

APPROVED
Michael J. Moore
Michael J. Moore, Director
3/20/18
Date

Prison Enterprises Board Meeting

January 30, 2018

1. Chairman Joseph Ardoin called the meeting to order at 10:00 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Mr. Richard Oliveaux led the opening prayer. Following the prayer, the Pledge of Allegiance was recited.
3. Attendance
 - 3.1 Members Present:
 - Joseph Ardoin, Chairman
 - Eric Lane
 - Richard Oliveaux
 - Paul Spalitta
 - Chris Wisecarver
 - 3.2 Prison Enterprises Staff Present:
 - Michael Moore, Director
 - Joe Buttross
 - Scot Floyd
 - Kacie Henderson
 - Danny Hoover
 - Vickii Melius
 - Michelle Montalbano
 - Kristie Sigrest
 - Misty Stagg
 - 3.3 Department of Corrections Staff Present:
 - Thomas Bickham, Jr., Undersecretary
4. Mr. Ardoin acknowledged that a quorum was present and asked for a motion to approve the October and November board meeting minutes. Mr. Lane made a motion that the minutes be approved as written. Mr. Wisecarver seconded the motion and it passed unanimously.
5. Next, Mr. Ardoin stated that an election to select a Chairman and Vice Chairman for the PE Board would be held. Mr. Ardoin opened the floor for nominations. Mr. Lane nominated Mr. Ardoin for Chairman and Mr. Paul Spalitta seconded the nomination. As there were no more nominations, Mr. Ardoin was declared Chairman. Mr. Ardoin then opened the floor nominations for Vice-Chairman. Mr. Wisecarver nominated Mr. Spalitta for Vice-Chairman and Mr. Eric Lane seconded that nomination. As there were no more nominations, Mr. Spalitta was declared Vice-Chairman.
6. Mr. Ardoin turned the meeting over to Director Moore.
7. Director Moore discussed the Henry Clarendon "H.C." Peck, Sr. Executive Board Room Dedication Ceremony that would take place following the meeting.
8. Next, Director Moore provided an update on the progress of the Louisiana Legislative Auditors on defining the scope of the audit they are conducting on PE.
9. Director Moore, then asked Undersecretary Bickham to provide an update on the budget for Fiscal Year 18/19.

10. Undersecretary Bickham briefly discussed the proposed budget cuts and the indirect effects it would have on the Department of Corrections and PE.
11. Continuing, Director Moore announced that Mark Kilgore, PE's Industries Relief Supervisor has been chosen to receive the National Correctional Industries Association's (NCIA) National Staff Award. Every year, the NCIA recognizes individuals with extraordinary skills and leadership in their respective programs that work to improve Correctional Industries as a whole. Mr. Kilgore won the NCIA South Central Region Staff Award that put him in contention for the 2018 National Staff Award. The prestigious National Staff Award will be presented to Mr. Kilgore at the NCIA Awards Banquet in Atlanta, GA on April 17, 2018.
12. Lastly, Director Moore noted that PE plans to send several staff members to the NCIA conference April 15th – 18th in Atlanta, GA. The conference will provide a tremendous networking opportunity and offers a variety of workshops and panels relevant to PE's operations and goals.
13. Director Moore then asked Mr. Buttross for the administrative update.
14. Mr. Buttross reported on the Louisiana Workforce Commission (LWC) Apprenticeship Program. He stated that the first (1st) draft of the Apprenticeship Program application had been sent to LWC for review and comments. He discussed PE's plans for establishing the "Welder-Fitter" position as the first certified apprenticeship occupation. He reiterated PE's objective to begin implementation of the program at the Metal Fabrication Shop and ultimately implement the program in several Department of Corrections (DOC) institutions.
15. Mr. Ardoin inquired as to which facility the training would be offered.
16. Mr. Buttross explained that PE's Metal Fabrication Shop at Louisiana State Penitentiary (LSP) would be the first (1st) to provide the "hands on training" for the Apprenticeship Program. He added that many LSP offenders have completed the classroom curriculum, which would allow them to be immediately certified upon completing the "hands on training". Thus, they can begin mentoring offenders from other facilities.
17. Mr. Wisecarver questioned if the program would have a stipulation for training offenders based on their release date.
18. Mr. Buttross explained that an offender must be at least five (5) years from his release date to participate in the program. He added that the Welding Apprenticeship Program was a four (4) year program.
19. Mr. Wisecarver asked the goal or number of offenders the program plans to train in the first year.
20. Mr. Buttross replied that the first year the goal is to train five (5) to ten (10) offenders with plans to increase the amount every year.
21. Director Moore interjected that the first year goal was established after consulting with other states utilizing the program.
22. Undersecretary Bickham questioned whether the Certified Treatment and Rehabilitation Program (CTRP) credits would be offered.
23. Mr. Buttross stated that if the job titles the offenders hold while participating in the program offer CTRP credit then these offenders would be eligible.
24. Next, Mr. Buttross announced that PE's Property Manager was working to complete PE's annual property certification. He expounded on PE's use of electronic identification ear tags and their advantages in inventorying the cattle.
25. Continuing, Mr. Buttross provided an update on the procurement contracts. He noted that the majority of the Canteen Distribution Center (CDC) contracts are in place. The grocery

- bid, blank goods bid, and CDC personal property bids are in the process of being awarded. The current uniform contract has been extended for three (3) months, as the new uniform bid has recently been put out. He added that a few items were added to the qualified products list (QPL) bid for the Soap Plant that closes on January 30th.
26. Lastly, Mr. Buttross reported job orders for December 2017 were \$396,566 compared to 2016 job orders of \$171,837. January 2018 job orders through January 25th were \$322,124 and for the entire month of January 2017, job orders totaled approximately \$307,238.
 27. Director Moore then asked Mrs. Sigrest to provide the financial update.
 28. Mrs. Sigrest reported that November 2017 finalized year to date (YTD) sales were \$11.6 million compared to November 2016 YTD sales of \$11.8 million, a decrease of \$190,000. YTD net income for the month of November 2017 was a loss of \$350,000 compared to a YTD loss of \$501,000 for November 2016, an increase of \$151,000. The December 2017 preliminary monthly sales decreased by \$229,000 compared to December 2016 monthly sales and the preliminary YTD sales showed a decrease of \$419,000 as compared to December 2016 YTD sales.
 29. Undersecretary Bickham inquired as to the status of the timber revenue.
 30. Director Moore and Mr. Buttross provided a detailed update indicating that work had been suspended and the contract extended due to wet weather conditions and other factors.
 31. Continuing, Director Moore asked Mrs. Melius to provide a sales and marketing update.
 32. Mrs. Melius began by reporting that PE received four (4) significant DOC job orders. An order from LSP for offender clothing, print, janitorial supplies, officer uniforms, linens, and programming chairs totaling \$672,226, an order from David Wade Correctional Center (DWCC) for offender clothing, janitorial supplies, officer uniforms, and linens totaling \$61,534, an order from Allen Correctional Center (ALC) for print, offender clothing, linens and officer uniforms totaling \$41,089 and an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for offender clothing, print, and janitorial supplies totaling \$37,595.
 33. Continuing, Mrs. Melius reported five (5) other significant job orders were received. An order from the Youth Challenge Program/Pineville for metal lockers totaling \$99,000, an order from Office of Motor Vehicles (OMV) for tags totaling \$38,721, an order from Richwood Correctional Center for bunks totaling \$32,058, an order from Pinecrest Support Services for linens, clothing and janitorial supplies totaling \$18,886 and an order from Jefferson Parish Correctional Center for mattresses totaling \$17,900.
 34. Lastly, Mrs. Melius reported that three (3) significant job quotes were submitted in January. A quote to the Office of Juvenile Justice/Acadiana Center for Youth for office furniture, outdoor metal items, and furniture for the dorms and day use areas totaling \$384,700, a quote to the Youth Challenge Program/Minden for mattresses, lockers, and bunks totaling approximately \$161,370, and a quote to the West Carroll Detention Center for linens, mattresses, offender clothing and janitorial supplies totaling \$17,800.
 35. Undersecretary Bickham mentioned the effects the anticipated budget cuts by the state could potentially have on funding for state agencies.
 36. Director Moore asked Mr. Floyd for an industries update.
 37. Mr. Floyd began with a report on the Canteen Package Program. He stated that the recently hired Canteen Package Program (CPP) Supervisor, Mel Fruge, along with LSP Quality Assurance Coordinator Kenny Juneau, and LSP Industries Relief Supervisor Mark Kilgore, successfully processed and distributed the orders for the Holiday Program, which was also the first program completed in the new warehouse. He noted that the ordering

period for the next program will be from February 12th – March 13th and is scheduled to be delivered by April 20th.

38. Continuing, Mr. Floyd provided information on the damage and the repairs to the water pipe that burst at the LSP Metal Fabrication Shop and the outside water line at the Wakefield Meat Plant during the freezing temperatures January 16th - 18th.
39. Lastly, Mr. Floyd reported that the Soap Dispenser pilot program has been redefined. The heavy duty/tamper proof soap dispensers placed in the Elayn Hunt Correctional Center (EHCC) Transition dormitories were damaged by offenders and proved ineffective. However, DOC Headquarters indicated an interest in purchasing foaming soap from PE. The Soap Plant began exploring the options that were available. A competitively priced foaming soap dispenser with a refillable bottle has been received and being tested. The supervisor has been working to develop foaming hand soap for PE to manufacture and distribute. Samples will be provided to DOC Headquarters when all testing has been completed.
40. Director Moore asked Mr. Hoover for an agriculture update.
41. Mr. Hoover announced that although the winter was brutal, the cattle handled the wintry weather very well and were in good shape. There were minimal deaths related to the inclement weather during calving. The cattle were grazing on ryegrass and were also fed hay. DCI Rangeherd put out fertilizer on ryegrass.
42. Next, Mr. Hoover reported that the crop fields were in good shape. Lots of fieldwork was done and the rows were made.
43. Lastly, Mr. Hoover stated that in December DWCC sold two (2) loads of 118 head of steers weighing approximately 821 pounds for \$134,707. In January three (3) loads of 180 head of steers weighing an average of 783 pounds sold for \$191,535. Additionally, twenty-five (25) steers were sent to the stockyard.
44. Director Moore inquired on the status of repairing the crusher house.
45. Mr. Hoover explained that the wintry weather has been a hindrance on repairing the roof. The insurance company is processing the claim. PE will continue to purchase feed until the crusher house is repaired and fully operational.
46. Mr. Wisecarver inquired on the status of the Quail program.
47. Mr. Hoover explained that the program was closed in December 2017.
48. Director Moore concluded PE's update stating that soon after the meeting concludes the Henry Clarendon "H.C." Peck, Sr. Executive Board Room Dedication Ceremony guests will arrive. He noted that members of the Peck family, PE Board members, current and former PE staff members, DOC employees, and dignitaries plan to attend the dedication.
49. Mr. Oliveaux reiterated that RCC would like PE to establish an industry at their facility.
50. Mr. Ardoin set the next meeting for 10:00 AM at PE Headquarters on Tuesday, February 27, 2018.
51. Mr. Oliveaux made a motion to adjourn the meeting and Mr. Spalitta seconded the motion.
52. Mr. Ardoin adjourned the meeting at 10:46 AM.

Today's Date: 2/21/18

Date Completed: _____

REVIEW

Board Meeting Minutes

Tuesday, January 30, 2018

Please review the attached Board Meeting Minutes . Make any corrections/suggestions, initial & date

RETURN TO MICHELLE ASAP

Staff Member Initial

Date

Scot Floyd SF

21 Feb 18

Danny Hoover DH

2/21/18

Vickii Melius VM

2/21/18

Kristie Sigrest KS

2/22/18

Joe Buttross JB

2/22/18

Misty Stagg MS

2/22/18

MJM MJM

2/23/18