



Control Number: 30240



Item Number: 114

Addendum StartPage: 0



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PUBLIC UTILITY COMMISSION
FILING CLERK

December 28, 2004

Public Utility Commission of Texas
Filing Clerk
1701 N. Congress Avenue
Austin, TX 78711

RE: Project No. 30240 – Annual Progress Report on Five-Year Plan to Enhance
Supplier and Workforce Diversity for Big Bend Telephone Company

Dear Filing Clerk:

Pursuant to P.U.C. SUBST. R. 26.85(e, d, f), enclosed for filing are four (4) copies of the Annual Progress Report on the Five-Year Plan to Enhance Supplier and Workforce Diversity. 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 Legislative Black Caucus; (5) Chair-Mexican American Legislative Caucus; and (6) Chair – Texas Senate Hispanic Caucus.

Please file-stamp any additional copies and return them to me by way of our assistant. Your cooperation in this matter is greatly appreciated. If you have questions concerning this report, please contact Joan Johnson at 432-364-0004 or via email at joan.johnson@bbtco.com.

Sincerely,

Dee Dee Longenecker
Authorized Representative for
Big Bend telephone Company, Inc.

CC w/attachment: Ms. Joan Johnson
The Honorable Rick Perry
Lt. Governor David Dewhurst
The Honorable Tom Craddick
The Honorable Garnet Coleman
The Honorable Pete Gallego
The Honorable Juan "Chuy" Hinojosa

HEADQUARTERS:

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114

The Honorable Rick Perry
Office of the Governor
P O Box 12428
Austin, TX 78711

Lt. Governor David Dewhurst
Capitol Station
P O Box 12068
Austin, TX 78711

The Honorable Tom Craddick
Speaker of the House of Representatives
Capitol Office, Rm. 2W.13
P O Box 291
Austin, TX 78768

The Honorable Garnet Coleman, Chairman
The House Legislative Black Caucus (TLBC)
807 Brazos Street, Suite 304
Austin, TX 78701

The Honorable Pete Gallego, Chairman
The House Mexican American Legislative Caucus
Attn: Rick Sookiasian
1005 Congress Avenue, Suite 420
Austin, TX 78701

The Honorable Juan "Chuy" Hinojosa, Chairman
The Texas Senate Hispanic Caucus
P O Box 12068 Capital GE.5
Austin, TX 78711

WORKFORCE AND SUPPLIER DIVERSITY FORM

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	10	7	3	6	2	0	0	1	1	0	0	0	0
Professionals	5	4	1	4	1	0	0	0	0	0	0	0	0
Technicians	4	4	0	3	0	0	0	1	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	1	0	0	0	0	0
Office and Clerical	14	0	14	0	7	0	0	0	0	0	0	0	0
Craft Workers (Skilled)	16	16	0	7	0	0	0	0	7	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	9	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	1	0	1	0	0	0	0	0	0	0	0	0	0
Previous Year Totals	48	31	17	19	9	0	0	0	1	0	0	0	0
Year Totals	50	31	19	20	10	0	0	11	8	0	0	1	0
						0	0	11	9	0	0	0	0

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)		.6555	.7244	6.9%
Commodities Contracts (2)		.6077	.6862	7.9%
Other Services (3)		.6040	.6832	7.9%
Professional Services Contracts (4)		.5106	.5595	4.9%
Major Equipment (5)		.6226	.6981	7.6%
Other		.7781	.9113	13%

(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.

4

WORKFORCE AND SUPPLIER DIVERSITY FORM

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

The Company has identified the following goals and initiatives to reflect its objectives in the areas of employment, procurement and business activities.

- A. Big Bend Telephone has maintained a commitment to employ a diverse workforce with extreme emphasis placed on recruiting, training and employing individuals with the education and skill-sets needed from within the local community.
- B. Big Bend Telephone has strived to utilize historically underutilized Businesses (HUBs) for the procurement of goods and services, especially when the HUB is affiliated and located within its local or surrounding communities. The Company has strived to stay abreast of the availability of certain products, services and businesses that qualify under the HUB definition through community resource participation and involvement and through use of the state's HUB directory. The Company has also strived to communicate to the HUB community the opportunities for doing business with Big Bend Telephone.
- C. Big Bend Telephone has been successful in its aims to utilize small businesses in addition to those defined as HUBs.

The Company has undertaken the following list of programs and activities to achieve its initiatives.

- A. Local organizations with minority, female and small business membership emphasis have been identified and attempts made to communicate employment opportunities with the Company.
- B. Available job opportunities have been communicated to the targeted groups.
- C. Work related training has been provided to all employees to increase their workplace skills.
- D. As the opportunity has arisen, advanced opportunities are being offered to employees.
- E. Local contractors have been utilized wherever possible for construction projects.

WORKFORCE AND SUPPLIER DIVERSITY FORM

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

- A. For the fifth year of this plan, local organization contacts have been good.
- B. Communications of available job opportunities have been good.
- C. Work related training has been provided to 100% of employees.
- D. Advancement opportunities have been offered as they have come available.
- E. Targeted group contractors have been used almost exclusively for construction projects.
- F. Review of the Workforce and Supplier Diversity Forms reflects the positive changes in the statistics related to the above activities.

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:

A. Employment of a diverse workforce emphasizing local community employment. Initiatives related to this objective are listed below.

- 1. Continue to identify local organizations with minority membership emphasis and communicate through these organizations employment opportunities with the Company.
- 2. Continue to identify local organizations with female membership emphasis and communicate through these organizations employment opportunities with the Company.
- 3. Continue to identify local educational institutions and communicate through the educational employment outreach programs employment opportunities available for minority and female students. Attempt to work with education institutions to establish working internships. These type internships may be established through local high schools and surrounding area colleges.

WORKFORCE AND SUPPLIER DIVERSITY FORM

4. Continue to post available job opportunities on industry organization websites.
5. Continue to offer available work-relating training to all employees to increase their workplace skills.
6. Continue to offer available advancement opportunities to employees.

B. Utilize historically underutilized businesses (HUBs) in the procurement of goods and services, emphasizing local community service providers. Initiatives related to this objective are listed below.

1. Continue to identify local organizations with minority business membership emphasis and participate or communicate through these local organizations business opportunities with the Company.
2. Continue to identify local organizations with female-owned business membership emphasis and participate or communicate through these local organizations business opportunities with the Company.
3. Continue to post contracting opportunities with local community media for projects where local expertise is available for satisfactory completion of the job.

C. Utilize small businesses other than HUB small businesses in the procurement of goods and services. Initiatives related to this objective are listed below.

1. Continue to identify local organizations with small business membership emphasis and participate or communicate business opportunities available with the Company.
2. Continue to post contracting opportunities with local community media for projects where local expertise is available for satisfactory completion of the job.

WORKFORCE AND SUPPLIER DIVERSITY FORM

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

1. Due to the low turnover in the workforce of Big Bend Telephone, only five new employees were hired in the past year for existing positions. One new employee is male and four are female.
2. Work related training of advanced technical nature has been provided to all plant employees with plans for more training in the near future.
3. Additional targeted group contractors have been identified and obtained to perform services for Big Bend Telephone.
4. Specific statistics are reflected in the Workforce and Supplier Diversity Forms included in this package.