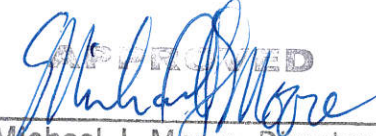


APPROVED

Michael J. Moore, Director
DATE 1/2/14

Prison Enterprises Board Meeting
November 19, 2013

1. Chairman Charles Chatelain called the meeting to order at 10:00 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
 - 2.1 Members Present:
 - Charles Chatelain, Chairman
 - Joseph Ardoin
 - Frank Strickland
 - Chris Wisecarver
 - Eric Lane
 - Harvey Honore
 - 2.2 Prison Enterprises Staff Present:
 - Michael Moore
 - Todd Labatut
 - Misty Stagg
 - Kristie Sigrest
 - Robert Honeycutt
 - Daniel Hoover
 - Joe Buttross
 - Michelle Montalbano
3. Mr. Ardoin made a motion to approve the minutes from the October meeting. The motion was seconded by Mr. Honore with no objections.
4. Mr. Chatelain then turned the meeting over to Director Moore.
5. Director Moore began by reporting PE's usable assets were to be moved from Elayn Hunt Correctional Center (EHCC) property by the November 29th deadline and a scrap metal company had been contacted to haul the remaining items.
6. Director Moore indicated that a draft letter to LSU requesting permission to utilize the adjacent property has been submitted for review.
7. Next, Director Moore referred to the November 4th memo outlining the options available to the board members regarding the required one hour of ethics training that must be completed by December 31, 2013.
8. Director Moore continued with a personnel update. He reported PE has four vacancies: the PE Supervisor "Swingman" position at Louisiana State Penitentiary (LSP), the Accountant I position at PE Headquarters, a truck driver position and the recently opened PE Shop Superintendent position at LSP Tractor Repair.
9. Director Moore then announced the Annual Mississippi Prison Industries Holiday Showcase will be held in the 2nd or 3rd week of December.

10. Next, Director Moore asked Mr. Ardoin to provide the details on his Annual Christmas Luncheon to be held Friday, December 13th.
11. Mr. Ardoin then invited the PE board members and staff.
12. Director Moore then asked Mr. Labatut for his comments.
13. Mr. Labatut began by acknowledging how valuable the contacts from the Mississippi Holiday Showcase have been and the benefits from the networking opportunities it provides.
14. Next, Mr. Labatut reported on the progress of Southeastern Louisiana University (SLU) orders. A meeting has been scheduled for December to discuss a reorder and to present the requested designs for 84 tables and 336 kitchen chairs SLU would like to purchase. He thanked the Marketing and Industries teams for their vigorous assistance in developing new products.
15. Director Moore added his appreciation with the B.B. "Sixty" Rayburn Correctional Center (RCC) & the EHCC wardens for assisting PE in developing a solid relationship with SLU by providing the labor needed when delivery, moving and installation was needed to fulfill the orders.
16. Next, Mr. Labatut reported a purchase order for two tractors with front end loaders has been submitted for one to be delivered to Dixon Correctional Institute (DCI) and one to LSP. He also reported the purchase of a hay fluffer for DCI.
17. Director Moore asked Mr. Buttross for the Administrative update.
18. He began with announcing the tractor purchase order Mr. Labatut referred to has been approved by the Department of Corrections. He also confirmed a bid has opened for a stack fold tool bar for LSP which will enable simultaneous planting of multiple rows.
19. Mr. Buttross reported job orders for October 2013 were \$292,000 while October 2012 was \$304,398.
20. Mr. Buttross stated the job orders through November 18th were \$162,139 while the entire month of November 2012 was \$1.1 million, resulting in a decrease of \$1 million. The decrease was primarily due to last year's \$918,000 order from the Louisiana Office of Motor Vehicle.
21. Director Moore then asked Mrs. Sigrest for the financial update.
22. Mrs. Sigrest stated that September 2013 YTD sales totaled \$7.4 million as compared to last year's \$6.9 million, an improvement of \$429,000. Industries totaled \$2.3 million as compared to last year's \$2.5 million, a decrease of \$193,000, Agriculture totaled \$1.6 million as compared to last year's \$1.4 million, an increase of \$234,000, Retail totaled \$3.4 million as compared to last year's \$3 million, an improvement of \$388,000.
23. The September 2013 YTD Net Income was a loss of \$183,000 as compared to last year's loss of \$31,000, a decrease of \$152,000. Industries totaled a loss of \$52,000 as compared to last year's income of \$120,000, a decrease of \$173,000, Agriculture totaled a net income of \$600 as compared to last year's net income of \$58,000, a decrease of \$57,000,

Retail totaled a net income of \$141,000 as compared to last year's net income of \$74,000, an improvement of \$67,000.

24. Mrs. Sigrest stated that October 2013 YTD preliminary sales totaled \$10.1 million as compared to last year's \$9.9 million, an improvement of \$258,000. Industries totaled \$3.1 million as compared to last year's \$3.3 million, a decrease of \$193,000, Agriculture totaled \$2.4 million as compared to last year's \$2 million, an improvement of \$386,000, Retail totaled \$4.6 million as compared to last year's \$4.5 million, an improvement of \$65,000.
25. Director Moore then asked Mr. Buttross for the Marketing update.
26. Mr. Buttross began by reporting significant job orders beginning with the RCC order totaling \$20,543 for jeans, soap products, mops and brooms. A chair order for \$31,752 was received from SLU and the Eastern Louisiana Mental Health system placed a scrub order totaling \$19,740. The Louisiana Public Safety Services placed an order for laundry bags, various linen items, t-shirts and pants totaling \$15,522 and the Calcasieu Parish Sheriff's Office ordered scrub pants with screen totaling \$4,224.
27. Continuing, Mr. Buttross reported the Sales and Marketing team attended the Louisiana NIGP Conference on November 13th – 15th.
28. He also related to the board the new state contracts have been printed and are being distributed to the customers.
29. Next, he announced PE was the official owner of the website domain name PrisonEnterprises.org. He also reported the website photo session at PE headquarters was completed and the facility photos will be completed in November. He confirmed the targeted website roll out for mid December was attainable.
30. Director Moore then asked Mr. Honeycutt for the Industries update.
31. Mr. Honeycutt began by explaining Burton Coliseum management changed from McNeese University to the Calcasieu Parish Police Jury.
32. He stated he and Debbie Wise met with the new operations manager and confirmed their continued interest in the 216 portable small animal livestock pens. Samples will be produced with a color coding system Mr. Honeycutt developed for easier setup and teardown.
33. Mr. Honeycutt reported the sheeting for the Bicentennial Battle of New Orleans license tags had arrived and stamping had begun. He stated the new tags will be available January 1, 2014 and will replace the Brown Pelican plate.
34. Director Moore then asked Mr. Hoover for the Agriculture update.
35. Mr. Hoover reported this year's harvested soybean crop sold for \$1,030,030. He revealed corn continues to sell and all 585 acres of wheat has been planted.
36. Mr. Hoover confirmed 2 loads of steers from David Wade Correctional Center (DWCC) sold for \$1.5850 per pound and will ship Thursday, November 21st. He informed the board another 2 loads of steers from DWCC will be sold the 2nd week of December.

37. Continuing, Mr. Hoover reported 66 open heifers shipped from LSP to EHCC and 92 open heifers shipped from DCI to EHCC.
38. Mr. Hoover related although the main portion of EHCC new fencing was completed, fencing will continue year round.
39. Director Moore closed the PE portion of the meeting.
40. Mr. Chatelain announced the next Board meeting will be December 17th at Prison Enterprises Headquarters at 10 AM. Mr. Chatelain then adjourned the meeting,