-Time Vacancies</b>	
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**E. Outreach Activities**

Radio Advertisements were placed on all stations notifying organizations of their right to request information on job openings

Job openings were placed on each station's website

*Amended 2019-2020  
Report*

**EEO PUBLIC FILE REPORT**

For the 12-month Period Ending  
May 2020

Prepared by: AJG Corporation  
(Licensee/Permittee)

This report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location City, State</u>	<u>LMA</u>
WFGM	3	AM	Morgantown, WV	
WFGM	21170	FM	Barrackville, WV	
WBUC	9301	AM	Buckhannon, WV	
WCLG	6553	FM	Morgantown, WV	
WBTQ	71690	FM	Weston, WV	
WPDX	68303	FM	Clarksburg, WV	
WPDX	68302	AM	Clarksburg, WV	

A. The following is a list of all vacancies for full-time jobs during the previous 12 months:

	<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>
1.	Sales Representative	8/1/2019	11/19/2019

B. During the previous 12 months, the following recruitment sources were contacted as vacancies for full-time jobs opened. Those with an asterisk (\*) were organizations that requested to be contacted as job openings occurred:

Contact Telephone

<u>Recruitment Source</u>	<u>Address</u>	<u>Person</u>	<u>Number</u>
1. Interoffice Posting	1251 Earl Core Rd. Morgantown, WV	Rob Henline	304-292-2222
2. Radio Ads (all stations)	1251 Earl Core Rd. Morgantown, WV	Rob Henline	304-292-2222
3. Station Website	WCLG.com	Rob Henline	304-292-2222

C. The following is a list of the services for full-time jobs shown in Section A above and the recruitment source which provided the hiree for that position:

<u>Job Title</u>	<u>Recruitment Source</u>
1. Sales Representative	Radio Ads

D. During the previous 12 months, there were a total of 4 people interviewed for vacancies for full-time positions. The following is a list of the total number of interviewees referred by each recruitment source shown in Section B above:

<u>Recruitment Source</u>	<u>Total No. of Interviewees</u>
1. Radio Ads	4

E. During the last 12 months, the station employment unit engaged in the following initiatives (provide full details, including an explanation if no initiatives were conducted during the period involved):

July 20, 2019

Main Street Morgantown Kids Day

Downtown Morgantown

Rob Henline, GM/VP AJG and Ashley Stevens, Operations Mgr./ Air staff participated in the annual Kids Day. This is an interactive event for kids and adults. We talked with children of all ages about radio and the many jobs make up the industry. We have equipment on hand to allow kids to experience how radio works. We also talk with parents and potential career opportunities.

November 15, 2019

Mountainview Career Café

Career Day at Mountainview Elementary School

Rob Henline, GM/VP AJG talked with 5<sup>th</sup> grade students about the multiple career opportunities available within the radio industry. Mr. Henline answered questions and allowed students to record audio and participate in creative writing opportunities.

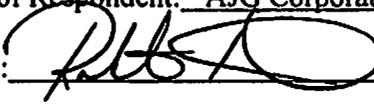
August 23, 2019

West Virginia Junior College Career Fair

WVJC Business Office

Rob Henline, GM/VP AJG and Tessa Kuroski, Office Mgr. talked with recent and upcoming WVJC graduates about career opportunities within AJG and the radio industry.

Name of Respondent: AJG Corporation

Signed:  \_\_\_\_\_

Typed Name: Robert Henline

Title: GM/VP AJG Corporation

Date: May 11, 2022

Telephone No.  
(include area code): 304.292.2222

**AJG CORPORATION EEO PUBLIC FILE REPORT JUNE 2020- MAY 2021  
for stations WFGM, WBUC, WSWW, WBTQ, WPDX, and WCLG-FM**

**A. Full-Time Vacancies Filled During Past Year**

<b>1. Job Title: Sales Representative</b>	<b>Date Filled: 07/01/2020</b>
<b>2. Job Title:</b>	<b>Date Filled:</b>

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

<b>1. Job Title: Sales Representative</b>		<b>Date Filled: 07/01/2020</b>		
Source	Contact Person	Address	Telephone #	Referred Person Hired
<i>Interoffice Posting</i>	Rob Henline	1251 Earl Core Rd Ste 101, Morgantown, WV	304-292-2222	
<i>Word of Mouth</i>	Business Associate			Logan Demyon
Radio Ads/All Stations	Rob Henline	1251 Earl Core Rd Ste 101, Morgantown, WV	304-292-2222	
Station Website	Rob Henline	WCLG.COM		

<b>2. Job Title: Sales Representative</b>		<b>Date Filled: 4/12/21</b>		
Source	Contact Person	Address	Telephone #	Referred Person Hired
<i>Interoffice Posting</i>	Rob Henline	1251 Earl Core Rd Ste 101, Morgantown, WV	304-292-2222	
Indeed.com	Rob Henline			Magaret Hart
Station Website	Rob Henline	WCLG.COM		

**C. Total Number of persons interviewed for all full-time Vacancies filled during the past year (estimated number):** 9

**D. Total Number of Interviewees for All Full-Time Vacancies**

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**E. Outreach Activities**

Radio Advertisements were placed on all stations notifying organizations of their right to request information on job openings  
Job openings were placed on each station's website

*Amended 2020-2021  
Report*

**EEO PUBLIC FILE REPORT**

For the 12-month Period Ending  
May 2021

Prepared by: AJG Corporation  
(Licensee/Permittee)

This report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location City, State</u>	<u>LMA</u>
WFGM	3	AM	Morgantown, WV	
WFGM	21170	FM	Barrackville, WV	
WBUC	9301	AM	Buckhannon, WV	
WCLG	6553	FM	Morgantown, WV	
WBTQ	71690	FM	Weston, WV	
WPDX	68303	FM	Clarksburg, WV	
WPDX	68302	AM	Clarksburg, WV	

A. The following is a list of all vacancies for full-time jobs during the previous 12 months:

<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>
1. Sales Representative	4/21/2020	6/17/2020
2. Sales Representative	3/11/2021	4/12/2021

B. During the previous 12 months, the following recruitment sources were contacted as vacancies for full-time jobs opened. Those with an asterisk (\*) were organizations that requested to be contacted as job openings occurred:

<u>Recruitment Source</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone Number</u>
1. Interoffice Posting	1251 Earl Core Rd. Morgantown, WV	Rob Henline	304-292-2222
2. Word of Mouth	Business Associate	John Bossio	304-276-0368
3. Radio Ads/All Stations	1251 Earl Core Rd. Morgantown, WV	Rob Henline	304-292-2222
4. Station Website	WCLG.com	Rob Henline	304-292-2222
5. Indeed.com	Indeed.com	Rob Henline	304-292-2222

C. The following is a list of the services for full-time jobs shown in Section A above and the recruitment source which provided the hiree for that position:

<u>Job Title</u>	<u>Recruitment Source</u>
1. Sales Representative	Word of Mouth (Business Associate – John Blossio)
2. Sales Representative	Indeed.com

D. During the previous 12 months, there were a total of 9 people interviewed for vacancies for full-time positions. The following is a list of the total number of interviewees referred by each recruitment source shown in Section B above:

<u>Recruitment Source</u>	<u>Total No. of Interviewees</u>
1. Word of Mouth (Business Associate)	2
2. Indeed.com	7

E. During the last 12 months, the station employment unit engaged in the following initiatives (provide full details, including an explanation if no initiatives were conducted during the period involved):

January 22, 2021

Mountainview Career Café

Career Day at Mountainview Elementary School – Zoom Presentation

Rob Henline, GM/VP AJG talked with 5<sup>th</sup> grade students about the different facets of the radio industry. The zoom presentation focused on new directions in radio and the advertising industry. Mr. Henline answered career questions about IT, Digital marketing and creative positions in radio.

June 2020 – August 2020

Madeline Indiano, Sr WVU College of Business – Internship

Maddie interned with AJG during the summer of 2020, specializing in Special Events and Promotions. Maddie worked directly with the GM, Rob Henline on the creation and execution of on air and remote events for AJG. Maddie also helped development business materials and established digital sales products and opportunities.

Name of Respondent: AJG Corporation

Signed:  \_\_\_\_\_

Typed Name: Robert Henline

Title: GM/VP AJG Corporation

Date: May 11, 2022

Telephone No.  
(include area code): 304.292.2222

**EXHIBIT B**  
**FULL TIME HIRE DOCUMENTATION**

**Sales Representative/Account Exec.**

**November 2019**

**JOB POSTING  
AJG RADIO  
ACCOUNT EXECUTIVE**

**AUGUST 1, 2019  
FULL TIME POSITION**

**ARE YOU LOOKING FOR A FUN AND CHALLENGING CAREER? ARE YOU CREATIVE AND POSSESS OUTSIDE THE BOX THINKING SKILLS?**

**IF SO, THIS MESSAGE IS FOR YOU. AJG CORPORATION IS LOOKING FOR MOTIVATED AND GOAL ORIENTED PROFESSIONALS TO JOIN OUR SALES TEAM AS ACCOUNT EXECUTIVES.**

**SUCCESSFUL CANDIDATES WILL WORK WITH LOCAL BUSINESSES, HELPING THEM GROW THEIR BUSINESS THROUGH EFFECTIVE AND CREATIVE MARKETING CAMPAIGNS.**

**THIS AJG CORPORATION OPPORTUNITY OFFERS SUBSTANTIAL EARNINGS POTENTIAL AND A COMPETITIVE BENEFITS PACKAGE.**

**INTERESTED CANDIDATES SHOULD SEND THEIR RESUME AND CONTACT INFO TO [ROB.HENLINE@AJGRADIO.COM](mailto:ROB.HENLINE@AJGRADIO.COM)**

**AJG RADIO IS AN EQUAL OPPORTUNITY EMPLOYER**

RWH

AE: Henline



# PRODUCTION FORM

DATE: July 31, 2019

CLIENT & CM TITLE: Promotions – Now Hiring AE

LENGTH: :30

START / END DATE: 8/1/2019 - 10/27/2019

TALENT REQUESTED: Rob Henline

DELIVERY INSTRUCTIONS: (Hard Sell, Romantic, Happy, Excited, etc.)  
Upbeat - Exciting

1	<p>ARE YOU LOOKING FOR A FUN AND CHALLENGING CAREER? ARE YOU CREATIVE AND POSSESS OUTSIDE THE BOX THINKING SKILLS? IF SO, THIS MESSAGE IS FOR YOU. AJG CORPORATION IS LOOKING FOR MOTIVATED AND GOAL ORIENTED PROFESSIONALS TO JOIN OUR SALES TEAM AS ACCOUNT EXECUTIVES. SUCCESSFUL CANDIDATES WILL WORK WITH LOCAL BUSINESSES, HELPING THEM GROW THEIR BUSINESS THROUGH EFFECTIVE AND CREATIVE MARKETING CAMPAIGNS. THIS AJG CORPORATION OPPORTUNITY OFFERS SUBSTANTIAL EARNINGS POTENTIAL AND A COMPETITIVE BENEFITS PACKAGE. INTERESTED CANDIDATES SHOULD SEND THEIR RESUME TO <a href="mailto:JOBS@AJGRADIO.COM">JOBS@AJGRADIO.COM</a></p> <p>AJG RADIO IS AN EQUAL OPPORTUNITY EMPLOYER</p>
2	
3	
4 (15 SEC)	
5	
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9 (30 SEC)	
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17 (60 SEC)	
18	
19	
20	

CM #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TALENT SIGNATURE: \_\_\_\_\_



AJG Radio Corporation  
 P. O. BOX 885  
 MORGANTOWN, WV 26507  
 PH: 304-292-2222  
 FAX: 304-292-2224

# Multi-Station Order Confirmation

OrderID: 127133-132

Sponsor: PROMOTIONS  
 Product: Employment Ads - AE  
 Estimate/PO:  
 AccountRep: HOUSE ACCOUNTS  
 BillingCycle: None  
 InvoiceType: None-Statement Only  
 Run Dates: 8/1/2019 - 10/27/2019  
 Items Ordered: 1,408  
 Ordered Amount: \$0.00

PROMOTIONS

Scheduled Station(s): WCLG-FM / WFGM  
 Employment - Now Hring AE

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Page 1

Run Dates	Run Weeks	Run Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total	Length	Description	Avail Type	Copy ID	Qty	Item Cost	Total Cost
01 8/1/2019 - 10/27/2019	All Weeks	06:00 AM - 11:59 PM	8	8	8	8	8	8	8	56	:30	Spot		0022	704	0.00	0.00
None Projected Billing:																	
	Jul-19	0.00		Aug-19		0.00		Sep-19		0.00				Q3-2019			0.00
	Oct-19	0.00		Nov-19		0.00		Dec-19		0.00				Q4-2019			0.00

Client Signature

**Sales Representative/Account Exec.**

**June 2020**

**JOB POSTING  
AJG RADIO  
ACCOUNT EXECUTIVE**

**APRIL 21, 2020  
FULL TIME POSITION**

**ARE YOU LOOKING FOR A FUN AND CHALLENGING CAREER? ARE YOU CREATIVE AND POSSESS OUTSIDE THE BOX THINKING SKILLS?**

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**INTERESTED CANDIDATES SHOULD SEND THEIR RESUME AND CONTACT INFO TO [ROB.HENLINE@AJGRADIO.COM](mailto:ROB.HENLINE@AJGRADIO.COM)**

**AJG RADIO IS AN EQUAL OPPORTUNITY EMPLOYER**

*RWH*

AE: Henline



# PRODUCTION FORM

DATE: April 20, 2020

<b>CLIENT &amp; CM TITLE:</b>	Promotions – Now Hiring AE
<b>LENGTH:</b>	:30
<b>START / END DATE:</b>	4/21/2020 - 5/29/2020
<b>TALENT REQUESTED:</b>	Chris Chaos
<b>DELIVERY INSTRUCTIONS:</b> (Hard Sell, Romantic, Happy, Excited, etc.)	Upbeat - Exciting

1	<p>ARE YOU LOOKING FOR A FUN AND CHALLENGING CAREER? ARE YOU CREATIVE AND POSSESS OUTSIDE THE BOX THINKING SKILLS? IF SO, THIS MESSAGE IS FOR YOU. AJG CORPORATION IS LOOKING FOR MOTIVATED AND GOAL ORIENTED PROFESSIONALS TO JOIN OUR SALES TEAM AS ACCOUNT EXECUTIVES. SUCCESSFUL CANDIDATES WILL WORK WITH LOCAL BUSINESSES, HELPING THEM GROW THEIR BUSINESS THROUGH EFFECTIVE AND CREATIVE MARKETING CAMPAIGNS. THIS AJG CORPORATION OPPORTUNITY OFFERS SUBSTANTIAL EARNINGS POTENTIAL AND A COMPETITIVE BENEFITS PACKAGE. INTERESTED CANDIDATES SHOULD SEND THEIR RESUME TO <a href="mailto:JOBS@AJGRADIO.COM">JOBS@AJGRADIO.COM</a></p> <p>AJG RADIO IS AN EQUAL OPPORTUNITY EMPLOYER</p>
2	
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17 (60 SEC)	
18	
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20	

CM #: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TALENT SIGNATURE: \_\_\_\_\_



AJG Radio Corporation  
 P. O. BOX 885  
 MORGANTOWN, WV 26507  
 PH: 304-292-2222  
 FAX: 304-292-2224

# Multi-Station Order Confirmation

OrderID: 127133-133

Sponsor: PROMOTIONS  
 Product: Now Hiring AE's  
 Estimate/PO: Account Exec  
 AccountRep: HOUSE ACCOUNTS  
 BillingCycle: None  
 InvoiceType: None-Statement Only  
 Run Dates: 4/21/2020 - 5/29/2020  
 Items Ordered: 936  
 Ordered Amount: \$0.00

PROMOTIONS

Scheduled Station(s): WCLG-FM / WFGM / WPDX  
 AJG is Hiring

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Page 1

Run Dates	Run Weeks	Run Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total	Length	Description	Avail Type	Copy ID	Qty	Item Cost	Total Cost
01 4/21/2020 - 5/29/2020	All Weeks	06:00 AM - 11:59 PM	8	8	8	8	8	8	8	56	:30	Spot		0022	312	0.00	0.00
None Projected Billing:																	
	Apr-20	0.00		May-20		0.00		Jun-20		0.00		0.00		Q2-2020			0.00

Client Signature \_\_\_\_\_

**Sales Representative/Account Exec.**

**April 2021**

**JOB POSTING  
AJG RADIO  
ACCOUNT EXECUTIVE**

**MARCH 11, 2021  
FULL TIME POSITION**

**ARE YOU LOOKING FOR A FUN AND CHALLENGING CAREER? ARE YOU CREATIVE AND POSSESS OUTSIDE THE BOX THINKING SKILLS?**

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**AJG RADIO IS AN EQUAL OPPORTUNITY EMPLOYER**

RWH

AE: Henline



# PRODUCTION FORM

DATE: March 10, 2021

CLIENT & CM TITLE: Promotions – Now Hiring AE

LENGTH: :30

START / END DATE: 3/11/2021 - 4/2/2021

TALENT REQUESTED: Rob Henline

DELIVERY INSTRUCTIONS: Upbeat - Exciting  
(Hard Sell, Romantic, Happy, Excited, etc.)

1	ARE YOU LOOKING FOR A FUN AND CHALLENGING CAREER? ARE YOU CREATIVE AND POSSESS OUTSIDE THE BOX THINKING SKILLS? IF SO, THIS MESSAGE IS FOR YOU. AJG CORPORATION IS LOOKING FOR MOTIVATED AND GOAL ORIENTED PROFESSIONALS TO JOIN OUR SALES TEAM AS ACCOUNT EXECUTIVES. SUCCESSFUL CANDIDATES WILL WORK WITH LOCAL BUSINESSES, HELPING THEM GROW THEIR BUSINESS THROUGH EFFECTIVE AND CREATIVE MARKETING CAMPAIGNS. THIS AJG CORPORATION OPPORTUNITY OFFERS SUBSTANTIAL EARNINGS POTENTIAL AND A COMPETITIVE BENEFITS PACKAGE. INTERESTED CANDIDATES SHOULD SEND THEIR RESUME TO <a href="mailto:JOBS@AJGRADIO.COM">JOBS@AJGRADIO.COM</a> AJG RADIO IS AN EQUAL OPPORTUNITY EMPLOYER
2	
3	
4 (15 SEC)	
5	
6	
7	
8	
9 (30 SEC)	
10	
11	
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17 (60 SEC)	
18	
19	
20	

CM #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TALENT SIGNATURE: \_\_\_\_\_



AJG Radio Corporation  
 P. O. BOX 885  
 MORGANTOWN, WV 26507  
 PH: 304-292-2222  
 FAX: 304-292-2224

# Multi-Station Order Confirmation

OrderID: 127133-134

Sponsor: PROMOTIONS  
 Product: PROMOTIONS  
 Estimate/PO:  
 AccountRep: HOUSE ACCOUNTS  
 BillingCycle: None  
 InvoiceType: None-Statement Only  
 Run Dates: 3/11/2021 - 4/2/2021  
 Items Ordered: 552  
 Ordered Amount: \$0.00

PROMOTIONS

Scheduled Station(s): WCLG-FM / WFGM / WPDX  
 PROMOTIONS

Printed 5/9/2022 9:17:14 AM

Page 1

Run Dates	Run Weeks	Run Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total	Length	Description	Avail Type	Copy ID	Qty	Item Cost	Total Cost
01 3/11/2021 - 4/2/2021	All Weeks	06:00 AM - 11:59 PM	8	8	8	8	8	8	8	56	:30	Spot		0022	184	0.00	0.00
None Projected Billing:																	
	Jan-21	0.00		Feb-21		0.00		Mar-21		0.00				Q1-2021		0.00	0.00
	Apr-21	0.00		May-21		0.00		Jun-21		0.00				Q2-2021		0.00	0.00

Client Signature

*Sales Rep/AE - 2021*

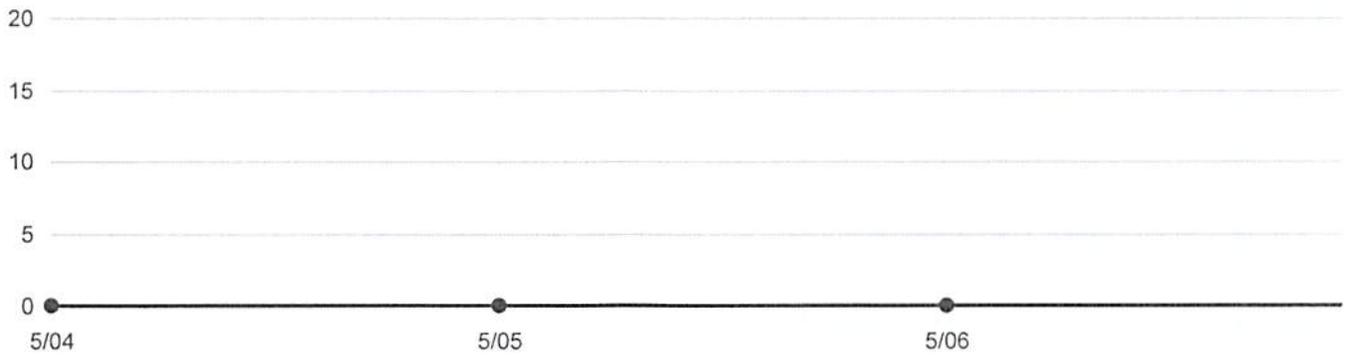
← Back to all jobs

## Account Executive

AJG Corporation - Clarksburg, WV

### Clicks

■ Your job



Clicks this week ⓘ

0

361	0	0
Views	Budget	Cost

### Candidates

Awaiting Review  
**0**

Total (excluding rejected)  
**1**

47 Rejected



**Discover your top applicants faster by sending a free assessment**

Get a more complete picture of each candidate by being able to view and compare their assessment score results when you turn on the assessment of your choice.

Choose assessment

## Job description

Are you looking for a challenging and exciting career? Do you enjoy being creative and thinking outside the box? If so, AJG corporation is looking for motivated and goal-oriented professionals to join our sales team as account executives. It's the right place, the right time, and the right opportunity.

Successful candidates will work with businesses in the Morgantown, Fairmont, and Clarksburg areas to help them grow their business through effective and creative marketing campaigns. These marketing campaigns will utilize various strategies through both radio and digital platforms. Make use of our radio group which has the top-rated radio station in the market!

Sales and marketing experience is a plus, but not required. You'll have the opportunity to create your own success and excel, regardless of your experience or educational background.

### Responsibilities

- Work with local businesses creating detailed marketing plans to help grow their businesses
- Find new sales opportunities through networking and turn them into long term partnerships
- Utilize your creativity to develop and present marketing strategies to prospective clients
- Remain in frequent contact with the clients to responsibly understand their needs and maximize their impact
- Ability to travel to visit and consult clients
- Tackle challenges and accomplish set goals
- To join and help grow our team in a positive manner

### Skills

- Ability to perform market research, sales, and creative development
- Knowledge and frequent use of MS Office: MS Word, PowerPoint, and Excel
- Excellent communication/presentation skills and ability to build relationships
- Organizational and time-management skills
- Teamwork
- Creativity
- Out-of-the-box thinking
- Positive work ethic and attitude
- Drive to outperform goals

AJG corporation is an equal opportunity employer.

Job Type: Full-time

Pay: \$33,857.00 - \$131,207.00 per year

Free Post Sponsor job

Repost this job

Paused 

[View public job page](#)

## Details

**Created:** March 11, 2021

**Views:** 361

**Candidates:** 48 total

Add a candidate

Find candidates

## Budget

**Job budget:** Not sponsored

Promote this job for more candidates:





**Invoice**

**Indeed, Inc**  
Mail code 5160  
P.O. Box 660367  
Dallas, TX  
75266-0367

Invoice #: 41615995  
Date: 03/31/2021  
Due Date: 03/31/2021

**Bill to:**

414 Blackberry Ridge Dr.  
Morgantown, WV 26505  
lcdemyon@mix.wvu.edu

Total Amount: 108.79 USD

**Total Due: 0.00 USD**

Description / Memo	Amount
March 2021 Advertising on Indeed.com	108.79 USD
Sales tax	0.00 USD
<b>Total Amount</b>	<b>108.79 USD</b>

**PAID INVOICE**  
**THIS INVOICE IS FOR YOUR RECORDS**

**Date: 03/31/2021**

**Terms: Due upon receipt**

**Due Date: 03/31/2021**



# Invoice

Indeed, Inc  
Mail code 5160  
P.O. Box 660367  
Dallas, TX  
75266-0367

Invoice #: 41041357  
Date: 03/14/2021  
Due Date: 03/14/2021

**Bill to:**

414 Blackberry Ridge Dr.  
Morgantown, WV 26505  
lcdemyon@mix.wvu.edu

Total Amount: 27.17 USD

**Total Due: 0.00 USD**

Description / Memo	Amount
March 2021 Advertising on Indeed.com	27.17 USD
Sales tax	0.00 USD
<b>Total Amount</b>	<b>27.17 USD</b>

**PAID INVOICE**  
**THIS INVOICE IS FOR YOUR RECORDS**

Date: 03/14/2021

Terms: Due upon receipt

Due Date: 03/14/2021

**EXHIBIT C**  
**RECRUITMENT INITIATIVES**

**West Virginia Junior College Career Fair**  
**August 2019**



FOR IMMEDIATE RELEASE

July 12, 2019

Contact: Samantha Esposito  
304-704-8700  
[Sesposito@wvjc.edu](mailto:Sesposito@wvjc.edu)

WEST VIRGINIA JUNIOR COLLEGE TO HOST SECOND ANNUAL CAREER FAIR OPEN TO STUDENTS,  
GRADUATES, AND PUBLIC

Morgantown, W. VA. – West Virginia Junior College will be holding its second annual Career Fair. The event will take place August 23, 2019 from 10:00AM-1:00PM at West Virginia Junior College located at 148 Willey St, Morgantown, WV 26505.

There are estimated to be more than 30 employers who will be participating. A few of the employers attending include WVU Medicine, Mon Health Medical Center, WVNet, Frontier, and Aflac. This is a free event for participants and employers. Participants are encouraged to dress in business attire and have multiple copies of their resume with them.

Please contact Samantha Esposito at [Sesposito@wvjc.edu](mailto:Sesposito@wvjc.edu) or 304-704-8700 with any questions.

###

## Rob Henline

---

**From:** Amanda Morley <ammorley@wvjc.edu>  
**Sent:** Thursday, August 22, 2019 11:41 AM  
**To:** Rob Henline  
**Cc:** Ali Rachel; James Papariella  
**Subject:** Re: New Spot To Run

Hi Rob,

Everything is going pretty well!

The career fair set up starts at 9AM tomorrow and then runs from 10AM-1PM. Unfortunately, I won't be there this year so I won't get to see you. I hope all goes well!

Thank you,

### **Amanda Sanko**

Senior Marketing Strategist | Vandalia Consulting  
[ammorley@wvjc.edu](mailto:ammorley@wvjc.edu)  
(C) 814-746-0633

On Thu, Aug 22, 2019 at 10:19 AM Rob Henline <[rob.henline@ajgradio.com](mailto:rob.henline@ajgradio.com)> wrote:

Hi all! Hope everything is running smooth.

Just wanted to confirm that the Job Fair is still on tomorrow.

What time do I need to be there?

Remember – Two years ago I was late. Last year I was one week early.

I am a mess!

Rob

**Main Street Morgantown Kids Day**  
**July 2020**

**FOR IMMEDIATE RELEASE  
NEWS RELEASE**



## **Main Street Morgantown hosts annual MedExpress Kids' Day event, July 20**

**MORGANTOWN, W. Va. (June 19, 2019)** – Main Street Morgantown and MedExpress, a neighborhood health care provider, invites Morgantown families downtown for the 32nd annual MedExpress Kids' Day, a kid-friendly event that includes activities, games, and giveaways sponsored by local businesses and nonprofit organizations, **July 20, 2019, 10 a.m.-2 p.m.**

Morgantown City Police and Fire Departments will be on hand with a water play area to beat the summer heat. At the MedExpress tent, kids can receive face painting from Paint Me Pretty+ and learn about medical tools at the Teddy Bear Clinic station.

Colombo Law, in partnership with the WVU Medicine Trauma Center, will offer free bicycle helmets for children and share information on preventing cycling injuries.

"MedExpress is grateful for the opportunity to host this event with Main Street Morgantown, which shares our commitment to building a strong, healthy community," said Johnathan Hughes, Morgantown center manager, MedExpress. "It's a great way to bring families from our hometown together."

### **About Main Street Morgantown**

Main Street Morgantown (MSM) is a 501(c)(3) non-profit organization dedicated to the continued revitalization of downtown Morgantown and the Historic Wharf District. Morgantown is an attractive, welcoming, and safe hub for institutions of commerce, government, and education. Following its inception in 1984, MSM has helped create 1,300 new jobs, provided guidance for over 200 new businesses, and influenced more than \$126 million investment dollars. As Morgantown grows, MSM remains devoted to encouraging economic development, while preserving the city's historic charm. For more information about MedExpress Kids' Day or Main Street Morgantown, visit [www.downtownmorgantown.com](http://www.downtownmorgantown.com) or call (304) 292-0168.

### **About MedExpress**

MedExpress, in partnership with Optum, is a neighborhood medical center committed to delivering high-quality, convenient, and affordable walk-in care. We offer urgent care, employer health services, and basic wellness and prevention services to help ensure families and employers have access to patient-centric care when they need it. Each of our nearly 6,000 health care and customer service professionals focus on transforming health care delivery – one patient at a time. For career opportunities or to learn more, visit [medexpress.com](http://medexpress.com) or connect with MedExpress on Facebook and Twitter @MedExpress and @LifeatME.

### **Contact**

Barbara Watkins  
[barb@downtownmorgantown.com](mailto:barb@downtownmorgantown.com)  
304-292-0168

Ellen Dietrick  
[Ellen.Dietrick@medexpres.com](mailto:Ellen.Dietrick@medexpres.com)  
724-597-6281

###

**Mountainview Career Café**

**November 2019**

**and**

**January 2021**

## Mountainview Elementary Career Café 2020-2021

Thank you for participating in *Mountainview Elementary School's Career Café!* We are so excited to have you speak to our students on January 22, 2021!

We compiled a list of items to be thinking about for a discussion of your career with our 5<sup>th</sup> grade students; we hope you find this helpful. Please feel free to use any props, materials, or tools you have as well. Our kids love to see firsthand what your career looks like and what you use each day! If you have any questions before the presentation, please feel free to call 304 291 9255 or email us at [kendall.purdy@k12.wv.us](mailto:kendall.purdy@k12.wv.us) or [gabrielle.hammond@k12.wv.us](mailto:gabrielle.hammond@k12.wv.us)

- Your career journey with students
- How important subjects (like math, science, reading, writing) is part of your job
- Relate your career to 5th grade students' interests
- Include how you became interested in their current field
- What education/training you needed
- What you do in a typical day at your job
- Any advice to 5<sup>th</sup> grade students considering a job in your field

Also, the schedule and meeting link for the day is as follows (remember, each session will be 20 mins long for a total of 1 hour and 40 mins of your time):

1:00-1:20 Mr. Bevan's class

1:20-1:40 Mrs. McLaughlin's class

1:40-2:00 Mrs. Law's class

2:00-2:20 Mrs. Blankenship's class

2:20-2:40 Mrs. Shinkovich's class

Thank you, again! We appreciate your time greatly.

## Rob Henline

---

**From:** Kendall Purdy <kendall.purdy@k12.wv.us>  
**Sent:** Friday, January 22, 2021 10:50 AM  
**To:** Rob Henline  
**Subject:** Re: Career Cafe

Thank you so much, we really appreciate it! Here's the link again for easy access: <https://meet.google.com/bax-yxwv-ai0>



### Meet

Real-time meetings by Google. Using your browser, share your video, desktop, and presentations with teammates and customers.

[meet.google.com](https://meet.google.com)

See you soon!

Kendall Purdy MA, NCC  
School Counselor  
*Mountainview Elementary*  
phone: (304) 291-9255

---

**From:** Rob Henline <rob.henline@ajgradio.com>  
**Sent:** Friday, January 22, 2021 10:46 AM  
**To:** Kendall Purdy <kendall.purdy@k12.wv.us>  
**Subject:** RE: Career Cafe

[EXTERNAL SENDER]: Do not click links, open attachments or reply to this email unless you recognize the sender and know the content is safe.

Yes. I will do what I can. It will be harder to show the kids things but I will do my best

**From:** Kendall Purdy <kendall.purdy@k12.wv.us>  
**Sent:** Friday, January 22, 2021 10:44 AM  
**To:** Rob Henline <rob.henline@ajgradio.com>  
**Subject:** Career Cafe

Hi Mr. Henline,

I just wanted to check in with you to see if you were still able to do the Career Cafe with us this afternoon at 1:00?

Thanks!

Kendall Purdy MA, NCC  
School Counselor  
*Mountainview Elementary*  
phone: (304) 291-9255

## **Rob Henline**

---

**From:** Lisa Henline <lmhenline@k12.wv.us>  
**Sent:** Wednesday, April 27, 2022 7:58 PM  
**To:** Rob Henline  
**Subject:** Fwd: Career Cafe

Get [Outlook for iOS](#)

---

**From:** Lisa Henline <lmhenline@k12.wv.us>  
**Sent:** Wednesday, October 23, 2019 8:45:31 AM  
**To:** Michael Ryan <michael.ryan@k12.wv.us>  
**Subject:** Re: Career Cafe

He said yes

Get [Outlook for iOS](#)

---

**From:** Michael Ryan <michael.ryan@k12.wv.us>  
**Sent:** Wednesday, October 23, 2019 7:30:42 AM  
**To:** Lisa Henline <lmhenline@k12.wv.us>  
**Subject:** Career Cafe

Hey the 5th grade career cafe is November 15th. Do you think you husband would be willing to come in again for that?

Michael Ryan  
School Counselor  
Mountainview Elementary  
Phone: 304-291-9255

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**WVU College of Business Internship**

**Madeline Indiano**

**June – August 2020**



corporation

1251 Earl L Core Rd., Suite 101  
Morgantown, WV 26505  
304-292-2222

## Special Events and Promotions Coordinator Intern

**Reports To:** The events coordinator will report directly to the General Manager of AJG Corporation.

**Job Overview:** This position will assist the GM in planning and executing station events and promotions. The coordinator will be involved with various projects from inception through final execution and will be responsible for improvement reports. This person will manage promotional resources to ensure success of events and promotions.

### Responsibilities and Duties:

- Developing and maintaining promotion / event schedules.
- Assist in the development of revenue generating concepts
- Coordinating with sales team on business promotions and on-site events
- Manage inventory of station resources
- Creation, coordination, and execution of station websites and social media platforms with regards to events
- Creating and distributing information reports for staff
- Possibly be on air discussing events (not required)

### Qualifications:

- Event planning education / experience
- Website and social media management skills
- Digital design capabilities
- Positive attitude and strong desire to succeed is a must
- Ability to work with multiple personalities
- Must maintain a professional appearance and wiliness to work with the public



**Fw: Resume**

**From:** Frank DeMarco (frank.demarco@mail.wvu.edu)

**To:** rob\_henline@yahoo.com

**Cc:** mmi0001@mix.wvu.edu

**Date:** Tuesday, May 19, 2020, 11:51 AM EDT

Hi Rob,

Here is Maddie's resume. She is one of our top students in our program.

Best regards,  
Frank

**/ Frank DeMarco**  
Coordinator Hospitality & Tourism Program  
Teaching Associate Professor  
John Chambers College of Business and Economics  
West Virginia University  
(304) 293-7922 office  
(304) 614-1000 cell

---

**From:** Madeline Indiano <mmi0001@mix.wvu.edu>  
**Sent:** Tuesday, May 19, 2020 10:10 AM  
**To:** Frank DeMarco <Frank.DeMarco@mail.wvu.edu>  
**Subject:** Resume

Hi Frank!

My resume is attached below!

Maddie

—  
Madeline Indiano  
800264017



Resume.pdf

82.2kB

# Madeline Indiano

*Hospitality & Tourism Management Student*

*Minor(s): Event Planning & Entertainment Media*

## Contact



(585)-857-7321



Mindiano12@gmail.com



[www.linkedin.com/madelineindiano](http://www.linkedin.com/madelineindiano)



498 Manitou Beach Road, Hilton,  
New York

## Education

West Virginia University

Class of May 2021

Major: Hospitality and Tourism Management

Minor(s): Event Planning & Entertainment Media

GPA: 3.70

Couture Events Confetti Conference / Academy  
Attendee

San Diego, CA | 2019 & 2020

*The Confetti Academy is a three-day workshop style event for creative entrepreneurs who aspire to perfect their business and personal business skills*

## Honors

- Eta Sigma Delta, International Hospitality Honor Society | Fall 2019 – Present  
*An Honor Society for students in the Hospitality Industry who maintain a consistent GPA of 3.25 or more*
- Dean's List | Spring 2018 – Present
- Phi Sigma Theta National Honor Society | Spring 2018 – Present
- English Honors Award | June 2017

## Activities

- WVU Hospitality Club – Fundraising Chair | Fall 2018 – Present
- Career Readiness Program – Gold Level Member | Fall 2018 – Present
- Hospitality and Tourism Management Program Ambassador | Fall 2019 – Present
- Alpha Phi Fraternity Member | Spring 2019 – Spring 2020

## Experience

Morgantown Marriott at Waterfront Place

Food and Beverage Intern & Banquet Server | September 2019 – Present

- Creating social media marketing campaigns and plans for the Morgantown Marriott's restaurant, Bourbon Prime
- Creatively redesigning the Bourbon Prime drink menu, taking inspiration from the restaurant's unique background with Bourbon
- Reviewed and implemented Marriott brand SOP's into the Bourbon Prime server training manual
- Serving and aiding with the various banquets and events held at the Marriott

Tony D's Italian Restaurant

Expediter, Busser, Hostess | May 2018 – Present

- Greeting guests with an enthusiastic attitude to create a positive first impression
- Working simultaneously with the kitchen and servers to assure food is delivered to tables in a timely manner, while also making each dish look clean and professional
- Paying constant attention to dietary restrictions and/or expectations on each dish for each table
- Assisting servers by greeting tables and expediting dishes
- Take reservations with the OpenTable system, while also meeting walk-in requests.
- Manage server assignments assuring an even number of tables per server, while also seating at an even pace
- Cleaning tables in a timely manner for the next guests and assuring a positive dining experience for each table

Buffalo Wild Wings

Marketing Intern | January 2019 – August 2019

- Oversee / building general marketing programs in the stores; including Eat Wings Raise Funds, delivery, and In-Store POP
- Met yearly fundraising goal by the first quarter
- Frequent marketing calls with teams and leadership
- Off-premise marketing needs, such as creating sponsorships with local sports teams and local organizations

Hollister Co.

Brand Representative | March 2017 – August 2017

- Prepare visual displays, maintain cashier responsibilities, apply asset protection procedures, provide excellent customer service while assisting customers with merchandise sales and maintaining knowledge of current fashion trends