



**Meeting Minutes**  
**Iowa Prison Industries Advisory Board**  
**Monday, September 25th, 2023**  
**ICIW Mitchellville IPI Building**

*Present:* Norm Hill, Bill Sperfsflage, Greg Steggerda (Virtual) , Yvette Clausen, Ralph Haskins

*Absent:* Jennifer Gardner, Jennifer Seil

*Staff:* Bob Fairfax, Justin Opfer, Ann Baughman, Ann Pollock

*Guest:* None

**I. Call to Order.**

Board chair Greg Steggerda called the meeting to order at 10:01 am on September 25th, 2023. Since five board members were present, the board did have a quorum and could conduct business.

Justin Opfer- Mitchellville Plant Manager welcomed the group, shared with them the diverse work being done on site and the sense of pride and excellence exhibited by the staff and II's working there.

**II. Approval of Previous Minutes (March 31st, 2023)**

Motion to Approve by Yvette Clausen and seconded by Norm Hill. . The motion passed unanimously.

**III. Review of Sales to General Contractors**

Ann Baughman, Sales and Marketing Manager for IPI shared that there were no GC transactions for approval the first quarter of FY24. She reviewed the process with new board members and answered any questions that they had. . No Action necessary.

**IV. Marketing Efforts Update**

Ann Baughman provided an overview of the Marketing efforts currently being taken on behalf of IPI, reviewed the makeup of the Commercial team and part time dynamics of interns helping that effort. Reviewed trade shows and direct campaigns to the market, and elaborated on the effort since IPI does not have direct sales representation like in the past. No Action Necessary- just informational for the Board.

**VI. Operational Update**

Bob Fairfax provided an update by location along with Justin Opfer updating operations at Mitchellville, Central Canteen in Newton, and Ft Dodge. Mr Fairfax elaborated on how IPI is reshaping and remaking itself in the marketplace to accommodate for the loss of furniture sales and operations. Remaking the organization for the future to meet the needs of our customers and operational revenue requirements to remain self funding part of the DOC.

**VII. Sale of the Farm Ground by Iowa Legislature**

Bob Fairfax updated the board, with the legislature decision to sell the farm ground, Mr. Fairfax explained how the process was evolving, working with the Governor's Office and the Department of Administrative Services. Informed the Board that he would keep them up to speed, hope to have more substantial information for the December meeting.


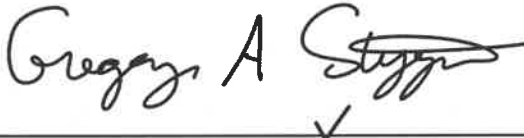
**VIII. New Business**

Mr. Fairfax shared with the board the work of the Boards and Commissions committee and how the IPI Board was one that was on the list to be potentially eliminated. He told the members that he would keep them up to speed when he had more specific information regarding the committee's recommendation.

No other new business was discussed.

Motion by Bill Sperflage and seconded by Norm Hill to adjourn the meeting was approved unanimously.

Board Chair Steggerda adjourned the meeting at 11:08am.

Minutes submitted by:	Minutes approved by:
	
<b>Bob Fairfax, Director</b>	<b>Greg Steggerda, Chair</b>