

**APPROVED**  
*Michael J. Mobre*  
**Michael J. Mobre, Director**  
10/12/17  
**Date**

**Prison Enterprises Board Meeting**

**August 15, 2017**

1. Chairman Joseph Ardoin called the meeting to order at 10:05 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Mr. Richard Oliveaux led the opening prayer. Following the prayer, the Pledge of Allegiance was recited.
3. Attendance
  - 3.1 Members Present:
    - Joseph Ardoin, Chairman
    - Eric Lane
    - Richard Oliveaux
    - Paul Spalitta
    - Tim Travis
  - 3.2 Prison Enterprises Staff Present:
    - Michael Moore, Director
    - Joe Buttross
    - Scot Floyd
    - Kacie Henderson
    - Danny Hoover
    - Vickii Melius
    - Michelle Montalbano
    - Kristie Sigrest
    - Misty Stagg
4. Mr. Ardoin acknowledged that a quorum was present and asked for a motion to approve the July board meeting minutes. Mr. Paul Spalitta made a motion that the minutes be approved as written. Mr. Tim Travis seconded the motion and it passed unanimously.
5. Director Moore introduced PE's sales representatives and explained that Mrs. Debbie Wise was unable to attend today's meeting, due to a scheduling conflict she had with a customer.
6. Mr. Ardoin asked if any board members would like to take the floor.
7. Mr. Travis inquired on the status of establishing an industry or agricultural operation at B.B. "Sixty" Rayburn Correctional Center (RCC).
8. Several ideas were presented and discussed. Director Moore explained that PE will continue exploring all opportunities.
9. Mr. Ardoin turned the meeting over to Director Moore.
10. Director Moore announced that Allen Correctional Center (ALC) would remain open and would be managed by the Department of Corrections (DOC). He discussed DOC's plans to utilize ALC as a reception facility that will require relocating approximately five hundred (500) offenders to other facilities. DOC indicated that the offenders working in the PE Furniture Plant would be included in the nine hundred (900) offenders that would remain at ALC. Director Moore mentioned the resumption of canteen provisions to ALC as well as several PE sales opportunities resulting from the change in management at ALC.

11. Next, Director Moore reported that PE Headquarters participated in an annual C-05-003 DOC Headquarters American Correctional Association (ACA) audit. PE was found to be compliance for all mandatory and non-mandatory standards. There were no deficiencies noted in the audit. He referenced a copy of the Subjective Evaluation Report included in the meeting folders.
12. Continuing, Director Moore stated that he would attend the ACA 147<sup>th</sup> Congress of Correction held in St. Louis, Missouri from August 18<sup>th</sup> – August 23<sup>rd</sup>.
13. Director Moore reviewed the Board's motion to honor Mr. Henry Clarendon Peck by commemorating a building or room in his name. After reviewing the statutes and discussing with DOC legal department, Mr. Buttross indicated there is no prohibition to naming a building/room after a deceased person.
14. Several buildings and rooms were suggested and discussed. Mr. Travis made a motion to name Conference Room 244 in Building 10 (referred to as the Boardroom) after Mr. Peck. Mr. Ardoin seconded the motion and it passed unanimously.
15. Director Moore recommended that a letter be sent to Secretary Leblanc notifying him of the Board's decision to name the boardroom in Mr. Peck's honor.
16. Mr. Oliveaux requested that Ms. Montalbano notify Mr. Wisecarver that the motion to pay tribute to Mr. Peck for his many years of service to PE was passed.
17. Lastly, Director Moore recounted the tragedy that occurred at David Wade Correctional Center (DWCC). Mr. Ardoin requested that Ms. Montalbano send a sympathy card to Warden Goodwin from the PE Board of Directors.
18. Comments and questions relating to the upcoming Angola Rodeo and the Louisiana Sheriffs' and Wardens' Annual Training Conference were briefly discussed.
19. Director Moore then asked Mr. Buttross for the administrative update.
20. Mr. Buttross began by providing a detailed explanation of the Governor's Executive Order for Small Purchase Procedures as it relates to PE.
21. Next, Mr. Buttross announced that the plants were starting to send their contracts to PE Headquarters that they would like to have renewed, reestablished, and/or canceled. He added that the Canteen Standards Meeting is scheduled for 9:30 AM, September 7<sup>th</sup> at PE Headquarters and the Canteen Distribution Center will submit their contracts after the new standards list is established from the meeting.
22. Lastly, Mr. Buttross reported that job orders for July 2017 were approximately \$2.35 million compared to July 2016 job orders of \$2.8 million. Job orders through August 14, 2017 were nearly \$249,000 and for the entire month of August 2016 job orders totaled \$581,000. He noted that several flood orders were included in August 2016 job orders.
23. Director Moore then asked Mrs. Sigrest to provide the financial update.
24. Mrs. Sigrest reported that the finalized June 2017 year to date (YTD) sales were \$27.9 million compared to \$28.6 million in June 2016, a decrease of \$714,000. She noted that accounting was working to complete the June financial statements.
25. Next, Mrs. Sigrest reported that preliminary monthly sales for July 2017 were \$1.487 million compared to \$1.525 million in July 2016, a decrease of \$38,000.
26. Lastly, Mrs. Sigrest referenced the cash statement included in the board meeting folders.
27. Director Moore asked Mrs. Melius to provide a sales and marketing update.
28. Mrs. Melius began by reporting that PE received five (5) DOC sales orders. An order from Dixon Correctional Institute (DCI) for offender clothing, janitorial supplies, linens, officer uniforms and print totaling \$409,677, from ALC for mattresses, janitorial supplies, linens,

- offender clothing and print totaling \$124,875, RCC for offender clothing, janitorial supplies, linens, and officer uniforms totaling \$53,045, Louisiana Correctional Institute for Women (LCIW) for offender clothing, linens, officer uniforms and print totaling \$41,296 and an order from DWCC for offender clothing, janitorial supplies and linens totaling \$33,130. Other significant job orders received were from the Office of Motor Vehicles (OMV) for tags totaling \$826,779, Caddo Parish Sheriff's Office for mattresses totaling \$33,000, Youth Challenge Program for custom wall lockers totaling \$26,300 and from Beauregard Parish Courthouse for chairs and refurbished furniture totaling \$26,055.
29. Continuing, Mrs. Melius reported three (3) significant job quotes were submitted. A quote to Beauregard Parish Courthouse for courtroom furniture and chairs totaling approximately \$92,000, to the Sulphur Police Department for furniture totaling \$30,000, and to Acadia Parish Sheriff's Office for furniture totaling \$40,000-\$50,000.
  30. Mrs. Melius announced that the Sales and Marketing staff attended two conferences. The Louisiana Municipal Association Annual Conference from July 27<sup>th</sup> – July 29<sup>th</sup> in Shreveport and the Louisiana Sheriffs' and Wardens' Annual Exhibition and Training Conference from July 31<sup>st</sup> – August 3<sup>rd</sup> in Destin, Florida.
  31. Lastly, Mrs. Melius stated that the Sales and Marketing staff were registered to attend two conferences in Lake Charles. The Louisiana Homicide Association Conference from September 11<sup>th</sup> - 15<sup>th</sup> and the Louisiana Association of Municipal Secretaries and Assistants Fall Conference from September 13<sup>th</sup> – 15<sup>th</sup>.
  32. Continuing, Director Moore asked Mr. Floyd for the industries update.
  33. Mr. Floyd asserted that the industries at Louisiana State Penitentiary (LSP) were preparing for Governor Edwards visit to LSP on August 16<sup>th</sup>.
  34. Mr. Floyd stated that the Metal Fabrication Shop received an order for fifty (50) customized locker boxes to be delivered to the Youth Challenge Program on September 9<sup>th</sup>.
  35. Next, Mr. Floyd announced that PE's Quality Assurance Coordinator at LSP met with the Baton Rouge Housing Authority on the Southern University Campus and measured the dimensions for two (2) gates. PE submitted a quote and awaiting the customer's approval.
  36. Mr. Floyd stated that the recently hired Tag Plant supervisor and Print Shop supervisor were doing a great job. He added that the Print Shop's supervisor was utilizing his security training as he is currently handling the shop's production and security.
  37. Next, Mr. Floyd reported that the Tag plant completed 25% of the OMV's order and expects a completion date before October 15<sup>th</sup>. He added that the aluminum bid opened on August 3<sup>rd</sup> and the purchase order would be awarded soon.
  38. Continuing, Mr. Floyd explained that PE's three (3) Garment Plants continued operating at full capacity. The plants' maintained adequate supplies of raw materials, with the exception of blue denim. He explained that the denim order was placed on May 2<sup>nd</sup> and the delivery date was scheduled for the end of July. However, the production sample from the vendor was not received until August 9<sup>th</sup>. He stated that the price for blue denim is \$1.46 per yard. Mr. Floyd added that PE continues to outsource T-shirts.
  39. Lastly, Mr. Floyd reported that the Allen Furniture plant was diligently working to complete several large orders. He stated that DCI, Bossier Parish Sheriff's Office, and the Earnest Morial Convention Center have orders for several desks, the West Baton Rouge Council ordered a council table, and the Beauregard Parish Courthouse has a large order of courtroom furniture and chairs. He noted that Tim Seilhan, PE's Quality Assurance

- Coordinator, and Debbie Wise, PE's North Louisiana Sales Representative met with the Acadia Parish Sheriff's Office regarding a quote for thirty-two (32) desks and credenza's.
40. Mr. Oliveaux inquired whether the Silkscreen industry could be moved to RCC. Several PE staff members pointed out some of the potential disadvantages for moving the Silkscreen shop.
  41. Mr. Ardoin inquired on the effects the Criminal Justice Reform package would have on PE industries. Director Moore explained that the number of PE offenders to be released is unknown. However, it is likely offenders from the local levels will be released first. Mr. Floyd interjected that as a precautionary measure several PE supervisors have intensified cross training the offenders working for them.
  42. Director Moore asked Mr. Hoover for the agriculture update.
  43. Mr. Hoover reported that Elayn Hunt Correctional Center (EHCC) shipped seventy-six (76) head of calves weighing approximately six hundred twenty-two (622) pounds and sold for \$1.48 pound totaling \$68,332.41. He noted last year's price was \$1.32 a pound. LSP sold one (1) load of eighty (80) head of Brahman sired steers weighing approximately six hundred (600) pounds for \$1.48 per pound compared to last year's price of \$1.25. Lastly, during the week of August 21<sup>st</sup>, LSP will ship five (5) loads of four hundred twenty (420) head of cattle weighing approximately five hundred seventy-five (575) pounds that sold for \$1.55 pound compared to four (4) loads that sold for \$1.40 pound last year.
  44. Continuing, Mr. Hoover reported that DWCC has one (1) load of ninety-seven head of steers and one (1) load of ninety-seven (97) head of heifers to sell on video auction from August 21<sup>st</sup> – 25<sup>th</sup>. He added that DCI has three (3) loads of one hundred fifty-four (154) head of open heifers weighing an average of eight hundred forty (840) pounds to sell.
  45. Next, Mr. Hoover reported that the corn had been harvested and produced PE's highest yield of approximately two hundred ten (210) bushels per acre. Previously, the highest yield was one hundred eighty (180) bushels per acre. Mr. Hoover added that the price of corn was consistent with last year's average price of \$3.56.
  46. Lastly, Mr. Hoover reported that the cotton looked good and the price had dropped to \$.68. The soybeans looked good and harvesting could begin in approximately two (2) weeks, weather permitting.
  47. Mr. Oliveaux motioned to forgo the September Board Meeting. Mr. Spalitta seconded the motion and it passed unanimously.
  48. Mr. Ardoin requested that Director Moore obtain permission from Warden Hooper to have the October Board Meeting at EHCC.
  49. Mr. Ardoin set the next meeting for 10:30 AM on Tuesday, October 10, 2017 at EHCC pending Warden Hooper's approval.
  50. Mr. Ardoin adjourned the meeting at 11:06 AM.