

**Prison Enterprises Board Meeting**

**February 19, 2019**

**APPROVED**  
*Michael J. Moore*  
**Michael J. Moore, Director**  
3/27/19  
**Date**

1. Chairman Joseph Ardoin called the meeting to order at 10:04 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance:
  - 2.1 Members Present:
    - Joseph Ardoin, Chairman
    - Richard Oliveaux
    - Eric Lane
    - Harvey Honore'
  - 2.2 Prison Enterprises Staff Present:
    - Michael Moore, Director
    - Joe Buttross
    - Scot Floyd
    - Kacie Henderson
    - Danny Hoover
    - Vickii Melius
    - Kristie Sigrest
3. Chairman Ardoin called the meeting to order and asked Mr. Richard Oliveaux to lead the prayer. Following the prayer, the Pledge of Allegiance was recited.
4. Mr. Ardoin acknowledged that a quorum was present and asked for a motion to approve the January 29, 2019 board meeting minutes.
5. Mr. Oliveaux made a motion that the minutes be approved as written. Mr. Lane seconded the motion and it passed unanimously.
6. Next, Mr. Ardoin turned the meeting over to Director Moore.
7. Director Moore provided an update on both the Performance Audit and the annual Financial Audit that the Legislative Auditors (LLA) are currently conducting on PE. PE staff members met with the Performance auditors on February 1, 2019 to discuss the preliminary findings and provide them with requested information. In addition, the annual Financial audit has begun. PE staff met with the Financial Auditors prior to the entrance conference which was held on February 14, 2019 to give them an overview of PE operations and answer any preliminary questions. The auditors requested to view assets at Raymond Laborde Correctional Center (RLCC) and David Wade Correctional Center (DWCC).
8. Next, Director Moore advised that the PE Annual Awards and Training Conference has been scheduled for April 4, 2019 and will likely be held at Oak Lodge Reception and Conference Center in Baton Rouge, Louisiana.
9. Lastly, Director Moore reported that the Governor would be presenting the executive budget on Friday, February 22, 2019 which could ultimately have an impact on PE depending on other agencies budgets as well as that of the Department.
10. Director Moore asked Mr. Buttross for an Administrative update.
11. Mr. Buttross announced that the two (2) largest bids for Canteen Distribution Center (CDC) and Personal Property have been awarded. Approximately (8) items were not awarded due

- to vendors bidding alternate packaging, no bids received, or the items were too costly. Re-bids for the remaining items have been submitted to the Office of State Procurement (OSP).
12. Next, Mr. Buttross reported that the purchase order (PO) had been issued for the freezer at the Wakefield Meat Plant and OSP sent the Notice to Proceed to the vendor. The completion date for the project was originally scheduled for April 30<sup>th</sup>, however, this date could be extended if needed.
  13. Lastly, Mr. Buttross reported that job orders for January 2019 were \$716,000 compared to January 2018 job orders of \$368,000. Noting that in January 2019, PE received large orders from Louisiana State Penitentiary (LSP), Allen Parish Sheriff's office and Calcasieu Parish School Board. The job orders for February 2019 through February 13, 2019 are \$340,000 compared to \$1 million in February 2018, noting that in February 2018 PE received large orders from Pinecrest and Youth Challenge Program (YCP).
  14. Director Moore asked Mrs. Henderson to report on PE's upcoming audits.
  15. Mrs. Henderson stated that PE will participate in the annual Risk Management Audit on March 19, 2019 and is preparing for an American Correctional Association (ACA) Re-Accreditation Audit in October.
  16. Next, Mrs. Henderson advised that several ACA Re-Accreditation's will take place during the calendar year 2019 including DWCC, RLCC, LSP, Department of Corrections (DOC) Headquarters and PE.
  17. Director Moore then asked Mrs. Sigrest to provide the financial update.
  18. Mrs. Sigrest reported that the October 2018 year to date (YTD) finalized sales were \$8.7 million compared to October 2017 YTD sales of \$10 million, a decrease of \$1.2 million and YTD net income for October 2018 was a loss of \$586,000 compared to a loss of \$84,000 net income for October 2017, a decrease of \$502,000.
  19. Continuing, Mrs. Sigrest stated that preliminary monthly sales for November 2018 are up by \$466,000 and preliminary YTD sales are down by \$780,000 compared to November 2017. December 2018 preliminary monthly sales are down by \$88,000 and preliminary YTD sales are down by \$869,000 compared to December 2017. Currently, the January 2019 preliminary monthly sales are up by \$304,000 and preliminary YTD sales are down by \$564,000 compared to January 2018.
  20. Lastly, Mrs. Sigrest advised that on Thursday, February 21, 2019 Accounting staff would be going to LSP to count and tag denim which was received on February 14, 2019.
  21. Director Moore then asked Mrs. Melius for the sales and marketing update.
  22. Mrs. Melius began by reporting that PE received four (4) significant DOC orders. An order from Elayn Hunt Correctional Center (EHCC) for print, linens, and offender clothing totaling \$119,538, RLCC for mattresses, print, offender clothing, linens, and janitorial supplies totaling \$82,631, LSP for print totaling \$25,427, and DWCC for offender clothing and janitorial supplies totaling \$28,617.
  23. Continuing, Mrs. Melius stated that PE received two (2) other significant job orders. An order from YCP/Camp Minden for lockers totaling \$44,850, and Ascension Parish Government for offender clothing, linens and janitorial supplies totaling \$27,489.
  24. Next, Mrs. Melius reported that PE submitted a quote to Bayou Blue Fire Department for furniture totaling approximately \$25,000.
  25. Lastly, Mrs. Melius advised that the sales staff attended the Louisiana Police Jury Association Conference on February 13-14, 2019 in Lake Charles, Louisiana and will be

- attending the Attorney General's Justice of the Peace and Constables Conference on February 19-20, 2019 in Lake Charles, Louisiana.
26. Next, Director Moore asked Mr. Floyd for an industries update.
  27. Mr. Floyd began by reporting on the LSP industries. The Canteen Package Program (CPP) total package count for the Spring program was 2,525 packages. Delivery for the Spring program will conclude on March 25, 2019.
  28. Next, Mr. Floyd reported that the Mattress Factory is continuing to work on the chair back covers for Calcasieu Parish School Board, however, additional fabric has been ordered to complete the job.
  29. Next, Mr. Floyd stated that 3M replaced the Applicator machine at the Tag Plant and production of blanks has resumed.
  30. Continuing, Mr. Floyd advised that the Metal Fabrication (Metal Fab) Shop is nearing completion of the job for the Office of Juvenile Justice (OJJ) in Bunkie and plans to deliver sometime next week.
  31. Then, Mr. Floyd reported that the first 40,000 yards of denim for the Garment Plant at EHCC was received at 914 Warehouse and he along with Accounting staff would be counting and tagging on Thursday, February 21, 2019.
  32. Lastly, Mr. Floyd reported that the first order for foaming hand soap was received.
  33. Director Moore asked Mrs. Melius to provide samples of the foaming hand soap to the board members.
  34. Mr. Oliveaux asked Mr. Floyd how the deliveries of the Canteen Package Program orders were made to the facilities.
  35. Mr. Floyd advised that the deliveries are scheduled in collaboration with Union Supply. Typically, one (1) to two (2) facilities are delivered each day and it takes approximately one (1) week to complete.
  36. Mr. Oliveaux expressed a concern regarding the time and effort PE is providing for delivery of the packages.
  37. Mr. Floyd ensured Mr. Oliveaux that the process of delivering the products hasn't presented any significant issues.
  38. Mr. Oliveaux inquired if the foaming hand soap would remain clear.
  39. Mr. Floyd advised that the hand soap would be in a dispenser and the color would be dispensed as clear.
  40. Director Moore then asked Mr. Hoover for the agriculture update.
  41. Mr. Hoover reported that the cows are almost finished with calving. He advised that they would begin working the cattle and bulls when the weather is dry.
  42. Next, Mr. Hoover stated that the ryegrass looks good, however, the Mississippi River is still above flood stage at fifty-eight (58) feet. The river is expected to remain above flood stage into March.
  43. Continuing, Mr. Hoover reported that they are waiting on dry weather to begin planting corn.
  44. Lastly, Mr. Hoover stated that minimal fieldwork can be done, due to the water and mud in the fields.
  45. Mr. Oliveaux made a recommendation that the board members names and length of service on the board should be displayed on a plaque in the board meeting room.
  46. Mr. Oliveaux inquired on the status of hiring a salesperson.

47. Director Moore stated that a salesperson has not been hired. However, Civil Service has given PE an option to include questions directly relating to the sales position.
48. Lastly, Mr. Oliveaux reiterated the importance of finding a PE operation for the offenders at B.B. "Sixty" Rayburn Correctional Center (RCC).
49. Mr. Ardoin set the next meeting for 10:00 AM, Tuesday, March 26, 2019.
50. Mr. Ardoin adjourned the meeting at 10:41 AM.