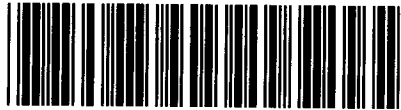


Control Number: 30240



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Addendum StartPage: 0



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PUC  
1701 N. Congress  
P.O. Box 13326  
Austin, TX 78711

Re: Workforce Diversity Project # 30240

Dear Sir/Madam:

This letter is to inform you of the method in which we choose HUB's.

We are in a rural area and if a HUB is available, we purchase from them. However, we do not have the luxury of a big city where there are many companies in which to choose from.

To determine if a vendor is a HUB, we send them a form to fill out and submit to us upon acquiring them as a vendor.

Thank you,  
Chelsea Zainea  
Accounting Manager  
Peoples Telephone Coop., Inc.

1979

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
WORKFORCE DIVERSITY**

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	1	1	0										
Professionals	15	7	8	7	7	7	0	1	0	0	0	0	0
Technicians	22	22	0	22	0	0	0	0	0	0	0	0	0
Sales Workers	8	2	6	2	6	0	0	0	0	0	0	0	0
Office and Clerical	18	2	16	2	14	0	1	0	1	0	0	0	0
Craft Workers (Skilled)	2	2	0	1	0	0	0	0	0	0	0	1	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	3	2	1	2	1	0	0	0	0	0	0	0	0
Service Workers	2	2	0	1	0	0	0	1	0	0	0	0	0
<b>Previous Year Totals</b>	0	0	0										
<b>This Year Totals</b>	71	40	31	38	28	2	1	1	0	0	1	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**

<b>Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement</b>	<b>Actual % for Previous FY</b>	<b>Actual % for Current FY</b>	<b>Percentage Change</b>
Construction Contracts (3)	0.0000%	0.0000%	%
Commodities Contracts (4)	1.1600%	2.7400%	<b>136.21%</b>
Other Services (5)	1.8600%	6.2400%	<b>235.48%</b>
Professional Services Contracts (6)	0.0000%	1.3700%	%
Major Equipment (7)	0.0000%	0.0000%	%
Other (8)	0.2300%	2.5900%	<b>1026.09%</b>

**(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:**

Please see attached cover letter.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

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

Please see attached cover letter.

- (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:**

Please see attached cover letter.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

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

Please see attached cover letter.