

Control Number: 30240



Item Number: 3211

Addendum StartPage: 0

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2019 DEC 30 AM 10:30  
PUBLIC UTILITY COMMISSION  
FILING CLERK

December 23, 2019

Public Utility Commission of Texas  
P O Box 13326  
Austin TX 78711-3326

RE: Work Force Diversity Plan  
PUC Project No. 30240

Dear Filing Clerk,

Enclosed you will find four copies of Central Texas Telephone Cooperative, Inc.'s Workforce and Supplier Diversity Form and our Annual Progress Report on Five-Year Plan to enhance Supplier and Workforce Diversity. You will find a copy of the 2019 HUB Report and our FCC 395 report for the year 2019.

In order to classify a vendor as a HUB, Central Texas Telephone Cooperative, Inc. mailed out a Business Certification form to all our vendors. We then used the report to distinguish each business between HUB and Non-Hub status.

Copies of the Workforce Diversity Form are being mailed to the following legislative offices: Governor, Lt. Governor, the Speaker of the House of Representatives, and the Chairman to the Black, Mexican, and Hispanic Caucus'.

Please acknowledge receipt of this form by signing and dating this letter below and returning to me in the self-addressed, postage paid envelope.

Sincerely,

CENTRAL TEXAS TELEPHONE COOPERATIVE, INC.

*Ana M Sanderson*

Ana Sanderson  
Staff Accountant

Enclosure

Connected To The Community

T 325-648-2237  
TF 800-635-8904  
F 325-938-5606

1012 Rellay St PO Box 627  
Goldthwaite TX 76844  
www.centex.net

This institution is an equal  
opportunity provider and  
employer.

**I acknowledge receipt of the 2019 Workforce and Supplier Diversity Form for Central Texas Telephone Cooperative, Inc.**

**Received by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

3211

**CENTRAL TEXAS TELEPHONE COOPERATIVE INC. - 2019  
WORKFORCE AND SUPPLIER DIVERSITY FORM  
PUC Project No. 30240**

<b>Actual = [Total HUB (6) procurement + Total Small Business procurement]/Total Company procurement</b>	<b>Actual for Previous FY</b>	<b>Actual for Current FY</b>	<b>Percentage change</b>
Construction Contracts (1)	10%	25%	15%
Commodities Contracts (2)	37%	40%	3%
Other Services (3)	92%	91%	-1%
Professional Services Contracts (4)	45%	27%	-18%
Major Equipment (5)	46%	30%	-16%
Other			

(1) **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.

(2) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(3) **Other 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.

(4) **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.

(5) **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.

(6) **HUB** -- Business enterprises that are 51% owned and controlled by U.S. citizens who are socially disadvantaged because of their identification as members of certain groups, including African-American, Hispanic, Native American, or Asian Pacific and Women as defined in the Texas Government Code 481.101(1).

(7) **Other** -- Any commodity or service not covered by the above categories.

# **Five-Year Plan to Enhance Workforce Diversity**

**CENTRAL TEXAS TELEPHONE COOPERATIVE, INC**

**PURA Sec. 52.256**

**January 1, 2019**

The following plan is filed to comply with the requirements of the Public Utility Regulatory Act Section 52.256(b) and the Public Utility Commission Project No. 30240 – Compliance Proceeding for Telecommunications Utilities’ Five-Year Plan to Enhance Diversity of its Workforce and Increase Opportunities for Small and Historically Underutilized Businesses. Central Texas Telephone Cooperative, Inc. recognizes the benefits to our customers, our community and our company of having diversity in the workforce and of increasing the amount of business the Company does with small and historically underutilized businesses operating in our community. Central Texas Telephone Cooperative, Inc. is proud of its record to enhance the diversity of our workforce. Over the past several years and given the extent possible in our community, we have seen what we consider to be improved statistics in our workforce numbers and progress in the amount of business Central Texas Telephone Cooperative, Inc. does with small and historically underutilized businesses in our community.

As citizens living and as a business operating within the communities we serve, the management and employees of Central Texas Telephone Cooperative, Inc. continue to seek opportunity to make progress in the areas of diversifying the workforce and utilizing the products and services of small and historically underutilized businesses. However, our commitment to employing and purchasing within the communities we serve when and where possible far outweighs attempting to achieve an improved statistical number in these areas just for reporting purposes.

As a small company, we have and must recognize a fiduciary duty and responsibility to our customers to make good, sound economic policy decisions as well as our community responsibility to purchase goods and services within our own communities when possible. By the very nature of the service area we serve, we are sometimes limited in the local availability of certain equipment and products and must go outside our communities for these mandatory purchases. Therefore, when possible, Central Texas Telephone Cooperative, Inc. contracts with local businesses to provide the goods and services that are available in our communities.

The following report illustrates where we are, and the plans we have to continue the effort to achieve a better company that has an even more diverse workforce and does even more business with small and underutilized business in our community.

# **Five-Year Plan to Enhance Workforce Diversity**

CENTRAL TEXAS TELEPHONE COOPERATIVE, INC.

(continued)

PURA Sec. 52.256

January 1, 2019

## **I. Performance with regard to workforce diversity and contracting with small and historically underutilized businesses.**

Exhibit I illustrates the current status of Central Texas Telephone Cooperative, Inc.'s workforce diversity. Exhibit 2 outlines the procurement amounts expended with businesses meeting the definition or certified by the state as historically underutilized businesses (HUB's) and businesses that are non-HUB businesses but meet the definition of small business as defined in the Texas Government Code.

## **II. Initiatives that will be pursued over the next five years.**

The Company has identified the following goals or initiatives to reflect its objectives in the areas of employment, procurement and business activities.

- A. Increase the Diversity of Central Texas Telephone Cooperative, Inc. Workforce over each of the next 5 years.
- B. Increase the Amount and Percentage of Total Procurement with HUB's over each of the next 5 years.

## **III. List of programs and activities to achieve the initiatives.**

- A. Utilize the Exhibit 1 and 2 reports as benchmarks to chart progress towards achieving these goals.
- B. Continue to post job opportunities with community media that target minority communities.
- C. Continue to post contract opportunities with community media that target HUB's.
- D. Continue to post job opportunities with universities and colleges in the community that target minority students.

## **IV. List of business partnership initiatives undertaken to facilitate small and historically underutilized business entry into the telecommunications market.**

At this time, Central Texas Telephone Cooperative, Inc. is not engaged in any business partnership or joint ventures. Initiatives in this area will be

taken under consideration by the management and Board. If no conflict with existing company policy provisions exists, Central Texas Telephone Cooperative, Inc. may seek to incorporate this issue into its business plans.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

- (1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

Central Texas Telephone Cooperative, Inc. continues 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. However, our commitment to employing and purchasing within the communities we serve when and where possible far outweighs attempting to achieve an improved statistical number in these areas just for reporting purposes.

As a small company, we have and must recognize a fiduciary duty and responsibility to our customers to make good, sound economic policy decisions as well as our community responsibility to purchase goods and services within our own communities when possible. By the very nature of the service area we serve, we are sometimes limited in the local availability of certain equipment and products and must go outside our communities for these mandatory purchases. Therefore, when possible, Central Texas Telephone Cooperative, Inc. contracts with local businesses to provide the goods and services that are available in our 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:**

Central Texas Telephone Cooperative believes that the reports presented show strong numbers towards workforce diversity and the amount of business Central Texas Telephone Cooperative, Inc. does with small and historically underutilized businesses in our community while maintaining a commitment to sound economic decisions and supporting our community businesses.

- (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:**

Central Texas Telephone will continue to follow the initiatives and programs laid out by the plan.



**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

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

As stated above Central Texas Telephone Cooperative believes the reports show strong numbers towards workforce diversity and the amount of business Central Texas Telephone Cooperative, Inc. does with small and historically underutilized businesses in our community. Large projects and contracts are subject to the bidding process and, do to their size, can sway the numbers on a year to year basis but overall the numbers are strong.

## COMMON CARRIER ANNUAL EMPLOYMENT REPORT

(Please read instructions before completing and for Notice regarding public burden.)

## SECTION 1 - General Information

## 1. Name and Mailing Address of Respondent

Central Texas Telephone Cooperative Inc  
PO Box 627  
Goldthwaite, TX 76844☐ Check here if this  
is a change of  
address.

## 2. Year Report Filed

2019

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

05/09/2019

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)														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	
Executive/Senior Level Officials and Managers	1 1			1											1	
First/Mid-Level Officials and Managers	1 2			2						2					4	
Professionals	2			6											6	
Technicians	3			2											2	
Sales Workers	4		2							8					10	
Administrative Support Workers	5	1	2	4						9					16	
Craft Workers	6	4		22											26	
Operatives	7														0	
Laborers and Helpers	8														0	
Service Workers	9	1													1	
TOTAL	10	6	4	37	0	0	0	0	0	19	0	0	0	0	66	
PREVIOUS YEAR TOTAL	11	7	4	36	0	0	0	0	0	20	0	0	0	0	67	

**SECTION III - Part-Time Employees.**

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	1.1														0	
First/Mid-Level Officials and Managers	1.2														0	
Professionals	2														0	
Technicians	3														0	
Sales Workers	4														0	
Administrative Support Workers	5		1						5						6	
Craft Workers	6			1											1	
Operatives	7														0	
Laborers and Helpers	8														0	
Service Workers	9		1												1	
TOTAL	10	0	2	1	0	0	0	0	0	5	0	0	0	0	8	
PREVIOUS YEAR TOTAL	11	0	2	1	0	0	0	0	0	5	0	0	0	0	8	

**SECTION IV - Report of Discrimination Complaints Pursuant to 47 CFR 22.321, 23.55, 90.164, 101.4, and 101.311.**

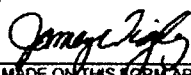

This is to advise the Commission that no complaints regarding violations of the equal employment provisions of Federal, state, territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.



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 05/13/2019	Typed or Printed Name of Person Signing Jamey Wigley	Signature 	Telephone No (325) 648-2237
Title of Person Signing 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: Central Texas Telephone Cooperative, Inc.

Project No. 30238

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	1,844	0	1,844
Female	0	0	0	0	0	0	0
Total	0	0	0	0	1,844	0	1,844
Asian American							
Male	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	125		10,000	0	10,125
Female	0		0		0		0
Total	0	0	125	0	10,000	0	10,125
Native American							
Male	0	0	0	0	0		0
Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
MBE Total	0	0	125	0	11,844	0	11,969
WBE Total	1,058,058	43,862	14,561	29,727	20,393		1,166,600
Total MBE & WBE Procurement	1,058,058	43,862	14,686	29,727	32,237		1,178,569
Total Unknown Status Procurement (1)	6,578,018	257,572	25,083	197,507	460,060		7,518,241
Total Non-Fuel Procurement (2)	7,636,075	301,434	39,770	227,234	492,297		8,696,810
Total Utility Purchases							
Total Fuel and Purchased Power Procurement (electric only)							0
Total Non-Fuel, Fuel, and Purchased Power Procurement							8,696,810

(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 Unknown Procurement

Reporting Period: 10/01/18 - 9/30/19

Address: PO Box 627

City: Goldthwaite

Reporting Date: 12/23/19

Contact person: Ana Sanderson

State: TX Zip: 76844

Phone: 325-938-5611 Fax: 325-938-5200

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

# SMALL UTILITIES HUB USE REPORT (purchases outside Texas)

Utility: Central Texas Telephone Cooperative, Inc.

Project No. 30238

MBE Procurement	Construction	Commodities	Other Services	Professional	Major Equipment	Other	Total HUB
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
African American							
Male	0	29,903	0	6,647	0	0	36,550
Female	0	0	0	0	0	0	0
Total	0	29,903	0	6,647	0	0	36,550
Asian American							
Male	0	599	0	0	518	0	1,117
Female	0	0	0	0	0	0	0
Total	0	599	0	0	518	0	1,117
Hispanic American							
Male	0	429,213	0	0	0	0	429,213
Female	0	0	0	0	0	0	0
Total	0	429,213	0	0	0	0	429,213
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	0	459,716	0	6,647	518	0	466,880
WBE Total	0	372,623	0	0	14,757	0	387,380
Total MBE & WBE Procurement	0	832,339	0	6,647	15,275	0	854,260
Total Unknown Status Procurement (1)	1,115,375	1,695,108	3,291	357,702	111,115	0	3,282,591
Total Non-Fuel Procurement (2)	1,115,375	2,527,447	3,291	364,348	126,390	0	4,136,851
Total Utility Purchases							
Total Fuel and Purchased Power Procurement (electric only)							0
Total Non-Fuel, Fuel, and Purchased Power Procurement							4,136,851
(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 Unknown Procurement							

Reporting Period: 10/01/18 - 9/30/19

Address: PO Box 627

City: Goldthwaite

Reporting Date: 12/23/19

Contact person: Ana Sanderson

State: TX Zip: 76844

Phone: 325-938-5611 Fax: 325-938-5200

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