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T (972) 458-2296
F (972) 788-4943

14555 Dallas Parkway,
Suite 300
Dallas, TX 75254

December 17, 2021

Central Records Filing Clerk
Public Utility Commission of Texas
1701 North Congress Avenue
Austin, Texas 78701

RE: **Project No. 30240** – Annual Progress Reports on Five-Year Plan to Enhance Supplier and Workforce Diversity

Dear Filing Clerk:

On behalf of Five Area Telephone Cooperative, Inc. (Five Area), we are submitting a copy of Five Area's Workforce Diversity Report.

In accordance with 16 TAC 26.85(e), a copy of this report is being provided to the Governor, the Lieutenant Governor, the Speaker of the House of Representatives, and the African-American and Hispanic Caucus offices of the Texas Legislature.

Please contact me at lynette.hampton@mossadams.com or 512-652-7725 with any questions regarding this filing.

Sincerely,

Lynette Hampton
Authorized Representative for
Five Area Telephone Cooperative, Inc.

cc: Mr. Mark Washington, Five Area Telephone Cooperative, Inc.

WORKFORCE AND SUPPLIER DIVERSITY FORM
WORKFORCE DIVERSITY
PROJECT NO. 30240
REPORT FOR: FIVE AREA TELEPHONE COOPERATIVE, INC. - 2021

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	4	3	1	3	1	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	6	6	0	4	0	0	0	2	0	0	0	0	0
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Office and Clerical	9	0	9	0	5	0	0	0	4	0	0	0	0
Craft Workers (Skilled)	9	9	0	7	0	0	0	2	0	0	0	0	0
Operatives (Semi-skilled)	3	3	0	1	0	0	0	2	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Previous Year Totals	31	20	11	15	6	0	0	6	4	0	0	0	0
This Year Totals	31	21	10	15	6	0	0	6	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.

WORKFORCE AND SUPPLIER DIVERSITY FORM
HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT
PROJECT NO. 30240

REPORT FOR: FIVE AREA TELEPHONE COOPERATIVE, INC. - 2021

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)	84.0000%	46.0000%	-45.24%
Commodities Contracts (4)	5.0000%	13.0000%	160.00%
Other Services (5)	2.0000%	11.0000%	450.00%
Professional Services Contracts (6)	3.0000%	12.0000%	300.00%
Major Equipment (7)	1.0000%	1.0000%	0.00%
Other (8)	5.0000%	17.0000%	240.00%

(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
PROJECT NO. 30240
REPORT FOR: FIVE AREA TELEPHONE COOPERATIVE, INC. - 2021

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

Five Area Telephone Cooperative, Inc. (the Cooperative) has identified the following goals or initiatives to reflect its objectives in the areas of employment, procurement and business activities.

- A. The Cooperative maintains a commitment to employ a diverse workforce with extreme emphasis placed on recruiting, training and employing individuals with the education and skill-sets needed from the local community.
- B. The Cooperative strives to utilize historically underutilized businesses (HUBs) for the procurement of goods and services, especially when the HUB is affiliated or located within its local or surrounding communities. The Cooperative strives to stay abreast of the availability of certain products, services and business that qualify under the HUB definition through community resource participation and involvement and through the use of the state's HUB directory. The Cooperative also strives to communicate to the HUB-community the opportunities for doing business with Five Area Telephone Cooperative, Inc. This initiative will continue to be promoted by local participation and communication with organizations that HUBs belong to as well as posting of applicable information for HUBs that are independently investigating products or contract opportunities.
- C. Five Area Telephone Cooperative, Inc. also aims to utilize small business other than those defined as HUBS in the procurement of goods and services. With the Cooperative's emphasis on utilizing and promoting local or surrounding area business economic growth, Five Area Telephone Cooperative, Inc. plans to continue its involvement in local, county and state organizations that promote the use of small businesses.

(2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:

Five Area Telephone Cooperative, Inc. has been successful in maintaining a diverse workforce.

When a cooperative is located in a small community, a common procedure is to utilize all the local (HUBs) as well as small businesses locally for contracting needs whenever possible.

The Cooperative is maintaining consistent supplier diversity.

WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES
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REPORT FOR: FIVE AREA TELEPHONE COOPERATIVE, INC. - 2021

(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:

- A. Employ a diverse workforce emphasizing local community employment. Initiatives related to this objective are listed below.
1. Identify local organizations with minority membership emphasis and communicate through these organizations employment opportunities with the Cooperative.
 2. Identify local organizations with female membership emphasis and communicate through these organizations employment opportunities with the Cooperative.
 3. Identify local educational institutions and communicate through the educational employment outreach programs employment opportunities for minority female students. Attempt to work with educational institutions to establish work-for-credit intern program. These types of programs may be established through local high school and community or surrounding colleges.
 4. Post available job opportunities on Cooperative website.
 5. Post available job opportunities on industry organization website.
 6. Provide workforce diversity related employee training.
 7. Offer available work-related training to employees.
 8. Offer available advancement opportunities to employees.

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

Five Area Telephone Cooperative, Inc. has been successful in maintaining a diverse workforce from the local labor pool.

When a cooperative is located in a small community, the common procedure is to utilize the local (HUBs) as well as locally owned small businesses for contracting needs whenever possible.

The Cooperative is maintaining consistent supplier diversity.