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EEO PUBLIC INSPECTION FILE REPORT AND RELATED INTERNAL RECORDKEEPING FORMS

Attached is a suggested form for creation of stations' annual EEO Public Inspection File Reports. This form allows listing of information concerning fulltime job vacancies filled during the year. It also includes provisions for reporting a station's "supplemental recruitment activities," as required by "Prong Three" of the FCC's new EEO outreach/recruitment requirements.

Also included are suggested forms for internal recordkeeping concerning fulltime job vacancies and supplemental recruitment activities.

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EEO PUBLIC INSPECTION FILE REPORT

(Place Report in Public Inspection File Annually, on Anniversary Date of the Deadline for Filing the Station's License Renewal Application)

A. FULL TIME JOB VACANCIES FILLED BY STATION DURING ANNUAL REPORTING PERIOD

1. Total number of Interviewees for all full-time vacancies filled during the past year: 5

2. A list of all supplemental recruitment activities performed during the past year, with a brief description of each activity is attached hereto, if applicable.

3. Full-Time jobs filled during the past year 1

a. Title of Full Time Job Filled: Sales _____
Date Position Filled: 10-13-17

Recruitment Source Used: Prairie Radio Communications Internal
Referred hire? Y x N Number of Interviewees referred: 3
Contact Person: Loren Follmer
Address: 55 Public Square
Phone: Monmouth, Il 61462

Recruitment Source Used: Monmouth College
Referred hire? Y N x Number of Interviewees referred: 1
Contact Person: Marnie Dugan
Address: 700 East Broadway
Phone: 309 457 2345

Recruitment Source Used: Robbins-Resource Management
Referred hire? Y N x Number of Interviewees referred: 1
Contact Person: Bryon Robbins
Address: 208 S. Main St
Phone: 309 734 8817

Recruitment Source Used: _____
Referred hire? Y N Number of Interviewees referred:
Contact Person: _____
Address: _____
Phone: _____

FIRST EEO SUPPLEMENT ACTIVITY DESCRIPTION SHEET

Activity: _____ Internship-Zachary Ferris _____

Date: _____ 5-31-18 to 8-17-18 _____

Participating Employees: _Loren Follmer, MikeWeaver_____

Host/Sponsor of Activity: __WRAM/WMOI_____

Brief Description of Activity and Station Participation:

Zach participated in a number of activities including commercial writing, news writing, marketing calls with sales representatives, live remote broadcasts, and other daily radio business functions. See attached internship description from his Advisor, Jenny Sanberg at Monmouth College.

SECOND EEO SUPPLEMENT ACTIVITY DESCRIPTION SHEET

Activity: _____Knox County YMCA Solutions Program_____

Date: _____March 2018_____

Participating Employees: _____Loren Follmer_____

Host/Sponsor of Activity: _____Lombard Junior High School_____

Brief Description of Activity and Station Participation:

Loren Follmer spoke to 6th, 7th and 8th grade students about his career in radio. A description of both events is attached.

THIRD EEO SUPPLEMENT ACTIVITY DESCRIPTION SHEET

Activity: Kiwanis Club Speaker

Date: 6-19-18

Participating Employees: Vanessa Wetterling

Host/Sponsor of Activity: Sean Cavanaugh - Kiwanis

Brief Description of Activity and Station Participation:

I spoke to the Kiwanis Club about the Shoe Project success for students in the Galesburg school district. I also spoke about Freezing for Food and how it impacts our communities where our different radio stations were at in Iowa, Illinois and Wisconsin.

FOURTH EEO SUPPLEMENT ACTIVITY DESCRIPTION SHEET

Activity: _ Western IL Extension Leadership- Career Day_____

Date: _Feb. 16 2018_____

Participating Employees: _Shawn Temple and Mitch McVey_____

Host/Sponsor of Activity: _WMOI /WRAM_____

Brief Description of Activity and Station Participation:

Mitch and Shawn both had high school students for the morning and shared with them their careers and what they do on a daily basis. See attached description.

to be Used as Part of EEO Compliance

INTERNAL EEO RECORDKEEPING FORM

[NOT FOR PUBLIC FILE]

FULL TIME JOB VACANCIES FILLED BY
STATION DURING ANNUAL REPORTING PERIOD

1. Title of Full Time Job Filled: _____
Date Position Filled: _____
Person ultimately hired for position: _____

2. Recruitment Source that referred person hired: _____
Requested notification of vacancies? Y __ N __
Contact Person: _____
Address: _____

Phone: _____
Fax: _____

3. Recruitment Sources contacted about vacancy:

Recruitment Source: _____ Requested notification of vacancies? Y __ N __
Contact Person: _____
Address: _____

Phone: _____
Fax: _____
Names of Interviewees
referred (if any): _____

Recruitment Source: _____ Requested notification of vacancies? Y __ N __
Contact Person: _____
Address: _____

Phone: _____
Fax: _____
Names of Interviewees
referred (if any): _____

Recruitment Source: _____ Requested notification of vacancies? Y ___ N ___

Contact Person: _____

Address: _____

Phone: _____

Fax: _____

Names of Interviewees referred (if any) _____

4. Dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing this vacancy are attached hereto.
5. Documentation showing that Recruitment Sources who requested to be notified about vacancies were so notified is attached hereto.

6. Approval of Form

By: _____

Title: _____

Date: _____

INTERNAL EEO SUPPLEMENTAL RECRUITMENT ACTIVITIES
WORKSHEET
[NOT FOR PUBLIC FILE]

1. How many Full-Time Employees are at your station? ____
 - If less than five, no Supplemental Recruitment Activities need to be undertaken.
 - If between five and ten full-time employees or the station is in a "small market," as defined in the FCC's EEO rules, select and mark two of the activities listed in Section 2 and implement them within a two-year period ending on the anniversary date of the deadline for the station to file its license renewal application.
 - If more than ten full-time employees, select and mark four of the activities listed in Section 2 and implement them within a two-year period ending on the anniversary date of the deadline for the station to file its license renewal application.

2.
 - participation in at least 4 job fairs by station personnel who have substantial responsibility in making hiring decisions;
 - hosting at least one job fair;
 - co-sponsoring at least one job fair with businesses or professional organizations whose members include substantial numbers of women and minorities;
 - participation in at least four events sponsored by community organizations whose members include individuals interested in broadcast employment;
 - establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
 - participation in general (as opposed to vacancy-specific) outreach efforts, by means of job banks or Internet programs;
 - participation in scholarship programs directed to students desiring to pursue a career in broadcasting;
 - establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
 - establishment of mentoring programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
 - participation in at least four events or programs relating to career opportunities in broadcasting sponsored by educational institutions;
 - sponsoring at least two programs designed to educate members of the community about employment in the broadcasting industry;
 - listing each upper-level job opening in a job bank or media newsletter that reaches substantial numbers of women and minorities;
 - assisting unaffiliated non-profit entities in maintaining websites that counsel individuals who seek employment or advancement in the broadcast industry;
 - training management personnel in methods to ensure equal employment opportunities and prevent discrimination;
 - training unaffiliated recruitment organization personnel to help them better assist individuals looking for employment in the broadcast industry; or
 - participation in other events that are reasonably calculated to reach potential job applicants outside of the broadcast industry.

3. For each checked activity, complete one **SUPPLEMENT ACTIVITY DESCRIPTION SHEET** and include this sheet as part of your EEO Public Inspection File Report