

APPROVED
Misty Stagg
Misty Stagg, Director
3/2/23
Date

Prison Enterprises Board Meeting
August 15, 2023

1. Chairman Joseph Ardoin called the meeting to order at 10:06 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA).
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Chairman
Richard Oliveaux, Vice-Chairman
Harvey Honore'
Eric Lane
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Stuart Gray
Kenny Juneau
Michelle Montalbano
Edna Palmer
Loyd Smith
3. Mr. Ardoin called the meeting to order and asked Mr. Richard Oliveaux to lead the prayer. Following the prayer, the Pledge of Allegiance was recited.
4. Next, Mr. Ardoin acknowledged that a quorum exists, therefore a vote to approve the board meeting minutes for May 16, 2023, June 20, 2023, and July 18, 2023 could be taken. Mr. Oliveaux made a motion to approve the above noted minutes as written. The motion was seconded by Mr. Lane and it passed unanimously.
5. Then, Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began the meeting with a report that June's preliminary Sales and Net Income statement is in the meeting folders.
7. Next, Director Stagg stated the vacant Marketing position was re-announced, closed, and interviews are being conducted. Mr. Gray will provide the Sales and Marketing updates until the position is filled.
8. Continuing, Director Stagg provided an update on PE's request for a Special Entrance Rate (SER) adjustment for several PE's protective services (PS) positions.
9. Lastly, Director Stagg announced that consideration is being given to implementing a PE Advisory Board comprised of line and support staff representatives from PE operations.
10. Director Stagg asked Mr. Gray for the Administrative and Marketing updates.
11. Mr. Gray began with a staff update. The Marketing Manager position was re-announced and two (2) interviews were conducted and two (2) interviews are scheduled for Friday, August 18th. Additionally, the front desk (Administrative Assistant 4) submitted her resignation effective August 18th. The position was announced.
12. Mr. Ardoin inquired whether the Marketing Manager candidates were from within PE.
13. Mr. Gray explained that one (1) of the three (3) candidates is an internal candidate.
14. Next, Mr. Gray provided a procurement update. A list of additions and deletions to the Canteen Standards list was compiled and awaiting approval, preparations are being made for

the Christmas Canteen Program, and fiscal year (FY) 24 contract bids and renewals are being processed.

15. Continuing, Mr. Gray provided the Sales and Marketing update. PE received seven (7) significant Department of Corrections (DOC) job orders. An order from Elayn Hunt Correctional Center (EHCC) for silkscreen, mattresses, print, and inmate clothing totaling \$299,274, an order from Raymond Laborde Correctional Center (RLCC) for chairs, embroidery, janitorial supplies, print, and inmate clothing totaling \$178,681, an order from Louisiana State Penitentiary (LSP) for janitorial supplies, mattresses, furniture, embroidery, inmate clothing and uniforms totaling \$148,988, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for inmate clothing and mattresses totaling \$108,581, an order from David Wade Correctional Center (DWCC) for chairs, janitorial supplies, silkscreen, mattresses, inmate clothing and uniforms totaling \$65,889, an order from Allen Correctional Center (ALC) for uniforms, print, and inmate clothing totaling \$38,397, and an order from Dixon Correctional Institute for janitorial supplies, mattresses, print, and inmate clothing totaling \$30,607.
16. Next, Mr. Gray reported five (5) other significant job orders. An order from the Office of State Parks for furniture totaling \$156,936, an order from Pinecrest Support Services for metal tables and benches, mattresses, and furniture totaling \$60,105, an order from the Office of Motor Vehicles (OMV) for tags totaling \$32,364, an order from the Secretary of State for furniture totaling \$24,247, and an order from the Jackson Parish Sheriff's Office for stainless steel tables totaling \$21,700.
17. Then, Mr. Gray announced that the Sales and Marketing staff are scheduled to attend the LA Homicide Investigators Association Conference September 11th – 14th in Lake Charles.
18. Additionally, Mr. Gray noted that orders from the Governor's Mansion, State Senator District 29, DOC Human Resources and Deputy Secretary are potentially upcoming jobs.
19. Lastly, Mr. Gray reported monthly and year-to-date (YTD) job orders for July 2023 were \$983,000 compared to \$736,000 for July 2022, an increase of \$250,000. Monthly job orders through August 8th were \$454,000 compared to \$2.8 million for all of August 2022 and YTD job orders for August 2023 were \$1.4 million compared to \$3.6 million in August 2022.
20. Director Stagg then asked Mr. Chapman for his updates
21. Mr. Chapman reported that DOC HQ's conducted an AM-H-2 monitoring site visit at PE HQ's today and are scheduled to review PE's American Correctional Association (ACA) compliance files and property inventory on August 17th.
22. Then, Mr. Chapman stated that 3rd Quarter Safety Training is available online for all PE staff.
23. Lastly, Mr. Chapman explained that upon receipt of a few documents from accounting, he plans to begin compiling PE's annual ACA Report.
24. Director Stagg asked Mrs. Palmer for the financial updates.
25. Mrs. Palmer reported that June 2023 preliminary monthly sales were \$3.8 million compared to June 2022 monthly sales of \$3.4 million, an increase of \$400,000 and June 2023 preliminary YTD sales were \$31.2 million compared to June 2022 YTD sales of \$30.5 million, an increase of \$689,000.
26. Lastly, Mrs. Palmer provided an update on finalizing the June financial statements and the Annual Fiscal Report (AFR).
27. Next, Director Stagg asked Mr. Juneau for the industries update.

28. Mr. Juneau began with a staff update. Chastitti Butler was hired as a PE Supervisor for the Soap Plant. A continuous announcement for a PE Truck Driver produced three (3) applicants and interviews are being scheduled.
29. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. Bids were submitted for aluminum, Scotchlite, metal for the Louisiana Correctional Institute for Women (LCIW) order, stainless steel seats, and a Wysong Press Brake.
 - b. The 2nd tractor truck for transportation was received and is being equipped with a Global Positioning System (GPS) at Louisiana Property Assistance Agency (LPAA).
30. Lastly, Mr. Juneau provided updates on several projects and some industries.
 - a. The Canteen Package Program (CPP) completed a successful 2nd Quarter inventory conducted by Keefe. The ordering period for the 3rd Quarter program is July 31st – August 25th and production is scheduled to begin September 6th.
 - b. The Tag Plant received OMV's FY24 blanket purchase order for 948,748 license tags.
 - c. Metal Fabrication (Metal Fab) is working overtime on bunks for St. Landry Parish Jail and trash cans for Tangipahoa Parish Council.
31. Lastly, Mr. Juneau provided an update on converting PE fuel pumps to a FuelTrac system.
32. Director Stagg asked Mr. Smith for the agriculture updates.
33. Mr. Smith began with a Rangeherd update. The 2023 Spring heifers were weaned and the spring steers were given pre-weaning vaccines to be sold on August 21st via Superior Livestock Auction. The Dixon Correctional Institute (DCI) heifers were palpated. The pregnant heifers were sent to LSP and the Brahman heifers were sent to DWCC. Forty-eight (48) head of open heifers were sold. The EHCC cows were palpated and the open cows were sold. Lastly, the 2021 replacement heifers were palpated and the open heifers were sold.
34. Next, Mr. Smith reported on the row crops. The corn harvest is expected to be completed today with an estimated yield of two hundred (200) bushels per acre. All corn contracts were fulfilled. Soybean spraying is scheduled to begin at the end of August. The weather conditions are extremely hot and dry.
35. Continuing, Mr. Smith reported that six (6) mares from DWCC were shipped to LSP and scheduled to be palpated on August 23rd.
36. Lastly, Mr. Smith stated that recommendations from the timber consultant are expected in September.
37. Mr. Ardoin referenced the AM-I-4 report in the meeting folders and commented that the actual number of inmates working for PE are considerably less than the quota.
38. Director Stagg reported that the wardens continue to work with PE on sending inmate workers and a discussion ensued on the challenges with obtaining and retaining workers.
39. Mr. Ardoin stated the next meeting is scheduled for September 19th.
40. Mr. Oliveaux made a motion to adjourn the meeting and it was seconded by Mr. Honore'.
41. Mr. Ardoin adjourned the meeting at 10:29 AM.

