



December 13, 2023

Via E-Mail: [elizabeth.goldin@fcc.gov](mailto:elizabeth.goldin@fcc.gov)

Ms. Elizabeth Goldin  
Assistant Chief  
Investigations and Hearing Division  
Enforcement Bureau  
Federal Communications Commission  
Washington, DC 20554

**Re: October 2023 EEO Random Audit of KPLT-FM Fac. Id. 35484**

Dear Ms. Goldin:

On behalf of East Texas Broadcasting, Inc., (East Texas) licensee of KPLT-FM, Facility ID 35484, Paris, TX. this letter responds to yours of June 9, 2020 identifying the employment unit of radio station KPLT-FM as being in an employment unit that has been randomly selected for audit of its EEO Program.

Radio station KPLT-FM, Facility ID 35484, is part of an employment unit composed of eight (8) stations, including KOYN Facility ID No. 7992, KPLT Facility ID No. 35483, KPLT-FM Facility ID No. 35484, KBUS Facility ID No. 71408 all licensed to Paris, TX, KSCH Facility ID No. 24176 Sulphur Springs, TX, KIMP Facility ID No. 29915 licensed to Mount Pleasant, TX, KALK Facility ID No. 51689 licensed to Winfield, TX, and KSCN Facility ID No. 81812 licensed to Pittsburg TX, together, the "Employment Unit". Accordingly, this response should be considered for each of these stations.

I will address each request for information in the order set out in your letter.

**Paragraph 2(b)(i): Attachment 1** Copies of the two most recent EEO public file reports.

**Paragraph 2(b)(ii):** East Texas maintains a website at <https://easttexasradio.com/> with links to each of its stations. Each stations' EEO report is posted with a link at the bottom of the landing page.

**Paragraph 2(b)(iii):**

**Attachment 2** provides a list of the Unit's full-time positions filled during the period covered by the 2021 through 2023 EEO Public File Reports, the date of hire with a listed hire date, the recruitment source responsible for the hiree and a designation whether the recruitment source is a Prong II entity entitled to notification.

**Attachment 3** contains a list of the Job Notification Detail notices sent to each recruitment source for each recruited position, including the date sent, the recruitment sources that received that notice, whether the notification was sent by fax, e-mail or both. Notices for all positions were

## 2023 EEO Random Audit KPLT-FM

also posted with the radio industry newsletter AllAccess, which discontinued operation mid-year 2023 and closed its website. East Texas is in contact with AllAccess' former officers in efforts to obtain copies of those announcements.

**Attachment 3b Radio Recruitment Ads** contains the radio announcement copy that was broadcast for each account positions noted on Attachment 2 on the dates indicated.

**Attachment 3b Job Fair Flyer** is a copy of the flyer used at Job Fairs to recruit applicants for account positions at job fairs.

**Attachment 3b ETB Facebook** is a copy of the Facebook ad for the account executive position filled on April 1, 2022

**Attachment 3b-2021-23 position flyers** contains notification announcements used for the positions of Multi-Media Sales Executive, Digital Media Director and Traffic Director – Paris, used for each respective position noted on Attachment 2.

**Attachment 4** contains an interviewee list for each position listed with the recruitment source that referred the candidate. For privacy purposes, the actual names of the interviewees have been blocked.

**Paragraph 2(b)(iv): Attachment 4**, the Interview Recruitment Source Report, provides a listing of all the interviewees for each vacancy and the referral source for each interviewee.

**Paragraph 2(b)(v):** East Texas stations are licensed to communities in four Texas counties outside of all OMB metropolitan areas with a combined 2020 census population of 130,000. Accordingly, it is a *smaller market* as defined by the Office of Management and Budget with the requirement of performing Prong 3 supplemental initiatives worth two points every two years.

**Attachment 5** provides a record of East Texas Prong 3 supplemental recruitment initiatives during the last two years together with supporting materials that demonstrate East Texas exceeded the standard.

**Paragraph 2(b)(vi): Employment Complaints --** There have been no complaints filed during the Station's current license term.

**Paragraph 2(b)(vii): Responsibilities of Unit Managers** — Each Manager is responsible for implementing our EEO program. East Texas is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. East Texas will not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability or any other reason prohibited by applicable laws. Employees needing an accommodation to perform their job must notify us in writing within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. East Texas will make accommodations that do not pose an undue hardship. In accordance with §73.2080(c) of the Commission's rules, each hiring opportunity is filled only after broad outreach to our recruitment sources. Any organization that expresses an interest in notification of new hiring opportunities will be provided with notice as soon as possible. All Unit hiring must be cleared through our assigned EEO Officer whose responsibility is to ensure we are compliant with all FCC and other EEO policies. Periodically, Unit Managers are expected to participate in Unit sponsored EEO training programs and in supplemental outreach initiatives to assist in spreading information throughout the community about employment in broadcasting.

**Paragraph 2(b)(viii): Analysis of EEO Program** — The EU continually reviews the effectiveness of its EEO recruitment program by;

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- 1) Compiling a significant and up-to-date outreach contact list, adding new contacts who request to be included in our outreach efforts, adding potential new contacts and resources we discover through our own efforts and keeping current all existing contact information. The Unit also relies on Broadcast1Source to find new organizations to add to its contact list. Periodically we evaluate the effectiveness of our outreach contacts. Based on leads generated for new employment opportunities we will add new outreach organizations and institutions from our area, neighboring states and popular internet-based recruitment sources. To keep our outreach contact list as expansive and inclusive as possible, we do not remove contacts that have not produced past results because one never knows if and when a seemingly unproductive contact will produce a positive result in the future. We do, however, remove organizations that cease operations, cease job related activities or request to be removed from our outreach contact list.
- 2) At each new vacancy and hiring opportunity we will conduct a thorough review of our outreach plan to make sure the vacancy is made known and available to as many potential job seekers as possible. After the plan is launched we monitor responses from our outreach contact list and media to determine if we are receiving an effective response. If the response is not effective, when possible we will alter the plan to increase its effectiveness and continue doing so in an effort to produce an adequate pool of candidates and until the vacancy has been filled. After the position has been filled we analyze the original plan and any of its iterations to determine if any deficiencies in our EEO recruitment efforts were uncovered. If so, we note those deficiencies and develop a plan to correct them for the next active hiring opportunity.
- 3) Unit Managers meet 2 times per year to go over any ideas to recruit.

**Paragraph 2(b)(ix): Analysis of Employee Benefits** — Our managers meet two times per year to do employee reviews and discuss any internal promotions that can be made. Periodically, our management does a comparison of employee salaries to ensure there is no discrimination based on sex, religion or race in regards to the job assigned and the pay received. Employee pay is based on performance and merit. All benefits (health insurance, vacation, sick leave etc) afforded EU personnel are the same for everyone and based entirely on length of service and at the sole discretion of each full time employee as to whether or not they avail themselves to the offered benefits. It is our ongoing policy to ensure that all decisions made concerning employees are made based on job performance and not discriminatory. The Unit does not have a union agreement.

**Paragraph 2(b)(x): Religious Broadcasting** — Not Applicable

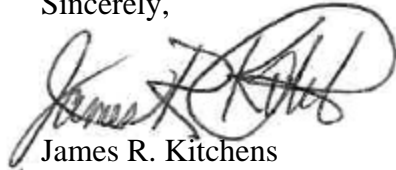
**Paragraphs 3&4: Time Brokerage** — Not Applicable

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**Paragraph 5(a): Local Public File** — A copy of the FCC Audit letter and our response has been placed in the Online Public File of each station in the East Texas Employment Unit.

It is our hope that the forgoing responses, attachments and exhibits fully respond to your inquiry. Should you have further questions or desire additional information, kindly address your request to counsel, Gregg Skall at [gskall@tlp.law](mailto:gskall@tlp.law).

Sincerely,

A handwritten signature in black ink, appearing to read "James R. Kitchens". The signature is stylized with a large, circular flourish at the end.

James R. Kitchens  
President and General Manager

**East Texas EEO Audit Response**  
**Attachment 1 KPLT 2021 - 2022 and 2022 - 2023 EEO Reports**

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**EEO PUBLIC FILE REPORT**  
**March 25, 2021 - March 24, 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
Account Executive	4-5, 11, 13, 18, 20, 24-26, 29, 33, 35, 37, 39-41, 44-45, 47, 50-52, 55, 58, 64-66, 68-69	20
Traffic Director - Paris	3-5, 13, 16, 18-19, 21-22, 24-26, 29, 33, 37-38, 40-41, 44-46, 48, 50-52, 55, 57-58, 63-66, 68-69	16
Morning Show Host	1, 3-7, 9, 11, 13-15, 17-19, 21-52, 54-55, 57-61, 63-66, 68-69	23
Live On-Air Morning Show Host	4-6, 9, 13, 15, 18-19, 21, 23-27, 29, 33-35, 37-38, 40-41, 44, 46-47, 49-52, 55, 58, 60-61, 63, 66-69	67
Account Executive	4, 6, 9-11, 15, 18-21, 24-25, 27, 29, 33-35, 37-38, 40-41, 44-46, 49-52, 55, 58, 61-63, 66-69	10
Account Executive	4, 6, 9-11, 15, 18-21, 24-25, 27, 29, 33-35, 37-38, 40-41, 44-46, 49-52, 55, 58, 61-63, 66-69	20
Traffic Director - Paris	4, 6, 9, 11, 15, 18-21, 24-27, 29, 33-41, 44-52, 55, 57-59, 61-63, 65-66, 68-69	20
Morning Show Host	2-6, 8-9, 11-13, 15, 18-19, 21, 24-27, 29, 33-41, 44-53, 55-59, 61-63, 65-66, 68-69	62
Morning Show Host	2-6, 8-9, 11-13, 15, 18-19, 21, 24-27, 29, 33-41, 44-53, 55-59, 61-63, 65-66, 68-69	12

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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
1	Abilene Christian University ACU Box 27914 Abilene, Texas 79699 Phone : 325-674-6540 Email : careers@acu.edu Human Resources	N	0
2	All Access Music Group PO Box 6587 Malibu, California 90264 Job Board Manual Posting	N	0
3	Alliance for Women in Media Broadcast Resources - 4139 Briargrove Ln Dallas, Texas 75287 Phone : (972) 248-3394 Email : amy.burton@allwomeninmedia.org Fax : 1-202-750-3664 Vivan P.	N	0
4	American Broadcasting School 712 North Watson Road Suite 200 Arlington, Texas 76011 Phone : 817-695-2474 Email : michelle@radioschool.com Michelle McConnell	Y	0
5	AMFMJobs.com PO Box 4116 Oceanside, California 92052 Phone : 760-754-8177 Url : www.amfmjobs.com Email : jobs@amfmjobs.com Fax : 1-760-754-2115 Mark Holloway	Y	0
6	CA Chicano News Media Assoc 727 W. 27th Street Los Angeles, California 90007 Phone : NA Email : ccnmainfo@cnma.org Fax : 1-424-238-0271 Career Services	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
7	Career Resources Center 3001 S. Congress Austin, Texas 78704 Phone : NA Fax : 512-448-8549 Kathy Amber	N	0
8	Chinese Community Services Center 915 T Street Sacramento, California 95831 Phone : 713-271-6100 Email : pamelac@ccchouston.org Pamela Cook	N	0
9	Concordia University 3400 IH 35 North Austin, Texas 78705 Phone : 512-486-1199 Url : www.concordia.edu Email : careerservices@concordia.edu Fax : 1-512-531-7542 Career Services	N	0
10	Current Employee	N	1
11	Dallas Black Chamber of Commerce 2838 MLK Jr. Blvd. Dallas, Texas 75215 Phone : 214-421-5200 Fax : 1-214-421-5510 Daphne Hornbuckle	N	0
12	E-mail Inquiry	N	1
13	East Texas Broadcasting PO Box 990 Mt. Pleasant, Texas 75456 Phone : 903-572-8726 Url : www.easttexasradio.com Email : sheila@easttexasradio.com Sheila Wade	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
14	Emma Bowen Foundation for Minority Interests in Media 524 W. 57th Street New York, New York Phone : 212-975-2545 Url : <a href="http://www.emmabowenfoundation.com/">http://www.emmabowenfoundation.com/</a> Email : Sandra.Rice@nbcuni.com Fax : 1-212-975-5884 Sandra Rice	N	0
15	Emma Bowen Foundation for Minority Interests in Media 524 W. 57th Street New York, New York Phone : 212-975-2545 Url : <a href="http://www.emmabowenfoundation.com/">http://www.emmabowenfoundation.com/</a> Email : Claribel.nunez@nbcuni.com Fax : 1-212-975-5884 Claibel Nunez	N	0
16	Employee Promotion	N	1
17	Former Employee	N	2
18	Goods Entertainment PO Box 1266 Weston, Connecticut 06883-1266 Phone : 800-867-9532 Url : <a href="http://www.goodsentertainment.com">www.goodsentertainment.com</a> Email : agoodman@goodsentertainment.com Adam Goodman	Y	0
19	Houston Minority Business Devt Center 4801 Woodway, Suite 210 Houston, Texas 77056 Phone : 713-644-0821 Email : mbda@hccs.edu Christopher Bilton	N	0
20	Indeed.com	N	9
21	International College of Broadcasting 6 S Smithville Rd Dayton, Ohio 45431 Email : icbsm@icb.edu Fax : 1-937-258-8714 Kenny Pyles	N	0

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**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
22	Jarvis Christian College P.O. Box 1470 Hawkins, Texas 75765 Phone : 903-769-5794 Email : mchanay@jarvis.edu Fax : 1-903-769-1282 Marcus Chanay	N	0
23	Job Board	N	4
24	Julia C. Hester House, Inc. 2020 Solo Street Houston, Texas 77020 Phone : 713-672-2573 Email : itapner@jchesterhouse.org Martha Bravo	N	0
25	Kilgore College 1100 Broadway Kilgore, Texas 75458 Phone : 903-983-8678 ext 67 Url : www.kilgore.edu Fax : 1-903-988-7543 Bob Carmack	Y	0
26	Lamar University P.O. Box 10012 Beaumont, Texas 77710 Phone : 409-880-8879 Fax : 409-880-8881 Quincy Martin	N	0
27	Lubbock Christian University 5601 W 19th Lubbock, Texas 79407 Phone : 806-720-7387 Email : rose.johnson@lcu.edu Fax : 1-806-720-7295 Rose Johnson	N	0
28	Lubbock Job Spot PO Box 3757 Lubbock, Texas 79452 Phone : 806-748-9310 Email : jstout@ramarcom.com Fax : 1-806-748-9374 Traci Thorne	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
29	MLK Jr. Community Center 2922 MLK Blvd. Dallas, Texas 75215 Phone : (214) 670-8355 Fax : (214) 670-8501 Keith Hampden	N	0
30	NAACP - National Headquarters 4805 Mt. Hope Drive Baltimore, Maryland 21225 Phone : 410-358-8900 Fax : 1-410-486-9255 Kweisi Mfume	N	0
31	National Association of Black Accountants 7249-A Hanover Parkway Greenbelt, Maryland 20770 Phone : (301) 474-6222 Fax : (301) 474-3114 EEO Officer	N	0
32	National Lesbian and Gay Journalists Association 1420 K Street NW, Suite 910 Washington, District of Columbia 20005 Phone : 202-588-9888 Email : bsalkin@nljga.org Brian Salkin	N	0
33	Northeast Texas Community College PO Box 1307 Mt. Pleasant, Texas 75456-1307 Phone : 903-572-1911 EXT 459 Fax : 1-903-572-6712 Career Opportunity	N	0
34	OCA Asian Pacific American Advocates 900 19th St. NW 6th Floor Washington, District of Columbia 20006 Phone : 202-296-0540 Email : kent.tong@ocanational.org Kent Tong	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
35	OnAirJobs.Com, Inc. P.O. Box 541157 Houston, Texas 77254 Phone : NA Url : www.onairjobs.com/employers/ Email : todd@onairjobs.com Fax : (801) 697-6657 Todd Nelson	N	0
36	Radio-online.com 3500 Tripp Ave Amarillo, Texas 79121 Phone : 8063527503 Url : radio-online.com Fax : 1-806-352-3677 Ron Chase	N	0
37	South Plains College/Reese Center 528 Gilbert Lubbock, Texas 79416 Phone : 806-885-3048 Email : kbarker@southplainscollege.edu Kristi Barker	N	0
38	St. Mary's University of San Antonio One Camino Santa Maria San Antonio, Texas 78228 Phone : 210-436-3102 Email : strivecareer@stmarytx.edu Fax : 1-210-431-2231 Roger Young	N	0
39	Texarkana College 2500 N Robison Road Texarkana, Texas 75599 Phone : 903-838-4541 Email : shawna.watkins@texarkanacollege.edu Shawna Watkins	N	0
40	Texarkana Workforce Center/Employment Director P.O. Box 241 Texarkana, Texas 75504 Phone : 903-794-4163 Fax : 903-792-2976 James Ashford	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
41	Texas A&M University - Commerce PO Box 3011 Commerce, Texas 75429 Phone : 903-468-3212 Email : hirealion@tamuc.edu Bethany Ferrall	Y	0
42	Texas A&M University-Commerce P.O. Box 3011 Commerce, Texas 75429 Phone : 903-886-5014 Fax : 903-886-5010 Keith McFarland	N	0
43	Texas Association of Broadcasters 502 East 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Anna Romero	N	0
44	Texas Association of Broadcasters 502 East 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	1
45	Texas Christian University TCU Box 297300 Ft. Worth, Texas 76129 Phone : 817.257.7860 Email : careerservices@tcu.edu Fax : 1-817-257-5573 Cheri Massey	N	0
46	Texas College 2404 North Grand Ave. Tyler, Texas 75702 Phone : 903-593-8311 Fax : 1-512-463-9560 Gloria Hackney	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
47	Texas State University 601 Univeristy Drive San Marcos, Texas 78666 Phone : (512) 245-2652 Email : kjulian@txstate.edu Fax : 1-512-245-3993 Karen Julian	N	0
48	Texas State University 601 University Dr. San Marcos, Texas 78666 Phone : 512-245-2645 Email : hr@txstate.edu Fax : 1-512-245-3993 Lisa Vallejo	N	0
49	Texas Tech University Career Center PO Box 45006 Lubbock, Texas 79409 Phone : 806-742-2210 Email : careercenter@ttu.edu Fax : 1-806-742-3018 Tori Coleman	N	0
50	The Hispanic Chamber of Commerce 823 Congress Ave., Ste. 1330 Austin, Texas 78701 Phone : 512-476-7502 Fax : 512-476-6417 Claudia Olivares	N	0
51	The Ohio Center for Broadcasting 900 Sweet Valley Drive Valley View, Texas 44125 Phone : 216-447-9117 Email : hparr@beonair.com Fax : 1-216-642-9232 Heather Parr	N	0
52	The Univeristy of Texas at San Antonio 6900 N. Loop, 1604 West San Antonio, Texas 78249 Phone : 210-458-4589 Email : regina.gomez@UTSA.edu Fax : 1-210-458-4117 Regina Gomez	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
53	Trade Website	N	4
54	University of Arkansas, Fayetteville Planning & Placement Fayetteville, Texas 72701 Phone : 479-575-2000 Email : mk011@uark.edu Fax : 1-479-575-7790 Mary Keith	N	0
55	University of North Texas PO BOx 310589 Denton, Texas 76203 Phone : 940-565-2537 Email : rtvf@unt.edu Fax : 1-940-369-7838 Alan Albarran	N	0
56	University of Texas at San Antonio 6900 N. Loop, 1604 West San Antonio, Texas 78249 Phone : 210-691-4108 Email : cristina.sanchez@utsa.edu Cristina Sanchez	N	0
57	University of Texas at Tyler 3900 University Blvd. Tyler, Texas 75701 Phone : 903-566-7000 Fax : 1-903-566-7419 Director of	N	0
58	University of Texas Rio Grande Valley 1 University Dr. Brownsville, Texas 78520 Phone : 956-882-6552 Email : mario.torres@utrgv.edu Mario Torres	N	0
59	University of Texas- El Paso Cotton Memorial Bldg. #202 El Paso, Texas 79968 Phone : 915-747-6286 (5219) Email : Careers@utep.edu Fax : 1-915-747-5730 Director of	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
60	University of Texas-El Paso 500 W. University, W. Union Bldg, #103 El Paso, Texas 79902 Phone : 915-747-5640 Fax : 915-747-5730 Briane Carter	N	0
61	University of the Incarnate Word 4301 Broadway, Box 292 San Antonio, Texas 78209 Phone : 210-829-3931 Email : jewilso1@uiwtx.edu Fax : 1-210-829-6094 Jessica Wilson	N	0
62	Unknown Referral Source	N	3
63	Urban League of Austin 1825 E. 38 1/2 Street Austin, Texas 78722 Phone : 512-478-7176 Email : d_ivoryfoster@aaul.org Fax : 1-512-478-1239 Domonica Ivory Foster	N	0
64	UTEP - Career Services 500 W. University 103 Union West El Paso, Texas 79968-0626 Phone : 915-747-5730 Email : careers@utep.edu Fax : 1-915-747-5730 Betsy Castro-Duarte	N	0
65	Wayland Baptist University 2002 W Loop #289 Lubbock, Texas 79407 Phone : 806-785-9285 Email : kbrooks@wbu.edu Fax : 1-806-742-9556 Barbara Pittman	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
66	Wiley College 711 Wiley Avenue Marshall, Texas 75670 Phone : 903-923-2479 Email : ccooper@wileyc.edu Fax : 1-903-923-2460 Christine Cooper	N	0
67	Word of Mouth Referral	N	3
68	Workforce Solutions Borderplex 1359 Lomaland El Paso, Texas 79935 Phone : 915-887-2600 Email : business@borderplexjobs.com Fax : 1-915-887-2586 Sergio Alfaro	N	0
69	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
<b>TOTAL INTERVIEWS OVER REPORTING PERIOD:</b>			<b>29</b>

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**III. RECRUITMENT INITIATIVES**

	<b>Date</b>	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>	<b>No. of Stations Participants</b>	<b>Participant Title</b>
1	6/22/2021	Participation in Job Fairs	East Texas Broadcasting (ETB) participated in the Northeast Texas Virtual Job Fair held from 10:00am-2:00pm on June 22, 2021. ETB worked in coordination with the Texas Workforce Commission. ETB offered information on employment opportunities within our company.	1	Business Manager

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**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
Account Executive	1, 3-10, 12-15, 17-48, 50-53	12
Account Executive	1, 3-10, 12-15, 17-48, 50-53	12
Digital Media Director	3, 5-11, 14-15, 17-21, 23-25, 27-41, 43, 45-53	11
Account Executive	1, 3-10, 13-15, 17-25, 27-38, 40-41, 43- 48, 50-53	13
Account Executive	1, 3-7, 9-10, 14-25, 27-35, 38-40, 42- 48, 50-51, 53	16
Multi-Media General Sales Manager	1-7, 9-10, 14-25, 27-35, 37-40, 42-48, 50-53	16

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	All Access Music Group PO Box 6587 Malibu, California 90264 Job Board Manual Posting	N	0
2	Alliance for Women in Media Broadcast Resources - 4139 Briargrove Ln Dallas, Texas 75287 Phone : (972) 248-3394 Email : amy.burton@allwomeninmedia.org Fax : 1-202-750-3664 Vivan P.	N	0
3	American Broadcasting School 712 North Watson Road Suite 200 Arlington, Texas 76011 Phone : 817-695-2474 Email : michelle@radioschool.com Michelle McConnell	Y	0
4	AMFMJobs.com PO Box 4116 Oceanside, California 92052 Phone : 760-754-8177 Url : www.amfmjobs.com Email : jobs@amfmjobs.com Fax : 1-760-754-2115 Mark Holloway	Y	0
5	CA Chicano News Media Assoc 727 W. 27th Street Los Angeles, California 90007 Phone : NA Email : ccnmainfo@ccnma.org Fax : 1-424-238-0271 Career Services	N	0
6	Chinese Community Services Center 915 T Street Sacramento, California 95831 Phone : 713-271-6100 Email : pamela@ccchouston.org Pamela Cook	N	0

**KIMP**  
**EEO PUBLIC FILE REPORT**  
**March 25, 2022 - March 24, 2023**

**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
7	Concordia University 3400 IH 35 North Austin, Texas 78705 Phone : 512-486-1199 Url : www.concordia.edu Email : careerservices@concordia.edu Fax : 1-512-531-7542 Career Services	N	0
8	Dallas Black Chamber of Commerce 2838 MLK Jr. Blvd. Dallas, Texas 75215 Phone : 214-421-5200 Fax : 214-421-5510 Reginal Gates	N	0
9	East Texas Broadcasting PO Box 990 Mt. Pleasant, Texas 75456 Phone : 903-572-8726 Url : www.easttexasradio.com Email : sheila@easttexasradio.com Sheila Wade	N	0
10	Emma Bowen Foundation for Minority Interests in Media 524 W. 57th Street New York, New York Phone : 212-975-2545 Url : http://www.emmabowenfoundation.com/ Email : Claribel.nunez@nbcuni.com Fax : 1-212-975-5884 Claibel Nunez	N	0
11	Employee Promotion	N	1
12	Employee Referral	N	3
13	Former Employee	N	2
14	Goods Entertainment PO Box 1266 Weston, Connecticut 06883-1266 Phone : 800-867-9532 Url : www.goodsentertainment.com Email : agoodman@goodsentertainment.com Adam Goodman	Y	0

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**March 25, 2022 - March 24, 2023**

**II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
15	Houston Minority Business Devt Center 4801 Woodway, Suite 210 Houston, Texas 77056 Phone : 713-644-0821 Email : mbda@hccs.edu Christopher Bilton	N	0
16	Indeed.com	N	3
17	International College of Broadcasting 6 S Smithville Rd Dayton, Ohio 45431 Email : icbsm@icb.edu Fax : 1-937-258-8714 Kenny Pyles	N	0
18	Julia C. Hester House, Inc. 2020 Solo Street Houston, Texas 77020 Phone : 713-672-2573 Email : itapner@jchesterhouse.org Martha Bravo	N	0
19	Kilgore College 1100 Broadway Kilgore, Texas 75458 Phone : 903-983-8678 ext 67 Url : www.kilgore.edu Fax : 1-903-988-7543 Bob Carmack	Y	0
20	Lamar University P.O. Box 10012 Beaumont, Texas 77710 Phone : 409-880-8879 Fax : 409-880-8881 Quincy Martin	N	0
21	Lubbock Christian University 5601 W 19th Lubbock, Texas 79407 Phone : 806-720-7387 Email : rose.johnson@lcu.edu Fax : 1-806-720-7295 Rose Johnson	N	0

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**March 25, 2022 - March 24, 2023**

**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	MLK Jr. Community Center 2922 MLK Blvd. Dallas, Texas 75215 Phone : (214) 670-8355 Fax : (214) 670-8501 Keith Hampden	N	0
23	Northeast Texas Community College PO Box 1307 Mt. Pleasant, Texas 75456-1307 Phone : 903-572-1911 EXT 459 Fax : 1-903-572-6712 Career Opportunity	N	0
24	OCA Asian Pacific American Advocates 900 19th St. NW 6th Floor Washington, District of Columbia 20006 Phone : 202-296-0540 Email : kent.tong@ocanational.org Kent Tong	N	0
25	OnAirJobs.Com, Inc. P.O. Box 541157 Houston, Texas 77254 Phone : NA Url : www.onairjobs.com/employers/ Email : todd@onairjobs.com Fax : (801) 697-6657 Todd Nelson	N	0
26	Radio Recruitment Ad	N	2
27	Radio-online.com 3500 Tripp Ave Amarillo, Texas 79121 Phone : 8063527503 Url : radio-online.com Fax : 1-806-352-3677 Ron Chase	N	0
28	South Plains College/Reese Center 528 Gilbert Lubbock, Texas 79416 Phone : 806-885-3048 Email : kbarker@southplainscollege.edu Kristi Barker	N	0

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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
29	St. Mary's University of San Antonio One Camino Santa Maria San Antonio, Texas 78228 Phone : 210-436-3102 Email : strivecareer@stmarytx.edu Fax : 1-210-431-2231 Roger Young	N	0
30	Texarkana College 2500 N Robison Road Texarkana, Texas 75599 Phone : 903-838-4541 Email : shawna.watkins@texarkanacollege.edu Shawna Watkins	N	0
31	Texarkana Workforce Center/Employment Director P.O. Box 241 Texarkana, Texas 75504 Phone : 903-794-4163 Fax : 903-792-2976 James Ashford	N	0
32	Texas A&M University - Commerce PO Box 3011 Commerce, Texas 75429 Phone : 903-468-3212 Email : hirealion@tamuc.edu Bethany Ferrall	Y	0
33	Texas Association of Broadcasters 502 East 11th Street Suite 200 Austin, Texas 78701 Phone : 512-322-9944 Url : www.tab.org Email : jobs@tab.org Fax : 1-512-322-0522 Anna Romero	N	0
34	Texas Christian University TCU Box 297300 Ft. Worth, Texas 76129 Phone : 817.257.7860 Email : careerservices@tcu.edu Fax : 1-817-257-5573 Cheri Massey	N	0



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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
35	Texas College 2404 North Grand Ave. Tyler, Texas 75702 Phone : 903-593-8311 Fax : 1-512-463-9560 Gloria Hackney	N	0
36	Texas State University 601 Univeristy Drive San Marcos, Texas 78666 Phone : (512) 245-2652 Email : kjulian@txstate.edu Fax : 1-512-245-3993 Karen Julian	N	0
37	Texas State University 601 University Dr. San Marcos, Texas 78666 Phone : 512-245-2645 Email : hr@txstate.edu Fax : 1-512-245-3993 Lisa Vallejo	N	0
38	Texas Tech University Career Center PO Box 45006 Lubbock, Texas 79409 Phone : 806-742-2210 Email : careercenter@ttu.edu Fax : 1-806-742-3018 Tori Coleman	N	0
39	The Hispanic Chamber of Commerce 823 Congress Ave., Ste. 1330 Austin, Texas 78701 Phone : 512-476-7502 Fax : 512-476-6417 Claudia Olivares	N	0
40	The Ohio Center for Broadcasting 900 Sweet Valley Drive Valley View, Texas 44125 Phone : 216-447-9117 Email : hparr@beonair.com Fax : 1-216-642-9232 Heather Parr	N	0

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**II. MASTER RECRUITMENT SOURCE LIST ("MRSL")**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
41	The Univeristy of Texas at San Antonio 6900 N. Loop, 1604 West San Antonio, Texas 78249 Phone : 210-458-4589 Email : regina.gomez@UTSA.edu Fax : 1-210-458-4117 Regina Gomez	N	0
42	University of Arkansas, Fayetteville Planning & Placement Fayetteville, Texas 72701 Phone : 479-575-2000 Fax : 1-479-575-7790 Career Services	N	0
43	University of North Texas PO BOx 310589 Denton, Texas 76203 Phone : 940-565-2537 Email : rtfv@unt.edu Fax : 1-940-369-7838 Alan Albarran	N	0
44	University of Texas at San Antonio 6900 N. Loop, 1604 West San Antonio, Texas 78249 Phone : 210-691-4108 Email : cristina.sanchez@utsa.edu Cristina Sanchez	N	0
45	University of Texas at Tyler 3900 University Blvd. Tyler, Texas 75701 Phone : 903-566-7000 Fax : 1-903-566-7419 Director of	N	0
46	University of Texas Rio Grande Valley 1 University Dr. Brownsville, Texas 78520 Phone : 956-882-6552 Email : mario.torres@utrgv.edu Mario Torres	N	0

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March 25, 2022 - March 24, 2023

**II. MASTER RECRUITMENT SOURCE LIST ("MRSL")**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
47	University of Texas- El Paso Cotton Memorial Bldg. #202 El Paso, Texas 79968 Phone : 915-747-6286 (5219) Email : Careers@utep.edu Fax : 1-915-747-5730 Director of	N	0
48	University of the Incarnate Word 4301 Broadway, Box 292 San Antonio, Texas 78209 Phone : 210-829-3931 Email : jewilso1@uiwtx.edu Fax : 1-210-829-6094 Jessica Wilson	N	0
49	Unknown Referral Source	N	1
50	Urban League of Austin 1825 E. 38 1/2 Street Austin, Texas 78722 Phone : 512-478-7176 Email : d_ivoryfoster@aaul.org Fax : 1-512-478-1239 Domonica Ivory Foster	N	0
51	Wiley College 711 Wiley Avenue Marshall, Texas 75670 Phone : 903-923-2479 Email : ccooper@wileyc.edu Fax : 1-903-923-2460 Christine Cooper	N	0
52	Workforce Solutions Borderplex 1359 Lomaland El Paso, Texas 79935 Phone : 915-887-2600 Email : business@borderplexjobs.com Fax : 1-915-887-2586 Sergio Alfaro	N	0

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**March 25, 2022 - March 24, 2023**

**II. MASTER RECRUITMENT SOURCE LIST ("MRSL")**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
53	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
<b>TOTAL INTERVIEWS OVER REPORTING PERIOD:</b>			<b>12</b>

**KIMP****EEO PUBLIC FILE REPORT****March 25, 2022 - March 24, 2023****III. RECRUITMENT INITIATIVES**

	<b>Date</b>	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>	<b>No. of Stations Participants</b>	<b>Participant Title</b>
1	6/13/2022	Establishment of an intern program designed to assist members of the community	East Texas Broadcasting participated in the SEAL program through the Texas Workforce Commission. The program was created to give students insight into the career path of their choice. We had Jeremiah Evans working a 30 hour work week for 6 weeks as an intern in our Mt. Pleasant, Tx office. Jeremiah was interested in the broadcasting field and it was a way to introduce young people in our community to our broadcasting industry. Jeremiah helped in all areas from administrative office work to advertising programming on the computer. He also learned about our radio studios and how announcers work on the air and how ads are programmed in the studio.	6	Business Manager Traffic Director Morning Show Host Admin Assistant
2	6/20/2022	Establishment of an intern program designed to assist members of the community	East Texas Broadcasting participated in the SEAL program through the Texas Workforce Commission. The program was created to give students insight into the career path of their choice. We had Keziah Sims working a 30 hour work week for 6 weeks as an intern in our Sulphur Springs Tx office. Keziah was interested in the broadcasting field and it was a way to introduce young people in our community to our broadcasting industry. Keziah helped in all areas from administrative office work to advertising programming on the computer. She also learned about our radio studios and how announcers work on the air and how ads are programmed in the studio.	3	News Director Programmer Morning Show Host
3	10/28/2022	Participation in Job Fairs	Attended Hopkins County Civic Center LEAP Youth Expo on October 28, 2022 from 9:00am - 12:00pm. The event was for area 8th grade students to provide career information for them to spark interest in various career fields and give them information so they can make decisions on classes to take to further their career goals.	2	News Director Morning Show Host

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**EEO PUBLIC FILE REPORT**  
**March 25, 2022 - March 24, 2023**

**III. RECRUITMENT INITIATIVES**

	<b>Date</b>	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description Of Activity</b>	<b>No. of Stations Participants</b>	<b>Participant Title</b>
4	1/19/2023	Participation in Job Fairs	Participated in the 1st Annual Camp County Job Fair held in Pittsburg Texas. We attended the event held from 11am - 3pm. We set up our table and gave out brochures detailing our radio stations and the career opportunities available. We passed out candy and items such as note pads, pens and bumper stickers. The Business Manager/HR Manager attended and spoke to candidates about our Radio Account Executive job opening and gave out flyers detailing the position and requirements for the candidate. We accepted applications (did not receive any) and directed people to apply directly on our website or by sending a resume to our HR Manager by email.	1	Business Manager

**East Texas EEO Audit Response  
Attachment 2 ETB Full Time Jobs Filled**

**Full-Time Jobs Filled Report**

Date: 12/4/2023

From: Pittsburgh, TX

Page: 1/1

**Full Time Jobs Filled from 3/25/2021 to 3/24/2022**

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<b>B1S Job ID</b>	<b>Job Title</b>	<b>Date Filled</b>	<b>Recruitment Source</b>	<b>Prong 2</b>	<b>Contact Details</b>
76636	Morning Show Host Kenneth Welch	07/19/2021	Job Board	No	
89484	Account Executive Brittany Ramsey	05/03/2021	Indeed.com	No	
90620	Traffic Director - Paris Heather Pruitt Pippin	06/01/2021	Employee Promotion	No	
92463	Live On-Air Morning Show Host Luke Wilemon	07/26/2021	Word of Mouth Referral	No	
94499	Morning Show Host David Millsap	09/13/2021	Unknown Referral Source	No	
94499	Morning Show Host Ronald Hunter	03/07/2022	E-mail Inquiry	No	
97013	Account Executive Reed Clark	01/17/2022	Current Employee	No	
97013	Account Executive Karen Hines	01/17/2022	Indeed.com	No	
99210	Traffic Director - Paris Kristena Clifton	03/02/2022	Indeed.com	No	

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**Full-Time Jobs Filled Report****Date:** 12/4/2023**From:** Pittsburgh, TX**Page:** 1/1**Full Time Jobs Filled from 3/25/2022 to 3/24/2023**

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<b>B1S Job ID</b>	<b>Job Title</b>	<b>Date Filled</b>	<b>Recruitment Source</b>	<b>Prong 2</b>	<b>Contact Details</b>
99666	Digital Media Director Alex Fowzer	04/01/2022	Employee Promotion	No	
99830	Account Executive Jessica Hignight	04/01/2022	Employee Referral	No	
99830	Account Executive Carrie Dearing Shaul	05/16/2022	Employee Referral	No	
105642	Account Executive Brittany Ramsey	08/22/2022	Former Employee	No	
109089	Account Executive Brittney Croy	03/20/2023	Indeed.com	No	
110006	Multi-Media General Sales Manager Kat Brewer	03/01/2023	Indeed.com	No	

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**East Texas EEO Audit Response  
Attachment 3 Job Notification Details 2021-2023**

**East Texas EEO Audit Response  
Attachment 3b-Radio Recruitment Ads 2021-23**

# Radio Script 2021-23

EAST TEXAS BROADCASTING IS LOOKING FOR THE RIGHT PERSON TO JOIN OUR TEAM AND BECOME A RADIO ACCOUNT EXECUTIVE. MAKE THIS YEAR THE YEAR OF YOU! SALES EXPERIENCE PREFERRED, BUT NOT REQUIRED. IF YOU ARE A SELF STARTER, ORGANIZED, KNOW HOW TO BUILD STRONG RELATIONSHIPS, ARE CREATIVE AND LIKE TO MAKE MONEY, THIS JOB IS FOR YOU. WE OFFER PAID VACATION AND SICK/PERSONAL TIME AS WELL AS MAJOR MEDICAL, DENTAL, VISION AND OTHER GREAT BENEFITS. APPLY NOW! SEND YOUR RESUME TO BUD AT EAST TEXAS RADIO DOT COM. THAT'S BUD AT EAST TEXAS RADIO DOT COM. EAST TEXAS BROADCASTING IS AN EQUAL OPPORTUNITY EMPLOYER.

East Texas Broadcasting - Paris  
 2810 Pine Mill Rd  
 Paris, TX 75460 USA

Order #: 5234-00002  
 Description: 2021  
 Date Entered: 3/2/2021  
 P.O.#:  
 Salesperson: HOUSE, HOUSE  
 Invoice Frequency: Billed at end of Cal Month (Invoice will NOT be printed)

ETB RECRUITMENT

**On-Air Schedule**

Start Date	End Date	Station	Scheduled Time/Event	Repeated	Length	Qty	Rate	Total	M	Tu	W	Th	F	Sa	Su
1 3/8/2021	7/25/2021	KBUS-FM	05:00:00 to Midnight	Weekly	:30	780	0.00	0.00	5	5	5	5	5	7	7
2 3/8/2021	7/25/2021	KOYN-FM	05:00:00 to Midnight	Weekly	:30	780	0.00	0.00	5	5	5	5	5	7	7
3 3/8/2021	7/25/2021	KPLT-AM	05:00:00 to Midnight	Weekly	:30	780	0.00	0.00	5	5	5	5	5	7	7
4 3/8/2021	7/25/2021	KPLT-FM	05:00:00 to Midnight	Weekly	:30	780	0.00	0.00	5	5	5	5	5	7	7

Order Start Date: 3/8/2021      Order End Date: 7/25/2021      Spots: 3120      Total Charges: \$0.00

**Projected Calendar Month Billing Totals for ETB RECRUITMENT / 5234-00002 :**

		<u>Spot Count</u>	<u>Net Billing</u>
March	2021	528	\$0.00
April	2021	664	\$0.00
May	2021	700	\$0.00
June	2021	664	\$0.00
July	2021	564	\$0.00
<b>Total:</b>		<b>3120</b>	<b>\$0.00</b>

Confirmed & Accepted for East Texas Broadcasting - Paris By:

Accepted for ETB RECRUITMENT By:

Please Sign and Return One Copy

East Texas Broadcasting - Paris  
 2810 Pine Mill Rd  
 Paris, TX 75460 USA

Order #: 5234-00003  
 Description: SALES POSITION  
 Date Entered: 12/10/2021  
 P.O.#:  
 Salesperson: HOUSE, HOUSE  
 Invoice Frequency: Billed at end of Cal Month (Invoice will NOT be printed)

ETB RECRUITMENT

On-Air Schedule

	Start Date	End Date	Station	Scheduled Time/Event	Repeated	Length	Qty	Rate	Total	M	Tu	W	Th	F	Sa	Su
1	12/15/2021	12/19/2021	KBUS-FM	06:00:00 to 10:00:00	Weekly	:30	14	0.00	0.00	0	0	3	3	2	3	3
2	12/20/2021	12/26/2021	KBUS-FM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
3	12/27/2021	1/2/2022	KBUS-FM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
4	1/3/2022	1/9/2022	KBUS-FM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
5	1/10/2022	1/16/2022	KBUS-FM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
13	12/15/2021	12/19/2021	KBUS-FM	10:00:00 to 15:00:00	Weekly	:30	13	0.00	0.00	0	0	3	2	3	3	2
14	12/20/2021	12/26/2021	KBUS-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
15	12/27/2021	1/2/2022	KBUS-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
16	1/3/2022	1/9/2022	KBUS-FM	10:00:00 to 15:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
17	1/10/2022	1/16/2022	KBUS-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
25	12/15/2021	12/19/2021	KBUS-FM	15:00:00 to 19:00:00	Weekly	:30	13	0.00	0.00	0	0	2	3	3	2	3
26	12/20/2021	12/26/2021	KBUS-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
27	12/27/2021	1/2/2022	KBUS-FM	15:00:00 to 19:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
28	1/3/2022	1/9/2022	KBUS-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
29	1/10/2022	1/16/2022	KBUS-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
37	12/15/2021	12/19/2021	KOYN-FM	06:00:00 to 10:00:00	Weekly	:30	14	0.00	0.00	0	0	3	3	2	3	3
38	12/20/2021	12/26/2021	KOYN-FM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
39	12/27/2021	1/2/2022	KOYN-FM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
40	1/3/2022	1/9/2022	KOYN-FM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
41	1/10/2022	1/16/2022	KOYN-FM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
49	12/15/2021	12/19/2021	KOYN-FM	10:00:00 to 15:00:00	Weekly	:30	13	0.00	0.00	0	0	3	2	3	3	2
50	12/20/2021	12/26/2021	KOYN-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
51	12/27/2021	1/2/2022	KOYN-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
52	1/3/2022	1/9/2022	KOYN-FM	10:00:00 to 15:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
53	1/10/2022	1/16/2022	KOYN-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
61	12/15/2021	12/19/2021	KOYN-FM	15:00:00 to 19:00:00	Weekly	:30	13	0.00	0.00	0	0	2	3	3	2	3
62	12/20/2021	12/26/2021	KOYN-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
63	12/27/2021	1/2/2022	KOYN-FM	15:00:00 to 19:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
64	1/3/2022	1/9/2022	KOYN-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
65	1/10/2022	1/16/2022	KOYN-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
73	12/15/2021	12/19/2021	KPLT-AM	06:00:00 to 10:00:00	Weekly	:30	14	0.00	0.00	0	0	3	3	2	3	3
74	12/20/2021	12/26/2021	KPLT-AM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
75	12/27/2021	1/2/2022	KPLT-AM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
76	1/3/2022	1/9/2022	KPLT-AM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
77	1/10/2022	1/16/2022	KPLT-AM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
85	12/15/2021	12/19/2021	KPLT-AM	10:00:00 to 15:00:00	Weekly	:30	13	0.00	0.00	0	0	3	2	3	3	2
86	12/20/2021	12/26/2021	KPLT-AM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3

**On-Air Schedule**

<u>Start Date</u>	<u>End Date</u>	<u>Station</u>	<u>Scheduled Time/Event</u>	<u>Repeated</u>	<u>Length</u>	<u>Qty</u>	<u>Rate</u>	<u>Total</u>	<u>M</u>	<u>Tu</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sa</u>	<u>Su</u>	
87	12/27/2021	1/2/2022	KPLT-AM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
88	1/3/2022	1/9/2022	KPLT-AM	10:00:00 to 15:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
89	1/10/2022	1/16/2022	KPLT-AM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
97	12/15/2021	12/19/2021	KPLT-AM	15:00:00 to 19:00:00	Weekly	:30	13	0.00	0.00	0	0	2	3	3	2	3
98	12/20/2021	12/26/2021	KPLT-AM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
99	12/27/2021	1/2/2022	KPLT-AM	15:00:00 to 19:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
100	1/3/2022	1/9/2022	KPLT-AM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
101	1/10/2022	1/16/2022	KPLT-AM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
109	12/15/2021	12/19/2021	KPLT-FM	06:00:00 to 10:00:00	Weekly	:30	14	0.00	0.00	0	0	3	3	2	3	3
110	12/20/2021	12/26/2021	KPLT-FM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
111	12/27/2021	1/2/2022	KPLT-FM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
112	1/3/2022	1/9/2022	KPLT-FM	06:00:00 to 10:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
113	1/10/2022	1/16/2022	KPLT-FM	06:00:00 to 10:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
121	12/15/2021	12/19/2021	KPLT-FM	10:00:00 to 15:00:00	Weekly	:30	13	0.00	0.00	0	0	3	2	3	3	2
122	12/20/2021	12/26/2021	KPLT-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
123	12/27/2021	1/2/2022	KPLT-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
124	1/3/2022	1/9/2022	KPLT-FM	10:00:00 to 15:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
125	1/10/2022	1/16/2022	KPLT-FM	10:00:00 to 15:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
133	12/15/2021	12/19/2021	KPLT-FM	15:00:00 to 19:00:00	Weekly	:30	13	0.00	0.00	0	0	2	3	3	2	3
134	12/20/2021	12/26/2021	KPLT-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3
135	12/27/2021	1/2/2022	KPLT-FM	15:00:00 to 19:00:00	Weekly	:30	18	0.00	0.00	2	3	3	2	3	3	2
136	1/3/2022	1/9/2022	KPLT-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	3	2	3	3	2	3
137	1/10/2022	1/16/2022	KPLT-FM	15:00:00 to 19:00:00	Weekly	:30	19	0.00	0.00	3	2	3	3	2	3	3

**Order Start Date: 12/15/2021    Order End Date: 1/16/2022    Spots: 1056    Total Charges: \$0.00**

**Projected Calendar Month Billing Totals for ETB RECRUITMENT / 5234-00003 :**

	<u>Spot Count</u>	<u>Net Billing</u>
December 2021	544	\$0.00
January 2022	512	\$0.00
<b>Total:</b>	<b>1056</b>	<b>\$0.00</b>

Confirmed & Accepted for East Texas Broadcasting - Paris By:

Accepted for ETB RECRUITMENT By:

Please Sign and Return One Copy

East Texas Broadcasting - Paris  
 2810 Pine Mill Rd  
 Paris, TX 75460 USA

Order #: **5234-00004**  
 Description: **RECRUITMENT AD**  
 Date Entered: **3/9/2022**  
 P.O.#:  
 Salesperson: **HOUSE, HOUSE**  
 Invoice Frequency: Billed at end of Cal Month (Invoice will NOT be printed)

ETB RECRUITMENT

**On-Air Schedule**

	<u>Start Date</u>	<u>End Date</u>	<u>Station</u>	<u>Scheduled Time/Event</u>	<u>Repeated</u>	<u>Length</u>	<u>Qty</u>	<u>Rate</u>	<u>Total</u>	<u>M</u>	<u>Tu</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sa</u>	<u>Su</u>
1	3/11/2022	5/31/2022	KBUS-FM	05:00:00 to Midnight	Weekly	:30	492	0.00	0.00	6	6	6	6	6	6	6
2	3/11/2022	5/31/2022	KOYN-FM	05:00:00 to Midnight	Weekly	:30	376	0.00	0.00	4	4	4	4	4	6	6
3	3/11/2022	5/31/2022	KPLT-AM	05:00:00 to Midnight	Weekly	:30	492	0.00	0.00	6	6	6	6	6	6	6
4	3/11/2022	5/31/2022	KPLT-FM	05:00:00 to Midnight	Weekly	:30	492	0.00	0.00	6	6	6	6	6	6	6
5	1/21/2023	3/6/2023	KBUS-FM	05:00:00 to Midnight	Weekly	:30	360	0.00	0.00	8	8	8	8	8	8	8
6	1/21/2023	3/6/2023	KOYN-FM	05:00:00 to Midnight	Weekly	:30	360	0.00	0.00	8	8	8	8	8	8	8
7	1/21/2023	3/6/2023	KPLT-AM	05:00:00 to Midnight	Weekly	:30	360	0.00	0.00	8	8	8	8	8	8	8
8	1/21/2023	3/6/2023	KPLT-FM	05:00:00 to Midnight	Weekly	:30	360	0.00	0.00	8	8	8	8	8	8	8

Order Start Date: 3/11/2022    Order End Date: 3/6/2023    Spots: 3292    Total Charges: **\$0.00**

**Projected Calendar Month Billing Totals for ETB RECRUITMENT / 5234-00004 :**

		<u>Spot Count</u>	<u>Net Billing</u>
March	2022	474	\$0.00
April	2022	678	\$0.00
May	2022	700	\$0.00
January	2023	352	\$0.00
February	2023	896	\$0.00
March	2023	192	\$0.00
<b>Total:</b>		<b>3292</b>	<b>\$0.00</b>

Confirmed & Accepted for East Texas Broadcasting - Paris By:

Accepted for ETB RECRUITMENT By:

Please Sign and Return One Copy



# PRODUCTION ORDER

CLIENT: ETB SALES RECRUITMENT

SALES REP: ERIC

SPEC SPOT?  YES  NO

DATE TURNED IN: 12/8/2021 DATE NEEDED: \_\_\_\_\_

EST/CONTRACT # : \_\_\_\_\_

START DATE: 12/9/2021 COOP? \_\_\_\_\_

STOP DATE: 12/31/2021 RETURN SCRIPT TO: \_\_\_\_\_

LENGTH:  60  30  15 APPROVAL NEEDED?  YES  NO

CONTACT \_\_\_\_\_ PHONE: \_\_\_\_\_ BEST TIME: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

### ANNOUNCER REQUESTED:

- |                                                                       |                                                                   |
|-----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> KPLT AM # _____ /init _____       | <input type="checkbox"/> KIMP AM # _____ /init _____              |
| <input checked="" type="checkbox"/> MIX 107-7 # _____ /init _____     | <input checked="" type="checkbox"/> 95.9 KSCH # _____ /init _____ |
| <input checked="" type="checkbox"/> KBUS FM # <u>5/25</u> /init _____ | <input checked="" type="checkbox"/> 96.9 KSCN # _____ /init _____ |
| <input checked="" type="checkbox"/> KOYN FM # <u>5</u> /init _____    | <input checked="" type="checkbox"/> 97.7 KALK # _____ /init _____ |

FAXED / EMAILED TO: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TRAFFIC INSTRUCTIONS: \_\_\_\_\_

PRODUCTION INSTRUCTIONS: \_\_\_\_\_ ROTATOR #'S \_\_\_\_\_

ON FTP AND SHARED (NORTH)

Please email final to:

Audio to come via:  CLOUD SPOTS  CLOUD MULTI CUT  Extreme Reach

spots@easttexasradio.com  parisspots@easttexasradio.com  FTP

FIRST SPIN

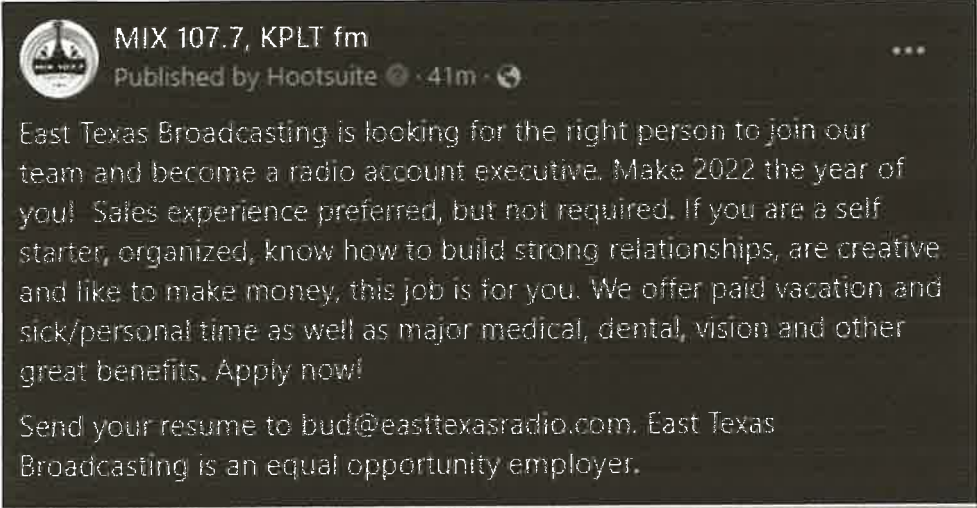
### PRODUCTION NOTES:

CD \_\_\_\_\_ CUT #: \_\_\_\_\_ JINGLE?  YES  NO SPECIFIC MUSIC: \_\_\_\_\_

SAVE LOCATION: \_\_\_\_\_ PRODUCED BY: \_\_\_\_\_

DATE FINISHED: \_\_\_\_\_

**East Texas EEO Audit Response**  
**Attachment 3b-ETB Facebook Announcement April '22**



MIX 107.7, KPLT fm  
Published by Hootsuite · 41m ·

East Texas Broadcasting is looking for the right person to join our team and become a radio account executive. Make 2022 the year of you! Sales experience preferred, but not required. If you are a self starter, organized, know how to build strong relationships, are creative and like to make money, this job is for you. We offer paid vacation and sick/personal time as well as major medical, dental, vision and other great benefits. Apply now!

Send your resume to [bud@easttexasradio.com](mailto:bud@easttexasradio.com). East Texas Broadcasting is an equal opportunity employer.

Sales Exec  
Facebook Ad  
4-4-22



**East Texas EEO Audit Response  
Attachment 3b-Job Fair Flyer 2021-23**

# Job Fair Flyer











## We're hiring!

### Radio Account Executive

East Texas Broadcasting, Inc. has radio stations in Mt. Pleasant, Paris and Sulphur Springs, Texas and is currently seeking candidates who are highly motivated self-starters, creative, enjoy working with a team, and who have a successful track record in advertising sales.

***This is an outside sales position that requires:***

-  *Prospecting & cold calling*
-  *Set face-to-face appointments*
-  *Develop relationships with clients and determine their needs*
-  *Ad campaign development*
-  *Close sales*
-  *Create presentations*
-  *Maintain communication with supervisor*
-  *Good listener who enjoys what they do!*

Ideal candidates possess experience in new and traditional media sales, but even if you have limited experience, you could be the right person for the job!

Please fill out an application today, or send your resume to [sheila@easttexasradio.com](mailto:sheila@easttexasradio.com)

Equal Opportunity Employer: Minorities, Women, Veterans and the disabled are encourage to apply

**East Texas EEO Audit Response  
Attachment 3b-2021-23 position flyers**

## **Multi Media Sales Executive**

**East Texas Broadcasting, Inc. (ETB) is a three market radio cluster in Northeast Texas with eight radio stations in multiple formats. We have been a successful small- market corporation in Northeast Texas for the past 25 years and are a leader in our market. We understand our community and the importance of community involvement and are looking for a motivated and energetic Sales Executive to join our team!**

**Do you get enjoyment out of talking with others? Do you find it easy to convince others to see your perspective? ETB is looking for an outgoing, driven and capable candidate to build and maintain our partnership with local advertisers through traditional radio advertising as well as online and streaming.**

### **Requirements:**

- **Candidate must be proactive in building client relationships while identifying opportunities to expand those relationships by responding to client needs.**
- **Prefer a candidate with experience in online sales that can bring some new ideas to our clients.**
- **Outside sales experience required with some radio sales experience preferred**

### **Principal Duties & Responsibilities:**

- **Be an excellent listener**
- **Develop relationships**
- **Make cold calls**
- **Close sales**
- **Maintain communication with supervisor**
- **Research market and trends**
- **Create presentations**

**ETB provides paid vacation and sick/personal time and offers major medical, dental, vision and voluntary supplemental benefit plans. ETB pays for long-term disability and life insurance coverage for all employees and covers half of the cost of medical premiums.**

**EEO Statement: Equal Opportunity Employer: Minorities, Women, Veterans, Disabled are encouraged to apply**

## **Digital Media Director**

*East Texas Broadcasting, Inc. is a three-market radio cluster in Northeast Texas with eight radio stations in multiple formats. We have been a successful small-market corporation in Northeast Texas for the past 30 years and are a leader in our market. We understand our community and the importance of community involvement. Our area of Northeast Texas and Southeast Oklahoma is a beautiful place to live and work with a fantastic quality of life. Would you like to join us?*

*We are seeking a dedicated, energetic and experienced Digital Media Director interested in a long-term position leading our sales team and applying proven sales strategies to continue our company success into the future. We offer an attractive salary with bonuses and a wide array of health benefits.*

### **Job Responsibilities & Duties:**

- In charge of digital media advertising
- Strong leader to train, develop and motivate a team of 10 to 15 Sales Executives
- Conduct sales calls with team members and assist with closing deals
- Oversee recruitment and hiring activities for sales team members
- Develop conceptual selling ideas
- Work closely with programmers and promotions department

### **Qualifications:**

- 3+ years proven experience in digital media & marketing
- 5+ years experience in sales management
- Understanding of media sales & digital platforms
- Outside sales experience with demonstrated ability to create and maintain long lasting client relationships
- Excellent listening, verbal, negotiation, presentation and team building skills
- Background in digital sales

***Send resume to [sheila@easttexasradio.com](mailto:sheila@easttexasradio.com)***

*East Texas Broadcasting, Inc. is an equal opportunity employer, and encourages minorities and females to apply.*



East Texas Broadcasting has a rare opportunity to join our on-air lineup. If you have an outgoing personality and enjoy entertaining we want to talk with you!

This person should be eager to build relationships and value in our community. This person also wants to be a part of a successful radio company who highly values our brands, our talent and our family of employees. We take great pride in winning with radio, digital and live events.

Applicants must be social media savvy, regularly contribute content to the station's Facebook page, and the successful candidate must be able to connect and engage with the station's target audience.

### Job Summary: Radio Morning Host

#### Responsibilities

- Air shift 6a-10a.
- Establishes relationship with listeners by providing entertainment and/or information of interest consistent with format, genre, and targeted demographic audience.
- Prepares for an air shift using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air material.
- Ensures logged commercials, promotions and any other programming essential to the stations operation are aired.
- Handles emergency on air breaking weather and news events.
- Participates in required station Programming, Promotions, and staff meetings and events.
- Makes regular approved appearances at paid and non-paid station events; serves as ambassador for the radio station(s) when out in public.
- Executes only the interviews and events on air that are approved by Program Director; follows designated show format.
- Assists with voice over and production of paid and non-paid spots required to run on the station.
- Finalizes content using digital audio editing software.
- Does daily Facebook LIVE video on station Facebook page.
- Finds and shares relatable content for station Facebook page.
- Checks studio equipment for proper functioning and notifies Engineering of technical malfunctions affecting quality of the broadcast.

#### Qualifications

- Proficient in Adobe Audition and social networking
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions

### Work Experience

- 5+ years of on-air radio experience required
- Audio demo of on-air work, interviews and weather coverage.

Send Air Check and resume to [sheila@easttexasradio.com](mailto:sheila@easttexasradio.com)

East Texas Broadcasting is an EOE employer. Minorities, women, veterans, and the disabled are encouraged to apply.

## **Traffic Director - Paris**

***Successful broadcasting company in East Texas is seeking a dedicated, energetic and experienced Traffic Director to work at our Paris business office. Applicant must have strong computer, verbal and written communications skills and must be detail oriented and able to handle multiple tasks with minimal supervision. Applicant must be a high school graduate and have experience in accounts receivable/billing and handling administrative tasks. Previous radio traffic and programming log experience is preferred but not a requirement.***

### **Job Responsibilities & Duties:**

- Facilitate and manage commercial advertising for the stations
- Enter and schedule radio commercial script instructions and changes
- Prepare daily broadcast commercial schedules
- Adjust logs as necessary including maneuvering radio commercials as needed, separating like advertisers and pre-empting commercials as needed
- Enter daily deposits and handle other daily administrative tasks
- Complete billing, post payments and make monthly receivable adjustments
- Work with advertising account executives
- Manage commercial inventory for multiple radio stations
- Daily commercial input

### **Qualifications:**

- High school graduate – some college preferred
- 3 years' experience in accounts receivable and administrative tasks
- Radio traffic and programming log experience preferred but not required
- Exceptional organizational skills with extreme attention to detail
- Able to work well under pressure and without supervision
- Ability to prioritize, multi task and work effectively and energetically in a fast-paced and deadline-centered environment.
- Strong written and verbal communication skills

***We are an equal opportunity employer, and encourage minorities and females to apply.***

**East Texas EEO Audit Response**  
**Attachment 4 Interviewee list with Recruitment Sources**

**Interview Recruitment Source Report from 3/25/2021 - 3/24/2022**

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

Job ID: 89484

Job Title: Account Executive

Job Opening Period: 4/1/2021 - 4/30/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	4/13/2021	Yes	5/3/2021	<b>Indeed.com</b>
[REDACTED]	4/8/2021	No		Indeed.com
[REDACTED]	4/8/2021	No		Indeed.com

Job ID: 90620

Job Title: Traffic Director - Paris

Job Opening Period: 5/21/2021 - 6/21/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	5/25/2021	Yes	6/1/2021	<b>Employee Promotion</b>

Job ID: 76636

Job Title: Morning Show Host

Job Opening Period: 5/25/2021 - 7/31/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	6/28/2021	Yes	7/19/2021	<b>Job Board</b>
[REDACTED]	6/7/2021	No		Job Board
[REDACTED]	6/2/2021	No		Job Board
[REDACTED]	5/29/2021	No		Former Employee
[REDACTED]	5/28/2021	No		Former Employee

**Interview Recruitment Source Report from 3/25/2021 - 3/24/2022**

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

Job ID: 76636

Job Title: Morning Show Host

Job Opening Period: 5/25/2021 - 7/31/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	9/10/2019	No		Texas Association of Broadcasters 502 East 11th Street Suite 200 Austin, Texas 78701 Phone: 512-322-9944 Fax: 1-512-322-0522Anna Romero

Job ID: 92463

Job Title: Live On-Air Morning Show Host

Job Opening Period: 7/16/2021 - 8/16/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	7/24/2021	Yes	7/26/2021	<b>Word of Mouth Referral</b>
[REDACTED]	7/17/2021	No		Job Board

Job ID: 97013

Job Title: Account Executive

Job Opening Period: 11/23/2021 - 12/31/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	1/4/2022	Yes	1/17/2022	<b>Current Employee</b>
[REDACTED]	1/4/2022	No		Indeed.com
[REDACTED]	1/4/2022	Yes	1/17/2022	<b>Indeed.com</b>
[REDACTED]	1/4/2022	No		Indeed.com
[REDACTED]	12/1/2021	No		Word of Mouth Referral
[REDACTED]	11/30/2021	No		Unknown Referral Source

**Interview Recruitment Source Report**

Date: 12/4/2023

From: Pittsburgh,TX

Page: 3/4

**Interview Recruitment Source Report from 3/25/2021 - 3/24/2022***Please note that the recruitment source used for hiring is bolded in the text below*

Job ID: 97013

Job Title: Account Executive

Job Opening Period: 11/23/2021 - 12/31/2021

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	11/30/2021	No		Word of Mouth Referral

Job ID: 99210

Job Title: Traffic Director - Paris

Job Opening Period: 2/14/2022 - 4/29/2022

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	3/1/2022	Yes	3/2/2022	<b>Indeed.com</b>
[REDACTED]	3/1/2022	No		Indeed.com
[REDACTED]	3/1/2022	No		Indeed.com
[REDACTED]	2/25/2022	No		Unknown Referral Source

Job ID: 94499

Job Title: Morning Show Host

Job Opening Period: 4/17/2023 - 5/31/2023

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	5/2/2023	No		Trade Website
[REDACTED]	5/2/2023	No		Trade Website
[REDACTED]	3/1/2022	Yes	3/7/2022	<b>E-mail Inquiry</b>
[REDACTED]	2/25/2022	No		Trade Website
[REDACTED]	2/25/2022	No		Trade Website
[REDACTED]	9/9/2021	Yes	9/13/2021	<b>Unknown Referral Source</b>

**Interview Recruitment Source Report from 3/25/2021 - 3/24/2022**

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

Job ID: 94499

Job Title: Morning Show Host

Job Opening Period: 4/17/2023 - 5/31/2023

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
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**Interview Recruitment Source Report**

Date: 12/4/2023

From: Pittsburgh, TX

Page: 1/2

**Interview Recruitment Source Report from 3/25/2022 - 3/24/2023***Please note that the recruitment source used for hiring is bolded in the text below*

Job ID: 99830

Job Title: Account Executive

Job Opening Period: 2/1/2022 - 5/31/2022

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	5/19/2022	No		Radio Recruitment Ad
[REDACTED]	5/12/2022	No		Radio Recruitment Ad
[REDACTED]	5/3/2022	Yes	5/16/2022	<b>Employee Referral</b>
[REDACTED]	3/15/2022	No		Employee Referral
[REDACTED]	3/15/2022	Yes	4/1/2022	<b>Employee Referral</b>
[REDACTED]	2/25/2022	No		Former Employee

Job ID: 99666

Job Title: Digital Media Director

Job Opening Period: 2/25/2022 - 3/25/2022

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
Alex Fowzer	3/15/2022	Yes	4/1/2022	<b>Employee Promotion</b>
[REDACTED]	2/8/2022	No		Unknown Referral Source

Job ID: 105642

Job Title: Account Executive

Job Opening Period: 7/1/2022 - 9/30/2022

Interviewee	Interview Date	Hire Status	Hire Date	Recruitment Source Referred By
[REDACTED]	8/17/2022	Yes	8/22/2022	<b>Former Employee</b>

**Interview Recruitment Source Report from 3/25/2022 - 3/24/2023**

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

Job ID: 110006

Job Title: Multi-Media General Sales Manager

Job Opening Period: 2/15/2023 - 3/15/2023

<b>Interviewee</b>	<b>Interview Date</b>	<b>Hire Status</b>	<b>Hire Date</b>	<b>Recruitment Source Referred By</b>
██████████	2/23/2023	Yes	3/1/2023	<b>Indeed.com</b>

Job ID: 109089

Job Title: Account Executive

Job Opening Period: 4/24/2023 - 5/31/2023

<b>Interviewee</b>	<b>Interview Date</b>	<b>Hire Status</b>	<b>Hire Date</b>	<b>Recruitment Source Referred By</b>
██████████	5/23/2023	No		Indeed.com
██████████	5/5/2023	No		Non-Employee Referral
██████████	2/14/2023	No		Indeed.com
██████████	2/14/2023	Yes	3/20/2023	<b>Indeed.com</b>

**East Texas EEO Audit Response  
Attachment 5 Prong 3 Supplemental Initiatives**

**Outreach Initiatives Details**

From: Pittsburgh, TX

Date: 2/11/2023

Page: 1/1

**Outreach Initiatives Details between 3/25/2021 to 3/24/2022**

Sl.No.	Date	Activity Type	No. Of Stations Participants	Participant Name	Hiring Authority?	Points
1	06/22/2021	Participation in Job Fairs	1	Sheila Wade	No	.25

**Description:**

East Texas Broadcasting (ETB) participated in the Northeast Texas Virtual Job Fair held from 10:00am-2:00pm on June 22, 2021. ETB worked in coordination with the Texas Workforce Commission. ETB offered information on employment opportunities within our company.

**Scope of Participation:**

I was on vacation on the day of the event, but helped set up our booth and reviewed info and messages when I returned.

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**Total Points:** .25

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## Outreach Initiatives Details

From: Pittsburgh, TX

Date: 2/4/2023

Page: 1/2

### Outreach Initiatives Details between 3/25/2022 to 3/24/2023

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Sl.No.	Date	Activity Type	No. Of Stations Participants	Participant Name	Hiring Authority?	Points
1	06/13/2022	Establishment of an intern program designed to assist members of the community	6	Sheila Wade Justice Thornburg Collins Knighton Terrie Eldridge	No No No No	1.00

---

#### Description:

East Texas Broadcasting participated in the SEAL program through the Texas Workforce Commission. The program was created to give students insight into the career path of their choice. We had Jeremiah Evans working a 30 hour work week for 6 weeks as an intern in our Mt. Pleasant, Tx office. Jeremiah was interested in the broadcasting field and it was a way to introduce young people in our community to our broadcasting industry. Jeremiah helped in all areas from administrative office work to advertising programming on the computer. He also learned about our radio studios and how announcers work on the air and how ads are programmed in the studio.

#### Scope of Participation:

Jeremiah was a pleasure and learned a broad scope of duties within our broadcasting industry

2	06/20/2022	Establishment of an intern program designed to assist members of the community	3	David Kirkpatrick Andrew Ivery Luke Wilemon	No No No	1.00
---	------------	--------------------------------------------------------------------------------	---	---------------------------------------------------	----------------	------

#### Description:

East Texas Broadcasting participated in the SEAL program through the Texas Workforce Commission. The program was created to give students insight into the career path of their choice. We had Keziah Sims working a 30 hour work week for 6 weeks as an intern in our Sulphur Springs Tx office. Keziah was interested in the broadcasting field and it was a way to introduce young people in our community to our broadcasting industry. Keziah helped in all areas from administrative office work to advertising programming on the computer. She also learned about our radio studios and how announcers work on the air and how ads are programmed in the studio.

#### Scope of Participation:

Keziah finished her term and was able to record a commercial for us too.

3	10/28/2022	Participation in Job Fairs	2	David Kirkpatrick Luke Wilemon	No No	.25
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#### Description:

Attended Hopkins County Civic Center LEAP Youth Expo on October 28, 2022 from 9:00am - 12:00pm. The event was for

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## Outreach Initiatives Details

From: Pittsburgh, TX

Date: 2/4/2023

Page 2/2

### Outreach Initiatives Details between 3/25/2022 to 3/24/2023

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Sl.No.	Date	Activity Type	No. Of Stations Participants	Participant Name	Hiring Authority?	Points
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area 8th grade students to provide career information for them to spark interest in various career fields and give them information so they can make decisions on classes to take to further their career goals.

#### Scope of Participation:

Our Sulphur Springs News Director and KSCH Morning Show Host attended the event. They set up a table and talked to students about the broadcasting industry and various careers available and passed out bumper stickers, candy and other gifts to stimulate interest. They answered questions and took pictures with students and got positive feedback from students interested in the broadcasting field.

4	01/19/2023	Participation in Job Fairs	1	Sheila Wade	No	.25
---	------------	----------------------------	---	-------------	----	-----

#### Description:

Participated in the 1st Annual Camp County Job Fair held in Pittsburg Texas. We attended the event held from 11am - 3pm. We set up our table and gave out brochures detailing our radio stations and the career opportunities available. We passed out candy and items such as note pads, pens and bumper stickers. The Business Manager/HR Manager attended and spoke to candidates about our Radio Account Executive job opening and gave out flyers detailing the position and requirements for the candidate. We accepted applications (did not receive any) and directed people to apply directly on our website or by sending a resume to our HR Manager by email.

#### Scope of Participation:

Low turn out by candidates and though I spoke with a handful of people individually, no one followed up afterwards or responded to my attempts to contact them.

---

**Total Points:** 2.50

---



# CAMP COUNTY JOB FAIR

## About this event:

Pittsburg EDC and Workforce Solutions East Texas will be hosting a countywide job fair! Connect with local employers to learn the amazing opportunities available in your area! Don't miss out!

## Get Your Dream Career Here!



903-747-1333 or 903-747-1336



[easttexasworkforce.org](http://easttexasworkforce.org)

# JAN 19

2 0 2 3

## 11 AM - 3 PM

**FIRST METHODIST CHURCH**

**209 MT. PLEASANT ST.**

**PITTSBURG, TEXAS 75686**

**EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES. DEAF, HARD-OF-HEARING OR SPEECH-IMPAIRED CUSTOMERS MAY CONTACT RELAY TEXAS: 800-735-2989 (TTY) AND 711 (VOICE).



Sheila Wade <sheila@easttexasradio.com>

---

## THANK YOU FROM WORKFORCE SOLUTIONS EAST TEXAS

1 message

---

Singleton, Amanda W <amanda.singleton@twc.texas.gov>

Tue, Jan 24, 2023 at 1:56 PM

To: Sheila Wade <sheila@easttexasradio.com>

Amanda Singleton

Workforce Solutions East Texas

1<sup>st</sup> Annual Camp County Job Fair

January 24, 2023

Dear Ms. Sheila:

We would like to express our sincere appreciation for your participation in the recent job fair held at First Methodist Church in Pittsburg. You have performed an important, necessary public service. Without our area employers, we would not have a workforce at all.

Please share your experience with colleagues and invite them to contact Workforce Solutions East Texas if they are interested in participating in future career fairs. We have 5 physical locations and a full-service mobile unit that covers 14 counties including Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt, and Wood Counties. We would love to hear your feedback to see how we did and if you have any suggestions on how we can improve for our future events.

On a side note, I am attaching some information about what Workforce Solutions East Texas can offer employers. These different programs are designed to benefit you, the employer, with tax incentives and quality employees. If you are interested in any of the programs, please feel free to contact your local workforce center and speak with a Business Services Specialist.

We are grateful for your time, and we hope you will consider joining us for future job fairs and hiring events.

Respectfully,

**Amanda Singleton**

Business Services Specialist

---

**Workforce Solutions East Texas**



4300 E End Blvd S

Marshall, Texas 75672

430-266-1214

(Text/Phone/Fax)

Amanda.singleton@twc.texas.gov

[easttexasworkforce.org](http://easttexasworkforce.org)



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This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

---

#### 4 attachments

 **WSET Brochure (1) (1).pdf**  
507K

 **Employer Services\_Brochure\_Comms\_Edited.pdf**  
2818K

 **WOTC FACT SHEET.pdf**  
201K



A proud partner of the



## Employer Registration Form

# Camp County Job Fair

January 19, 2023

11am – 3pm

First United Methodist Church

209 Mt. Pleasant St.

Pittsburg, Texas 75686

Please Type or Print: Yes Yes Will Attend \_\_\_\_\_ Unable to Attend

Name of Company: East Texas Broadcasting, Inc.

Mailing Address: PO Box 990

City: mt. Pleasant, TX 75456 Phone #: 903-572-8726

Name of Representative(s) that will attend & title: Sheila Wade, Business manager

Second name of Representative(s) that will attend & title:

FAX #: 903-572-7232 E-mail Address: Sheila@easttexasradio.com

Job Openings that you will be accepting applications for: Sales Executive

Six-foot table and 2 Chairs provided.

Please bring your applications and any promotional material you wish to display.  
Due to limited space available, please RSVP no later than Friday, January 13, 2023.

Workforce Solutions East Texas

Attn: Khaleelah Waalee

khaleelah.waalee@twc.texas.gov, Michell.Ballinger@twc.texas.gov, or Debra.

Holcomb@twc.texas.gov

Phone: 903-747-1333, 903-747-1331, or 903-202-1923

If you have questions, please call Khaleelah Waalee @ 903-747-1333

- A job posting will be needed before the job fair so that the job seekers will have time in which to prepare and have a point of reference when attending the job fair.



Sheila Wade &lt;sheila@easttexasradio.com&gt;

---

**Fwd: CAMP COUNTY JOB FAIR**

1 message

---

**Terrie Eldridge** <terrie@easttexasradio.com>  
To: Sheila Wade <sheila@easttexasradio.com>

Thu, Jan 5, 2023 at 5:30 PM

----- Forwarded message -----

From: **Singleton,Amanda W** <amanda.singleton@twc.texas.gov>  
Date: Thu, Jan 5, 2023 at 4:53 PM  
Subject: CAMP COUNTY JOB FAIR  
To: Singleton,Amanda W <amanda.singleton@twc.texas.gov>

Dear East Texas Employer:

We would like to cordially invite you or a representative from your company to participate in the 1<sup>st</sup> Annual Camp County Job Fair, Thursday, **January 19, 2023, from 11:00 a.m. until 3:00 pm at the First United Methodist Church, Pittsburg Texas 75686**. This job fair is Co-Sponsored by the Pittsburg Economic Development Corp. and Workforce Solutions East Texas.

The Workforce Solutions East Texas Centers have built a reputation by coordinating successful Job Fairs throughout the area and we have assisted hundreds of companies fulfill their hiring needs. Due to our extensive marketing initiatives, i.e., radio, social media, television spots, mail-outs, and a large labor pool from our Workforce Solutions centers, we anticipate a large turnout of job seekers with diverse education, job-related skills, and work experience to be in attendance. We will provide you with the registration information for signing up for this event. Due to limited space, we will need the registration sent to us as soon as possible. Set up time is between **10:00-10:45 am**.

Please have plenty of job descriptions, and your website address of how to apply with your company. Also, advertise on your business Facebook page that you will be attending. We have found that this has been a hit for our employers. Workforce Solutions East Texas looks forward to your participation and will need your confirmation asap or no later than **Friday, January 13, 2023**. If you have any questions, please contact me at the information given below or any Business Service Representative in your local office.

**Amanda Singleton**

Business Services Specialist

---

**Workforce Solutions East Texas**

4300 E End Blvd S

Marshall, Texas 75672

430-266-1214

(Text/Phone/Fax)

Amanda.singleton@twc.texas.gov

[easttexasworkforce.org](http://easttexasworkforce.org)



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The authorized recipient of this information is prohibited from disclosing this information to any other party except as may be permitted by law, and is required to destroy the information after its intended purpose has been fulfilled, unless otherwise permitted by law.

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

--

Terrie Eldridge  
Digital/Creative/Sales Administrator

903-572-8726 office  
903-434-9029 cell

[www.EastTexasRadio.com](http://www.EastTexasRadio.com)

Flyer given to candidates at job fair on 1/19/2023



# We're hiring!

## Radio Account Executive

East Texas Broadcasting, Inc. has radio stations in Mt. Pleasant, Paris and Sulphur Springs, Texas and is currently seeking candidates who are highly motivated self-starters, creative, enjoy working with a team, and who have a successful track record in advertising sales.

*This is an outside sales position that requires:*

- ✦ *Prospecting & cold calling*
- ✦ *Set face-to-face appointments*
- ✦ *Develop relationships with clients and determine their needs*
- ✦ *Ad campaign development*
- ✦ *Close sales*
- ✦ *Create presentations*
- ✦ *Maintain communication with supervisor*
- ✦ *Good listener who enjoys what they do!*

Ideal candidates possess experience in new and traditional media sales, but even if you have limited experience, you could be the right person for the job!

Please fill out an application today, or send your resume to [sheila@easttexasradio.com](mailto:sheila@easttexasradio.com)

Equal Opportunity Employer: Minorities, Women, Veterans and the disabled are encourage to apply

# Camp County Job Fair - 1<sup>st</sup> Annual

Date: 01/19/23

Employer Name: East Texas Broadcasting

Interested Candidates

**\*\*\*PLEASE PRINT ALL INFORMATION\*\***

Employer Email Address:

Employer Phone:

Employer Fax:

	Name	Email	Last 4 SS#	Telephone	Veteran Yes/No
1	Brooke Peilay	bhiggins@gmail.com	0390	904-999-3349	NO
2	Charles Lamb	charleslamb@verizon.net	0925	469 583 1335	No
3	Jessica Hitt	JHitt2010@gmail.com		903 916 9147	NO
4	Michael Shastid	michaelsastid@yahoo.com		903-767-6469	No
5	Morgan Warrick	morgan.warrick5@yahoo.com	9497	903-305-0055	NO
6	Brian Vaca	brianvaca@icloud.com	1430	903-305-0055	NO
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					











Sheila Wade &lt;sheila@easttexasradio.com&gt;

---

**RE: SEAL Program**

1 message

---

**Pryor Virginia** <virginia.pryor@netxworks.org>  
To: Sheila Wade <sheila@easttexasradio.com>

Tue, May 24, 2022 at 10:37 AM

Great, you two are my new heroes. I am sending paperwork through docuSign. There will be 3 documents per student. Thank you a million times. See you when I return

**From:** Sheila Wade <sheila@easttexasradio.com>  
**Sent:** Tuesday, May 24, 2022 10:18 AM  
**To:** Pryor Virginia <virginia.pryor@netxworks.org>  
**Subject:** SEAL Program

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Virginia,

Bud and I talked and we would love to have the two young people come to work for us in the SEAL program that you and I discussed yesterday.

I do want to mention that we don't have as many people working in Sulphur springs and only one other young man would be there in the office all day and he has only been with us a year or so now. Would this be ok with you and be an acceptable situation? If so, then we are good to go and I just need to know what the next step is.

Thanks!

Sheila

--

**Sheila Wade, Business Manager**

East Texas Broadcasting, Inc.

PO Box 990

Mt. Pleasant, TX 75456-0990

(903)572-8726

(903)572-7232 Fax

sheila@easttexasradio.com

www.easttexasradio.com



Seal Internship  
Jeremich Evans  
Keriah Sims June-July 2022

Sheila Wade <sheila@easttexasradio.com>

**Fwd: SEAL program**

1 message

**Bud Kitchens** <bud@easttexasradio.com>  
To: Sheila Wade <sheila@easttexasradio.com>

Mon, May 23, 2022 at 2:16 PM

----- Forwarded message -----  
From: **Pryor Virginia** <virginia.pryor@netxworks.org>  
Date: Thu, May 19, 2022, 10:56 AM  
Subject: SEAL program  
To: James R Kitchens Jr <bud@easttexasradio.com>

SEAL is a statewide program designed to give students some insight into the working environment of their career path interest. The student is tutored in soft work skills before the onsite part begins. The onsite is 5 or 6 weeks in duration, beginning either June 13 or 20. The student works 30 hours each week. TWC pays their salary, insurance and covers them with workman's comp. The only expectation on your office is the provision of a workplace, usual supervision of productivity, and a weekly signature on their timesheet for that week. You would be able to interview the student (do background check if you need it) before committing definitely to that student. If for any reason in the duration, a problem arises that cannot be solved, the student would be removed from your office immediately.

The young lady for Sulphur wants something to build her communication skills.....so voila. I have two young men in Mt Pleasant, one already a show boat. He needs to go to work on June 13 since he is in color guard and would need to attend camp on July 20. The other is very bashful but bilingual.

*Virginia Pryor*

Workforce Solutions Northeast Texas  
312 N Riddle  
Mt. Pleasant, Texas 75455  
(903) 572-9841 ext. 205  
Fax (903) 572-0159

Description: image001 Description: image004 Description: image002

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**JOB REFERRAL 22.0**

Worksite Information	
East TEXAS Broadcasting, LLC	930 Gilmer St., Sulphur Springs, TX 75482
Employer Name	Address
Sheila wade	903-885-1221
Attention	Telephone Number

Customer Information		
Keziah Sims	903-335-6400	5/24/2022
Name	Telephone Number	Referral Date

Funding Source	Services	Planned Hours
SEAL - VR	Subsidized Employment	M-F 9-4

Action Taken	
<b>Employment Status:</b>	<b>HIRED</b>
Job Title	Beginning Date
7.75	
Rate of Pay	Work Schedule
<b>Employment Status:</b>	<b>NOT HIRED</b>

Reasons for Rejection	
DocuSigned by: <i>East Texas Broadcasting</i>	5/26/2022
Supervisor Signature	Date

Return Information	
Career Planner	Virginia Pryor
Email Address	virginia.pryor@networks.org
Address	312 N. Riddle Street, Mt. Pleasant, TX 75455
Fax Number	(903) 572-0159



## JOB REFERRAL 22.0

Worksite Information	
East Texas Broadcasting, LLC	1798 US-67, Mt Pleasant, TX 75455
Employer Name	Address
Sheila wade	(903) 572-1437
Attention	Telephone Number

Customer Information		
Jeremiah Evans	903-239-3071	05/24/2022
Name	Telephone Number	Referral Date

Funding Source	Services	Planned Hours
SEAL - VR	Subsidized Employment	M-F 9-4

Action Taken	
<b>Employment Status:</b>	<b>HIRED</b>
Job Title	Beginning Date
7.75	
Rate of Pay	Work Schedule
<b>Employment Status:</b>	<b>NOT HIRED</b>
Reasons for Rejection	
DocuSigned by: <i>East Texas Broadcasting</i> 3261190F583D4CB Supervisor Signature	5/26/2022
	Date

Return Information	
Career Planner	Virginia Pryor
Email Address	virginia.pryor@networks.org
Address	312 N. Riddle Street, Mt. Pleasant, TX 75455
Fax Number	(903) 572-0159



## Subsidized Employment WORKSITE AGREEMENT

Between  
**Principle Concepts, LLC, Workforce Service Provider**  
for  
**Workforce Solutions Northeast Texas**  
and  
East Texas Broadcasting LLC

---

- I. The following sets forth the terms of agreement between **Principle Concepts, LLC**, the Workforce Service Provider for Workforce Solutions Northeast Texas (the "Sponsor") and East Texas Broadcasting (the "Worksite") commencing 05/24/2022 and ending 09/30/2022. The parties enter into this Agreement to work together to enhance the employability of program participants who may have issues that present barriers to employment by:
- A. Providing well supervised, well structured and meaningful work experience.
  - B. Increasing participant knowledge of and experience with proper work habits.

To ensure participants will have a realistic work experience, the Worksite agrees to assign meaningful tasks on the same basis used with regular employees. All parties agree jointly that no participant will be discriminated against when assigned duties on the basis of race, color, sex, disability, national origin, religious or political belief.

II. **The Worksite agrees to:**

1. Employ participants referred to and declared eligible to the Worksite by the Sponsor for the designated number of hours permitted by the program.
2. Permit participants to start work only with prior approval from the Sponsor.
3. Ensure participants will work at least 30 but no more than 40 hours per week under this program.
4. Comply with rules and regulations detailed in the Subsidized Employment Program Worksite Handbook.
5. Inform participants of supervisor's name, role and responsibilities and provide the participant the opportunity to relate any problems that might arise to that supervisor.
6. Assign tasks to the participant on a daily basis.
7. Assure that adequate work is available to occupy all participants during working hours.

8. Provide contingency plans for inclement weather when regular Worksite is designated as out-of-doors.
9. Provide adequate supervision to participants at all times. When the regular Worksite supervisor is unavailable, an alternate supervisor should be designated.
10. Assure that sufficient equipment and/or materials are available to carry out work assignments.
11. Assign participant to only those activities approved by the Sponsor.
12. Maintain and certify accurate records of participant's time and attendance as determined by the Sponsor.
13. Assure that participants will not be paid for unexcused absences, hours not worked, or recreational activities not approved by the Sponsor.
14. Permit release time scheduled which may occur during regular work hours to attend meetings/workshops required by the Sponsor.
15. Notify the Sponsor within 24 hours of any accidents, special situations, or unusual occurrences.
16. Release employee from Worksite upon notification to the Sponsor.
17. Complete evaluation for each participant weekly as agreed upon and required by the Sponsor.
18. Comply with assurances, reporting, monitoring, and evaluation systems required by the Sponsor.
19. Permit monitoring and evaluation of the Worksite by the Sponsor which may include unscheduled visits.
20. Close Worksite where serious or continual violations of the Worksite Handbook occur which are not likely to be remedied by quick remedial action.
22. Provide workers with two (2) breaks in eight (8) hours, not lasting more than fifteen (15) minutes.
23. Provide an unpaid lunch break of thirty (30) minutes after six (6) hours of work.
24. End on the agreed upon date unless an extended end date is requested and approved.
25. Comply with federal and state Child Labor Laws, Health and Safety regulations and the Fair Labor Standards Act.

26. Ensure that participant is not assigned to a training site if the assignment results in the displacement of workers already employed or impairs existing employment contracts.
27. Provide opportunity for participants to be considered for vacant positions within the organization.
28. Ensure participant is not related to the supervisor in the first degree of sanguinity.

**III. Sponsor agrees to:**

1. Provide orientation to participants on program purposes, policies and procedures as well as workplace safety and supervisor and case management communication.
2. Provide the Worksite with a list of participants who will be assigned to work at the site.
3. Provide the Worksite with instructions and procedures regarding required forms such as timesheets/evaluations.
4. Assure that immediate Worksite supervisors and their alternates will receive orientation as to their duties and responsibilities to the program prior to participant's arrival.
5. Ensure participants are eligible for the program and that each participant has proper working papers as required.
6. Notify Worksite in case of any change in any participant's status and availability to work.
7. Notify Worksite in advance regarding activities that require release time of participants.
8. Provide labor market information, career exposure activities, counseling and supportive services to the participants as determined to enhance the program for the participant and necessary to meet state and federal guidelines.
9. Distribute participant's pay on a weekly basis beginning the second week of employment start date.
10. Consult with Worksite regarding dismissal or transfer of students from the worksite.



- 11. Monitor the program according to state and federal guidelines governing the Subsidized Employment program.
- 12. Provide technical assistance in programmatic aspects.

**IV. Amendment or Cancellation of the Agreement**

This Agreement may be amended at any time in writing and by mutual consent of the parties. The Agreement may be canceled by either party upon 15 days of written notice to the other parties, unless the cancellation is for cause – i.e., a material and significant breach of any provisions of this Agreement- in which case it may be cancelled upon delivery of written notice to the other parties.

**V. Signatory Authority:**

By signing this agreement, each of these Official Contact Persons represents that they have read and understood the terms of the Agreement, they are authorized to execute this Agreement on behalf of the contracting party and the contracting parties agree to be bound by the terms of this Agreement. The Worksite signatory further attests that participants’ supervisors’ wages are not derived from federal funds.

**Duplicate Originals**

DocuSigned by: <i>Stacie Gregory</i>	6/1/2022
_____	_____
Sponsor (or Designee) Signature	Date

**Deborah Brewer, President  
Principle Concepts, LLC, Workforce Service Provider for  
Workforce Solutions Northeast Texas**

DocuSigned by: <i>East Texas Broadcasting</i>	5/26/2022
_____	_____
Worksite Signature	Date

CONTRACTING PARTY and TITLE	Sheila Wade, Business Manager
WORKSITE NAME	East Texas Broadcasting, Inc.
ADDRESS	1798 US-67
CITY, STATE, ZIP CODE	Mt Pleasant, TX 75455
PHONE NUMBER	903-572-1437

DESIGNED WITH STUDENTS IN MIND.

# LEAP

LEARNING ENDORSEMENTS  
AND PROFESSIONS **YOUTH EXPO**

FRIDAY, OCTOBER 28

9 A.M. - 12 P.M.

HOPKINS COUNTY CIVIC CENTER

[Click Here to Register Now!](#)



A proud partner of the American Job Center network

[networkforce.org](http://networkforce.org)

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Sheila Wade &lt;sheila@easttexasradio.com&gt;

**LEAP**

1 message

**Pryor Virginia** <virginia.pryor@networks.org>

Mon, Oct 31, 2022 at 10:00 AM

To: "cmayes@alliancebank.com" <cmayes@alliancebank.com>, "aendsley@hopkinscountytexas.org" <aendsley@hopkinscountytexas.org>, "jenefer.hatch@pilgrims.com" <jenefer.hatch@pilgrims.com>, "alibbythesing@gmail.com" <alibbythesing@gmail.com>, "jason.roberts@claytonhomes.com" <jason.roberts@claytonhomes.com>, "Jennifer.Bilbrey@saputo.com" <Jennifer.Bilbrey@saputo.com>, "tking@ssisd.net" <tking@ssisd.net>, "amandag@rpmstaffing.net" <amandag@rpmstaffing.net>, "jennifer.heitman@christushealth.org" <jennifer.heitman@christushealth.org>, "bwilliams@fidelityexpress.com" <bwilliams@fidelityexpress.com>, "chaynee.atwood@uthct.edu" <chaynee.atwood@uthct.edu>, "eva.wheelock@loadtrail.com" <eva.wheelock@loadtrail.com>, "eve@familyfh.com" <eve@familyfh.com>, "jplemons@parisjc.edu" <jplemons@parisjc.edu>, "rdieterich@parisjc.edu" <rdieterich@parisjc.edu>, "ccrawford@parisjc.edu" <ccrawford@parisjc.edu>, "aprice@hopkinscountytexas.org" <aprice@hopkinscountytexas.org>, "jamesmith@parisjc.edu" <jamesmith@parisjc.edu>, "mpannell@parisjc.edu" <mpannell@parisjc.edu>, "jwashington@parisjc.edu" <jwashington@parisjc.edu>, "ngilbert@parisjc.edu" <ngilbert@parisjc.edu>, "jfrankland@parisjc.edu" <jfrankland@parisjc.edu>, "somori@parisjc.edu" <somori@parisjc.edu>, "julia@juliawilhite.com" <julia@juliawilhite.com>, "cbardrick@parisjc.edu" <cbardrick@parisjc.edu>, "sheila@easttexasradio.com" <sheila@easttexasradio.com>, "jayla@signaturesolar.com" <jayla@signaturesolar.com>, "cmalone@parisjc.edu" <cmalone@parisjc.edu>

Just wanted to say personally, Thank You Big! for attending the 2022 LEAP. As always, we hope we helped guide at least two students to their dream career, and provided information for the future of the rest. With every student being "influenced" by social media, it is very important that they have a complete meal of the realities of their immediate surroundings, lol.

Have a great Monday and Halloween, and contact me if you need any Workforce Services.

*Virginia Pryor*

Workforce Solutions Northeast Texas

312 N Riddle

Mt. Pleasant, Texas 75455

(903) 572-9841 ext. 205

Fax (903) 572-0159



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Sheila Wade &lt;sheila@easttexasradio.com&gt;

---

**RE: LEAP**

1 message

---

**Pryor Virginia** <virginia.pryor@networks.org>  
To: Sheila Wade <sheila@easttexasradio.com>

Mon, Oct 31, 2022 at 11:01 AM

Indeed they did. Dave is such a fountain of knowledge and Luke has the charisma drawing looks and swagger of a very successful DJ. The students hovered over them.

**From:** Sheila Wade <sheila@easttexasradio.com>  
**Sent:** Monday, October 31, 2022 10:14 AM  
**To:** Pryor Virginia <virginia.pryor@networks.org>  
**Subject:** Re: LEAP

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you! Luke and Dave enjoyed it and I know they made it entertaining and interesting for the kids.

Sheila

On Mon, Oct 31, 2022 at 10:06 AM Pryor Virginia <virginia.pryor@networks.org> wrote:

Just wanted to say personally, Thank You Big! for attending the 2022 LEAP. As always, we hope we helped guide at least two students to their dream career, and provided information for the future of the rest. With every student being "influenced" by social media, it is very important that they have a complete meal of the realities of their immediate surroundings, lol.

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*Virginia Pryor*

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--  
**Sheila Wade, Business Manager**

East Texas Broadcasting, Inc.

PO Box 990

Mt. Pleasant, TX 75456-0990

(903)572-8726

(903)572-7232 Fax

sheila@easttexasradio.com

www.easttexasradio.com

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Sheila Wade &lt;sheila@easttexasradio.com&gt;

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## Sulphur Springs LEAP Expo - Information

1 message

---

Spivey Bart <bart.spivey@netxworks.org>  
To: Spivey Bart <bart.spivey@netxworks.org>

Fri, Oct 21, 2022 at 11:13 AM

Hello,

Thank you for participating in this year's LEAP Youth Career Expo on Friday, October 28<sup>th</sup> at the Hopkins County Civic Center. Below are additional details about the event:

### Table/Booth Set up

- You can set up your table starting at 8:00 AM on Friday October 28. Allow for enough time to have your table set up by 8:45 AM, prior to student arrival. Our staff will be at the civic center to direct you to the correct table.
- Each employer will have a table and chairs.
- You are encouraged to bring interactive or display items that will fit on, behind, or beside your table.
- The Civic Center will be divided into 4 sections, representing the 4 endorsement areas. We will try to place your table in the section that best fits your industry/occupation. However, some industries fall into more than one endorsement area, so we also try to even out the number of tables in each section.

### Electricity/Wi-Fi

- Information about the WiFi network will be located at your table on the day of the event.
- If you requested electricity on your registration form, we will do our best to place your table near an electrical outlet. Please bring extension cords in case you need them.

## Students

- We will have 2 separate student sessions. Time for the first session will be 9:00-10:20 and the second session from 10:30 – 11:50
- The civic center will be split into 4 sections. Students will be split into 4 groups, spend about 20 minutes in a section, then rotate. We will continue to rotate students until they've had a chance to visit all 4 sections.
- We currently have about 425 students scheduled to attend this year's event. You are welcome to bring giveaway items for the students, but it is not required. Each student will be given a bag at the front door to hold any giveaway items.

- School Districts attending this year's event include:

### First Session:

- Sulphur Springs

### Second Session:

- Cooper
  - North Hopkins

## Student questions and stickers.

- Each of the 4 sections inside the civic center will be color-coded (Red, Blue, Yellow, and Green). You will have stickers at your table that match the color of your section. Each student will have a card and be asked to earn 2 stickers from each section.
- Students can earn stickers from employers by asking questions about careers and education.
- All students that earn 2 stickers from each section will place their cards in a drawing for a chance to win.
- As a reminder, the event aims to help students make a connection between their high school endorsement decision and career interests.

Thank you again for participating in the LEAP Expo, and please do not hesitate to call or email if you have any questions.

A special thanks to our event sponsors:



**Sulphur Springs**  
Hopkins County  
Economic Development Corporation  
[www.ss-edc.com](http://www.ss-edc.com)





· **Bart Spivey**

Business Development Project Manager

Workforce Solutions Northeast Texas

911 North Bishop, Bldg. A

Wake Village, Texas 75501

(903) 794-9490 Ext. 513

Fax (903) 223-0449

[www.netxworkforce.org](http://www.netxworkforce.org)



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Sheila Wade <sheila@easttexasradio.com>

# Online Form Submittal: LEAP Youth Career Expo - Sulphur Springs - October 28, 2022 - Employer Registration Form

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: sheila@easttexasradio.com

Mon, Oct 17, 2022 at 11:44 AM

## LEAP Youth Career Expo - Sulphur Springs - October 28, 2022 - Employer Registration Form

**Area 8th grade students will attend this event to explore various career opportunities. While these students are a number of years away from starting their career, they will begin to make decisions in the classroom that can affect their career choice. The LEAP Expo aims to provide them with career information and spark an interest through career exploration.**

Location  
Hopkins County Civic Center  
1200 Houston St, Sulphur Springs, TX 75482

*Luke & Dave K  
will attend.*

Date  
Friday October 28, 2022

Time  
Setup: 8:00 AM - 9:00 AM

Event: 9:00 AM - 12:00 PM

Employer Registration Form  
*Please answer each item and SUBMIT the completed form.*

Business/Organization Name East Texas Broadcasting, Inc.

Contact Name: Sheila Wade

Email Address sheila@easttexasradio.com

Phone Number 9035728726

---

Number of participants from 2  
your organization

---

Electricity Yes

---

Instructions and times for booth setup will be emailed to you in advance.

---

Questions, Comments, or *Field not completed.*  
Special Requests?

---

Contact

Contact Bart Spivey at 903-794-9490 ext 513 or [bart.spivey@netxworks.org](mailto:bart.spivey@netxworks.org) with any questions.

---

Thanks to our Sponsors!!

---



Sheila Wade &lt;sheila@easttexasradio.com&gt;

**LEAP**

1 message

**Pryor Virginia** <virginia.pryor@netxworks.org>

Mon, Oct 31, 2022 at 10:00 AM

To: "cmayes@alliancebank.com" <cmayes@alliancebank.com>, "aendsley@hopkinscountytx.org" <aendsley@hopkinscountytx.org>, "jenefer.hatch@pilgrims.com" <jenefer.hatch@pilgrims.com>, "alibbythesing@gmail.com" <alibbythesing@gmail.com>, "jason.roberts@claytonhomes.com" <jason.roberts@claytonhomes.com>, "Jennifer.Bilbrey@saputo.com" <Jennifer.Bilbrey@saputo.com>, "tking@ssisd.net" <tking@ssisd.net>, "amandag@rpmstaffing.net" <amandag@rpmstaffing.net>, "jennifer.heitman@christushealth.org" <jennifer.heitman@christushealth.org>, "bwilliams@fidelityexpress.com" <bwilliams@fidelityexpress.com>, "chaynee.atwood@uthct.edu" <chaynee.atwood@uthct.edu>, "eva.wheelock@loadtrail.com" <eva.wheelock@loadtrail.com>, "eve@familyfh.com" <eve@familyfh.com>, "jplemons@parisjc.edu" <jplemons@parisjc.edu>, "rdieterich@parisjc.edu" <rdieterich@parisjc.edu>, "ccrawford@parisjc.edu" <ccrawford@parisjc.edu>, "aprice@hopkinscountytx.org" <aprice@hopkinscountytx.org>, "jamessmith@parisjc.edu" <jamessmith@parisjc.edu>, "mpannell@parisjc.edu" <mpannell@parisjc.edu>, "jwashington@parisjc.edu" <jwashington@parisjc.edu>, "ngilbert@parisjc.edu" <ngilbert@parisjc.edu>, "jfrankland@parisjc.edu" <jfrankland@parisjc.edu>, "somori@parisjc.edu" <somori@parisjc.edu>, "julia@juliawilhite.com" <julia@juliawilhite.com>, "cbardrick@parisjc.edu" <cbardrick@parisjc.edu>, "sheila@easttexasradio.com" <sheila@easttexasradio.com>, "jayla@signaturesolar.com" <jayla@signaturesolar.com>, "cmalone@parisjc.edu" <cmalone@parisjc.edu>

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Have a great Monday and Halloween, and contact me if you need any Workforce Services.

*Virginia Pryor*

Workforce Solutions Northeast Texas

312 N Riddle

Mt. Pleasant, Texas 75455

(903) 572-9841 ext. 205

Fax (903) 572-0159



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Sheila Wade &lt;swade1009@gmail.com&gt;

## June 22nd Virtual Fair

1 message

McKinnie Keldan &lt;keldan.mckinnie@networks.org&gt;

Wed, Jun 2, 2021 at 11:25 AM

Hello and thank you for registering for our Virtual Career Fair June 22<sup>nd</sup>, 2021.

If you have participated in one of our virtual career fairs previously we will be opening your existing booths. You will use your same username and password-if I need to resend that just let me know. 😊

For those who have not registered with us, here is an example of what one of our virtual employer booths look like to a job seeker. From here they will be able to click on the images to view website, links, job openings, contact information etc.



I would like to include the following information within each booth for job seekers to view. Once I build your booth I will send you the login information to view your booth.

- Contact person information
- Website
- Job openings with job descriptions
- Pictures and videos if available
- Downloads (applications)
- Company Logo

Thank you!

**Keldan McKinnie**

**Business Employment Consultant**

**Workforce Solutions Northeast Texas**

1702 Hampton Rd.

Texarkana, TX 75503

(903) 794 4163 x146

(903) 792-2976 Fax

[www.netxworks.org](http://www.netxworks.org)

[Keldan.mckinnie@netxworks.org](mailto:Keldan.mckinnie@netxworks.org)



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Sheila Wade <swade1009@gmail.com>

# Online Form Submittal: 2021 Virtual Career and Community Resources Expo - Northeast Texas

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: sheila@easttexasradio.com

Fri, May 28, 2021 at 3:18 PM

## 2021 Virtual Career and Community Resources Expo - Northeast Texas

Date

Tuesday June 22, 2021

Time

10:00 AM - 2:00 PM

Location

This Virtual event will be hosted on Workforce Solutions Northeast Texas' Virtual Job Fair platform. We will send instructions on "booth setup" after you register for the event.

This event is open to all employers and job seekers in Northeast Texas.

Organization Name East Texas Broadcasting

Contact Name East Texas Broadcasting

Business Address PO Box 990

City/State/Zip Mt. Pleasant

Phone Number 9035728726

Email Address sheila@easttexasradio.com

Approximate Number of Job Openings (Community Resource Partners can answer N/A) 2

Number of Job Postings (For example: We have 20 job openings for registered nurses, but only 1 job posting) 2

Please attach your company ETB Logo - all stations.doc  
logo to be used with the  
virtual event

---

Questions?

Contact Virginia Pryor at 903-572-9841 ext 205 or [Virginia.Pryor@networks.org](mailto:Virginia.Pryor@networks.org); or  
Keldan McKinnie at 903-794-4163 ext 146 or [Keldan.Mckinnie@networks.org](mailto:Keldan.Mckinnie@networks.org)

---





Sheila Wade &lt;swade1009@gmail.com&gt;

## Northeast Texas Virtual Job Fair Wrap up

1 message

**Clapp Jeff** <jeff.clapp@networks.org>

Tue, Jun 22, 2021 at 3:46 PM

To: Pryor Virginia <virginia.pryor@networks.org>, McKinnie Keldan <keldan.mckinnie@networks.org>  
 Cc: Hines Melissa <melissa.hines@networks.org>, Beatty Kay <kay.beatty@networks.org>, Spivey Bart <bart.spivey@networks.org>, Kueila Zuniga <Kueila.Zuniga@twc.state.tx.us>, Borders Ethan <ethan.borders@networks.org>, McGill Darren <darren.mcgill@networks.org>, Colorigh Chris <chris.colorigh@networks.org>, Hayman Ricky <ricky.hayman@networks.org>, Wims Richard <Richard.wims@twc.state.tx.us>, Maxwell Sherry <sherry.maxwell@networks.org>, Conatser-Stiles Melisha <melisha.conatser-stiles@networks.org>

### Northeast Texas Virtual Job Fair Wrap Up

9,291 Notifications and Messages sent out to area job seekers (UI claimants, Exhaustees & Veterans)

Facebook Ad published and boosted

Reminders were sent to any pre-registered at 10:00a reminding of the event and that the event was live.

-

### Outcomes

*Total of 66 registered for the event.*

119 total employers / community services

Over 400 offers listed, many with multiple openings on the offers.

### Employers

We want to say thank you for your time and thank you for working with us to list your positions on the event page. Across the country the biggest issue seems to be finding the employees to work. With that in mind we want to continue to support you and help you find your next employee and we have many programs available to do that. We can have events at our local workforce centers, we can advertise the positions within the office, we can promote mini job fairs you are doing at your place of business or at ours, and we have a few programs where we can pay 50-100% of the potential employee's salary as long as eligibility is determined prior to the start date. Anything we can do to help we will try and accomplish for you. Speak with your local BEC staff to see what we can do to assist.

- Mount Pleasant – Virginia Pryor, Kueila Zuniga, Richard Wims – 903-572-9841
- Sulphur Springs – Darren McGill – 903-885-7556
- Paris – Ethan Borders & Sherry Maxwell – 903-784-4356
- Texarkana – Keldan McKinnie, Chris Colorigh, Ricky Hayman, Melisha Conatser-Stiles – 903-794-4163

Watch for a save the date coming soon for our next event, in person physical event, in *November* with **Hiring, Red, White and You!**. This is a Statewide Job Fair where the first hour is dedicated strictly to Veterans and their spouses and the entire state holds a job fair that the same day. Let us know if you want to be a part of the e-mail list we have for upcoming events and if we don't have you on our list already we will add you.

Thank you again for your time and dedication to our local workforce.

Have a great day!

*Sincerely,*

***Jeff S. Clapp***

Data Analyst

Greater Texarkana Workforce Center

(903) 794-4163 X 109

Fax: 903-792-2976

[www.netxworkforce.org](http://www.netxworkforce.org)

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