

**Combined Communications, Inc.**  
**Equal Opportunity Employment Program**  
**10/1/2015-9/30/2016**

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 EYE issues.
7. The company conducts an internship program for college/high school students in the area. Many part-time employment opportunities are 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**

<b>Employment Unit:</b> Combined Communications	<b>Address</b> Combined Communications 63088 NE 18 <sup>th</sup> Bend, Or 97701	<b>Contact Person/Title</b> Jeremy Groh General Manager
<b>Stations</b> KBND-AM, Bend, Or KLRR-FM Redmond, OR KTWS-FM Bend, Or KMTK-FM Bend, Or KWXS-FM Prineville, OR	<b>Telephone Number</b> 541-382-5263	<b>E-mail Address</b> <b>Jeremy@combinedcommunications.com</b>

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)  
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10/01/15-9/30/16**

**FULL TIME VACANCY LIST**

<b>Position Title Hire Date</b>	<b>Recruitment Sources (RS) Used to Fill Vacancy</b>	<b>Total No of inter- views for position</b>	<b>Src Referring New Hire</b>
Program Director KMTK Brian Morris	1, 2, 3, 7, 9, 10-14, 15	2 1 Employee Referral 1 Walk-in	9
Account Executive Ethan Alvarez	1, 2, 3 7, 10-14, 16,	4 3 Craig's list 1 Employee Referral	3

Interviewee Source

Total Number of Persons Interviews During this Reporting Period: 6

3 Craig's list  
2 Employee Referral  
1 Walk-in

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)**  
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**1. MASTER RECRUITMENT SOURCE LIST (MRSL)**

RS  
Number            RS Information

1	Oregon Association of Broadcasters <a href="mailto:Theoab@theoab.org">Theoab@theoab.org</a>
2	Oregon State Employment Office – Worksource Oregon 1645 NE Forbes Rd #100 Bend, Or 97701 <a href="http://www.findit.emp.state.or.us/offices/bned.cfm">www.findit.emp.state.or.us/offices/bned.cfm</a> 541-388-6070
3	Employee Referral
4	Non-Employee Referral
5	Lane County School District No 4J Randy Larson, Ops. Mgr 1574 Coburg Rd PMB #237 Eugene, Or 97401
6	E.A.R.S c/o Randy Larson 1574 Coburg Rd PMB #237 Eugene, OR 97401
7	Internal Posting
8	Allaccess.com
9	Walk In
10	KBND website KBND.com
11	KLRR website Clear1017.com
12	KTWS website Thetwins.com

13	KMTK website 997thebull.com
14	KWXS website 977thebeat.com
15	Craig's list bend Craigslist.com
16	Craig's List – other See list attached
17	Facebook
18	Client Referral
19	Radio Ads = all stations KBND KLRR KTWS KMTK KWXS

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Craig's list postings

Note: All Craig's listings expire and are re-posted every 45 days.

- A. Bellingham, Washington
- B. Yakima, Washington
- C. Lewiston, Idaho
- D. Oregon Coast
- E. Klamath Falls, Oregon
- F. Twin Falls Idaho
- G. Helena, Montana
- H. Wyoming
- I. Billings Montana
- J. Ogden, Utah
- K. Elko, Nevada
- L. Redding, Calif
- M. Tri-Cities, Washington
- N. Corvallis, Oregon
- O. Medford, Oregon
- P. Bend, Oregon
- Q. Bozeman, Oregon
- R. Bismarck, North Dakota
- S. Brainerd,
- T. Eastern Oregon
- U. Butte, Montana
- V. Chico, California
- W. Elko, Nevada
- X. Kalispell, Idaho
- Y. East Idaho
- Z. Central SD

AA. Roseburg, Oregon  
BB. Humboldt,  
CC. Flagstaff, Arizona  
DD. Lewiston, Idaho  
EE. Moses Lake, Washington  
FF. Olympic Peninsula  
GG. Pullman-Moscow, Idaho  
HH. Skagit,  
II. Wenatchee, Washington  
JJ. Gold Country  
KK. Hanford,  
LL. Imperial Co  
MM. Yuba-Sutter  
NN. Mendecino, Calif  
OO. Eastern Montana  
PP.  
QQ.  
RR.  
SS.  
TT.  
UU.  
VV.  
WW.  
XX.  
YY.  
ZZ.

**KBND(AM), KLRR(FM), KTWS(FM), KMTK(FM), KWXS(FM)**  
**EEO PUBLIC FILE REPORT**  
**10/01/15-9/30/16**

Total number of full time employees: 22  
Population of Market is less than 250,000

**RECRUITMENT INITIATIVES**

**TYPE OF RECRUITMENT INITIATIVE**  
**(MENU SELECTION)**

**BRIEF DESCRIPTION OF ACTIVITY**

Training for Staff

Combined Communications paid for Jeremy Groh and Luci Cook to attend a Fred Pryor Seminar on Human resources on March 15, 2016 at the Red Lion Inn Both employees attended and learned some of the new laws and how they affect our business.

Sales staff training

Participated in a training and sales seminar for our sales staff. Sales staff learned how to sell to clients prior to the seminar. Clients were then invited to seminar and the Advantage company then helped the sales staff in closing clients. Sales staff attending were Beth Miller, Christine Limburg, Heather Koch, Sheryl Meissner, Ethan Alvarez, and Jeremy Groh.

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**1. OUTREACH INITIATIVES**

Outreach initiatives that Combined Communications has undertaken in the past year include the following:

1. On December 14, 2015 at 11:00 AM 46 students accompanied by several adult chaperones from the Central Oregon Home School Group came in for a tour of our facilities. The visit was initiated by Sarah Valenzuela from the COHSG. The group was broken into groups of ten and a representative from each station took a group through the building. The tour lasted about an hour and included individual studio exploration with time on the microphones, plus a brief explanation of Dave Stalker's work in production.
2. On January 18, 2016 Cub Scout Pack 24 came to the 101.7 FM studio for a tour of the facilities. We spoke briefly about the history of radio as a predecessor to television. Sam took them through administration and explained about sales and its role in the success of the company. She then took them through the other radio stations and educated them about the concept of different music and talk formats. She showed them the technical equipment and briefly describe the engineer job and spend time with production. Questions were then answered in the 101.7 studio.
3. On February 17<sup>th</sup>, 2016 Jeremy our General Manager spent the morning speaking with three marketing classes at Bend High School. Each class had been assigned a local advertiser to construct a mock marketing campaign for. Jeremy's presence was requested as an industry professional, in order to bring a greater depth of information to the students. Each session was followed by a Q&A session.
4. As part of a class project on creativity, Katy Snook and her father came in for a tour on February 26. Samantha took them through each station and Jeff Howell took some time to talk about sales. Dave Stalker chatted with Katy about production work. Katy and her father interviewed each other over the microphones in the 101.7 studio which was named "Katy's Talk Show" and e-mailed to her.
5. On Feb 17, Jefermy visited with Mrs Torkelson's class of high school students. The purpose of the visit was to talk to the students about radio advertising and the position of Account Executive and Sales Management.
6. Anais Jacquin a foreign exchange student from France, and her host family came for a tour and was given the explanation of the radio business from listener to broadcaster perspective. She was taught how to record a commercial, discussed the commercial process from sales, production and the on the air. The Production Director recorded her voice so she can share with her family and friends in France.