

APPROVED  
Misty Stagg, Director  
Date

## Prison Enterprises Board Meeting

September 20, 2022

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:
  - 3.1 Members Present:  
Joseph Ardoin, Chairman  
Harvey Honore'  
Eric Lane  
Richard Oliveaux
  - 3.2 Prison Enterprises Staff Present:  
Misty Stagg, Director  
Scot Floyd  
Brooke Farrar  
Kenny Juneau  
Michelle Montalbano  
Vickii Melius
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 a quorum exists, therefore a vote to approve the board meeting minutes for August 16, 2022 could be taken. Mr. Oliveaux made a motion to approve the above noted minutes as written. The motion was seconded by Mr. Lane and it passed unanimously.
5. Then, Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg reported that several of PE's Executive Staff were unable to attend the Board Meeting. PE's Administrative Program Director Kelly Ransome is attending a training session, the Accountant Manager 2 Angela Burrell went home ill, and the Agriculture Manager position is vacant.
7. Next, Director Stagg announced that Department of Corrections (DOC) HQ's conducted an AM-H-2 Monitoring Site Visit audit at PE HQ's on September 1<sup>st</sup>. PE was found to be in compliance with the American Correctional Association (ACA) standards and best practices. Additionally, the auditors were complimentary of PE's staff, office spaces, common areas, and warehouse.
8. Director Stagg thanked Mrs. Farrar for working to ensure PE is ACA compliant. She noted that PE's three (3) year ACA Reaccreditation audit is scheduled for October 24<sup>th</sup> – 25<sup>th</sup>.
9. Lastly, Director Stagg reported that Mrs. Burrell submitted her resignation effective September 30<sup>th</sup>. Her Accountant Manager 2 position was announced and interviews are being scheduled.
10. Then, Director Stagg asked Mr. Floyd for his updates.
11. On behalf of Mrs. Ransome, Mr. Floyd provided an administrative update beginning with staffing. Erica Brew was hired as an Accountant 3, Regina Talbert was hired as an Accountant 2, the vacant Accountant 1/2 position was re-announced and closes September 22<sup>nd</sup>, and the vacant Accountant 2 position was announced and closes October 4<sup>th</sup>.

12. Continuing with the administrative update, Mr. Floyd reported that PE's Annual Financial Report (AFR) was completed and submitted on September 6<sup>th</sup>. PE's Procurement Specialist 3 remains busy working on rebidding/renewing contracts for January 2023. It was noted that several contract renewal rejections were received. Additionally noted, consideration is being given to purchasing a used rented combine that was obtained to assist harvesting soybeans after weather (rain) issues.
13. Next, Mr. Floyd stated that many PE operations have old equipment and property that were declared surplus property. LA Property Assistance Agency (LPAA) is scheduled to pick up PE's surplus property at Dixon Correctional Institute (DCI) on September 19<sup>th</sup>.
14. Lastly, Mr. Floyd reported that a new timber consultant was retained, the contract was signed, and submitted to Civil Service for further processing.
15. Next, Mr. Floyd provided an agriculture update beginning with cattle. He reported Louisiana State Penitentiary (LSP) shipped six hundred (600) head of heifers to DCI and DCI shipped three hundred eighty-two (382) head of replacement heifers to LSP. In addition, LSP sold four hundred eleven (411) steers for \$414,295 and sixty-one (61) heifers from DCI for \$76,837. The cattle at Elayn Hunt Correctional Center (EHCC) were worked on September 6<sup>th</sup>, LSP cattle were worked on September 9<sup>th</sup>, 12<sup>th</sup>, and 14<sup>th</sup> and the date for working cattle at David Wade Correctional Center (DWCC) is being scheduled to potentially include PE's veterinarian.
16. Then, Mr. Floyd announced that PE plans to participate in the October 29<sup>th</sup> horse sale.
17. Lastly, Mr. Floyd provided a crop update. All of the corn was harvested and hauled to the grain elevators, with the exception of the corn that was kept to feed PE cattle. The combine meter reported a preliminary corn yield of two hundred fifteen (215) bushels per acre. Soybeans are being harvested as the weather allows. Currently, there is minimal damage to the soybeans being harvested and the yield seems to be good. Soybean harvest is expected to be finished in October.
18. Mr. Oliveaux inquired whether the applicants for the Agriculture Manager position were from within DOC.
19. Mr. Floyd explained that PE solicited applicants from other Correctional Industries (CI), the College of Agriculture at Louisiana State University (LSU), and the Louisiana Cattlemen's Association. Applications with various types of experience, interests, and expertise were received from all areas, as well as from out of state.
20. Lastly, Mr. Floyd provided a financial update. He began by stating that the June 2022 final year-to-date (YTD) sales for Industries were \$10.9 million compared to \$9.8 million in June 2021. Agriculture YTD sales for June 2022 were \$3 million compared to \$2.6 million in June 2021. Retail YTD sales for June 2022 were \$16.5 million compared to \$16.5 million in June 2021. Overall, YTD sales for June 2022 increased by \$1.5 million compared to June 2021.
21. Next, Mr. Floyd reported that June 2022 final YTD net income for Industries was \$792,000 compared to \$329,000 in June 2021. Agriculture YTD net income for June 2022 was a loss of \$517,000 compared to a loss of \$739,000 in June 2021. Retail YTD net income for June 2022 was \$1.6 million compared to \$1.5 million in June 2021. Overall, YTD net income for June 2022 increased by \$618,000 compared to June 2021.

22. Continuing, Mr. Floyd reported that July 2022 preliminary monthly and YTD sales decreased by \$511,000 compared to July 2021 sales. The August 2022 preliminary monthly sales increased by \$1.6 million compared to August 2021 and August 2022 preliminary YTD sales decreased by \$2.1 million compared to August 2021.
23. Lastly, Mr. Floyd stated that the fiscal year-end reports are being compiled and the allocations meeting is scheduled for September 21<sup>st</sup>.
24. Director Stagg asked Mrs. Farrar for her updates.
25. Mrs. Farrar referenced Director Stagg's report on the AM-H-2 Monitoring Site Visit DOC HQ's conducted at PE HQ's and thanked all of PE's staff for doing a great job.
26. Lastly, Mrs. Farrar emphasized the importance of PE's ACA Re-accreditation Audit on October 24th and 25th.
27. Then, Director Stagg asked Mrs. Melius for the sales and marketing updates.
28. Mrs. Melius began by reporting PE received five (5) significant DOC job orders. An order from Elayn Hunt Correctional Center (EHCC) for inmate clothing, linens, and officer clothing totaling \$482,784, an order from LSP for inmate clothing and janitorial supplies totaling \$176,652, an order from DCI for mattresses, chairs, janitorial supplies, and officer uniforms totaling \$149,050, an order from Raymond Laborde Center (RLCC) for inmate clothing, linens, print, and janitorial supplies totaling \$146,760, and an order from DWCC for inmate clothing and officer uniforms totaling \$26,628.
29. Next, Mrs. Melius reported PE received three (3) other significant orders. An order from the Orleans Parish Sheriff's Office for mattresses totaling \$27,000, an order from the Office of Motor Vehicles (OMV) for license tags totaling \$23,985 and an order from East Louisiana Mental Hospital for garments totaling \$20,231.
30. Then Mrs. Melius provided an update on several potential and/or upcoming jobs such as the City of Sulphur for police, city works, and fire department uniforms, the Shreveport Library for re-furnished items, Sabine Parish Sheriff's Office for a one hundred (100) bed women's facility, Northwestern State University (NSU) for library seating, Webster Parish for fifty (50) bunk beds, Baton Rouge (B.R.) Police Department for custom office furniture, the Athletic Department at Southeastern Louisiana University (SLU) for some furniture, as well as embroidered polo shirts resulting from their rebranding initiative, Evangeline Parish Sheriff's Office for a two hundred (200) bed facility, Louisiana State University (LSU) Law Center plans to order printed course books for the spring semester, West Baton Rouge Parish Courthouse for new panels for the walls and judge area, build or re-furbish existing pews, and tables for the attorneys and court reporters.
31. Continuing, Mrs. Melius stated that PE has outstanding/significant quotes to Caddo Parish Sheriff's Office for linens and inmate clothing totaling \$49,600 and Pinecrest Support Services for furniture totaling \$34,000. Additionally, PE received an order from a new customer Berwick Parish Library for stacking chairs.
32. Next, Mrs. Melius stated that the Sales and Marketing team plans to attend the Louisiana Association of Municipals, Secretaries, and Assistants (LAMSA) September 15<sup>th</sup> in Lafayette, the Louisiana Homicide Investigators' Association (LHIA) Conference September 20<sup>th</sup> – 22<sup>nd</sup> in Lake Charles, and the Louisiana Correctional Association (LCA) Conference October 9<sup>th</sup> – 12<sup>th</sup> in Lake Charles.

33. Lastly, Mrs. Melius reported monthly job orders for August 2022 were \$2.8 million compared to \$1.4 million for August 2021 and year-to-date (YTD) job orders for August 2022 were \$3.6 million compared to August 2021. Monthly job orders through September 9th were \$238,000 compared to \$582,000 for all of September 2021 and the current YTD job orders for September 2022 were \$3.9 million compared to \$ 2.6 million through September 2021.
34. Next, Director Stagg asked Mr. Juneau for his updates.
35. Mr. Juneau began with a staff update. PE's Administrative Program Specialist A Betty Thompson transferred to LSP effective September 2<sup>nd</sup> and PE Truck driver Phillip Causey retired effective September 16<sup>th</sup>. Interviews were conducted for several positions. An Administrative Program Specialist A was selected and the details are being finalized, Jennifer Edwards was hired for the warehouse Master Sergeant (MSgt.) position effective September 19<sup>th</sup>, Bryan Covington was hired for the PE Assistant Supervisor position at Wakefield Meat Plant effective September 19<sup>th</sup> and the PE Truck Driver position closed with two (2) qualified applicants.
36. Next, Mr. Juneau provided an equipment update.
  - a. The overflow filling machine for the EHCC Soap Plant was received, the five (5) head embroidery machine was installed and waiting for the Office of Technology Support (OTS) to connect it to the network.
  - b. A bid for 80,000 pounds of aluminum was awarded on August 3<sup>rd</sup>. Delivery for 40,000 pounds of the order is expected in mid-December and the remaining 40,000 pounds of aluminum in mid-January.
  - c. An emergency bid for 40,000 pounds of aluminum was placed with an expected delivery date of mid-November.
  - d. The bid for the roller coat paint machine was awarded on August 3<sup>rd</sup> and a twelve (12) week after receipt of order (ARO) delivery is expected.
  - e. A tractor truck for Transportation and a lathe machine for Metal Fabrication (Metal Fab) were submitted for processing. Additionally, the fuel dispenser pump bid for Transportation opened on September 1<sup>st</sup>. A bid for the fuel pump was received and the Office of State Procurement (OSP) is waiting for a certificate of insurance.
37. Continuing, Mr. Juneau provided updates on projects and LSP industries. He reported that third quarter sales for the Canteen Package Program (CPP) increased from the previous quarter. Picking for the Fall Program packages began on September 13<sup>th</sup>. Keefe personnel remained on site to ensure the program ran smoothly. The Tag Plant continues to wait on aluminum. However, they remain busy working on an OMV order for 240,932 various types of license tags. The Mattress Factory is manufacturing brooms, mops, push brooms, and mattresses for thirteen (13) orders. They completed eleven (11) orders that are ready ship. Currently in inventory are eight hundred eighty-one (881) mattresses, seven hundred (700) mattress covers, and approximately fifteen hundred seventy-seven (1,577) cores, as well as nearly twelve hundred (1,200) additional cores on order. Metal Fab remains busy working on picnic tables for the Louisiana Department of Education (LDOE), wall lockers for the Youth Challenge Program (YCP)/Camp Minden, single beds for the St. George Fire Department, and tables for the Office of Juvenile Justice (OJJ).

38. Then, Mr. Juneau provided an update on the Garment Factories. RLCC Garment Factory continues to be busy. They are averaging two hundred (200) pairs of jeans per day and three hundred thirty-one (331) pairs for the highest day of production. The Southwest Transitional Work Program (SWTWP) Garment Factory continues working on jumpsuits and scrubs.
39. Lastly, Mr. Juneau reported that the EHCC Soap Plant received two (2) large chemical orders and the Allen Correctional Center (ALC) Furniture Plant is working on fifteen (15) different jobs.
40. Mr. Ardoin inquired on the price of steel.
41. Mr. Juneau and Mr. Ardoin discussed the price increases for several types of metal and steel.
42. Director Stagg and Mr. Ardoin discussed the effects that the price increases on raw materials has to PE's contract pricing, license tags, garments, etc.
43. Lastly, Director Stagg announced that Joe Perry, a long time inmate worker at PE's Rangeherd at LSP passed away.
44. Mr. Lane announced that the Angola Rodeo will begin at 1:00 PM every Sunday in October. He noted that in previous years the rodeo began at 2 PM.
45. Mr. Ardoin stated that the next Board Meeting is scheduled for October 18<sup>th</sup>.
46. Mr. Oliveaux made a motion to adjourn the meeting and Mr. Lane seconded the motion.
47. Mr. Ardoin adjourned the meeting at 10:38 AM.