

**APPROVED**  
  
Misty Stagg, Director  
5/17/22  
Date

**Prison Enterprises Board Meeting**  
**February 15, 2022**

1. The Prison Enterprises (PE) Board Meeting was held in the H.C. Peck Executive Board Room for PE staff and in compliance with the Department of Corrections (DOC) COVID restrictions the Board Members participated via Zoom Teleconferencing.
2. Chairman Joseph Ardoin called the meeting to order at 10:07 AM.
3. Attendance:
  - 3.1 Members Present:  
Joseph Ardoin, Chairman  
Harvey Honore'  
Eric Lane  
Richard Oliveaux
  - 3.2 Prison Enterprises Staff Present:  
Scot Floyd, Deputy Director  
Angela Burrell  
Brooke Farrar  
Danny Hoover  
Kenny Juneau  
Vickii Melius  
Michelle Montalbano
4. Mr. Ardoin acknowledged that a quorum exists, therefore, a vote to approve the board meeting minutes for December 21, 2021 and January 18, 2022 could be taken. Mr. Lane made a motion to approve as written the above noted minutes. The motion was seconded by Mr. Oliveaux and it passed unanimously.
5. Next, Mr. Ardoin stated that an election to select a Chairman and Vice Chairman for PE's Board would be held. Mr. Ardoin opened the floor for nominations. Mr. Oliveaux nominated Mr. Ardoin for Chairman and Mr. Lane seconded the nomination. As there were no more nominations, Mr. Ardoin was declared Chairman. Mr. Ardoin then opened the floor for nominations for Vice-Chairman. Mr. Lane nominated Mr. Honore' for Vice-Chairman and Mr. Oliveaux seconded the nomination. As there were no other nominations, Mr. Honore' was declared Vice-Chairman.
6. Mr. Ardoin turned the meeting over to Deputy Director Floyd.
7. Mr. Floyd announced that Director Stagg was unable to attend the meeting as she was ill.
8. Next, Mr. Floyd reported that the Baton Rouge Janitorial Crews have resumed working days and are wearing the new uniform which consist of a khaki poplin shirt with green twill pants.
9. Then, Mr. Floyd announced that PE's Administrative Program Director, Kacie Henderson accepted a position at Dixon Correctional Center (DCI). Several applicants were interviewed for the Administrative Program Director position and a candidate will likely be selected prior to the March Board Meeting.
10. Continuing, Mr. Floyd reported that PE received the purchase order to buy the used tractor truck for transportation.

11. Lastly, Mr. Floyd reported that the marketing material for the Canteen Package Program (CPP) was approved. The ordering period for the Spring Program opens March 1<sup>st</sup> and closes March 28<sup>th</sup>.
12. Mr. Floyd asked Mrs. Farrar for her updates.
13. Mrs. Farrar stated that preparations continue for PE's annual Office of Risk Management (ORM) audit scheduled for March 25<sup>th</sup> and for PE's American Correctional Association (ACA) Reaccreditation audit that will take place in the fall.
14. Next, Mr. Floyd asked Mrs. Burrell for the financial update.
15. Mrs. Burrell reported November 2021 preliminary year to date (YTD) sales for Industries were \$3.4 million compared to \$3.9 million in November 2020. Agriculture preliminary YTD sales for November 2021 were \$2.3 million compared to \$2 million in November 2020. Preliminary retail YTD sales for November 2021 were \$6.9 million compared to \$5.8 million in November 2020. Overall, preliminary YTD sales for November 2021 increased by \$957,000 compared to November 2020.
16. Next, Mrs. Burrell reported that November 2021 preliminary YTD net income for Industries was a loss of \$283,000 compared to loss of \$200,000 in November 2020. Agriculture preliminary YTD net income for November 2021 was a loss of \$77,000 compared to a loss of \$167,000 in November 2020. Preliminary retail YTD net income for November 2021 was \$536,000 compared to \$339,000 in November 2020. Overall, preliminary YTD net income for November 2021 increased by \$251,000 compared to November 2020.
17. Lastly, Mrs. Burrell reported that December 2021 preliminary monthly sales increased by \$12,000 compared to December 2020 and preliminary YTD sales were up by \$1 million compared to December 2020. January 2022 preliminary monthly sales decreased by \$92,000 compared to January 2021 sales and January 2022 preliminary YTD sales increased by \$971,000 compared to January 2021 YTD.
18. Mr. Floyd asked Mrs. Melius for the sales and marketing update.
19. Mrs. Melius began by reporting that PE received a significant DOC job order from Louisiana Correctional Institute for Women (LCIW) for janitorial supplies, print, linens, and employee masks totaling \$17,219.
20. Next, Mrs. Melius reported PE received three (3) other significant job orders. An order from the Youth Challenge Program (YCP)/Camp Minden for bunks and lockers totaling \$171,300, an order from Vinton Police Department for desks, chairs, and a metal bench totaling \$42,740, and an order from Louisiana Department of Education (LDOE) for metal picnic tables totaling \$21,636.
21. Continuing, Mrs. Melius stated that PE has an outstanding quote for Capital Area Transit System (CATS) for five hundred (500) signs and posts totaling approximately \$30,000.
22. Then, Mrs. Melius provided information on several potential upcoming jobs including tactical pants and shirts for the Baton Rouge Fire Department and uniforms and t-shirts for Caddo Parish Fire Department 5. Mrs. Melius and PE salesperson Amy Grafton met with the DeSoto Parish Sheriff in regards to furnishing the Sheriff's new office that is planned for 2022 and the new detention center that is planned for 2023, as well as a contract for more than \$400,000 in uniforms. Additionally, Mrs. Melius reported that PE received an

- order for mattresses from Webster Parish Sheriff's Office who has not ordered in over five (5) years.
23. Continuing, Mrs. Melius stated that the Sales and Marketing staff plan to attend the Police Jury Association of Louisiana (PJAL) March 9<sup>th</sup> and 10<sup>th</sup>.
  24. Lastly, Mrs. Melius reported the job orders for the month of January 2022 were \$1.4 million compared to \$416,000 for January 2021. Year-to-date (YTD) job orders for January 2022 were \$6.8 million compared to \$4.8 million for January 2021. The February 2022 monthly job orders to-date were \$172,000 compared to \$286,000 for all of February 2021. The current YTD job orders to-date were \$6.9 million compared to \$5.1 million through February 2021.
  25. Then, Mr. Floyd asked Mr. Juneau for the industries update
  26. Mr. Juneau reiterated that the marketing material for the CPP was approved. The new CPP vendor, Keefe plans to install a new racking system and various other items. However, difficulties in obtaining equipment and products continues to be a challenge. The Spring Program and potentially the Summer Program will be processed at Keefe's warehouse.
  27. Next, Mr. Juneau reported on the Tag Plant. The plant placed a Scotchlite order that is expected to arrive in mid-February. However, they are waiting on 42,000 pounds of the original 80,000 pounds of aluminum ordered and have recently placed an order for an additional 80,000 pounds of aluminum. The Tag Plant completed the first half of the Office of Motor Vehicles (OMV) fiscal year (FY) auto tag order and is working on the second half of the FY order for 265,000 auto tags.
  28. Continuing, Mr. Juneau stated the equipment and materials from the LCIW Garment Factory were delivered to the Southwest Transitional Work Program (SWTWP) Garment Factory. The PE supervisor from the LCIW Garment Factory is training the SWTWP inmate workers on manufacturing jumpsuits and scrubs.
  29. Then, Mr. Juneau reported on the Louisiana State Penitentiary (LSP) Mattress Factory, LSP Metal Fabrication (Metal Fab), and the Furniture Plant at Allen Correctional Center (ALC). The Mattress Factory picked up five hundred seventy-six (576) mattress cores and twelve hundred (1,200) pounds of pillow filler from a vendor in Mississippi. Metal Fab remains busy working on beds and lockers for the Office of State Parks orders. The Apprenticeship Program at Metal Fab has three (3) apprentices and ten (10) journeymen. The Furniture Plant is busy working on the Sam Houston Jones State Park order and several others. The Cabinet Maker Apprenticeship is doing well with seven (7) apprentices and four (4) journeymen.
  30. Lastly, Mr. Juneau stated that paperwork was submitted to purchase a bottle filler for Elayn Hunt Correctional Center (EHCC) Soap Plant, a five (5) head embroidery machine for the Embroidery Plant, and a Xante printer for the Print Shop. Additionally, a gas pump dispenser for Transportation was submitted to purchase.
  31. Mr. Floyd asked Mr. Hoover for the agricultural update.
  32. Mr. Hoover began with a cattle update. The last two (2) loads of steer calves shipped from David Wade Correctional Center (DWCC) which consisted of one hundred nineteen (119) head of steer calves, weighing an average of eight hundred seven (807) pounds and sold

for \$137,380. Calving is winding down and expected to be done in approximately two (2) weeks.

33. Next, Mr. Hoover reported on crops. The dry winter weather has permitted a lot of fieldwork and road maintenance to be done. Corn planting will potentially begin in approximately two (2) weeks. Fortunately, the high cost of production might be offset by a high commodity market. Soybeans are selling for about fourteen (14) dollars per bushel and corn is averaging six (6) dollars per bushel.
34. Lastly, Mr. Hoover reported that PE expects to receive the timber prospectus in March.
35. Mr. Ardoin stated that the next meeting will be held at 10 AM on the third Wednesday of the month (March 15, 2022).
36. Mr. Oliveaux made a motion to adjourn the meeting and Mr. Honore' seconded the motion.
37. Mr. Ardoin adjourned the meeting at 10:29 AM.