

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, 23 – September 30, 2024

A. Full-Time Vacancies Filled During the Past Year

Job Title	Date Filled	Referral Source
1. Continuity/Digital Department	06/27/2024	Word of Mouth

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

1. Job Title: Continuity/Digital Dept Date Filled: 06/27/2024

Successful Candidate Referral Source:	Number of People Interviewed	Number of People Hired
Word of Mouth	1	1

C. 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	0	0
Missouri Broadcasters Association Terri Harper tharper@mbaweb.org	P.O. Box 104445, Jefferson City, MO 65110	(573) 636-6692	0	0
Iowa Workforce Development Amy Brink amy.brink@iwd.iowa.gov	105 West Main St, Ottumwa, IA 52501	(641) 684-5401	0	0
KKSI-KRKN-KBIZ-KTWA-KLEE-KOTM (Radio Ads) Greg H. List, GM	416 E. Main St. Ottumwa, IA 52501	(641) 684-5563 x23	3	0
KKSI-KRKN-KBIZ-KTWA Websites	www.ottumwaradio.com		0	0
Ottumwa Radio Facebook Page			0	0
Word of Mouth (personal referrals)			1	1
Internal Promotion			0	0
Total Interviewed:			4	
Total Hired:				1

D. Outreach Activities

Outreach Activity Description

10/1/23 – 09/30/24

- Participated in the Greater Ottumwa Partners in Progress (GOPIP) Home and Garden Show at the Bridge View Center from March 1st, 2024 thru March 3rd, 2024. Our booth was manned by employees from all departments who gave out gift bags and talked to passers-by about job opportunities and internships in their respective departments. Applications available for interested parties.
 - On May 21, 2024 we hired a part time high school intern to work in our News/Sports department. She is now attending a local college and continues to work with our News Director and Digital Department developing local news and public interest stories for our on air reports and website.
- On September 27th, 2024, we participated in an Employer Resource Fair at IowaWORKS, where they discussed hiring & recruitment services, internships and several other resources available for local businesses.
- 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.
- Regular Training Programs that our station staff has participated in throughout the year.
 - Monthly Webinars thru Iowa Broadcasters Association and the Radio Advertising Bureau.
 - 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 4 hour Latino program each Sunday. The show is designed to bring entertainment, local news and local activities to our Hispanic listeners every week. We have a Hispanic employee that produces the show and conducts interviews with local people in the Hispanic community, creating programs that include music and other programming that would be of interest to our Hispanic listeners.
- Kids View program – Each week during the school year, we invite elementary age school kids, with their Principal, to come in and record local school announcements, which are then aired every weekday morning and afternoon on KOTM FM. The kids are chosen by their School Principal and teachers for their academic achievements and good citizenship.