



Control Number: 30240



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W E S - T E X T E L E P H O N E COOPERATIVE, INC.

P. O. BOX 280 - STANTON, TEXAS 79782-0280 - PHONE 915-756-3393

December 23, 2004

Public Utilities Commission of Texas  
PO Box 13326  
Austin, TX 78711-3326

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

Pursuant to §26.85(e), enclosed for filing are four (4) 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 30240 as the project designated for this report.

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

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

Respectfully Submitted,



Darren Patrick  
Office Manager

cc. w/ Attachments:

The Honorable Rick Perry  
The Honorable David Dewhurst  
The Honorable Tom Craddick  
The Texas Legislative Black Caucus  
The Mexican American Legislative Caucus

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

**Wes-Tex Telephone Cooperative, Inc.**

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	0	2	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	9	9	0	6	0	0	0	3	0	0	0	0	0
Sales Workers	1	1	0	1	0	0	0	0	0	0	0	0	0
Office and Clerical	12	0	12	0	10	0	0	0	2	0	0	0	0
Craft Workers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	2	2	0	1	0	0	0	1	0	0	0	0	0
Laborers (Unskilled)	2	2	0	2	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Previous Year Totals</b>	31	17	14	13	12	0	0	4	2	0	0	0	0
<b>This Year Totals</b>	28	16	12	12	10	0	0	4	2	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**

Commodities Contracts (4)	0.0000%	0.0000%	%
Other Services (5)	0.1100%	0.0500%	-54.55%
Professional Services Contracts (6)	5.0800%	1.5000%	-70.47%
Major Equipment (7)	5.1500%	0.0000%	-100.00%
Other (8)	12.0000%	8.8900%	-25.92%

(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 COMPANY INITIATIVES**

**(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 sex.

Wes-Tex has a five-year plan to hire approximately fourteen individuals for both management and entry-level positions. However, we did not hire any new employees during the reporting period and actually lost staff due to turnover.

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

The Cooperative experienced a 10% decrease in staff due to turnover with losses outnumbering replacements four to one.

**(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 add positions as needed. Certain operating characteristics of the organization have caused a slow-down in plans to add staff. 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 sex.

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 our switching 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.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

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

As stated in item (2), the Cooperative has experienced staff losses during the reporting period. The make-up of our staff consisted of 78% Caucasian and 12% Hispanic. Of those, 57% were male and 43% were female.

Our HUB and Small Business procurements totaled 9.1% of our negotiable procurements. If purchases from major telecommunications equipment providers are removed from the calculation, due to the limited number of qualified suppliers in the country, our small and HUB procurements increase to 16.9%