

Prison Enterprises Board Meeting
October 22, 2019

APPROVED

Michael J. Moore, Director
11/9/19
Date

1. Chairman Joseph Ardoin called the meeting to order at 10:01 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana (LA).
2. Mr. Richard Oliveaux led the opening prayer. Following the prayer, the Pledge of Allegiance was recited.
3. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Chairman
Harvey Honore'
Richard Oliveaux
 - 2.2 Prison Enterprises Staff Present:
Michael Moore, Director
Kacie Henderson
Daniel Hoover
Vickii Melius
Michelle Montalbano
Kristie Sigrest
Misty Stagg
4. Mr. Ardoin acknowledged that not enough board members were present for a quorum; therefore, a vote to approve the September 17, 2019 board meeting minutes could not be taken.
5. Mr. Ardoin turned the meeting over to Director Moore.
6. Director Moore began by expressing his condolences to Mrs. Sigrest on the recent loss of her mother, Joyce Gaudin.
7. Next, Director Moore notified the board that a Dixon Correctional Institution (DCI) bus carrying correctional officers and offenders working in PE's janitorial crews was involved in an accident earlier today. It was reported that some of the offenders and officers sustained minor, non-life threatening injuries.
8. Continuing, Director Moore announced that after an extensive interview process, Mrs. Henderson was appointed as PE's Administrative Program Director. In addition to her new position, she will continue her role as American Correctional Association (ACA) Manager through PE's upcoming ACA Reaccreditation audit October 28th and 29th.
9. Then, Director Moore referenced the board folders for PE's Notice of Application for ACA Accreditation. The auditors plan to visit several PE operations at Louisiana State Penitentiary (LSP) on Monday, October 28th and PE Headquarters on Tuesday, October 29th to ensure PE is in compliance with ACA's nationally established standards.
10. Next, Director Moore notified the board that PE cut and cleared the pastures at the former Phelps Correctional Center (PCC). Additionally, PE is evaluating a potential future use for the property.
11. Lastly, Director Moore reported that PE's contract with Office of State Buildings (OSB) for janitorial services only began October 1st. The grounds portion of the contract ended September 30th and will be managed by another vendor.
12. Director Moore then asked Mrs. Henderson for an Administrative update.

13. Mrs. Henderson stated that PE purchased a used van from Federal Property to use for the Janitorial Program. The procurement staff continues to work on establishing new contracts and renewing existing contracts that begin on January 1, 2020.
14. Lastly, Mrs. Henderson reported that job orders for the month of September 2019 were \$422,000 compared to \$370,000 for the month of September 2018. The year to date (YTD) job orders for September 2019 were \$3.4 million and the YTD job orders for September 2018 were \$2.5 million. The October monthly job orders to date were \$159,000 compared to \$421,000 for all of October 2018. The YTD job orders for October 2019 were \$3.6 million compared to \$2.9 million through October 2018.
15. Director Moore asked Mrs. Sigrest to provide the financial update.
16. Mrs. Sigrest reported that the final monthly and YTD sales for July 2019 were \$1.4 million compared to \$1.6 million in July 2018, a decrease of \$167,000.
17. Next, Mrs. Sigrest stated that the preliminary monthly sales for August 2019 decreased by \$122,000 compared to monthly sales for August 2018 and preliminary YTD sales decreased by \$289,000 compared to YTD sales in August 2018.
18. Then, Director Moore asked Mrs. Melius for the Sales and Marketing update.
19. Mrs. Melius began by reporting that PE received three (3) significant DOC orders. An order from Elayn Hunt Correctional Center (EHCC) for offender clothing, linens, print, and officer uniforms totaling \$125,920. An order from LSP for linens, offender clothing, officer uniforms, chairs, and print totaling \$33,592 and an order from David Wade Correctional Center (DWCC) for janitorial supplies totaling \$18,875.
20. Next, Mrs. Melius reported that PE received three (3) other significant job orders. An order from the Office of Juvenile Justice (OJJ)/Swanson Correctional Center for Youth (SCCY) for garments and linens totaling \$57,421. An order from the Orleans Parish Sheriff's Office for offender clothing and mattresses totaling \$44,500 and an order from Pinecrest Support Services for metal and wood outdoor furniture totaling \$25,580.
21. Lastly, Mrs. Melius stated that the Sales staff would attend the Louisiana Chapter of the National Institute of Governmental Purchasing (LANIGP) conference November 13 – 15, 2019 in Lake Charles, LA.
22. Director Moore reported that October 13th – 16th the sales staff and several PE staff members attended the Louisiana Correctional Association (LCA) conference in Lake Charles.
23. Mr. Oliveaux noted that his father was the first president of the LCA. Continuing, he inquired on the status of hiring a salesperson.
24. Director Moore and Mrs. Melius explained that Julia Lowe was hired as a salesperson. She attended the LCA conference and is currently in training at EHCC. Beginning the week of October 28th, she is scheduled to make sales calls with Mr. Bearb as well as some with Mr. Labatut.
25. Continuing, Director Moore stated that Mr. Floyd was attending the Statewide Corrections Stakeholder Meeting for Carl Perkins V related to offender programming in Cottonport, LA. In his absence, Director Moore asked Mrs. Stagg for an industries update.
26. Mrs. Stagg reported that sales for the Canteen Package Program (CPP) were down. The ordering period for the Holiday program opened on September 30th and closes on November 3rd.
27. Next, Mrs. Stagg reported that the Metal Fabrication (Metal Fab) Shop completed the bunkbed order for Lasalle Correctional Center and is working on the Earnest Morial Convention Center (EMCC) fence order.

28. Continuing, Mrs. Stagg reported that currently the Apprenticeship Program has three (3) journeymen and three (3) apprentices. The apprentices passed the first test of the National Center for Construction Education and Research (NCCER) module and currently working on the second module. Additional candidates are being interviewed to potentially participate in the program.
29. Then, Mrs. Stagg noted that she, Director Moore, and Mr. Floyd met with PE's new 3M representative on September 26th. The 3M sheeting PE currently uses were reviewed and several new types of sheeting were presented.
30. Lastly, Mrs. Stagg reported that the garment plants at EHCC and Louisiana Correctional Institute for Women (LCIW) continue to struggle with a lack of offender workers.
31. Mr. Oliveaux inquired on the status of the freezer at the Wakefield Meat Plant.
32. Director Moore stated that the freezer was working well. However, there are some legal matters between the awarded contract vendor and his subcontractors that have been turned over to DOC Headquarters legal department as well as the Office of State Procurement (OSP).
33. Mr. Ardoin inquired whether there is adequate participation in Apprenticeship Program.
34. Director Moore explained the various reasons some of the original offenders selected for the program no longer participate in the program. He discussed other methods for recruiting offenders to the program that are being considered.
35. Continuing, Director Moore asked Mr. Hoover to provide an agriculture update.
36. Mr. Hoover began by expressing his appreciation for the continuous dedication of the agriculture and industries employees. They have worked many hours of overtime and have done a great job.
37. Next, Mr. Hoover reported that all of the cow working is complete and the majority of the ryegrass is planted. Dixon Correctional Institute (DCI) sold approximately one hundred twelve (112) head of heifers weighing about eight hundred fifty-five pounds. Additionally, DWCC will ship out steer calves soon.
38. Continuing, Mr. Hoover reported that the soybeans have been harvested and only twenty-five (25) loads are waiting to be hauled. The cotton is being harvested with only thirty-two (32) acres remaining.
39. Lastly, Mr. Hoover announced that PE plans to sell fifteen (15) horses on November 16th at the Southwest Horse Sale. Videos of the horses can be found on the Southwest Horse Sale website and/or on its Facebook page.
40. Mr. Oliveaux inquired on the status of the digital media PIE program that could potentially be implemented at B.B. "Sixty" Rayburn Correctional Center (RCC).
41. Mrs. Stagg explained that Mr. Floyd emailed the administrators of the program and they indicated that they are waiting for funding.
42. Mr. Ardoin set the next meeting for 10:00 AM, Tuesday, November 19, 2019 and adjourned the meeting at 10:23 AM.