



Control Number: 30240



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2005 DEC 30 AM 10:01
FILING CLERK

December 29, 2005

Filing Clerk
Public Utility Commission of Texas
1700 N. Congress Avenue
Austin, Texas 78701

Re: *Project No. 30240 – Annual Progress Reports on Five-Year Plan to Enhance Supplier and Workforce Diversity for 2005 (October 1, 2004 through September 30, 2005)*

Dear Filing Clerk:

On behalf of Lake Livingston Telephone Company and pursuant to P.U.C. SUBST. R. 26.85(e), enclosed for filing in the above-referenced project is an original and three (3) copies of the Annual Progress Report on the Five-Year Plan to Enhance Supplier and Workforce Diversity.

Consistent with §26.85(e), copies of this report are also being provided to: (1) Governor; (2) Lieutenant Governor; (3) Speaker of the House; (4) Texas Legislative Black Caucus; and (5) Mexican-American Legislative Caucus.

Any questions may be directed to me at (830) 895-7233.

Sincerely,

James A. Miller
Authorized Representative for
Lake Livingston Telephone Company

cc w/ attachment

The Honorable Rick Perry
The Honorable Tom Craddick
Mexican-American Legislative Caucus
The Texas Senate Hispanic Caucus
Lake Livingston Telephone Company, Inc.

The Honorable David Dewhurst
Texas Legislative Black Caucus

WORKFORCE AND SUPPLIER DIVERSITY FORM
WORKFORCE DIVERSITY
 Lake Livingston Telephone Company
 Project No. 30240 for 2005

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
Officials and Managers		1	1		1										
Professionals															
Technicians		2	2		2										
Sales Workers															
Office and Clerical		1	1	1	1										
Contract Workers (Skilled)															
Operatives (Semi-skilled)															
Laborers (Unskilled)															
Service Workers															
Previous Year Totals		1	1	0	1	0	0	0	0	0	0	0	0	0	0
Year Totals		4	3	1	3	1	0	0	0	0	0	0	0	0	0

WORKFORCE AND SUPPLIER DIVERSITY FORM
HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT
 Lake Livingston Telephone Company
 Project No. 30240 for 2005

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)		.1%	.2%	100%
Commodities Contracts (4)		1.6%	1.2%	-25%
Other Services (5)		.01%	.1%	900%
Professional Services Contracts (6)		0%	0%	0%
Major Equipment (7)		35%	20%	-43%
Other (8)		0%	0%	0%

(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.

Project No. 30240
**2005 Annual Progress Report on Five – Year Plan to Enhance Supplier and Workforce
Diversity for Lake Livingston Telephone Company**

List of programs and activities to achieve the initiatives.

- A. Employ a diverse workforce emphasizing local community employment.
Initiatives related to this objective are listed below followed by an explanation of steps taken in the year 2005 to reach these goals. Lake Livingston Telephone Company (“Lake Livingston”) or the (“Company”) 2005 Employee Breakdown is attached as to this Project Report.
1. Identify local organizations with minority membership emphasis and communicate through these organizations employment opportunities with the Company.
 - a. In 2005, Lake Livingston Telephone did not have any additional employment opportunities. The three additional employees shown on the 2005 Workforce Form were previously “contract” employees that were transferred to “full-time” employee status. The employee transfer did not involve hiring any new or additional workforce personnel.
 2. Identify local organizations with female membership emphasis and communicate through these organizations employment opportunities with the Company.
 - a. In 2005, Lake Livingston Telephone did not have any additional employment opportunities.
 3. Identify local educational institutions and communicate through the educational employment outreach programs employment opportunities available for minority and female students. Attempt to work with educational institution to establish a work-for-credit intern program. These types of programs may be established through local high school and/or community or surrounding area colleges.
 - a. Lake Livingston Telephone is still in the planning stages of this initiative.
 4. Post available job opportunities on Company website.
 - a. In 2005, Lake Livingston Telephone did not have any employment opportunities.
 5. Post available job opportunities on industry organization website.
 - a. In 2005, Lake Livingston Telephone did not have any employment opportunities.

6. Provide workforce diversity related employee training.
 - a. Lake Livingston did not offer workforce diversity training for the year 2005.
 7. Offer available work-related training to employees.
 - a. Lake Livingston's employees attend work related area seminars and occupational training. The employees also are provided technical Computer-based Training and On-The-Job Training.
 8. Offer available advancement opportunities to employees.
 - a. Lake Livingston Telephone Company only has four (4) employees; therefore, while advancement within the Company is possible, the opportunity would occur very infrequently.
- B. Utilize historically underutilized businesses (HUBs) in the procurement of goods and services, emphasizing local community service providers. Initiatives related to this objective are listed below followed by an explanation of steps taken in the year 2005.
1. Identify local organizations with minority business membership emphasis and participate or communicate through these local organizations business opportunities with the Company.
 - a. Lake Livingston Telephone is a member of the Polk County Chamber of Commerce
 2. Identify local organizations with female-owned business membership emphasis and participate or communicate through these local organizations business opportunities with the Company.
 - a. Lake Livingston Telephone is a member of the Polk County Chamber of Commerce
 3. Post contracting opportunities with local community media.
 - a. Lake Livingston Telephone Company had limited contract opportunities in the year 2005, therefore, none were offered to the public through the local media.
 4. Post contracting opportunities on the Company website.
 - a. This initiative is still in the planning stages.

C. Utilize small businesses other than HUB small businesses in the procurement of goods and services. Initiatives related to this objective are listed below followed by an explanation of steps taken in the year 2005.

1. Identify local organizations with small business membership emphasis and participate or communicate business opportunities available with the Company.
 - a. Lake Livingston Telephone is a member of the Polk County Chamber of Commerce
2. Post contracting opportunities with local community media.
 - a. Lake Livingston Telephone Company had limited contract opportunities in the year 2005, therefore, none were offered to the public through the local media.
3. Post contracting opportunities on the Company website.
 - a. This initiative is still in the planning stages.

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

At this time, Lake Livingston Telephone Company is not engaged in any business partnerships or joint ventures. Initiatives in this area will be taken under consideration by the management and Board. The Company could seek to incorporate this initiative into its future business plans.