

**APPROVED**  
*Michael J. Moore*  
**Michael J. Moore, Director**  
11/31/18  
**Date**

**Prison Enterprises Board Meeting**

**October 10, 2017**

1. Chairman Joseph Ardoin called the meeting to order at 10:28 AM at Elayn Hunt Correctional Center (EHCC), St. Gabriel, Louisiana.
2. Mr. Ardoin thanked Warden Hooper for hosting the meeting at EHCC.
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
    - Paul Spalitta
    - 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 turned the meeting over to Director Moore.
6. Director Moore welcomed the Board members and thanked everyone for attending the meeting. He conveyed his gratitude to Warden Hooper and staff for their hospitality and for planning and coordinating the meeting.
7. Continuing, Director Moore expressed his appreciation for Warden Hooper for providing PE the opportunity to relocate the Louisiana Correctional Institute for Women Garment Plant to EHCC and thanked him for his continuous support.
8. Director Moore provided an update on PE operations at EHCC.
9. Next, Director Moore reviewed the management change at Allen Correctional Center (ALC) and the sales opportunities afforded PE.
10. Director Moore announced that the Office of Juvenile Justice (OJJ) and PE are discussing the prospect of PE managing OJJ's canteen orders. He explained that each offender's order would be pulled and individually packaged, similar to the method currently used to fill Canteen Distribution Center (CDC) Personal Property orders.
11. Continuing, Director Moore announced that PE was notified that the Louisiana Legislative Auditors plan to conduct a performance audit. An entrance conference to determine the scope of the audit was scheduled for October 13, 2017.

12. Next, Director Moore reported on the status of the broken combine/auger. Conversations ensued relating to the necessary repairs, the replacement cost, and other feasible options.
13. Lastly, Director Moore addressed the Board's request to name Conference Room 244 in Building 10 (referred to as the Boardroom) in honor of Mr. Henry Clarendon Peck who served on the PE Board for forty-four years. He stated that Secretary Le Blanc approved the formal request PE submitted on September 26, 2017.
14. Mr. Oliveaux suggested that PE invite Mr. Peck's family to attend the dedication when the details have been finalized.
15. Director Moore stated that Mr. Hoover would provide the agriculture update next as he needed to leave.
16. Mr. Hoover reported that EHCC sold seventy-six (76) head of calves weighing approximately six hundred twenty-two (622) pounds totaling \$68,332.41 and forty-nine (49) cull cows sold for \$33,272.33. Louisiana State Penitentiary (LSP) sold one (1) load of eighty (80) head of Brahman sired steers weighing approximately six hundred (600) pounds for \$69,295.08 and four hundred (400) head of English sired steers weighing approximately six hundred thirteen (613) pounds for a total of \$362,382.41. David Wade Correctional Center (DWCC) sold a load of eighty-four (84) steers weighing an average of five hundred sixty-eight (568) pounds and a load of ninety (90) heifers weighing an average of five hundred twenty-nine (529) pounds both totaling \$140,612.71. Dixon Correctional Institute (DCI) sold one hundred sixty-nine (169) open heifers weighing approximately eight hundred fifty-two (852) pounds totaling \$178,286.66 and a load of fifty-eight (58) open heifers weighing approximately eight hundred ten (810) pounds totaling \$53,563.69. Lastly, DCI sold one hundred fourteen (114) pregnant heifers weighing an average of nine hundred seventy-three (973) pounds totaling \$123,230.63.
17. Next, Mr. Hoover reported that ryegrass planting at EHCC was completed and planting of ryegrass at DCI and LSP would begin the week of October 16<sup>th</sup>.
18. Mr. Hoover reported that all except twenty (20) acres of soybeans had been harvested. He stated that the soybeans were averaging fifty (50) bushels per acre and selling for \$9.50 - \$10.00 per bushel.
19. Continuing, Mr. Hoover reported that the cotton looked good. He added that harvesting began on October 9<sup>th</sup> and should be complete in three (3) or four (4) days.
20. Lastly, Mr. Hoover provided additional information on repairing the combine.
21. Director Moore asked Deputy Director Stagg for her comments.
22. Mrs. Stagg referenced two (2) documents in the board folders. She presented a screenshot of a social media post thanking PE for assisting the Livingston Parish Sheriff's Office in collecting and delivering donated supplies for the Hurricane Harvey flood victims. Also attached was a picture of the PE truck with the bed of the truck stocked with supplies.
23. Director Moore then asked Mr. Buttross for the administrative update.
24. Mr. Buttross began by announcing that the Canteen Standards Committee Meeting was held Thursday, September 7<sup>th</sup>. The committee voted to remove numerous items that had minimal sales volume along with adding a few preferred items resulting from pilot programs conducted at LCIW and LSP. However, the overall number of stocked CDC inventory items was reduced which will increase some efficiencies. Mr. Buttross added that the new list of items was submitted to Department of Corrections (DOC) Headquarters for approval.

25. Continuing, Mr. Buttross discussed in depth the processes associated with renewing/reestablishing existing contracts, canceling contracts, and bidding out new contracts relating to the Office of State Procurement (OSP). He added that PE had received all of the general industry and raw material contracts from our plants to submit its renewals and reestablishments to OSP.
26. Next, Mr. Buttross reported that PE's Canteen Package Program (CPP) partner, Union Supply has provided an onsite representative to coordinate the delivering, receiving and installation of the equipment. The representative plans to remain onsite through the training processes. The holiday CPP ordering period began October 9<sup>th</sup> and closes November 8<sup>th</sup>. The warehouse will begin receiving and slotting inventory items during the week of November 6<sup>th</sup>. The holiday CPP orders are scheduled to be picked, packaged, and delivered to the individual institutions between November 27<sup>th</sup> – December 8<sup>th</sup>.
27. Mr. Spalitta inquired as to the ordering process for the offenders' and/or their family members.
28. Mr. Buttross provided additional information and cited several examples.
29. Lastly, Mr. Buttross job orders for August 2017 were almost \$553,696 compared to August 2016 job orders of \$581,000. Job orders for September 2017 were \$507,597 and September 2016 job orders totaled \$294,295. October job orders though October 9<sup>th</sup> were \$71,470 and for the entire month of October 2016 job orders totaled \$242,540.
30. Director Moore then asked Mrs. Sigrest to provide the financial update.
31. Mrs. Sigrest reported that the finalized June 2017 year to date (YTD) net income was \$288,000 compared to a loss of \$1.9 million in June 2016, an overall increase of \$2.2 million. July 2017 preliminary monthly sales total \$1.46 million compared to July 2016 monthly sales of \$1.52 million, a decrease of \$63,000. Preliminary net income for July 2017 was a loss of \$169,000 compared to July 2016 loss of \$183,000, an increase of \$14,000. August 2017 preliminary monthly sales increased by \$363,000 and preliminary August YTD sales increased by \$300,000. September preliminary monthly sales increased by \$452,000 and preliminary YTD sales increased by \$753,000.
32. Continuing, Director Moore asked Mrs. Melius to provide a sales and marketing update.
33. Mrs. Melius began by reporting that PE received five (5) DOC sales orders. An order from EHCC for offender clothing, janitorial supplies, linens, and print totaling \$155,742, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for offender clothing, janitorial supplies, print, and officer uniforms totaling \$68,173, an order from David Wade Correctional Center (DWCC) for offender clothing, janitorial supplies, linens, chairs and officer uniforms totaling \$62,972, an order from Raymond Laborde Correctional Center (RLCC) for officer uniforms, linens, janitorial supplies, chairs and print totaling \$39,758 and an order from ALC for linens, offender clothing, print and officer uniforms totaling \$29,949.
34. Continuing, Mrs. Melius reported seven (7) other significant job orders were received. An order for Beauregard Parish Courthouse for furniture, chairs, and metal benches totaling \$74,187, an order from Department of Children and Family Services for linens and pillows totaling \$40,888, an order from Department of Environmental Quality for uniform shirts totaling \$35,215, an order from the Eastern Louisiana Mental Health Hospital for employee uniform shirts and patient clothing totaling \$33,672, an order from Sulphur Police Department for furniture, chairs, and metal interrogation chair & table totaling \$32,580, an order from OJJ/Swanson Correctional Center for Youth for linens, offender clothing,

- mattresses, and janitorial supplies totaling \$28,144 and lastly an order from Pinecrest Support Services for dining tables, chairs, and sofas totaling \$26,250.
35. Next, Mrs. Melius reported one (1) significant job quote was submitted to Acadia Parish Sheriff's Office for furniture totaling \$80,000.
  36. Lastly, Mrs. Melius reported that the Sales and Marketing staff planned to attend two (2) conferences. The Louisiana Association of Chiefs of Police Fall Conference in Baton Rouge will be held on October 11<sup>th</sup> and 12<sup>th</sup> and the Louisiana Correctional Association Conference in Lake Charles October 16<sup>th</sup> – 18<sup>th</sup>.
  37. Mr. Oliveaux inquired the progress of the new sales person.
  38. Mrs. Melius explained that Mr. Haik was diligently working with several new accounts such as Ochsner Medical Center (Hospital) in New Orleans.
  39. Continuing, Director Moore asked Mr. Floyd for the industries update.
  40. Mr. Floyd began with an update on the Metal Fabrication Shop. He stated that fifty (50) customized locker boxes were completed for the Youth Challenge Program and are scheduled to be delivered by Friday, October 13<sup>th</sup>. Additionally, eight (8) picnic tables for the Knock Knock Museum had been completed and are scheduled for delivery on Thursday, October 12<sup>th</sup>.
  41. Mr. Travis inquired on the status of the kiosk for the Caddo Parish Sheriff's Department.
  42. Mr. Floyd reported that the prototype was complete and would be delivered to the Caddo Parish Sheriff's office on Monday, October 16, 2017. He would contact Mr. Travis to coordinate a meeting with the Sheriff's office to discuss the prototype and obtain approval for PE to manufacture an additional eighty-four (84) kiosk stations.
  43. Continuing, Mr. Floyd reported that the Tag Plant had successfully completed the first (1<sup>st</sup>) part of the Office of Motor Vehicles (OMV) annual tag order. He noted that the 2<sup>nd</sup> part of the OMV order would take approximately three (3) months to complete.
  44. Director Moore inquired as to the status of the Montana Tag Press.
  45. Mr. Floyd explained that the Montana Tag Press significantly outperformed the other presses.
  46. Next, Mr. Floyd provided an update on the Print Shop. He summarized the capabilities of a Segment 6 color copier demonstrated by the Xerox representative. The new copier will enable PE to print full color pamphlets and brochures and significantly reduce production time on multicolor business cards. PE plans to upgrade one (1) of its two (2) leased copiers to a color copier.
  47. Mr. Oliveaux asked whether Xerox Corporation was a state contracted vendor.
  48. Mr. Buttross responded affirmatively.
  49. Continuing, Mr. Floyd discussed the large orders that the Mattress Factory completed for the mega shelters.
  50. Mr. Floyd reported that the Transportation Department was busy hauling the harvested soybeans and estimated the remaining twenty-two (22) loads would be delivered soon.
  51. Next, Mr. Floyd reported that the majority of the Beauregard Parish Courthouse furniture order had been completed and delivered. Allen Furniture Plant has been refurbishing a bookcase and two (2) consult chairs. DCI Chair will complete the remaining twenty-four (24) chairs of the order as soon as the chair kits arrive.
  52. Lastly, Mr. Floyd reported that the Soap Plant has been operating at full capacity. They have been working diligently to complete blanket orders for several state prisons. He discussed the status of the potential pilot program for soap dispensers.

53. Discussions ensued on the benefits of a soap dispenser program.
54. Mr. Oliveaux mentioned that consideration to house the program at RCC should be given.
55. Lastly, Mr. Ardoin acknowledged that a quorum was present and asked for a motion to approve the August board meeting minutes. Mr. Paul Spalitta made a motion that the minutes be approved as written. Mr. Tim Travis seconded the motion and it passed unanimously.
56. Mr. Ardoin set the meeting for 10:00 AM on Tuesday, November 21, 2017 at PE Headquarters.
57. Mr. Ardoin adjourned the meeting at 11:24 AM.