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PUBLIC UTILITY COMMISSION  
FILING CLERK

December 15, 2004

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

RE: Project No. 30240 – Five Area Telephone Cooperative, Inc.'s Annual Progress Report on  
Five Year Plan to Enhance Supplier and Workforce Diversity.

Dear Sir/Madam:

Pursuant to the requirements of Substantive Rule §26.85, Five Area Telephone Cooperative, Inc.  
is filing an original and three (3) copies of the attached Workforce and Supplier Diversity form.  
Five Area Telephone Cooperative, Inc. serves approximately 1,550 access lines in Texas.

If you have any questions pertaining to this filing, please call me at (512) 343-2544.

Sincerely,

Jarrod Harper  
Authorized Representative for  
Five Area Telephone Cooperative, Inc.

JH/pjf

Enclosure

cc: Mr. Sandy Vandevender, Five Area Telephone Cooperative, Inc.  
Ms. Jacque Boutell, Five Area Telephone Cooperative, Inc.  
The Honorable Rick Perry, Governor's Office  
The Honorable David Dewhurst, Lt. Governor's Office  
The Honorable Tom Craddick, Speaker's Office  
The Honorable Garnet Coleman, Legislative Black Caucus  
The Honorable Juan "Chuy" Hinojosa, Texas Senate Hispanic Caucus  
The Honorable Pete Gallego, Chairman, Mexican American Legislative Caucus

# **WORKFORCE AND SUPPLIER DIVERSITY FORM** **WORKFORCE DIVERSITY**

**Five Area Telephone Cooperative, Inc.**

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	8	7	1	6	1	0	0	1	0	0	0	0	0
Professionals	1	0	1	0	1	0	0	0	0	0	0	0	0
Technicians	3	3	0	2	0	0	0	1	0	0	0	0	0
Sales Workers	4	2	2	2	1	0	0	0	1	0	0	0	0
Office and Clerical	16	1	15	1	12	0	0	0	0	3	0	0	0
Craft Workers (Skilled)	8	8	0	8	0	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	2	2	0	2	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Previous Year Totals</b>	45	26	19	24	15	0	0	2	4	0	0	0	0
<b>This Year Totals</b>	42	23	19	21	15	0	0	2	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**

Construction Contracts (3)	17.3000%	11.6600%	-32.60%
Commodities Contracts (4)	41.0800%	45.5000%	10.76%
Other Services (5)	0.9700%	1.3100%	35.05%
Professional Services Contracts (6)	15.9400%	16.1000%	1.00%
Major Equipment (7)	3.9300%	5.8600%	49.11%
Other (8)	20.7700%	19.5600%	-5.83%

(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:**

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 within 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 businesses that qualify under 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 businesses other than those defined as HUBs in the procurement of goods and services. With the company'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.

**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:**

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

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

The Cooperative is maintaining consistent supplier diversity.

- (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 available for minority female students. Attempt to work with educational institutions to establish a work-for-credit intern program. These type 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.

B. Utilize historically underutilized businesses (HUBs) in the procurement of goods and

## WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES

services, emphasizing local community service providers. Initiatives related to this objective are listed below.

1. Identify local organizations with minority business membership emphasis and participate or communicate through these local organizations business opportunities with the Cooperative.
2. Identify local organizations with female-owned business membership emphasis and participate or communicate through these local organizations business opportunities with the Cooperative.
3. Post contracting opportunities with local community media.
4. Post contracting opportunities on the Cooperative website.

C. Utilize small business other than HUB small businesses in the procurement of goods and services. Initiatives related to this objective are listed below.

1. Identify local organizations with small business membership emphasis and participate or communicate business opportunities available with the Cooperative.
2. Post contracting opportunities with local community media.
3. Post contracting opportunities on the Cooperative website.

**(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.