

2018 Annual EEO Public File Report

Licensee: Sheila Callahan & Friends, Inc.

Station Employment Unit: KMSO 102.5 FM Missoula

KHDV 107.9 FM DARBY

KMSO HD3 BOOMER 106.3 Missoula

KMSO HD2 DRIVE MSLA 103.7 Missoula

The purpose of this EEO Public File 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): KMSO, KMSO HD2, KMSO HD3 Missoula, Montana, and KHDV, Darby, Montana and has been and posted on our FCC website for these stations.

The information in this report covers the time period beginning December 1, 2017 to and including November 30, 2018.

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 sources(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 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.

Sections 1, 2 and 3 which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Section 2 under the column entitled "Full time positions for which this source was utilized" refer to the number of full-time job positions listed on Section 1.

Section 1: Vacancy Information

Full-Time Positions Filled by Job Title	Recruitment Source of Hire	Total Number of Interviewees from all sources for this position
NONE		

Total number of persons interviewed during this period: 0

Section 2: Recruitment Source Information

	Recruitment Source	Total # Interviewees this source has provided	Full time positions for which this source was utilized
1.	<u>Radio/TV</u> <u>University of Montana</u> <u>Missoula, MT 59812-1844</u>		None
2.	Missoula Job Service 539 South Third West, Missoula, MT 59801 406- 728-7060,		None
3.	MUIHC 830 W. Central Missoula, MT 59801		None
4.	Radio/TV Dept. University of Montana Missoula, MT 59812-844		None
5.	School of Business Administration Gallagher Business Building 32 Campus Drive Missoula, MT 59812		Non
6.	Referral		None
7.	julia.cummings@mso.umt.edu school of journalism		None
8.	YWCA 1130 West Broadway Missoula, MT 59802		None

Section 3: Supplemental (non-vacancy specific) recruitment activities undertaken by stations KMSO, KHDV, KMSO HD2, KMSO HD3

- A. KMSO promoted and General Manager Sheila Callahan helped plan the 2018 Career Fair for the Missoula Job Service held on April 17, 2018.
 - a. On March 29, 2018, JR Strand did a live interview on the Mountain Morning Show at 8:30 am - 8:35 am to talk about the 2018 Career Fair, encourage businesses to sign up and explain the benefits of attendance to job seekers, especially veteran, who will get early admittance.
 - b. From April 10, 2018 through April 17, 2018, staff read live promos to encourage attendance at the Career Fair from students, applicants and others in Western Montana. From April 1, 2018 through April 17, 2018 we ran website and social media posts to promote the Career Fair with live links to the webpage for the event.
- B. Two management team members, Sheila Callahan, GM and Max Murphy, CFO, attended an online webinar series presented by the Montana Broadcasters Association on hiring and retention of employees on October 3rd, 2018
- C. All on air employees and the IT director attend a training by Engineer Vern Argo on how to handle a transmitter power outages, off air emergencies and other issues. The training on April 11, 2018, was designed to teach employees new skills using new and upgraded equipment.
- D. Sheila Callahan, GM, conducted training with on air and office employees on new tools available to the staff for digital products and services used in conjunction with their radio positions. Kris Hardy, who manages HR, was trained in using email marketing and distribution on November 13, 2018 and News Director, Julie Brown, and Music Director, Rick Sanders, were trained in using Canva to create online graphics for news stories and station promotions on November 9, 2018.
- E. IT director, Mary-Margaret Murphy, was cross-trained in using the station's traffic and billing program by office manager, Kris Hardy.
- F. 2:15 second spots were run daily on each station encouraging groups or organizations to contact us so they could be added to the list of groups and organizations we send job opening announcements to.