



Control Number: 30240



Item Number: 3248

Addendum StartPage: 0



December 09, 2020

Filing Clerk  
Public Utility Commission of Texas  
1701 N. Congress Ave.  
P.O. Box 13326  
Austin, TX 78711-3326

RE: Project No. 30240 Annual Report on Workforce and Supplier Diversity  
For Nortex Communications

Dear Sir:

Pursuant to Substantive Rule 26.85, enclosed for filing a copy of the Annual Report on Workforce and Supplier Diversity. This filing is being made in Project No. 30240 as the project designated for the report.

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

If you have any questions concerning this report, please contact Alan Rohmer at 940-759-2251.

Sincerely,

Alan Rohmer  
Chief Financial Officer

CC w/Attachment: Governor's Office  
Lt. Governor's Office  
Speaker's Office – Texas House of Representatives  
  
Texas Senate Hispanic Caucus  
  
Texas Legislative Black Caucus  
Mexican American Legislative Caucus

## 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

Muenster Telephone Corp. of Texas dba Nortex Communications  
PO Box 587  
Muenster, TX 76252☐ Check here if this  
is a change of  
address.

## 2. Year Report Filed

2020

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

March 15-21, 2020

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	O		
Executive/Senior Level Officials and Managers	1.1			2											2	
First/Mid-Level Officials and Managers	1.2			3					2						5	
Professionals	2			2					1						3	
Technicians	3	1		7					3						11	
Sales Workers	4			1											1	
Administrative Support Workers	5								9						9	
Craft Workers	6			15											15	
Operatives	7														0	
Laborers and Helpers	8			1											1	
Service Workers	9														0	
TOTAL	10	1	0	31	0	0	0	0	0	15	0	0	0	0	47	
PREVIOUS YEAR TOTAL	11	1		29						16					46	

**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		1												1	
TOTAL	10	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
PREVIOUS YEAR TOTAL	11		1												1	

**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 05/13/2020	Typed or Printed Name of Person Signing Alan Rohmer	Signature 	Telephone No. (940) 759-2251
Title of Person Signing Chief Financial Officer		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).	

**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)	35.0210%	36.2503%	<b>3.51%</b>
Commodities Contracts (4)	13.9370%	16.4452%	<b>18.00%</b>
Other Services (5)	0.1610%	0.1133%	<b>-29.63%</b>
Professional Services Contracts (6)	0.0111%	0.0111%	<b>-0.36%</b>
Major Equipment (7)	0.1424%	0.1869%	<b>31.25%</b>
Other (8)	0.0000%	0.0000%	<b>%</b>

(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:**

Nortex Communications has remained active in community organizations such as local chambers of commerce, school and city government boards and others. Due to expansion into new communities it has increased the number of such organizations it participates in. Through these activities people within the community become aware of employment opportunities at Nortex Communications.

Nortex Communications posts some key open job positions on several industry web sites or within industry publications. It advertises other positions in local newspapers with circulation throughout the county and service area. It also utilizes the internet job sites for posting key positions available in the telecommunications field.

Nortex Communications continued its usual participation in various training activities conducted by industry groups such as Texas Statewide Telephone Cooperative, Inc., Texas Telephone Association, National Telephone Cooperative Association, and others. These training activities helped to further train its existing workforce and offers opportunities for development and advancement of existing employees.

Specialized training was conducted by various vendors who provided training for new equipment and technology installed in particular for the Innovative System's billing system and engineering and mapping systems and accounting system installed as well as training offered by our vendor Calix. In addition the company utilized several on-line training courses.

**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:**

The company's involvement in community organizations continues to be successful in making people aware that Nortex Communications is a company that offers a wide variety of employment opportunities for people with many different skills and is looked to as a leader in the community. This was evidenced by our Company earning recognition as the small business of the year by the Gainesville Chamber of Commerce in 2016. Through this recognition as well as visibility within the community, it has led to opportunities to install phone systems to a number of businesses located outside our traditional serving area as well as schools, hospitals, city government and major businesses outside our service area seeking services from our company. As our reputation grows the company has been pursued by developers and economic development groups in other communities asking for our company to provide services to them.

The company did not have the need to fill any key positions within the company over the past year but did use the internet job posting for job searches for positions not readily filled from the local community. The company has found this activity to be very useful and it has received numerous applications when utilized. Local newspaper publications for job openings produced a wide variety of applicants for positions available especially when the position does not require specialized training.

The company's training programs have also been very successful and popular. A very large percentage of employees have participated in this program on multiple occasions and greatly increased their work skills and have expressed their gratefulness for the opportunity to participate. The company has seen productivity improvements and recognizes the additional skills being learned by its employees. This is especially evident related to fiber to the home deployment as company employees were heavily involved in fiber splicing, installations and cutover as well as the training for new billing, mapping and accounting systems. Training and development have helped create a workforce that embraces new technology.

**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:**

Nortex Communications plans to remain active in local organizations to continue to make people aware of all the employment opportunities within the company. It will also be active in various statewide and national organizations with the telecommunications industry so people within the industry are familiar with the company should a position become available and advertised.

Nortex Communications will continue to participate in employee training at both the industry sponsored events, vendor training as well as locally within the community college so that it's current employees can continue to improve their skills and have opportunities for promotion and advancement.

As positions become available that require skills that are not necessarily readily available within the local communities we serve, Nortex Communications will post these positions on industry and other web sites to have the opportunity to hire the most qualified candidates.

As a small rural independent telephone company, we recognize a fiduciary duty and responsibility to our customers and owners to make good, sound economic policy decisions as well as our community responsibility to purchase goods and services within our own communities when possible. This commitment to provide good jobs to the community we serve was demonstrated by the creation of an Employee Stock Ownership Plan to allow for the ownership and continued operation of the company after its current owners pass away.

By the very nature of the service area we serve, we are sometimes limited in the local availability of certain telecommunications equipment and products and must go outside our communities for these mandatory purchases such as for our fiber to rural cabinets that were deployed to be able to provide broadband to 100% of our landline customers. Therefore, when possible, the company contracts with local businesses to provide the goods and services that are available in our communities. Whenever otherwise possible, the company will seek to purchase or contract with small and historically underutilized businesses.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

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

Nortex Communications has remained active in local organizations and served in several key leadership positions and hosted chamber mixers within our offices to allow the community to become more familiar and aware of opportunities within our company. No key employees were hired during the past year. During the past year the company had typical turnover in a few positions and advertised locally and filled those positions. The Company remains proud of its record on workforce diversity given its extremely low turnover of employees.