



Meeting Minutes
Iowa Prison Industries Advisory Board
Friday, June 16, 2017
North Central Correctional Facility, Rockwell City, IA

Present: Dr. Doug Hillman, Robert Carr, Sheila Wilson, Jennifer Gardner, Terry Goodman, Bonnie Winther, Dr. Jenny Foster, Dan Clark.

Absent: None.

Staff: Bob Fairfax.

Guests: None.

I. Tour of IPI's Rockwell City Operations and NuAge Marketing.

Board Members toured IPI's operations at Rockwell City, hosted by Craig Hilpiper and Doyle Austin. Following this the Board toured NuAge Marketing, a private sector call center operating inside NCCF.

II. Call to Order.

Dr. Doug Hillman called the meeting to order at 10:45am on June 16, 2017.

III. Approval of Minutes.

Dr. Hillman called for approval of the minutes from the Board's meeting held December 9, 2016. Ms. Winther made a motion to accept the minutes as submitted, and the motion was seconded by Mr. Goodman. All were in favor and the December minutes were approved.

Next, Dr. Hillman called for approval of the minutes from the Board's meeting held March 31, 2017. Ms. Wilson made a motion to accept the minutes as submitted, and the motion was seconded by Mr. Carr. All were in favor and the March minutes were approved.

IV. Board Ratification of Private Sector Sales.

There was discussion about the Board's process of approving IPI sales to General Contractors, when the goods will later be sold to a public entity. Mr. Carr made a motion directing Mr. Clark to prepare a revised proposal for Board review and approval of these sales, for review at the next scheduled meeting. The motion was seconded by Mr. Goodman. During discussion of the motion, Mr. Carr indicated that the Board preferred a simpler and faster procedure for small, routine sales of items such as signs. For larger projects, Ms. Winther indicated that the Board wished to maintain a strong oversight role.

Mr. Clark offered two General Contractor sales for Board ratification. Mr. Goodman made a motion to ratify the sales, which was seconded by Ms. Gardner. The motion carried unanimously.

V. IPI Commercial Organization.

IPI Sales Director Mr. Fairfax presented an overview of the new commercial organization. Sales and customer service representatives are co-located at the Des Moines Showroom, and offenders have begun a training program there for call center operations.

VI. Sales Incentive Plan.

Mr. Fairfax reviewed for the Board the draft FY18 sales incentive program. As in previous years, IPI sales representatives can receive a bonus if their sales numbers exceed certain targets. During FY17 these incentives are expected to average about \$4,000 per sales representative. Mr. Fairfax explained to the Board that commercial sales success is necessary to promote the long term sustainability of the IPI work training program.

VII. Private Sector Update.

Mr. Clark updated the Board on several potential private sector projects that would employ incarcerated men and women. He indicated that with unemployment levels so low in the state, a number of Iowa companies are unable to meet their customer's needs due to a lack of qualified employees.

There was discussion about Worker Compensation coverage for offenders working in the Private Sector program, and Mr. Clark informed the Board that coverage is provided by the State. Ms. Winther inquired as to what costs an employer would bear in the case that an offender was injured while working and required medical care, and asked Mr. Clark to clarify this for the Board at its next meeting.

VIII. New Business.

Mr. Clark circulated a copy of the Charitable Contributions policy of IPI, and explained how important it is for an offender to give back to society. The policy will be updated to reflect the IPI Mission Statement.

Mr. Clark distributed a report showing IPI program participants by race and by location, as compared to the population characteristics of the host institution. Dr. Foster suggested that IPI managers ought to have specific goals related to ensuring equal opportunity, and inquired as to the characteristics of offenders that apply to the IPI program, as opposed to the overall host institution population. Mr. Clark agreed to make this a topic of discussion for the Board's next scheduled meeting.

Several Board members indicated that the scheduled date of September 15 may be a conflict and asked Mr. Clark to survey members for suitable dates in the Sep-Oct timeframe.

Ms. Gardner asked whether U.S. citizenship is required to participate in the IPI program. Mr. Clark said this is not a criterion that IPI uses, but that it might be that the institutions perform this screen (if indeed there are non-citizens incarcerated in Iowa's state prisons). Mr. Clark will research this and answer the Board.

Dr. Foster asked that meeting materials be provided to the Board in advance to allow more time for review, and that action items are indicated as such on the agenda.

IX. Adjourn

Dr. Hillman called for a motion to adjourn the meeting. Ms. Gardner made the motion to adjourn the meeting, seconded by Dr. Foster. All were in favor and the meeting was adjourned at 12:43pm.

adjourned at 12:45pm.

Minutes submitted by:

A handwritten signature in black ink, appearing to be 'D Clark', written in a cursive style.

Dan Clark, Director

Minutes approved by:

A handwritten signature in black ink, appearing to be 'Doug Hillman', written in a cursive style.

Dr. Doug Hillman, Chair