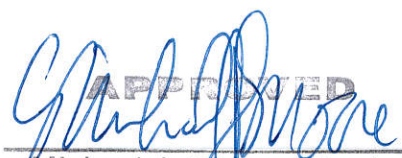


APPROVED  
  
Michael J. Moore, Director  
DATE 11/19/13

**Prison Enterprises Board Meeting**

**October 29, 2013**

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
    - Paul Spalitta
    - Harvey Honore
  - 2.2 Prison Enterprises Staff Present:
    - Michael Moore
    - Todd Labatut
    - Misty Stagg
    - Kristie Sigrest
    - Robert Honeycutt
    - Richard Rees
    - Joe Buttross
    - Daniel Hoover
    - Michelle Montalbano
3. Mr. Chatelain welcomed Mr. Harvey Honore to the Board and then turned the meeting over to Director Moore.
4. Director Moore congratulated Mr. Honore for his appointment to the Prison Enterprises (PE) Board.
5. Director Moore began by announcing PE attained a perfect score on the American Correctional Association (ACA) Reaccreditation Audit performed October 21<sup>st</sup> and 22<sup>nd</sup>. He recognized the dedication and efforts put forth by all the PE employees for the success of the audit. He commended Mrs. Perret for her ensuring all the PE sites and personnel are properly maintained and prepared for audits.
6. Director Moore continued with the status on the potential sale of the Elayn Hunt Correctional Center (EHCC) property. He reported all the cattle have been moved to the LSP Rangeherd and few assets remain on the property. He provided an update on the progress to potentially use the adjacent LSU property.
7. Director Moore reported Lenette Robertson, a PE supervisor from the Louisiana Correctional Institute for Women (LCIW) Garment Factory, was the recipient of the 2011 Department of Public Safety & Corrections (DPS&C) Supervisor of the Year Award.
8. Director Moore continued with an account of the tour to Louisiana State Penitentiary (LSP) with Representative Mike Huval, the Office of Motor Vehicle Commissioner Stephen Campbell and their staff.

9. Next, Director Moore provided an update on the National Correctional Industries Association (NCIA) Enterprise 2014 Conference being held in New Orleans April 13 - 16, 2014. As the host state representative, he will attend a meeting with NCIA to confirm the hotel and conference details in New Orleans, October 29<sup>th</sup> & 30<sup>th</sup>.
10. Director Moore continued with a personnel update. He stated PE had three vacancies: the PE Supervisor "Swingman" position at LSP, an Accountant I at PE Headquarters, and a truck driver position for a retiring employee.
11. Director Moore ended by announcing the retirement of Warden Rader at Dixon Correctional Institute (DCI) and indicated Warden Vannoy of LSP will be the interim warden.
12. Director Moore then asked Mr. Labatut for his comments.
13. Mr. Labatut began by applauding the PE employees for the results of the ACA Reaccreditation Audit.
14. Mr. Labatut then conveyed his findings from a site visit to DCI. He reported the Replacement Heifer operation was functioning exceptionally well considering the amount of replacement equipment needed.
15. The Administrative update was given by Mr. Buttross.
16. Mr. Buttross stated PE Headquarters received 100,000 yards of blue denim, ordered for EHCC Garment Factory. 500 rolls are inventoried at the PE Warehouse and the Garment Factory pulls from this stock as needed. Mr. Buttross acknowledged large quantities of blue denim are generally purchased twice a year.
17. Mr. Buttross reported the two new ¾ ton trucks ordered for the LSP and DCI Rangeherds were received as specified.
18. Mr. Buttross stated the canteen contracts will be completed by December 31<sup>st</sup> for calendar year 2014.
19. Mr. Buttross reported job orders for September 2013 were \$303,000 while September 2012 was \$1.2 million. The decrease was due to the timing of the license tag order.
20. Mr. Buttross reported job orders through October 29<sup>th</sup> were \$262,000 while the entire month of October 2012 was \$304,000, resulting in a decrease of \$42,000.
21. Director Moore then asked Mrs. Sigrest for the financial update.
22. Mrs. Sigrest stated that August 2013 YTD sales totaled \$4.5 million as compared to last year's \$4.5 million, a decrease of \$21,000. Industries totaled \$1.5 million as compared to last year's \$1.6 million a decrease of \$143,000, Agriculture totaled \$701,000 as compared to last year's \$894,000, a decrease of \$193,000, Retail totaled \$2.3 million as compared to last year's \$2 million, an improvement of \$314,000.
23. The August 2013 YTD Net Income was a loss of \$212,000 as compared to last year's loss of \$18,000, a decrease in income of \$194,000. Industries totaled a loss of \$48,000 as compared to last year's profit of \$80,000, a decrease of \$128,000, Agriculture totaled a loss of \$99,000 as compared to last year's profit of \$50,000, a decrease of \$149,000,



Retail totaled a net income of \$101,000 as compared to last year's net income of \$38,000, an improvement of \$63,000.

24. Mrs. Sigrest stated that September 2013 YTD preliminary sales totaled \$7.4 million as compared to last year's \$6.9 million, an improvement of \$429,000. Industries totaled \$2.3 million as compared to last year's \$2.5 million, a decrease of \$193,000, Agriculture totaled \$1.6 million as compared to last year's \$1.4 million, an improvement of \$234,000, Retail totaled \$3.4 million as compared to last year's \$3 million, an improvement of \$388,000.
25. Mrs. Sigrest continued that September 2013 YTD preliminary Net Income was a loss of \$183,000 as compared to last year's loss of \$31,000, a decrease in income of \$152,000. Industries totaled a loss of \$52,000 as compared to last year's profit of \$120,000, a decrease of \$172,000, Agriculture totaled a profit of \$600 as compared to last year's profit of \$58,000, a decrease of \$57,000, Retail preliminary net income totaled \$141,000 as compared to last year's net income of \$74,000, an improvement of \$67,000.
26. Mrs. Sigrest then reported on the success of the IBM operating system software upgrade and the progress of researching printers. She stated the printing quality of invoices and reports will be greatly improved with Laser printers.
27. Director Moore then asked Mr. Rees for the Marketing update.
28. Mr. Rees began by reporting on 6 significant job orders: 1) Avoyelles Correctional Center (AVC) totaling \$91,655 for offender clothing, lines and soap products, 2) the combined orders from the Office of Motor Vehicle totaling \$36,000 for license plates, 3) an order for \$ 16,530 for embroidered shirts by the Office of Juvenile Justice, 4) an order for 48 new chairs and reupholstering 460 chairs for Nicholls State University totaling \$22,088, 5) a Southern University reupholstering order for \$18,800 and 6) an order from Bossier Parish Sheriff's Office for scrubs, linens, mattresses and bunk storage bins totaling \$22,994.
29. Continuing, Mr. Rees informed the board of the Correctional Education Association Region V Conference the sales staff recently attended and the Louisiana NIGP Conference on November 13<sup>th</sup> – 15<sup>th</sup> they are scheduled to attend.
30. Mr. Rees concluded by reporting the route books for the three outside salespeople are slated for completion in mid November.
31. Director Moore then asked Mr. Honeycutt for the Industries update.
32. Mr. Honeycutt began by reporting on the status of the new metal storage locker design.
33. Mr. Honeycutt informed the board of a meeting with Burton Coliseum, scheduled for November 6, to discuss the potential purchase of 54 sets of small animal livestock pens.
34. Mr. Honeycutt conveyed the significance the Industries had in the success of the LSP ACA Reaccreditation Audit.
35. Director Moore then asked Mr. Hoover for the Agriculture update.

36. Mr. Hoover began with the crop status and reported 600 acres of wheat were planted, soybeans were harvested at 45 bushels per acre and there were 28,000 bushels of corn remaining.
37. Continuing, Mr. Hoover provided a cattle update reporting 526 cows were moved from EHCC to LSP, bringing the total cattle count to approximately 2600 at LSP. He noted 310 pregnant Heifers from DCI sold for \$334,978, and 2 loads of steers from LSP as well as 3 loads of steers from David Wade Correctional Center (DWCC) will be sold in November.
38. Mr. Hoover reported the rye grass planting was close to completion and EHCC should be vacated in November.
39. Mr. Chatelain made a motion to approve the minutes and it was seconded by Mr. Ardoin and Mr. Spalitta with no objections.
40. Mr. Chatelain announced the next Board meeting will be November 19<sup>th</sup> at Prison Enterprises Headquarters at 10 AM. Mr. Chatelain then adjourned the meeting.