

Control Number: 30240



Item Number: 2253

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Cap Rock Telephone Cooperative, Inc. 2015 DEC 30 PM 2: 18(806) 271-3336 FAX (806) 271-3601

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ANNUAL PROGRESS REPORT ON FIVE-YEAR PLAN TO ENHANCE SUPPLIER AND **WORKFORCE DIVERSITY FOR THE PERIOD ENDING SEPTEMBER 30, 2013** PUC PROJECT # 30240

Under the PUC's Substantive Rule 26.85 - Report of Workforce Diversity and Other Business Practices Cap Rock Telephone Cooperative, Inc. offers the following progress report on the Five-Year Plan to Enhance Supplier and Workforce Diversity.

The Initiatives identified in the five-year plan included:

- A. Maintaining a commitment to employ a diverse workforce with extreme emphasis placed on recruiting, training, and employing individuals with the needed abilities/ aptitude from within the local community.
- B. Striving to utilize historically underutilized businesses (HUBs) for the procurement of goods and services, especially when the HUB is located within our local or surrounding communities.
- C. Utilizing small businesses other than those defined as HUBs in the procurement of goods and services.

Cap Rock continues to maintain a diverse work force. Approximately 39% of our workforce is made up of female and minority workers. (Attached is a copy of our FCC 395 Annual Report filed in April 2013). We are very pleased with the diverse and capable work force we employ. Our area, as well as many rural areas in Texas, has a difficult time attracting and recruiting workers from other job markets. The majority of our work force is filled from local areas with Cap Rock providing work-related training to our employees.

The Cooperative emphasizes utilizing and promoting local or surrounding area businesses and economic growth, and Cap Rock continues to patronize small local businesses whenever possible. Many of the small local businesses qualify as HUBs. In the rural area in which we operate it is difficult to find providers of the required goods and services. The identification and tracking of HUBs is labor intensive and costly to our company. However, it provides data we can analyze to determine if we are meeting our objectives. (Attached is a copy of Cap Rock's HUB Use Report)

Cap Rock is proud of its efforts to enhance workforce and supplier diversity. Over the past several years, we have seen improved statistics in our workforce numbers and progress in the amount of business we do with small and historically underutilized businesses. However, the management of Cap Rock will continue to seek opportunities to make progress in the areas of diversifying the workforce and utilizing the products and services of small and historically underutilized businesses.

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FEDERAL COMMUNICATIONS COMMISSION Washington, DC 20554

Approved by OMB

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FCC 395 Revised December 2007

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Cap Rock Telephone Cooperative, Inc. PO BOX :0C · SPUR TEXAS 79370

(806) 271-3336 FAX (806) 271-3601

December 27, 2013

Public Utility Commission of Texas P.O. Box 13326 1701 Congress Avenue Austin, Texas 78711-3326

Attn: Filing Cierk PUC Project # 30238

Dear Sir or Madam

Enclosed please find the 2013 Small Utilities HUB Use Report for Cap Rock Telephone Cooperative, Inc. This report should meet the requirements of Substantive Rule 26.80 and the recently adopted changes. Please stamp the extra copy of the report and return it in the enclosed envelope. We are also enclosing four extra copies of this report per instructions from your office.

To determine whether or not a vendor is considered a HUB, we mailed out the enclosed "Business Certification" form and used the vendor response If no response was received from a vendor, the amount was put in the "Total Unknown Status" category.

If I can be of further assistance, please feel free to call

Sincerely,

Joa Poschill

Lisa Paschal

SMALL UTILITIES HUB USE REPORT (purchases outside Texas) Utility: Cap Rock Telephone Cooperative, Inc.

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