

Prison Enterprises Board Meeting

August 25, 2015

Michael J. Moore
Michael J. Moore, Director
DATE 9/24/15

1. Chairman Charles Chatelain called the meeting to order at 9:57 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
 - 2.1 Members Present:
 - Charles Chatelain, Chairman
 - Harvey Honore
 - Eric Lane
 - 2.2 Prison Enterprises Staff Present:
 - Joe Buttross
 - Scot Floyd
 - Kacie Henderson
 - Todd Labatut
 - Vickii Melius
 - Michelle Montalbano
 - Kristie Sigrest
 - Hillary Simpson
 - Misty Stagg
3. Chairman Charles Chatelain welcomed everyone to the meeting and noted that not enough members were present to form a quorum so a vote to approve the prior meeting minutes would not be taken.
4. Mr. Chatelain turned the meeting over to Deputy Director Labatut.
5. Deputy Director Labatut started with personnel changes at PE. He announced that Mitch McGraw was hired as the PE Tag Plant Supervisor and that Brooke Farrar was hired for the Front Desk position. He reported that the posting for the Truck Driver position had closed and interviews were being conducted.
6. Next, Deputy Director Labatut disclosed that PE was assisting the Department of Corrections (DOC) with the annual Men's Warehouse suit drive. He explained that for the past several years PE picks up the donated suits from the different Probation and Parole districts, sorts and stores them for a short while, and then distributes them to the prisons that DOC designates.
7. Lastly, Mr. Labatut presented the board with a slideshow PE prepared highlighting the various aspects of PE and the topics typically discussed in Board Meetings. Pictures of recently purchased trucks, production machinery, and farming equipment were presented. Photographs of various job orders in different stages of production for wood and metal furniture, clothing, printing and mattresses were displayed. As well as, pictures of the new catchpen, the site for the Canteen Packaging Building, the rowcrops, quail, and cattle at Louisiana State Penitentiary (LSP) were included. Mr. Labatut, Mr. Buttross, Mr. Floyd, Mrs. Melius, and Mrs. Stagg narrated the presentation.

8. At the conclusion of the slideshow, Deputy Director Labatut asked Mr. Buttross for the administrative update.
9. Mr. Buttross began by announcing PE would break ground on the Canteen Packaging Building within the next two weeks. He estimated it would take five (5) months to complete.
10. Next, Mr. Buttross provided an update on Building 10. He reported that construction was steadily progressing. He noted that the generator was delivered and that the heating and air conditioning equipment was installed. He announced that the new windows were scheduled to be installed in November.
11. Mr. Buttross then provided a list of recent purchases made by PE. He reported that three (3) used trucks were purchased from Louisiana Property Assistance Agency for LSP Rangeherd, a Quality Assurance Coordinator and PE headquarters. He announced that five (5) embroidery machines for the Embroidery Plant would be out for bid September 15th and that a bid was out for a digital plate burner for the print shop.
12. Lastly, Mr. Buttross reported that the July 2015 job orders totaled \$2.5 million as compared to July 2014 job orders of \$1.6 million. He noted that the August orders to date were \$295,000, as compared to \$378,000 for all of August 2014.
13. Deputy Director Labatut, then asked Mrs. Sigrest to provide the financial update.
14. Mrs. Sigrest stated that the Year to Date (YTD) sales for June 2015 were \$32.5 million as compared to last year's \$28.1 million, an increase of \$4.4 million. Industries totaled \$12.3 million this year as compared to \$9.5 million last year, an increase of \$2.8 million. Agriculture totaled \$4.5 million this year and \$3.9 million last year, an increase of \$608,000. Lastly, she stated Retail sales for June 2015 were \$15.6 million and \$14.6 million for June 2014 resulting in an increase of \$1 million for this year.
15. Next, Mrs. Sigrest reported that the June 2015 Net Income YTD was \$1.9 million compared to last year's loss of \$46,000, an increase of \$1.9 million. Industries net income for June 2015 totaled \$1.3 million compared to \$59,000 in June 2014, an increase of \$1.3 million. Agriculture's total net income for June 2015 was \$899,000 as compared to last year's income of \$271,000, an increase of \$628,000. Retail totaled a net income of \$801,000 compared to last year's net income of \$717,000, an increase of \$84,000.
16. Mrs. Sigrest went on to report that the preliminary YTD sales for July 2015 were \$1.9 million as compared to \$2.4 million in July 2014, a decrease of \$583,000. Industries sales were \$873,000 compared to \$1.3 million in 2014, a decrease of \$499,000. Agriculture sales for July 2015 totaled \$1,370 and \$184 in July 2014, an increase of \$1,186. Mrs. Sigrest stated Retail sales were \$1 million as compared to last year's sales of \$1.1 million, a decrease of \$85,000.
17. Lastly, Mrs. Sigrest reported that the Accounting Department was working to complete the Annual Fiscal Report.
18. Deputy Director Labatut, then asked Mrs. Melius for the marketing update.
19. Mrs. Melius began by reporting that PE received two (2) DOC orders, an order from the Louisiana Correctional Institute for Women (LCIW) for clothing and soap products totaling \$22,378 and an order from LSP for offender clothing, officer uniforms, and printing totaling \$38,020.

20. Continuing, Mrs. Melius announced that four (4) significant job orders were received. She reported an order from the Livingston Parish Sheriff's Office for triple bunks and tables totaling \$54,394, an order from the East Louisiana Mental Hospital for scrubs and mattresses totaling \$28,712, an order from Calcasieu Parish Sheriff's Office for triple bunks totaling \$26,580 and an order from Orleans Parish Sheriff's Office for offender clothing totaling \$13,080.
21. Next, Mrs. Melius announced that a significant quote was given to Bayou Segnette State Park for wood and metal furniture totaling \$204,944.
22. Lastly, Mrs. Melius reported that the Sales and Marketing staff attended the Louisiana Municipal Association Conference on July 30th and 31st in Lafayette, Louisiana and were scheduled to attend the Louisiana Homicide Investigators Association Conference on September 3rd and 4th in Lake Charles and the Louisiana Correctional Association conference October 12th – 14th also in Lake Charles.
23. Deputy Director Labatut, then asked Mr. Floyd to provide an Industries update.
24. Mr. Floyd began by providing updates to the LSP Industries. He announced that PE's Transportation drivers have all applied for a TWIC Card (Transportation Worker Identification Card) which is a security requirement to enter the gates of Louis Dreyfus located at the Port of Baton Rouge. Next, he reported that the Tag Plant was functioning at maximum capacity, steadily working on the Battle of New Orleans plates. He reiterated that the Mattress Factory was preparing for hurricane season and diligently working to produce mattresses and increase inventory.
25. Next, Mr. Floyd stated that the Louisiana Correctional Institute for Women (LCIW) Garment Plant was busy working on the a large order of jumpsuits for the Orleans Parish Sherriff's Office. He reported that Winn and Elayn Hunt Correctional Center (EHCC) Garment were primarily working on orders for DCI and AVC.
26. Continuing, Mr. Floyd discussed the specific details involved in the upcoming jobs for the Allen Furniture Plant and the DCI Chair plant.
27. Lastly, Mr. Floyd reported that the manufacturer of the new Soap Press machine received the diagrams of the finished soap bars needed to begin making the die plates.
28. Deputy Director Labatut announced that Mr. Hoover was unable to attend the meeting as he was working cattle at LSP. He stated that Mrs. Stagg would provide the agriculture update.
29. Mrs. Stagg reported that one (1) load of LSP Brahman sired steers sold for \$2.18 and one (1) load of Angus sired steers from EHCC sold for \$2.25. She reported that LSP sold 6 (six) non-Brahman sired loads of steer calves for \$2.3075.
30. Next Mrs. Stagg announced that all the corn was harvested and produced a preliminary average yield of 173 bushels per acre. She stated that of the 1500 soybean acres planted, 150 acres were harvested and producing yields between 50-59 bushels per acre. She reported that by the end of August, all of the milo would be cut.
31. Mr. Chatelain announced the next board meeting would be held at 10:00 AM on Tuesday, September 22, 2015 at PE Headquarters. At 10:46 AM, Mr. Chatelain adjourned the meeting.