

Prison Enterprises Board Meeting

January 17, 2023

APPROVED
Misty Stagg
Misty Stagg, Director
Date

1. Chairman Joseph Ardoin called the meeting to order at 10:04 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana.
2. Attendance:
 - 2.1 Members Present:
 - Joseph Ardoin, Chairman
 - Harvey Honore'
 - Richard Oliveaux
 - 2.2 Prison Enterprises Staff Present:
 - Misty Stagg, Director
 - Deloy Chapman
 - Brooke Farrar
 - Scot Floyd
 - Kenny Juneau
 - Vickii Melius
 - Michelle Montalbano
 - Kelly Ransome
 - Kristie Sigrest
 - Loyd Smith
 - Eddie Williams
3. Mr. Ardoin asked Mr. Richard Oliveaux to lead the prayer. Following the prayer, the Pledge of Allegiance was recited.
4. Mr. Ardoin acknowledged that that not enough board members were present for a quorum; therefore, the election for chairman and vice-chairman of the board could not be held nor could they approve the November 15, 2022 and December 20, 2022 board meeting minutes.
5. Then, Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by announcing that PE's Industries Manager Kenny Juneau was selected as the National Correctional Association (NCIA) South Central Region's nominee for the 2023 NCIA National Staff Award. The award recipients will be recognized during the NCIA Awards Banquet at the 2023 National Training Conference in Bellevue, WA on April 26, 2023.
7. Lastly, Director Stagg stated that she plans to attend PE's American Correctional Association (ACA) Accreditation Panel Hearing on January 28th during the ACA Conference in Orlando, Florida. Additionally, Mr. Floyd, Mrs. Ransome, and Mrs. Farrar will attend the hearing.
8. Then, Director Stagg asked Mr. Floyd for his updates.
9. Mr. Floyd stated that he would he would provide additional information as needed during other staff updates.
10. Director Stagg asked Mrs. Ransome for the administrative update.

11. Mrs. Ransome began with a staff update. Lynn Bankston was hired as Accountant 2 and will begin working on January 18th in accounts payable (AP). Regina Talbert, the current AP Accountant 2 is transitioning to accounts receivable.
12. Next Mrs. Ransome provided a purchasing update. The remaining Canteen Distribution Center (CDC) contracts are being processed by the Office of State Procurement (OSP). Additionally, OSP is working on the uniform contracts and on awarding the mattress factory contracts.
13. Lastly, Mrs. Ransome reported that OSP approved PE's request to purchase a fifty-three (53) foot dry van trailer, a used combine, and a used tractor truck. Furthermore, approval from Louisiana Property Assistance Agency (LPAA) to purchase a used Ford van from Federal Surplus Property to replace a van at the Soap Plant was also received.
14. Director Stagg asked Mr. Chapman for his updates.
15. Mr. Chapman reported that the AM-H-2 monitoring site visits schedule was received. Mr. Chapman plans to conduct a pre-visit at each facility approximately one (1) month before the scheduled AM-H-2 monitoring site visit.
16. Next, Director Stagg asked Mrs. Farrar for her updates.
17. Mrs. Farrar reported that one (1) bid was received on the hay barn building kit. OSP is evaluating the bid.
18. Then Mrs. Farrar stated that PE policies and Department of Corrections (DOC) Regulations continue to be reviewed and updated.
19. Director Stagg explained that Mrs. Farrar is reviewing and updating all PE policies, noting that it is a large and tedious project as some policies date back to 2007.
20. Next, Director Stagg asked Mr. Williams for a financial update.
21. Mr. Williams reported that the final year-to-date (YTD) sales for August 2022 were \$4.5 million compared to \$4.8 million in August 2021, a decrease of \$330,000. The final YTD net income for August 2022 was a loss of \$435,000 compared to \$19,000 in 2021, a decrease of \$455,000.
22. Next, Mr. Williams stated that the preliminary monthly sales for September 2022 increased by \$520,000 compared to monthly sales for September 2021 and preliminary YTD sales increased by \$189,000 compared to YTD sales in September 2021.
23. Continuing, Mr. Williams reported that preliminary monthly sales for October 2022 decreased by \$253,000 compared to monthly sales for October 2021 and preliminary YTD sales increased by \$64,000 compared to YTD sales in October 2021.
24. Lastly, Mr. Williams reported that preliminary monthly sales for November 2022 decreased by \$127,000 compared to monthly sales for November 2021 and preliminary YTD sales increased by \$192,000 compared to YTD sales in November 2021.
25. Mr. Ardoin questioned the decrease in CDC sales.
26. Mrs. Sigrest stated that approximately fifteen (15) percent of CDC sales have not been posted and are not included in the preliminary figures.
27. Additionally, Director Stagg stated that stimulus money was available for CDC purchases in 2021 and was no longer available in 2022.
28. Mr. Ardoin inquired on smokeless tobacco and e-cigarette sales.
29. Director Stagg explained that the increase in smokeless tobacco and e-cigarette sales are minimal compared to the loss from tobacco sales of over \$1 million.
30. Next, Director Stagg asked Mrs. Melius for the sales and marketing updates.

31. Mrs. Melius began by reporting PE received five (5) significant DOC job orders. An order from Raymond Laborde Correctional Center (RLCC) for inmate clothing and janitorial supplies totaling \$60,426, an order from Dixon Correctional Institute (DCI) for janitorial supplies and linens totaling \$54,519, an order from Elayn Hunt Correctional Center (EHCC) for officer uniforms and print totaling \$48,665, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for inmate clothing, mattresses, linens, and janitorial supplies totaling \$41,228 and an order from Louisiana State Penitentiary (LSP) for print, janitorial supplies, and officer uniforms totaling \$32,637.
32. Additionally, Mrs. Melius reported that PE received a significant job order from Jefferson Parish Consolidated Government for mattresses totaling \$23,500.
33. Next, Mrs. Melius reported that PE has an outstanding quote to Pinecrest Support Services for furniture totaling \$135,000 and a quote to Caddo Parish Commission (Brentwood Hospital) for chairs totaling approximately \$29,000.
34. Continuing, Mrs. Melius provided an update on potential and/or upcoming jobs such as the West Baton Rouge Parish Courthouse for thirty (30) new pews, a judge's desk, and several types of tables, the University of Louisiana at Lafayette for re-upholstery of dining booth cushions and potentially refurbishing housing furniture, and the Louisiana House of Representatives for refurbishing sixty-five (65) chairs. Additionally noted was that the Evangeline Parish Sheriff's Office prolonged breaking ground on their new two hundred (200) bed facility to May 2023.
35. Then, Mrs. Melius reported that the Winnsboro Police Department placed their first order for print.
36. Lastly, Mrs. Melius reported monthly job orders for December 2022 were \$426,000 compared to \$605,000 for December 2021 and YTD job orders for December 2022 were \$6.2 million compared to \$5.4 million for December 2021. Monthly job orders through January 10, 2023 were \$104,000 compared to \$1.3 million for all of January 2022 and the current YTD job orders for January 2023 were \$6.3 million compared to \$6.8 million through January 2022.
37. Mr. Ardoin inquired on sales from the East Baton Rouge (EBR) Constable's office.
38. Mrs. Melius reported that Julia Lowe plans to meet with them soon.
39. Director Stagg asked Mr. Juneau for his updates.
40. Mr. Juneau began with a staff update. Interviews for the PE Truck Driver position are scheduled for January 13th. Interviews for the PE Supervisor position at Allen Correctional Center (ALC) were conducted and two (2) qualified candidates are being considered. An offer will be made soon.
41. Next, Mr. Juneau provided an equipment and raw materials update.
 - a. The remaining 40,000 pounds of aluminum from the 80,000 pounds of aluminum awarded in August is expected to arrive the week of January 23rd. The November 10th bid for 80,000 pounds of aluminum is expected to be awarded soon.
 - b. A purchase order (PO) for Scotchlite was submitted to fill the Office of Motor Vehicles (OMV) projected order of 413,640 auto tags.
42. Lastly, Mr. Juneau provided updates on several projects and some industries.
 - a. The Canteen Package Program (CPP) is preparing for the 2023 Spring Program. The institutions are scheduled to receive marketing materials by the end of January.

The ordering period is February 1st – 27th and production is scheduled to begin on March 9th.

- b. The Tag Plant received a projected order from OMV for 413,640 auto tags.
 - c. The RLCC Garment Factory roster consist of eighty-seven (87) inmate workers. The factory averages two hundred fifty (250) - two hundred sixty (260) pairs of jeans a day and four hundred two (402) pairs for the highest day of production.
 - d. Approximately eight (80) percent of the CDC contracts are in place. OSP was contacted regarding the expected timeframe for awarding the remaining items. The Metal Fab Shop is working overtime on picnic tables for the Louisiana Department of Education (LDOE), bunks for Terrebonne Parish Sheriff's Office and Jackson Parish Sheriff's Office, and an order for the Vinton Police Department.
 - e. The Soap Plant received a chemical order and began production on orders for three hundred eighty-five (385) bags of dishwashing compound and two hundred (200) drums of all purpose cleaner.
 - f. The ALC Furniture Plant is working on ten (10) job orders and have ten (10) orders ready to ship.
43. Lastly, Mr. Juneau stated that on January 31st, PE's Quality Assurance Coordinators (QAC) and some of the Executive Staff will participate in a Safety & Security in Correctional Industries webinar hosted by the NCIA.
44. Director Stagg asked Mr. Smith for the agriculture update.
45. Mr. Smith reported that spring cow herd calving continues and the cows and heifers are grazing rye grass and LSP and DCI. Two (2) loads of steers from David Wade Correctional Center (DWCC) steers sold for \$175,826. Bulls continue their reconditioning program in preparation for spring breeding.
46. Lastly, Mr. Smith stated that the row crops ground is fertilized and ready for planting.
47. Mr. Honore' inquired whether PE cattle were on the Louisiana State University (LSU) pasture next to EHCC.
48. Mr. Smith confirmed that some PE cattle are on the LSU pasture.
49. Mr. Honore and Mr. Smith discussed the quantity and price of PE cattle and calves.
60. Mr. Oliveaux inquired on the status of establishing an industry at RCC.
50. Director Stagg reported that she spoke with Warden Day on implementing operations at RCC.
51. Mr. Oliveaux suggested that PE build a shell building for future use.
52. Director Stagg and Mr. Oliveaux discussed erecting a building and RCC's inmate population.
53. Mr. Ardoin stated that the PE Board meeting scheduled for Tuesday, February 21st, is rescheduled to Tuesday, February 14, 2023, due to the Mardi Gras holiday.
54. Mr. Oliveaux suggested that the March or April meeting be held at a prison facility.
55. Mr. Honore recommended to have the meeting at EHCC.
56. Mr. Ardoin adjourned the meeting at 10:31 AM.