



Control Number: 30240



Item Number: 3285

Addendum StartPage: 0



December 22, 2020

Public Utility Commission of Texas
ATTN: Filing Clerk
1701 North Congress Avenue
P. O. Box 13326
Austin, TX 78701

RE: Project 30240 Workforce Diversity for Totelcom Communications, LLC

Dear Sirs:

Per current PUC on-line filing instructions due to COVID-19 and pursuant to §26.85(e), enclosed for filing is the Annual Workforce Diversity Report for Totelcom Communications, LLC. This filing is being made in Project 30240 as advised by PUC's Central Records Clerk.

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) Mexican-American Legislative Caucus;
- (5) Texas Legislative Black Caucus;
- (6) Texas Senate Hispanic Caucus;

If you have any questions concerning this report, please contact Deborah Beck at 254-893-1000.

Regards,

A handwritten signature in blue ink, appearing to read 'JP' followed by a stylized flourish.

JENNIFER PRATHER
Vice-President and General Manager

JP/db
Encs.

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PUC/Workforce Diversity Report
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cc (w/Enc.): The Office of the Governor
The Office of the Lt. Governor
The Speaker's Office
Mexican American Legislative Caucus
The Texas Legislative Black Caucus
The Texas Senate Hispanic 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

Totelcom Communications, LLC
P. O. Box 290
DeLeon, TX 76444☐ 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)

03/15/2020

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	
Executive/Senior Level Officials and Managers	1.1			1						1						2
First/Mid-Level Officials and Managers	1.2			2						5						7
Professionals	2															0
Technicians	3			6						1						7
Sales Workers	4			2						1						3
Administrative Support Workers	5		1	1						9						11
Craft Workers	6	1		6												7
Operatives	7															0
Laborers and Helpers	8	1	1	4												6
Service Workers	9															0
TOTAL	10	2	2	22	0	0	0	0	0	17	0	0	0	0	0	43
PREVIOUS YEAR TOTAL	11	2	2	20	0	0	0	0	0	17	0	0	0	0	0	41

SECTION III - Part-Time Employees.

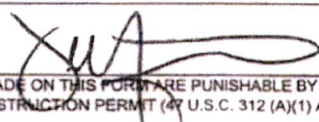
Job Categories		Number of Employees (Report employees in only one category)														Total Columns A - N
		Race/Ethnicity														
		Hispanic or Latino		Not-Hispanic or Latino												
				Male						Female						
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific 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	
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								2						2	
Craft Workers	6														0	
Operatives	7														0	
Laborers and Helpers	8			1											1	
Service Workers	9								1						1	
TOTAL	10	0	0	1	0	0	0	0	0	3	0	0	0	0	4	
PREVIOUS YEAR TOTAL	11	0	0	1	0	0	0	0	0	1	0	0	0	0	2	

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 05/06/2020	Typed or Printed Name of Person Signing Jennifer Prather	Signature 	Telephone No. (254) 893-1000
Title of Person Signing Vice-President / 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).	

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

Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement	Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (3)	0.0000%	0.0000%	%
Commodities Contracts (4)	0.3400%	0.4500%	32.35%
Other Services (5)	0.4700%	0.0600%	-87.23%
Professional Services Contracts (6)	0.0000%	0.0000%	%
Major Equipment (7)	0.0000%	0.0000%	%
Other (8)	0.0000%	0.0000%	%

(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:**

Totalcom Communications, LLC continues to increase spending with small local and minority owned businesses whenever possible.

**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:**

Totalcom Communications, LLC continues to utilize HUB vendors when available and appropriate.

- (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:**

Totalcom Communications, LLC will continue with its current progress.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

Again. Totelcom Communications, LLC will utilize HUB vendors whenever available and appropriate.