

APPROVED

Misty Stagg, Director
10/14/21
Date

Prison Enterprises Board Meeting
September 21, 2021

1. Due to an increase in COVID-19 cases, the Board Meeting was held via Zoom Teleconferencing. To comply with social distancing requirements in H.C. Peck Executive Board Room, Director Stagg, Mr. Floyd, and Mrs. Henderson were the only Prison Enterprises (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 10:03 AM.
3. Attendance:
 - 3.1 Members Present:
Joseph Ardoin, Chairman
Richard Oliveaux
Harvey Honore'
 - 3.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Scot Floyd
Kacie Henderson
Michelle Montalbano
4. Mr. Ardoin acknowledged that a quorum was not present, therefore, a vote to approve the August 17, 2021 board meeting minutes could not be taken.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began the meeting by expressing her appreciation for the dedicated PE staff members that worked during the Hurricane Ida closures taking, processing, and delivering emergency orders of mattresses, linens, towels, etc. Fortunately, PE operations sustained minimal damage from Hurricane Ida. A limb fell on one (1) of the catch pens at Louisiana State Penitentiary (LSP) and the roof blew off the Rangeherd equipment shed at Elayn Hunt Correctional Center (EHCC). There were no damages reported by the operations from Hurricane Nicholas which followed Hurricane Ida.
7. Next, Director Stagg announced that data for PE's Annual Report was being compiled and will be published soon. Board members will be given a copy of the report upon its completion.
8. Lastly, Director Stagg reported that she and Chief Smith were tasked with redesigning and implementing a new inmate uniform for the janitorial crews.
9. Director Stagg asked Mr. Floyd for his updates.
10. Mr. Floyd provided an update on several industries. Although Hurricane Ida created statewide office closures, many PE industries and staff were busy filling hurricane related emergency orders. The Canteen Package Program (CPP) completed the Fall Program. The ordering period for the Holiday Program opened September 1st and closes October 1st. The packages will be picked beginning October 20th and are scheduled to be delivered by Thanksgiving. The Tag Plant received several license plate orders from the Office of Motor Vehicles (OMV) requiring PE to put out emergency bids for aluminum and sheeting.

A second bid for 80,000 pounds of aluminum was awarded and deliveries of aluminum are scheduled to be completed by November 15th.

11. Next, Mr. Floyd reported that the Garment Factory at Southwest Transitional Work Program (SWTWP) produced one hundred sixty (160) pairs of jeans on September 20th, this was the most produced in one (1) day. Reassigning garment production lines between the factories are being considered as the Louisiana Correctional Institute for Women (LCIW) Garment Factory transitions to SWTWP.
12. Continuing, Mr. Floyd stated that Apprenticeship Program at Metal Fabrication (Metal Fab) has four (4) apprentices and ten (10) journeymen and the Cabinet Maker Apprenticeship Program at Allen Correctional Center's (ALC) Furniture Plant has eight (8) apprentices and four (4) journeymen.
13. Lastly, Mr. Floyd reported that some of the inmate workers at EHCC Soap Plant, Dixon Correctional Institute (DCI) Embroidery Plant and Rangeherd are quarantined.
14. Then, Mr. Floyd provided an update on Agriculture. All of the corn and milo was harvested and all of the milo and some of the corn was hauled. Approximately forty (40) acres of soybeans was harvested and another three hundred (300) acres are ready and will be harvested when the fields dry.
15. Next, Mr. Floyd reported on cattle sales. LSP sold eighty (80) head of calves weighing an average of five hundred eighty-six (586) pounds for \$1.47 per pound, seventy-three (73) head of calves weighing about six hundred sixty-five (665) pounds for \$1.50 per pound, and two hundred fifty (250) head of calves weighing approximately five hundred fifty-eight (558) pounds for \$1.54 per pound. David Wade Correctional Center (DWCC) sold eighty-nine (89) heifers weighing about five hundred forty-eight (548) pounds, and eighty-two (82) heifers weighing an average of five hundred seventy-one (571) pounds for \$1.41 and \$1.50 respectively. Lastly, DCI sold sixty-two (62) heifers weighing approximately eight hundred fifty-six (856) pounds for \$1.31 per pound. Mr. Floyd added that the LSP cows are being worked on September 21st and 23rd, and September 29th and October 1st.
16. Lastly, Mr. Floyd stated that Mr. Hoover and Allen Barton viewed the timber at Winn Correctional Center (WNC). Some timber cleanup is needed, however only minimal repairs are needed for the roads used to access the timber. We are still awaiting a report from the timber consultant.
17. Then, Director Stagg asked Mrs. Henderson for her updates.
18. Mrs. Henderson reported that a purchase order for the new Department of Corrections (DOC) correctional officer uniforms was issued and that PE received the DOC Christmas Bag order for approximately 14,000 bags.
19. Next, Mrs. Henderson provided an update on receiving two (2) new trucks that were approved several months ago. Louisiana Property Assistance Agency (LPAA) expects the industry truck to arrive in a couple of weeks. However, obtaining the new agriculture truck continues to be a challenge.
20. Continuing, Mrs. Henderson reported that job orders for the month of August 2021 were \$1.3 million compared to \$805,000 for August 2020. Year-to-date (YTD) job orders for August 2021 were \$1.9 million compared to \$1.4 million for August 2020. The September

2021 monthly job orders to date were \$256,000 compared to \$738,000 for all of September 2021. The current YTD job orders to-date were \$2.1 million compared to \$2.2 million through September 2020.

21. Then, Mrs. Henderson provided the Sales and Marketing update. PE received four (4) significant DOC job orders. An order from LSP for inmate clothing, linens, chairs, pillows, and print totaling \$106,679, an order from EHCC for inmate clothing, linens, locker boxes, mattresses, and pillows totaling \$86,298, an order from RLCC for masks, linens, inmate clothing, and janitorial totaling \$23,445 and an order from DCI for janitorial supplies and officer uniforms totaling \$21,178.
22. Next, Mrs. Henderson reported PE received five (5) other significant job orders. An order from the Department of Children and Family Services (DCFS) for linens totaling \$54,280, an order from Probation and Parole (P&P) for uniforms totaling \$36,558, an order from Bayou Segnette State Park for picnic tables totaling \$34,000, an order from the OMV for license tags totaling \$26,324 and an order from Madison Parish Detention Center for mattresses totaling \$21,206.
23. Additionally, PE submitted a significant quote to the Capital Area Transit System (CATS) for five hundred (500) signs totaling approximately \$28,000.
24. Mrs. Henderson also noted that PE is working on six (6) potential jobs. A furniture job for the Bossier Parish Library, new office furniture, chairs, and lounge furniture for the new Claiborne Parish Sheriff, approximately three hundred (300) pieces of refurbished and new furniture for the Shreveport Library, uniforms (tactical pants and polo's) for the Baton Rouge Fire Department, a furniture order for the new Church Point City Hall building, and furniture for Westlake City Hall. Additionally, Caddo Parish Sherriff's Office has an outstanding bid for inmate clothing totaling \$23,000.
25. Lastly, Mrs. Henderson reported that a new customer, Lock 5 (Livingston Parish Work Release) ordered mattresses and linens totaling \$15,214 and that the Baton Rouge Fire Department which has not ordered in many years placed an order for eighteen hundred (1,800) screened shirts
26. Additionally, Mrs. Henderson provided the financial update on behalf of Mrs. Burrell. She reported that the June 2021 final YTD sales for Industries were \$9.8 million compared to \$10.6 million in June 2020. Agriculture YTD sales for June 2021 were \$2.6 million compared to \$2 million in June 2020. Retail YTD sales for June 2021 were \$16.5 million compared to \$13 million in June 2020. Overall, YTD sales for June 2021 increased by \$3.2 million compared to June 2020.
27. Next, Mrs. Henderson reported that June 2021 final YTD net income for Industries was \$329,000 compared to net income of \$1.6 million in June 2020. Agriculture YTD net income for June 2021 was a loss of \$739,000 compared to a loss of \$1.3 million in June 2020. Retail YTD net income for June 2021 was \$1.5 million compared to \$835,000 in June 2020. Overall, YTD net income for June 2021 increased by \$504,000 as compared to June 2020.
28. Lastly, Mrs. Henderson reported that July 2021 preliminary monthly and YTD sales increased by \$121,000 compared to July 2020. August 2021 preliminary monthly sales

decreased by \$309,000 compared to August 2020 sales and August 2021 preliminary YTD sales decreased by \$297,000 compared to August 2020 YTD sales.

29. Director Stagg noted that some Agriculture sales are not included in the preliminary sales for July and August.
30. Mr. Ardoin inquired on June's YTD net loss in Agriculture.
31. Director Stagg stated that June 2021 YTD Agriculture sales and net income increased significantly compared to June 2020.
32. Discussions ensued regarding Agriculture's loss and the accounting factors that affect Agriculture's net income.
33. Mr. Ardoin stated that the next meeting will be held at 10 AM, Tuesday, October 19, 2021.
34. Mr. Ardoin adjourned the meeting at 10:26 AM.