



Control Number: 28691



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**COLEMAN COUNTY TELEPHONE COOPERATIVE, INC.**

215 NORTH 2ND STREET  
P. O. BOX 608  
SANTA ANNA, TEXAS 76878

TELEPHONE 325-348-3124

FAX 325-348-3117

December 10, 2003

Ms. Anne Bowen  
Filing Clerk  
Public Utility Commission of Texas  
1700 N. Congress Avenue  
Austin, Texas 78701

RECEIVED  
PUBLIC UTILITY COMMISSION  
FILING CLERK  
DEC 17 AM 11:09

RE: Project No. 28691 – Annual Progress Report on Five-Year Plan to Enhance Supplier and Workforce Diversity for Coleman County Telephone Cooperative, Inc.

Dear Ms. Bowen:

Pursuant to §26.85(e), enclosed for filing are four (4) copies of the Annual Progress Report on the implementation of the Five-Year Plan to Enhance Supplier and Workforce Diversity. This filing is being made in Project 28691 as the project designated for this report.

Consistent with the requirements of the approved rule, copies of this report are also being provided to: (1) the Governor; (2) Lieutenant Governor; (3) Speaker of the House; (4) Chair-Texas Senate Hispanic Caucus; (5)&(6) Co-Chairs-Texas Senate Black Caucus; (7) Chair-House Mexican-American Caucus; and, (8) Chair-House Black Caucus.

We have included an extra copy of the transmittal letter and request that you please file-date stamp this copy and return to us for our files. If you have any questions concerning this report, please contact Michael R. Walton at (915) 348-3124.

Sincerely,

Michael R. Walton  
Manager

cc w/ attachment      The Honorable Rick Perry  
                                 The Honorable Tom Craddick  
                                 The Honorable David Dewhurst  
                                 The Texas Legislative Black Caucus  
                                 Senate Legislative Black Caucus  
                                 Mexican American Legislative Caucus  
                                 Texas Senate Hispanic Caucus

## **WORKFORCE AND SUPPLIER DIVERSITY FORM**

**Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:**

Coleman County Telephone Cooperative, Inc. has been more successful in some areas. We are a small company with little or no turnover in employees, therefore, no new employees were hired. In other areas we have been quite successful in doing business with, in particular, female and/or minority-owned businesses.

**Describe the initiatives, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses:**

Coleman County Telephone Cooperative, Inc. will make every effort to diversify its workforce, should the need arise for any new employees. There have been a few occasions when it would have been an advantage to have a bilingual employee, and this would be considered, if we need to hire in the future. We will also continue our established business relationships with underutilized businesses, while looking for new opportunities to use other small and underutilized businesses.

## **WORKFORCE AND SUPPLIER DIVERSITY FORM**

**Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

Coleman County Telephone Cooperative, Inc. has given special consideration to businesses that may be disadvantaged or underutilized. Being a small company, in a rural area, sometimes limits the number of businesses available to work with, but we make every effort to follow the guidelines set forth concerning our business relationships.

## **WORKFORCE AND SUPPLIER DIVERSITY FORM**

**State the specific progress made under the plan filed by the utility:**

Coleman County Telephone Cooperative, Inc. has made progress in the particular areas of suppliers, advertising agencies, contractors for electrical work, etc., and other services, such as contract labor and specialty jobs.



**WORKFORCE AND SUPPLIER DIVERSITY FORM**

<b>Actual = [Total HUB(6) procurement + Total Small Business procurement]/Total Company procurement</b>	<b>Actual for Previous FY</b>	<b>Actual for Current FY</b>	<b>Percentage change</b>
Construction Contracts (1)	0	5280	100
Commodities Contracts (2)	2296	3141	73
Other Services (3)	399	0	-100
Professional Services Contracts (4)	6348	12405	51
Major Equipment (5)	8580	15270	56
Other			

**(1) Construction** -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.

**(2) Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

**(3) Others Services** -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.

**(4) Professional Services** -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.

**(5) Major Equipment** -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.

**(6) HUB** -- Business enterprises that are 51% owned and controlled by U.S. citizens who are socially disadvantaged because of their identification as members of certain groups, including African-American, Hispanic, Native American, or Asian Pacific and Women as defined in the Texas Government Code § 481.101(1).

**(7) Other** -- Any commodity or service not covered by the above categories.

SMALL UTILITIES HUB USE REPORT (Texas purchases)  
 Utility: Colman County Telephone Coop, Inc.

MIBE Procurement	Construction Expenditures	Commodities Expenditures	Other Services Expenditures	Professional Expenditures	Major Equipment Expenditures	Other Expenditures	Total HUB Expenditures	
African American Male	0	0	0	0	0	0	0	
African American Female	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	
Asian American Male	0	0	0	0	0	0	0	
Asian American Female	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	
Hispanic American Male	0	0	0	0	0	0	0	
Hispanic American Female	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	
Native American Male	0	0	0	0	0	0	0	
Native American Female	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	
MIBE Total	0	0	0	0	0	0	0	
WBE Total	0	0	0	0	0	0	0	
Total MIBE & WBE Procurement	5,280	3,141	0	12,405	15,270	0	36,096	
Total Unknown Status Procurement (1)	0	0	0	0	0	0	0	
Total Non-Fuel Procurement (2)	67,938	168,028	217,502	362,344	229,507	0	1,045,319	
<b>Total Fuel and Purchased Power Procurement (electric only)</b>								
<b>Total Non-Fuel, Fuel, and Purchased Power Procurement</b>								<b>1,045,319</b>
<b>Total Utility Purchases</b>								<b>0</b>

(1) Vendors for whom HUB status is not directly known

(2) Expenditures for goods and services from vendors not including wages, benefits, and other non-negotiable goods and services such as taxes and postage. Includes MIBE WBE and Unknown Procurement

Reporting Period: 10/1/02 - 09/30 Oct. 1, always Sep. 30  
 Address: P O BOX 608  
 City: SANTA ANNA

Reporting Date: 12/10/03  
 Contact person: JANICE FELLERS  
 State: TX Zip: 76878  
 Phone: 315-348-3124 Fax: 315-348-3117