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Big Bend Telephone Co
WORKFORCE AND SUPPLIER DIVERSITY FORM

Project # 30040

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Occupational Categories

NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR															
Occupational Categories	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	10	7	3	6	3	0	0	1	0	0	0	0	0		
Professionals	4	4	0	3	0	0	0	1	0	0	0	0	0		
Technicians	5	5	0	4	0	0	0	1	0	0	0	0	0		
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office and Clerical	15	0	15	0	8	0	0	0	7	0	0	0	0		
Craft Workers (Skilled)	18	18	0	6	0	0	0	11	0	0	0	0	0		
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0		
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0		
Service Workers	1	0	1	0	0	0	0	0	1	0	0	0	0		
Previous Year Totals	57	38	19	22	10	0	0	15	9	0	0	1	0		
Year Totals	52	33	19	19	11	0	0	14	8	0	0	0	0		

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Actual = [Total HUB ⁽⁶⁾ procurement + Total Small Business procurement]/Total Company procurement		Actual for Previous FY	Actual for Current FY	Percentage change
Construction Contracts (1)		.6555	.7037	4.8%
Commodities Contracts (2)		.6077	.6469	3.9%
Other Services (3)		.6040	.6436	3.9%
Professional Services Contracts (4)		.5106	.5595	4.8%
Major Equipment (5)		.6226	.6603	3.7%
Other		.7781	.8003	2.2%

(1) **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.

(2) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(3) **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.

(4) **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.

(5) **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.

(6) **HUB** -- Business enterprises that are 51% owned and controlled by U.S. citizens who are socially disadvantaged because of their identification as members of certain groups, including African-American, Hispanic, Native American, or Asian Pacific and Women as defined in the Texas Government Code § 481.101(1).

(7) **Other** -- Any commodity or service not covered by the above categories.

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

The Company has identified the following goals and initiatives to reflect its objectives in the areas of employment, procurement and business activities.

- A. Big Bend Telephone has maintained 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. Big Bend Telephone has strived to utilize historically underutilized Businesses (HUBs) for the procurement of goods and services, especially when the HUB is affiliated and located within its local or surrounding communities. The Company has strived to stay abreast of the availability of certain products, services and businesses that qualify under the HUB definition through community resource participation and involvement and through use of the state's HUB directory. The Company has also strived to communicate to the HUB community the opportunities for doing business with Big Bend Telephone.
- C. Big Bend Telephone has been successful in its aims to utilize small businesses in addition to those defined as HUBs.

The Company has undertaken the following list of programs and activities to achieve its initiatives.

- A. Local organizations with minority, female and small business membership emphasis have been identified and attempts made to communicate employment opportunities with the Company.
- B. Available job opportunities have been communicated to the targeted groups.
- C. Work related training has been provided to all employees to increase their workplace skills.
- D. As the opportunity has arisen, advanced opportunities are being offered to employees.
- E. Local contractors have been utilized wherever possible for construction projects.

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

- A. For the seventh year of this plan, local organization contacts have been good.
- B. Communications of available job opportunities have been good.
- C. Work related training has been provided to 100% of employees.
- D. Advancement opportunities have been offered as they have come available.
- E. Targeted group contractors have been used almost exclusively for construction projects.
- F. Review of the Workforce and Supplier Diversity Forms reflects the positive changes in the statistics related to the above activities.

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. Employment of a diverse workforce emphasizing local community employment. Initiatives related to this objective are listed below.
 - 1. Continue to identify local organizations with minority membership emphasis and communicate through these organizations employment opportunities with the Company.
 - 2. Continue to identify local organizations with female membership emphasis and communicate through these organizations employment opportunities with the Company.
 - 3. Continue to identify local educational institutions and communicate through the educational employment outreach programs employment opportunities available for minority and female students. Attempt to work with education institutions to establish working internships. These type internships may be established through local high schools and surrounding area colleges.

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4. Continue to post available job opportunities on industry organization websites.
5. Continue to offer available work-relating training to all employees to increase their workplace skills.
6. Continue to offer available advancement opportunities to employees.

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.

1. Continue to identify local organizations with minority business membership emphasis and participate or communicate through these local organizations business opportunities with the Company.
2. Continue to identify local organizations with female-owned business membership emphasis and participate or communicate through these local organizations business opportunities with the Company.
3. Continue to post contracting opportunities with local community media for projects where local expertise is available for satisfactory completion of the job.

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

1. Continue to identify local organizations with small business membership emphasis and participate or communicate business opportunities available with the Company.
2. Continue to post contracting opportunities with local community media for projects where local expertise is available for satisfactory completion of the job.

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State the specific progress made under the plan filed by the utility:

1. Five new employees were hired in 2006. All were female, two were Hispanic and three were white.
2. Work related training of advanced technical nature has been provided to all plant employees with plans for more training in the near future.
3. Additional targeted group contractors have been identified and obtained to perform services for Big Bend Telephone.
4. Specific statistics are reflected in the Workforce and Supplier Diversity Forms included in this package.