

2018 ANNUAL EEO PUBLIC FILE REPORT  
Bicoastal Media Licenses III, LLC

Stations: KBDN(FM), Bandon, OR  
KJMX(FM), Reedsport, OR  
KWRO(AM), Coquille, OR  
KSHR-FM, Coquille, OR  
KTEE(FM), North Bend, OR  
KBBR(AM), North Bend, OR  
KOOS(FM), North Bend, OR

Reporting Period: September 21, 2017 to September 20, 2018

No. of Full-time Employees: Between 5 – 10

Small Market Exemption: Yes

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

Bicoastal Media continued a student curriculum intern program in 2018. This intern program allows a student or students from the Marshfield High School Broadcast Curriculum or North Bend High School to work internally in the Coos Bay facilities as a broadcast intern.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

During the reporting period, the Operations Manager was given hands-on on training/tutorials in installation and basic trouble shooting of transmitter tube replacement, transmitter and receiver operations, fundamental transmitter emergency repairs and troubleshooting, a prerequisite for “Chief Operator” status. The training was supervised by the unit’s Chief Engineer.

The employment unit continued an operational enhancement program to cross-train and familiarize programming office personnel with

on-air operational procedures. Sales personnel learned to produce and upload client videos for websites and FaceBook and to assist in creation of Client Banner ads if needed.

*Established a **mentoring** program for station personnel.*

The General Manager continued a business management mentorship program for the Traffic Manager. Each quarter, the Traffic Manager is given an additional business operational tasks to learn and develop. Through one-on-one coaching and hands-on execution, the Traffic Manager now has working knowledge of social media management including Station FaceBook Posts, Instagram and Twitter as well as monitoring metrics and reporting information monthly to our Corporate Digital Director. The Traffic Manager has been trained and now has responsibility for accounts payable, accounts receivables, collections, outbound billing and reporting deadlines, bank reconciliations, corporate reporting procedures and troubleshooting that would typically be handled by a business manager.

*Participated in at least 4 **events** sponsored by **organizations** representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.*

On September 26<sup>th</sup>, 2017, the Sales Manager participated in the grand opening of a new employment organization called WorkSource Coos. This was to inform the communities of various employment opportunities. During which time, we also delivered some printed information regarding working in radio and potential opportunities. We ran promotional ads and did a live broadcast from the event.

*Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.*

On March 8, 2018, the General Manager and Business Manager participated in a community job fair that took place at Three Rivers Casino in Florence, OR with the Coquille Tribe.

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## LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
October 30, 2017	Operations Manager/Chief Operator	Bicoastal website
January 3, 2018	Marketing Consultant	Bicoastal Media radio ad
August 16, 2018	Marketing Consultant	Craig's List, Oregon Coast

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### INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 8

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
Bicoastal Media Website	4
The World Newspaper	0
The Oregon Association of Broadcasters Website	0
Oregon Association of Broadcasters	0
Washington State Association of Broadcasters	0
Bicoastal on-air ads	1
Craig's List	3

## RECRUITING SOURCES USED

### Operations Manager/Chief Operator, hired October 30, 2017

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Craig's List	N	OregonCoast.craigslist.org	Online	online
Bicoastal websites	N	320 Central Avenue Coos Bay, OR 97420	Dee Dee DuPre'	541-267-2121 <a href="mailto:deedee@bicoastal.media">deedee@bicoastal.media</a>
All Access	N	<a href="http://www.allaccess.com">www.allaccess.com</a>	Online	Online

\* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

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### Marketing Consultant, hired January 3, 2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
The World Newspaper	N	300 Commercial Avenue Coos Bay, OR 97420	Michelle Song	541-269-1222
Bicoastal websites	N	320 Central Avenue Coos Bay, OR 97420	Dee Dee DuPre'	541-267-2121 <a href="mailto:deedee@bicoastal.media">deedee@bicoastal.media</a>
Bicoastal on air ads	N	320 Central Avenue Coos Bay, OR 97420	Dee Dee DuPre'	541-267-2121 deedee@bicoastal.media

\* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Marketing Consultant, hired August 16, 2018

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Craig's List	N	OregonCoast.craigslist.org	Online	online
Bicoastal websites	N	320 Central Avenue Coos Bay, OR 97420	Dee Dee DuPre'	541-267-2121 <a href="mailto:deedee@bicoastal.media">deedee@bicoastal.media</a>
Bicoastal on air ads	N	320 Central Avenue Coos Bay, OR 97420	Dee Dee DuPre'	541-267-2121 deedee@bicoastal.media

\* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

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Note: This Report was revised on March 27, 2019, following review by counsel in connection with an audit of the Unit's EEO records.