

*Michael J. Moore*  
APPROVED  
Michael J. Moore, Director  
DATE 5/28/14

**Prison Enterprises Board Meeting**

**April 23, 2014**

1. Chairman Charles Chatelain called the meeting to order at 11:00 AM at Louisiana State Penitentiary (LSP), Angola, Louisiana.
2. Attendance
  - 2.1 Members Present:
    - Charles Chatelain, Chairman
    - Joseph Ardoin
    - Harvey Honore
    - Eric Lane
    - Paul Spalitta
  - 2.2 Prison Enterprises Staff Present:
    - Michael Moore, Director
    - Todd Labatut
    - Misty Stagg
    - Kristie Sigrest
    - Robert Honeycutt
    - Vickii Melius
    - Joe Buttross
    - Michelle Montalbano
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the prior meeting. Mr. Spalitta made a motion that the minutes be approved as written. Mr. Lane seconded the motion and it passed unanimously.
4. Mr. Chatelain began the meeting by thanking Warden Cain and Marshall Cain for taking time out of their schedules to attend the meeting.
5. Mr. Marshall Cain responded with his appreciation for the new farm equipment PE purchased. He cited the many efficiencies achieved as a result of the equipment.
6. Warden Cain added his sincere appreciation for PE and the valuable services they provide LSP.
7. Mr. Chatelain turned the meeting over to Director Moore.
8. Director Moore began by announcing Undersecretary Bickham could not attend the meeting due to circumstances relating to his attendance at the Legislative Session.
9. Director Moore thanked Warden Cain for attending the meeting and for allowing PE to hold the board meeting at LSP.
10. Continuing, Director Moore reported the NCIA Enterprise 2014 Conference, PE hosted April 13<sup>th</sup> – 16<sup>th</sup> in New Orleans, was a tremendous success. He announced that the feedback from the NCIA members was extremely positive and that the tour of Angola was the most attended NCIA CI Conference tour ever. He then recognized Joe Buttross and Vickii Melius for their relentless efforts and incredible dedication to the success of the conference.

11. Next, Director Moore stated House Bill 262, the Ancillary Budget Bill that includes PE, should go before the Appropriations Committee soon this Legislative Session.
12. Continuing, Director Moore recounted the Executive Order Expenditure Freeze and the effect it will have on the orders PE typically receives at the end of the fiscal year.
13. Next, Director Moore stated PE's cash reserve was at its lowest level in a long time.
14. Director Moore then gave a personnel update by stating that a position in the Tractor Repair Shop was vacant and the Marketing Representative position at PE Headquarters was vacant. He stated the position at Hunt Soap Plant was filled, as well as the Administrative Assistant 4 position at PE Headquarters.
15. Next Director Moore provided an update on the status of the PE Headquarters move. He explained a meeting has been scheduled for April 24<sup>th</sup> to discuss the placement of PE HQ at the DPS&C building on Mayflower. The deadline date for the move remains December 31, 2014.
16. Lastly, Director Moore reported that a meeting with LSU's Associate Vice Chancellor for Animal Sciences & Natural Resources and a site visit to the LSU property went well. LSU will prepare an MOU regarding the use of the property between LSU and PE.
17. Director Moore then asked Deputy Director Labatut for his comments.
18. Mr. Labatut reiterated PE's participation in helping the Office of Juvenile Justice (OJJ) vacate the Jetson Correctional Center (JCC). He confirmed everything has been moved from the facility and OJJ was very pleased with PE's assistance. He also acknowledged JCC's remaining sales orders with PE were not canceled, but diverted to the Swanson and Bridge City facilities.
19. Director Moore then asked Mr. Buttross for an administrative update.
20. Mr. Buttross began by announcing PE does not have any major outstanding purchases, which may be a result of the executive order freezing government expenditures. He also reported the mower conditioner and round baler for the LSP rangeherd were received.
21. Next, Mr. Buttross reported March 2013 job orders totaled \$383,000, while March 2014 totaled \$322,700. He went on to state the orders for the entire month of April 2013 totaled \$472,000 and through April 13<sup>th</sup> of this year, the orders were \$108,200.
22. Director Moore then asked Mrs. Sigrest for the financial update.
23. Mrs. Sigrest stated that February 2014 YTD sales totaled \$18.6 million as compared to last year's \$18.9 million, a decrease of \$388,000. Industries totaled \$6.1 million as compared to last year's \$7 million, a decrease of \$931,000, Agriculture totaled \$3.3 million as compared to last year's \$2.9 million, an increase of \$358,000, Retail totaled \$9.2 million as compared to last year's \$9 million, an improvement of \$185,000.
24. The February 2014 YTD Net Loss was \$77,000 as compared to last year's income of \$497,000, a decrease of \$573,000. Industries reported a loss of \$115,000 for February 2014 and in February 2013 a net income of \$529,000, a decrease of \$644,000, Agriculture totaled a net income of \$349,000 as compared to last year's net income of \$314,000, an increase of \$35,000, Retail totaled a net income of \$393,000 as compared to last year's net income of \$339,000, an improvement of \$54,000.

25. Mrs. Sigrest stated that the March 2014 YTD preliminary sales totaled \$20.7 million as compared to last year's \$21.2 million, a decrease of \$503,000. Industries totaled \$6.9 million as compared to last year's \$8 million, a decrease of \$1.1 million, Agriculture totaled \$3.3 million as compared to last year's \$2.9 million, an improvement of \$360,000, Retail totaled \$10.5 million as compared to last year's \$10.2 million, an improvement of \$263,000.
26. Lastly, Mrs. Sigrest reported the Hunt Garment Factory has begun using the RF Smart inventory scanning system to provide real time inventories. Additionally, she reported Hunt Soap will be the next shop to be added on to the RF Smart system.
27. Director Moore then asked Mrs. Melius for the marketing update.
28. Mrs. Melius began by reporting the following Department of Corrections job orders: 1) a \$12,077 order from the B. B. "Sixty" Rayburn Correctional Center for cleaning supplies, and clothing, 2) an order for \$11,711 from the David Wade Correctional Center for linens, clothing and officer caps.
29. Then, Mrs. Melius reported the following significant job orders: 1) a \$38,915 order from the Office of Motor Vehicles for various licenses plates, 2) a \$26,154 order from the Ernest Morial Convention Center for signs and furniture and 3) a \$11,712 order from the Caddo Parish Criminal Sheriff's Office for jumpsuits, t-shirts, and scrubs.
30. Mrs. Melius stated that Mrs. Wroten easily transitioned into the Administrative Program Specialist position and was performing well.
31. Next, Mrs. Melius reported the sales team will attend the Louisiana Sheriff's Association Jail Training Conference May 18<sup>th</sup> - 20<sup>th</sup>.
32. Mrs. Melius informed the board, with the assistance of industries, the sales team has begun providing benchmarking and product structures to ensure accurate pricing for the 2014-2015 fiscal year contracts.
33. Lastly, Mrs. Melius announced the Ernest Morial Convention Center are still contemplating whether to purchase new sofas, loveseats and chairs or refurbish the existing ones.
34. Director Moore then asked Mr. Honeycutt for the Industries update.
35. Mr. Honeycutt began by reporting that the 1<sup>st</sup> phase of the Burton Coliseum handrail order will be delivered Thursday, April 24<sup>th</sup>.
36. Next, Mr. Honeycutt announced the Silkscreen Shop developed a cost savings silkscreen process for signs.
37. Lastly, Mr. Honeycutt confirmed the Southeastern Louisiana University order was 20% complete and still on target for the June 30<sup>th</sup> deadline. He reported all of the dressers will be completed by April 25<sup>th</sup> and production of the desks will begin, next week. He confirmed PE's Quality Assurance Manager inspects the order as it's produced and he will accompany each delivery.
38. Director Moore then asked Mr. Hoover for the Agriculture update.
39. Mr. Hoover began the crop update by stating all 600 acres of the wheat is heading out and doesn't appear to have any freeze damage. He also reported that the 360 acres of corn had minimal freeze damage and all 176 acres of milo will be completely planted by the end of today.
40. Next, Mr. Hoover reported two loads of LSP heifers, weighing about 775 lbs., sold for \$1.53 per pound and four loads of DCI heifers, weighing about 800 lbs, sold for \$1.6450 per pound for delivery at the end May.

41. Lastly, Mr. Hoover proudly announced the American Quarter Horse Association approved PE as a Ranching Heritage Breeder. This seal of approval will allow premium values to be obtained at certain auctions. It assures the buyer the longevity, integrity and the honesty of the ranching tradition has been embodied.
42. Mr. Chatelain announced the next board meeting would be held on Tuesday, May 27, 2014 at PE Headquarters at 10:00 AM. Mr. Chatelain then adjourned the meeting.