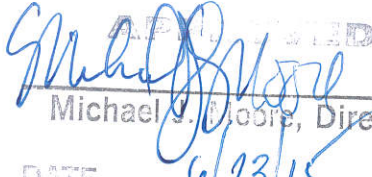


**Prison Enterprises Board Meeting**

**May 26, 2015**

APPROVED  
  
Michael V. Moore, Director  
DATE 6/23/15

1. Chairman Charles Chatelain called the meeting to order at 10:01 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, 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
    - Scot Floyd
    - Danny Hoover
    - Todd Labatut
    - Vickii Melius
    - Michelle Montalbano
    - Kristie Sigrest
    - Misty Staggs
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the April meeting. Mr. Lane made a motion that the minutes be approved as written. Mr. Spalitta seconded the motion and it passed unanimously.
4. Mr. Chatelain turned the meeting over to Director Moore.
5. Director Moore reported that Mr. Joe Buttross was unable to attend the Board Meeting as he was training at the Office of State Procurement (OSP).
6. Director Moore began by recounting the events of the Legislative Budget Meeting he and Mr. Buttross attended. He discussed Senate Bill 33 and the potential effects to PE regarding state printing jobs.
7. Next, Director Moore reported that the renovations to the Mayflower Building were steadily progressing as scheduled.
8. Director Moore provided an update on personnel changes at PE. He reported that PE Transportation had two drivers out and that the Transportation Supervisor will retire at the end of May. He said the position was announced and had closed. He stated interviews were being conducted.
9. Then, Director Moore reported that the new packaging program at LSP would operate in a metal building that would be erected on a concrete slab. The bid was submitted to State Procurement.
10. Lastly, Director Moore announced that the Corrections Corporation of America (CCA) was not going to renew the management contract with Department of Corrections (DOC) for operation of Winn Correctional Center (Winn). He discussed PE's plans to assure that all of the job orders for the Winn Garment Plant were completed and a physical inventory was taken prior to the change of management.
11. Director Moore then asked Deputy Director Labatut for his comments.

12. Mr. Labatut reported on the importance of the working relationships PE had with various DOC institutions. He noted that Rayburn Correctional Center (RCC) provided offender crews to assist PE in delivering the furniture order to Fontainebleau State Park. Then he stated that PE assisted David Wade Correctional Center (DWCC) by transporting vehicles to Louisiana Property Assistance Association (LPAA) for them.
13. Next, Mr. Labatut recounted a visit to Dixon Correctional Institute (DCI) he made with Director Moore and Mrs. Stagg. He complimented Mr. Hoover on the professionalism and competency of PE's Agriculture staff that were observed loading heifers.
14. Director Moore asked Mr. Labatut for the administrative update in Mr. Buttross's absence.
15. Mr. Labatut reported that PE was in the process of trying to purchase a used twenty-eight foot (28') trailer with a lift gate, a used box truck and two (2) used tractor trucks for PE Transportation. In addition, PE was trying to purchase two vans for PE Janitorial, a dirt bucket for Row Crops, a vehicle for PE Headquarters, a soap press and a used forklift for the Soap Plant.
16. Next, Mr. Labatut stated that PE was awaiting approval from the State Procurement to bid out the building materials for the Canteen Packaging warehouse that will be built next to Canteen Distribution Center (CDC) at LSP.
17. Lastly, Mr. Labatut reported that April 2015 job orders totaled \$332,000 as compared to April 2014 job orders of \$543,000 which included \$385,000 Office of Motor Vehicle (OMV) order in April 2014. Then he reported May's job orders to date were \$549,000 and all of May 2014 job orders totaled \$560,000.
18. Director Moore, then asked Mrs. Sigrest to provide the financial update.
19. Mrs. Sigrest stated that the Year to Date (YTD) sales for March 2015 were \$24.1 million as compared to last year's \$20.7 million, an increase of \$3.4 million. Industries totaled \$8.5 million this year as compared to \$6.9 million last year, an increase of \$1.6 million. Agriculture totaled \$4.2 million this year and \$3.3 million last year, an increase of \$922,000. Lastly, she stated Retail sales for March 2015 were \$11.4 million and \$10.5 million for March 2014 resulting in an increase of \$887,000 for this year.
20. Then Mrs. Sigrest reported that the March 2015 Net Income YTD was \$1.5 million compared to last year's loss of \$177,000, an increase of \$1.7 million. Industries net income for March 2015 totaled \$721,000 compared to a loss of \$108,000 in March 2014, an increase of \$829,000. Agriculture's total net income for March 2015 was \$1.1 million as compared to last year's income of \$299,000, an increase of \$773,000. Retail totaled a net income of \$585,000 compared to last year's net income of \$443,000, an increase of \$141,000.
21. Next, Mrs. Sigrest reported the preliminary YTD sales for April 2015 were \$26.7 million as compared to \$22.9 million in April 2014, an increase of \$3.8 million. Industries sales were \$9.6 million compared to \$7.5 million in 2014, an increase of \$2.1 million. Agriculture sales for April 2015 totaled \$4.2 million and \$3.5 million in April 2014, an increase of \$776,000. Mrs. Sigrest stated Retail sales so far this year were \$12.8 million as compared to last year's sales of \$11.9 million, an increase of \$950,000.
22. Lastly, Mrs. Sigrest announced that the Accounting Department would schedule dates between June 24<sup>th</sup> and July 8<sup>th</sup> for an onsite visit to each PE Unit to perform an end of the year physical inventory count.
23. Director Moore, then asked Mrs. Melius for the marketing update.

24. Mrs. Melius began by reporting that there were three (3) DOC orders in May. The orders were as follows: DWCC ordered officer uniforms and janitorial supplies totaling \$27,469, LSP ordered offender clothing and janitorial supplies totaling \$347,466, and Avoyelles Correctional Center (AVC) ordered officer uniforms, offender clothing and mattress covers totaling \$64,072.
25. Then, Mrs. Melius stated PE received three (3) other significant job orders in May. She reported that the Attorney General's Office ordered wood furniture and task chairs totaling \$25,801, the Terrebonne Parish Sheriff's Office ordered task chairs totaling \$9,450, and the Cameron Parish Sheriff's Office ordered wood furniture totaling \$11,915.
26. Next, Mrs. Melius reported a quote for \$23,533 was given to the Attorney General's Office for wood furniture, executive chairs, and task chairs. Another quote, totaling \$22,800 for wooden beds and wardrobes was given to the West Baton Rouge Parish Fire Department.
27. Lastly, Mrs. Melius reported that the Sales and Marketing staff attended the Louisiana Sheriff's Association Warden and Jail Training Conference from May 17<sup>th</sup> – May 19<sup>th</sup> in Lake Charles, LA.
28. Director Moore, then asked Mr. Floyd to provide an Industries update.
29. Mr. Floyd began by providing an update on the LSP industries. He stated that the Tag Plant successfully completed the OMV's license plate order and that the aluminum bid had opened. He stated that the Metal Fabrication Shop successfully completed the rodeo panels for the Burton Coliseum order. Lastly, Mr. Floyd announced that the CDC Personal Property (CDC) supervisor had returned to work.
30. Next, Mr. Floyd reiterated that although the Garment Plants at Louisiana Correctional Institute for Women (LCIW) and Elayn Hunt Correctional Center (EHCC) continued to have a shortage of working offenders they managed to complete the orders on time. He noted that the Winn Garment plant received 50,000 yards of broadcloth and continued building boxer short inventory.
31. Mr. Floyd reported that the furniture and chair plant completed and delivered the cabin furniture for the Fontainebleau State Park order. He stated that the Earnest Morial Convention Center (EMCC) order of two hundred (200) benches has been completed and partially delivered.
32. Lastly, Mr. Floyd provided an update on the status of the bid to purchase a new Soap Press machine.
33. Director Moore asked Mr. Hoover to provide the Agriculture update.
34. Mr. Hoover reported that the corn and cotton crops were up. He explained that the prevailing rains were preventing the wheat from being harvested and additional soybeans from being planted. He announced that the river was expected to reach flood stage.
35. Next, Mr. Hoover reported that the cattle were worked and due to the rainy conditions, there was an abundance of grass. He noted that three (3) loads of DCI heifers weighing about eight hundred seven (807) pounds sold for \$1.93 per pound for a total of \$275,765.95.
36. Lastly, Mr. Hoover reported that harvesting the timber at DWCC was delayed due to the excessive rainy conditions.
37. Lastly, Director Moore thanked everyone for attending.
38. Mr. Chatelain announced the next board meeting would be held at 10:00 AM on Tuesday, June 23, 2015 at PE Headquarters. At 10:37 AM, Mr. Chatelain adjourned the meeting.