



**Meeting Minutes**  
**Iowa Prison Industries Advisory Board**  
**Friday, September 16, 2016**  
**Held via Conference Call**

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

*Absent:* Dr. Jenny Foster

*Staff:* None.

*Guests:* None.

**I. Call to Order.**

Dr. Hillman called the meeting to order at 9:05am on September 16, 2016.

The Board's meeting was conducted via teleconference because three board members were unable to attend a meeting held in Rockwell City as originally planned, and therefore a quorum would not have been met.

**II. Approval of Minutes from Previous Meetings.**

Dr. Hillman called for approval of the minutes from the Board's meeting held June 10, 2016.

Ms. Winther made a motion to accept the minutes as submitted, and the motion was seconded by Mr. Carr. All were in favor and the minutes were approved.

**III. Proposed sales to private contractors.**

Mr. Clark reviewed six proposed sales to General Contractors (see attached). Ms. Gardner made a motion to approve the six projects, and Ms. Wilson seconded the motion. All were in favor and the motion was approved.

**IV. Streamlined process for approval of GC sales.**

Mr. Clark submitted a proposed process for board review and approval of future sales to private contractors (attached). He described IPI's internal review process as well (also attached).

Ms. Gardner made a motion that the board adopt the process as written. The motion was seconded by Ms. Wilson. All were in favor and the motion was approved.

**V. Private Sector Update.**

Mr. Clark provided an update to the Board regarding Rose Acre Farms, as well as a new potential project with Iowa Cage Free, an egg producer located in Clearfield, IA. He indicated that in the near future he would be presenting written documentation to the board for Rose Acre and asking for Board approval as required in the Iowa Administrative Code.

**VI. New Business**

Ms. Wilson indicated that she would invite Jerry Evans (5<sup>th</sup> Judicial District) and the Board of Parole to attend the Board's December meeting. We will ask them to say a few words.

As a reminder, the next meeting is Friday, December 9 at the IPI Showroom in Des Moines.

**VII. Adjourn**

Dr. Hillman called for a motion to adjourn the meeting. Mr. Carr made a motion to adjourn, seconded by Ms. Wilson. All were in favor and the meeting was adjourned at 9:55am.

Minutes submitted by:



**Dan Clark, Director**

Minutes approved by:



**Dr. Doug Hillman, Chair**



# Request For IPI-Iowa Prison Industries Products Through A Private Contractor

Sales Office & Showroom: P: 800-670-4537 | F: 515-725-8714 | [www.laprisonind.com](http://www.laprisonind.com)  
 Customer Service Office: P: 800-332-7922 | F: 800-741-0390

See page 2 for information on this process and instructions on submitting a request

Today's Date:	7/12/2016
Estimated Project Completion Date:	10/22/2016
Project Type:	Renovation / Remodel Project
Project Description:	Renovation & Addition of Stuart Fire Station Request for office furnishings
Organization Name:	Stuart Fire and Rescue, City of Stuart, IA
Contact Name:	Ron Ross
Contact Phone:	515-523-2400
Contact Email:	paramedicross@gmail.com
Contractor:	Henningsen Construction – Atlantic, IA
Products to be Bid / Supplied by IPI:	2ea - 1200 Series Desk Units, Jaguar Chairs, Stools & Folding Tables

I, Ron Ross, give permission to Iowa Prison Industries to quote products for the above project. Submission of this request in no way constitutes a commitment to purchase products from Iowa Prison Industries.

----- For Internal Use Only -----

- The IPI products will be re-sold to a public entity.
- A written request has been received from the public entity.
- A list of items and quantities has been provided.
- The products are for a construction, renovation or remodeling project.

IPI Management Approval

Yes  No [Signature] 7/18/2016  
 IPI Sales Director  
 Yes  No [Signature] 09-SEP-2016  
 IPI Director

IPI Board Approval:  Yes  No

DJC  
 16-SEP-2016



# Request For IPI-Iowa Prison Industries Products Through A Private Contractor

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Today's Date:	7/15/2016
Estimated Project Completion Date:	11/30/2016
Project Type:	Construction Project
Project Description:	Central Corridor Complete Streets and Capacity Improvements, Roundabout at 7th Avenue and 7th Street, STP-A-4775(627)--86-57
Organization Name:	City of Marion
Contact Name:	Michael D. Barkalow
Contact Phone:	319.743.6340
Contact Email:	mbarkalow@cityofmarion.org
Contractor:	Advanced Traffic Control, Inc.
Products to be Bid / Supplied by IPI:	2 (two) 7 <sup>th</sup> Street and 2 (two) 7 <sup>th</sup> Avenue signs per attached Construction Plan Sheet J.18

I, Michael D. Barkalow, give permission to Iowa Prison Industries to quote products for the above project. Submission of this request in no way constitutes a commitment to purchase products from Iowa Prison Industries.

----- For Internal Use Only -----

- The IPI products will be re-sold to a public entity.
- A written request has been received from the public entity.
- A list of items and quantities has been provided.

IPI Management Approval:

Yes  No [Signature] 7/18/2016

IPI Sales Director

Yes  No [Signature] 09-SEP-2016

IPI Director

IPI Board Approval:  Yes  No

DJC  
16-SEP-2016



# Request For IPI-Iowa Prison Industries Products Through A Private Contractor

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See page 2 for information on this process and instructions on submitting a request.

Today's Date:	7/18/2016
Estimated Project Completion Date:	Summer 2017
Project Type:	Construction Project
Project Description:	Pediatric Clinic Expansion
Organization Name:	University of Iowa
Contact Name:	Kelly Stevenson
Contact Phone:	319-353-7703
Contact Email:	Kelly-stevenson@uiowa.edu
Contractor:	City Construction- Iowa City
Products to be Bid / Supplied by IPI:	Sedia Systems fixed seating- auditorium seating

**EMAIL ATTACHED - KELLY STEVENSON**

I, Insert Contact Name, give permission to Iowa Prison Industries to quote products for the above project. Submission of this request in no way constitutes a commitment to purchase products from Iowa Prison Industries.

----- **For Internal Use Only** -----

- The IPI products will be re-sold to a public entity.
- A written request has been received from the public entity.
- A list of items and quantities has been provided.
- The products are for a construction, renovation or remodeling project.

**IPI Management Approval:**

Yes  No [Signature] 8/26/2016  
 IPI Sales Director

Yes  No [Signature] 09-SEP-2016  
 IPI Director

**IPI Board Approval:**  Yes  No

DJC  
 16-SEP-2016

## Public Entity Request Form For IPI-Iowa Prison Industries Products

Today's Date:	7/29/2016
Estimated Project Completion Date:	8/1/2017
Project Description:	Duncombe Elementary
Organization Name:	Fort Dodge Schools
Contact Name:	Travis Filloon
Contact Phone:	515-576-1161
Contact Email:	tfilloon@fdschools.org
Products to be Bid / Supplied by IPI:	Cabinetry and casework

I, Travis Filloon, give permission to Iowa Prison Industries to quote products for the above project. Submission of this request in no way constitutes a commitment to purchase products from Iowa Prison Industries.

*(email attached as well)*

Iowa Code 37.2 (5)

Iowa state industries may sell products to a general contractor when the products purchased will be sold to a public entity as provided in subrules 37.2(1) and 37.2(3).

The public entity shall submit a written request to Iowa state industries specifying the products and quantities to be purchased.

Such sales shall be limited to contractors involved in construction, renovation, and remodeling projects.

Sales to a general contractor shall be approved by the Iowa prison industries advisory board.

----- For Internal Use Only -----

Sales Representative: Click here to enter text.

Approved

Not Approved

Comments: Click here to enter text.

Public Entity

Permission

Quantities

new construction

*B. Fudge* 9/7/2016

*Hull* 09-SEP-2016

IPI BOARD 16-SEP-2016



# Request For IPI-Iowa Prison Industries Products Through A Private Contractor

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See page 2 for information on this process and instructions on submitting a request.

Today's Date:	8/17/2016
Estimated Project Completion Date:	10/31/2016
Project Type:	Construction Project
Project Description:	Signage
Organization Name:	City of Clinton, Iowa
Contact Name:	Jason Craft
Contact Phone:	563-244-3423
Contact Email:	jasoncraft@cityofclintoniowa.us
Contractor:	Leslie Electric
Products to be Bid / Supplied by IPI:	Posts as identified by Leslie Electric (Qty 4)

I, Jason Craft, give permission to Iowa Prison Industries to quote products for the above project. Submission of this request in no way constitutes a commitment to purchase products from Iowa Prison Industries.

----- **For Internal Use Only** -----

- The IPI products will be re-sold to a public entity.
- A written request has been received from the public entity.
- A list of items and quantities has been provided.
- The products are for a construction, renovation or remodeling project.

IPI Management Approval:

Yes  No *B. Page 8/18/2016*  
 IPI Sales Director

Yes  No *[Signature] 18-AUG-2016*  
 IPI Director

IPI Board Approval:  Yes  No

*DJC 16-SEP-2016*