

Prison Enterprises Board Meeting

May 14, 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, Chairmam
 - Joseph Ardoin
 - Frank Strickland
 - 2.2 Prison Enterprises Staff Present:
 - Michael Moore
 - Todd Labatut
 - Misty Stagg
 - Kristie Sigrest
 - Robert Honeycutt
 - Danny Hoover
 - Richard Rees
 - Vickii Melius
3. Mr. Chatelain stated that because there were not enough board members to form a quorum the minutes from the previous meeting would not be approved.
4. Mr. Chatelain stated that this meeting is sad due to the passing of long time board member Mr. Gerry Lane. Mr. Chatelain then turned the meeting over to Director Moore.
5. Director Moore began by also addressing the passing of Mr. Lane stating that he has been a longtime friend to the Department of Corrections, Prison Enterprises and the community and his presence will be sorely missed.
6. Mr. Chatelain asked if Prison Enterprises would be doing anything to honor Mr. Lane. Director Moore stated that Prison Enterprises staff would be making a donation in his name as requested by the family in lieu of flowers.
7. Continuing Director Moore stated that he and Morgan attended the House Appropriations Committee meeting. The budget is \$1.5 million less than last year but at this time the decrease does not pose a concern. The bill traditionally goes before the Senate Finance Committee around Memorial Day weekend.
8. Director Moore then stated that Prison Enterprises is preparing for hurricane season. All plants are producing inventory to stock in case of emergency. The inventory is being monitored and the fleet is also being prepared.
9. Continuing, Director Moore stated that currently Prison Enterprises has three Janitorial contracts, Office of State Buildings and Grounds, DOTD and LA Workforce Commission. LA Workforce is currently being handled by the EHCC crew with Prison

- Enterprises officers. Due to low inmate count on this crew there has been an agreement between DCI and EHCC that DCI will take this program back effective July 1, 2013.
10. Director Moore then stated that the Accounting Staff is working to finalize a schedule of the physical inventory counts for year end.
 11. Continuing Director Moore stated that several PE staff members will attend the LSA Jail Training Conference Sunday, July 14 – Thursday, July 18, 2013. PE will have a booth at the conference.
 12. Director Moore also reminded the PE Board Members of the yearly requirements for both the Financial Disclosure which is due by May 15, 2013 and the Ethics Training which is required to be taken each calendar year.
 13. Director Moore then asked Deputy Director Labatut for his comments.
 14. Mr. Labatut began by discussing his site visit to S&W Wholesale. He met with this private sector company in order to get some ideas on warehousing and trucking procedures. Mr. Chatalain commented that the way CDC runs now is better than in the past.
 15. Mr. Labatut then stated that PE gave a quote to Allen Correctional for 78 single beds to be turned into bunks. We have not yet heard back from them but did get a call about lockers.
 16. Director Moore then asked Mrs. Sigrest for Mrs. LeBlanc's report in her absence.
 17. Mrs. Sigrest stated that Purchasing is currently working on rebidding the DOC Officer uniforms and patches, working on bidding the foam mattress cores and also working on bidding two trucks for the farm operations.
 18. Mrs. Sigrest then stated that the job orders are up for the month of April by \$139,000 and YTD job orders are up \$680,000 as compared to last year. Job orders through mid-May are down \$359,000 as compared to the same time as last year but YTD job orders are still up \$429,000.
 19. Mrs. Sigrest then gave the Financial Update. She started by stating that the March final YTD sales totaled \$21.2 million as compared to last year's \$20.2 million, an improvement of \$1 million. Industries totaled \$8 million as compared to last year's \$7.4 million, an improvement of \$632,000, Agriculture totaled \$2.9 million as compared to last year's \$2.5 million, an improvement of \$396,000, Retail totaled \$10,250,233 million as compared to last year's \$10,248,416 million, an improvement of \$1,817. The YTD Net Income was \$517,000 as compared to last year's \$293,000, an improvement of \$224,000. Industries totaled \$616,000 as compared to last year's \$580,000, an improvement of \$37,000, Agriculture totaled \$297,000 as compared to last year's \$2,600, an improvement of \$294,000, Retail totaled \$396,000 as compared to last year's \$479,000, which reflects a decrease of \$83,000.
 20. Mrs. Sigrest stated that the April Preliminary sales totaled \$23.4 million as compared to last year's \$22.4 million, an improvement of \$971,000, Industries totaled \$8.7 million as compared to last year's \$8.3 million, an improvement of \$319,000, Agriculture totaled

\$2.9 million as compared to last year's \$2.6 million, an improvement of \$395,000, Retail totaled \$11.8 million as compared to last year's \$11.5 million, an improvement of \$257,000.

21. Continuing, Mrs. Sigrest stated the inventory on hand reporting began mid-May and will continue to be done every Monday as we get closer to June 30. At that time it will be done daily in order to accommodate any last minutes sales.
22. Director Moore then asked Mr. Rees for his comments on the Marketing Update.
23. Mr. Rees begin by stating that April was a good month. He reported the following significant jobs orders: DOC has purchased \$354,511 year end orders for primarily offender clothing and correctional officer uniforms. Other notable orders were received from Caddo Parish Sheriff's Office for jumpsuits totaling \$22,215, Jefferson Parish Correctional Center for mattresses totaling \$22,021, Morehouse Parish Jail for uniforms and mattresses totaling \$11,089, Leesville Courthouse & Leo Butler Community Center for furniture totaling \$9,800 and Public Safety Services for printing totaling \$6,953.
24. Mr. Rees than gave an update on conferences. He stated the sales staff will attend the North LA Chapter of National Institute of Governmental Purchasing Reverse Trade Show on May 15th. Upcoming Conferences for the sales staff are: the Louisiana Sheriff's Association Jail Training Conference May 19-22, 2013 and the Louisiana Sheriff's Association Conference July 14-18, 2013.
25. Continuing, Mr. Rees stated that he is currently working on sales territory "routing" which is scheduled to rollout October 7th.
26. Director Moore then asked Mr. Honeycutt for his comments on the Industry Update.
27. Mr. Honeycutt began by stating that he went to the NCIA Conference and found a ("sock") to fit over the mattress cores, that he recently received to be used with some of our mattress construction. The samples will be sent out for fire testing. The mattress plant is currently awaiting award for the new clear mattress ticking in order to have this new mattress style burn tested.
28. Continuing, Mr. Honeycutt stated that we have received an order for 120 wall lockers and he is working with a new supervisor and offenders on quality of craftsmanship. He also received an inquiry about an additional order for 300 lockers. OMV has placed an order for 35 different specialty plates, of which 33 have to be screened; which represents a total of 106 different screens.
29. Mr. Honeycutt concluded by stating that he installed a job for New Orleans Probation & Parole and they are interested in placing another order for shelving.
30. Director Moore then asked Mr. Hoover for his comments on the Agriculture Update.
31. Mr. Hoover began by giving an update on the status of crops. He stated that the soybean planting was slow due to the river and weather conditions. Nothing has been planted behind the levee.

32. Mr. Hoover then stated that the cattle and calves were doing well. The grass is plentiful. We will be selling some cattle by video auction; these cattle are now at approximately 740 pounds each.
33. Mr. Chatelain again expressed the Boards condolences for Mr. Gerry Lane and will keep his family in our thoughts and will keep everyone updated on new Board Members.
34. Mr. Chatelain then stated that it was time to decide the date and time of the next meeting of the Prison Enterprises Board. It was decided that the next meeting will be held at PE Headquarters Tuesday, June 18, 2013, at 10:00AM. Mr. Chatelain then adjourned the meeting.