

**KTLQ-AM**  
**Facility ID #16567**  
**Licensee: Payne 5 Communications, LLC**  
**24189 East 865 Road**  
**Welling, OK 74471**

**Audit Data Requested:**

3. (a.) Two most recent EEO public file reports (see attached)  
[www.lakescountry1021.com](http://www.lakescountry1021.com)

**Date of each full time hired**

Account Executive – BIP Hired 2/20/2017  
Account Executive – BIP Promoted 3/20/2017  
Traffic Manager - Hired 5/3/2017  
Account Executive – BIP Hired 9/29/2017  
Account Executive – BIP Hired 4/16/2018



16567  
PAYNE 5 COMMUNICATIONS, LLC  
24189 E. 865 ROAD  
WELLING, OK 74471-2245

KTLQ-AM

TAHLEQUAH, OK

Federal Communications Commission  
Washington, D.C. 20554

February 14, 2019

Dear Licensee:

1. In accordance with 47 CFR § 73.2080(f)(4), the station employment unit (the Unit) that includes your above-referenced station (the Station) has been randomly selected for an audit of its Equal Employment Opportunity (EEO) program. A copy of Section 73.2080 of the Commission's rules is attached at the end of this letter for your reference.
2. If the Unit is not required under our rules to have an EEO recruitment program due to the nature of its full-time workforce (having fewer than five full-time employees, defined as employees regularly assigned to work 30 hours a week or more), you must still respond to this audit letter. However, in your response, you are required to provide only a list of the Unit's full-time employees, identified only by job title (no names should be provided), the number of hours each is regularly assigned to work per week, and a response to Question 3(e) below. Also, in formulating your response, please see Questions 4(a)-(d) below regarding brokers and brokered stations for instructions for situations in which the applicable employment unit has fewer than five full-time employees.
3. **Audit Data Requested.** If the Unit employs five or more full-time employees (and all units, for Question 3(e)), provide the following information, including an explanation regarding any requested information that you are unable to provide:

(a) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit's most recent EEO public file report is not posted on each of these websites, indicate each relevant website and provide an explanation of why the report is not posted, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the Unit does not have its own website, but its corporate site contains a link to a site pertaining to the Unit, then the Unit's most recent EEO public file report must be linked to either the Unit's site or the general corporate site, pursuant to Section 73.2080(c)(6).

(b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice. In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of

providing multiple log sheets. Also, tell us whether you have retained all the log sheets for each time the ad aired. We may ask for them for verification, but you need not provide them at this time. Include, however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of Unit job openings, as described in Section 73.2080(c)(1)(ii).

(c) In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

(d) Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which any station included in the Unit operates is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to Sections 73.2080(c)(2) and (e)(3). If you have performed more than four initiatives, you may provide documentation for only four and summarize the rest instead of providing documentation for all of them. If we believe any of the initiatives you have documented are inadequate, we may ask for more information, but documentation for four is all we need at this time.

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

(f) In accordance with Section 73.2080(b), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

(g) In accordance with Section 73.2080(c)(3), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

(h) In accordance with Section 73.2080(c)(4), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

(i) If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program. For example, for full-time hires subject to a religious qualification, only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source of the hiree must be provided. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under Section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

(j) Among items we do not need in your response to this letter are copies of applicants' resumes, your company training manuals, posters, employee handbooks, or corporate guidebooks. If you believe any of the information in various corporate manuals or posters are relevant to any part of this audit letter, you may summarize what is in them. If you believe this letter requires you to provide an unusually burdensome volume of documentation, you may contact us prior to the response deadline to discuss possible ways of condensing your response.

#### 4. Time Brokerage.

(a) **Licensee of brokered station(s).** If the Unit employs fewer than five full-time employees and any station included in it is subject to a time brokerage agreement, in addition to responding to this letter and providing us a list of the Unit's full-time employees listed by job title (and the number of hours each employee is assigned to work) and a response to Question 3(e) above, you must immediately forward a copy of this letter to the broker under each such agreement, which must respond to Question 4(b) below. If the Unit employs five or more full-time employees, the licensee must respond fully to paragraph 3 above, and also forward the letter to the broker so the broker may respond to Question 4(b) below.

(b) **Broker receiving audit letter from brokered station licensee.** If you are the broker of a station, and the station you are brokering receives an audit letter, the licensee of the brokered station must forward the audit letter to you. You should respond to the audit letter concerning EEO information relating only to your own full-time employees at the brokered station. *See* Section 73.2080(f)(3).

(c) **Broker receiving audit letter directly from Commission.** If you are a broker, but the target station in this audit letter is a station licensed to you, you must submit information requested herein for the EEO program at your station (or employment unit). If you maintain EEO data for a station you are brokering with that for your own station that is the target of this audit letter, and lack the ability to separate the information, you must include in your response the information requested herein pertaining to **your** full-time employees at the station(s) you broker. *See* Section 73.2080(f)(3).

(d) **Broker described under 4(b) or 4(c) above.** If your full-time employees at the station you are brokering, combined with your full-time employees at your owned station(s), total fewer than five, however, you need only respond to this letter by the deadline described below by submitting a list of your Unit's full-time employees (listed by job title and number of hours regularly assigned to work per week) and the same type of list for the full-time employees you employ at the brokered station(s), and a response to Question 3(e) above.

5. **Procedures.** *You must upload your response to this audit letter to your station's online public inspection file by April 1, 2019, and include in your response your station's Facility ID Number and an e-mail address where a station representative can be contacted about your response.* You should not direct your response to the office of the FCC Secretary. The Secretary does not process responses to EEO audit letters. The accuracy and completeness of the response must be certified by an officer, partner or other principal of the Station licensee or broker (as appropriate) or, in the case of a noncommercial educational station, by an officer, member or other principal of the licensee. (See 47 CFR § 1.16.)

6. To knowingly and willfully make any false statement or conceal any material fact in response to this audit is punishable by fine or imprisonment (*see* 18 U.S.C. § 1001; 47 C.F.R. § 1.17), revocation of any station license or construction permit (47 U.S.C. § 312(a)(1)), and/or forfeiture (47 U.S.C. § 503). Extensions of time must be requested by e-mail to [lewis.pulley@fcc.gov](mailto:lewis.pulley@fcc.gov) and will be granted only upon a showing of extraordinary circumstances. Unless and until the EEO Staff grants such a request the original deadline remains in effect. Failure to respond to this audit letter by the deadline is punishable by sanctions in accordance with Section 73.2080(g).

7. In accordance with Sections 73.3526(e)(10) (for commercial stations ) and 73.3527(e)(11) (for noncommercial educational stations), available through these links:

[https://www.ecfr.gov/cgi-bin/text-idx?SID=05bcd2d178b35195633871d209cc728e&mc=true&node=se47.4.73\\_13526&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=05bcd2d178b35195633871d209cc728e&mc=true&node=se47.4.73_13526&rgn=div8)

[https://www.ecfr.gov/cgi-bin/text-idx?SID=05bcd2d178b35195633871d209cc728e&mc=true&node=se47.4.73\\_13527&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=05bcd2d178b35195633871d209cc728e&mc=true&node=se47.4.73_13527&rgn=div8)

you must place a copy of this letter and your response in the public inspection file, including the online public file, of each affected station. Consequently, your response should not include personal information about individuals, such as social security numbers, home addresses, or other personally identifiable information. We do not require that employment units retain such information in their records, or that such information be provided in response to this letter.

8. If our EEO random audits sent in 2017 or 2018 included the Station, you may not have to respond to this letter. If the Station completed an audit in that timeframe, before responding, please tell us the dates of public file reports included in the Station's recent audit response, via e-mail to [lewis.pulley@fcc.gov](mailto:lewis.pulley@fcc.gov). We will then advise you if a response is necessary. Also, if your most recent license renewal application was granted after February 1, 2017, you may not need to respond to this letter. To find out if you are exempt from responding, send an e-mail to [lewis.pulley@fcc.gov](mailto:lewis.pulley@fcc.gov). Should you have any questions, please contact the EEO Staff at (202) 418-1450. Thank you for your cooperation.

Sincerely,



Lewis C. Pulley  
Assistant Chief, Policy Division  
Media Bureau

Enclosure

**KTLQ-AM**  
**Facility ID #16567**  
**Licensee: Payne 5 Communications, LLC**  
**24189 East 865 Road**  
**Welling, OK 74471**

**Audit Data Requested:**

3. (a.) Two most recent EEO public file reports (see attached)  
[www.lakescountry1021.com](http://www.lakescountry1021.com)

**Date of each full time hired**

Account Executive – BIP Hired 2/20/2017  
Account Executive – BIP Promoted 3/20/2017  
Traffic Manager - Hired 5/3/2017  
Account Executive – BIP Hired 9/29/2017  
Account Executive – BIP Hired 4/16/2018

## 2017 - Annual EEO Public File Report

The purpose of this EEO Public File Report (Annual EEO Report) is to comply with Section 73.2080(c)(6) of the FCC's Equal Employment Rules. This Annual EEO Report summarizes the relevant hiring and EEO outreach conducted by the following stations, which collectively form a single Station Employment Unit for purposes of the EEO Rules:

<b>Call Sign</b>	<b>Community</b>	<b>FIN</b>
<b>KEOK-FM</b>	<b>Tahlequah, OK</b>	<b>05-0588293</b>
<b>KTLQ-AM</b>	<b>Tahlequah, OK</b>	<b>05-0588293</b>

The information contained in this Annual EEO Report covers the time period from **February 1, 2017 to, and including, January 31, 2018** (the Applicable Period). Consistent with the FCC's Rules, this Annual EEO Report contains the following information:

- A list of all full-time vacancies filled by the Station(s) during the Applicable Period;
- For each such vacancy, the recruitment source(s) utilized to fill the vacancy, including any such sources that have asked to receive information from the station(s) about any new job openings, which are separately identified;
- The recruitment source that referred the Hiree for each full-time vacancy filled during the Applicable Period;
- Data reflecting the total number of persons interviewed for all full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
- A list and brief description of the community outreach activities, not directly related to the opening of job positions, undertaken by the station(s) during the Applicable Period.

The following sections provide the required information, and summarize the station(s) EEO efforts during the Applicable Period. This Annual Report was placed in each station's public inspection file on **February 1, 2018** and posted on the stations website, in accordance with the FCC's EEO Rules.

## **2017 - Annual EEO Public File Report**

### **SECTION 1: Full-Time Job Openings Filled During This Period**

Time Period Covered: **February 1, 2017 to January 31, 2018**

Stations in Employment Unit: **KEOK-FM, KTLQ-AM**

<b>Full-time Positions Filled By Job Title</b>		<b>Recruitment Source that Referred the Person Hired</b>
1	Account Executive – Business Improvement Planner	Work Force
2	Account Executive – Business Improvement Planner	Promoted within station
3	Traffic Manager	Station On-Air Recruitment Ad
4	Account Executive – Business Improvement Planner	Station Website

Total Number of People Interviewed for All Job Positions: 12



## 2017 - Annual EEO Public File Report

### SECTION 2: Recruitment Sources

Time Period Covered: **February 1, 2017 to January 31, 2018**

Stations in Employment Unit: **KEOK-FM, KTLQ-AM**

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period	Full-time Positions for Which This Source Was Utilized
1	American Broadcast School – Shawn Cockrell 4511 SE 29 <sup>th</sup> Street – Oklahoma City, OK 73115 PH: 405-672-6511 Email: shawn@radioschool.com	0	0
2	Bacone College – Jo Collier 2299 Old Bacone Rd. – Muskogee, OK 74403 PH: 918-683-4581 Email collierj@bacone.com	0	0
3	Bureau of Indian Affairs P.O. Box 1487 – Anadarko, OK 73005 PH: 405-247-1661	0	0
4	Cameron University – Jordan Scribner 2800 W. Gore – Lawton, OK 73505 PH: 580-581-6769 Email hirecameronaggies@cameron.edu	0	0
5	Cherokee Nation – Kaylan Pritchett P.O. Box 948 – Tahlequah, OK 74465 PH: 918-453-5555 Email: Kaylan-pritchett@cherokee.org	0	0
6	Metro Technology Centers – Stephanie Bills 1600 Springlake Drive – Oklahoma City, OK 73111 PH: 405-605-4441 Email sbills@metrotech.org	0	0
7	East Central University – Todd Essary 1100 E 14 <sup>th</sup> Street pmb S17 – Ada, OK 74820 PH: 580-332-8000 Email: tessary@ecok.edu	0	0
8	Northeastern State University – Desiree Keen 705 N. Grand – Tahlequah, OK 74464 PH: 918-456-5511 x3110 Email: careerservices@nsuok.edu <a href="https://www.myinterfase.com/nsuok/employer">https://www.myinterfase.com/nsuok/employer</a>	0	0

9	Oklahoma City University – Amelia Hurt 2501 N Blackwelder – Oklahoma City, OK 73106 PH: 405-208-5000 Email: careerservices@okcu.edu	0	0
10	Oklahoma Office of Handicapped Concerns – Valencia Stiggers 2401 NW 23 <sup>rd</sup> , Suite 90 – Oklahoma City, OK 73107 PH: 405-521-3756 Email: Valencia.stiggers@odc.ok.gov	0	0
11	Oklahoma State University – Gil Smith 900 N Portland – Oklahoma City, OK 73107 PH: 405-945-8680 Email: sgiber@osuokc.edu <a href="http://www.collegecentral.com/osuokc/">http://www.collegecentral.com/osuokc/</a>	0	0
12	Oklahoma Wesleyan University – Alice Cooper 2201 Silver Lake Rd – Bartlesville, OK 74006 PH: 918-335-6249 Email: acooper@okwu.edu	0	0
13	Resonance – Cathy Hodges 1608 S Elwood Ave – Tulsa, OK 74119 PH: 918-587-3888 Email: chodges@resonancetulsa.org	0	0
14	Rogers State University – Cathy Coomer 1701 W Will Rogers Blvd – Claremore, OK 74017 PH: 918-343-7670 Email: ccoomer@rsu.edu	0	0
15	Southeastern Oklahoma State University – Scott Hensley 1405 N 4 <sup>th</sup> Avenue – Durant, OK 74701-0609 PH: 580-745-2270 Email: shensley@se.edu	0	0
16	Southern Nazarene University – Angela Rhodes 6729 NW 29 <sup>th</sup> Expressway – Bethany, OK 73008 PH: 405-491-6684 Email arhodes@snu.edu	0	0
17	Talking Leaves Job Corps – Delbert Stanley P.O. Box 948 – Tahlequah, OK 74465 PH: 918-207-3338 Email: Stanley.delbert@jobcorps.org	0	0
18	Tahlequah Daily Press – Classified Ad	1	0
19	University of Central Oklahoma – Julie Smith 100 University Blvd – Edmond, OK 73034 PH: 405-374-2792 Email: jsmith272@uco.edu	0	0
20	University of Oklahoma – Heather Spenser 395 W Lindsey, Suite 2533 – Norman, OK 73019 PH: 405-325-3689 Email: has@ou.edu	0	0
21	University of Tulsa – Sherrie Alexander 600 S College – Tulsa, OK 74104 PH: 918-631-2549 Email: jobreferrals@utulsa.edu <a href="https://utulsa-csm.symplicity.com/employers/">https://utulsa-csm.symplicity.com/employers/</a>	0	0
22	Workforce Oklahoma of Tahlequah – Tim Grimes 1755 S Muskogee Avenue – Tahlequah, OK 74464	6	1

	PH: 918-456-8846 Email: tim.grimes@oesc.state.ok.us		
23	Station On-air Recruitment Ads	3	1
24	Station Website	1	1
25	Employee Referrals	0	0
26	Promoted/Transferred from Within Stations	1	1

## **2017 - Annual EEO Public File Report**

### **SECTION 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken**

Time Period Covered: **February 1, 2017 to January 31, 2018**

Stations in Employment Unit: **KEOK-FM, KTLQ-AM**

1. **Job Fair: Gail Payne and Travis Reeves represented the stations at the NSU Career Fair in Tahlequah, OK on March 1, 2017 from 4pm-6pm. The contact is Sarah Tilley. Four students were interested in Radio and approximately thirty five visitors to the booth.**
  
2. **Job Fair: Gail Payne and Will Payne represented the stations at the OAB Career Fair at the Skirvin Hotel in Oklahoma City, OK on March 30, 2017 from 10am – 11:15am. The contact is Nancy Struby. One resume was collected at the event.**
  
3. **Job Fair: Pat Bryson represented the stations at the National Association of Broadcasters Education Foundation Career Day on April 25, 2017 at NAB Show in Las Vegas.**

## 2018 - Annual EEO Public File Report

The purpose of this EEO Public File Report (Annual EEO Report) is to comply with Section 73.2080(c)(6) of the FCC's Equal Employment Rules. This Annual EEO Report summarizes the relevant hiring and EEO outreach conducted by the following stations, which collectively form a single Station Employment Unit for purposes of the EEO Rules:

<b>Call Sign</b>	<b>Community</b>	<b>FIN</b>
<b>KEOK-FM</b>	<b>Tahlequah, OK</b>	<b>05-0588293</b>
<b>KTLQ-AM</b>	<b>Tahlequah, OK</b>	<b>05-0588293</b>

The information contained in this Annual EEO Report covers the time period from **February 1, 2018 to, and including, January 31, 2019** (the Applicable Period). Consistent with the FCC's Rules, this Annual EEO Report contains the following information:

- A list of all full-time vacancies filled by the Station(s) during the Applicable Period;
- For each such vacancy, the recruitment source(s) utilized to fill the vacancy, including any such sources that have asked to receive information from the station(s) about any new job openings, which are separately identified;
- The recruitment source that referred the Hiree for each full-time vacancy filled during the Applicable Period;
- Data reflecting the total number of persons interviewed for all full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
- A list and brief description of the community outreach activities, not directly related to the opening of job positions, undertaken by the station(s) during the Applicable Period.

The following sections provide the required information, and summarize the station(s) EEO efforts during the Applicable Period. This Annual Report was placed in each station's public inspection file on **February 1, 2019** and posted on the stations website, in accordance with the FCC's EEO Rules.

## 2018 - Annual EEO Public File Report

### **SECTION 1: Full-Time Job Openings Filled During This Period**

Time Period Covered: **February 1, 2018 to January 31, 2019**

Stations in Employment Unit: **KEOK-FM, KTLQ-AM**

<b>Full-time Positions Filled By Job Title</b>		<b>Recruitment Source that Referred the Person Hired</b>
1	Account Executive – Business Improvement Planner	Station Website

Total Number of People Interviewed for All Job Positions: 3

**2018 - Annual EEO Public File Report**

**SECTION 2: Recruitment Sources**

Time Period Covered: **February 1, 2018 to January 31, 2019**

Stations in Employment Unit: **KEOK-FM, KTLQ-AM**

	<b>Recruitment Source (Name, Address, Telephone Number, Contact Person)</b>	<b>Total Number of Interviewees This Source Has Provided During This Period</b>	<b>Full-time Positions for Which This Source Was Utilized</b>
1	American Broadcast School – 4511 SE 29 <sup>th</sup> Street – Oklahoma City, OK 73115 PH: 405-672-6511	0	1
2	Bacone College – 2299 Old Bacone Rd. – Muskogee, OK 74403 PH: 918-683-4581 Email collierj@bacone.com	0	1
3	Cameron University – Jordan Scribner 2800 W. Gore – Lawton, OK 73505 PH: 580-581-6769 Email hirecameronaggies@cameron.edu	0	1
4	Cherokee Nation – Kaylan Pritchett P.O. Box 948 – Tahlequah, OK 74465 PH: 918-453-5555 Email: Kaylan-pritchett@cherokee.org	0	1
5	Metro Technology Centers – Stephanie Bills 1600 Springlake Drive – Oklahoma City, OK 73111 PH: 405-605-4441 Email sbills@metrotech.org	0	1
6	East Central University – Todd Essary 1100 E 14 <sup>th</sup> Street pmb S17 – Ada, OK 74820 PH: 580-332-8000 Email: tessary@ecok.edu	0	1
7	Northeastern State University – 705 N. Grand – Tahlequah, OK 74464 PH: 918-456-5511 x3110 Email: careerservices@nsuok.edu	1	1
8	Oklahoma City University – Amelia Hurt 2501 N Blackwelder – Oklahoma City, OK 73106 PH: 405-208-5000 Email: careerservices@okcu.edu	0	1
9	Oklahoma Office of Handicapped Concerns – Valencia Stiggers 2401 NW 23 <sup>rd</sup> , Suite 90 – Oklahoma City, OK 73107 PH: 405-521-3756 Email: Valencia.stiggers@odc.ok.gov	0	1
10	Oklahoma State University – Gil Smith 900 N Portland – Oklahoma City, OK 73107	0	1

	PH: 405-945-8680 Email: sgiber@osuokc.edu <a href="http://www.collegecentral.com/osuokc/">http://www.collegecentral.com/osuokc/</a>		
11	Oklahoma Wesleyan University – Alice Cooper 2201 Silver Lake Rd – Bartlesville, OK 74006 PH: 918-335-6249 Email: acooper@okwu.edu	0	1
12	Resonance – Cathy Hodges 1608 S Elwood Ave – Tulsa, OK 74119 PH: 918-587-3888 Email: chodges@resonancetulsa.org	0	1
13	Rogers State University – Cathy Coomer 1701 W Will Rogers Blvd – Claremore, OK 74017 PH: 918-343-7670 Email: ccoomer@rsu.edu	0	1
14	Southern Nazarene University – Michelle Mullens 6729 NW 29 <sup>th</sup> Expressway – Bethany, OK 73008 PH: 405-491-6684 Email mmullens@snu.edu	0	1
15	Tahlequah Daily Press – Classified Ad	0	0
16	University of Oklahoma – Heather Spenser 395 W Lindsey, Suite 2533 – Norman, OK 73019 PH: 405-325-3689 Email: has@ou.edu	0	1
17	University of Tulsa – Sherrie Alexander 600 S College – Tulsa, OK 74104 PH: 918-631-2549 Email: jobreferrals@utulsa.edu <a href="https://utulsa-csm.symplicity.com/employers/">https://utulsa-csm.symplicity.com/employers/</a>	0	1
18	Workforce Oklahoma of Tahlequah – Tim Grimes 1755 S Muskogee Avenue – Tahlequah, OK 74464 PH: 918-456-8846 Email: tim.grimes@oesc.state.ok.us	1	1
19	Station On-air Recruitment Ads	0	0
20	Station Website	1	1
21	Employee Referrals	0	0
22	Promoted/Transferred from Within Stations	0	0



## **2018 - Annual EEO Public File Report**

### **SECTION 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken**

Time Period Covered: **February 1, 2018 to January 31, 2019**

Stations in Employment Unit: **KEOK-FM, KTLQ-AM**

- 1. Job Fair:** Gail Payne, Anne McGarry and Will Payne represented the stations at the OAB Career Fair in Tulsa, OK on April 19, 2018 from 10AM-11AM. The contact is Nancy Struby. Approximately seventy five visitors to the booth.
- 2. Internship Program:** KEOK-FM / KTLQ-AM participate with area Universities to provide internship programs. Five interns were active with the station in 2018.

**KTLQ-AM**  
**Facility ID #16567**  
**Licensee: Payne 5 Communications, LLC**  
**24189 East 865 Road**  
**Welling, OK 74471**

3. (b) Job Postings were emailed and posted on the station website. Copies of job postings and source list are attached.

# Payne 5 Communications, LLC

## Job Posting

*Payne 5 Communications, LLC is an Equal Opportunity Employer*

Job Title	Posting Date	Closing Date	Company / Location
Business Improvement Planner	02/11/2017	When Filled	KEOK/KTLQ – Tahlequah, OK
Department	Full-Time / Part-Time	Work Days	Work Hours
Sales	Full-Time	Monday - Friday or as needed	8am to 5:30pm or as needed

### Overall Objective

Contact prospective customers to sell radio advertising and other products and services

### Essential Functions

- Call on prospects and present various programs and concepts
- Persuade prospects to purchase radio time and present company initiatives that will draw customers to their businesses
- Achieve sales performance goals
- Develop and maintain relationships with clients and provide quality customer service
- Communicate with other departments to assure execution of client agreements
- Collect timely payments from customers
- Attend sales meetings, training sessions, and radio station sponsored customer events

### Qualifications

- Minimum of high school diploma; one year related experience and/or training
- Ability to calculate figures and amounts for customer purchase transactions
- Excellent verbal and written communication skills and presentation skills
- Computer literate
- Ability to travel to local customer locations
- Valid driver's license and state mandated automobile insurance
- Dependable transportation

### Contact Information

Name: Travis Reeves – General Manager  
Phone: 918-456-2511  
Fax: 918-456-3231  
E-mail: [travis@payneradiogroup.com](mailto:travis@payneradiogroup.com)

# Payne 5 Communications, LLC

## Job Posting

*Payne 5 Communications, LLC is an Equal Opportunity Employer*

Job Title	Posting Date	Closing Date	Company / Location
Traffic Manager	4/21/2017	When Filled	KEOK/KTLQ Tahlequah, OK
Department	Full-Time / Part-Time	Work Days	Work Hours
Office	Full-Time	Monday - Friday or as needed	8am to 5:00pm or as needed

### Overall Objective

Manage client accounts by scheduling commercials, correctly billing, and applying payments. Manage the front office by answering phones and greeting clients. Must present a professional demeanor for greeting customers/clients/visitors to the station.

### Essential Functions

- Schedule commercials in the Natural Log system
- Make deposits daily (A/R) and manage cash flow.
- Answer multiple telephone lines.
- Ability to operate a fax machine & scanner and to send emails daily.
- Communicate with Programming and Sales to facilitate updates, corrections and changes
- Provide front office support – assisting customers, clients and visitors
- Assist with other duties as determined by General Manager and Operations Manager

### Qualifications

- Minimum of High School Diploma or GED
- Proficient with Microsoft Excel, Word and PowerPoint
- Excellent verbal and written communication skills
- Ability to multitask and prioritize projects to ensure completion,
- Desire and willingness to work in a collaborative, innovative and team-oriented environment

### Contact Information

Name: Travis Reeves, General Manager  
Phone: (918) 456-2511  
Fax: (918) 456-3231  
E-mail: [travis@payneradiogroup.com](mailto:travis@payneradiogroup.com)

# Payne 5 Communications, LLC

## Job Posting

*Payne 5 Communications, LLC is an Equal Opportunity Employer*

Job Title	Posting Date	Closing Date	Company / Location
Account Executive	09/22/2017	When Filled	KEOK/KTLQ – Tahlequah, OK
Department	Full-Time / Part-Time	Work Days	Work Hours
Sales	Full-Time	Monday - Friday or as needed	8am to 5:30pm or as needed

### Overall Objective

Contact prospective customers to sell radio advertising and other products and services

### Essential Functions

- Call on prospects and present various programs and concepts
- Persuade prospects to purchase radio time and present company initiatives that will draw customers to their businesses
- Achieve sales performance goals
- Develop and maintain relationships with clients and provide quality customer service
- Communicate with other departments to assure execution of client agreements
- Collect timely payments from customers
- Attend sales meetings, training sessions, and radio station sponsored customer events

### Qualifications

- Minimum of high school diploma; one year related experience and/or training
- Ability to calculate figures and amounts for customer purchase transactions
- Excellent verbal and written communication skills and presentation skills
- Computer literate
- Ability to travel to local customer locations
- Valid driver's license and state mandated automobile insurance
- Dependable transportation

### Contact Information

Name: Travis Reeves – General Manager  
Phone: 918-456-2511  
Fax: 918-456-3231  
E-mail: [travis@payneradiogroup.com](mailto:travis@payneradiogroup.com)

# Payne 5 Communications, LLC

## Job Posting

*Payne 5 Communications, LLC is an Equal Opportunity Employer*

Job Title	Posting Date	Closing Date	Company / Location
Account Executive	02/12/2018	When Filled	KEOK/KTLQ – Tahlequah, OK
Department	Full-Time / Part-Time	Work Days	Work Hours
Sales	Full-Time	Monday - Friday or as needed	8am to 5:30pm or as needed

### Overall Objective

Contact prospective customers to sell radio advertising and other products and services

### Essential Functions

- Call on prospects and present various programs and concepts
- Persuade prospects to purchase radio time and present company initiatives that will draw customers to their businesses
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E-mail: [travis@payneradiogroup.com](mailto:travis@payneradiogroup.com)

**Payne 5 Communications, LLC.**  
EEO Resources

Company Name	Department	First Name	Last Name	Address	City	State	Zip	Phone	E-mail
American Broadcasting School	Job Placement	Shawn	Cockrell	4511 SE 29th St.	Oklahoma City	OK	73115	405-672-6511	shawn@radioschool.com
Bacone College	Academic Support	Jo	Collier	2299 Old Bacone Rd.	Muskogee	OK	74403	918-683-4581	collier@bacone.com
Bureau of Indian Affairs	Human Resources			P.O. Box 1487	Anadarko	OK	73005	405-247-1661	Please Mail
Cameron University	Career Services	Jordan	Scribner	2800 W. Gore	Lawton	OK	73505	580-581-6769	hirecameronagrees@cameron.edu
Cherokee Nation	Career Services	Kaylan	Pritchett	P.O. Box 948	Tahlequah	OK	74465	918-453-5555	kaylan.pritchett@cherokee.org
East Central University	Career Development	Todd	Essary	1100 E. 14th Street pmb S17	Ada	OK	74820	580-332-8000	tesary@ecku.edu
Metro Technology Centers	Student Services	Stephanie	Bills	1600 Springlake Drive	Oklahoma City	OK	73111	405-605-4441	sblills@metrotech.org
Northeastern State University	Career Services	Destree	Keen	705 N. Grand Ave.	Tahlequah	OK	74464	918-456-5511 X3110	careerservices@nsuok.edu
Oklahoma City University	Career Services	Amelia	Hurt	2501 N. Blackwelder	Oklahoma City	OK	73106	405-208-5000	careerservices@okcu.edu
Oklahoma Office of Handicapped Concerns	Career Services	Valencia	Smith	2401 NW 23rd, Suite 90	Oklahoma City	OK	73107	405-521-3756	valencia.stinger@odc.ok.gov
Oklahoma State University	Career Resources	Gill	Stiggers	900 N. Portland	Oklahoma City	OK	73107	405-945-8680	gblibert@osuok.edu
Oklahoma Wesleyan University	Student Academic Services	Alice	Cooper	2201 Silver Lake Rd	Bartlesville	OK	74006	918-335-6249	acooper@okwu.edu
Resonance	Human Resources	Cathy	Hodges	1608 S. Elwood Avenue	Tulsa	OK	74119	918-587-3888	chodges@resonancetulsa.org
Rogers State University	KRSC-TV/KRSC-FM	Cathy	Coomer	1701 W. Will Rogers Blvd.	Claremore	OK	74017	918-343-7571	ccoomer@rsu.edu
Southeastern Oklahoma State University	Career Planning	Scott	Hensley	1405 N. 4th Avenue	Durant	OK	74701-0609	580-745-2270	shensley@se.edu
Southern Nazarene University	Career Placement	Angela	Rhodes	6729 NW 29th Expressway	Bethany	OK	73008	405-491-6684	arhodes@snu.edu
Talking Leaves Job Corps	Career Services	Delbert	Stanley	P.O. Box 948	Tahlequah	OK	74465	918-207-3338	stanley.delbert@jobcorps.org
University of Central Oklahoma	Career Services	Julie	Smith	100 University Blvd.	Edmond	OK	73034	405-974-3951	jsmith1272@uco.edu
University of Oklahoma	Gaylord College of Journ & Mass Comm	Heather	Spenser	395 W. Lindsey, Suite 2533	Norman	OK	73019	405-325-3689	has@ou.edu
University of Tulsa	Career Services	Sherrie	Alexander	600 S. College	Tulsa	OK	74104	918-631-2549	jobreferrals@utulsa.edu
Workforce Oklahoma of Tahlequah	General Office	Tim	Grimes	1755 S. Muskogee Ave.	Tahlequah	OK	74464	918-456-8846	tim.grimes@oqssc.state.ok.us

E-Mail  
E-Mail  
Websites on Next Sheet  
Mail  
Info Not Updated

**KTLQ-AM**  
**Facility ID #16567**  
**Licensee: Payne 5 Communications, LLC**  
**24189 East 865 Road**  
**Welling, OK 74471**

3. (c) Number of interviewees and referral source for all vacancies

<i>Recruitment Source Providing Interviewees</i>	<i>Number Interviewed</i>	<i>Number Hired</i>
Workforce Oklahoma of Tahlequah	7	1
Tahlequah Daily Press	1	
Radio Station Website	2	1
Radio Station Advertisement	2	1
Northeast State University	1	
In House Promotion	1	1
Employee Referral	1	1



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**3. (d) 5 Full Time Employees**  
**Tahlequah, OK: Population: 16,736 (2017)**  
**Required to perform two initiatives in a two-year period**

**Each year we are involved with countless job fairs and continuing education events.**

**Owner and General Manager represented the stations at the NSU Career Fair in Tahlequah, OK on March 1, 2017 from 4pm-6pm. The contact is Sarah Tilley. Four students were interested in Radio and approximately thirty five visitors to the booth.**

**The Owner and General Manager represented the stations at the OAB Career Fair at the Skirvin Hotel in Oklahoma City, OK on March 30, 2017 from 10am – 11:15am. The contact is Nancy Struby. One resume was collected at the event.**

**Sales Manager represented the stations at the National Association of Broadcasters Education Foundation Career Day on April 25, 2017 at NAB Show in Las Vegas.**

**Owner, General Manager, and Member represented the stations at the OAB Career Fair in Tulsa, OK on April 19, 2018 from 10AM-11AM. The contact is Nancy Struby. Approximately seventy five visitors to the booth.**

**KTLQ-AM participates with area Universities to provide internship programs. Five interns were active with the station in 2018.**

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**3. (e) N/A**

**3. (f)**

**The General Manager is responsible for the hiring and preparing and following the EEO rules and regulations set forth by the FCC 73.2080. The General Manager is responsible for hiring the sales staff, traffic manager, and radio personalities. A set list of sources is accumulated and updated on a regular basis and is constantly continuing outreach for wide assimilation. We are a small unit and cross-train; in relation to EEO we educate employees on the process that is set out in front of us by the FCC. Also when we prepared our annual report each one of the full time staff are aware and we refresh 73.2080.**

**3. (g & h)**

**We are constantly trying to improve the measures we have taken to recruit, hire and promote employees or potential employees, by identifying and evaluating any issues while following the EEO rules. All employees or potential employees are notified of EEO rules. We are a small unit but we review seniority to ensure all are equal. We review pay rates and fringe benefits having the same duties and eliminate any inequities based upon race, national origin, color, religion, age, or sex discrimination. Reviewing job postings to ensure they will contain non indication, either explicit or implicit, of a preference for one race, national origin, color, religion, age, or sex discrimination.**

**3. (I & J) N/A**

**4. Time Brokerage – N/A**

**KTLQ-AM**

**Facility ID #16567**

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**24189 East 865 Road**

**Welling, OK 74471**

**Email Contact Station Representative: [gpayne3498@aol.com](mailto:gpayne3498@aol.com)**

**Gail Payne**