

Employment Unit Location/Name: O-Town Communications, Inc. (dba Ottumwa Radio)

Unit Members (List all station call signs and communities of license):

KKSI fm – Eddyville, IA
KRKN fm – Eldon, IA

KBIZ am/fm – Ottumwa, IA
KTWA fm – Ottumwa, IA

KLEE am/fm – Ottumwa, IA
KOTM fm – Ottumwa, IA

EEO Contact Information for Employment Unit:

O-Town Communications, Inc.
416 E. Main St.
Ottumwa, IA 52501

Telephone Number: 641-684-5563 ext. 23
Contact Person: Greg H. List, General Manager

**EEO Public File Report
October 1st, 2017 – September 30, 2018**

A. Full-Time Vacancies Filled During the Past Year

Job Title	Date Filled	Referral Source
1. News Director	1/8/2018	Iowa Broadcasters Association
2. Multi-Media Journalist	5/14/2018	Ottumwa Radio Facebook Page

B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy

1. Job Title: News Director Date Filled: 1/8/2018

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
Iowa Broadcasters Association	10	1

2. Job Title: News Reporter Date Filled: 5/14/2018

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
Multi-Media Journalist	3	1

3. Job Title: Date Filled:

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired

C. Total Number of Persons Interviewed for All Full-Time Vacancies Filled During the Past Year: 13

D. Total Number of Interviewees for All **Full-Time** Vacancies Filled During the Past Year Per Recruitment/Referral Source:

Source / Contact Person	Address	Phone	Number of People Interviewed	Number of People Hired
Iowa Central College Jessica Cavanaugh, Career Services	330 Ave M, Ft. Dodge, IA 50501	(800) 362-2793	0	0
William Penn University Debbie Stevens, Coordinator of Career Services stevensde@wmpenn.edu	201 W Trueblood Ave, Oskaloosa, IA 52577	(641) 673-2173	0	0
Iowa Broadcasters Association www.iowabroadcasters.com Sue Toma sue@iowabroadcasters.com	P.O. Box 71186, Des Moines, IA 50325	(515) 224-7237	5	1
Missouri Broadcasters Association Terri Harper tharper@mbaweb.org	P.O. Box 104445, Jefferson City, MO 65110	(573) 636-6692	4	0
Iowa Workforce Development Amy Brink amy.brink@iwd.iowa.gov	105 West Main St, Ottumwa, IA 52501	(641) 684-5401	1	0
KKSI-KRKN-KBIZ-KTWA-KLEE-KOTM (Radio Ads) Greg H. List, GM	416 E. Main St. Ottumwa, IA 52501	(641) 684-5563 x23	0	0
KKSI-KRKN-KBIZ-KTWA Websites	www.ottumwaradio.com		2	0
Ottumwa Radio Facebook Page			1	1
Word of Mouth (personal referrals)			0	0
Walk In			0	0

E. Outreach Activities

Outreach Activity Description

10/1/17 – 09/30/18

- Participated in IowaWORKS Career Fair at Indian Hills Community College. Feb 1st, 2018
- Participate in Job Shadow opportunities in our Production and On-Air Departments.
- Several times each year our stations will conduct studio tours for school-aged children, particularly scouting groups and High School Communications classes. Tour guides describe station operations and the jobs performed by various staff members. This exposure provides background and context to broadcast careers.
- Each year we conduct tours and interviews with the Ottumwa Leadership Academy. Members of this group are area professionals.
- Regular Training Programs that our station staff has participated in throughout the year.
 - Summer Iowa Broadcasters Seminar (June, 2018)
 - Monthly Staff Meetings
 - As well as training webinars throughout the year for the production department and sales team. Through this training, many of our hourly employees over the years have been able to move up in the ranks, some into management and administrative positions, opening the starting positions for new hires.
- KTWA FM has a weekly Latino program, Dr. Cesar Lozano. The show is designed to bring entertainment, local news and local activities to our Hispanic listeners every Sunday. We have a Hispanic volunteer that conducts interviews with local outreach persons, bringing programs for our Hispanic community.