



Control Number: 30240



Item Number: 1363

Addendum StartPage: 0

PROJECT NO. 30238 and 30240
WORKFORCE AND SUPPLIER DIVERSITY FORM
WORKFORCE DIVERSITY
ETS TELEPHONE COMPANY, INC. d/b/a EN-TOUCH SYSTEMS

Occupational Categories

| NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR 2009 | | | | | | | | | | | | | | |
|---|----------------|----------------|--------|-----------|--------|------------------|--------|----------|--------|-------|--------|-----------------|--------|--|
| 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 | 21 | 12 | 9 | 10 | 7 | | | 2 | 1 | | | | 1 | |
| Professionals | 6 | 3 | 3 | 3 | 2 | | 1 | | | | | | | |
| Technicians | 7 | 4 | 3 | 4 | | 2 | | 1 | | | | | | |
| Sales Workers | 8 | 3 | 5 | 2 | 2 | 1 | 1 | | 2 | | | | | |
| Office and Clerical | 27 | 1 | 26 | | 13 | | 9 | 1 | 3 | | 1 | | | |
| Craft Workers (Skilled) | 18 | 18 | 0 | 14 | | 2 | | 2 | | | | | | |
| Operatives (Semi-skilled) | 1 | 0 | 1 | | 1 | | | | | | | | | |
| Laborers (Unskilled) | 0 | 0 | 0 | | | | | | | | | | | |
| Service Workers | 0 | 0 | 0 | | | | | | | | | | | |
| Previous Year Totals | 94 | 46 | 48 | 34 | 25 | 3 | 14 | 9 | 7 | | 1 | | 1 | |
| This Year Totals | 88 | 41 | 47 | 33 | 25 | 3 | 13 | 5 | 7 | 0 | 1 | 0 | 1 | |

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 counted as zero. Click anywhere outside of chart to exit.

PROJECT NO. 30240
WORKFORCE AND SUPPLIER DIVERSITY FORM
HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT
EN-TOUCH SYSTEMS FKA ETS TELEPHONE COMPANY, INC.

| Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement | Actual % for Previous FY | Actual % for Current FY | Percentage Change |
|--|---------------------------------|--------------------------------|--------------------------|
| Construction Contracts (3) | 94.0000% | 92.0000% | -2.13% |
| Commodities Contracts (4) | 1.0000% | 1.0000% | 0.00% |
| Other Services (5) | 21.0000% | 21.0000% | 0.00% |
| Professional Services Contracts (6) | 4.0000% | 3.9000% | -2.50% |
| Major Equipment (7) | 2.0000% | 2.0000% | 0.00% |
| Other (8) | 1.0000% | 1.0000% | 0.00% |

(1) **HUB** -- Pursuant to Texas Government Code § 481.191(4), HUB means: (A) a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities is owned by one or more persons who are members of certain groups, including black Americans, Hispanic Americans, women, Asian Pacific Americans, and American Indians; (B) a sole proprietorship formed for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by Paragraph (A) of this subdivision; (C) a partnership formed for the purpose of making a profit in which 51 percent of the assets and interest in the partnership is owned by one or more persons described by Paragraph (A) of this subdivision. Those persons must have proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs; or (D) a joint venture in which each entity in the joint venture is a historically underutilized business under this subdivision.

(2) **Small Business** -- Pursuant to Texas Government Code § 481.191(6), Small Business means a corporation, partnership, sole proprietorship, or other legal entity that: (A) is domiciled in this state; (B) is formed to make a profit; (C) is independently owned and operated; and (D) employs fewer than 100 full-time employees.

(3) **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.

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

(5) **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.

(6) **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.

(7) **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.

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

PROJECT NO. 30240
WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES
EN-TOUCH SYSTEMS FKA ETS TELEPHONE COMPANY, INC.

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

ETS Telephone Company d/b/a En-Touch Systems ("En-Touch") continues to seek the most qualified applicants and contractors based upon the abilities and skills that each can offer. All applicants as well as current employees are aware of the fact that En-Touch is an Equal Opportunity Employer. En-Touch does not consider race, religion or creed in employment or contract selection procedures. En-Touch utilizes several methods of reaching potential applicants. Our best results continue to come from local classified listings and internet based employment listings. Our applicant and employee pools continue to reflect the general population of our service areas.

En-Touch embraces the following principles and seeks to instill these principles in its corporate culture:

- Everyone deserves the opportunity to participate fully within our economic communities.
- The En-Touch workplace is enriched by the diversity of its workforce.
- People should be valued *for* their differences - not *in spite of* their differences.

In 2009, due to the economic downturn, En-Touch was not actively hiring as in the past, and in fact did not replace several employees as they left the company for various reasons. En-Touch continues to use professional legal services of a firm that is certified by the State of Texas as a Historically Underutilized Business (HUB), Casey, Gentz, & Magness, L.L.P.

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

En-Touch was successful in its initiative to identify and engage a qualified WBE for a highly technical and specialized project in 2008. En-Touch engaged Engel Consulting Group, which has previously received the distinction from DiversityBusiness.com of being one of the top women-owned businesses in Illinois. Engel has branch offices in several states and employs workers throughout the United States, including Texas.

En-Touch was also successful in its initiative to introduce gender diversity in the call center by hiring a minority male customer service representative who met and exceeded all of the applicant requirements. Although En-Touch has not grown significantly in the previous year. Our workforce continues to be highly diverse, with 34% representing racial minorities, and 53% representing gender minority.

PROJECT NO. 30240
WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES
EN-TOUCH SYSTEMS FKA ETS TELEPHONE COMPANY, INC.

- (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:**

En-Touch will continue to seek the most qualified applicants and contractors based upon the abilities and skills that each can offer, without considering race, religion or creed in employment or contract selection procedures. 2010 initiatives will again include employee diversity training as well as updating processes used to select and track job applicants and procurement from historically underutilized and small businesses.

En-Touch will continue to invite many companies, including companies defined as historically underutilized businesses, to bid on each and every contracting opportunity. Projects are awarded based upon the economics and business needs of the company, including but not limited to the ability to complete contracted project within required timeframes and budget, technical ability, and any specialization requirements. Whenever a small business or historically underutilized business places the competitive bid or offers a competitive price within the parameters of the project, En-Touch will eagerly utilize their services.

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

ETS Telephone is proud to report a consistently diverse workforce: 53% of our current employees are women, many of whom hold upper management and professional positions, and 34% of our employees represent ethnically diverse groups. En-Touch has a long-standing relationship with a historically underutilized business for legal and regulatory professional services. As the economic environment improves and we start hiring again, introduce gender diversity in the call center and continues to concentrate on yearly initiatives with the goal of improving its overall plan.