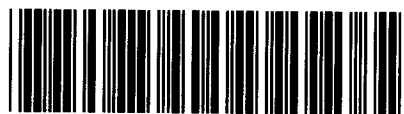




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**WORKFORCE AND SUPPLIER DIVERSITY FORM - 2013**  
**Colorado Valley Telephone Cooperative, Inc.**  
**Project No. 30240**

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	9	5	4	5	4	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	7	7	0	6	1	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	18	2	16	2	15	0	0	0	1	0	0	0	0	0
Craft Workers (Skilled)	8	8	0	7	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	1	0	1	0	0	0	0	0	1	0	0	0	0	0
Previous Year Totals	48	25	23	24	21	1	0	0	2	0	0	0	0	0
Year Totals	43	22	21	20	20	1	0	0	2	0	0	0	0	0

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<b>Actual = [Total HUB(6) procurement + Total Small Business procurement]/Total Company procurement</b>				<b>Actual for Previous FY</b>	<b>Actual for Current FY</b>	<b>Percentage change</b>
Construction Contracts (1)				100.00%	0%	-100.00%
Commodities Contracts (2)				12.35%	36.01%	23.66%
Other Services (3)				123.67%	128.94%	5.27%
Professional Services Contracts (4)				86.76%	61.87%	-24.89%
Major Equipment (5)				0%	0%	0%
Other				60.32%	73.54%	-13.22%

(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 2013, the Cooperative employed one individual part-time who was attending an area college and one part-time student who was attending high school.
- The Cooperative also offered part-time employment to individuals who had retired from their primary career, and were seeking part-time employment. During 2013, the Cooperative employed one part-time employee who was retired from their primary career (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 have 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, La Grange Volunteer Fire Department Auxiliary, Round Top-Warrenton Volunteer Fire Department, American Diabetes Association, La Grange Little League and Habitat for Humanity.

- 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, Hallettsville ISD, St. Rose in Schulenburg, and Fayetteville ISD. Participation included employees serving as members of various Parent Teacher Organizations, as well as members of the La Grange Sports Booster Club, La Grange Band Booster Club, Fayetteville Booster Club and Schulenburg Booster Club. One employee is currently serving on the Board of Directors of the Fayette County Helpers Organization which assists students with tutorial services. Additionally, one employee is serving on the Board of Directors of Fayetteville ISD.
- The Cooperative offered available work-related training to employees, including female and minority employees during 2013. Employees of Colorado Valley continued to attend career related and industry seminars throughout the year 2013. Of the 46 full-time employees of the Cooperative, approximately 15 females and minorities attended at least one training seminar during 2013.
- 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

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and utilizing the products and services of small and historically underutilized businesses while also employing and purchasing within the communities we serve whenever possible.

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 2013.

The Cooperative also maintained consistent supplier diversity during 2013. We have continued to utilize historically underutilized businesses and small businesses for contracting needs and the procurement of goods and services whenever possible.