

Milestone Radio Annual EEO Public File Report

For the period of Dec. 2021 to Nov. 2022

KLCI-FM Elk River, MN Facility ID: 59617

WQPM-AM Princeton, MN Facility ID: 59618

This report consists of:

Part 1: Vacancy List

Part 2: Recruitment Sources/interviews for full-time positions

Part 3: Recruitment Initiatives

Preparer: Geoff Jones, Program Director

Signature:

Date: November 29, 2022

Phone 763-412-4616

Part 1:

- A total of 4 full-time vacancies were filled by the employment unit.
- A total of 7 persons were interviewed for all the full-time vacancies

Milestone Radio, LLC EEO Outreach Program

- It is our policy to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, age, or disability in all personal actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. It is our policy to promote equal opportunity through a positive, continuing program of specific practices designed to insure the full realization of equal opportunity without regard to race, color, religion, national origin, sex, age, or disability.
- The Station General Manager, Neil Freeman is the person responsible for the administration and implementation of our Equal Opportunity Program and is charged with the requirement to assure broad outreach for each full-time position the station recruits for when there is a full-time hiring opportunity. Were a hiring opportunity for a full-time employee to occur, job descriptions shall be mailed or emailed to a diverse group of organizations to insure all our community and state will be notified through a broad program of dissemination. It is our specified goal to reach all potential candidates and make them aware of full-time openings where they occur and provide equal opportunity to apply. Media shall be utilized for recruitment in a manner that will contain no indication, either explicit or implicit of preference for one race, national origin, color religion, age, or sex over another. In all cases, we will use web-based resources, broadcast, various other publications including ads on several of our stations creating an awareness of full-time opening.

- It is also the responsibility of all persons who make employment decisions with respect to recruitment, evaluation, selection, promotion compensation, training, and termination of employees to ensure that no person is discriminated against in employment because of race, color, religion, national origin, sex, age, or disability and to periodically review the effectiveness of the program and make changes when appropriate. Management performance in making this policy is reviewed for effectiveness annually by Dennis Carpenter, the Corporation Officer in charge of equal employment opportunity matters.
- Station employees have been informed of the FCC and station's EEO and nondiscrimination policies at staff meetings and with a bulletin placed on the station's bulletin board. An employee handbook is provided to each new employee that states the Station's Employment Unit's commitment to equal employment opportunity. Each employee is required to read this provision and sign a statement that they will abide by its terms.
- We welcome and encourage requests from organizations that assist in job-seeker assistance that wish to be notified of any openings. Each such request will result in the organization being made aware of job openings.
- We will continue to review our recruitment methods to ensure the fullest possible outreach.

EEO Public File Report, Part 2

Full-time vacancies filled during reporting period and recruitment/referral sources used to see candidates for each vacancy:

Job Title	Date Filled	Hire Source	Recruitment Source
Sales	01-04-2022	Referral	Referral
Sales	06-14-2022	Referral	Referral
Sales	11-09-2022	Website	Website
Production			
Director	11-16-2022	Internal	Internal

Total number of interviewees for fulltime vacancies filled during the

reporting period per recruitment sources:

Recruitment Source	# of Interviews
Referrals-from Employees, Listeners, Clients, Community Leaders	5
Internal (promoted from within)	1
On-air recruitment	1
Minnesota Broadcasters Association	0
MN School of Business	0
Anoka Technical College	0
Rasmussen College	0
Chinese Student Union (SCSU)	0
Craigs list/Zip Recruiter	0

Part 3:

Supplemental

Recruitment Initiatives December

2021-November 2022

- Internships. 1 intern involved with Milestone Radio from December 2021 through March 2022 and 1 intern beginning November 2022 for 5+ hours weekly. Activities included general office duties, crafting, creating, and voicing the community calendar and various on-air announcements. Ideally, we look for college students involved with communication programs. They were trained on how to use equipment and immersed in the day to-day life of the radio station.
- Job Fairs. Milestone Radio was part of several business and Job Fairs including the Ramsey business expo on April 30th.
- Tours/Job Shadowing. We have had 2 high school students join us to job shadow and learn what our staff does on a day-to-day basis. We encourage tours for local community groups like the Boy Scouts, when requested, to hopefully excite them early-on about the radio careers.
- Training: Staff has participated in educational webinars provided through the Minnesota Broadcasters Association to

advance their skills and attended the Minnesota Broadcasters Annual Meeting training sessions.

- Milestone Radio is a big supporter both in on-air promotion, and financially of military-support organizations which opens dialog about the station we would not have had with many of the veterans.
- Our involvement with multiple Chambers of Commerce and support for their projects opens the door for conversation and leads also. From “Shiver Elk River” to the “Anoka Halloween Parade” we’re touching community leaders on a regular basis.

Outreach list and Recruitment Sources

Source	Contact info
AllAccess.com	Allaccess.com 310-457-6616 24955 Pacific Coast Highway, C303 Malibu, CA 90265
Anoka Technical College	Anokatech.edu 763-576-4700 1355 US 10 Anoka, MN 55303

Anoka-Ramsey Community College	www.anokaramsey.edu 763-433-1100 11200 Mississippi Blvd Coon Rapids, MN 55433
BOB-FM Radio Network (KLCI-FM, KDDG-FM, KBGY-FM, WLKX-FM, WQPM-AM)	763-450-7777 14443 Armstrong Boulevard NW Ramsey MN 55303
Craigs List	Craigslist.org
Minnesota Broadcasters Association	Minnesotabroadcasters.com 612-926-8123 3030 Excelsior Boulevard Suite 440 Minneapolis MN 55416
Minnesota State Community and Technical College	Minnesota.edu 218-736-1500 1414 College Way Fergus Falls, MN 56537
Minnesota West Community & Technical College	MNwest.edu 800-658-2330 1450 College Way Worthington, MN 56187
Normandale Community College	Normandale.edu 952-358-8200 9700 France Ave S Bloomington, MN 55431
Saint Paul College	Saintpaul.edu 651-846-1600 235 Marshall Ave St. Paul, MN 55102

Saint Cloud Technical &
Community College

Sctcc.edu
800-222-1009
1540 Northway Dr
St. Cloud, MN 56303