

**Prison Enterprises Board Meeting**

**February 21, 2023**

**APPROVED**  
*Misty Stagg*  
**Misty Stagg, Director**  
5/11/23  
**Date**

1. Chairman Joseph Ardoin called the meeting to order at 10:05 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA).
2. Attendance:
  - 2.1 Members Present:  
Joseph Ardoin, Chairman  
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  
Loyd Smith  
Eddie Williams
3. 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, December 20, 2022, January 17, 2023 board meeting minutes.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began by announcing that the March 21, 2023 Board Meeting will be held at Elayn Hunt Correctional Center (EHCC) at 10:00 AM.
6. Next, Director Stagg informed the board of the death of inmate working for PE at the 914 Warehouse. That morning, upon receiving news of the incident Mr. Floyd traveled to LA State Penitentiary (LSP) to meet with the PE staff and inmate workers.
7. Continuing, Director Stagg provided an update on the American Correctional Association (ACA) Accreditation Panel Hearing that she attended with Mr. Floyd, Mrs. Ransome, and Mrs. Farrar in Orlando, Florida. PE was presented with a certificate of accreditation.
8. Lastly, Director Stagg reported that PE published its first quarterly newsletter, "The Quarterly" on February 1<sup>st</sup>. The purpose of the newsletter is to improve communication between departments, as well as keep all PE staff updated on events throughout the organization. The Quarterly features an Industries Spotlight, Holiday Festivities, New Hires, other Industries News and the 2022 - 4th Quarter Employee Award Winners. PE's marketing representative 2, Josh Albritton did a great job compiling the information and designing the newsletter.
9. Then, Director Stagg asked Mr. Floyd for his updates.
10. Mr. Floyd provided additional information regarding the accident at the 914 Warehouse.
11. Then Mr. Floyd stated that he would he would provide information as needed during the individual staff updates.

12. Director Stagg asked Mrs. Ransome for the administrative update.
13. Mrs. Ransome began with a staff update. Regina Talbert, an Accountant 2 resigned effective February 7<sup>th</sup> and a student worker was hired.
14. Next, Mrs. Ransome provided a purchasing update. The LA Property Assistance Agency (LPAA) approved the purchase of a used Ford van from Federal Surplus Property to replace a van at the Soap Plant. A purchase order (P.O.) from the Office of State Procurement (OSP) is expected soon. Additionally, some of the Canteen Distribution Center (CDC) contracts were being canceled due to the vendor's inability to provide items at the contract prices.
15. Lastly, Mrs. Ransome reported that PE's Accounting staff were provided a financial statement closing schedule with deadlines occurring almost every two (2) weeks.
16. Director Stagg asked Mr. Chapman for his updates.
17. Mr. Chapman reported on the preparations being done for PE's Office of Risk Management (ORM) audit being conducted on March 28<sup>th</sup>.
18. Continuing, Mr. Chapman provided updates on the progress of PE's Offender Safety and Orientation packet.
19. Next, Mr. Chapman announced that an AM-H-2 monitoring site visit is scheduled for Dixon Correctional Institute (DCI) in February.
20. Lastly, Mr. Chapman reported that the deadline date for PE operations to submit their ACA files is March 1<sup>st</sup>.
21. Then, Director Stagg asked Mr. Williams for a financial update.
22. Mr. Williams reported that that September 2022 final year-to-date (YTD) sales were \$7.7 million compared to \$7.5 million in September 2021, an increase of \$195,000. September 2022 final YTD net income was a loss of \$316,000 compared to a loss of \$114,000 in September 2021, a decrease of \$202,000.
23. Next, Mr. Williams stated that October 2022 preliminary monthly sales decreased by \$206,000 compared to October 2021 and October 2022 preliminary YTD sales decreased by \$11,000 compared to October 2021 YTD sales. November 2022 preliminary monthly sales decrease by \$118,000 compared to November 2021 and November 2022 preliminary YTD sales decreased by \$129,000 compared to November 2021 YTD sales. December 2022 preliminary monthly sales decreased by \$1 million compared to December 2021 monthly sales, and December 2022 preliminary YTD sales decreased by \$1.1 million compared to December 2021 YTD sales.
24. Lastly, Mr. Williams explained that by the next board meeting November and December preliminary sales are projected to change significantly and will provide a better indication of final sales for these months.
25. Director Stagg asked Mrs. Farrar for her updates.
26. Mrs. Farrar reported that PE policies and Department of Corrections (DOC) Regulations continue to be reviewed and updated. Revisions to PE Policy Section II Human Resources are nearly completed.
27. Next, Director Stagg asked Mrs. Melius for the sales and marketing updates.
28. Mrs. Melius began by reporting PE received four (4) significant DOC job orders. An order from Allen Correctional Center (ALC) for inmate clothing, linens, print, janitorial supplies and officer uniforms totaling \$58,013, Raymond Laborde Correctional Center (RLCC) for inmate clothing, linens, janitorial supplies and mattresses totaling \$52,822, DCI for

- janitorial supplies, inmate clothing, pillows and linens totaling \$27,376, and David Wade Correctional Center (DWCC) for officer uniforms, print and janitorial totaling \$25,840.
29. Additionally, Mrs. Melius reported that PE received three (3) significant job orders. An order from the Office of Motor Vehicles (OMV) for license tags totaling \$811,626, an order from Pinecrest Support Services for furniture totaling \$133,926, and an order from the Orleans Parish Sheriff's Office for mattresses and print totaling \$31,274.
  30. 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 LA at Lafayette for re-upholstery of dining booth cushions and potentially refurbishing housing furniture, and the LA House of Representatives for refurbishing sixty-five (65) chairs, City of Zachary Public Works for lockers, and a meeting with the Baton Rouge City Constables Office for conference tables and reception area furniture.
  31. Then, Mrs. Melius reported that a new customer, the Livingston Parish Clerk of Court ordered two (2) seals and a customer that hasn't ordered since 2016, the Kinder Police Department placed an order for mattresses.
  32. Next, Mrs. Melius stated that some of the Sales and Marketing staff are scheduled to attend the Police Jury Association of LA (PJAL) conference on March 8<sup>th</sup> and 9<sup>th</sup> in Shreveport, LA.
  33. Lastly, Mrs. Melius reported monthly job orders for January 2023 were \$1.3 compared to \$1.3 for January 2022 and YTD job orders for January 2023 were \$7.6 million compared to \$6.8 million for January 2022. Monthly job orders through February 10, 2023 were \$401,000 compared to \$395,000 for all of February 2022 and the current YTD job orders for February 2023 were \$8 million compared to \$7.2 million through February 2022.
  34. Director Stagg then asked Mr. Juneau for his updates.
  35. Mr. Juneau began with a staff update. An offer was made to Matthew Alexander for a PE Truck Driver position and he is scheduled to begin February 13<sup>th</sup>. An offer was made to Shanahn Smith for the PE Supervisor position at the Furniture Plant and he is scheduled to begin February 20<sup>th</sup>.
  36. Next, Mr. Juneau provided a purchasing and equipment update.
    - a. 40,000 pounds of aluminum from the 80,000 pounds of aluminum awarded in August is expected to arrive the last week of February.
    - b. An order of Scotchlite is expected to arrive at the end of February.
    - c. A P.O. for a tractor truck was received February 7<sup>th</sup> and paperwork for the second tractor truck was submitted for processing.
    - d. The bid for the lathe machine for Metal Fabrication (Metal Fab) was awarded and expected to arrive in mid-March.
    - e. The bids for a dry van trailer and a grain trailer for Transportation were awarded.
    - f. The paperwork for a used passenger van for the EHCC Soap Plant was submitted for processing.
  37. 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 received the marketing materials. The ordering period is February 1<sup>st</sup> – 27<sup>th</sup>. Production is scheduled to begin on March 9<sup>th</sup>.
    - b. The Tag Plant received two (2) orders from the OMV totaling 413,440 license tags.

- c. The RLCC Garment Factory roster consist of eighty-eight (88) inmate workers. The factory continues to average 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. The CDC contracts are in place and they have begun working on establishing personal property contracts.
  - e. The Mattress Factory has on order one thousand two hundred (1,200) rebound cores and one thousand seven hundred twenty-eight (1,728) poly cores. The order is scheduled to arrive February 17<sup>th</sup>.
  - f. The Metal Fab Shop continues working overtime on picnic tables for the LA Department of Education (LDOE), triple bunks for the Terrebonne Parish Sheriff's Office, and bunks for the Jackson Sheriff's Office. Orders for Arch Bishop Chapel High School, Episcopal High School, and Bossier Parish Sheriff's Office are ready to ship.
  - g. DCI Maintenance continues repairing the roof on the Chair plant, as time permits.
  - h. The Soap Plant expects to receive a much needed order of soap pellets on February 22<sup>nd</sup> and placed a ten (10) day emergency bid for more soap pellets and chemicals.
38. Director Stagg asked Mr. Smith for the agriculture update.
  39. Mr. Smith began with a cattle update. He reported that spring cow herd calving continues, the cows are grazing and remain in good condition. The heifers are grazing and being fed supplement. The bulls were tested in preparation for spring breeding. Twelve (12) culled bulls and the remaining 2022 spring steers were sold. The pastures are wet, however grass and clover are growing.
  40. Next, Mr. Smith reported on row crops. Eight hundred thirty-seven (837) acres were sprayed for pre-planting and weather conditions permitting, corn planting is expected to begin at the end of the month. Additionally, five thousand (5,000) bushels of corn and ten thousand (10,000) bushels of soybeans were contracted.
  41. Continuing, Mr. Smith reported that three (3) horses were sold to the New Orleans Police Department and the 2022 foals were weaned from the mares.
  42. Lastly, Mr. Smith reported that the timber consultant inspected the timber at South West Transitional Work Program (SWTWP) and B.B. "Sixty" Rayburn Correctional Center (RCC) December 9<sup>th</sup> and 13<sup>th</sup> respectively. The consultant's reports are expected soon. Additionally, a stocking study was conducted at SWTWP and spraying was not recommended at this time. The timber at Winn Correctional Center (WNC) will be inspected soon.
  43. Mr. Ardoin inquired on the soybean and corn booking prices.
  44. Mr. Smith reported that the soybeans booked at \$14.12 and he did not have the exact price the corn was booked.
  45. Mr. Oliveaux inquired on the quality of the hay.
  46. Mr. Smith reported that the hay continues to look good.
  47. Then, Mr. Oliveaux asked how many sales staff were attending the PJAL conference.
  48. Mrs. Melius replied that three (3) of the sales team would attend the conference.
  49. Mr. Ardoin stated that the next meeting was scheduled for March 21, 2023 at EHCC.
  50. Mr. Ardoin adjourned the meeting at 10:28 AM.