

**Prison Enterprises Board Meeting**

**March 19, 2014**

**APPROVED**  
*Michael J. Moore*  
Michael J. Moore, Director  
DATE 4/24/14

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
    - Joseph Ardoin
    - Frank Strickland
    - Harvey Honore
    - Eric Lane
    - Paul Spalitta
  - 2.2 Prison Enterprises Staff Present:
    - Todd Labatut
    - Misty Stagg
    - Kristie Sigrest
    - Robert Honeycutt
    - Vickii Melius
    - Joe Buttross
    - Michelle Montalbano
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the prior meeting. Mr. Spalitta made a motion that the minutes be approved as written. Mr. Lane seconded the motion and it passed unanimously. Mr. Chatelain turned the meeting over to Deputy Director Labatut.
4. Deputy Director Labatut began by announcing Director Moore was ill and couldn't attend the meeting. He discussed his agenda topics and asked Deputy Director Labatut to report to the Board on his behalf.
5. Deputy Director Labatut started by recognizing the following winners from PE's 2013 Annual Awards and Training Conference held February 20, 2014. The Director's Award was given to Rosie Gradney, the Boss Dick Award recipient was Lionel Kleinpeter, the Agriculture Award winner was Marshall Cain, the Industry Award winner was Lenette Robertson, the winner of the Quality Assurance Award was Steve Walters and the Marketer of the Year was Debbie Wise.
6. Next, Deputy Director Labatut provided an update on PE's participation in the National Correctional Industries Association (NICA) Training Conference being held in New Orleans, April 13<sup>th</sup> -16<sup>th</sup>. He reported hotel accommodations were finalized and all of the arrangements for PE Field personnel to participate in training sessions, along with PE HQ personnel has been completed.
7. Deputy Director Labatut continued with a personnel update stating that Philip Causey was appointed to the PE Truck Driver position and Lea Wroten was transferred to the Administrative Program Specialist position at the sales desk. The Administrative

Assistant 4 position Mrs. Wroten previously held, was announced and was closed on 3/01/14. He reported Dylan Reames was transferred to the PE Farm Supervisor position at the Louisiana State Penitentiary (LSP) rangeherd on 3/3/14 and Paden Munn was appointed to the PE Farm Supervisor at the Dixon Correctional Institute (DCI) replacement heifer operation effective as of 3/17/14. He also stated the PE Supervisor position for the Hunt Soap Plant had been announced and closed on 3/05/14.

8. Next Deputy Director Labatut provided a summation of the meeting between himself, Director Moore, Mrs. Stagg, and Secretary LeBlanc, with the Associate Vice Chancellor of LSU's College of Animal Sciences in regards to the possible usage of their property to supplement the EHCC rangeherd.. It was agreed by all that the next meeting would be a site visit to the LSU property and would occur sometime during the week of March 2<sup>4th</sup>. Mr. Chatelain and Mr. Honore requested they be notified of the date and time once it was determined.
9. Lastly, Deputy Director Labatut discussed PE's participation in helping the Office of Juvenile Justice (OJJ) vacate the Jetson Correctional Center (JCC). PE will assist and coordinate moving the warehouse and office equipment, as well as the remaining frozen foods to their other facilities located in Bridge City and Swanson, Louisiana. He also confirmed all of the JCC remaining sales orders with PE will be divided and delivered to the Swanson and Bridge City facilities.
10. Deputy Director Labatut then asked Mr. Buttross for an administrative update.
11. Mr. Buttross began by announcing the vehicle used by Major Jackie Faulkenberry for the DCI Janitorial crew was replaced with a Dodge Durango.
12. He also reported a bid will open March 25<sup>th</sup>, to purchase a Mower Conditioner and Round Baler for LSP rangeherd.
13. Next Mr. Buttross explained how the raw materials orders for the Southeastern Louisiana University (SLU) furniture order had been processed. The majority of the raw products were delivered the week of March 17<sup>th</sup> and the 2<sup>nd</sup> (final) delivery would be made the week of March 24<sup>th</sup>.
14. Then, Mr. Buttross reported February 2013 job orders totaled \$178,000, while February 2014 totaled \$453,000. He went on to state the orders for the entire month of March 2013 totaled \$383,000 and through March 18<sup>th</sup> of this year, the orders were \$150,000.
15. Deputy Director Labatut then asked Mrs. Sigrest for the financial update.
16. Mrs. Sigrest stated that January 2014 YTD sales totaled \$16.8 million as compared to last year's \$16.7 million, an increase of \$51,000. Industries totaled \$5.5 million as compared to last year's \$6 million, a decrease of \$517,000, Agriculture totaled \$3.3 million as compared to last year's \$2.9 million, an increase of \$413,000, Retail totaled \$8.1 million as compared to last year's \$7.9 million, an improvement of \$155,000.
17. The January 2014 YTD Net Income was \$34,000 as compared to last year's income of \$390,000, a decrease of \$356,000. Industries reported a loss of \$58,000 for January 2014 and in January 2013 a net income of \$398,000, a decrease of \$456,000, Agriculture totaled a net income of \$385,000 as compared to last year's net income of \$308,000, an

increase of \$77,000, Retail totaled a net income of \$331,000 as compared to last year's net income of \$292,000, an improvement of \$40,000.

18. Mrs. Sigrest stated that the February 2014 YTD preliminary sales totaled \$18.6 million as compared to last year's \$19 million, a decrease of \$412,000. Industries totaled \$6.1 million as compared to last year's \$7 million, a decrease of \$955,000, Agriculture totaled \$3.3 million as compared to last year's \$2.9 million, an improvement of \$357,000, Retail totaled \$9.2 million as compared to last year's \$9 million, an improvement of \$185,000.
19. Mr. Spalitta inquired as to why the sales orders for Hunt Garment Factory and Winn Garment Factory had decreased. Deputy Director Labatut explained how the sales are effected by budgeting and year end.
20. Deputy Director Labatut then asked Mrs. Melius for the Marketing update.
21. Mrs. Melius began by reporting the following significant job orders: 1) a \$61,740 order from SLU housing for entertainment centers, coffee tables and end tables, 2) an order for \$18,500 from the Office of Motor Vehicle for various license plates, 3) an order from Burton Coliseum for handrails totaling \$19,549, and 4) an order for orange jumpsuits, totaling \$12,490 from Caddo Parish Criminal Sheriff's Office.
22. Mrs. Melius stated that Mrs. Wroten easily transitioned into the Administrative Program Specialist position and was performing well.
23. Next Mrs. Melius reported the sales team attended the Police Jury Association conference on February 26<sup>th</sup> & 27<sup>th</sup>.
24. Mrs. Melius informed the board that Mrs. Dawn Abraham was appointed to fill Mr. Lionel Kleinpeter's position when he retires on May 1, 2014.
25. Deputy Director Labatut then asked Mr. Honeycutt for the Industries update.
26. Mr. Honeycutt began by reporting the materials for the Burton Coliseum handrail order would be ordered soon.
27. Next, Mr. Honeycutt announced the four delivery phases of the Lafayette Parish Jail orders were completed. He explained, the jail has a fifth phase planned for 2015, and will notify PE six months prior to their expected delivery date.
28. Mr. Honeycutt recounted the delivery of the Carencro Police Department's desk. He explained, it was delivered in five pieces and put together in their office. They were pleased with the 20' U-shaped mahogany desk.
29. Lastly, Mr. Honeycutt confirmed the SLU order will be delivered by the June 30<sup>th</sup> deadline. If necessary the furniture shop will work six days a week to complete the order.
30. Deputy Director Labatut then asked Mrs. Stagg for the Agriculture update.
31. Mrs. Stagg began by announcing the wheat crop received it's 2<sup>nd</sup> fertilization in early March and it looked better than it had in weeks.
32. Mrs. Stagg stated the corn ground was fertilized for the 1<sup>st</sup> time on March 14<sup>th</sup> and 15<sup>th</sup>. She also said 145 acres of corn had been planted and weather permitting, the remaining 150 - 200 acres would be planted by March 21<sup>st</sup>.

33. Next, Mrs. Stagg informed the board on Friday, March 21<sup>st</sup> two loads of LSP heifers, weighing about 775 lbs., will be sold at Superior Livestock Auction. They will be delivered between April 15<sup>th</sup> - May 15<sup>th</sup>.
34. Lastly, Mrs. Stagg reported the calving was almost complete and the cows would be worked in about a month. She also said the bulls would be put out at DCI with the heifers.
35. Mr. Chatelain announced the next board meeting would be held on Wednesday, April 23, 2014 at Louisiana State Penitentiary at 11:00 AM. Mr. Chatelain then adjourned the meeting.