



Dan Clark - IPI Director

I'm Cleaning Out My Garage This Weekend. Again.

An important element of Lean Manufacturing is workplace organization. A clean, orderly environment promotes safety and efficiency and is a more pleasant place to work.

The Lean tool to help us get there is called 5S:

Sort - Go through all of the stuff and separate out what is no longer needed, or not needed very often;

Shine - Clean the equipment and the space;

Set in Order - Figure out the best place for everything needed, and make it obvious where things should go;

Standardize - Change our daily practices so that a clean and organized workplace becomes what's expected (the standard);

Sustain - Monitor, expand and refine what we do – continuously improve;



Above: Denim Jean production in Mitchellville before. Below: Denim Jean production in Fort Dodge after.



The program can pretty much be summed up as “a place for everything, and everything in its place.” That, plus a systematic process for making sure that things STAY clean and organized.

So this weekend I'm going to clean out my garage. I do it every year. Like the previous years, I'll move everything out to the driveway, including

the spare tire from a car I sold four years ago and the broken fishing rods I keep meaning to repair (SORT). Then I'll sweep out the garage and maybe even apply the two-part sealer (SHINE). Finally, I'll put everything back in (including the spare tire and fishing rods), nice and neat and organized (SET IN ORDER). It will look great, and I'll smile everytime I enter the garage. But for some reason, by next spring the garage will have returned to its previous conditions, and I'll need to do it all over again! That's a sign that I'm missing steps 4 and 5 (STANDARDIZE and SUSTAIN).

At Iowa Prison Industries, there is one area where we already excel at 5S: Tool Control. Using shadow boards, every tool has a place, and it's obvious when something is out of place or missing. We audit ourselves to make sure that the practice is followed consistently. So we already know how to do 5S at IPI, and this will make it easier as we expand it into new areas.

As you can guess, 5S applies to non-manufacturing areas quite readily, and so for those with messy desks – prepare thyself.



Dan's office before he got religion.



Dan's office after 5S.

Like other aspects of Lean Manufacturing such as Kaizen, Value Stream Mapping and Standardized Work, 5S is a tool that will help us improve. A clean and well organized workspace leads to improved safety and quality and wastes less space and material. It will be an important part of The Way We Work.

- Dan

FORT MADISON LAUNCHES NEW WORK PROGRAM

In March, IPI started a new venture with Great River Regional Waste Authority (GRRWA) providing an offender workforce in their recycling operation. The work crew consists of approximately eight offenders and one staff that work at the GRRWA Monday through Friday. At this location, recyclables are sorted, baled and shipped to numerous markets throughout the United States.

This is a great opportunity for IPI's offenders to not only learn new skills but also to assist GRRWA in a program that helps the communities' environment.



One of the main reasons for recycling is to reduce the amount of garbage sent to the landfills; recycling diverts approximately 32% of waste away from the landfills. GRRWA accepts the following items for recycling:

- Clean cardboard
- Newsprint
- Magazines
- Plastics #1 through #7
- Heavy ridged plastic (toys, buckets, etc.)
- Shredded office paper (no carbon paper)
- Tin cans
- Aluminum cans
- All colors of glass containers (jars, bottles, etc.)

Mark McGraw, Industries Technician, supervises the offender work crew at GRRWA; read more about Mark in the Employee Highlights section (page 4).

CITY HIGH LOCKERS - IOWA CITY SCHOOLS

The month of December is not typically a “busy” time of the year for the Anamosa Metal Furniture shop. Not nearly as busy as the late spring and summer months anyway. This December though, the metal furniture shop was as busy as Santa’s elves, hurrying to complete a Christmas-time project for City High School in Iowa City: 500 customized lockers, garnished with a plasma-cut logo and the school’s tagline in every front, which all had to be completed and installed during the two weeks students were off for Christmas break. Just to add a little more pressure to the tight deadline, the 500 existing lockers that were 80 years old all had to be torn out as well.

Two weeks to accomplish a complete tear-out and install of 500 lockers was a bit of a daunting task—one that was not taken lightly. Numerous meetings were held at City High in the months and weeks leading up to the project with IPI shop personnel, which included shop staff Rod Schlee and Tim Diesburg, install team members Dan Snyder and Darin Jarding, and Sales Representatives Andrew Gogerty and Michael O’Brien. Customer Service Representative Deb Mahoney was also an integral part of the project, coordinating the staffing and scheduling of the install team during the two-week job. Thanks to a total team-effort between IPI staff and Iowa City

School officials, it all came together nicely and was completed with a few days to spare. Phase II of the City High locker project is planned for summer break.



NEW PRODUCTS

CHECK OUT THESE NEW PRODUCTS!

The Savvy Line of School Chairs

The market for plastic bucket school chairs is highly competitive, and the Metal Furniture Shop is excited to offer the Savvy Line. The plastic buckets (purchased from OEI, Inc.) are available in an array of colors. Metal Furniture is building the 4-leg frames and is currently working on sled base and pneumatic height adjustable versions to round out the line. Pricing on the 4-leg chairs is expected to range from \$39 to \$49 depending on the size.



New Sit-To-Stand Option

As we continue to receive customer requests to provide options to turn standard workstations into sit-to-stand workstations, Metal Furniture has worked with vendor JR Wald to offer HumanScale's QuickStand™ sit/stand product. The QuickStand clamps or mounts to an existing work surface and allows the user to easily adjust the keyboard and monitor from sitting to standing height. Three models are available and will range in price from \$799 to \$999.



Personalized Bike Racks

The Metal Furniture Shop expects personalized bike racks to be a hit with various customers. Not only do they have a stylish arch design, but they are also customized with the customer's choice of wording using the shop's plasma cutter. With the personalization, the bike racks will sell for about \$180.



New Canteen Products

The Central Canteen has introduced over 60 new products for offenders to purchase in the past few months. Here are just a few of them:



NEW EMPLOYEES

Ann Pollock joined IPI as our new CFO and Business Manager on February 16, 2015. Most recently, Ann was a management consultant for Prosperio Group (Joliet, Ill.) and before that was the Director of Finance for CRST Logistics (Cedar Rapids, Iowa). Ann is a graduate of UNI, and along with her husband and three children resides near Vinton. When she's not attending a soccer, softball, track or football event for one of her kids, Ann enjoys gardening and boating.



Mark McGraw, Industries Technician, is supervising Fort Madison's new work crew at the Great River Regional Waste Authority. Mark previously worked as a Correctional Officer at the Iowa State Penitentiary since June 2012. Mark is married to Danielle and has three children, twins Kailee and McKenna (age 8) and Cheyenne (age 2). His hobbies include fishing and mechanics.



Tara Dietiker joined IPI as our new Accounting Technician 3 in the Business Office on April 20, 2015. Most recently, Tara was a Database Research Assistant with Merritt Research



Services and previously was a Senior Accounting Specialist with Transamerica. She has an Associate's degree in accounting from Kirkwood and resides in Anamosa with her husband and two children. Tara enjoys camping with her family and playing volleyball with her husband.

Christopher Nickel has joined IPI for the summer as a graphic design and marketing intern in the Des Moines Showroom. He will be a senior this fall at Simpson College,



studying Graphic Design and Public Relations. Christopher will be working on a number of projects this summer such as designing the annual report, updating IPI's trade show graphics and assisting with catalog and website edits.

Neil Grundmeyer is the newest member of IPI's Move & Install team in Des Moines. He was previously a Correctional Officer for several years in Newton.



In his free time, Neil enjoys spending time and traveling with his wife Michaela and family, working in his yard and garden, and helping out on his parent's family farm.

Keith Kirchner joined IPI as the Newton Canteen transport driver. Keith comes to IPI with vast experience in both corrections and driving. Keith has worked in corrections for fifteen years as a correctional officer at several of Iowa's institutions. He also has ten years of experience driving truck, eight of those years as an owner operator. Keith enjoys spending his free time lifting weights and riding his motorcycle. He is very excited to be a grandpa soon.



James Van Langen is the State Industries Technician for the new Fort Dodge Textiles division. James has 28 years of experience in the Appliance Industry as a Certified Quality Engineer, most recently working as a Product Agency Engineer responsible for government reporting of appliance energy usage data and investigating product returns associated with product liability and personal injury claims. James holds a Bachelor's degree in Business Management from Buena Vista University and is finishing up his MBA in Global Business at Upper Iowa University. James lives with his wife on a farm near Kamrar; he operates a farming operation raising corn, soybeans, alfalfa, and sheep.



EMPLOYEE HIGHLIGHTS

AWARDS & RECOGNITIONS

Cathy Benedict Retires

After almost 37 years working for the State of Iowa, 33 of those years as IPI's Business Manager, Cathy Benedict's last day of employment was February 27, 2015. Cathy looks forward to traveling and camping during her retirement.



Business Manager Cathy Benedict and Director Dan Clark are pictured on her last day of employment with IPI.

Pam Kray, Grace Kurt and Sandy Bunce in the Business Office were all recipients of Anamosa IPI's Employee of the Month awards for May. Congratulations!

From left to right:
Grace Kurt, Sandy Bunce
and Pam Kray



Chad Squires, Newton Canteen Supervisor, has been nominated for the Newton Correctional Facility's 2015 Supervisor / Leader of the Year Award. Congratulations!



WORK ANNIVERSARIES

May

- 1 – Mark Hollenback (AN), 17 years
- 5 – John Lynch (Farms), 7 years
- 5 – Andrew Gogerty (DM), 1 year
- 10 – Wayne Schilling (AN), 24 years
- 13 – Ruthanne Mosser (AN), 10 years
- 18 – Kelly Johnson (FM), 25 years
- 20 – Tammy Luchtenburg (AN), 27 years
- 21 – Jamey Klostermann (AN), 16 years
- 24 – Robert Carlson (Farms), 30 years

June

- 6 – Pat Fowler (AN), 29 years
- 7 – Seth Essing (FM), 5 years
- 8 – Diane Hughes (AN), 7 years
- 18 – Mike Gulick (MV), 1 year
- 20 – Craig Allen (FM), 29 years
- 23 – Jared Ash (AN), 12 years
- 25 – Darin Jarding (AN), 5 years
- 29 – Mark McGraw (FM), 3 years

July

- 6 – Tony Ellison (FM), 3 years
- 8 – Jeff Whitson (AN), 2 years
- 12 – Grace Kurt (AN), 24 years
- 18 – Jeff Bailey (FM), 12 years
- 23 – Tim Diesburg (AN), 33 years
- 23 – Luke Fowler (AN), 5 years
- 25 – Chad Squires (NW), 18 years
- 25 – Wayne Leytem (AN), 10 years
- 26 – Lennie Miller (AN), 19 years