

  
Michael J. Moore, Director  
DATE 7/25/14

**Prison Enterprises Board Meeting**

**June 17, 2014**

1. Chairman Charles Chatelain called the meeting to order at 10:02 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. Attendance
  - 2.1 Members Present:
    - Charles Chatelain, Chairman
    - Joseph Ardoin
    - Harvey Honore
    - Frank Strickland
  - 2.2 Prison Enterprises Staff Present:
    - Michael Moore, Director
    - Joe Buttross
    - Daniel Hoover
    - Todd Labatut
    - Vickii Melius
    - Michelle Montalbano
    - Kristie Sigrest
    - Misty Stagg
3. Chairman Charles Chatelain asked for a motion to approve the minutes of the prior meeting. Mr. Ardoin made a motion that the minutes be approved as written. Mr. Strickland seconded the motion and it passed unanimously.
4. Mr. Chatelain began the meeting by thanking everyone for attending the meeting.
5. Mr. Chatelain turned the meeting over to Director Moore.
6. Director Moore began by announcing PE had begun preparing for the fiscal year end.
7. Next, Director Moore reported the garment and mattress factories were preparing for hurricane season.
8. Continuing, Director Moore discussed the plans for relocating PE Headquarters. He provided details on the different buildings he has toured. He reported Secretary Le Blanc, Undersecretary Bickham, PE's Administrative Director Buttross and B.R. Chief of Police Dabadie met with the architects to discuss upgrading the DPS&C building on Mayflower.
9. Mr. Buttross provided details of the meeting and said it was also an opportunity for PE and the B.R. City Police to coordinate plans for vacating and renovating the building. Mr. Buttross confirmed the amount of space allotted for the PE warehouse and office would be sufficient for PE Headquarters.
10. Director Moore's next topic detailed the staffing changes at PE Headquarters and the Soap Plant.
11. Continuing, Director Moore reported that other considerations were being explored before a decision to ban tobacco in the prisons or increase incentive pay would be adopted.
12. Lastly, Director Moore reported that there are significant projected increases (~\$330,000) for interagency transfers (IAT's) charged to PE for the fiscal year beginning July 1, 2014.

13. Director Moore then asked Deputy Director Labatut for his comments.
14. Mr. Labatut began by explaining the positive impact generated by teamwork between the institutions. He cited an example where, one of the skilled floors cleaning crew from DCI provided extensive training to RCC's Janitorial crew on the proper processes for stripping wax from floors.
15. Then Mr. Labatut reported that the last delivery of the \$232,000 dorm furniture order for Southeastern Louisiana University would be made on June 18<sup>th</sup>. He stated the customer was pleased with the quality of the furniture and the service PE provides. He went on to say the customer appreciated PE's willingness to move the mattresses he purchased from another vendor at a reasonable rate. Mr. Labatut explained that PE would not have been able to do it without the assistance from RCC. Mr. Labatut announced for next fiscal year the University would place an order for table and chairs totaling over \$100,000.
16. Director Moore then asked Mr. Buttross for an administrative update.
17. Mr. Buttross began by announcing adhering to the Expenditure Freeze PE has not made any significant purchases.
18. He then reported that PE's professional contracts were complete, the janitorial contracts will be completed by June 30<sup>th</sup> and the Canteens Standard meeting will be scheduled for the middle of July.
19. Next, Mr. Buttross reported May 2013 job orders totaled \$359,000, while April 2014 totaled \$379,000. He went on to state the orders for the entire month of June 2013 totaled \$512,000 and through June 16<sup>th</sup> of this year, the orders were \$356,000.
20. Director Moore then asked Mrs. Sigrest for the financial update.
21. Mrs. Sigrest stated that April 2014 YTD sales totaled \$22.8 million as compared to last year's \$23.4 million, a decrease of \$556,000.
22. The April 2014 YTD Net Loss was \$312,000 as compared to last year's income of \$453,000, a decrease of \$765,000.
23. Mrs. Sigrest stated that the May 2014 YTD preliminary sales totaled \$25 million as compared to last year's \$25.9 million, a decrease of \$876,000. Industries totaled \$8 million as compared to last year's \$9.6 million, a decrease of \$1.5 million, Agriculture totaled \$3.8 million as compared to last year's \$3.3 million, an improvement of \$590,000, Retail totaled \$13 million as compared to last year's \$13 million, an improvement of \$60,000.
24. Next, Mrs. Sigrest confirmed that the accounting department will perform physical inventory counts for all of PE from June 25<sup>th</sup> – July 3<sup>rd</sup>.
25. Director Moore then asked Mrs. Melius for the marketing update.
26. Mrs. Melius began by reporting there were two significant DOC orders, one was LSP's fiscal year end order for meat and chemicals, which totaled \$439,377, and the other was an AVC order for linens, t-shirts, and boxers totaling \$27,321.
27. Then, she reported that PE received two significant job orders during the month. The larger order came from OMV for tags totaling \$15,175 and the other was from the Calcasieu Parish Sheriff's Office for \$13,667 of mattresses.
28. Lastly, Mrs. Melius reiterated that the sales team will attend the Louisiana Association of Chiefs of Police (LACP) conference in Baton Rouge from July 9<sup>th</sup> – 11<sup>th</sup>, the Louisiana Sheriffs' Association (LSA) Sheriffs' and Wardens' Training Conference and Exhibition in Destin, Florida from July 27<sup>th</sup> – July 31<sup>st</sup>, and the Louisiana Municipal Association (LMA) conference in Baton Rouge from July 31<sup>st</sup> – August 2<sup>nd</sup>.

29. Director Moore then asked Mrs. Stagg to provide the Industries update on behalf of Mr. Honeycutt.
30. Mrs. Stagg began by reporting a crew from RCC moved and replaced mattresses at Southeastern Louisiana University and a crew from EHCC assisted in delivering and replacing the furniture order for the University.
31. Next, Mrs. Stagg announced the Metal Fabrication Shop was refurbishing bunk beds for the Lafayette Parish Jail.
32. Continuing, she reported the Furniture Plant assisted the sales team in providing a quote for a customized conference room table and desk for the Clinton Mayor's Office.
33. Lastly, Mrs. Stagg informed the board that industries were preparing for hurricane season by producing extra mattresses and monitoring fuel.
34. Director Moore then asked Mr. Hoover for the Agriculture update.
35. Mr. Hoover began the crop update by stating all of the wheat was hauled after harvesting. The yield increased from the estimated 40 bushels per acre to actually 50 bushels per acre. Continuing the crop update, Mr. Hoover reported the 360 acres of corn looked great and harvesting will begin soon. He also stated more than 1,900 acres of soybeans were planted but due to the recent heavy rains, some will need to be replanted.
36. Next, Mr. Hoover reported at the last video auction sale PE sold nine loads of calves totaling \$974,000. He stated 84 head of Brahman steers sold for \$2.02 per pound and 660 Angus and Charolais steers for \$2.26 per pound. They will ship in late August.
37. Lastly, Mr. Hoover announced that PE had the following eleven people graduate from the Master Cattleman Producers Program: Misty Stagg, Emily Perret, Marshall Cain, Terry Wallace, Eric Eiland, Allen Barton, Jarrod Fruge, Dylan Reames, Will Foster, Paden Munn and himself.
38. Mr. Chatelain announced the next board meeting would be held on Tuesday, July 22, 2014 at PE Headquarters at 10:00 AM. Mr. Chatelain then adjourned the meeting.