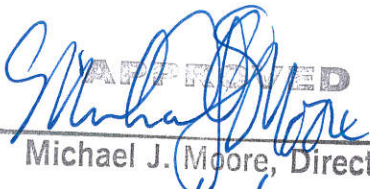


**Prison Enterprises Board Meeting**

**September 16, 2014**

**APPROVED**  
  
Michael J. Moore, Director  
DATE 10/14/14

1. Chairman Charles Chatelain called the meeting to order at 11:12 AM at Louisiana State Penitentiary, in Angola, Louisiana.
2. Attendance
  - 2.1 Members Present:
    - Charles Chatelain, Chairman
    - Joseph Ardoin
    - Harvey Honore
    - Eric Lane
  - 2.2 Prison Enterprises Staff Present:
    - Michael Moore, Director
    - Joe Buttross
    - Scot Floyd
    - Danny Hoover
    - Robert Honeycutt
    - Todd Labatut
    - Vickii Melius
    - Michelle Montalbano
    - Kristie Sigrest
    - Misty Stagg
    - Marshall Cain
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the July and August meetings. Mr. Ardoin made a motion that the minutes be approved as written. Mr. Honore' seconded the motion and it passed unanimously.
4. Mr. Chatelain turned the meeting over to Director Moore.
5. Director Moore recognized and thanked PE's Regional Manager, Marshall Cain for attending the meeting.
6. Then Director Moore acknowledged Mr. Robert Honeycutt for his thirty-five years of service to PE and congratulated him on his upcoming retirement at the end of September.
7. Next, he introduced the newly detailed PE Industries Manager, Mr. Scot Floyd.
8. Director Moore continued by reminding the board of the Department of Public Safety & Corrections Employee Memorial Service and Annual Awards Ceremony at 10:00 AM on September 25, 2014. He announced, Mikel Vannoy, a long time PE employee will be honored and remembered, as his name will be added to the memorial wall during the ceremony.
9. Next, Director Moore discussed PE's participation in Secretary Le Blanc's initiative to determine and define the Department's skilled trade jobs, as well as the amount of hours to appropriately add to the Certified Treatment and Rehabilitation Program (CTRP) for credits on time served.
10. Director Moore continued by reporting on the overall success of the September 4<sup>th</sup> Tag Plant and Silkscreen tour. The tour was given at the request of Lafayette State Representative Vincent Pierre. He initiated the legislation that resulted in the

manufacturing of the "I'm Cajun...and Proud" license tag. Attending the tour was Representative Mike Huval, numerous staff from the Office of Motor Vehicles and a news reporter from KLFY in Lafayette.

11. Continuing, Director Moore discussed the efforts to ban smoking in the prisons. He reported two facilities have been tasked with piloting the program. LCIW has begun with a no smoking policy for staff and will soon extend it to offenders and the B.B. "Sixty" Rayburn Correctional Center (RCC) will soon incorporate a no smoking policy. PE will closely follow how revenues and buying practices are affected by the smoking ban at these two prisons.
12. Next, Director Moore announced that in accordance with the Department Regulation C-05-001, PE submitted a 2014 Annual Report to the Secretary, Deputy Secretary, Assistant Secretary, and Chief of Operations. He noted that each board meeting folder contained a copy of the Annual Report.
13. Lastly, Director Moore discussed the changes from the Office of Group Benefits and explained the new structures and the different plans available to state employees.
14. Director Moore then asked Deputy Director Labatut for his comments.
15. Mr. Labatut began by stating offender work crews have begun repairing the fence panels at the Earnest Morial Convention Center.
16. Next, Mr. Labatut acknowledged Warden Nathan Cain's continuous support and willingness to help PE. Mr. Labatut expressed his appreciation for Warden Cain in allowing the AVC offender work crews to assist PE with refurbishing the St. Alphonsus church pews.
17. Director Moore then asked Mr. Buttross for an administrative update.
18. Mr. Buttross began by announcing the opening bid date for the timber at Winn and DWCC has been set for September 29<sup>th</sup>. He explained the timber at Winn will be thinned and the timber at DWCC will be cleared.
19. Then, Mr. Buttross provided an update on the merger of DOC purchasing to the Office of State Procurement. He noted September 29<sup>th</sup> as the date DOC purchasing would technically begin working for the Office of State Procurement. He reported the department would physically move from DOC Headquarters to the Claiborne Building on October 27<sup>th</sup>. Mr. Buttross went on to discuss the purchasing changes taking place and explained the reduction of the designated purchasing authority from \$25,000 to \$5,000 would affect PE immensely.
20. Next, Mr. Buttross reported that the 2014 August job orders totaled \$433,000 and the 2013 August job orders totaled \$455,000. He announced the September 2014 job orders to date were \$855,000 and the total job orders for September 2013 were \$975,000.
21. Lastly, Mr. Buttross reported a meeting was held September 8<sup>th</sup> to review the cost allocations for fiscal year 2014-2015. He explained the allocations for all cost centers were evaluated and re-assessed using current data. He stated allocation changes were made depicting a more accurate value.
22. Director Moore then asked Mrs. Sigrest for the financial update.
23. Mrs. Sigrest stated that the preliminary total sales for July 2014 were \$2.5 million as compared to last year's 1.8 million, an increase of \$683,000. Industries totaled \$1.4 million this year as compared to last year's \$514,000, an increase of \$858,000, Agriculture totaled \$184 this year compared to \$15,000 last year, a decrease of \$15,000, Retail sales totaled \$1.1 million this year, compared to \$1.3 million last year, a decrease of \$160,000.

24. The July 2014 preliminary YTD Net Income was \$186,000 as compared to last year's net loss of \$244,000, an increase of \$429,000. Industries net income for July 2014 totaled \$323,000 compared to July's 2013 loss of \$171,000, an increase of \$494,000, Agriculture total net loss was \$72,000 as compared to last year's net loss of \$51,000, an increased loss of \$21,000, Retail totaled a net income of \$24,000 compared to last year's net profit of \$58,000, a decrease of \$34,000.
25. Mrs. Sigrest stated that the August 2014 preliminary sales totaled \$5.5 million as compared to last year's \$4.5 million, an increase of \$948,000. Industries totaled \$2.3 million as compared to last year's \$1.5 million, an increase of \$824,000, Agriculture totaled \$984,000 as compared to last year's \$701,000, an increase of \$283,000, Retail totaled \$2.2 million as compared to last year's \$2.3 million, a decrease of \$159,000.
26. Director Moore then asked Mrs. Melius for the marketing update.
27. Mrs. Melius began by reporting three significant DOC orders in August. AVC ordered offender clothing totaling \$22,729, DCI ordered mattress covers and offender clothing totaling \$13,222, and RCC ordered offender clothing and uniforms totaling \$21,056.
28. Then, she reported on the significant job orders PE received during the month of August. An order for license plates from the OMV totaled \$730,335, an order from the East Louisiana Mental Hospital for scrubs, boxer shorts, t-shirts totaled \$12,495, and an order from the State Fire Marshal for 2,500 inspection plates for amusement rides totaled \$18,750. In addition, Mrs. Melius mentioned a \$63,000 furniture quote was given to the Livingston Parish Sheriff's Office.
29. Mrs. Melius reported the sales team would be attending the Louisiana Association of Municipal Secretaries and Assistants Conference on September 18<sup>th</sup> in Baton Rouge and the Louisiana Correctional Association Conference in Marksville from October 20<sup>th</sup> – 22<sup>nd</sup>.
30. Director Moore then asked Mr. Scot Floyd to provide the Industries update.
31. Mr. Floyd began by explaining that Mr. Honeycutt had taken him to meet many PE customers. He reported Mr. Honeycutt scheduled a meeting for September 19<sup>th</sup> to introduce him and the LSP Quality Assurance Coordinator, Kenny Juneau, to the OMV staff.
32. Next Mr. Floyd reported that Allen Furniture completed refurbishing all of the 13' pews and nine of the 21' pews for the St. Alphonsus order. He confirmed the first delivery of the refurbished pews had been made. He noted at the same time, the remaining pews needing to be refurbished were picked up and brought to Allen Furniture Plant. Mr. Floyd added that the AVC offender crew Warden Nate Cain provided to assist PE did a wonderful job putting the pews in place and removing the unfinished pews.
33. Next, Mr. Floyd reported the repairs to the fence panels for the Earnest Morial Convention Center has started. He explained, nine panels were repaired and replaced and twenty-six panels were picked up, to be sandblasted and powder coated. He also stated all the posts holding up the panels would be treated for rust when the attached panels are removed.
34. Lastly, Mr. Floyd informed the board, that he, Mr. Honeycutt, and Mr. Juneau presented sample rodeo panels to the Burton Coliseum. They also discussed replacing the old swing pens with the new PE livestock pens.
35. Director Moore then asked Mr. Hoover to provide the Agriculture update.
36. Mr. Hoover began by announcing cattle sales are good. He stated at the end of August the LSP calf sale produced \$890,000. He stated that left between 200 to 250 steers to

send to DWCC. He also noted that last week two loads of calves shipped from DWCC. One load was steers weighing about 555 pounds and the other was a load of heifer calves weighing about 529 pounds. Both loads brought in a total of \$229,355. He reported two loads of open heifers are being sold on video auction next week and are expected to ship in October. He reported cattle working had begun at LSP and as of September 16<sup>th</sup>, 161 cull cows were in the process of being sent out and are expected to bring in \$160,000. Mr. Hoover stated 60 head of heifers were sent to EHCC bringing the total head count to over 200.

37. Next, Mr. Hoover provided an update on the crop status. He stated the corn crop was finished and was the best crop ever in terms of bushels per acre. It was up from last year by 11 bushels per acre, finishing at 189 bushels per acre. He reported the soybean crop has been between 45 to 50 bushels per acre with 1600 acres left to cut.
38. Lastly, Director Moore asked Mr. Marshall Cain for his comments.
39. Mr. Cain stated he felt the higher cattle and corn crop prices were due in part to better practices and more efficiency due to having better equipment.
40. Mr. Lane asked for an update on the alfalfa crops.
41. Mr. Cain stated the alfalfa had done very well and he reported ten more acres would be planted soon.
42. Mr. Chatelain announced the next board meeting would be held at 10:00 AM on Tuesday, October 14, 2014 at PE Headquarters. Mr. Chatelain then adjourned the meeting.