

Control Number: 30240



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# *Santa Rosa* Communications

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December 23, 2019

Central Office Filing Clerk  
Public Utility Commission of Texas  
P.O. Box 13326  
1701 N. Congress Avenue  
Austin, TX 78711

RE: Project No. 30240 – Annual Progress Report - Enhance Supplier and Workforce  
Diversity for Santa Rosa Telephone Cooperative, Inc. ILEC/CLEC and Santa  
Rosa Communications

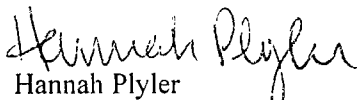
Dear Filing Clerk:

Pursuant to §26.85(e), enclosed for filing are four (4) copies of the Annual Progress Report on the implementation of the Yearly Plan to Enhance Supplier and Workforce Diversity. This filing is being made in Project 30240 as the project designated for the report.

Consistent with the requirements of the approved rule, copies of this report are also being provided to: (1) The Governor; (2) Lieutenant Governor; (3) Speaker of the House; (4) Legislative Black Caucus; (5) Mexican-American Legislative Caucus, and (6) Texas Senate Hispanic Caucus.

If you have any questions concerning this report, Jason Tole is serving as our contact person and may be contacted at 940-886-2217.

Sincerely,

  
Hannah Plyler  
Controller

Cc w/attachment    The Governor's Office  
                          The Lt. Governor's Office  
                          The Speaker's Office  
                          The Texas Legislative Black Caucus  
                          The Texas Senate Hispanic Caucus  
                          The Texas Mexican-American Legislative Caucus

**WORKFORCE AND SUPPLIER DIVERSITY FORM**  
**WORKFORCE DIVERSITY**

30240

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	9	6	3	5	3	0	0	1	0	0	0	0	0
Professionals	4	0	4	0	4	0	0	0	0	0	0	0	0
Technicians	19	17	2	14	0	0	0	3	2	0	0	0	0
Sales Workers	2	1	1	1	1	0	0	0	0	0	0	0	0
Office and Clerical	13	1	12	1	10	0	0	0	2	0	0	0	0
Craft Workers (Skilled)	3	3	0	2	0	0	0	1	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	10	10	0	5	0	0	0	5	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Previous Year Totals</b>	54	34	20	25	16	0	0	9	4	0	0	0	0
<b>This Year Totals</b>	60	38	22	28	18	0	0	10	4	0	0	0	0

**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.

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**WORKFORCE AND SUPPLIER DIVERSITY FORM**  
**HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT**

<b>Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement</b>	<b>Actual % for Previous FY</b>	<b>Actual % for Current FY</b>	<b>Percentage Change</b>
Construction Contracts (3)	0.00%	0.00%	0.00%
Commodities Contracts (4)	0.00%	0.00%	0.00%
Other Services (5)	0.00%	0.00%	0.00%
Professional Services Contracts (6)	0.00%	0.00%	0.00%
Major Equipment (7)	0.00%	0.00%	0.00%
Other (8)	0.00%	0.00%	0.00%

**(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:**

Standing true to our mission statement, "It shall be the aim of Santa Rosa Telephone Cooperative, Inc. to provide dependable area-wide telephone service on the Cooperative plan and at the lowest cost consistent with sound economy and good management." Santa Rosa Telephone Cooperative has remained committed to increasing the work opportunities for small and historical underutilized businesses.

Staying compliant to the Public Utility Regulatory Act Section 52.25(b) and Public Utility Commission Project No. 30240, Santa Rosa Telephone Cooperative, Inc.; has hereby completed its yearly plan to enhance workforce and diversity. While utilizing the workforce and small and historical underutilized businesses in our community and outlying communities, Santa Rosa has continued to, remain committed to our plan and communities.

## **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:**

Santa Rosa continues to use resources, such as local, county, state and educational organizations, to recruit new employees. Santa Rosa strives to recruit and train persons, with skills to enhance our cooperative and our community.

Serving rural areas as Santa Rosa Telephone does, utilizing historical/ underutilized businesses (HUBs) are a must for our cooperative. As much as possible Santa Rosa purchases merchandise from within the communities it serves. There are those times although, that rural areas cannot provide telecommunication equipment and products; therefore, Santa Rosa does have to purchase products outside our service area. When having to purchase outside the service area, Santa Rosa Telephone tries to always consider the qualifications of the business from which it is purchasing.

The following exhibits include information that is currently reported and on file with the appropriate state and federal agency. Exhibit one (1) constitutes the current status of Santa Rosa Telephone Cooperative's workforce diversity. This report is reported to the Federal Communications Commission (FCC) and/or Equal Employment Opportunity Commission (EEOC). Exhibit two (2) outlines the procurement amounts expended with businesses meeting the definitions or certified by the state of historically underutilized businesses (HUBs) and businesses that are non-HUB businesses but meet the definition of small business as defined in the Texas Government Code. Exhibit three (3) includes figures as reported to the Public Utility Commission of Texas. A copy of the official HUB report is attached for your reference.

With a workforce, diverse in men and women from our community and surrounding communities, Santa Rosa contributes its success to utilizing and supporting small and underutilized businesses within the communities.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

- (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:**

By identifying local organizations with small business membership; as well as, continued involvement in local, county, state, and educational organizations in our area, and continuing to be an active member within the communities serviced by Santa Rosa Telephone Cooperative, Santa Rosa will continue to enhance employment and purchasing opportunities.

As a group and individually Santa Rosa's directors, management and employees are dedicated to contributing to our communities both by business and personal efforts. A continued goal of Santa Rosa Telephone Cooperative is to always assist the historically and underutilized businesses in our area.

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

Santa Rosa has seen progress by being able to hire and train local individuals and assisting in the increase of the rural economy both locally and within the surrounding area. Santa Rosa has as well been able to bring persons from larger cities to the rural area and back home to work, this also contributing to the growth of rural America.