

Prison Enterprises Board Meeting

September 17, 2019


APPROVED
Michael J. Moore, Director
9/17/19
Date

1. Chairman Joseph Ardoin called the meeting to order at 10:03 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana (LA).
2. Mr. Richard Oliveaux led the opening prayer. Following the prayer, the Pledge of Allegiance was recited.
3. Attendance:
 - 2.1 Members Present:
 - Joseph Ardoin, Chairman
 - Harvey Honore'
 - Richard Oliveaux
 - Tim Travis
 - Chris Wisecarver
 - 2.2 Prison Enterprises Staff Present:
 - Michael Moore, Director
 - Scot Floyd
 - Kacie Henderson
 - Daniel Hoover
 - Vickii Melius
 - Michelle Montalbano
 - Kristie Sigrest
 - Misty Stagg
4. Mr. Ardoin acknowledged that a quorum was present and asked for a motion to approve the board meeting minutes for June 18th, July 23rd, and August 20th.
5. Mr. Oliveaux made a motion that the minutes be approved as written. Mr. Honore seconded the motion and it passed unanimously.
6. Mr. Ardoin thanked the board members for attending the meeting. Discussions ensued regarding the vacant vice-chairman position that was previously held by Paul Spalitta.
7. Mr. Ardoin then opened the floor for nominations for Vice-Chairman. Mr. Wisecarver nominated Mr. Travis for Vice-Chairman and Mr. Ardoin seconded that nomination. As there were no more nominations, Mr. Travis was declared Vice-Chairman.
8. Mr. Ardoin turned the meeting over to Director Moore.
9. Director Moore congratulated Mr. Travis on his election as Vice-Chairman. Additionally, he noted that recommendations to fill the vacant seat on the board could be made to Ms. Montalbano for forwarding to the Louisiana Boards and Commissions.
10. Then, Director Moore announced that PE has received several media requests recently. A National Correctional Industries Association (NCIA) survey reported that the Department of Correction's (DOC) and Correctional Industries (CI) in several states are also receiving media requests. He provided details of PE's requests from an independent journalist filmmaker out of New Orleans and the University of Chicago Law School, noting that both requests were denied. DOC's Legal Department and Communications Director are also advising PE on public records requests.
11. Director Moore, Mr. Wisecarver and several board members discussed responding to the media, complying with media requests, and DOC's policy on media and formal public records request.

12. Next, Director Moore provided a historical review of PE's Janitorial contract with the Office of State Buildings (OSB) and an update on the status of the extension PE granted OSB on the grounds portion of the contract. He discussed the new fiscal year (FY) 20 contract and its financial impact to OSB and PE.
13. Director Moore, Mr. Ardoin, and Mr. Wisecarver discussed issues regarding offender staffing for the grounds crew and the viability of the Janitorial contract.
14. Continuing, Director Moore announced that PE and DOC's Department of Education are considering a collaboration with Ashland University to potentially partner on a digital media PIE/or service program.
15. Mr. Wisecarver inquired on other CI's that are participating in similar programs, the benefits of the program, the number of offenders that will be involved, and which institution will house the program.
16. Director Moore stated that potentially the program could be implemented at the technologically advanced B.B. "Sixty" Rayburn Correctional Center (RCC) if space were available although it is too early to reach out for that now.
17. Mr. Oliveaux inquired on whether CI's in other states have been capable of obtaining and successfully maintaining offender participation in digital media programs.
18. Director Moore explained that Ashland University is experienced in working with offenders and could develop the program accordingly. Additionally, DOC Education recognizes these challenges and also agreed that RCC would be a good fit based on its offender population.
19. Next, Director Moore informed Mr. Wisecarver that the PE identification (ID) card he requested would be provided by the Human Resources (HR) Department at DOC Headquarters following the meeting. Additionally, Mr. Honore, Ardoin, and Oliveaux will meet with HR to obtain an ID card.
20. Director Moore, then asked Mrs. Stagg for an Administrative update.
21. Mrs. Stagg began with an update on equipment. The bid for a three (3) year lease on a new tractor for Louisiana State Penitentiary (LSP) Rangeherd was awarded. Preparations to purchase a new metal shear using LEAF funds are being made to replace an inoperable shear at Metal Fabrication (Metal Fab). Mrs. Stagg noted that the price to repair the shear was too costly. Lastly, a purchase order to obtain a used van for Janitorial was submitted to DOC Headquarters for approval.
22. Lastly, Mrs. Stagg reported that job orders for August 2019 were \$2.1 million compared to \$950,681 for August 2018. The September job orders to date were \$132,770 compared to \$370,208 for all of September 2018.
23. Director Moore provided information on funding from the LEAF program and compared the benefits of the new lease program with the previous leases.
24. Director Moore asked Mrs. Henderson for her updates.
25. Mrs. Henderson stated that procurement is busy rebidding contracts, preparing first renewal contracts, and establishing new contracts.
26. Lastly, Mrs. Henderson reported that a DOC C-05-003 American Correctional Association (ACA) audit was conducted at PE Headquarters on August 29th. The audit went well and the auditors were complementary of PE's files. She noted that PE's three (3) year ACA Reaccreditation audit was scheduled for October 28th – 29th.
27. Then, Director Moore asked Mrs. Sigrest to provide the financial update.
28. Mrs. Sigrest began by reporting that the final year to date (YTD) sales for FY 2019 was \$27.1 million compared to FY 2018 YTD sales of \$27.7 million, a decrease of \$581,000

- and YTD net income for June 2019 was \$135,000 compared to a loss of \$235,000 net income for June 2018, an increase of \$370,000.
29. Continuing, Mrs. Sigrest stated that preliminary monthly and year to date sales for July 2019 have decreased by \$167,000 compared to sales for July 2018 and that August 2019 preliminary monthly sales decreased by \$82,000 and preliminary YTD sales decreased by \$249,000 compared to August 2018.
 30. Referencing the June financial statement in the board folders, Mr. Wisecarver noted a decrease in sales and an increase in net income.
 31. Director Moore explained that the Mattress Factory, the Metal Fab, Soap, and Tag Plants had a tremendous year in sales. Additionally, the statements reflect the final adjusted payment amounts for DOC related expenses.
 32. Next, Director Moore announced that Dr. Morrison conducted a study on the time spent on prescribing and filling medications at the institutions. Now, consideration is being given for some additional over-the-counter (OTC) medications to be sold at the canteens.
 33. Then, Director Moore asked Mrs. Melius for the sales and marketing update.
 34. Mrs. Melius began by reporting that PE received three (3) significant DOC orders. An order from LSP for janitorial supplies, linens, offender clothing, officer uniforms, furniture, and print totaling \$61,119. An order from David Wade Correctional Center (DWCC) for janitorial supplies, linens, and officer uniforms totaling \$27,563, and an order from Louisiana Correctional Institute for Women (LCIW) for offender clothing, officer uniforms, and print totaling \$26,742.
 35. Next, Mrs. Melius reported that PE received three (3) other significant job orders. An order from the Office of Motor Vehicles (OMV) for tags totaling \$639,207, an order from Pinecrest Support Services Center for garments and furniture totaling \$57,541, and an order from Louisiana Workforce for mattresses, janitorial supplies, linens, and print totaling \$17,044.
 36. Continuing, Director Moore asked Mr. Floyd for an industries update.
 37. Mr. Floyd began with an update on the Canteen Package Program (CPP). The final deliveries for the Fall CPP are scheduled for the out camps at LSP on September 23rd and for the LSP main prison on September 25th.
 38. Next, Mr. Floyd reported that the Metal Fab Shop remains busy. The picnic grills for Jimmie Davis State Park and the stools for the Plaquemines Parish Detention Center were completed. The bunkbed order for Lasalle Correctional Center is seventy-five (75) percent complete and two (2) welding booths are dedicated to the Earnest Morial Convention Center (EMCC) fence order.
 39. Continuing, Mr. Floyd reported that the Apprenticeship Program has four (4) journeymen remaining, three (3) apprentices, and two (2) potential apprentices. Classroom work began and apprentices are preparing for the first test.
 40. Next, Mr. Floyd reported that the Mattress Factory was working on orders for pillows, mattresses, aprons, and chair back pockets.
 41. Then, Mr. Floyd stated that the Tag Plant received a blanket order from OMV for 341,822 license tags. The order is scheduled to be completed in early November.
 42. Mr. Floyd reported that Canteen Distribution Center (CDC) received the long awaited Vienna sausage order and the brand that was shipped was not on the approved canteen standards list. Efforts to add the brand to the list have begun.
 43. Continuing, Mr. Floyd stated that four (4) applications were received for the truck driver position and only one (1) of the applicants scheduled an interview and failed to show up.

The position will be reposted and will be advertised in the newspaper in an effort to hire a driver for harvest season.

44. Next, Mr. Floyd reported that Silkscreen and Print Shop remain busy and anticipate receiving Angola Rodeo orders soon.
45. Lastly, Mr. Floyd reported that Secretary Le Blanc and several DOC officials recently toured the Garment Plant at Raymond Laborde Correctional Center (RLCC). He stated that the new Plant Supervisor has settled into the position and is doing a great job. Additionally, Mr. Floyd noted that RLCC provides tremendous support to PE and the Garment Plant.
46. Director Moore notified the board that PE received a check from Risk Management for the loss of business/income at LCIW due to the 2016 flood.
47. Then, Director Moore asked Mr. Hoover to provide an agriculture update.
48. Mr. Hoover reported that a load of heifer calves and a load of steer calves were shipped from DWCC. The Elayn Hunt Correctional Center (EHCC) cows were worked and the culls are being sold. Dixon Correctional Institute (DCI) sold approximately one hundred eighteen (118) head of yearling heifers weighing about eight hundred forty (840) pounds and LSP shipped one hundred eighty-seven (187) head of weaned steer calves to DWCC that will sell in a couple of months.
49. Next, Mr. Hoover reported that the corn harvest is complete and the preliminary yield is approximately two hundred (200) bushels per acre. The soybeans are being harvested and the cotton looks good. The cotton bolls are opening very well and the cotton will be sprayed with defoliant by the end of September.
50. Mr. Ardoin inquired on the status of hiring an Administrative Program Director.
51. Director Moore stated that several candidates were interviewed and a decision will be made soon.
52. Mr. Ardoin set the next meeting for 10:00 AM, Tuesday, October 22, 2019 and adjourned the meeting at 11:14 AM.