

Bristol Broadcasting Company, Inc.

*Stations WQBE-FM, WVSR-FM, WYNL(FM), WBES(AM), and WVTS(AM)
Comprising the Charleston Station Employment Unit*

Annual EEO Public File Report

For the period of June 1, 2017 – May 31, 2018

The purpose of this Equal Employment Opportunity Public File Report (“Report”) is to comply with the Federal Communications Commission’s 2002 EEO Rule – 47 C.F.R. Section 73.2080(c)(6). This Report has been prepared on behalf of the Station Employment Unit (“SEU” or “Charleston SEU”) that is comprised of the above captioned stations (all operated from offices in Charleston, West Virginia and all licensed to Bristol Broadcasting Company, Inc. (“Bristol”)) and has been placed in the Public Inspection Files of these stations and posted on their websites as required.

The information contained in this Report covers the time period beginning on June 1, 2017, and ending on May 31, 2018 (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 Stations comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(iii) 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 hiree 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.
6. An analysis of the effectiveness of the SEU’s EEO recruitment program.

Below is a recapitulation of the vacancies and recruitment activities and supplemental outreach initiatives that were undertaken by Bristol Broadcasting Company during the Applicable Period of this Annual Equal Employment Opportunity Report.

Vacancy Information

A total of two full-time vacancies were filled for the Charleston Station Employment Unit during the Applicable Period of this Report.

Full-Time Position Filled by Job Title	Recruitment Source of Hiree
Sales Representative	Word-of-Mouth (Walk-in Applicant)
IT Professional	Word-of-Mouth (Walk-in Applicant)

Total Number of Interviewees

Total number of persons interviewed during Applicable Period: 9

Recruitment Source Information

Notice of each of the full-time vacancies was sent to the SEU's Specialized Recruitment Sources and to all organizations that had requested notice of such openings. A listing of these organizations is included below. Notices of the openings were also posted on bulletin boards at the offices of the Charleston SEU and were posted on the websites (via a hyperlink to the Bristol Broadcasting Company corporate website) of each of the stations in the Station Employment Unit. Additionally, notices about these positions were published in *The Charleston Gazette*¹, a newspaper with substantial circulation in the Charleston area. Information about each of the job openings was posted on the website (in the "Jobs" section) of West Virginia Broadcasters Association (WVBA). Notices about the IT Professional position was posted on AllAccess.com (an broadcast industry website frequented by persons interested in positions in radio broadcasting). Each of these notices emphasized that Bristol Broadcasting Company is an equal opportunity employer and invited all interested parties to apply.

Organizations That Have Requested Notice of Openings

Each entity that has requested to be included in notice of job openings at the Charleston SEU was sent notices of all full-time vacancies that were filled during the Applicable Period. Bristol continues to invite organizations that routinely help with job placement to request notice of all vacancies at the SEU. Announcements aired over the Stations of the SEU and postings on the websites of the Stations give information about this offering.

¹ Help wanted postings placed in *The Charleston Gazette* were also automatically included in the newspaper's online edition and linked to other online sites. Several applicants learned of openings via these extended online postings.

Below is the listing of the entities that have requested notice of openings:

Governor's Internship Program
 Attention: Eric Dyson
 State Capitol Complex
 Bldg 5 Room 205
 1900 Kanawha Blvd. East
 Charleston, WV 25305
 304-558-2440

Mountwest Community Tech
 Attention: Glenn Midkiff
 304-710-3384
 midkiff@mctc.edu
 (Requested E-mail Notice Only)
 Date of request: 1/17/2013

Kanawha County Workforce Investment Board
 Attention: Joseph Higgenbotham
 Box 89
 St Albans, WV 25177
 josephhiggenbotham@gmail.com
 Date of request: 2/1/2013

Specialized Recruitment Sources

Shown below are the entities on the Charleston SEU's list of the Specialized Recruitment Sources utilized for each full-time vacancy. A notice of each vacancy was sent to each source along with a request that the notice be propagated to any qualified job seeker.

WV Career Transition Services
 1401 5th Ave Box 16
 Suite 319
 Charleston, WV 25687

Charleston Job Corps Center
 Attention: Mrs. Marty Miller
 1000 Kannawa Drive
 Charleston, WV
 (304) 925-3200

Marshall University
 Attention: Trish Gallagher
 P. O. Box 1360
 Huntington, WV 25715
 (304) 696-2370

NAACP
 Attention: Carolyn E. Smoot
 P. O. Box 61
 Charleston, WV 25321
 (304) 766-6313

Union Mission Ministries
 Attention: Mark Lowe/Lou Carrico
 P. O. Box 112
 Charleston, WV 25321
 (304) 925-0366

University of Charleston
 Attention: Hannah Johnson
 2300 MacCorkle Ave. SE
 Charleston, WV 25304
 (304) 357-4777

West Virginia State University
 Attention: Sherri Cox
 P. O. Box 1000 Campus Box 127
 Institute, WV 25112
 (304) 766-3250

Work4WV
 1321 Plaza East
 Charleston, WV 25325
 (304) 558-0342

YWCA Sojourners
 Attention: Deb Weinstein
 1114 Quarrier Street
 Charleston, WV 25301
 (304) 340-3555

Chart Showing Total Number Interviewees by Source for Each Vacancy		
Full-Time Position	Recruitment Sources of Interviewees	Total Referred by Source
Sales Representative	Word-of-Mouth (Walk-in Applicant)	1
	<i>The Charleston Gazette (its and online postings)</i>	1
IT Professional	<i>The Charleston Gazette (its and online postings)</i>	4
	AllAccess.com	2
	Word-of-Mouth (Walk-in Applicant)	1

Total number of persons interviewed during Applicable Period: 9

Analysis of Interviewees by Source

Bristol Broadcasting Company made an analysis of the number of interviewees that was provided by each recruitment source during the Applicable Period of this Report. That analysis is charted below:

AllAccess.com

Number of Interviewees Provided: 2

The Charleston Gazette (and online)

Number of Interviewees Provided: 5

Word-of-Mouth (Walk-in Applicant)

Number of Interviewees Provided: 2

Supplemental Outreach Initiatives

In addition to the recruitment activities undertaken for specific openings during the Applicable Period, the Charleston SEU completed the following Supplemental Outreach Initiatives seeking to provide increased awareness of employment opportunities in broadcasting and with Bristol Broadcasting Company:

- **Internship West Virginia State University** In August 2017, the Charleston SEU established an internship with a student at West Virginia State University. This internship continued through the Fall of 2017, the Charleston SEU established an internship with a student at West Virginia State University. This student was placed alongside of employees of one of the Stations of the SEU (WYNL) and was given hands-on training in the operation of the audio equipment and audio editing software at the stations. The intern had opportunities to attend live broadcast events of the station and was given a broad overview of the day-to-day operation of the Stations of the SEU. Members of management also discussed career opportunities in broadcasting with the intern.
- **Co-Sponsor Career Expo at West Virginia State University** On April 18, 2018, the Charleston SEU co-sponsored and co-hosted the Career and Employment Expo on the campus at West Virginia State University. Prior to the event, members of management at the SEU worked with WVSU Office of Career Services & Cooperative Education to plan the event. The Charleston SEU provided a significant on-air announcement schedule for vendor and participant recruitment. The SEU also manned a booth at the event where printed materials showing the many types of career opportunities in the radio industry were distributed. SEU representative were on hand during the event to answer questions posed by participants. Those attending were also encouraged to visit the Bristol Broadcasting Company corporate website (via SEU Stations websites) to see notices of any full-time job openings.
- **Outreach Awareness with WVBA** In cooperation with the West Virginia Broadcasters Association, the Stations of the Charleston SEU aired announcements throughout the Applicable Period of this Report encouraging persons interested in radio broadcasting as a career to visit the WVBA website for listings of vacancies at broadcast stations across the state and country. These announcements also were designed to provide greater awareness of job opportunities with Bristol Broadcasting Company and in the broadcasting industry generally.

Bristol Broadcasting Company, Inc., is committed to providing employment opportunities to all qualified applicants without regard to race, color, national origin, religion, or gender and will continue to pursue ways and means of widely disseminating information regarding job vacancies with the company.