

**West Central Minnesota Educational Television Company licensee
DBA Pioneer PBS - KWCM and KSMN (operating as single employment unit)
FCC EEO Annual Public File Report
Reporting Period: December 1, 2021 – November 30, 2022**

1. Full Time Vacancies

A list of all full-time vacancies filled by the station’s employment unit during the preceding year, identified by job title

Position	Employment Status
Broadcast Operations / Traffic Position	Full Time
Chief Technology Officer	Full Time
Broadcast Systems Technician	Full Time
Facilities Maintenance	Full Time
Media IT Specialist	Full Time
Facilities Maintenance	Full Time
Videographer/Editor/Producer	Full Time

2. Recruitment Sources Utilized for Each Search

For each such vacancy, the recruitment sources utilized to fill the vacancy, identified by name, address, contact person and telephone number. No recruitment sources have requested notification of vacancies. All postings coordinated and published by Debra Monahan, Pioneer Human Resources, 1 Pioneer Drive, Granite Falls, MN 56241 – (320) 289-2918

Broadcast Operations / Traffic Position

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed website
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

Print Ads – Gannett – eflannery@aberdeennews.com

**Granite Falls Advocate
Star Advisor
Montevideo American News**

Chief Technology Officer

Postings:

Current: <https://jobs.current/org> (PBS newsletter)

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed website
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

Broadcast Systems Technician

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed website
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

Facilities Maintenance

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed website
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Minnesota West Community College @ collegecentral.com

Media IT Specialist

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed website
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

Facilities Maintenance

Postings:

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Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed website
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Minnesota West Community College @ collegecentral.com

Videographer / Producer / Editor

Postings:

Pioneer.org website
Pioneer Facebook Page
Pioneer LinkedIn Profile
Pioneer Twitter
Indeed website
MN Workforce @ Minnesotaworks.net
MN Council of Nonprofits @ jobs.minnesotanonprofits.org
Southwest State University / University of Minnesota Morris via Handshake
Minnesota West Community College @ collegecentral.com
Minnesota Broadcasters.com

3. Recruitment Sources That Referred Hiree For Each Full Time Position Search

The recruitment source that referred the hiree for each full-time vacancy during the preceding year.

Position	Recruitment Source for Hire
Broadcast Operations/ Traffic	Indeed website
Chief Technology Officer	In house consultant / interim
Broadcast Systems Technician	Referral
Facilities Maintenance	Referral
IT/Media Specialist	MN West Community College Referral
Facilities Maintenance	Indeed
Videographer/Editor/Producer	Website

4. Total Number of Persons Interviewed By Each Recruitment Source

Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies.

Position	Recruitment Source	Number of Interviewees
Broadcast Operations/Traffic	Indeed	1
Chief Technology Officer	In house referral – consultant	1
Broadcast Systems Technician	Referral	1
Facilities Maintenance	Referral	1
	Indeed	$\frac{1}{2}$
Total		2
IT/Media Specialist	MN West Community College	1
	Pioneer Website	1
	Indeed	$\frac{1}{3}$
Total		3
Facilities Maintenance	Indeed	2
	Pioneer Website	$\frac{1}{3}$
Total		3
Videographer/Editor/Producer	Website	3
	Indeed	2
	Facebook	$\frac{1}{6}$
Total		6

5. Prong 3 Initiatives

Since Pioneer PBS is classified as a small market station, we are required to implement at least two initiatives every two-year reporting period (December 1, 2021 – November 30, 2023) as is outlined by the FCC. For the EEO reporting period of December 1, 2021– November 30, 2022, we have met three of the Prong 3 initiatives as follows:

(v) Establishing an internship program designed to assist members of the community to acquire skills needed for broadcast employment.

During the reporting period, Pioneer PBS instituted a program to hire temporary part-time students from the technical programs at Yellow Medicine East High School, and mentor them in the areas of master control; engineering; and video production. Three students (1 female / 2 males) participated in these opportunities during a portion of the reporting period.

In addition, Pioneer PBS had the following intern positions during a portion of the reporting period:

- (1) female African American intern from Southwest MN State University for Community Engagement.
- (1) male Caucasian intern from MN West Community College for IT operations.

(viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

Description: Pioneer PBS is committed to ongoing staff development and training. During the past reporting period Pioneer PBS had various staff members participating in the following:

NAB

PBS General Managers Meeting

Documentary Truthseekers Summit (refine documentary skills, networking and professional development for Senior Producer)

Digital Immersion Capstone Event in Washington, DC

(xiv) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination

Description: Prior to recruitment process, managers are trained on diversity and fair hiring practices. Employment ad and interview questions are reviewed to comply with EEO and Pioneer PBS guidelines.

All staff also participated in employee harassment awareness training through an online training program from the Corporation for Public Broadcasting.

On May 5, 2022, Leya Hale of TPT led a discussion about her journey as a native filmmaker with staff at Pioneer PBS. She is the producer of the documentary “Bring Her Home”, a story of missing and murdered indigenous women.

President and General Manager Shari Lamke continued regular meetings with SWIF’s Regional Coalition of Equity Allies along with regional business leaders. Working on best practices and exploring changing the narrative around social justice.