

**Prison Enterprises Board Meeting**

**April 20, 2021  
(via Zoom)**

**APPROVED**  
  
**Misty Stagg, Director**  

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**Date**

1. Due to the COVID-19 pandemic, the Board Meeting was held via Zoom Teleconferencing. To comply with social distancing requirements, the Prison Enterprises (PE) Executive Staff met in the H.C. Peck Board Room to teleconference with PE Board Members.
2. Chairman Joseph Ardoin called the meeting to order at 10:08 AM via Zoom.
3. Attendance:
  - 3.1 Members Present:
    - Joseph Ardoin, Chairman
    - Eric Lane
    - 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 a quorum was not present, therefore, a vote to approve the March 16, 2021 board meeting minutes could not be taken.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by announcing that PE manufactured a prototype, floating litter trapping device for the Department of Environmental Quality (DEQ). The prototype was launched and successfully trapped litter, however some adjustments will be made to further enhance the device. PE will likely receive additional orders for the device after completing the modifications.
7. Next, Director Stagg provided an update on the Sweet Olive Cemetery (clean up) project. PE is assisting with repairing, replacing, and painting some of the hand rails, and gates in the cemetery and plans for the work to be completed by the end of the month.
8. Continuing, Director Stagg reported that PE's Annual Awards and Training Conference typically held in April or May will not be held this year, due to COVID. However, award winners will be selected and individually presented an award.
9. Lastly, Director Stagg announced that the restriction on conference travel was lifted. PE plans to resume conference participation and display PE products at our booth in some upcoming conferences.
10. Director Stagg asked Mr. Floyd for his updates.
11. Mr. Floyd reported that PE industries remain focused on increasing raw materials and finished goods inventory in preparation for fiscal year-end orders. However, with the significant increase in sales for the Canteen Distribution Center (CDC) and Personal

- Property) maintaining adequate inventory levels is challenging. Additionally, obtaining raw materials and establishing contracts for many manufactured products is difficult.
12. Director Stagg then asked Mrs. Henderson for her updates.
  13. Mrs. Henderson reported that PE received approval to purchase a new truck for the agriculture operations and also awaiting approval to purchase a used truck.
  14. Then, Mrs. Henderson stated that most of PE's 2021 annual contracts are in place.
  15. Next, Mrs. Henderson reported she and Director Stagg attended a pre-legislative meeting with the appropriations committee. The meeting provided an overview of the ancillary budgets.
  16. Continuing, Mrs. Henderson stated that on April 21<sup>st</sup>, she and several PE staff will attend a pre-proposal conference at Louisiana State Penitentiary (LSP) for the Canteen Package Program (CPP) contract that opens on May 13<sup>th</sup>. The current contract ends June 30<sup>th</sup>.
  17. Lastly, Mrs. Henderson reported that job orders for the month of March 2021 were \$697,000 compared to \$583,000 for March 2020. Year-to-date (YTD) job orders for March 2021 were \$5.8 million and the YTD job orders for March 2020 were \$6.5 million. The April 2021 monthly job orders through April 16<sup>th</sup> were \$296,000 compared to \$177,000 for all of April 2020. The current YTD job orders to-date were \$6 million compared to \$6.7 million through April 2020.
  18. Then, Director Stagg asked Mrs. Farrar for her updates.
  19. Mrs. Farrar reported that a C-05 audit of PE's operations at Dixon Correctional Institute (DCI) was conducted and all operations were found to be in compliance with the American Correctional Association (ACA) standards.
  20. Lastly, Mrs. Farrar stated that PE's annual Office of Risk Management (ORM) audit is scheduled for April 28, 2021.
  21. Director Stagg asked Mrs. Burrell for the financial update.
  22. She reported that February 2021 finalized YTD sales for Industries were \$6.3 million compared to \$6.5 million in February 2020. Agriculture YTD sales for February 2021 were \$2.3 million compared to \$2 million in February 2020. Retail YTD sales for February 2021 were \$9.4 million compared to \$7.7 million in February 2020. Overall, YTD sales for February 2021 increased by \$1.9 million compared to February 2020.
  23. Next, Mrs. Burrell reported that February 2021 finalized YTD net income for Industries was a loss of \$345,000 compared to net income of \$171,000 in February 2020. Agriculture YTD net income for February 2021 was a loss of \$325,000 compared to a loss of \$795,000 in February 2020. Retail YTD net income for February 2021 was \$671,000 compared to \$280,000 in February 2020. Overall, YTD net income for February 2021 increased by \$539,000 as compared to February 2020.
  24. Lastly, Mrs. Burrell reported that preliminary YTD sales for the month of March 2021 increased by \$142,000 and preliminary YTD sales increased by \$2 million.
  25. Then, Director Stagg asked Mrs. Melius for the Sales and Marketing update.
  26. Mrs. Melius began by reporting that PE received six (6) significant Department of Corrections (DOC) job orders. An order from LSP for furniture, chairs, janitorial supplies, inmate clothing, officer uniforms, print, and masks totaling \$85,168, an order from David Wade Correctional Center (DWCC) for inmate clothing, janitorial supplies, linens, officer uniforms, print, and chairs totaling \$43,211, an order from DCI for janitorial supplies,

- officer uniforms, and print totaling \$40,803, an order from the DOC/Headquarters (HQ) for furniture, chairs, and print totaling \$38,700, an order from Probation and Parole (P&P) for furniture, chairs, and print totaling \$37,522, and an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for linens and inmate clothing totaling \$23,788.
27. Additionally, Mrs. Melius reported that PE received four (4) other significant job orders. An order from Jackson Parish Sheriff's Office for bunks, mattresses, and tables totaling \$184,900, an order from the Youth Challenge Program (YCP)/Carville for linens and metal lockers totaling \$178,934, an order from the Office of Juvenile Justice (OJJ)/Swanson Correctional Center for Youth (SCCY) for linens, janitorial supplies, clothing, and print totaling \$50,750 and an order from the Department of Culture, Recreation, and Tourism (DCRT)/Office of State Parks for furniture totaling \$22,520.
  28. Continuing, Mrs. Melius reported that two (2) significant quotes were given. A quote to the St. George Fire Department for furniture, metal benches, and trash cans totaling approximately \$125,000 and a quote to the DCRT/Office of State Parks for grills, picnic tables, rockers, and fire rings totaling approximately \$240,000.
  29. Then, Mrs. Melius stated that PE plans to attend three (3) conferences. The Louisiana Municipals Secretaries and Assistants (LAMSA) conference May 5<sup>th</sup> – 7<sup>th</sup> in Shreveport, the Louisiana Sheriff's Association (LSA) Jail Training Conference May 23<sup>rd</sup> – 25<sup>th</sup> in Lake Charles, and the Louisiana Fire Chiefs Association conference June 9<sup>th</sup> – 11<sup>th</sup> in Lake Charles.
  30. Next, Mrs. Melius announced that a meeting with the Bossier Parish Library is scheduled for May 5<sup>th</sup> and that the DeSoto Parish Fire District is interested in purchasing uniforms from PE.
  31. Lastly, Mrs. Melius reported that PE completed the first of three deliveries of the Bossier Parish Medical Security Facility mattress order.
  32. Director Stagg asked Mr. Juneau for an industries update.
  33. Mr. Juneau began with an update on CPP. The ordering period for the CPP Summer program started March 31<sup>st</sup> and closes April 28<sup>th</sup>. The packages will be picked beginning May 17<sup>th</sup> and scheduled to be delivered by June 9<sup>th</sup>.
  34. Next, Mr. Juneau reported that Metal Fabrication (Metal Fab) is busy working on the Jackson Parish Sheriff's Office order for one hundred forty (140) bunk beds and the two hundred fifty (250) wall lockers for Camp Minden and Military Affairs Carville.
  35. Continuing, Mr. Juneau provided an update on the Apprenticeship Programs. The Metal Fab program has eleven (11) tutors and six (6) apprentices. Additionally, the proposed apprenticeship Program at ALC Furniture Plant was discussed. Mr. Juneau stated that the job title of cabinet maker was identified and the details of the curriculum are being finalized. There are currently seven (7) certified tutors in place for when the program starts.
  36. Then, Mr. Juneau reported that the Furniture Plant is working on a large bed order for the Office of State Parks, several desks for the Department of Health order, and twenty-eight (28) desks for the P&P order.
  37. Next, Mr. Juneau stated that the Garment Factory at Southwest Transitional Workforce Program (SWTWP) currently averages sixty (60) inmate workers and produces approximately twenty (20) – twenty-five (25) pairs of jeans per day.
  38. Continuing, Mr. Juneau explained that all industries are working to increase inventory levels for fiscal year-end (FYE) orders and hurricane season.
  39. Lastly, Mr. Juneau provided an equipment update. Repairs were made to the manual soap press at the Soap Plant. A planer was purchased for the Furniture Plant as well as a process

water chiller for the Soap Plant. Additionally, he reported on future equipment needs such as a Glycol chiller and a stainless steel tank/mixer for the Soap Plant, a tractor truck for Transportation, and a metal band saw for Metal Fab.

40. Then, Director Stagg asked Mr. Hoover for an agriculture update.
41. Mr. Hoover reported that the quarantine restriction on the inmate workers was lifted and the full agriculture crews are working.
42. Next, Mr. Hoover stated that the calves are being worked at LSP and hay cutting will begin as soon as the weather allows.
43. Continuing, Mr. Hoover reported that three (3) loads of DCI open heifers will be sold via livestock video auction in May. He noted that PE plans to sell eleven (11) to fifteen (15) head of horses at the May 29<sup>th</sup> horse auction.
44. Additionally, Mr. Hoover reported that the four hundred seventy-five (475) acres of trees planted at the old Phelps property are looking good and the Winnfield timber will likely be thinned soon.
45. Lastly, Mr. Hoover reported on rowcrops. The corn is up and doing good however, it is too wet and muddy to determine the condition of the milo. He noted that the soybean seeds were received and the commodity prices are strong.
46. Then, Director Stagg reviewed some of the challenges PE endured as a result of the COVID-19 pandemic and hurricanes, winter weather, etc. She thanked the staff and expressed her appreciation for their hard work and dedication to PE.
47. Mr. Ardoin adjourned the meeting at 10:29 AM.