

**PRISON ENTERPRISES BOARD
MEETING**

January 15, 2013

1. Chairman Charles Chatelain called the meeting to order at 10:00 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
 - 2.1 Members Present:
 - Charles Chatelain, Chairman
 - Joseph Ardoin
 - Frank Strickland
 - Paul Spalitta
 - 2.2 Prison Enterprises Staff Present:
 - Michael Moore
 - Todd Labatut
 - Misty Stagg
 - Morgan LeBlanc
 - Kristie Sigrest
 - Robert Honeycutt
 - Danny Hoover
 - Diane Breaux
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the December 18th meeting. Mr. Ardoin made a motion that the minutes be approved as written. Mr. Spalitta seconded the motion and it passed unanimously. Mr. Chatelain turned the meeting over to Director Moore.
4. Director Moore began by informing the board of the death of PE Regional Manager Michael Vannoy who passed away suddenly on December 23rd. He asked that his family be in their prayers.
5. Director Moore mentioned the need to purchase of some used equipment, a used combine and vans, and then asked Deputy Director to explain.
6. Mr. Labatut stated that after researching combines, PE has decided to purchase a "CASE" combine with a flex header. He also stated that PE is working to purchase three used (3) vans for the Janitorial Program.
7. Director Moore then gave an update on the Hunt Garment Plant by stating that it has been a large operational challenge partly due to the number of offenders on callouts. The blue jean quota has been reduced from three hundred-fifty (350) per day to three hundred (300) per day. Additional equipment is being considered. The jumpsuit production was moved to LCIW, and the jackets were moved to Winn Correctional Center. Hunt is working with PE to possibly increase offender work crews in the Garment Plant.
8. Director Moore gave a personnel update by stating that the Assistant Supervisor in the HCC Garment Plant is transferring to LCIW. Mr. Randy Ott with the LSP Rangeherd is retiring, and his position will be filled with Mr.

Allen Barton. Mr. Mike Vannoy's position will soon be announced to fill, and the Marketing Manager position at PE Headquarters has been announced to be filled. Also, Diane Breaux, Executive Management Officer at PE Headquarters plans to retire by the end of this fiscal year, and will take some leave prior to that.

9. Director Moore stated also, that the Department continues to have budget issues. Director Moore then asked Deputy Director Todd Labatut for his comments.
10. Mr. Labatut began by stating that sample jeans were received from Mississippi Prison Industries, and are manufactured very similar to PE's jeans should PE need assistance with the production of jeans.
11. Mr. Labatut is also researching solar powered trash cans after it was brought to his attention that New Orleans will be conducting a pilot program with them in the French Quarter.
12. Mr. Labatut presented a sample of the newly proposed uniforms for PE staff. They are cooler, and look more professional, since PE staff also act in a security capacity first and foremost. He stated that Headquarters will need to approve them. Director Moore then asked Mrs. Morgan Leblanc for her comments.
13. Mrs. LeBlanc began by stating that PE is working on purchasing some used equipment. She also stated that the corn seed bid closes today, and the large CDC grocery bid closes on January 22nd.
14. Continuing, Mrs. Leblanc stated that YTD job orders through the month of December are up by \$617,000 as compared to last year, and YTD job orders through mid-January are up \$480,000 as compared to last year.
15. Mrs. LeBlanc stated also that \$50,000 of new security uniforms have been ordered so far. Director Moore then asked Mrs. Kristie Sigrest for her comments.
16. Mrs. Sigrest began by stating that the October final YTD sales totaled \$9.9 million as compared to last year's \$9 million, an increase of \$838,000. YTD net income reflected a profit of \$107,000 as compared to last year's loss of \$240,000, an improvement of \$346,000.
17. Mrs. Sigrest stated that the YTD preliminary sales for November totaled \$12.2 million as compared to last year's \$11.1 million, an increase of \$1.1 million. Industries totaled \$4.1 million as compared to last year's \$3.5 million, an increase of \$650,000, Agriculture totaled \$2.5 million as compared to last year's \$2 million, an increase of \$446,000 and Retail totaled \$5.6 million as compared to last year's \$5.6 million, with a slight decrease of \$37,000.
18. Mrs. Sigrest then stated that preliminary YTD sales for December totaled \$14.4 million as compared to last year's \$13.6 million, an improvement of \$808,000. Industries totaled \$4.9 million as compared to last year's \$4.6 million, an increase of \$272,000, Agriculture totaled \$2.7 million as compared to last year's \$2.3 million, an increase of \$454,000, and Retail totaled \$6.8 million as compared to last year's \$6.7 million, an increase of

- \$82,000. Director Moore then asked Mrs. Morgan LeBlanc for the Marketing Report.
19. Mrs. LeBlanc began by reporting significant job orders: Orleans Parish Sheriff's Office for mattresses and blankets totaling \$9,250, DOC orders totaling \$109,657, and Jefferson Parish Correctional Center for mattresses totaling \$6,280.
 20. Continuing, Mrs. LeBlanc gave an update on upcoming conferences. The Police Jury Conference held in Lake Charles will be held on February 20-22, 2013, and the Louisiana School Board Conference in Marksville will be held on March 4-6, 2013. Director Moore then asked Mr. Robert Honeycutt for his comments.
 21. Mr. Honeycutt began by stating that the Probation & Parole increased their furniture order adding an extra day for completion.
 22. Mr. Honeycutt also stated that the Orleans Parish Prison's supplemental metal order has been put on hold due to possible changes in the building plans.
 23. Mr. Honeycutt also stated that the Tag Plant press was repaired and is running.
 24. Continuing, Mr. Honeycutt mentioned that he is pleased with the new hire in the soap plant, J.C. Rivett. Mr. Rivett is an asset to the plant due to his knowledge of chemicals. Director Moore then asked Mr. Danny Hoover for his comments.
 25. Mr. Hoover began by stating that timber cutting began at Wade starting with the pulpwood cuts.
 26. Mr. Hoover stated also that corn will be planted in approximately six (6) weeks. The wheat looks good in spite of the excess water from recent rains. Fertilizing will begin at the end of the month and then again in March.
 27. Continuing, Mr. Hoover stated that two (2) loads of steers (760 lbs) sold from Wade Thursday. These are the last group of steers to sell this year.
 28. Mr. Hoover then stated that calving is now taking place, with five hundred (500) new calves at LSP since December 20th.
 29. Mr. Chatelain then stated that it was time to decide the date and time of the next meeting of the Prison Enterprises Board. It was decided that the next meeting will be held at PE Headquarters Tuesday February 19th, 2013 at 10 AM and the meeting was adjourned.