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WES-TEX TELEPHONE COOPERATIVE, INC.

P. O. BOX 280 - STANTON, TX 79782-0280 - PHONE 432-756-3393

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PUBLIC UTILITY COMMISSION  
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December 24, 2009

Mr. James R. Galloway  
Filing Clerk  
Public Utility Commission of Texas  
1701 North Congress Avenue  
Austin, TX 78701

*RE: Substantive Rule §26.85, Workforce Diversity Report, Project No. 30240*

Pursuant to Substantive Rule §26.85(e), enclosed is one original and three copies of the Annual Workforce Diversity Form and Company Initiatives for Wes-Tex Telephone Cooperative, Inc. This filing is being made in Project 30240 as the project designated for this report.

Consistent with the requirements of the approved rule, copies of this report are being provided to: the Governor, Lieutenant Governor, Speaker of the House, the Texas Legislative Black Caucus, the Texas Senate Hispanic Caucus and the Mexican American Legislative Caucus.

If you have any questions concerning this report, please contact me at (432) 756-3393.

Respectfully Submitted,

Darren Patrick  
Office Manager

# **WORKFORCE AND SUPPLIER DIVERSITY FORM** **WORKFORCE DIVERSITY**

**WES-TEX TELEPHONE COOPERATIVE, INC.**

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	4	3	1	2	1			1					
Professionals	0	0	0										
Technicians	6	6	0	5				1					
Sales Workers	0	0	0										
Office and Clerical	12	2	10	1	7			1		3			
Craft Workers (Skilled)	0	0	0										
Operatives (Semi-skilled)	6	6	0	2				4					
Laborers (Unskilled)	0	0	0	0				0					
Service Workers	0	0	0										
<b>Previous Year Totals</b>	30	19	11	11	8	0	0	8	3	0	0	0	0
<b>This Year Totals</b>	28	17	11	10	8	0	0	7	3	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 counted 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(1) procurement + Total Small Business(2) procurement]/Total Company procurement		Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (3)		9.1000%	0.0000%	-100.00%
Commodities Contracts (4)				%
Other Services (5)		1.6000%	0.9780%	-38.88%
Professional Services Contracts (6)		0.0080%	0.2701%	3276.25%
Major Equipment (7)		0.0000%	0.1376%	%
Other (8)		7.7000%	5.4380%	-29.38%

(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.

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

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

Wes-Tex Telephone Cooperative's policy is to promote from within our organization when individuals are qualified for a position. In addition, it is our policy to hire individuals considered to be assets to the organization and community. Individuals are hired based upon qualifications and the ability of the individual to be trained for the positions available. Wes-Tex did not choose applicants based on race or gender.

Wes-Tex is investigating the possibility of expanding its construction workforce.

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

Because we did not have plans to hire during the reporting period, we did not actively impact the results of our activities. During the reporting period, one Hispanic male retired, and one Caucasian male deceased, leaving racial makeup of the male workforce unchanged. This, however, increased the female workforce percentage by nearly 3%.

- (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:**

Wes-Tex will continue to add positions as needed. Applicants will be screened based on qualifications and ability to be trained for the positions available. Individuals will not be chosen based upon race or gender.

Our organization has always and will continue to utilize locally owned businesses within the communities served by the Cooperative. We will purchase materials and supplies from small and HUB type businesses whenever products or services are available from these sources.

Wes-Tex will utilize its own employees as much as possible on construction activities. If a need arises for outside contractors, qualified small and HUB businesses will be considered in competitive bidding procedures.

The nature of the telecommunications industry forces us to rely on a small number of major manufacturing corporations for much of our major equipment. If a small or HUB business were able to provide reliable equipment at a competitive price, we would not hesitate to consider acquiring this type equipment from these organizations.

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

The Company did not hire any new employees during the reporting period.

Our HUB and Small Business procurements decreased during the reporting period. The largest contributor is we did not contract any construction during the reporting period.