



Control Number: 30240



Item Number: 2245

Addendum StartPage: 0

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	57	51	6	46	6	1	0	4	0	0	0	0	0	
Professionals	98	78	20	64	20	4	0	3	0	7	0	0	0	
Technicians	186	178	8	133	7	17	1	24	0	2	0	2	0	
Sales Workers	110	75	35	56	30	8	1	10	3	0	1	0	1	
Office and Clerical	23	9	14	5	10	2	0	2	3	0	1	0	0	
Craft Workers (Skilled)	168	168	0	144	0	7	0	13	0	0	0	4	0	
Operatives (Semi-skilled)	0	0	0											
Laborers (Unskilled)	0	0	0											
Service Workers	1	1	0	1	0	0	0	0	0	0	0	0	0	
Previous Year Totals	686	587	99	483	85	34	7	56	4	7	3	7	0	
	643	559	84	449	73	39	2	56	6	9	2	6	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.

2004 DEC 30 AM 9:07
PUBLISHED BY CLERK

2245

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)		1.8800%	0.3300%	-82.45%
Commodities Contracts (4)		0.0000%	1.4800%	%
Other Services (5)		2.0700%	0.1900%	-90.82%
Professional Services Contracts (6)		3.2400%	0.0000%	-100.00%
Major Equipment (7)		15.3400%	0.0000%	-100.00%
Other (8)		2.1300%	0.0000%	-100.00%

(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.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

Human Resources:

Employee training was conducted for new hires.

Windstream has policies in place to identify qualified candidates for positions without regard to race, color, religion, sex, age, national origin, military status, or disability.

Windstream provides training and development to employees and managers.

Windstream utilizes a service to ensure that job openings are sent to websites that target minorities and females, veterans, persons with disabilities, and state job services agencies.

Windstream uses affirmative action recruiting strategies, shares its recruiting program with field locations, and attempts to identify minority and female candidates for senior management positions.

Procurement:

In order to continue Windstream's good faith effort to meet our supplier diversity goals we have maintained our Corporate Membership status in with the following diversity councils:

Women's Business Enterprise National Council
Women's Business Council Southwest
National Minority Supplier Diversity Council

Procurement conducted conference calls with the Small Business Association Liaison Office to understand how Windstream could increase the number of available small and diverse businesses in our supplier base. As a result of these meetings, a link to the Small Business Administration Dynamic Search Tool was placed on the Windstream Procurement page. This search tool is available to all Windstream employees to assist in the identification of small and diverse businesses to participate in potential business opportunities. Windstream also maintains an internal database of diverse suppliers and has a membership roster for the Women's Business Council- Southwest on the Procurement web site.

We conducted an in-house educational training class, Best Practices In Minority Supplier Development, for the Procurement group provided by the Arkansas Mississippi Minority Supplier Council.

To increase Windstream's participation in outreach opportunities we participated in the Women's Business Council - Southwest Harvesting Partnerships Business Event and also participated in the Arkansas Mississippi Minority Supplier Development Council Annual Scholarship Event. We are also attending the 2013 National Minority Supplier Development Council Conference and Business Opportunity Fair.

**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:**

Human Resources:

Windstream's recruiting, training, and affirmative action plans have aided in hiring greater percentages of women and minorities in 2013 than in 2012.

Procurement:

Windstream increased participation in out reach events which resulted in greater exposure to the diverse & HUB community. Working with the SBE also expanded our available database and search capabilities of potential HUB suppliers.

- (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:**

Windstream will continue to use its Diversity Hiring Report to identify strengths and weaknesses in its utilization of labor across population demographics.

Windstream will continue its affirmative action recruiting strategies, will share its recruiting program with field locations, and continue to identify minority and female candidates for senior management positions.

Windstream will continue to provide training to its managers and employees.

The importance of diversity will continue to be emphasized to management.

Windstream will continue our corporate memberships in the Women's Business Enterprise National Council, Women's Business Council Southwest, and the National Minority Supplier Diversity Council.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

Windstream has hired greater percentages of women and minorities in 2013 than in 2012.

Procurement and Human Resources personnel are available to help locate women and minority groups to us as recruiting sources for activities to promote community/supplier diversity awareness.

Windstream increased our involvement in outreach programs improving our good faith commitment to diverse and HUB suppliers.