

**Annual EEO Public File Report Form**  
[KCII AM & FM]  
**Annual EEO Public File Report**

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station(s): [KCII AM & FM Washington, IA] and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning October 1, 2020 to and including September 30, 2021 (the “Applicable Period”).

The FCC’s 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hire for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3 which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled “Full-time Positions for Which This Source Was Utilized” refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hire accepted the job offer. A person was deemed “interviewed” whether he or she was interviewed in person and/or over the telephone.

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Covering the Period from October 1, 2020 to September 30, 2021

Station(s) Comprising Station Employment Unit: [KCII AM & FM]

Selection 1: Vacancy Information

	Full-time Positions Filled by Job Title	Recruitment Source of Hire	Total Number of Interviewees from all sources for this position
1	<b>Assistant News Director/Announcer</b>	<b>Referral</b>	<b>6</b>
2	<b>Assistant News Director/Announcer</b>	<b>Indeed</b>	<b>4</b>
3	<b>Account Executive</b>	<b>Facebook</b>	<b>3</b>
4	<b>News Director</b>	<b>Internal</b>	<b>3</b>
5			
6			
7			
8			
9			
10			

Total Number of Persons Interviewed During Applicable Period: **16**

**Section 2: Recruitment Source Information**

	<b>Recruitment Source (Name, Address, Telephone Number, Contact Person)</b>	<b>Total Number of Interviewees This Source Has Provided During This Period (If any)</b>	<b>Full-time Positions for Which this Source Was Utilized</b>
<b>1</b>	<b>KCII Radio On Air Announcements (319) 653-2113 Washington, Iowa</b>	<b>0</b>	<b>All Positions</b>
<b>2</b>	<b><u>www.kciiradio.com</u></b>	<b>2</b>	<b>All positions</b>
<b>3</b>	<b>Indeed.com</b>	<b>8</b>	<b>All Positions</b>
<b>5</b>	<b>Iowa Broadcasters Association web page www.iowabroadcasters.com</b>	<b>2</b>	<b>All Positions</b>
<b>6</b>	<b>In Station Postings</b>	<b>0</b>	<b>All positions</b>
<b>7</b>	<b>TVRadiojobs.com</b>	<b>0</b>	<b>Assistant News Director/Announcer</b>
<b>8</b>	<b>Broadcast Center St. Louis</b>	<b>0</b>	<b>Assistant News Director/Announcer</b>
<b>9</b>	<b>Radio Broadcast School</b>	<b>0</b>	<b>Assistant News Director/Announcer</b>
<b>10</b>	<b>Personal Contact/ Referral</b>	<b>3</b>	<b>Assistant News Director/Announcer / News Director</b>
<b>11</b>	<b>KCII Facebook Page</b>	<b>1</b>	<b>Account Executive</b>

Total 16

Indicates sources that have requested notification of job openings.

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Station(s) Comprising Station Employment Unit: [KCII AM & FM]

### Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by

[KCII AM & FM]

[Description of the activities.]

- At our Monthly End of Month Managers meeting, the owner, designated SEU's and company General Managers discuss and evaluate our EEO program and practices. All procedures were scrutinized with no changes deemed needed at this time.
- January 13<sup>th</sup>, 2021: Leadership Washington Group toured the station for their Media Day. They were shown the facilities, equipment and how it works. We also discussed our coverage area and community involvement. Answered questions during a Q&A with the group. Participating Employees: Joe Nichols, Zach Ulin and Sam McIntosh. Approximately 22 in the group. We also allowed those interested to read lunch menus for the month for our local school which we aired.
- January 25<sup>th</sup>, 2021: Mailed and Emailed scholarship applications to area high schools including Washington, Mid-Prairie, IMS, Sigourney, Keota, WACO, Highland, Lone Tree, Winfield-Mt. Union, Mediapolis and Pekin Schools. Letters and applications were sent to school Guidance Counselors and applications were also posted on kciiiradio.com web site. We had 15 applicants apply and awarded 2 scholarships. One to Halle Barkema of Washington High School and one to Hannah Rees of Washington High School.
- November 13<sup>th</sup>, 2020: Company SEU Jim Butler and Raccoon Valley Radio General Manager John McGee took part in a virtual career fair sponsored by Drake University in Des Moines Iowa. Students registered to meet either as a group or individually with participants of their choosing. Jim and John met with a total of 5 students and visited about career opportunities at all of the locations connected and owned by M & H Broadcasting Inc. These stations include KNIA & KRLS Radio in Knoxville, Pella and Indianola Iowa, KDLS, KKRF & KGRA located in Perry, Stuart and Jefferson Iowa respectively and KCII Radio in Washington Iowa. Most of the students still had 2 or more years of schooling remaining so they were more interested in career opportunities for the future. Students inquired about on air, producing of radio shows, advertising and marketing as well as digital. 1 of the students is interested in doing some part time work and possibly an internship with our stations close to the Des Moines area. Information shared with students included all station locations in the M & H Broadcasting inc. group. Submitted by Jim Butler, SEU Designate for M & H Broadcasting Inc.

- August - October, 2020: Class Job Shadow. From August 2020 through October 2020 sophomore Isaac Vetter of Washington High School did a job shadow with Cole Cook, KCII Sports Director. Isaac learned how to record voicetrack on wide orbit software, recorded audio on Adobe Audition, helped write sports stories for website, brainstormed content for voice-tracking, learned about and how to use broadcast equipment, helped with production of ads and helped with phone interviews with area coaches.
- December 1<sup>st</sup>-3<sup>rd</sup>, 2020: Job Shadow: Station Participants – Program Director Zach Ulin, Sports Director Cole Cook and News Director Sam McIntosh. In conjunction with the Washington High School, Local high school student Hannah Rees came to KCII 3 different days for 60-90 minutes each day. She shadowed a different member of the on air staff covering news, programming, sports, writing and recording.
- March 24<sup>th</sup>, 2021: M & H Broadcasting SEU Jim Butler attended a webinar “Staying on Top of your broadcast FCC EEO Obligations”. This webinar was hosted by David Oxenford with Wilkinson, Barker & Knauer Law and was provided to station by several State Broadcasting organizations, including the Iowa Broadcasters Association. Mr. Butler represented stations KNIA, KRLS, KCII, KGRA, KKRF & KDLS
- June 17<sup>th</sup>, 2021: Iowa broadcasters Virtual Convention 2021. On Thursday, June 17<sup>th</sup>, 2021, M&H Broadcaster SEU Jim Butler attended a virtual Management session of the IBA Annual Convention which was held virtually. The meeting was hosted by a legal team from Brooks Peirce Attorneys. They covered several topics, including a session covering the latest EEO items at the Federal Communications Commission.
- August 26<sup>th</sup>, 2021: Company SEU Jim Butler participated in a webinar by “Iowa Workforce Development”. This webinar was focused on Unemployment rights for employees and employers, plus other employment issues and programs available for employers and employees. This webinar was held from 9-10:30AM.
- September 3<sup>rd</sup>, 2021: Station Tour. The Highland Mass Communication class came to the station for a tour. Participating employees were Sam McIntosh-News Director, Cole Cook- Sports Director and Zach Ulin- Program Director. The KCII Staff gave a tour for the high school class of about 8 students and their instructor James Higdon to show them the equipment and software we use for recording and producing sports and news stories, hosting on air shifts and a general overview of the programming KCII Provides.