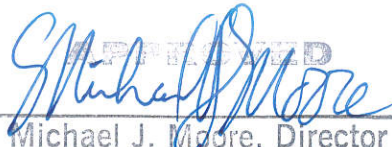


**Prison Enterprises Board Meeting**

**November 18, 2014**

  
Michael J. Moore, Director  
DATE 12/17/14

1. Chairman Charles Chatelain called the meeting to order at 10:04 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
  - 2.1 Members Present:
    - Charles Chatelain, Chairman
    - Joseph Ardoin
    - Harvey Honore
    - Eric Lane
    - Chris Wisecarver
  - 2.2 Prison Enterprises Staff Present:
    - Michael Moore, Director
    - Joe Buttross
    - Scot Floyd
    - Danny Hoover
    - Todd Labatut
    - Vickii Melius
    - Michelle Montalbano
    - Misty Stagg
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the October meeting. Mr. Wisecarver made a motion that the minutes be approved as written. Mr. Ardoin seconded the motion and it passed unanimously.
4. Mr. Chatelain turned the meeting over to Director Moore.
5. Director Moore began by announcing an Executive Order Expenditure Freeze was issued on November 7, 2014. The order limits travel and non-essential purchases and requires agencies to stay within their budgets. He explained PE's purchases and travel are affected by the freeze. He stated that PE sales' might be affected as a result of budget restraint for some state agencies.
6. Director Moore expounded on the recently implemented requirements of using P Cards or CBA accounts to pay for all travel expenses.
7. Next, Director Moore reported on the relocation status for PE's headquarters. He stated the Louisiana Correctional Facilities Corporation (LCFC) passed a resolution to move forward with the bond application process and submitted it to the Bond Commission. The resolution has been assigned to the Bond Commission's November 20<sup>th</sup> agenda. He noted, prior to the Bond Meeting, Undersecretary Bickham, Director Moore, and Mr. Buttross are scheduled to review the issues and concerns in regards to moving PE Headquarters and the renovations for the Mayflower Building.
8. Director Moore went on to announce he had been notified by the Office of Facility Planning that the vacate date for PE had been changed to March 31, 2015. In an effort to avoid relocating PE twice, Director Moore and Mr. Buttross requested an extension to the vacate date and only a two-week extension was granted.

9. Mr. Wisecarver suggested PE pursue an interim facility as soon as possible. He discussed the importance of PE maintaining a constant business flow and the potential difficulties involved with relocating. Various Board Members provided suggestions, ideas, and several scenarios to consider during the relocation process.
10. The Board asked to be notified of the outcome of the November 20<sup>th</sup> Bond Commission meeting.
11. Next, Director Moore reported the success of the First Annual Louisiana Correctional Association Conference (LCA) held October 20<sup>th</sup> – 22<sup>nd</sup> in Marksville. He stated PE staff members reported the seminars were educational and useful.
12. Director Moore summarized PE's participation at the National Correctional Industries Association (NCIA) Regional Conference in Nashville, TN. He announced PE's Quality Assurance Coordinator (QAC) Kenny Juneau was recognized at the conference as a nominee for the South Central Region NCIA Staff Award.
13. Continuing, Director Moore provided an update on PE's personnel. He reported the accounting position had been filled and the new hire will start December 1<sup>st</sup>. Then he informed the board of PE's QAC, Mr. Scott Bearb's request for a voluntary demotion to PE's Warehouse. Director Moore noted Mr. Tim Seilhan filled the QAC position Mr. Bearb vacated. Next, Director Moore announced Mr. Mark Kilgore at the Mattress Factory has been appointed to the LSP Swingman position. Mr. Kilgore will remain at the Mattress Factory until his position has been filled. He also reported Mr. Billy Ott retired November 1<sup>st</sup> and effective November 19<sup>th</sup> Mr. Terry Wallace will be appointed to his position. Continuing, Director Moore announced Kacie Henderson transferred from DOC purchasing to PE as an Administrative Program Specialist B. She will assist Mr. Buttross with purchasing as well as manage PE's ACA certification program. Lastly, Director Moore announced Mr. Bruce Brooks was hired as PE truck driver. He noted Mr. Bearb and Mr. Kilgore have commercial drivers licenses and will be utilized as needed while two truck drivers are on FMLA leave.
14. Director Moore continued with reiterating that the Annual Louisiana Code of Government Ethics Training must be completed by December 31, 2014. He referred to the personalized instructions included in each board members folder.
15. Lastly, Director Moore wished everyone a happy and safe Thanksgiving. He invited the Board Members to PE's potluck Thanksgiving lunch on November 25<sup>th</sup>.
16. Director Moore then asked Deputy Director Labatut for his comments.
17. Mr. Labatut began by reiterating the importance of the Livingston Parish 21<sup>st</sup> Judicial District Court Building job order. He announced that the Allen Furniture Plant has been working diligently to fulfill the \$245,000 order. To ensure PE was providing the highest quality work, Mr. Labatut visited the plant and inspected all aspects involved in producing the furniture. He recounted the hard work and dedication the staff and offenders displayed. He said morale was high and they exhibited pride in their accomplishments. He was impressed with the plan the Furniture Plant implemented to streamline the processes including establishing various quality checkpoints.
18. Director Moore then asked Mr. Buttross for an administrative update.
19. Mr. Buttross began by announcing PE purchased three (3) used trucks from Louisiana Property Assistance Agency (LPAA). A ¾ ton truck was sent to the EHCC farm, a ½ ton was sent to the QAC at LSP and a ½ ton truck was sent to PE Headquarters.
20. Next, Mr. Buttross provided an update on the DWCC timber sale. He stated the timber was awarded in three (3) stands. He reported two of the contracts had been fully

executed and payments received. He said the third (3<sup>rd</sup>) and final contract was awaiting signatures.

21. Lastly, Mr. Buttross stated the October 2014 job orders were \$590,000 and October 2013 totaled \$295,000. He reported the November job orders to date were \$106,000 while the entire month of November 2013 totaled \$162,000.
22. Director Moore then stated that in Mrs. Sigrest absence Mr. Buttross would provide the financial update.
23. Mr. Buttross stated that the sales for September 2014 were \$8.4 million as compared to last year's \$7.4 million, an increase of \$1 million. Industries totaled \$3.1 million this year as compared to last year's \$2.3 million, an increase of \$789,000, Agriculture totaled \$1.8 million this year compared to \$1.6 million last year, an increase of \$208,000, Retail sales totaled \$3.4 million this year, compared to \$3.4 million last year, an increase of \$6,300.
24. The September 2014 YTD Net Income was \$432,000 as compared to last year's net loss of \$183,000, an increase of \$615,000. Industries net income for September 2014 totaled \$427,000 compared to the September 2013 loss of \$52,000, an increase of \$479,000, Agriculture total net income was \$165,000 as compared to last year's income of \$600, an increase of \$164,000, Retail totaled a net income of \$126,000 compared to last year's net income of \$141,000, a decrease of \$15,000.
25. Mr. Buttross stated that the October 2014 preliminary sales totaled \$11.1 million as compared to last year's \$10.1 million, an increase of \$965,000. Industries totaled \$3.6 million as compared to last year's \$3.2 million, an increase of \$417,000, Agriculture totaled \$2.6 million as compared to last year's \$2.4 million, an increase of \$151,000, Retail totaled \$5 million as compared to last year's \$4.6 million, an increase of \$397,000.
26. Next, Mr. Wisecarver inquired of the future market price of cattle. Director Moore and Mr. Hoover reported on the current stages of PE's herds' and resolved that PE would be well positioned for the next few years.
27. Director Moore then asked Mrs. Melius for the marketing update.
28. Mrs. Melius began by reporting October had two (2) significant DOC orders. AVC ordered offender clothing and chemicals totaling \$40,891, and RCC ordered offender clothing, and linens totaling \$12,279.
29. Then, Mrs. Melius reported on the other significant job orders PE received during the month of October. She noted the largest order was the Earnest Morial Convention Center that ordered benches and a refurbishing project for one hundred twenty-nine (129) sofas and forty (40) chairs totaling \$168,780. Mrs. Melius reported the Lincoln Parish Police Jury ordered chairs totaling \$12,975, the Ascension Parish Jail ordered mattresses totaling \$11,212 and the Orleans Parish Sheriff's Office ordered mattresses, desks, trash receptacles, garments and chairs totaling \$21,959.
30. Lastly, Mrs. Melius reported on two significant quotes that were submitted. The Louisiana State Police Department requested a quote for traffic summons books totaling \$51,600 and the Allen Parish Sheriff's Office requested a quote on furniture totaling almost \$20,000.
31. Director Moore then asked Mr. Floyd to provide an Industries update.
32. Mr. Floyd began by providing an update on the progress of the 21<sup>st</sup> Judicial District Court job order and the Livingston Parish Sheriff's Office job order. Mr. Floyd commended the Furniture Plant staff and offenders for the many overtime and weekend hours worked in order to meet the deadline date.

33. Next, Mr. Floyd reported LSP's Tag Plant was vigorously working and producing 12,000 – 15,000 tags per week. He stated they were steadily working on the order for Battle of New Orleans tags, while completing the Trailer Identification order and the State Fire Marshall's order. He recognized the Silk Screen Shop for their assistance in creating the five (5)-color silkscreen needed for the State Fire Marshall's order.
34. Continuing, Mr. Floyd announced that the staff of the Earnest Morial Convention Center (EMCC) was extremely pleased with the second (2<sup>nd</sup>) delivery and installation of the reworked fence panels. He noted that EMCC had placed numerous orders and reworking the fence panels likely contributed to that. He cited the job order totaling \$168,000 for two (200) hundred benches and the reupholstering of lounge chairs and sofas was submitted while delivering the reworked fence panels.
35. Then, Mr. Floyd stated the Metal Fabrication shop had finished the arena panel prototype for the Burton Coliseum. He stated he has scheduled a visit to the Allen Parish Sheriff's office to discuss manufacturing new jail doors for them.
36. Mr. Floyd continued by recognizing the accomplishments of the EHCC Industries. He reported the Soap Plant added a second mixing tank to increase production and properly manufacture the DOC orders and that the Garment Plant was on track to surpass the pants production over the last four (4) year's.
37. Lastly, Mr. Floyd announced a visit to the Office of Juvenile Justice facility had been scheduled to discuss the specifications for indoor and outdoor furniture they have requested.
38. Director Moore added that the DCI Chair Plant had \$231,000 in open orders related to some of the previously mentioned orders.
39. Next, Director Moore asked Mr. Hoover to provide the Agriculture update.
40. Mr. Hoover began with reporting one hundred forty-nine (149) head of open heifers sold. He said one (1) load of one hundred five (105) head weighing about nine hundred sixteen (916) pounds sold for \$1.945 per pound and the remaining forty-four (44) head of calves sold for \$56,000. He also stated on November 21<sup>st</sup>, one (1) load with over sixty (60) head of DWCC steers weighing approximately seven hundred seventy (770) pounds will be sold via video auction.
41. Then, Mr. Hoover reported the soybean crop was completely harvested and PE had another million-dollar soybean crop, which yielded about forty-seven (47) bushels per acre. He contributed the crop's success to the new technology PE acquired and cited the Global Positioning System (GPS) and the combine as a few examples. Mr. Hoover reported they have begun making rows and preparing for spring.
42. Lastly, Director Moore thanked everyone for attending.
43. Mr. Chatelain announced the next board meeting would be held at 10:00 AM on Tuesday, December 16, 2014 at PE Headquarters. Mr. Chatelain then adjourned the meeting.