

Combined Communications, Inc.

Equal Opportunity Employment Program

10/1/2020-9/20/2021

Radio Stations KBND AM, KLRR FM, KTWS FM, KMTK FM and KWXS FM serve the Central Oregon community and provide equal employment opportunity to all job applicants. The stations operate as a unit to insure that maximum available community resources are utilized to generate qualified job applicants from all segments of our ethnically diverse community.

The following outlines the stations' program of policies and procedures to assure all qualified candidates, both within and outside the community we serve, who might be interested in employment with our company, can learn about and apply for any positions that might become available:

1. A list of recruitment sources to be utilized to generate applicants for every full-time job opportunity will be maintained, periodically revised and updated.
2. On-air advertisements are periodically used for positions that do not require radio specific technical, operational or talent skills. The job advertisements are generally for sales, accounting and administrative positions.
3. Notices of all full-time employment opportunities will be widely distributed and dated copies of such notices will be retained.
4. All full-time existing staff are notified of any new openings. The staff has been encouraged to refer anyone they know that might be qualified, or to apply themselves if they are interested and feel they qualify.
5. Local, regional and national job search web sites are periodically tried and evaluated for effectiveness.
6. Combined Communications, Inc. will coordinate efforts to monitor and assure the execution of this plan. Combined will train and update staff on EEO issues.
7. The company conducts an internship program for college/high school students in the area via YouthConnect.org. Part-time employment opportunities may be filled by interns.

8. All employment notices, material and advertising, whether written or broadcast, will include the phrase “Combined Communications is an equal opportunity employer.”
9. Each producer of Local on-air programming on all stations including news, public service/public affairs, commercial content and announcer entertainment/commentary, are routinely counseled regarding sensitivity to minority, gender, and other diversity issues in order to foster the perception and the reality within our community that Combined Communications actively promotes equal employment opportunity for all, regardless of race, sex, religion or national origin.

Combined Communications will routinely and systematically review the effectiveness of this program and make periodic modifications that may be required to fulfill the goal of offering equal opportunity to all applicants and to insure these applicants represent all communities within our service area.

**EEO ANNUAL PUBLIC FILE REPORT
COMBINED COMMUNICATIONS BEND**

Employment Unit: Combined Communications	Address Combined Communications 63088 NE 18 th Bend, Or 97701	Contact Person/Title Jeremy Groh General Manager
Stations KBND-AM, Bend, Or KLRR-FM Redmond, OR KTWS-FM Bend, Or KMTK-FM Bend, Or KWXS-FM Prineville, OR	Telephone Number 541-585-3563	E-mail Address <u>jeremy@combinedcommunications.com</u>

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM),
KWXS(FM)
EEO PUBLIC FILE REPORT
10/01/20-9/20/21**

FULL TIME VACANCY LIST

Position Title Hire Date	Recruitment Sources (RS) Used to Fill Vacancy	Total No of inter- views for position	Src Referring New Hire
Traffic Director (emergency hire in <3-weeks) 10/19/2020	3,4,7,15,16,17,19	9	4
News Reporter 08/16/2021	1,2,3,4,5,6,7,8,15,17,18,19	9	6

Interviewee Source

Total Number of Persons Interviews during this Reporting Period: 18

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MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number /RS Information

1	Oregon Association of Broadcasters Theoab@theoab.org
2	Oregon State Employment Office – Worksource Oregon 1645 NE Forbes Rd #100 Bend, Or 97701 www.findit.emp.state.or.us/offices/bned.cfm 541-388-6070
3	Employee Referral
4	Non-Employee Referral
5	Linkedin.com
6	BendRadio.com
7	Internal Posting
8	Allaccess.com
9	Walk In
10	KBND website KBND.com
11	KLRR website 1017.fm
12	KTWS website Thetwins.com

13	KMTK website 997thebull.com
14	KWXS website 977thebeat.com
15	Craig's list bend Craigslist.com
16	Traffic Directors Guild tdga.org/
17	Facebook.com
18	Radio Television Digital News Assn. rtdna.org/
19	Radio Ads = all stations KBND KLRR KTWS KMTK KWXS
20	Indeed.com

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Population of Market is less than 250,000

RECRUITMENT & OUTREACH INITIATIVES

TYPE OF RECRUITMENT INITIATIVE AND BRIEF DESCRIPTION OF ACTIVITY

1. On 11/6/20, in partnership with The Source Weekly publication, SEU (KBND & KLRR) hosted Aaron S. in-studio to highlight the Central Oregon Gives Program charity, which generates funding and opportunity for over 75-local area organizations and provides job placement, monetary and other types of assistance to the community. Additionally, employment opportunities/types with both The Source Weekly and SEU were highlighted, including career-paths and strategies for hire.
2. On 04/06/21, SEU (KWXS) hosted Alyssa L., an individual of South African/German descent, specifically interested in on-the-air positions in broadcasting. Alyssa was allowed to co-host several segments with SEU talent, creating an audio-reel for future dissemination to prospective broadcast employers.

- 3.** On 05/05/2021, SEU (KWXS) hosted, in-studio, Rachel C., Director of Development for Boys & Girls Clubs of Bend. SEU also welcomed Drew R., “Youth of the Year” of Boys and Girls Clubs of Bend, on May 7th to share how The Club has impacted his life and encourage people to tune in to an upcoming virtual event. The radio interview was recorded by a local production studio, Hand and Hand Productions, and was played during their fundraiser. Before the interview, SEU gave a tour of Combined Communications to students and staff of Boys and Girls Club of Bend. Subsequently, SEU staff hosted/MC’d the “House Party for BGCOB on May 8th.”
- 4.** On 06/04 and 06/07/21, SEU (KBND) conducted public information officer (PIO) training for, among others, the Oregon Health Authority. Trainings covered PIO duties, pathways into PIO and journalistic career-fields, as well as best practices for both PIO’s and broadcasters/journalists.