**Prison Enterprises Board Meeting**

**March 19, 2013**

1. Chairman Charles Chatelain called the meeting to order at 10:00 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
	1. Members Present:

Charles Chatelain, Chairmam

Joseph Ardoin

Frank Strickland

Paul Spalitta

* 1. Prison Enterprsies Staff Present:

Michael Moore

Todd Labatut

Misty Stagg

Morgan Leblanc

Kristie Sigrest

Robert Honeycutt

Richard Rees

Emily Perret

1. Chairman Chatelain asked for a motion to approve the minutes of the February 19, 2013 meeting. Mr. Ardoin made a motion that the minutes be approved as written. Mr. Strickland seconded the motion and it passed unanimously. Mr. Chatelain turned the meeting over to Director Moore.
2. Director Moore introduced Richard Rees, the new Marketing Manager, to the board.
3. Director Moore stated the Prison Enterprises Annual Awards and Training Conference would be held on April 11, 2013 at the Louisiana Sheriff’s Association training center. He invited all board members to attend the conference.
4. Continuing, Director Moore stated that the 2013 NCIA conference begins this coming weekend and he would be traveling to the conference this Friday in order to attend events over the weekend and next week. Prison Enterprises will be sending additional attendees next week to the conference since we will be hosting the 2014 conference. Prison Enterprises has obtained several Louisiana tourism items from the Department of Culture, Recreation, and Tourism and from the New Orleans Convention and Visitors Bureau to hand out at the conference in Charlotte. Also, Kansas Correctional Industries has printed a brochure promoting the 2014 conference in Louisiana to hand out.
5. Director Moore then stated that the 2012 Legislative Session will begin on April 8th and as in previous years budget issues will be a main topic. He stated that many topics will be debated including DOC and other customer agency budgets. Also, the sale of the land at EHCC known as Pointe Claire is included in the budget.
6. Director Moore stated that a lease of the land at Phelps is still being worked out through DOC Headquarters purchasing department. The State Land Office also has questions about whether the land should be surplused to them. Prison Enterprises has received an estimate of $26.00 per acre for the lease of the land at Phelps from the area county agent.
7. Director Moore then stated that Prison Enterprises gave the movie company that wants to film on the DCI land behind Villa a timeline with June 15st being the last day they could be on the land. He has not heard back from the movie company.
8. Director Moore reminded everyone that the Angola Spring Rodeo was coming up on April 20th and 21st.
9. Continuing, Director Moore gave a personnel update. In the Sales and Marketing department Richard Rees has been hired as the Marketing Manager and Tim Travis will be out until at least early April due to health issues. Steve Walters has been hired as the PE Supervisor at the LSP Metal Fabrication shop and Connie Tillman has been hired as the PE Assistant Supervisor at the EHCC garment factory. Dylan Reames has filled the PE Farm Supervisor position at DCI. Johnny Smith, the QAC over Allen Furniture and Winn Garment plant will retire on May 1st and Scott Bearb has been detailed into that position effective March 14th. Director Moore also stated that he is looking at reorganizing the structure of the supervisory relationships between plant supervisors, QACs and the Industry Manager.
10. Director Moore stated that he is still working on the issue of the board members reimbursement over 99 miles. A request for exemption will be submitted to Undersecretary Bickham for his signature and then in turn submitted to the Commissioner of Administration.
11. Director Moore then asked Mr. Labatut for his comments.
12. Mr. Labatut began by stating in Mr. Travis’s absence he has been calling on several of his customers. Mr. Labatut is working with East Baton Rouge Parish Prison regarding mattresses. They have been purchasing mattresses with clear coverings and we recently sent them a sample of a clear mattress that Prison Enterprises made. Also, Mr. Labatut stated that he is working with Southeastern Louisiana University on a furniture and mattress order.
13. Mr. Labatut then stated that Prison Enterprises is looking at upgrading equipment at LSP farm operations with the purchase of a used GPS system, new tractors, and a new truck. Mr. Spalitta asked what the advantages of the GPS system where. Mrs. Stagg responded by stating that the GPS system would allow for more precise rows and a cut down on the number of passes the tractor would have to make leading to a more efficient use of land and fuel.
14. Mr. Labatut stated that during the escape at LCIW the female janitorial crew was on lockdown and their building was covered by DCI offenders. The building’s staff preferred the male offenders. He stated that using male offenders in this building in the future maybe an option.
15. Director Moore then asked Mrs. Leblanc for her comments.
16. Mrs. Leblanc began by stating that there would be an upcoming audit by the Office of Risk Management on April 9th at Prison Enterprises Headquarters. Mrs. Leblanc also stated that we are still meeting with the Legislative Auditors and are continually providing information being requested.
17. Mrs. Leblanc continued by stating the job orders for the month of February are down by $303,000 compared to February 2012 and YTD job orders are up $433,000 as compared to last year. Director Moore then asked Mrs. Sigrest for her comments.
18. Mrs. Sigrest began by stating that the December final YTD sales totaled $14.4 million as compared to last year’s $13.6 million, an improvement of $833,000. YTD net income reflected a profit of $264,000 as compared to last year’s $89,000, an improvement of $176,000.
19. Mrs. Sigrest stated that the YTD final sales for January totaled $16.7 million as compared to last year’s $15.6 million, an improvement of $1.1 million. Industries totaled $5.9 million as compared to last year’s $5.5 million, an improvement of $439,000, Agriculture totaled $2.9 million as compared to last year’s $2.3, an improvement of $605,000, and Retail totaled $7.9 million as compared to last year’s $7.8 million, an improvement of $83,000.
20. Mrs. Sigrest stated that the YTD final net income for January is $390,000 as compared to last year’s $56,000, an improvement of $334,000. Industries totaled $398,000 as compared to last year’s $401,000, a decrease of $2,700, Agriculture totaled $308,000 as compared to last year’s loss of $58,000, an improvement of $367,000, Retail totaled $292,000 as compared to last year’s $327,000, a decrease of $35,000.
21. Continuing, Mrs. Sigrest state that YTD preliminary sales for February totaled $18.9 million as compared to last year’s $17.8 million, an improvement of $1.1 million. Industries totaled $7 million, as compared to last year’s $6.4 million, an improvement of $622,000, Agriculture totaled $2.9 million as compared to last year’s $2.5 million, an improvement of $407,000, Retail totaled $9 million as compared to last year’s $8.9 million, an improvement of $71,000.
22. Mrs. Sigrest then stated that they are currently working on upgrading the accounting system software. Testing in the alternate environment was completed last Friday and a list of items to be fixed has been compiled for the contractor to come in and complete this week. She stated that a date will be picked for the system to go live once she has coordinated this date with all other operations as the system will have to be down. Mrs. Sigrest stated that this should be before June 30th.
23. Director Moore then asked Mrs. Leblanc for her comments concerning the Marketing Report. Mrs. Leblanc began by reporting significant job orders: St. Tammany Fire District for bunk beds totaling $4,380, DOC job orders for garments, bedding, and printing totaling $43,000, Orleans Parish Sheriff for mattresses totaling $3,975, OMV for license plates totaling $122,000, and Tangipahoa Parish Jail for mattresses totaling $4,485.
24. Continuing, Mrs. Leblanc gave an update on past and upcoming conferences the sales staff would be attending. The sales staff attended the Police Jury Conference on February 20- 22, 2013, Louisiana School Board Conference on March 4-6, 2013, and the Louisiana State Conference on Homelessness and Housing on March 13-15, 2013. Upcoming conferences are: Louisiana Association of Municipal Secretaries and Assistants Conference on March 20-21, 2013 and Commission on Adult Basic Education Conference in New Orleans on March 24-28, 2013.
25. Mrs. Leblanc then stated that the sales staff was working on several quotes for customers. Lionel Kleinpeter is currently working on a possible 200 bunk bed order from one parish and also with ULL on new dorm and office furniture. Debbie Wise is working on a quote for approximately 1,400 desks and other classroom furniture for Vernon Parish School Board. Also, Mr. Kleinpeter and Mr. Rees made a sales call to Lallie Kemp Hospital and is anticipating them purchasing cleaning supplies and linens.
26. Director Moore then asked Mr. Rees to introduce himself.
27. Mr. Rees stated that he had twenty four years of sales experience with Community Coffee and he was looking forward to working with the sales staff here at Prison Enterprises.
28. Director Moore asked Mr. Honeycutt for his comments.
29. Mr. Honeycutt began by stating that Mr. Abbott has rearranged the flow of work on the plant floor at the EHCC Garment plant. He anticipates that this will assist with increasing production. Mr. Honeycutt also stated that LCIW garment is currently working on lined jumpsuits and that Winn garment made the shirts for the LSP rodeo this year.
30. Director Moore then asked Mrs. Stagg for the Agriculture update.
31. Mrs. Stagg stated that the wheat has been fertilized for a second time and looks much better. Approximately 450 acres of corn has been planted and we will begin planting soybeans around April 10th.
32. Mrs. Stagg stated that the heifers at DCI have been worked and the bulls are out in the pasture with them. Cattle working at LSP and EHCC will begin next week.
33. 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, April 16, 2013, at 10:00AM. Mr. Chatelain then adjourned the meeting.