



## Meeting Minutes

### Iowa Prison Industries Advisory Board

Wednesday, March 22, 2023

#### Meeting held at Anamosa State Penitentiary and online via Google Meet

*Present:* Dr. Doug Hillman, Tim Diesburg, Greg Steggerda, Yvette Clausen

*Absent:* Jennie Doke-Kerns, Jennifer Gardner, Ralph Haskins

*Staff:* Dan Clark, Ann Pollock, Bob Fairfax, Chad Squires, Clint Schmidt, Jeff Bailey, Justin Opfer, Luke Fowler, Steve Forbes, Tammy Nielsen.

*Guests:* Levi Lefebure (ABI), William Sperflage, Michael Savala (DOC)

#### **I. Call to Order.**

Board chair Greg Steggerda called the meeting to order at 10:18 am on March 11, 2022. Since only four board members were present, the board did not have a quorum.

#### **II. Approval of Previous Minutes (December 9, 2022)**

Deferred since the board did not have a quorum. However Mr. Diesburg identified an error regarding his future state residency, and this will be corrected.

#### **III. Proposed Change to IPI Administrative Rules.**

Michael Savala reviewed the proposed changes to 201—37.2 (904) Sale of Products, and the requirement of approval by the IPI board. The board is scheduled to meet March 31, 2023 to consider the proposed changes, which IPI supports.

#### **IV. Board Approval Process for Sales to General Contractors.**

Mr. Savala described concerns expressed by the Association of Business and Industry regarding 201—37.2 (5), which covers the sale of items to private contractors for certain projects performed for public entities. Several years ago the board instituted a process that required its specific approval only for projects in excess of \$100,000.

Mr. Clark stated that for FY2023 year-to-date there had been a total of nine sales to General Contractors for public works projects, with an average value of approximately \$5,700. IPI sales director Bob Fairfax informed the board that the orders were nearly always time sensitive, as the contractors typically needed them to complete a road or bridge project.

The board considered various alternative processes and/or changes to the administrative rule. Yvette Clausen mentioned that DAS administrative rule 117.15 specifies that purchases under \$15,000 no longer require formal competition, and Ms. Clausen suggested that this threshold might be considered in any new board process for approving orders. Mr. Savala suggested that the board could meet more frequently, that the meetings could be held online, and that the meetings could be cancelled if no orders needed approval.

Since the board was without a quorum, the topic will be taken up at its meeting scheduled for March 31, 2023.

Mr. Lefebure from ABI departed the meeting at this point.

**V. Sale of state owned farms (DOC and DHHS).**

Mr. Clark informed the board that the DOC will begin the process of selling its farms located in Rockwell City, Mitchellville, Newton, Anamosa and Montrose, IA, as well as DHHS farms located in Woodward, Independence and Eldora, IA. The DOC is reviewing which specific acres would be sold, taking into consideration any security buffer zones. The first sale is planned by July 1, 2023 but there is not yet a specific timetable for the overall project.

**VI. Financial Review – FY2023 YTD.**

IPI business director Ann Pollock reviewed the financial reports for YTD FY23. Ms. Pollock included comparison figures for the previous fiscal year and versus IPI's budget. There has been a major improvement in the Anamosa operations, but the operations at Fort Madison remain unsustainable. Mr. Clark congratulated the IPI leadership team for its tremendous efforts to maintain a sustainable program despite COVID, the numerous lockdowns that had taken place since March 23<sup>rd</sup> of 2021, and the closure of furniture production in Anamosa, Fort Madison, and Mitchellville.

**VII. Private Industries Review (including IVH program).**

Tammy Nielsen, IPI program manager for Private Industries, reviewed the status of this program, including the requirements that companies demonstrate they have been unable to hire enough qualified civilians, that incarcerated men and women are paid wages competitive with the civilian workforce, and that participation is voluntary.

Ms. Nielsen reviewed payments made during FY22 for victim compensation, court ordered restitution, state and federal taxes, etc. Ms. Nielsen described for the board the program's importance to both the companies involved, as well as the incarcerated men and women in the program. Of particular importance was the opportunity to pay off restitution, which often amounts to tens of thousands of dollars.

**VIII. ASP Update and Recognition of March 23, 2021.**

Luke Fowler, plant manager for IPI's Anamosa operations, reviewed some of the many changes that had taken place since the murders of Correctional Officer Robert McFarland and DOC Nurse Lorena Schulte on March 23, 2021.

In particular, the Metal Furniture and Custom Wood shops, two of Anamosa's most important programs, had been shuttered. Mr. Fowler described the new layout of the Sign Shop, which had consolidated operations from three buildings down to one. Mr. Fowler reviewed important investments that had been made in a number of operations including braille, and that the filter shop would be receiving its own UL listing. A tour was offered to board members following the meeting.

**IX. Status of IPI Advisory Board positions and the IPI Director position.**

Mr. Clark reviewed the five gubernatorial appointments to the Advisory Board: newly appointed members Ms. Clausen (representing organized labor) and Jennifer Gardner (agriculture), as well as the recently reappointed Mr. Steggerda (manufacturing). The seats representing finance and vocational education will hopefully be filled as of July 1, 2023.

In addition, William Sperflage has been selected by DOC Director Beth Skinner to follow Mr. Diesburg's departure from the board on June 30, 2023, and that the Board of Parole appointee remains Ralph Haskins.

Mr. Clark expressed his thanks to all involved, and his confidence that the board would continue to provide excellent service to the IPI program and the citizens of Iowa.

In regards to the IPI Director position, Mr. Fairfax will assume the position of Acting Director upon Mr. Clark's retirement on March 24, 2023, and DOC Director Skinner would at some point name a new director. Mr. Clark expressed his full confidence in the IPI leadership team, and thanked everyone for the opportunity to serve such an outstanding program.

**X. New Business.**

There was none.

**XI. Adjourn**

Mr. Steggerda asked for a motion to adjourn, which was offered by Mr. Diesburg and seconded by Ms. Clausen. The meeting was adjourned at 12:21pm.

Minutes submitted by:



**Dan Clark, Director**

Minutes approved by:



**Greg Steggerda, Chair**