

PRISON INDUSTRIES BOARD MEETING MINUTES

Wednesday, December 13, 2017

Attendees: Bill Smith, Jim Jackson, Secretary Litscher, Jim Langdon, Jams Schwochert, Jake Jokisch, Wes Ray, Sheryl Rickerman, David Bajkiewicz and Don Lynam

Absent: Tracey Insensee

Welcome and Approval of Minutes

Bill Smith – motioned for approval for minutes from Wednesday, August 16, 2017.

Jim Jackson seconded the motion; Board approved unanimously.

Personnel Updates

Industries Chief position is still vacant. We have upcoming interviews for the Sign/Print Superintendent that oversees BSI Printing, BSI Road and Trail Signs, BSI Sign Hydro-stripping and BSI Custom Signs.

Review BCE Financials

Mr. Bajkiewicz updated Board on cash balance through Fiscal 2017-provided a handout on profit/loss for the three appropriations BCE operates under (Agriculture, Industries and Logistics).

Mr. Bajkiewicz discussed inter-unit billing to assist BCE in getting revenue from other agencies. DOT will be the first agency and the first inter-unit bill will occur soon.

Mr. Ray discussed farm cash balance and future capital projects which will require a significant outflow of cash.

Secretary Litscher asked why we have such large negative balance in our furniture area and feels a great concern. Mr. Ray said that our furniture customer base is very narrow – we can only sell metal/wood office furniture to state agencies and this is a challenge for us. Our metal furniture shop was geared towards building furniture towards the growth of new prisons and we are not building anymore– we are now trying to broaden our market and products that we offer. Secretary Litscher feels it a huge deficit and is requesting further investigation. Mr. Ray said will we update PIB members before the next meeting on outstanding or negative balances.

Mr. Bajkiewicz reviewed the Q1 report- handout provided. Revenue has exceeded expenditures and is show a profit through the fiscal year so far. Mr. Smith asked if sales are down and do we have outstanding receivables? Wes – we do have outstanding invoices and sales are down.

Mr. Smith asked how does this compare to a year ago? Can we add a column to this report? Would like to compare year to year- and have it show reflect actual sales.

Mr. Ray – will have our Finance department to follow-up before the next meeting.

Product Updates

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Business Development Manager – Don Lynam to provide product update and his role within BCE. BCE is looking to provide more training opportunities to inmates in our Shops-home grown products instead of just creating products from kits- more inmate involvement in the design and production.

Sit-Stand Unit: BCE has decided to set this aside temporarily. This product has become a commodity since we began the project, with the cost of imported sit-stands units being less than our cost of raw materials. The design cycle ran too long, and we need to be more competitive

from a pricing and features perspective. Once Design Center is operational we will revisit this product to determine the market opportunity and whether we can redesign it to reduce costs.

Dorm Furniture: Handout provided. Mr. Lynam reported that the sales team feels that there are several opportunities for us to sell a BCE designed and manufactured competitive dorm furniture product line at many UW campuses. Secretary Litscher – can we cross state lines? Mr. Ray – yes, we are contacting our state prison industries counterparts as we don't step on any toes and go into their territories.

UW Eau Claire has several residence hall projects underway – BCE is in the process of engineering our new dorm furniture product line as this campus has shown strong interest in the conceptual drawings, and they are looking to make a purchase decision in the January/February timeframe. We are targeting January/February of 2018 for the building of component prototypes. Ninety-Five percent of the content of these products will be manufactured by inmates working in our shops when those shops have the capacity in terms of equipment and knowledge/skills.

Jim L. referenced UW La Crosse will be expanding soon and the question was asked whether the specifications of our dorm furniture will match the textiles sold by the UW to the parents, the answer is that our mattress dimensions are standard size so they should.

Do UW System campuses meet to discuss residence hall projects? BCE learned through email w/ various UW campus staff that a group meets twice each year, but that group is considering whether vendors will be allowed to share product information at those meetings.

Desking: Handout provided. Flexible System=Endless Configurations. BCE is looking to address a lot of different market demands. Need for higher degree of skills and more inmate workers with this product. Mr. Smith asked how many more inmates we will be employing. Mr. Ray said in the Metal Fabrication shop we will be employing up to 10 more inmates. Wood and Upholstery Shop will remain about the same. We are looking to provide more training opportunities to inmates in our Shops-home grown products instead of just creating products from kits- more metal fabrication and design skills to be developed.

Industries Updates

Wes and Superintendent Phil Kussmann contributed to a meeting of representatives from Independence *First*, Wisconsin Department of Health Services and Congressman Pocan's office at the Mobility Store in Madison. The purpose of the meeting was to share information about Wisconsin's use of its federal Assistive Technology Act Program funding. This was a great opportunity to highlight the BSI DME shop's critical role in the state's successful use of this federal funding to benefit Wisconsin citizens.

BSI Canteen: Opened Monday June 26, 2017. We have added Kettle Moraine Correctional Institution as a second customer. Plans are in place to add more customers in 2018.

BSI Metal Fabrication Shop: Introduced Superintendent Sheryl Rickerman (who oversees BSI Metal Stamp, BSI Metal Fabrication, BSI Upholstery and BSI Wood Furniture) and has been in this position since April of 2017. Ms. Rickerman said that we have some equipment in storage and our goal at this time is to get 3 out of the 4 pieces out and put to use in the Metal Fabrication Shop. First, we need to revamp the Shop and get rid of old equipment. Ms. Rickerman shared blueprint plans as to the future plans of revamping the shop.

Mr. Schwochert asked if the waterjet going in this building? Wes said we don't have a plan at the moment to implement this piece of equipment. Water filtering and supply would need to be implemented and that would be costly.

Mr. Ray discussed how we are reaching out to Moraine Park Technical Colleges – we are in collaboration with the DOC Education Department, as well. BCE is working on building

partnerships with the Tech Colleges. There is an upcoming conference call in January to learn more about the need for types of training at BSI Metal Fabrication and then the next step will be to meet with them at Metal Fabrication Shop when we have the machinery in place.

Forest Products Industry Inquiry

The Board had previously given Mr. Ray approval to explore more into Forestry Products. Due to lack of space- BCE will not be pursuing this industry.

Dental Prosthetics

One meeting with Milwaukee Area Tech college – Mr. Ray has a second meeting tomorrow (12/14) with an Instructor. More details concerning space needed, cost and equipment to share with the Board at the next meeting.

We learned after the meeting that Oxford Federal Correctional Institution in Oxford, WI, does not have any correctional industries.

BCE Logos

Mr. Ray shared our new BCE Logos; which were developed with the services provided by Dept. of Tourism.

Next Meeting

March – CCI Print Shop

Meeting adjourned at 11:45 a.m.