



Control Number: 30240



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30240



Cap Rock Telephone Cooperative, Inc.

P.O. BOX 300 • SPUR, TEXAS 79370
(806) 271-3336 FAX (806) 271-3601

Date: December 16, 2016

To: Public Utility Commission
File Clerk
P.O. Box 13326
Austin, TX 78711-3326

RECEIVED
2017 JAN -2 AM 11:05
PUBLIC UTILITY COMMISSION
FILING CLERK

From: Jim Whitefield
Executive Vice President & General Manager

Subject: Annual Progress Report on Five-Year Plan to
Enhance Supplier and Workforce Diversity

Pursuant to Public Utility Commission Substantive Rule §26.85(e), enclosed is a copy of the Annual Progress Report on Five-Year Plan to Enhance Supplier and Workforce Diversity, which was recently filed with the PUC.

2762



Cap Rock Telephone Cooperative, Inc.

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ANNUAL PROGRESS REPORT ON FIVE-YEAR PLAN TO ENHANCE SUPPLIER AND WORKFORCE DIVERSITY FOR THE PERIOD ENDING SEPTEMBER 30, 2016 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 35.7% of our workforce is made up of female and minority workers. (Attached is a copy of our *FCC 395 Annual Report* filed in April 2015). 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.

FEDERAL COMMUNICATIONS COMMISSION
Washington, DC 20554

Approved by OMB
3060-0076
Est. time per response:
1 hour

COMMON CARRIER ANNUAL EMPLOYMENT REPORT

[Please read instructions before completing and for Notice regarding public burden.]

SECTION I - General Information

1. Name and Mailing Address of Respondent

Cap Rock Telephone Cooperative, Inc.
PO Box 300
Spur, TX 79370

2. Year Report Filed

2016

3. Reporting Period (Ending Date of Pay
Period Covered by Report)

3/31/2016

4. Number of Full-Time Employees during Selected
Reporting Period (check one):

- a. ☐ Fewer than 16 (complete Sections I, IV, and V only)
b. ☒ 16 or more (complete all sections)

☐ Check here if this
is a change of
address.

SECTION II - Full-Time Employees.

Job Categories	Number of Employees (Report employees in only one category)														Total Columns A - N
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												
	Male							Female							
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Executive/Senior Level Officials and Managers	1.1														
First/Mid-Level Officials and Managers	1.2			5					2						1
Professionals	2														7
Technicians	3			7											0
Sales Workers	4														7
Administrative Support Workers	5	1	2	1					8						0
Craft Workers	6			8											12
Operatives	7	2		5											8
Laborers and Helpers	8														7
Service Workers	9														0
TOTAL	10	3	2	27	0	0	0	0	10	0	0	0	0	0	42
PREVIOUS YEAR TOTAL	11	2	2	26	0	0	0	0	11	0	0	0	0	0	41

Number of Employees
(Report employees in only one category)

Job Categories	Race/Ethnicity															
	Hispanic or Latino		Not-Hispanic or Latino													Total Columns A - N
			Male						Female							
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races		
Executive/Senior Level Officials and Managers 1.1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
First/Mid-Level Officials and Managers 1.2															0	
Professionals 2															0	
Technicians 3															0	
Sales Workers 4															0	
Administrative Support Workers 5															0	
Craft Workers 6															0	
Operatives 7															0	
Laborers and Helpers 8															0	
Service Workers 9															0	
TOTAL 10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PREVIOUS YEAR TOTAL 11			1						1						2	

☒ This is to advise the Commission that no complaints regarding violations of the equal employment provisions of Federal, state, territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.

This is to advise the Commission that the following complaints alleging violations of the provisions of any equal employment opportunity statute have been filed against this company. (Attach a list indicating parties involved, date filed, courts or agencies before which the matter has been heard, file number or other designation, and current status or disposition.

I certify that to the best of my knowledge, information, and belief, all statements in this report are true and correct.

Signature Jim Whitehead

Telephone No. _____

(806) 271-3336

Executive VP & General Manager

WILLFULLY FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (18 U.S.C. 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (47 U.S.C. 312 (A)(1) AND/OR FORFEITURE (47 U.S.C. 503).

SMALL UTILITIES HUB USE REPORT (Texas purchases)

Utility: Cap Rock Telephone Cooperative, Inc.

MBE Procurement	Construction Expenditures	Commodities Expenditures	Other Services Expenditures	Professional Expenditures	Major Equipment Expenditures	Other Expenditures	Total HUB Expenditures
African American Male	0	0	0	0	0	0	0
African American Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Asian American Male	0	0	0	0	0	0	0
Asian American Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Hispanic American Male	0	0	0	0	0	0	0
Hispanic American Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
Native American Male	0	0	0	0	0	0	0
Native American Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
MBE Total (Male/Female/Minority)	0	0	0	0	0	0	0
WBE Total (Non-Minority/White)	0	0	0	0	0	0	0
Total MBE & WBE Procurement	0	0	0	0	0	0	0
Total Unknown Status Procurement (1)	0	0	0	0	0	0	0
Total Non-Fuel Procurement (2)	0	0	0	0	0	0	0
Total Fuel and Purchased Power Procurement (electric only)							78,513
Total Non-Fuel, Fuel, and Purchased Power Procurement							360,425
Total Utility Purchases							360,425

(1) Vendors for whom HUB status is not directly known

(2) Expenditures for goods and services from vendors not including wages, benefits, and other nonnegotiable goods and services such as taxes and postage. Includes MBE, WBE, and

Oct 1, 2015 through Sep 30, 2016

Reporting Period: December 16, 2016

State: TN Zip: 37370

Address: PO Box 300

Contact person: Lisa Paschall

Phone: 806-271-3336 Fax: 806-271-3601

City Spur

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

MBE Procurement	Construction Expenditures	Commodities Expenditures	Other Services Expenditures	Professional Expenditures	Major Equipment Expenditures	Other Expenditures	Total HUB Expenditures
African American Male	0	0	0	0	0	0	0
African American Female	0	0	0	0	0	0	0
Total African American	0	0	0	0	0	0	0
Asian American Male	0	0	0	0	0	0	0
Asian American Female	0	0	0	0	0	0	0
Total Asian American	0	0	0	0	0	0	0
Hispanic American Male	0	0	0	0	0	0	0
Hispanic American Female	0	0	0	0	0	0	0
Total Hispanic American	0	0	0	0	0	0	0
Native American Male	0	0	0	0	0	0	0
Native American Female	0	0	0	0	0	0	0
Total Native American	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
MBE Total (Male + Female Minority)	0	0	0	0	0	0	0
WBE Total (Non-Minority Female)	0	0	0	138	0	1,500	1,638
Total MBE & WBE Procurement	0	0	0	138	0	1,500	1,638
Total Unknown Status Procurement (1)	0	0	0	0	0	1,866,065	1,866,065
Total Non-Fuel Procurement (2)	259,069	16,379	0	0	0	43,244	318,691
Total Utility Purchases							318,691

Total Fuel and Purchased Power Procurement (electric only)

Total Non-Fuel, Fuel, and Purchased Power Procurement

(1) Vendors for whom HUB status is not directly known

(2) Expenditures for goods and services from vendors not including wages, benefits, and other non-reportable goods and services such as taxes and postage. Includes MBE, WBE, and

Reporting Period:
Address: PO Box 300
City: Spar

Oct 1, 2015 through Sep 30, 2016

Reporting Date: December 16, 2016
Contact person: Lisa Patchall

State: TX Zip: 79370
Phone: 806-271-3336 Fax: 806-271-3601

To be filed by a utility which has more than 1,000 customers in a state other than Texas, or which purchases more than 10% of its goods and services from vendors not located in Texas.