

Prison Enterprises Board Meeting

July 23, 2019

APPROVED

Michael J. Moore, Director
9/18/19
Date

1. Chairman Joseph Ardoin called the meeting to order at 10:10 AM at Raymond Laborde Correctional Center (RLCC) in Cottonport, Louisiana (LA).
2. Mr. Richard Oliveaux led the opening prayer. Following the prayer, the Pledge of Allegiance was recited.
3. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Chairman
Richard Oliveaux
 - 2.2 Prison Enterprises Staff Present:
Michael Moore, Director
Joe Buttross
Scot Floyd
Kacie Henderson
Danny Hoover
Vickii Melius
Michelle Montalbano
Kristie Sigrest
Misty Stagg
Becky Dougan
4. Mr. Ardoin acknowledged that not enough board members were present for a quorum therefore a vote to approve the prior meeting minutes could not be taken.
5. Mr. Ardoin thanked Warden McCain for hosting the meeting and turned the meeting over to Director Moore.
6. Director Moore conveyed his gratitude to Warden McCain and Deputy Warden Bordelon providing the Squad Room for the board meeting and for planning and coordinating the meeting and lunch. He recognized RLCC's continued support for PE and conveyed his appreciation for providing PE a building to house the Garment Plant and for providing accommodations for the offender workers transferring with the plant.
7. Then, Director Moore provided an update on the status of relocating the Garment Plant from Winn Correctional Center (WNC) to RLCC.
8. Continuing, Director Moore introduced PE's Garment Plant Supervisor, Becky Dougan. He thanked Mrs. Dougan for her willingness to relocate to Cottonport and continue as the PE Supervisor of the Garment Plant at RLCC.
9. Next, Director Moore explained that RLCC assisted with some of the expenses to reconfigure the building. He asked Warden McCain to elaborate on the building.
10. Warden McCain explained that he and his staff are excited that PE selected RLCC to house a PE industry. The Garment Plant is utilizing half of the Votech Building. To accommodate PE's needs RLCC installed gates, added electrical panels, and installed restrooms for the building.
11. Next, Director Moore reported on PE's participation in the emergency preparations for Hurricane Barry. PE assisted in providing transportation, canteen items, and supplies for evacuated offenders from several coastal parish prisons.

12. Continuing, Director Moore announced that PE's Administrative Program Director, Joe Buttross accepted a position as Assistant Warden over Classification at Elayn Hunt Correctional Center (EHCC). His official last day with PE is July 26, 2019, however he has agreed to assist PE as needed. Director Moore stated that Mr. Buttross did an outstanding job in his duties at PE and will be a tremendous asset to EHCC.
13. Mr. Buttross thanked PE and the board for allowing him to be part of a great organization.
14. Mr. Ardoin and Mr. Buttross discussed the likelihood of implementing an upholstery and woodworking apprenticeship program.
15. Director Moore provided a brief update on the status of PE's welding apprenticeship program.
16. Next, Director Moore reported that PE was unable to bid on the new grounds contract for Office of State Buildings (OSB) due to new bid requirements. However, PE's current grounds contract was extended through August 31st.
17. Additionally, Director Moore noted that PE plans to adjust the pricing for janitorial services as the current pricing was established with PE for providing both grounds and janitorial services.
18. Then, Director Moore provided an update on the LSU pastures adjacent to EHCC. He noted that PE's EHCC Rangeherd has utilized and maintained the land owned by Louisiana State University (LSU) for several years. Recently, PE was notified that the LSU land is in mitigation and PE must vacate the land by September 1st.
19. Mr. Hoover stated that PE has about three hundred (300) brood cows at EHCC Rangeherd including on the LSU land. Plans are to pregnancy check the cows in late August and move some of them to other land. PE anticipates moving approximately one hundred (100) head of these cows (after culling) to another facility.
20. Warden McCain announced that RLCC has plenty of land available.
21. Mr. Hoover agreed that RLCC is an option. However, the typically wet pastures would make it difficult to winter cows at RLCC.
22. Director Moore noted that it had been mentioned that the ownership of the Point Clair property the Rangeherd utilized initially might have reverted back to the State of Louisiana. PE is awaiting a determination from Office of State Lands.
23. Mr. Ardoin inquired as to whether the pastures at the Louisiana Correctional Institute for Women (LCIW) could be used for the Rangeherd.
24. Director Moore, Mr. Hoover, and Mr. Ardoin discussed the LCIW land and other potential properties.
25. Next, Director Moore stated that the American Correctional Association (ACA) Congress of Correction would be held in Boston, Massachusetts from August 2nd - 7th. In addition to conference meetings, Director Moore plans to attend several meetings hosted by the National Correctional Industries Association (NCIA)'s semi-annual Board Meeting and the NCIA Best Practices Committee Meeting.
26. Then, Director Moore reported that PE has its three (3) year ACA Reaccreditation Audit on October 28th - 29th and a Department of Corrections (DOC) C-05-003 audit on August 29th.
27. Continuing, Director Moore announced that DOC is researching the feasibility of reestablishing a Braille Program. If implemented PE's involvement in the program would likely be after the second year of the program.
28. Lastly, Director Moore reported that PE would purchase a bush hog and rent a tractor to mow and clear the Phelps Correctional Center (PCC) property.

29. Additionally, Director Moore stated that PE received several inquiries to lease the PCC land. However, the offers are not financially beneficial and it appears to be more lucrative for PE to plant trees on the land.
30. Director Moore asked Mr. Buttross for an Administrative update.
31. Mr. Buttross began with an update on the freezer reconstruction at the Wakefield Meat Plant. The freezer box was received on July 22nd and a crew of six (6) began installing it immediately. The freezer is projected to be operational in two (2) or three (3) weeks.
32. Next, Mr. Buttross announced that PE's annual Canteen Standards Meeting (CSM) is scheduled for August 15th at PE Headquarters.
33. Lastly, Mr. Buttross reported that job orders for June 2019 were \$980,000 compared to June 2018 job orders of \$1.3 million. The July job orders to date were \$634,000 compared to \$1.2 million for all of July 2018.
34. Director Moore, then asked Mrs. Sigrest to provide the financial update.
35. Mrs. Sigrest began by reporting that the final year to date (YTD) sales for May 2019 was \$23.4 million compared to May 2018 YTD sales of \$24 million, a decrease of \$632,000. The final YTD net income for May 2019 was a \$436,000 loss compared to a \$483,000 YTD loss in May 2018, an increase of \$46,000. Preliminary sales for the month of June 2019 decreased by \$347,000 compared to monthly sales for June 2018 and preliminary YTD sales for June 2019 decreased by \$979,000 compared to June 2018 YTD sales.
36. Then, Mrs. Sigrest stated that the fiscal year end physical inventory counts at all PE industries were completed by July 10th. The accounting department is busy working to finish the regular June work, so that they can begin processing the inventory counts to make the year end entries.
37. Lastly, Mrs. Sigrest reported that the Annual Fiscal Report (AFR) is due on August 30, 2019.
38. Director Moore stated that May 2019 sales for the Canteen Distribution Center (CDC) and Wakefield Meat Plant are down by approximately \$312,000 compared to May 2018.
39. Then, Director Moore asked Mrs. Melius for the sales and marketing update.
40. Mrs. Melius began by reporting that PE received four (4) significant DOC orders for June 30th. An order from Louisiana State Penitentiary (LSP) for signs, linens, offender clothing, furniture, and chairs totaling \$78,500. An order from RLCC for offender clothing, linens, and janitorial supplies totaling \$59,661. An order from LCIW for linens, janitorial supplies, offender clothing, mattresses, furniture, and chairs totaling \$47,637. An order from Dixon Correctional Institute (DCI) for janitorial supplies, linens, offender clothing, furniture, and chairs totaling \$45,927.
41. Continuing, Mrs. Melius reported that PE received three (3) significant DOC orders for July 1st. An order from EHCC for offender clothing, janitorial supplies, linens, and print totaling \$176,935. An order from LSP for chairs, print, and officer uniforms totaling \$21,947 and an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for janitorial supplies totaling \$19,429.
42. Additionally, Mrs. Melius stated that PE received six (6) significant job orders. An order from Lasalle Correctional Center for bunks totaling \$246,935, an order from Ernest Morial Convention Center (EMCC) for fencing totaling \$ 183,094, an order from Calcasieu Parish Sheriff's Office for mattresses, offender clothing, and chairs totaling \$39,849, an order from the Office of Motor Vehicles (OMV) for tags totaling \$31,431, an order from the DOC Headquarters for furniture totaling \$29,410 and an order from the Office of Facility Planning for chairs totaling \$21,420.

43. Lastly, Mrs. Melius advised that the sales staff plan to attend the Louisiana Municipal Association (LMA) Annual Conference on July 31st – August 2nd in West Monroe, LA.
44. Director Moore added that the Metal Fabrication (Metal Fab) Shop currently has more than \$400,000 in orders. In June 2019, Metal Fab had \$900,000 in orders.
45. Mr. Oliveaux inquired on the status of the sales force.
46. Director Moore stated that the new sales position hired for north LA is doing great. Todd Labatut was hired as a Work as Employed (WAE) to assist in overall PE issues but is currently focusing on sales training, product knowledge, and sales calls. The other vacant sales position was announced and closed. The list of potential applicants should be sent soon.
47. Mr. Oliveaux asked if the position announced was Mr. Bearb's position.
48. Director Moore stated that it was not Mr. Bearb's position.
49. Director Moore and Mr. Oliveaux reviewed the number of hours Mr. Labatut is allowed to work as a WAE.
50. Director Moore asked Mr. Floyd for an industries update.
51. Mr. Floyd began by reporting that all industries at LSP were busy. He noted that the Metal Fab Shop plans to begin delivering the LaSalle Correctional Center order for two hundred fifty (250) bunkbeds next week. Raw materials to complete the bunks are on bid as well as materials for the EMCC fence job. The Mattress Factory is working overtime to complete the chair back covers for Calcasieu Parish School Board and ordering for the Fall Canteen Package Program (CPP) began on July 8th and will close on August 7th.
52. Continuing, Mr. Floyd reported that the Soap, Chair, and Embroidery Plants at EHCC had very big years. Allen Correctional Center (ALC) Furniture Plant and LSP Tag Plant provided assistance with making chairs, allowing the DCI Chair Plant to complete the fiscal year end orders.
53. Next, Mr. Floyd provided a brief update on the relocation of the WNC Garment Plant to RLCC. Noting that the staff at RLCC is very hospitable and welcoming.
54. Mr. Ardoin asked for the sale amount of the EMCC fence order.
55. Mrs. Melius stated that it is for nineteen hundred linear feet and six gates totaling \$183,000.
56. Mr. Ardoin inquired on the powder coating process for the fence.
57. Mr. Floyd explained that the fence will be painted, not powder coated as was done on the previous EMCC fence order.
58. Mr. Oliveaux thanked RLCC for being supportive of PE.
59. Director Moore then asked Mr. Hoover for the agriculture update.
60. Mr. Hoover stated that the Mississippi River stage at LSP is fifty-seven and nine tenths (57.9) feet and dropping approximately three (3) to five (5) tenths per day. It is expected to be at forty-nine and sixth tenths (49.6) by August 19th.
61. Next, Mr. Hoover reported on the cattle. The calves at LSP will be moved from the two (2) year old heifers and about two hundred forty-eight (248) will be sent to David Wade Correctional Center (DWCC) soon. Additionally, five (5) loads of steer calves from LSP and one (1) load of steer calves from EHCC will be sold during the July 29th video auction.
62. Continuing, Mr. Hoover stated that considering the hurricane and the amount of rain received, all the crops look good and not much damage. Three hundred twenty-eight (328) acres of corn was planted and should be ready to harvest in two (2) to three (3) weeks.
63. Additionally, Mr. Hoover noted that PE filed an insurance claim for the estimated crop loss that resulted from the inability to plant in areas with high water and levee seepage. He

- approximated that three (3) to four (4) hundred acres of soybeans and fifty (50) acres of cotton could not be planted.
64. Warden McCain inquired about the online video auction and Mr. Hoover explained the process in detail.
 65. Lastly, Director Moore asked Mrs. Dougan to report on the status of moving the Garment Plant.
 66. Mrs. Dougan stated that the raw materials are at RLCC and are being arranged in the warehouse. The finished goods will be transported next and she estimated it would take approximately six (6) truckloads to finish everything.
 67. Next, Mr. Oliveaux stated that RCC is available to house a PE industry.
 68. Continuing, Mr. Oliveaux discussed the shortage of offender workers and offered a few potential solutions. He discussed the Point Clair property and concluded with praising Mr. Buttross for his performance at PE.
 69. Mr. Ardoin set the next meeting for 10:00 AM, Tuesday, August 20, 2019 at PE Headquarters.
 70. Mr. Ardoin adjourned the meeting at 11:14 AM.