

APPROVED  
*Michael J. Moore*  
Michael J. Moore, Director  
DATE: 10/20/15

**Prison Enterprises Board Meeting**

**September 22, 2015**

1. Chairman Charles Chatelain called the meeting to order at 10:03 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
  - 2.1 Members Present:
    - Charles Chatelain, Chairman
    - Joseph Ardoin
    - Harvey Honore
    - Paul Spalitta
    - Chris Wisecarver
  - 2.2 Prison Enterprises Staff Present:
    - Michael Moore, Director
    - Joe Buttross
    - Scot Floyd
    - Todd Labatut
    - Vickii Melius
    - Michelle Montalbano
    - Kristie Sigrest
    - Misty Stagg
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the July and August meetings. Mr. Ardoin 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 began the meeting by discussing the personnel changes at PE. He reiterated that Mitchell McGraw was hired as the PE Tag Plant Supervisor and that the Front Desk vacancy was filled with Brooke Farrar. He reported that interviews continued for the vacant Truck Driver position and that a decision would be made soon. He reported that a PE Sales position would be vacant in early November along with the PE Property Control Manager position that would also be vacant. He noted that Brooke Farrar was experienced in Property Control and was training with Jacob Dees until his departure in October. Lastly, Director Moore announced that the Winn Garment Plant Supervisor position was vacant as well.
6. Next, Director Moore disclosed that the Corrections Corporation of America would end its management contract with Winn Correctional Center (Winn) on September 30<sup>th</sup>. He explained that LaSalle Corrections was contracted to take over the management of Winn.
7. Director Moore then announced that the PE Annual Report was finalized and had been submitted to Department of Corrections (DOC). He noted that a copy of the report was included in each board meeting folder.

8. Director Moore went on to explain that PE was diligently working to complete the PE Transition Document, to be included in the Department's transition document that is required when a new gubernatorial administration takes office.
9. Continuing, Director Moore stated that Mr. Buttross would provide an update on the construction status of the new Canteen Packaging Warehouse that will house the Packaging program.
10. Lastly, Director Moore announced that the DOC Employee Memorial Service & Annual Awards Ceremony would be held at 10:00 AM, October 22, 2015 at DOC Headquarters. He invited the board members to attend and reported that former PE Director Jim Leslie would be recognized at the service.
11. Director Moore then asked Deputy Director Labatut for his comments.
12. Mr. Labatut discussed the renewal status of PE's Janitorial Contract with the Department of Transportation and Development (DOTD). He provided a recap of the meeting with the DOTD Maintenance Supervisor and stated that PE would continue working closely with the institutions to provide the appropriate number of offenders needed to staff the contract.
13. Mr. Labatut reported that PE was assisting Probation and Parole (P&P) with the annual Men's Warehouse Suit Drive. He explained that PE received, sized, and stored hundreds of donated suits, and would begin delivering them to the institutions designated by DOC Headquarters.
14. Director Moore then asked Mr. Buttross for the administrative update.
15. Mr. Buttross began by provided an update on Building 10. He reported that the sheetrock phase of construction was steadily progressing. He noted that the heavy equipment was installed and that the windows contract had been finalized. He stated that the windows would be replaced towards the end of November. Also noting that the modules for the offices and the flooring would not be done until the new windows were installed.
16. Then Mr. Buttross provided an update on the construction of the new Canteen Packaging Warehouse. He explained that soil tests were performed when PE broke ground and that the geo-technical engineers would be on site while the pad was being built up.
17. Continuing Mr. Buttross reiterated that the RFP for the packaging program had been submitted to the OSP and was waiting to be put out for bid.
18. Lastly, Mr. Buttross reported that the August 2015 job orders totaled \$402,000 as compared to August 2014 job orders of \$433,000. He reported that the September orders to date were \$229,000, as compared to \$856,000 for all of September 2014. He noted that a large tag order was received in September 2014. Then, Mr. Buttross added that the Year-To-Date (YTD) orders through September 2015 were up by \$177,000 from September 2014 YTD orders.
19. Director Moore, then asked Mrs. Sigrest to provide the financial update.
20. Mrs. Sigrest stated that the preliminary YTD sales for July 2015 were \$1.9 million as compared to last year's \$2.5 million, a decrease of \$581,000. Industries totaled \$875,000 this year as compared to \$1.3 million last year, a decrease of \$497,000. Agriculture totaled \$1,370 this year and \$184 last year, an increase of \$1,200. She stated Retail sales for July 2015 were \$1 million and \$1.1 million for July 2014 resulting in a decrease of \$85,000 for this year.

21. Lastly, Mrs. Sigrest reported that the preliminary YTD sales for August 2015 were \$4.8 million as compared to \$5.5 million in August 2014, a decrease of \$670,000. Industries sales were \$1.8 million compared to \$2.3 million in 2014, a decrease of \$468,000. Agriculture sales for August 2015 totaled \$1 million and \$984,000 in August 2014, an increase of \$50,000. Mrs. Sigrest stated Retail sales were \$1.9 million as compared to last year's sales of \$2.1 million, a decrease of \$252,000.
22. Director Moore, then asked Mrs. Melius for the marketing update.
23. Mrs. Melius began by reporting that PE received four (4) DOC orders: an order from P&P for uniforms that totaled \$80,000, an order from Dixon Correctional Institute (DCI) for offender clothing and blankets totaling \$33,850, an order from David Wade Correctional Center (DWCC) for offender clothing, linens and janitorial products totaling \$30,325 and an order from Louisiana State Penitentiary (LSP) for janitorial products and printing totaling \$28,047.
24. Continuing, Mrs. Melius announced that three (3) significant job orders were received. She reported an order from the Orleans Parish Sheriff's Office for mattresses and conference room tables totaling \$23,265, an order from Louisiana Workforce for the new Livingston Parish facility for mattresses and duffle bags totaling \$10,791 and an order from the Allen Parish Sheriff's Office for mattresses and linens totaling \$11,385.
25. Next, Mrs. Melius reported that the Sales and Marketing staff attended the Louisiana Homicide Investigators Association Conference September 3<sup>rd</sup> and 4<sup>th</sup> in Lake Charles and are scheduled to attend the Louisiana Correctional Association conference October 12<sup>th</sup> – 14<sup>th</sup> also in Lake Charles.
26. Lastly, Mrs. Melius announced that the Sales and Marketing staff were working to finalize pricing and submit it to the OSP by September 30<sup>th</sup>.
27. Director Moore, then asked Mr. Floyd to provide an Industries update.
28. Mr. Floyd began by providing updates on the LSP Industries. He announced that with the hiring of Mitch McGraw all PE supervisory positions at LSP were filled. He reported that the Tag Plant was working efficiently and ahead of schedule on production of the last 150,000 Pelican Plates. He stated that the Metal Fabrication Shop was busy working on a large triple bunk order and that the Print Shop and Silkscreen Shop were steadily working to complete printing jobs and shirt orders for the Angola Rodeo. Mr. Floyd reported that the Transportation Department remained understaffed. He noted that several candidates had been interviewed and the position would be filled soon.
29. Next, Mr. Floyd stated that the Louisiana Correctional Institute for Women (LCIW) Garment Plant was steadily working on the large order of jumpsuits for the Orleans Parish Sheriff's Office. He reported that Winn was primarily working on a large lined jacket order and that Elayn Hunt Correctional Center (EHCC) Garment Plant was working overtime due to the lack of offenders available to work.
30. Lastly, Mr. Floyd discussed the Earnest Morial Convention Center's chair and sofa order that DCI's Chair Plant was working on. He went on to explain that Allen Furniture Plant completed the Orleans Parish Sheriff's order, and had started making prototypes of office furniture for Building 10.
31. Chairman Chatelain excused himself from the meeting and requested that Mr. Honore preside over the remainder of the meeting.

32. Director Moore 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.
33. Mrs. Stagg reported that three (3) loads of open heifers from LSP sold for \$258,000 and that DCI sold 101 pregnant heifers and plans to sell 75 additional pregnant heifers next week. She reported that DWCC would have 210 steer calves to sell by late November. She explained that LSP was busy working cows and EHCC would be working cows next week.
34. Next Mrs. Stagg announced that all the corn and milo had been harvested. She stated that the corn produced an average yield of 172 bushels per acre and the milo averaged 103 bushels per acre, noting that the yield on corn was much higher than previous years. Lastly, she reported that two hundred (200) acres of Soybeans had been harvested.
35. Mr. Chatelain announced the next board meeting would be held at 10:00 AM on Tuesday, October 20, 2015 at PE Headquarters. At 11:16 AM, Mr. Honore adjourned the meeting.