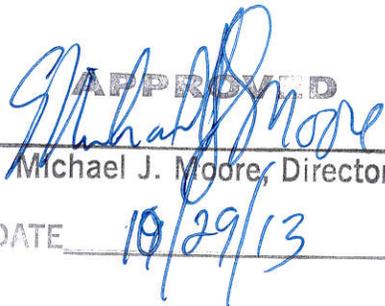


APPROVED

Michael J. Moore, Director
DATE 10/29/13

Prison Enterprises Board Meeting
September 17, 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
 - Frank Strickland
 - Paul Spalitta
 - Eric Lane
 - 2.2 Prison Enterprises Staff Present:
 - Michael Moore
 - Todd Labatut
 - Misty Stagg
 - Kristie Sigrest
 - Robert Honeycutt
 - Richard Rees
 - Joe Buttross
 - Vickii Melius
 - Michelle Montalbano
3. Mr. Strickland made a motion to approve the minutes from the August meeting. The motion was seconded by Mr. Ardoin with no objections.
4. Mr. Chatelain then turned the meeting over to Director Moore.
5. Director Moore began by reporting the passing of former board member, Felix H. Johnson, Jr. and acknowledged his service to the Board and the Department of Public Safety & Corrections (DPS&C).
6. Director Moore continued by extending an invitation to the board members to the DPS&C Employee Memorial Service and Annual Awards Ceremony on Wednesday, September 18, 2013 at 10 am. He mentioned that Prison Enterprises (PE) employees, Tisha Amy, Lauren Butler, Lenette Robertson and Becky Dougan, will be recognized at the ceremony.
7. Director Moore stated preparations were being made for the potential sale of the Elayn Hunt Correctional Center (EHCC) property, where PE currently has a cow/calf operation. The employees have been notified and are preparing to move the assets to other locations.
8. Director Moore continued with a personnel update. He stated PE has three vacancies: the Quality Assurance Coordinator (QAC) position over Dixon Correctional Institute (DCI), EHCC & Louisiana Correctional Institute for Women (LCIW), the PE Supervisor "Swingman" position at Louisiana State Penitentiary (LSP) and an Accountant I at PE

Headquarters. Director Moore thanked Mr. Labatut and Mrs. Stagg for diligently conducting interviews to fill these positions. Director Moore stated PE should be fully staffed in a month.

9. Director Moore then asked Mr. Labatut for his comments.
10. Mr. Labatut reported the final approval for the new PE Staff uniforms was obtained.
11. The Administrative update was given by Mr. Buttross.
12. Mr. Buttross stated PE delivered approximately 700 Department of Corrections (DOC) uniforms to LSP and the delivery went unproblematic.
13. Mr. Buttross reported that a potential Prison Industry Enhancement (PIE) vendor toured the LSP Tag & Mattress Plant and the production of the green foodservice tray was discussed.
14. Mr. Buttross stated the 2014 Canteen Standard List has been approved.
15. Mr. Buttross reported the clear mattress samples were sent for burn tests. After testing and approval is complete the 2013/2014 contract pricing for all products will be finalized.
16. Mr. Buttross reported job orders for August 2013 were \$436,400 while August 2012 was \$701,200.
17. Mr. Buttross reported job orders through September 17th were \$125,400 while the entire month of September 2012 was \$1.2 million, resulting in a decrease of \$1.1 million. This decrease is primarily due to last year's \$950,000 blanket P.O. from LSP. Their blanket order for this year will be placed in two orders, with 6 month quantities ordered in each.
18. Director Moore then asked Mrs. Sigrest for the financial update.
19. Mrs. Sigrest stated that July 2013 YTD sales totaled \$1.7 million as compared to last year's \$1.5 million, an improvement of \$224,000. Industries totaled \$514,000 as compared to last year's \$576,000, a decrease of \$62,000, Agriculture totaled \$15,000 as compared to last year's \$51,000, and a decrease of \$36,000, Retail totaled \$1.3 million as compared to last year's \$936,000, an improvement of \$321,000.
20. The July 2013 YTD Net Income was a loss of \$244,000 as compared to last year's loss of \$236,000, a decrease of \$8,000. Industries totaled a loss of \$171,000 as compared to last year's \$99,000, a decrease of \$72,000, Agriculture totaled a loss of \$51,000 as compared to last year's loss of \$44,000, and a decrease of \$6,000, Retail totaled a net income of \$58,000 as compared to last year's net income of \$11,000, an improvement of \$48,000.
21. Mrs. Sigrest stated that August 2013 YTD preliminary sales totaled \$4.5 million as compared to last year's \$4.5 million, a decrease of \$75,000. Industries totaled \$1.4 million as compared to last year's \$1.6 million, a decrease of \$168,000, Agriculture totaled \$674,000 as compared to last year's \$894,000, a decrease of \$219,000, Retail totaled \$2.3 million as compared to last year's \$2 million, an improvement of \$312,000.
22. Mrs. Sigrest then stated the upgrade to the IBM system will take place September 19th and 20th. Upon its completion Mrs. Sigrest will begin researching Laser printers to replace the NCR Dot Matrix printers in order to print better quality invoices and reports.
23. Director Moore then asked Mr. Rees for the Marketing update.

24. Mr. Rees began by reporting significant job orders including David Wade Correctional Center (DWCC) & the B.B. "Sixty" Rayburn Correctional Centers (RCC) chemical orders totaling \$22,139, the Salvation Army ordered \$13,020 in furniture, Jefferson Parish Correctional Center ordered mattresses for \$11,925, LSU Office of Parking, Safety & Transportation ordered \$8,500 in metal barricades, the Department of Wildlife & Fisheries ordered \$16,240 in metal kiosks, Orleans Parish Levee District ordered police vehicle decals for \$2,876 and the Office of Motor Vehicles placed a \$6,900 order for printing .
25. Mr. Rees continued by reporting notable sales quotes went to Nichols State University for 40 new chairs and reupholstering 460 cushions, totaling \$21,320 and a quote to Southeastern Louisiana University for chairs, desk and dressers totaling \$192,305.
26. Continuing, Mr. Rees informed the board of two upcoming conferences the sales staff will be attending: The Correctional Education Association Region V Conference held October 14th – 16th and the Louisiana NIGP Conference on November 13th – 15th.
27. Mr. Rees stated that contract for the website is scheduled to be signed soon and the site should be launched in mid December.
28. Director Moore then asked Mr. Honeycutt for the Industries update.
29. Mr. Honeycutt began by commending the Metal Fab Shop for its exceptional effort in completing a rush order. He reported the Metal Fab Shop received an order for 200 metal barricades at 10am Wednesday. They completed the order and shipped it by the deadline of Friday morning, that same week.
30. Mr. Honeycutt reported the completion of two new additions to the miniature metal furniture replicas used by the Sales and Marketing Department.
31. Mr. Honeycutt stated the Silk Screen Shop and the Embroidery Plant were processing the Angola Rodeo shirts.
32. Mr. Honeycutt reported the Print Shop completed the Angola Rodeo Posters. He presented samples.
33. Director Moore then asked Mrs. Stagg for the Agriculture update.
34. Mrs. Stagg began by reporting 600 acres of soybeans were harvested at an average of 50 bushels per acre.
35. Mrs. Stagg stated that on September 23rd Dreyfus (the Port of Greater Baton Rouge) will begin accepting the booked contract beans.
36. Continuing, Mrs. Stagg stated DCI sold 2 loads of heifers, weighing 820 pounds at \$1.31 per pound.
37. Mrs. Stagg reported on September 9th, DWCC shipped 1 load of heifers & 1 load of steers and a check for \$147,000 was received.
38. Director Moore closed the meeting.
39. Mr. Chatelain announced the next Board meeting will be October 29^h at Prison Enterprises Headquarters at 10 AM. Mr. Chatelain then adjourned the meeting,