


Prison Enterprises Board Meeting

December 17, 2013

APPROVED

Michael J. Moore, Director
DATE 2/21/14

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
 - Frank Strickland
 - Joseph Ardoin
 - Paul Spalitta
 - Eric Lane
 - Harvey Honore
 - 2.2 Prison Enterprises Staff Present:
 - Michael Moore
 - Todd Labatut
 - Misty Stagg
 - Kristie Sigrest
 - Robert Honeycutt
 - Daniel Hoover
 - Richard Rees
 - Joe Buttross
 - Michelle Montalbano
3. Mr. Strickland made a motion to approve the minutes from the November meeting. The motion was seconded by Mr. Honore with no objections.
4. Mr. Chatelain then turned the meeting over to Director Moore.
5. Director Moore began by wishing everyone a safe and happy holiday season. He recognized Mr. Ardoin for his efforts in the wonderful Christmas Luncheon hosted by the Baton Rouge Building & Construction Trades Council and thanked him for allowing PE the opportunity to gather with many Louisiana Sheriff's and customers.
6. Director Moore reminded the Board Members of the December 31st deadline for Ethics Training. He suggested any members needing assistance see PE's Executive Staff Officer after the meeting.
7. Next, Director Moore announced he will appear before the ACA Panel for the final phase of the PE Reaccreditation Audit. The Panel Hearing and the Awards Banquet will be held in conjunction with the ACA Winter Conference in Tampa, Florida in January 2014.
8. Director Moore continued with a personnel update. He reported PE has four vacancies: 1) The PE Supervisor "Swingman" position at Louisiana State Penitentiary (LSP), of which interviews are ongoing, 2) The Accountant I position at PE Headquarters, of which

- the candidate has been selected and will begin the 1st week of January, 3) A truck driver position, and 4) A PE Shop Superintendent position at LSP Tractor Repair.
9. Director Moore reported that staff attended the Mississippi Prison Industries Corporation (MPIC) Annual Holiday Showcase 2013 held December 11th and 12th and were introduced to the new Director of MPIC and it provided numerous networking opportunities for PE.
 10. Next, Director Moore provided the status of the Elayn Hunt Correctional Center (EHCC) property. He reported PE vacated the land that was sold and 158 head of open heifers were moved to the EHCC main prison grounds. He confirmed PE will have approximately 300 acres available, upon the completion of the new fencing.
 11. Director Moore continued by announcing Secretary Le Blanc sent a letter to the Chancellor of the LSU Agriculture Center requesting permission to utilize the property adjacent to EHCC.
 12. Director Moore then asked Mr. Labatut for his comments.
 13. Mr. Labatut began by recounting the delivery of 168 chairs to Southeastern Louisiana University (SLU) on Thursday, December 12th. He conveyed his gratitude to the EHCC Warden for providing inmate labor to assist in placing the new chairs and discarding the old ones.
 14. Mr. Labatut reported the production of the table and chair prototypes, requested by SLU, were progressing as expected. When the designs are completed a meeting will be scheduled to present the prototypes and potentially receive the order for 84 tables and 336 kitchen chairs discussed in previous meetings.
 15. Next, Mr. Labatut stated the two tractors with front end loaders ordered last month had been delivered. He confirmed one was delivered to Dixon Correctional Institute (DCI) and one to LSP. He also reported LSP received a 12 row stack fold toolbar for planting.
 16. Director Moore asked Mr. Buttross for the Administrative update.
 17. He began with announcing the new PE uniforms arrived December 17th. They will be sent to Embroidery and by mid January 2014 the uniforms will begin to be delivered.
 18. Mr. Buttross revealed he and the Agriculture Manager, Danny Hoover have scheduled a site visit with C. Paul Phelps Correctional Center to discuss bidding out the state land.
 19. Then Mr. Buttross reported the job orders for November 2013 were \$311,000 while November 2012 was \$1.1 million.
 20. Then, Mr. Buttross stated the job orders through December 18th were \$840,000 while the entire month of December 2012 was \$308,000. The decrease in November 2013 to 2012 orders and the increase in orders for December 2013 to 2012 was primarily due to the timing issue for the Louisiana Office of Motor Vehicle order. The order was received in November for 2012 and received in December for 2013.
 21. Director Moore then asked Mrs. Sigrest for the financial update.
 22. Mrs. Sigrest stated that October 2013 YTD sales totaled \$10.1 million as compared to last year's \$9.9 million, an improvement of \$267,000. Industries totaled \$3.2 million as

- compared to last year's \$3.3 million, a decrease of \$184,000, Agriculture totaled \$2.4 million as compared to last year's \$2 million, an increase of \$386,000, Retail totaled \$4.6 million as compared to last year's \$4.5 million, an improvement of \$65,000.
23. The October 2013 YTD Net Income was a loss of \$10,000 as compared to last year's income of \$107,000, a decrease of \$117,000. Industries totaled a loss of \$50,000 as compared to last year's income of \$177,000, a decrease of \$227,000, Agriculture totaled a net income of \$227,000 as compared to last year's net income of \$150,000, an increase of \$77,000, Retail totaled a net income of \$170,000 as compared to last year's net income of \$144,000, an improvement of \$26,000.
 24. Mrs. Sigrest stated that the November 2013 YTD preliminary sales totaled \$12.1 million as compared to last year's \$12.1 million, an decrease of \$29,000. Industries totaled \$3.7 million as compared to last year's \$4.1 million, a decrease of \$411,000, Agriculture totaled \$2.7 million as compared to last year's \$2.5 million, an improvement of \$280,000, Retail totaled \$5.7 million as compared to last year's \$5.6 million, an improvement of \$103,000.
 25. Mr. Chatelain requested a report to help identify monthly trends. He suggested a truncating report with the month to month information for the current year as well as the past year.
 26. Mrs. Sigrest agreed to prepare the report for the next board meeting.
 27. Director Moore then asked Mr. Rees for the Marketing update.
 28. Mr. Rees began by reporting the following significant job orders: 1) a \$725,885 order from the LSP for soap products, linens, printing, offender clothing and cleaning supplies, 2) an order for \$28,843 from the Orleans Parish Sheriff's Office for jumpsuits, mattresses and blankets, 3) the Probation and Parole Offices in Orleans, Thibodaux, Shreveport and Lake Charles districts ordered furniture totaling \$18,376, 4) a \$6,410 furniture order from the Lake Charles City Court was received, 5) the Tangipahoa Parish Jail ordered \$4,800 of clear mattresses and 6) \$7,500 of furniture was ordered by the Carencro City Police.
 29. Next Mr. Rees provided the website update by confirming the photo shoots were completed and the web pages created.
 30. Director Moore then asked Mr. Honeycutt for the Industries update.
 31. Mr. Honeycutt began by confirming the samples of the small livestock pens for the Burton Complex were ready to be delivered.
 32. Mr. Honeycutt reported the sheeting for the Bicentennial Battle of New Orleans license tags was completed. The new tags were delivered to the Office of Motor Vehicle satellite offices. They have requested a change on the tags for future deliveries. New sheeting was ordered.
 33. Then Mr. Honeycutt provided a picture of the custom designed desk delivered to the Legislative Auditor Office on December 11th.

34. Next Mr. Honeycutt recounted the changes made at the EHCC Garment Plant and identified the positive results. He reported in December 2012, 30,000 pairs of blue jeans were backordered, while in December 2013 an order for 11,000 pairs of jeans was shipped directly from the EHCC Garment Plant inventory stock without any backorders.
35. Director Moore then asked Mr. Hoover for the Agriculture update.
36. Mr. Hoover started with reporting the wheat was doing well and the rye grass looked great. He announced preparations for planting corn had begun. The fertilizer was put out to bid, the corn seeds were purchased and soil samples have been conducted.
37. Next Mr. Hoover confirmed 2 loads of steers shipped from David Wade Correctional Center (DWCC). One load weighed 822# and sold for \$1.54 per pound and the other load weighed 700# and sold for \$1.505 per pound. He advised of two more loads of steers to be sold from DWCC in December. They should weigh an average of 760# and sell for \$1.595 per pound.
38. Mr. Hoover recounted the success of the trip to the Waggoner Ranch in Vernon, Texas and the purchase of four pregnant mares.
39. Mr. Chatelain announced the next Board meeting will be January 21, 2014 at Prison Enterprises Headquarters at 10 AM. Mr. Chatelain then adjourned the meeting.