

Prison Enterprises Board Meeting

December 15, 2020
(via Zoom)

APPROVED

Misty Stagg, Director
Date

1. Due to the COVID-19 pandemic, the Board Meeting was held via Zoom Teleconferencing. To comply with social distancing requirements in the Executive Staff conference room, Director Stagg, Mr. Floyd, Mrs. Henderson, and Mrs. Burrell were the only PE Executive Staff that attended the meeting. Ms. Montalbano was present to take the minutes of the Board Meeting.
2. Chairman Joseph Ardoin called the meeting to order at 10:04 AM via Zoom.
3. Attendance:
 - 3.1 Members Present:
Joseph Ardoin, Chairman
Harvey Honore'
Eric Lane
 - 3.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Angela Burrell
Scot Floyd
Kacie Henderson
Michelle Montalbano
4. Mr. Ardoin acknowledged that not enough board members were present for a quorum; therefore, a vote to approve the February 18, 2020 and November 17, 2020 board meeting minutes could not be taken.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by reporting that Department of Corrections (DOC) institutions are conducting surveillance COVID-19 tests on staff and inmates. She discussed the potential effects that testing will have to PE Operations. The Elayn Hunt Correctional Center (EHCC) Soap Plant has been impacted due to quarantines from mass testing. However, the plant continues to operate with a small crew when available.
7. Next, Director Stagg stated that PE is resuming production on inmate facemasks as DOC indicated they would be increasing personal protective equipment (PPE) levels soon. The masks are being produced at Raymond Laborde Correctional Center (RLCC) Garment Plant.
8. Then, Director Stagg asked Mr. Floyd for his updates.
9. Mr. Floyd provided an update on the relocation of the EHCC Garment Plant to the Southwest Transitional Work Program (TWP). Some items are still being moved from EHCC and a small crew of inmates are organizing the Southwest TWP plant and setting up the equipment. The Industries Relief supervisor is working with the inmates and establishing routine processes. She plans to begin training them on operating the sewing machines in a few days. A PE supervisor was hired for the Southwest TWP Garment Plant. Additionally, the names of several inmates with PE experience from Allen Correctional Center (ALC) and RLCC was submitted for consideration to transfer to the plant.

10. Then, Mr. Floyd reported that the Canteen Package Program (CPP) Holiday Program was completed and the warehouse is conducting the disposition of the remaining products and preparing for the Spring Program.
11. Continuing, Mr. Floyd provided an Agriculture update. The majority of the booked corn was delivered. The remaining corn is expected to be delivered by December 22nd. On December 3rd, two (2) loads of steers sold via livestock video auction weighing seven hundred (700) pounds and seven hundred sixty-five (765) pounds from David Wade Correctional Center sold.
12. Lastly, Mr. Floyd announced that on January 27, 2021 PE plans to participate in a National Correctional Industries Association (NCIA) webinar titled “Innovative Service Industries” that focuses on furniture restoration operations and call centers.
13. Director Stagg then asked Mrs. Henderson for her updates.
14. Mrs. Henderson provided updates on the DOC Christmas Bag Project, the DOC correctional officer uniform mask contract, and the upcoming American Correctional Association (ACA) audit of PE Headquarters.
15. Next, Mrs. Henderson reported on significant DOC job orders. Louisiana State Penitentiary (LSP) placed an order for janitorial supplies, inmate clothing, linens, print, officer uniforms and mattresses totaling \$418,987, EHCC ordered inmate clothing, linens, mattresses, and janitorial supplies totaling \$206,329, RLCC placed an order for inmate clothing, janitorial supplies, and officer uniforms totaling \$49,221, and DWCC ordered linens, janitorial supplies, and inmate clothing totaling \$37,525.
16. Then, Mrs. Henderson reported other significant job orders. The Office of Motor Vehicles (OMV) placed an order for tags totaling \$587,513, Pinecrest Support Services ordered t-shirts, wooden restraint beds, and lounge seating totaling \$34,797, Johnny Gray Jones Youth Center/Bossier Parish Youth Center placed an order for metal beds and desks totaling \$25,560, and Northwestern State University placed an order for re-furnished dining chairs totaling \$19,250.
17. Continuing, Mrs. Henderson reported that a significant quote was presented to the Louisiana Department of Health for office furniture and chairs totaling approximately \$22,000.
18. Lastly, Mrs. Henderson reported that job orders for the month of November 2020 were \$1.1 million compared to \$392,000 for November 2019. Year-to-date (YTD) job orders for November 2020 were \$4.1 million and the YTD job orders for November 2019 were \$4 million. The December 2020 monthly job orders to date were \$169,000 compared to \$282,000 for all of December 2019. The current YTD job orders for December 2020 are \$4.2 million compared to \$4.3 million through December 2019.
19. Director Stagg asked Ms. Burrell for the financial update.
20. Ms. Burrell reported that the October 2020 finalized year-to-date (YTD) sales were \$9.9 million compared to October 2019 YTD sales of \$8.6 million, an increase of \$1.3 million and YTD net income for October 2020 was a loss of \$410,000 compared to YTD loss of \$538,000 for October 2019, an increase of \$128,000.
21. Continuing, Ms. Burrell stated that preliminary monthly sales for November 2020 are down by \$326,000 and preliminary YTD sales are down by \$1 million compared to November 2019.
22. Next, Ms. Burrell reported that several accounting staff members toured the Southwest TWP Garment Plant in preparation for taking a physical inventory count. Additionally,

the accounting staff traveled to ALC Furniture Plant and performed a physical inventory count that was delayed from fiscal year end due to the COVID-19 pandemic.

23. Lastly, Ms. Burrell stated that interviews for the Accountant Manager 1 position were conducted and a candidate was selected. Her tentative start date is January 4, 2021.
24. Then, Director Stagg asked Ms. Montalbano for her updates.
25. Ms. Montalbano thanked the board members that completed their annual mandatory training courses.
26. Mr. Ardoin asked to be contacted to discuss the next Board Meeting date. He adjourned the meeting at 10:22 AM.