



Meeting Minutes
Iowa Prison Industries Advisory Board
Friday, March 31st, 2023
Meeting held online via Google Meet

Present: Dr. Doug Hillman, Tim Diesburg, Greg Steggerda, Yvette Clausen, Dr. Jennie Doke Kerns

Absent: Jennifer Gardner, Ralph Haskins

Staff: Ann Pollock, Bob Fairfax, Ann Baughman.

Guest: Levi Lefebure (ABI), Brad Hartkopf (ABI), Michael Savala (DOC)

I. Call to Order.

Board chair Greg Steggerda called the meeting to order at 8:31 am on March 31, 2023. Since five board members were present, the board did have a quorum and could conduct business.

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

Motion to Approve by Tim Diesburg and seconded by Doug Hillman. The motion passed unanimously.

III. Approval of IPI Administrative Rule Changes (Iowa State Industries -sales of products 37.2)

Board Chair allowed Brad Hartkopf from ABI to address the board and comment on any items that had not been previously presented to the board on the March 22nd letter from ABI. Mr. Hartkopf first thanked Mr. Dan Clark for his relationship with ABI and all of his service to the State. Mr. Hartkopf stated that ABI is in full agreement with the first two changes to the rule, and expressed that ABI is in opposition to 37.2(4) and feel that it should be struck from the rule. Board Chair Steggerda thanked Mr. Hartkopf for his comments and informed him that the board would take it under consideration.

The Board had an opportunity to discuss how it wanted to approve / oversight of contractor orders to eligible IPI customers and considered many ideas. Mr. Fairfax explained the dynamic of this type of sale and how it worked, how IPI's eligible customers approve the contractor to buy from IPI, and the small nature of most of these sales as well as the time constraints and quick turnaround necessary on many of the requests.

Ms Clausen pointed out that it would be nice to review all sales at the quarterly meetings to keep the Board up to speed on these sales. Mr. Fairfax stated that it would not be a problem and would add it to the meeting agenda for the next Board Meeting in June.

Mr Diesburg motioned that the Board approve the rule changes and include a \$50,000 threshold to review sales in a special meeting if between quarterly meeting dates. Motion was seconded by Doug Hillman, and the Board Approved the motion unanimously.

IV. New Business.

Board Chair Steggerda noted that due to short time available and quorum requirements, no new business will be considered at this meeting.

V. Adjourn

Mr. Steggerda asked for a motion to adjourn, which was offered by Mr. Diesburg and seconded by Mr. Hillman. The meeting was adjourned at 9:08am.

Minutes submitted by:

Bob Fairfax

Bob Fairfax, Director

Minutes approved by:

Greg Steggerda

Greg Steggerda, Chair