

Prison Enterprises Board Meeting

February 19, 2013

1. Chairman Charles Chatelain called the meeting to order at 10:00 AM at Prison Enterprise (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
 - 2.1 Members Present:
 - Charles Chatelain, Chairmam
 - Joseph Ardoin
 - Frank Strickland
 - Chris Wisecarver
 - 2.2 Prison Enterpsies Staff Present:
 - Michael Moore
 - Todd Labatut
 - Misty Stagg
 - Morgan Leblanc
 - Kristie Sigrest
 - Robert Honeycutt
 - Danny Hoover
 - Emily Perret
3. Chairman Chatelain asked for a motion to approve the minutes of the January 15, 2013 meeting. Mr. Ardoin made a motion that the minutes be approved as written. Mr. Wisecarver seconded the motion and it passed unanimously. Mr. Chatelain turned the meeting over to Director Moore. He asked that everyone keep Mr. Feucht's family.
4. Director Moore began by informing the board that Emily Perret will be assuming Diane Breaux's board meeting duties in her absence. He also informed the board the Board Member Darryl Feucht passed away on January 21st.
5. Director Moore stated that the Louisiana Legislative Auditors entrance conference was held on January 31st. The auditors were scheduled to visit three prisons this year: Avoyelles Correctional Center, David Wade Correctional Center and Phelps Correctional Center. Due to the closure of Phelps they will only visit Avoyelles and Wade and will look closely at the transfer of inventory and property from Phelps to other locations.
6. Director Moore gave a personnel update by stating that on January 24th, we made the decision to terminate from probation, two employees at the LSP Industries compound, including the Metal Fabrication Shop Supervisor. A replacement for the Metal Fabrication Shop Supervisor has been hired and started on February 18th. An assistant supervisor has been hired to fill the opening at the EHCC garment plant and will start on March 4th. Also, due to Allen Barton filling the position of Farm Manager at LSP Rangeherd, Ray Guillory moved from DCI to LSP to fill the open farm supervisor position. The Master Sergeant position at DCI Rangherd has been re-allocated to a Farm

Supervisor, and was announced. It closed on February 15th and we are currently waiting on a list of qualified applicants.

7. Director Moore continued by stating that a movie company has inquired about filming a movie in Prison Enterprises' pasture across the road from the DCI farm office and behind Villa Feliciana. Due to the time of year the movie would be filmed this could hamper our operation by limiting our usage of some of the pastures. If utilized, the movie company will make improvements to areas that they will be using to film. Director Moore said he is waiting to hear back from the movie company to see if they can accommodate our timeline.
8. Also, Director Moore informed the board that the National Correctional Industries Association (NCIA) conference was coming up at the end of March in Charlotte, North Carolina. Several members of Prison Enterprises staff will be attending the conference this year as Louisiana will be hosting the 2014 conference in New Orleans at the Hilton Riverside.
9. Director Moore then asked Deputy Director Todd Labatut for his comments. Mr. Labatut began by giving an update on equipment purchases. He stated that we have received a purchase order on the CASE combine and flex header. Also, we have received the purchase order for two (2) 48' trailers with lift gates at a cost of \$19,600. Mr. Labatut stated that he anticipates this week we will receive two (2) bar tack machines and two (2) double stitch sewing machines for the garment plant at EHCC. He also informed the board that Prison Enterprises is still waiting on approval for the purchase of three (3) used vans for the Baton Rouge Janitorial program.
10. Mr. Labatut continued by stating that the upkeep of the pastures at PCC has been a concern of the Departments since the prison was closed and we are now looking at leasing out the pasture land. On Wednesday PE staff will travel to PCC to GPS the pastures and to verify which buildings and infrastructure will be included in the lease. Mr. Chatelain suggested also checking with Farm Service Agency to obtain a map of the pastures at PCC.
11. Director Moore then asked Mrs. Morgan Leblanc for her comments.
12. Mrs. Leblanc began by stating that the Certification of Annual Property Inventory was turned in to LPAA on February 11th and that the Annual Office of Risk Management audit will be held at PE on April 9th. Mrs. Leblanc continued by stating that under a new travel mandate, mileage reimbursement for anyone that travels over 99 miles could be removed and those employees will be required to rent a vehicle for travel. Director Moore stated that he will be meeting with the Undersecretary today to further discuss this matter as it will affect the board members.
13. Mrs. Leblanc stated that the soybean seed bid closes on February 21st and a large aluminum bid for the Tag Plant closes on February 26th.

14. Mrs. Leblanc continued by stating the job orders for the month of January are up by \$120,000 compared to January 2012 and YTD job orders are up by \$700,000 as compared to last year. Director Moore then asked Mrs. Kristie Sigrest for her comments.
15. Mrs. Sigrest began by stating that the November final YTD sales totaled \$12.2 million as compared to last year's \$11.1 million. YTD net income reflected a profit of \$231,000 as compared to last year's loss of \$279,000, an improvement of \$511,000.
16. Mrs. Sigrest stated that the YTD preliminary sales for December totaled \$14.4 million as compared to last year's \$13.6 million, an improvement of \$833,000. Industries totaled \$4.9 million as compared to last year's \$4.6 million, an improvement of \$297,000, Agriculture totaled \$2.7 million as compared to last year's \$2.3 million, an improvement of \$454,000, and Retail totaled \$6.8 million as compared to last year's \$6.7 million, an improvement of \$82,000.
17. Mrs. Sigrest stated that YTD preliminary net income for December is \$300,000 as compared to last year's \$89,000, an improvement of \$211,000. Industries totaled \$251,000 compared to last year's \$319,000, a decrease of \$67,000, Agriculture totaled \$332,000 as compared to last year's loss of \$11,000, an improvement of \$343,000, and Retail totaled \$255,000 compared to last year's \$304,000, a decrease of \$49,000.
18. Continuing, Mrs. Sigrest stated that YTD preliminary sales for January totaled \$16.7 million compared to last year's \$15.6 million, an improvement of \$1.1 million. Industries totaled \$6 million as compared to last year's \$5.5 million, an improvement of \$424,000, Agriculture totaled \$2.9 million as compared to last year's \$2.3 million, 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.
19. Mr. Wisecarver asked for an explanation in the change in sales for Metal Fabrication and Tag Plant for this year as compared to last year. Director Moore and Mr. Honeycutt explained the increase in sales for Tag Plant this year by stating that the Office of Motor Vehicles switched from the bicentennial plate back to the pelican plate and that Tag Plant is still currently shipping from an original order of \$1 million. Director Moore stated that Metal Fabrication experienced an increase in sales last year due to significant orders from Burton Coliseum for horse panels and from Orleans Temporary Inmate Facility for beds and also that this year's Metal Fabrication sales are more typical for that shop. Mr. Ardoin followed up by asking if PE is expecting another panel order from Burton Coliseum. Mr. Honeycutt responded that sales representatives have talked to Burton Coliseum about a possible order for hog panels.
20. Director Moore then asked Mrs. Leblanc for the Marketing Report. Mrs. Leblanc began by reporting significant job orders: Probation and Parole for wooden office furniture and chairs totaling \$66,320, DOC job orders for garments, mattresses, bedding, chemicals, and printing totaling \$65,514.25, Central Louisiana Hospital for mattresses, pillows, and brooms totaling \$6,244.50, Orleans Parish Sheriff's Office for rebound mattresses

totaling \$4,485.00 and State Police Barracks for offender clothing and bedding totaling \$15,007.50.

21. Continuing, Mrs. Leblanc gave an update on upcoming conferences the sales staff will be attending. The Police Jury Conference, February 20-22, 2013, will be held in Lake Charles, and The Louisiana School Board Conference, March 4-6, 2013, will be held in Marksville. Mrs. Leblanc stated that the sales staff will be attending a new conference this year, the Louisiana State Conference on Homelessness and Housing held on March 13-15, 2013, in Lafayette. Mrs. Leblanc stated that Prison Enterprises has done jobs in the past for shelters and housing authorities and hopes to be able to target more of that customer base at this conference.
22. Director Moore then asked Mr. Honeycutt for his comments. Mr. Honeycutt began by stating that LCIW is interested in screens for their dormitory windows. These screens would be made at the Metal Fabrication shop from stainless steel and would improve security at LCIW, along with helping keep insects out of the dormitories. Mr. Honeycutt and Mr. Labatut are working on a quote for Warden Rogers at LCIW.
23. Mr. Honeycutt stated that since the lined jacket production has been moved to Winn Garment Plant all orders are caught up. Also, jumpsuit production has moved to LCIW and outstanding orders there have also been caught up. The plant has also begun working on a recent order of 17,000 jumpsuits for LSP.
24. Director Moore then asked Mr. Hoover for his comments. Mr. Hoover began by giving an update on the wheat crop. He stated that the wheat has been fertilized one time and once the weather and wet field conditions improve the wheat will be fertilized a second time. All corn planting supplies have been purchased and as soon as there is a clear weather forecast corn planting will start. Mr. Hoover stated that he does not anticipate being able to plant any corn in February.
25. Continuing, Mr. Hoover stated that he estimated approximately three (3) more weeks remain of calving season and that calving has already begun to slow down.
26. Mr. Hoover gave an updated on the timber cutting at David Wade stating that the pulpwood cut is complete and Prison Enterprises (PE) should be receiving a check for approximately \$47,600 for this cut. Also, logs are being cut now at David Wade and Prison Enterprises (PE) has already received payment for this cut.
27. Mr. Chatelain asked Mr. Hoover if the Regional Manager position at LSP had been filled. Mr. Hoover stated that Marshall Cain has filled that position.
28. 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, March 19, 2013, at 10:00 AM. Mr. Chatelain then adjourned the meeting.