



Control Number: 30240



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WORKFORCE AND SUPPLIER DIVERSITY FORM - 2009
Colorado Valley Telephone Cooperative, Inc.
Project No. 30240

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	12	6	6	6	6	0	0	0	0	0	0	0	0	0
Professionals	1	1	0	1	0	0	0	0	0	0	0	0	0	0
Technicians	7	7	0	7	0	0	0	0	0	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office and Clerical	23	3	20	3	18	0	1	0	1	0	0	0	0	0
Craft Workers (Skilled)	9	9	0	8	0	1	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	2	0	2	0	0	0	0	0	2	0	0	0	0	0
Previous Year Totals	54	26	28	25	24	1	1	0	3	0	0	0	0	0
Year Totals	54	26	28	25	24	1	1	0	3	0	0	0	0	0

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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)		34.07%	83.58%	49.51%
Commodities Contracts (2)		68.16%	117.21%	49.05%
Other Services (3)		64.87%	51.24%	(13.63%)
Professional Services Contracts (4)		53.44%	64.27%	10.83%
Major Equipment (5)		100.00%	.00%	(100.00%)
Other		76.75%	106.60%	29.85%

(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.

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

During the preceding year, Colorado Valley Telephone Cooperative, Inc. ("Colorado Valley" or the "Cooperative") has continued to maintain our commitment to employ a diverse workforce with emphasis placed on recruiting, training, and employing individuals, including women and minorities with the education and skill-sets needed from within the local community.

Colorado Valley has also continued to utilize small and historically underutilized businesses for the procurement of goods and services. The Cooperative has strived to stay abreast of the availability of products and services provided by businesses that qualify as a historically underutilized business through community resource participation and involvement and through the use of the state's HUB directory. Colorado Valley's emphasis on utilizing and promoting local and surrounding area business economic growth and the Cooperative's involvement in local, county and state organizations that promote the use of small businesses has helped to ensure the utilization of these businesses.

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

Colorado Valley has been successful in meeting their commitment to employing a diverse workforce and the utilization of small and historically underutilized businesses for the procurement of goods and services. The following are specific programs and activities that have been instrumental to the Cooperative in order to achieve the initiatives stated above:

- Ongoing recruitment of part-time employees who were attending various high schools, colleges, universities, and/or technical schools. During 2009, the Cooperative employed three individuals part-time who were attending area colleges, universities, and technical schools
- The Cooperative also offered part-time employment to individuals who had retired from their primary career, and were seeking part-time employment. During 2009, the Cooperative employed two part-time employees who were retired from their primary career (one male and one female).
- The Cooperative continued to create awareness of potential opportunities for local residents, including female and minority residents through participation in local organizations. Employees of Colorado Valley serving as participants in the various civic organizations were encouraged to converse with fellow members of the organization, as well as with visitors, of the application and hiring process of Colorado Valley. The employees' participation in these

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organizations has provided an opportunity for the Cooperative to become aware of products and services offered by small and historically underutilized businesses. Local organizations that employees were members of included: La Grange Optimist Club, Rotary Club, Evening Lions Club, La Grange Volunteer Fire Department, Relay for Life, American Diabetes Association, La Grange Little League, American Softball Association, MS 150 Bike-A-Thon, One to One Mentoring Program for Reading, Warda 4-H Club, Round Top-Carmine 4-H Club and Round Top-Warrenton Volunteer Fire Department.

- Employees of the Cooperative were also very active with support to the local and surrounding schools in the past year. These schools include La Grange ISD, Round Top ISD, Schulenburg ISD, Hallettsville ISD, and Sacred Heart in La Grange. Participation included employees serving as members of various Parent Teacher Organizations, as well as members of Round Top-Carmine Parents Club, the La Grange Sports Booster Club and Schulenburg Booster Club. Two employees are currently serving on the La Grange ISD Facility Committee which is evaluating the future facility needs of the La Grange ISD school system.
- The Cooperative offered available work-related training to employees, including female and minority employees during 2009. Employees of Colorado Valley continued to attend career related and industry seminars throughout the year 2009. Of the 54 full-time employees of the Cooperative, approximately 25 females and minorities attended at least one training seminar during 2009.
- The Cooperative continued to offer available advancement opportunities to qualified employees, including qualified female and minority employees.
- Whenever possible Colorado Valley has contracted with local businesses to provide the goods and services that are available in Colorado Valley's service area and surrounding communities. A copy of the official HUB report filed with the Commission is attached for your reference.

Describe the initiative, 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:

As a Cooperative, we were organized and chartered to provide telecommunications services to a rural Texas service area. As citizens living and as a business operating within the communities we serve, the management and employees of the Cooperative continue to seek opportunities to make progress in the areas of diversifying the workforce and utilizing the products and services of small and historically underutilized businesses while also employing and purchasing within the communities we serve whenever possible.

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The Cooperative will continue to be committed to employing women and minorities toward the goal of improving our services to all segments of the community. At the same time we are improving the quality of life and opportunities of women and minorities from our community for the benefit of the Cooperative as an employer, the benefit of the community by retaining women and minorities from leaving to urban areas, and the benefit of the employees themselves.

We have and must recognize a fiduciary and social duty and responsibility to our members to make good, sound economic policy decisions as well as our community responsibility to purchase goods and services within our own communities when possible. By the very nature of the service area we serve, we are sometimes limited in the local availability of certain telecommunications equipment and products and must go outside our communities for these mandatory purchases. However, whenever possible, Colorado Valley will continue to contract with local small and historically underutilized businesses to provide the goods and services that are available in our communities.

Colorado Valley will continue with and expand the initiatives, programs and activities described in the Cooperative's Five-Year Plan to Enhance Workforce Diversity and to Increase Opportunities for Small and Historically Underutilized Businesses.

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

Colorado Valley has been successful in maintaining a diverse workforce. We have continued to recruit from the qualified local applicant pool within the constraint of the Cooperative's low turnover rate throughout 2009.

The Cooperative also maintained consistent supplier diversity during 2009. We have continued to utilize historically underutilized businesses and small businesses for contracting needs and the procurement of goods and services whenever possible.

SMALL UTILITIES HUB USE REPORT - 2009 (purchases outside Texas)

Utility: Colorado Valley Telephone Cooperative, Inc.

Project No. 30238

MBE 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	1,669	0	0	0	0	1,669
Asian American Female	0	0	0	0	0	0	0
Total	0	1,669	0	0	0	0	1,669
Hispanic American Male	0	0	0	0	0	16,364	16,364
Hispanic American Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	16,364	16,364
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
MBE Total (Male/Female Minority)	0	1,669	0	0	0	16,364	18,033
WBE Total (Non-Minority Female)	535	39,353	0	0	0	59,460	99,348
Total MBE & WBE Procurement	535	41,021	0	0	0	75,824	117,380
Total Unknown Status Procurement (1)	27,094	64,090	4,545	0	0	19,327	111,056
Total Non-Fuel Procurement (2)	27,629	161,220	227,340	311,045	0	210,733	937,969
Total Fuel and Purchased Power Procurement (electric only)							0
Total Non-Fuel, Fuel, and Purchased Power Procurement							937,969

(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 MBE/WBE and

Reporting Period: Oct. 1, 2008 through Sep. 30, 2009
Address: P. O. Box 130
City: La Grange

State: Texas Zip: 78945
Phone: 979.247.8141 Fax: 979.247.5920

Reporting Date: December 7, 2009
Contact Person: Pam Anderson

To be filed by a utility which has more than 1,000 customers in a state other than Texas, or which purchases more than 10% of its goods and services from vendors not located

SMALL UTILITIES HUB USE REPORT - 2009 (Texas purchases)

Utility: Colorado Valley Telephone Cooperative, Inc.

Project No. 30238

MBE Procurement	Construction Expenditures	Commodities Expenditures	Other Services Expenditures	Professional Expenditures	Major Equipment Expenditures	Other Expenditures	Total HUB Expenditures
African American Male	0	0	335	0	0	1,294	1,629
Female	0	0	0	0	0	228	228
Total	0	0	335	0	0	1,522	1,857
Asian American Male	0	0	0	0	0	0	0
Female	0	0	0	681	0	0	681
Total	0	0	0	681	0	0	681
Hispanic American Male	0	0	48,237	0	0	0	48,237
Female	0	0	0	0	0	0	0
Total	0	0	48,237	0	0	0	48,237
Native American Male	0	0	0	0	0	9,307	9,307
Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	9,307	9,307
MBE Total (Male/Female Minority)	0	0	48,572	681	0	10,829	60,082
WBE Total (Non-Minority Female)	89,187	16,443	41,650	85,955	0	70,048	303,283
Total MBE & WBE Procurement	89,187	16,443	90,222	86,635	0	80,877	363,365
Total Unknown Status Procurement (1)	0	5,655	1,017	0	0	3,303	9,974
Total Non-Fuel Procurement (2)	867,144	32,393	427,416	544,317	0	175,176	2,046,446
Total Fuel and Purchased Power Procurement (electric only)							0
Total Non-Fuel, Fuel, and Purchased Power Procurement							2,046,446

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(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 MBE/WBE and

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