



Control Number: 30240



Item Number: 3108

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Cap Rock Telephone Cooperative, Inc.

P O BOX 300 - SPUR, TEXAS 79370

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

2019 JAN -2 AM 9:31

PUBLIC UTILITY COMMISSION
FILING CLERK

ANNUAL PROGRESS REPORT ON FIVE-YEAR PLAN TO ENHANCE SUPPLIER AND WORKFORCE DIVERSITY FOR THE PERIOD ENDING SEPTEMBER 30, 2018 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 37.2% of our workforce is made up of female and minority workers. (Attached is a copy of our FCC 395 Annual Report filed in May 2018). 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☐ Check here if this
is a change of
address

2 Year Report Filed

2018

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

03/31/2018

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)

SECTION II - Full-Time Employees.

Job Categories	Number of Employees (Report employees in only one category)														
	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	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Executive/Senior Level Officials and Managers	1 1			1											1
First/Mid-Level Officials and Managers	1.2			6					1						7
Professionals	2								2						2
Technicians	3			7											7
Sales Workers	4														0
Administrative Support Workers	5	1	1	2					9						13
Craft Workers	6			5											5
Operatives	7	2		6											8
Laborers and Helpers	8														0
Service Workers	9														0
TOTAL	10	3	1	27	0	0	0	0	0	12	0	0	0	0	43
PREVIOUS YEAR TOTAL	11	3	2	27	0	0	0	0	0	10	0	0	0	0	42

SECTION III - Part-Time Employees.

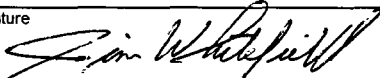
Job Categories	Number of Employees (Report employees in only one category)														
	Race/Ethnicity														
	Hispanic or Latino		Not-Hispanic or Latino												Total Columns A - N
			Male						Female						
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	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	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Executive/Senior Level Officials and Managers	1 1														0
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
PREVIOUS YEAR TOTAL	11	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 05/22/2018	Typed or Printed Name of Person Signing Jim Whitefield	Signature 	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.

8013

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
Female	0	0	0	0	0	5,925	5,925
Total	0	0	0	0	0	5,925	5,925
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	5,925	5,925
WBE Total (Non-Minority Female)	0	0	0	29,086	0	27,088	56,174
Total MBE & WBE Procurement	0	0	0	29,086	0	33,013	62,099
Total Unknown Status Procurement (1)	0	0	0	0	0	956,702	956,702
Total Non-Fuel Procurement (2)	0	12,187	0	45,142	0	376,166	433,495
Total Utility Purchases							
Total Fuel and Purchased Power Procurement (electric only)							95,356
Total Non-Fuel, Fuel, and Purchased Power Procurement							528,851
(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, 2017 through Sep. 30, 2018

Reporting Date: December 26, 2018
Contact person: Lisa Paschall

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

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	2,410	0	0	0	2,410
Total	0	0	2,410	0	0	0	2,410
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	2,410	0	0	0	2,410
WBE Total (Non-Minority Female)	0	0	423	0	0	0	423
Total MBE & WBE Procurement	0	0	2,833	0	0	0	2,833
Total Unknown Status Procurement (1)	0	0	0	0	0	1,966,048	1,966,048
Total Non-Fuel Procurement (2)	2,812,772	15,906	0	304,633	0	37,670	3,170,981
							Total Utility Purchases
Total Fuel and Purchased Power Procurement (electric only)							2,544
Total Non-Fuel, Fuel, and Purchased Power Procurement							3,173,525
(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, 2017 through Sep. 30, 2018

Reporting Date: December 26, 2018
Contact person: Lisa Paschall

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