

APPROVED
Michael J. Moore
Michael J. Moore, Director
9/29/17
Date

Prison Enterprises Board Meeting

June 20, 2017

1. Chairman Joseph Ardoin called the meeting to order at 11:13 AM at B.B. "Sixty" Rayburn Correctional Center (RCC) Angie, Louisiana.
2. Chairman Ardoin welcomed Warden Robert Tanner, State Representative Malinda White, and Mr. Frank Strickland's family and thanked everyone for attending the meeting.
3. Mr. Richard Oliveaux led the opening prayer. Following the prayer, the Pledge of Allegiance was recited.
4. Attendance
 - 4.1 Members Present:
 - Joseph Ardoin, Chairman
 - Richard Oliveaux
 - Frank Strickland
 - Tim Travis
 - 4.2 Prison Enterprises Staff Present:
 - Michael Moore, Director
 - Joe Buttross
 - Scot Floyd
 - Kacie Henderson
 - Danny Hoover
 - Vickii Melius
 - Michelle Montalbano
 - Kristie Sigrest
 - Misty Stagg
5. Mr. Ardoin acknowledged that a quorum was present and asked for a motion to approve the April and May board meeting minutes. Mr. Oliveaux made a motion that the minutes be approved as written. Mr. Tim Travis seconded the motion and it passed unanimously.
6. Mr. Ardoin asked if any board members would like to take the floor. Mr. Oliveaux responded affirmatively. He discussed the importance of RCC and the economic benefits it provides to the community as well as, provided a brief summary of his experiences with the history of RCC.
7. Mr. Ardoin turned the meeting over to Director Moore.
8. Director Moore began by thanking Warden Tanner for hosting the board meeting.
9. Warden Tanner welcomed the guest to RCC and provided a brief synopsis of the PE industries previously operated at RCC. He expressed his gratitude for PE allowing RCC offenders an opportunity to work in the past and stated that RCC has interest in housing any PE operation in the future, if feasible.
10. Representative White interjected that she was a strong advocate for RCC and has kept up with it through family members working with RCC.
11. Mr. Oliveaux inquired as to the gender ratio of RCC's correctional officers.
12. Several discussions ensued relating to the PREA Act and correctional officer staffing.

13. Representative White acknowledged the obstacles facing DOC's workforce. She emphasized her understanding of the issues, the pay disparity, and the various other challenges associated with retaining employees. She expressed her adamant support for House Bill 1 and explained that it provides some of the assistance needed to begin reducing some of the wage variances.
14. Director Moore welcomed Representative White to the meeting and thanked her for attending the meeting.
15. Representative White expressed her appreciation to PE and RCC for the opportunity to attend the meeting. She discussed her optimism for Louisiana's government and the importance of this legislative session as it relates to prison reform.
16. Director Moore thanked Representative White for her leadership and support for DOC and prison reform.
17. Next, Director Moore recognized board member Frank Strickland for his more than sixteen years of service devoted to the PE board. Mr. Strickland was presented a plaque in appreciation for his dedication to PE. Director Moore also, acknowledged Mr. Strickland's son, Randy Strickland for the important contributions he made during his tenure as a PE board member.
18. On behalf of himself and his parents, Mr. Randy Strickland thanked PE for honoring his father and expressed his appreciation to everyone for their efforts to attend the meeting.
19. Continuing, Director Moore discussed PE's preparation and expectations for the fiscal year end. PE industries were working diligently to increase inventory levels for the anticipated influx of orders due to supplemental funding that may be available. He reiterated PE's commitment to successfully filling all fiscal year end orders.
20. Lastly, Director Moore summarized the upcoming changes to Civil Service and the Office of Group Benefits (OGB) occurring in fiscal year 2018. He provided a detailed explanation of the new pay scales, the incremental rate adjustments, and the implementation plan. Several attendees further discussed the positive effects all these modifications would potentially create. He also discussed potential increased costs in OGB plans.
21. Director Moore then asked Mr. Buttross for the administrative update.
22. Mr. Buttross provided an update on the Canteen Package Program (CPP) and the construction progress of the warehouse. He noted that the weather conditions led to the completion date of the warehouse structure to now be early August.
23. Next, Mr. Buttross reported that job orders for May 2017 were \$664,000, which exceeded May 2016 job orders of \$308,000. Job orders through June 16, 2017 were \$641,000 and for the month of June 2016 job orders totaled \$713,000.
24. Director Moore asked Mrs. Sigrest to provide the financial update.
25. Mrs. Sigrest stated that the April financial statements were finalized and April 2017 year to date (YTD) sales were \$21.7 million compared to April 2016 YTD sales of 23.1 million, a decrease of \$1.4 million. She reported that YTD net income for April 2017 was a loss of \$456,000 compared to a YTD loss of \$1.6 million in April 2016, an increase of \$1.1 million.
26. Continuing, Mrs. Sigrest reported that preliminary monthly sales for May 2017 increased by \$266,000 as compared to May 2016 and preliminary YTD sales for May 2017 were down by \$1.2 million. Preliminary net income for the month of May 2017 increased by \$283,000 as compared to May 2016 and preliminary YTD net income for May 2017 increased by \$1.4 million.

27. Lastly, Mrs. Sigrest announced that PE's accounting staff were scheduled to conduct physical inventory counts at each of the PE industries beginning June 26th and ending July 7th.
28. Next, Director Moore asked Mrs. Melius for the marketing update.
29. Mrs. Melius began by reporting that PE received several significant DOC job orders for offender clothing, linens, mattresses, officer uniforms, janitorial products, metal fab items and print totaling \$804,707, and an order from Probation and Parole for officer uniforms and print totaling \$33,150.
30. Continuing, Mrs. Melius stated that three (3) non DOC significant job orders were received. An order from the Kappa Sigma Fraternity for bedroom and workstation sets totaling \$96,900, an order from the Office of Juvenile Justice/Swanson Center for Youth janitorial products, mattresses, pillows, and uniforms totaling \$27,258 and an order from the 21st Judicial District Court – Tangipahoa Parish Courthouse for chairs, tables and podium totaling \$15,509.
31. Mrs. Melius stated that two (2) significant job quotes were submitted. A quote for courtroom furniture and chairs totaling \$70,000 was provided to the Beauregard Parish Courthouse and a quote was submitted to the West Baton Rouge Parish Council for furniture totaling \$15,970.
32. Lastly, Mrs. Melius announced that the Sales and Marketing staff planned to attend the Louisiana Chiefs of Police Association Annual Conference in Houma from July 11th – 13th.
33. Mr. Oliveaux requested an update on hiring a salesperson.
34. Mrs. Melius responded that a sales representative was hired and in training.
35. Continuing, Director Moore asked Mr. Floyd for the industries update.
36. Mr. Floyd began by announcing that LSP Tag plant produced more than 1.5 million license plates in FY17. This was twice the average number of plates produced in previous years.
37. Mr. Floyd reported that most of the shops were working overtime in preparation for end of the year orders and/or hurricane season.
38. Mr. Floyd explained that the Metal Fabrication shop was busy working on three (3) fiscal year end orders. RLCC placed an order for fifty (50) wall locker boxes and LSP and EHCC each ordered two hundred (200) footlockers.
39. Continuing, Mr. Floyd stated that the Mattress factory was working to complete an order for two hundred sixty innerspring mattresses. The shop plans to continue making mattresses to stock inventory for hurricanes and fiscal year end orders.
40. Next, Mr. Floyd reported on the garment plants. Most of the garment plant inventories have been depleted due to end of the year orders. The EHCC plant that had been running a male and a female shift has begun running one (1) ten (10) hour shift of men with the females transferring to LCIW Garment Plant at Hunt. The LCIW Garment plant has begun operating at EHCC and working diligently to fill orders and stock inventory.
41. Mr. Floyd announced that the Allen Furniture plant continues working on a large bed and desk order for the Kappa Sigma Fraternity as well as building an inventory of desks.
42. Lastly, Mr. Floyd stated that the Soap plant began working seven (7) days a week to complete orders for fiscal year end.
43. Mr. Oliveaux asked Mr. Floyd to report on the status of hiring the two (2) plant supervisors. Mr. Floyd explained that the Tag Plant position had been announced and interviews were being conducted. He explained that the applicants are also being considered for the Print shop position.

44. Mr. Oliveaux made a motion that the Director of PE draft a letter to the Secretary requesting that a PE industry or agricultural operation be established at RCC.
45. Mr. Travis interjected that historically RCC and PE worked together. However, currently RCC does not have a building for a PE operation. Following discussions on the logistics of operating an industry at RCC, Mr. Travis seconded Mr. Oliveaux's motion and it passed unanimously.
46. Director Moore asked Mr. Hoover for the agriculture update.
47. Mr. Hoover began by announcing that the repairs the National Guard made to the ring levee at Camp G held up very well when the river crested at 57.7 feet. There was minimal seepage through the other parts of the levee to the soybean crops. No planting on Monkey Island or Sugar Lake will be done.
48. Mr. Hoover noted that the cattle were doing well and grazing again in Camp G pasture. The fall calves had been weaned and the steers were shipped to DWCC. They were sold on video auction for \$1.45 per pound and will be shipped in approximately two (2) weeks. All the bulls were taken off the cows, and worked, and four (4) old and crippled bulls from DCI were sold. Fifteen (15) bulls from LSP were also sold.
49. Continuing, Mr. Hoover provided an update on the crops. He reported that more than fourteen hundred (1,400) acres of soybeans and four hundred six (406) acres of cotton were planted. The corn had matured and was drying down. It should be ready to harvest by the middle of August.
50. Mr. Ardoin inquired if the timber had been harvested. Director Moore explained that it was being harvested, although the contract allows the vendor one (1) year to complete harvesting the timber.
51. Mr. Oliveaux questioned whether the Jetson Correctional Center for Youth property was available for PE to use or purchase.
52. Discussions relating to the date for the next board meeting ensued. Several dates were suggested and Mr. Travis announced that due to prior commitments he could not attend any July meetings held on Tuesdays.
53. Mr. Ardoin set the meeting for 10:30 AM on Monday, July 17, 2017 at PE Headquarters.
54. Mr. Ardoin adjourned the meeting at 12:20 PM.