



EEO Regulations

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**2/4 Year Period beginning January 1, 2017 and ending December 31st, 2017**

*\*Specify First Initiative:* Participation in at least four events sponsored by community groups active in broadcast employment issues (conventions, career days, workshops, and similar activities)

Describe activities undertaken to fulfill that initiative: Attended the following: KMRS/KKOK Spring Expo in March 17-18, 2017; Stevens County Fair, August 2017; UMM Business Expo August 24, 2017; West Central MN Area Business Expo in September 19, 2017; Fall Into Health Event October 23, 2017.

*\*Specify Second Initiative:* Establishment of an intern program designed to assist members of the community to acquire skills needed for broadcast employment.

Describe activities undertaken to fulfill that initiative: Internship position available and posted with Minnesota State University, Moorhead; Alexandria Technical College Placement Center; and Ridgewater College Career Services.

*\*Specify Third Initiative:* Co-Sponsoring at least one job fair with organizations in the business professional community whose memberships include substantial participation of women and minorities.

Describe activities undertaken to fulfill that initiative: Sponsorship and attendance at the University of Minnesota, Morris Business Expo with the Morris Area Chamber and other local businesses, August 24, 2017.

*\*Specify Fourth Initiative:* Provision of Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Describe activities undertaken to fulfill that initiative: Meeting with Deb and Milissa on EEO September 27, 2017 and Managers Meeting attended by Deborah Mattheis on September 20<sup>th</sup>, 2017 at Marriot Mpls West – Manager’s meeting with owner and VP of Ingstad Broadcasting Company and Iowa City Broadcasting, discussed EEO requirements/prongs/website/recruitment processes/job placement/initiatives.

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***List of all full-time jobs filled for the 12 month period***

***December 1st 2016 through November 30th 2017***

1. Full-time News Director...date opened July 11, 2017...date filled August 15, 2017

Recruitment Source: Minnesota Broadcasters Association

***List of Recruitment Sources used for above vacancies***

\*\*\*KMRS/KKOK Radio Station, Morris, MN

\*\*\*www.kmrskkok.com, website Morris, MN

\*\*\*Ridgewater College, Willmar, MN

\*\*\*West Central MN Business Expo, Willmar, MN

\*\*\*University of Minnesota, Morris MN (website GoldPass)

\*\*\*Minnesota Broadcasters Association, website MBA

***Yearly Total Number of Interviewees and Total Number of Interviewees Referred  
by Each Recruitment Source***

Period Beginning Dec 1, 2016 Ending November 30, 2017

Total Number of Interviews for Full-time Vacancies – 6

Total Number of Interviewees referred by each recruitment source

KMRS/KKOK Radio station – 1

KMRS/KKOK Website – 0

Ridgewater College – 0

West Central MN Business Expo – 0

Minnesota Broadcasting Association – 5

University of Minnesota, Morris – 0

**Report prepared by Milissa Bjorge November 2017**

**2/4 Year Period beginning January 1, 2016 and ending December 31st, 2016**

*\*Specify First Initiative:* Participation in at least four events sponsored by community groups active in broadcast employment issues (conventions, career days, workshops, and similar activities)

Describe activities undertaken to fulfill that initiative: Attended the following: KMRS/KKOK Spring Expo in March 2016; Stevens County Fair, August 2016; UMM Business Expo September 2016; West Central MN Area Business Expo in March 2016; Fall Into Health Event October 2016.

*\*Specify Second Initiative:* Establishment of an intern program designed to assist members of the community to acquire skills needed for broadcast employment.

Describe activities undertaken to fulfill that initiative: Internship position available and posted to UMM Career Center, Alexandria Technical College Placement Center, and Ridgewater College Career Services; internship awarded to UMM Student Tony \_\_\_\_\_ on March 2016.

*\*Specify Third Initiative:* Co-Sponsoring at least one job fair with organizations in the business professional community whose memberships include substantial participation of women and minorities.

Describe activities undertaken to fulfill that initiative: Sponsorship and attendance at the University of Minnesota, Morris Business Expo with the Morris Area Chamber and other local businesses, August 2016.

*\*Specify Fourth Initiative:* Provision of Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Describe activities undertaken to fulfill that initiative: Meeting with Deb and Milissa on EEO October 7, 2016 and meeting attended by Deborah Mattheis on October 5<sup>th</sup>, 2016 at Marriot Mpls West – Manager’s meeting with owner and VP of Ingstad Broadcasting Company and Iowa City Broadcasting, discussed EEO requirements/prongs/website/recruitment processes/job placement/initiatives.

*List of all full-time jobs filled for the 12 month period  
December 1st 2015 through November 30th 2016*

1. Full-time News Director...date opened May 2016...date filled August 8, 2016

Recruitment Source: KMRS/KKOK Radio

*List of Recruitment Sources used for above vacancies*

\*\*\*KMRS/KKOK Radio Station, Morris, MN

\*\*\*www.kmrskkok.com, website Morris, MN

\*\*\*Ridgewater College, Willmar, MN

\*\*\*West Central MN Business Expo, Willmar, MN

\*\*\*University of Minnesota, Morris MN (website GoldPass)

*Yearly Total Number of Interviewees and Total Number of Interviewees Referred  
by Each Recruitment Source*

Period Beginning Dec 1, 2015 Ending November 30, 2016

Total Number of Interviews for Full-time Vacancies – 2

Total Number of Interviewees referred by each recruitment source

KMRS/KKOK Radio station – 2

KMRS/KKOK Website – 0

Ridgewater College – 0

West Central MN Business Expo – 0

University of Minnesota, Morris – 0

**Report prepared by Milissa Bjorge November 2016**

**2/4 Year Period beginning January 1, 2015 and ending December 31st, 2015**

*\*Specify First Initiative:* Participation in at least four events sponsored by community groups active in broadcast employment issues (conventions, career days, workshops, and similar activities)

Describe activities undertaken to fulfill that initiative: Attended the following: KMRS/KKOK Spring Expo in March 2015; Stevens County Fair, August 2015; UMM Business Expo September 2015; West Central MN Business Expo in September 2015; Fall Into Health Event October 2015.

*\*Specify Second Initiative:* Establishment of an intern program designed to assist members of the community to acquire skills needed for broadcast employment.

Describe activities undertaken to fulfill that initiative: Internship position available and posted to UMM Career Center, Alexandria Technical College Placement Center, and Ridgewater College Career Services; internship awarded to Nick Griffiths March 2015.

*\*Specify Third Initiative:* Co-Sponsoring at least one job fair with organizations in the business professional community whose memberships include substantial participation of women and minorities.

Describe activities undertaken to fulfill that initiative: Sponsorship and attendance at the University of Minnesota, Morris Business Expo with the Morris Area Chamber and other local businesses, August 2015.

*\*Specify Fourth Initiative:* Provision of Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Describe activities undertaken to fulfill that initiative: Meeting with Deb and Milissa on EEO October 13, 2015 and meeting attended by Deborah Mattheis on October 7<sup>th</sup>, 2015 at Marriot Mpls West – Manager’s meeting with owner and VP of Ingstad Broadcasting Company and Iowa City Broadcasting, discussed EEO requirements/prongs/website/recruitment processes/job placement/initiatives.

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***List of all full-time jobs filled for the 12 month period***

***December 1st 2014 through November 30th 2015***

1. Morning Announcer...date opened June 2015...date filled October 1, 2015

Recruitment Source: KRVY – Job Fair

2. Full-time Sales...date opened November 2015...date filled March 9, 2015

Recruitment Source: kmrskkok.com

***List of Recruitment Sources used for above vacancies***

\*\*\*KMRS/KKOK Radio Station, Morris, MN

\*\*\*www.kmrskkok.com, website Morris, MN

\*\*\*Ridgewater College, Willmar, MN

\*\*\*Morris Sun Tribune/Fargo Forum, Fargo, ND

\*\*\*West Central MN Business Expo, Willmar, MN

\*\*\*Alexandria Technical College, Alexandria, MN (website)

\*\*\*University of Minnesota, Morris MN (website GoldPass)

\*\*\*Moorhead State University (website Dragon Jobs)

***Yearly Total Number of Interviewees and Total Number of Interviewees Referred***

***by Each Recruitment Source***

Period Beginning Dec 1, 2012 Ending November 30, 2013

Total Number of Interviews for Full-time Vacancies – 3

Total Number of Interviewees referred by each recruitment source

KMRS/KKOK Radio station – 3

Fargo Forum/Morris Sun – 0

KMRS/KKOK Website – 3

Ridgewater College – 0

West Central MN Business Expo – 1

Alexandria Technical College – 0

Moorhead State University – 0

Minnesota Broadcasting Association – 0

Univeristy of Minnesota, Morris – 0

**Report prepared by Milissa Bjorge November 2015**

**2/4 Year Period beginning January 1, 2014 and ending December 31st, 2014**

*\*Specify First Initiative:* Participation in at least four events sponsored by community groups active in broadcast employment issues (conventions, career days, workshops, and similar activities)

Describe activities undertaken to fulfill that initiative: Attended the following: West Central MN Business Expo in Willmar on March 25, 2014; KMRS/KKOK Spring Expo in March 21-22, 2014; Stevens County Fair, August 2014; UMM Business Expo August 28, 2014; West Central MN Business Job Fair, September 16, 2014.

*\*Specify Second Initiative:* Establishment of an intern program designed to assist members of the community to acquire skills needed for broadcast employment.

Describe activities undertaken to fulfill that initiative: Internship position available and posted with Minnesota State University, Moorhead; Alexandria Technical College Placement Center; and Ridgewater College Career Services. Job mentoring/shadowing with Jacob Just of Morris Area High School.

*\*Specify Third Initiative:* Co-Sponsoring at least one job fair with organizations in the business professional community whose memberships include substantial participation of women and minorities.

Describe activities undertaken to fulfill that initiative: Sponsorship and attendance at the University of Minnesota, Morris Business Expo with the Morris Area Chamber and other local businesses, August 28, 2014; West Central MN Job Fair in Willmar, September 16, 2014.

*\*Specify Fourth Initiative:* Provision of Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Describe activities undertaken to fulfill that initiative: Meeting with Deb and Milissa on EEO October 2, 2014 ; meeting attended by Deborah Mattheis on September 25<sup>th</sup>, 2014 at Marriot Mpls West – Manager’s meeting with owner and VP of Ingstad Broadcasting Company and Iowa City Broadcasting, discussed Recruitment for all full-time employee openings; notification of job vacancies provided to all qualifying organizations in addition to Prong 1; menu options for supplemental outreach initiatives

**Form prepared by Milissa Bjorge October 2014**

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***List of all full-time jobs filled for the 12 month period***

***December 1st 2013 through November 30th 2014***

1. News Director...date opened February 2014...date filled April 14, 2014

Recruitment Source: KMRS/KKOK Radio

***List of Recruitment Sources used for above vacancy***

\*\*\*KMRS/KKOK Radio Station, Morris, MN

\*\*\*www.kmrskkok.com, website Morris, MN

\*\*\*Ridgewater College, Willmar, MN

\*\*\*Morris Sun Tribune/Fargo Forum, Fargo, ND

\*\*\*Echo Press/Fargo Forum, Alexandria, MN

\*\*\*Alexandria Technical & Community College, Alexandria MN

\*\*\*Minnesota Broadcasters Association, website



1. Sales Associate...date opened September 26, 2014...date filled 10-30-2014

Recruitment Source: KMRS/KKOK Radio

***List of Recruitment Sources used for above vacancy***

\*\*\*KMRS/KKOK Radio Station, Morris, MN

\*\*\*www.kmrskkok.com, website Morris, MN

\*\*\*Ridgewater College, Willmar, MN

\*\*\*Morris Sun Tribune/Fargo Forum, Fargo, ND

\*\*\*Dragon Jobs – Minnesota State University, Moorhead, MN

***Yearly Total Number of Interviewees and Total Number of Interviewees Referred***

***by Each Recruitment Source***

Period Beginning Dec 1, 2013 Ending November 30, 2014

Total Number of Interviews for Full-time Vacancies – 6

Total Number of Interviewees referred by each recruitment source

KMRS/KKOK Radio station -4

Fargo Forum/Morris Sun -1

KMRS/KKOK Website – 1

Ridgewater College – 0

Fargo Forum/Echo Press – 0

Alexandria Tech & Comm College – 0

Minnesota Broadcasters Association – 0

Minnesota State University, Moorhead – 0

**This page prepared by Milissa Bjorge, Traffic Manager, KMRS/KKOK Radio**

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