



Control Number: 28691



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Addendum StartPage: 0



December 23, 2003

RECEIVED
PUBLIC UTILITY COMMISSION
FILING CLERK
DEC 29 AM 9:46

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

Re: Project 28691 – Workforce Diversity Report
Poka Lambro Telecommunications, Ltd.

Dear Ms. Bowen:

Pursuant to §26.85(e), enclosed for filing are four (4) copies of the Annual Workforce Diversity Report. 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 the: (1) Governor; (2) Lieutenant Governor; (3) Speaker of the House; (4) Texas Senate Hispanic Caucus; (5) Legislative Black Caucus; and (6) Mexican American Legislative Caucus.

Enclosed please find an additional copy of this letter which we request that you please file-date stamp and return to us in the self addressed, stamped envelope. If you have any questions concerning this report, please feel free to contact Theresa Chester at 806-924-7234.

Sincerely,

Theresa D. Chester
Executive Assistant

Enclosures

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

WORKFORCE AND SUPPLIER DIVERSITY FORM WORKFORCE DIVERSITY

Occupational Categories	NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR												
	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	5	4	1	1	4	1							
Professionals	1	1	0	1									
Technicians	7	6	1	5	1	1							
Sales Workers	2	0	2	2									
Office and Clerical	9	0	9	8							1		
Craft Workers (Skilled)	0	0	0	0									
Operatives (Semi-skilled)	0	0	0	0									
Laborers (Unskilled)	0	0	0	0									
Service Workers	0	0	0	0									
Previous Year Totals	25	11	14	10	12	1	1	1	1	1	1	0	0
This Year Totals	24	11	13	10	12	0	0	1	1	0	0	0	0

NOTE: Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be printed as zero. Click anywhere outside of chart to exit.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
HUB & SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT**

Actual % = [Total HUB(6) procurement + Total Small Business procurement]/Total Company procurement	Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (1)			%
Commodities Contracts (2)	4.3500%	7.1070%	63.38%
Other Services (3)	2.1211%	6.5500%	208.80%
Professional Services Contracts (4)			%
Major Equipment (5)			%
Other (7)			%

(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.

NOTE: The information used on this report is comprised from Poka Lambro Telephone Cooperative, Inc., 99% general partner of Poka Lambro Telecommunications, Ltd.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

(1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:

Job openings are posted internally prior to release to the general public in order to offer available advancement opportunities to all employees. Poka Lambro offers available work-related training to all employees, and all employees are strongly encouraged to attend. Poka Lambro participates with area high schools and educational institutions in their work/study programs. Minority students are represented in these programs.

Poka Lambro is an equal opportunity employer. As reflected in its policies and procedures, Poka Lambro does not discriminate on the basis of race, color, national origin, age or handicap. Poka Lambro is committed to employing a diverse workforce, with emphasis placed on recruiting and employing those individuals with the education and skills needed.

Poka Lambro continues to contract with local businesses meeting the definition or certified by the state as historically under utilized businesses (HUBs) and businesses that are non-HUB businesses but meet the definition of small business as defined in the Texas Government Code when feasible. However, Poka Lambro is sometimes limited in the local availability of certain telecommunications services, products, and equipment needed to meet the unique needs of our business, and must go outside of our local communities for these mandatory purchases.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

Poka Lambro continues to experience a very low employee turn-over rate. This measures the success of the policies and practices of providing advancement opportunities to existing employees and offering work related training to all employees.

(3) 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:

Poka Lambro will continue to post its job openings internally to provide advancement opportunities to all employees and will continue to participate with area schools and educational institutions in their work for credit intern programs. If needed, Poka Lambro will utilize its company web-site to post employment opportunities. Poka Lambro will continue to identify local organizations with minority and/or female membership emphasis and communicate employment opportunities through those organizations.

Poka Lambro will utilize the state's HUB directory to assist in identifying historically underutilized businesses. Poka Lambro will pursue becoming more actively involved with local, county and state organizations that promote the use of small businesses.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

(4) State the specific progress made under the plan filed by the utility:

Progress has been made under the plan by the very nature of the plan. Although new employment opportunities have been few, advancement opportunities existed and were met by current employees, as outlined in the plan. Poka Lambro experiences a low employee turn-over rate, therefore new hires are not anticipated. However, Poka Lambro will follow criteria as set forth in this report as the occasion arises.