

APPROVED
MSRB
Misty Stagg, Director
2/16/22
Date

Prison Enterprises Board Meeting

January 18, 2022

1. The Board Meeting was held at Prison Enterprises (PE) Headquarters (HQ's) Baton Rouge, Louisiana (LA).
2. Chairman Joseph Ardoin called the meeting to order at 10:04 AM.
3. Attendance:
 - 3.1 Members Present:
 - Joseph Ardoin, Chairman
 - Harvey Honore'
 - Richard Oliveaux
 - 3.2 Prison Enterprises Staff Present:
 - Misty Stagg, Director
 - Angela Burrell
 - Brooke Farrar
 - Scot Floyd
 - Kacie Henderson
 - Danny Hoover
 - Kenny Juneau
 - Vickii Melius
 - Michelle Montalbano
4. Mr. Ardoin acknowledged that not enough board members were present for a quorum therefore a vote to approve the prior meeting minutes and an election of officers could not be held.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg expressed her condolences to Mr. Oliveaux and his family on the loss of his wife.
7. Then, Director Stagg announced that many of PE's inmate workers are quarantined due to COVID-19 restrictions. However, PE operations remain open and working with skeleton crews. PE maintains constant communication with the facilities for updates on the availability of inmate workers.
8. Director Stagg asked Mr. Floyd for his comments.
9. Mr. Floyd explained that the appropriate staff for PE janitorial contracts were notified that until further notice the inmate workers were quarantined due to COVID-19 restrictions, PE continues to provide the necessary janitorial products to the buildings with contracts.
10. Director Stagg asked Mrs. Henderson for her updates.
11. Mrs. Henderson began with an equipment update. PE received approval to purchase a used tractor truck and is waiting on the purchase order.
12. Next, Mrs. Henderson reported that PE is working with the new Canteen Package Program (CPP) vendor, Keefe Group on implementing and starting the program.
13. Lastly, Mrs. Henderson reported the job orders for the month of December 2021 were \$608,000 compared to \$276,000 for December 2020. Year-to-date (YTD) job orders for December 2021 were \$5.4 million compared to \$4.3 million for December 2020. The January 2022 monthly job orders to-date were \$1.2 million compared to \$416,000 for all

of January 2021. The current YTD job orders to-date were \$6.6 million compared to \$4.8 million through January 2021.

14. Director Stagg asked Mrs. Farrar for her updates.
15. Mrs. Farrar stated that PE Headquarters is busy preparing for the annual Office of Risk Management (ORM) audit scheduled for March 25th.
16. Next, Director Stagg Mrs. Burrell for the financial update.
17. Mrs. Burrell reported that the October 2021 final YTD sales for Industries were \$2.8 million compared to \$3.1 million in October 2020. Agriculture YTD sales for October 2021 were \$2 million compared to \$1.8 million in October 2020. Retail YTD sales for October 2021 were \$5.6 million compared to \$4.9 million in October 2020. Overall, YTD sales for October 2021 increased by \$658,000 compared to October 2020.
18. Next, Mrs. Burrell reported that October 2021 final YTD net income for Industries was a loss of \$100,000 compared to loss of \$196,000 in October 2020. Agriculture YTD net income for October 2021 was a loss of \$153,000 compared to a loss of \$264,000 in October 2020. Retail YTD net income for October 2021 was \$536,000 compared to \$339,000 in October 2020. Overall, YTD net income for October 2021 increased by \$374,000 compared to October 2020.
19. Lastly, Mrs. Burrell reported that November 2021 preliminary monthly sales increased by \$188,000 compared to November 2020 and YTD sales were up by \$837,000 compared to November 2020. December 2021 preliminary monthly sales decreased by \$272,000 compared to December 2020 sales and December 2021 preliminary YTD sales increased by \$564,000 compared to December 2020 YTD.
20. Then, Director Stagg asked Mr. Juneau for the industries update.
21. Mr. Juneau reported on the Louisiana State Penitentiary (LSP) Industries. Transportation received approval on purchasing a used tractor truck, and a driver returned from a lengthy leave of absence due to illness. Keefe, the new vendor for the CPP and Mr. Juneau reviewed the projected timeline of events and the expected delivery dates for the new racking and conveyer system. The Tag Plant received 38,000 pounds of the requested 80,000 pounds of aluminum and the remaining balance is scheduled to arrive in early February. An additional 80,000 pounds of aluminum was put out for bid. The Office of Motor Vehicles (OMV) submitted the second half of the fiscal year order and ordered an additional 265,212 auto tags. The Apprenticeship Program at Metal Fabrication (Metal Fab) has three (3) apprentices and ten (10) journeymen.
22. Continuing, Mr. Juneau provided updates on non-LSP institutions. The chiller for the bar soap machine at Elayn Hunt Correctional Center (EHCC) Soap Plant was successfully installed. The relocation of Louisiana Correctional Institute for Women (LCIW) Garment Factory to the Southwest Transitional Work Program (SWTWP) Garment Factory is underway. The Cabinet Maker Apprenticeship program at Allen Correctional Center (ALC) Furniture Plant has seven (7) apprentices and (4) journeymen enrolled.
23. Lastly, Mr. Juneau reported that the paperwork to purchase a bottle filler for EHCC Soap Plant and a new five (5) head embroidery machine for the LSP Embroidery Plant was submitted for processing.
24. Director Stagg asked Mrs. Melius for the sales and marketing update.

25. Mrs. Melius began by reporting that PE received five (5) significant job orders. An order from Dixon Correctional Institute (DCI) for linens, inmate clothing, janitorial supplies, mattresses, and officer uniforms totaling \$319,944, an order from EHCC for inmate clothing, janitorial supplies, print, linens, and employee face masks totaling \$69,117, an order from Raymond Laborde Correctional Center (RLCC) for inmate clothing, janitorial supplies, linens, and print totaling \$35,207, an order from David Wade Correctional Center (DWCC) for janitorial supplies, linens, and inmate clothing totaling \$33,629, and an order from RCC for janitorial supplies, print, inmate clothing, employee face masks, and recreational restraint tables totaling \$31,296.
26. Next, Mrs. Melius reported PE received five (5) other significant job orders. An order from OMV for tags totaling \$528,151, an order from Louisiana Department of Education (LDOE) for metal benches, picnic tables, and barricades totaling \$437,469, an order from LA Department of Wildlife and Fisheries for permit boxes and kiosks totaling \$37,455, an order from the Baton Rouge Fire Department for uniform jackets totaling \$46,609, and an order from Jefferson Parish Correctional Center for mattresses totaling \$21,000.
27. Continuing, Mrs. Melius stated that PE has three (3) outstanding quotes. A quote for Capital Area Transit System (CATS) for five hundred (500) signs and posts total approximately \$28,000 a quote for Youth Challenge Program (YCP)/Camp Minden for double bunks and lockers totaling approximately \$171,500 and a quote for the Vinton Police Department for re-furbished office building furniture totaling approximately \$20,000.
28. Then, Mrs. Melius provided information on several potential upcoming jobs including furniture for the Bossier Parish Library; chairs, seals, podium, and a table for the new Sheriff of Claiborne Parish; uniforms for the DeSoto Parish Sheriff's Office, as well as various products for the Sheriff's new office that is planned for 2022 and the new detention center that is planned for 2023; furniture and chairs for the new Livingston Parish Sheriff's Training Building; tactical pants and shirts for the Baton Rouge Fire Department; uniforms and t-shirts for Caddo Parish Fire Department 5; refurbished chairs for the University of Louisiana Lafayette (ULL), refurbished library seating for Northwestern State University (NSU); and approximately three (300) hundred refurbished and new pieces for the Shreveport Library.
29. Additionally, Mrs. Melius explained that PE was awarded shower shoes on the Livingston Parish Detention Center bid.
30. Lastly, Mrs. Melius reported that the Sales/Marketing staff attended the LA Chapter of National Institute of Governmental Purchasing (LA NIGP) conference December 8th -10th.
31. Then, Director Stagg asked Mr. Hoover for the agricultural update.
32. Mr. Hoover began by reporting that the dry winter weather allowed a lot of row crop and fieldwork to be done. He noted that fertilizer was still being put out on ryegrass. Additionally, all PE cattle are grazing on ryegrass and calving has begun.
33. Lastly, Mr. Hoover reported that two (2) loads of steer calves (about one hundred twenty-six (126) head) weighing approximately seven hundred eighty (780) pounds will sell on January 27th and ship from DWCC Rangeherd in early February.
34. Mr. Ardoin stated that the next meeting will be held at 10:00 AM, Tuesday, February 15, 2022.
35. Mr. Ardoin adjourned the meeting at 10:19 AM.