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*RUS*

**TAYLOR TELEPHONE COOPERATIVE, INC.**

P.O. BOX 370

TELEPHONE (915) 846-4111

MERKEL, TEXAS 79538

THOMAS HYDE  
MANAGER  
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OPERATIONS MANAGER

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PUBLIC UTILITY COMMISSION  
FILING CLERK

DATE 12/22/03

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

RE: Project 28691 Annual Progress Report on Five-Year Plan to  
Enhance Supplier & Workforce Diversity for Taylor Telephone Coop Inc.

Pursuant to 26.85(e), enclosed for filing are four 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 requirement of the approved rule, copies of this report are also being provided to: (1) Governor; (2) Speaker to the House; (3) Lt Governor; (4) Legislative Black Caucus; (5) Mexican American Legislative Caucus; (6) Texas Senate Hispanic 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 Tammy Hutchings at 325-846-4111.

Sincerley,

*Tammy Hutchings*  
Tammy Hutchings

cc w/attachment

The Honorable Rick Perry  
The Honorable David Dewhurst  
The Honorable Tom Craddick  
The Honorable Joe Deshotel  
The Honorable Pete Gallego  
The Honorable Leticia Van De Putte

# WORKFORCE AND SUPPLIER DIVERSITY FORM

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)	9220.32	37435.90	758
Commodities Contracts (2)	248528.39	216207.70	138
Other Services (3)	25667.29	16495.64	368
Professional Services Contracts (4)	80462.85	67543.22	168
Major Equipment (5)	177517.00	153338.00	148
Other	56305.22	122643.83	548

(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.

# WORKFORCE AND SUPPLIER DIVERSITY FORM

NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR													
Occupational Categories	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	2			2									
Professionals	3			2	1								
Technicians	5			4				1					
Sales Workers	1			1									
Office and Clerical	16			2	13				1				
Craft Workers (Skilled)	3			3									
Operatives (Semi-skilled)	1			1									
Laborers (Unskilled)	7			7									
Service Workers	2			2									
Previous Year Totals													
	40			24	14			1	1				
Year Totals	40			24	14			1	1				

## **WORKFORCE AND SUPPLIER DIVERSITY FORM**

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

**Taylor Telephone Cooperative, Inc. in relating to specific initiatives, programs and activities undertaken during the preceding year, has followed the same business attitude that we have always incorporated, that being, to purchase products from those with the quality and most reasonable price, no matter how small or large, so we can operate efficiently.**

**As for workfoce diversity, we attempt to hire locally, not confined to the city we operate in, but our surrounding communities, basing our hiring practice on obtaining employees with the ability to learn our industry, no matter the race, creed or religion, and having good work ethics.**

## **WORKFORCE AND SUPPLIER DIVERSITY FORM**

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

Success of the specific initiatives, programs, and activities is the fact that we have an unlimited resource of suppliers for product and supplies, which is an advantage to us as a company, giving us bargaining power and giving companies the ability to compete for our business. As for specific success stories, there are none, but only the fact that we have a good working relationship with our suppliers.

As for workforce diversity, our success is measured by the very capable employees and the relationship they have with each other as a workforce, as well as the customers we serve on a daily basis. Success is also measured by the stability of our employees and their length of tenure.

**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:**

In the upcoming year Taylor Telephone Cooperative, Inc. will make every effort to diversify its workforce when the need arises. We will not increase our workforce just to fulfill diversification mandates.

We have always and will continue to give contracting opportunities to small and historically underutilized businesses. It is a Taylor Telephone initiative to use local businesses as much as possible for contracting purposes.



## **WORKFORCE AND SUPPLIER DIVERSITY FORM**

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

**If the plan that is being filed, is this plan, then the progress made by adhering to the above mentioned initiatives has been the development of a strong relationship with our suppliers and our workforce.**