

FCC-EEO Annual Report

Long-Term Initiatives Two Year Period: October 1, 2018 – September 30, 2020

Reporting Period: October 1, 2019 – September 30, 2020

1. *Establishment of an intern program designed to train students for a career in the broadcasting industry.*

PBS Hawaii's Content Department continues to employ college students on a part-time basis as paid interns and provides ongoing, hands-on training and mentoring in all areas of broadcast production including: floor management, set construction, remote production and the operation of production equipment. The interns assist with many of the station's broadcast productions such as: An hour-long public affairs program on Thursday evenings, taped 1-hour musical productions of traditional Hawaiian songs in our studio and remotely and live 2-hour town hall programs discussing statewide issues. Due to budgetary cuts, we no longer produce the 30 minute Long Story Short program but are highlighting productions by local producers. We have started to train students in researching our archives for productions that can be used in a variety of promotional spots.

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

The station pays for internet security training for all the employees and several times a year each staffer has to take refresher courses and are tested. If the security company sends out security threats through email and staffers click on it, they are immediately notified of a refresher course they must complete.

3. *Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.*

Newly hired and promoted managers are required to attend Hawai'i Employers Council's "Supervisory Certificate Series" workshops. This is a series of eight classes spanning four days. Classes include: "Supervision 101," "Basic Employment Laws," "Avoiding Sexual and Other Harassment Claims," "Interviewing and Selection," "Performance Appraisal I – Overview," "Performance Appraisal II – Communicating with the Employee," "Building Employee Performance," and "Addressing Misconduct." During this period we were planning to send managers that completed the courses more than five years prior as a refresher, but due to COVID-19, these classes have been put on hold. Our Facilities Director, Paul Hayashida, who is our OSHA representative attended a webinar called "OSHA and COVID-19: The OSHA's regulatory requirements pertaining to Corona Virus.

4. *Participation in at least four events or programs sponsored by educational institutions and organizations representing groups present in the community*

relating to career opportunities in broadcasting, including conventions, career days, workshops and similar activities.

On March 2, 2020, our Production Manager, Randy Ennis, and our Crew Chief, Rianne Tsutsui attended a Career Fair at Chaminade University. They prepared a video loop on a laptop that described our training program and the other job opportunities at PBS Hawaii to get students interested in talking with them and picking up an application and our program guide.

PBS Hawai'i's HIKI NŌ (Hawaiian for "Can Do") gives voice to Hawai'i's New Wave of Storytellers. 90 public, charter and private schools throughout the state participate in this program, in which elementary, middle and high school students, under the supervision of their media teachers, work with The HIKI NŌ team (including the Director of Learning Initiatives, Managing Editor, Assistant Producer/Online Editor and industry professional mentors). The students, under the mentorship of local industry professionals, undergo a rigorous process of revising and re-editing, until their stories meet PBS technical, production, storytelling and journalistic standards. The stories are then approved to air in a weekly, half-hour, primetime program on PBS Hawai'i. From the experience, the students gain the real-world skills of collaboration, creative problem solving, critical thinking, effective storytelling, media literacy, journalistic integrity, perseverance and the ability to take constructive criticism and use that criticism to make improvements.

The HIKI NŌ team conducts workshops and training sessions for teachers and students on the skills needed to create stories that meet the PBS standards. From onset of the coronavirus pandemic in March of 2020, when schools closed and students were sheltering at home, HIKI NŌ training took the form of Distance Learning, with workshops and live mentoring sessions taking place over Zoom, Google Meets, WebEx and other online meeting platforms.

A few of the many workshops and training sessions were held on the following days and locations throughout the state:

October 7, 2019

Home-Base (show hosting) training given by a HIKI NŌ mentor to students and teacher at Molokai High School. Kaunakakai, Molokai, Hawaii—12 Participants

January 17, 2020

Training on how to shoot a sequence given by Director of Learning Initiatives to students and teacher at Highlands Intermediate School. Pearl City, Oahu—12 participants

April 22, 2020

Via the WebEx online meeting platform, HIKI NŌ mentors trained student correspondents on how to deliver (on-camera) their reflections on life during Hawaii's COVID-19 lockdown. Students were attending the following schools: Maui High School (Kahului, Maui), Maui Waena Intermediate School (Kahului, Maui), Kauai High School (Lihue, Kauai), H.P. Baldwin High School (Wailuku, Maui), Chiefess Kamakahahei Middle School (Lihue, Kauai), Sacred Hearts Academy (Honolulu, Oahu), Waiakea High School (Hilo, Hawaii Island). All mentors were on Oahu. – 21 Participants.

May 13, 2020

Via the WebEx online meeting platform, HIKI NŌ mentors trained student correspondents on how to deliver (on-camera) their reflections on life during Hawaii's COVID-19 lockdown. Students were attending the following schools: Waiakea Elementary School (Hilo, Hawaii Island), Hana School (Hana, Maui), Kalaheo High School (Kailua, Oahu), Waianae Intermediate School (Waianae, Oahu), Iao School (Wailuku, Maui), Trinity Christian School (Kailua, Oahu). All mentors were on Oahu. – 18 Participants.

September 12, 2020

HIKI NŌ 2020 STATEWIDE TEACHERS WORKSHOP

Via the Google Meets online meeting platform, 58 teachers and 19 students received training in the following topics: Google Classroom, Collaborating During COVID, Student Reflections, How to Shoot an Interview with a Smartphone, How to Find the Story in Your Topic, How to Shoot a Sequence, Shaping Your Story Through Editing, From Soundbite to Voiceover: How to Make Your Story Flow, and the 3-Act Story Structure. Break-out sessions were conducted by HIKI NŌ staff, industry mentors, and media teachers.—88 Participants.

EEO Public File Report
Hawaii Public Television Foundation
KHET TV, Honolulu, Hawaii
October 1, 2019 - September 30, 2020
Full-Time Positions Filled

FULL TIME POSITION	POSITION TITLE	DATE OPEN	DATE FILLED	RECRUITMENT SOURCES	NUMBER INTERVIEWED	NUMBER HIRED
1 FT	Digital Marketing Coordinator	8/24/2019	10/16/2019	PBSHawaii.org Word of Mouth Indeed.com LinkedIn Facebook Twitter - PBS Hawaii Hawaii Jobs on Demand	3 1 3 1	1
1 FT	Major Gift Officer	1/22/2019	11/28/2019	Honolulu Star Advertiser Midweek Monster.com LinkedIn Indeed.com Hawaii Jobs on Demand HANO AFP - Hawaii Chapter PBSHawaii.org Word of Mouth Facebook - PBS Hawaii Twitter - PBS Hawaii	1 1 1 1 1	1
1 FT	Administrative Assistant HIKI NO	11/19/2019	2/18/2020	Hawaii Jobs on Demand PBSHawaii.org Word of Mouth Indeed.com Facebook - PBS Hawaii Twitter - PBS Hawaii	2 2 1	1
1 FT	Production Coordinator	12/4/2019	3/16/2020	Hawaii Jobs on Demand PBSHawaii.org Word of Mouth Facebook - PBS Hawaii Twitter - PBS Hawaii	1 3 1	1
1 FT	Producer/Writer	3/4/2020	5/1/2020	Hawaii Jobs on Demand PBSHawaii.org Word of Mouth Facebook - PBS Hawaii Twitter - PBS Hawaii	1 1	1
1 FT	Chief Operating Officer	3/2/2020	6/1/2020	Hawaii Jobs on Demand PBSHawaii.org Alakai Executive Search HANO AFP - Hawaii Chapter Word of Mouth LinkedIn Recruiter Facebook - PBS Hawaii Twitter - PBS Hawaii	3 2	1

**EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET TV, HONOLULU, HI
OCTOBER 1, 2019 - SEPTEMBER 30, 2020
RECRUITMENT SOURCES FOR FULL-TIME VACANCIES**

Recruitment Source	Contact	Total Interviewed	Total Hired	Entitled to Notification
pbshawaii.org PBS Hawaii 2350 Dole Street Honolulu, HI 96822	Karen Yamamoto 808-462-5025	9	1	no
Honolulu Star Advertiser, Midweek and Monster.com 500 Ala Moana Blvd., Ste. 7500 Honolulu, HI 96813	Michael Relayo 808-529-4377	0	0	no
Midweek	Michael Relayo 808-529-4377	0	0	no
Monster.com	Michael Relayo 808-529-4377	0	0	no
Word-of-mouth		6	1	no
HANO	https://hano-hawaii-jobs.careerwebsite.com	0	0	no
AFP Hawaii Chapter	https://community.afpnet.org	1	0	no
Alakai Executive Search	Eric Heenan	3	0	no
Indeed	www.indeed.com	5	2	no
LinkedIn Recruiter	Eric Heenan	4	1	no
LinkedIn	Jody Shiroma	0	0	no
Twitter PBS Hawaii 2350	Jody Shiroma	0	0	no
Facebook PBS Hawaii	Jody Shiroma	0	0	no
Hawaii Jobs on Demand hawaiijobsondemand.com	www.hawaiijobsondemand.com	2	1	no