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Cap Rock Telephone Cooperative Inc.

P O BOX 300 - SPUR TEXAS 79370
(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, 2017 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 2017). 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.

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		<input type="checkbox"/> Check here if this is a change of address
2 Year Report Filed 2017	3 Reporting Period (Ending Date of Pay Period Covered by Report) 03/31/2017	4 Number of Full-Time Employees during Selected Reporting Period (check one) a <input type="checkbox"/> Fewer than 16 (complete Sections I, IV, and V only) b <input checked="" type="checkbox"/> 16 or more (complete all sections)

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 11			1												1	
First/Mid-Level Officials and Managers 12			5						2						7	
Professionals 2															0	
Technicians 3			7												7	
Sales Workers 4															0	
Administrative Support Workers 5	1	2	1						8						12	
Craft Workers 6			0												0	
Operatives 7	2		7												9	
Laborers and Helpers 8															0	
Service Workers 9															0	
TOTAL 10	3	2	27	0	0	0	0	0	10	0	0	0	0	0	42	
PREVIOUS YEAR TOTAL 11	3	2	27	0	0	0	0	0	10	0	0	0	0	0	42	

SECTION III - Part-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															
First/Mid-Level Officials and Managers	2															
Professionals	3															
Technicians	4															
Sales Workers	5															
Administrative Support Workers	6															
Craft Workers	7															
Operatives	8															
Laborers and Helpers	9															
Service Workers	10															
TOTAL	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PREVIOUS YEAR TOTAL	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

SECTION IV - Report of Discrimination Complaints Pursuant to 47 CFR 22.321, 23.55, 90.168, 101.4, and 101.311

- 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.)

SECTION V - Certification

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

Date 05/02/2017	Typed or Printed Name of Person Signing Jim Whitefield	Signature <i>Jim Whitefield</i>	Telephone No. (806) 271-3336
Title of Person Signing 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	Commodities	Other Services	Professional	Major Equipment	Other	Total HUB
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
African American							
Male	0	0	0	0	0	0	0
Female	0	0	0	0	0	19,350	19,350
Total	0	0	0	0	0	19,350	19,350
Asian American							
Male	0	0	0	0	0	0	0
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
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
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	19,350	19,350
WBE Total (Non-Minority Female)	0	0	0	0	0	20,666	20,666
Total MBE & WBE Procurement	0	0	0	0	0	40,016	40,016
Total Unknown Status Procurement (1)	0	0	0	0	0	779,255	779,255
Total Non-Fuel Procurement (2)	180	29,889	0	39,246	0	197,929	267,244
							Total Utility Purchases
Total Fuel and Purchased Power Procurement (electric only)							75,349
Total Non-Fuel, Fuel, and Purchased Power Procurement							342,593

(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-negotiable goods and services such as taxes and postage. Includes MBE/WBE and

Reporting Period:
 Address: PO Box 300
 City: Spur

Oct 1 2016 through Sep 30, 2017

Reporting Date: December 12, 2017
 Contact person: Lisa Paschall

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

SMALL UTILITIES HUB USE REPORT (purchases outside Texas)

Utility: Cap Rock Telephone Cooperative, Inc.

MBE Procurement	Construction	Commodities	Other Services	Professional	Major Equipment	Other	Total HUB
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
African American							
Male	0	0	0	0	0	0	0
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
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
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
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 Female)	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	2,236,387	2,236,387
Total Non-Fuel Procurement (2)	2,899,539	31,051	0	0	0	159,327	3,089,917
							Total Utility Purchases
Total Fuel and Purchased Power Procurement (electric only)							0
Total Non-Fuel, Fuel, and Purchased Power Procurement							3,089,917

(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-negotiable goods and services such as taxes and postage. Includes MBE/WBE and

Reporting Period
Address: PO Box 300
City: Spur

Oct. 1, 2016 through Sep. 30, 2017

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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