

APPROVED
Misty Stagg, Director
11/15/22
Date

Prison Enterprises Board Meeting

October 18, 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
 - Tim Travis
 - 3.2 Prison Enterprises Staff Present:
 - Misty Stagg, Director
 - Brooke Farrar
 - Kenny Juneau
 - Michelle Montalbano
 - Vickii Melius
 - Kelly Ransome
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 September 20, 2022 could be taken. Mr. Lane made a motion to approve the above noted minutes as written. The motion was seconded by Mr. Travis and it passed unanimously.
5. Then, Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began the meeting by explaining that two Executive Staff members were not present at the meeting. Deputy Director Scot Floyd is attending the National Association of Institutional Agribusiness (NAIA) conference in Texas and the Accountant Manager 2 Angela Burrell resigned effective September 30th. Additionally noted was that interviews for an Accountant Manager 2 were conducted and the position is being re-announced.
7. Continuing, Director Stagg stated that PE successfully filled several vacant positions including two (2) members of the Executive Staff. Loyd Smith was hired as the Agriculture Manger and Deloy Chapman was hired as the American Correctional Association (ACA) Manager. She provided a summary of their qualifications and years of experience. Additionally, PE's previous Chief Financial Officer Kristie Sigrest was hired as a when actually employed (WAE) to assist Mrs. Ransome in preparing and reviewing the financials, as well as train a new Accountant Manager 2.
8. Lastly, Director Stagg discussed the importance of PE's upcoming three (3) year ACA Reaccreditation audit on October 24 – 25, 2022.
9. Mr. Oliveaux asked whether Mr. Hoover would be interested in working as a WAE.

10. Director Stagg explained that Mr. Hoover has accompanied Mr. Smith on trips to PE's agriculture operations. Although, Mr. Hoover is happy to assist PE as needed, he enjoys being retired.
11. Next, in Mr. Floyd's absence Director Stagg provided an agriculture update.
12. Director Stagg began with a cattle update. She reported David Wade Correctional Center (DWCC) sold seventy-eight (78) steers and ninety (90) heifers via video livestock auction for \$156,148. The three (3) year old replacement heifers were put out with the herds and the first calf heifers were tagged. PE's Agriculture Manager Loyd Smith and PE's Farm Manager at Elayn Hunt Correctional Center (EHCC) Terry Wallace attended a bull sale on October 15th in Coushatta and may potentially attend a sale in Amite on October 29th. Additionally, on October 29th, PE plans to sell six (6) horses in a horse auction in Bush, Louisiana (LA).
13. Lastly, Director Stagg provided a crop update. All but two hundred fifty (250) acres of soybeans were harvested and 51,394 bushels were delivered. The estimated yield is forty (40) – fifty (50) bushels per acre. Additionally, due to the rainy weather conditions, a combine was rented to assist in harvesting.
14. Mr. Travis inquired on the type of horses sold.
15. Director Stagg explained that quarter horses were sold. Some of the horses were broke and some were yearlings.
16. Then, Director Stagg asked Mrs. Ransome for the administrative update.
17. Mrs. Ransome began with a staff update. The accountant 1/2 position closed and a list with six (6) candidates was received. Interviews for the Accountant 2 position were conducted and the position will be re-announced.
18. Next, Mrs. Ransome provided an update on purchasing. The Procurement Analyst 3 continues working on canteen contract renewals and has approximately twenty-three (23) contracts and one hundred (100) products remaining. Additionally, the approval to purchase a used Peterbilt tractor truck was received.
19. Mr. Travis inquired on the cost of the truck.
20. Mrs. Ransome stated that the purchase price for the truck is \$105,000.
21. Mr. Lane noted that the price for used vehicles has decreased over the past seven (7) months.
22. Next, Director Stagg explained that Mrs. Sigrest is working on the July and August financials. July's financial statement is expected to be completed by the next meeting.
23. Director Stagg asked Mrs. Farrar for her update.
24. Mrs. Farrar provided the agenda for the upcoming ACA audit. The auditors intend on auditing PE HQ's and the Louisiana State Penitentiary (LSP) operations.
25. Then, Director Stagg asked Mrs. Melius for the sales and marketing updates.
26. Mrs. Melius began by reporting PE received six (6) significant DOC job orders. An order from DWCC for inmate clothing, janitorial supplies, linens, chairs, and officer uniforms totaling \$100,213, an order from Dixon Correctional Institute (DCI) for chairs, janitorial supplies, and officer uniforms totaling \$49,364, an order from Elayn Hunt Correctional Center (EHCC) for chairs, linens, furniture, inmate clothing, mattresses, and officer uniforms totaling \$41,790, an order from LSP for officer uniforms and print totaling

- \$38,905, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for print, janitorial supplies, and officer uniforms totaling \$25,474, and an order from Louisiana Women's Correctional Institute (LCIW) for janitorial supplies, inmate clothing, and mattresses totaling \$24,769.
27. Next, Mrs. Melius reported PE received five (5) other significant orders. An order from Caddo Correctional Center for linens and inmate clothing totaling \$49,600, an order from the Office of Motor Vehicles (OMV) for license tags totaling \$34,224, an order from Pinecrest Support Services for furniture totaling \$34,000, an order from the Office of Juvenile Justice (OJJ) for officer uniforms and inmate clothing totaling \$31,288, and an order from the Baton Rouge (B.R.) Fire Department for polo shirts totaling \$25,083.
 28. 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 one hundred (100) beds for a new women's facility, Northwestern State University (NSU) for library seating, Webster Parish Sheriff's Office for fifty (50) bunk beds, B.R. Police Department for custom office furniture, the Evangeline Parish Sheriff's Office for two hundred (200) beds for new facility, West Baton Rouge Parish Courthouse for new panels for the walls and judge area, build and/or re-furbish existing pews, and tables for the attorneys and court reporters.
 29. Additionally, Mrs. Melius reported that two (2) orders were received from customers that have not ordered in several years. The Office of the Inspector General (last ordered in 2007) ordered uniform polo's and the Vermillion Parish Correctional Center (last ordered in 2018) ordered jeans.
 30. Lastly, Mrs. Melius reported monthly job orders for September 2022 were \$712,000 compared to \$582,000 for September 2021 and year-to-date (YTD) job orders for September 2022 were \$4.3 million compared to \$2.6 million for September 2021. Monthly job orders through October 14th were \$233,000 compared to \$454,000 for all of October 2021 and the current YTD job orders for October 2022 were \$4.6 million compared to \$3.1 million through October 2021.
 31. Mr. Lane inquired on a comparison of sales to pre-COVID sales.
 32. A discussion ensued on pre-COVID sales and the challenges PE experienced with obtaining sales representatives for several years. For the past two (2) years PE has been fully staffed, as well as hired a marketing representative to assist with PE's social media presence and improving sales materials.
 33. Next, Director Stagg asked Mr. Juneau for his updates.
 34. Mr. Juneau began with a staff update. The Truck Driver position remains vacant and will be re-posted. The supervisor at Southwest Transitional Work Program (SWTWP) Garment Factory resigned effective October 6th. The position was announced and closes on October 19th. Ken Bushnell PE's Supervisor at the ALC Furniture Plant submitted a letter of intent to retire in December. The position was announced and closes on October 22nd. Interviews were held for the Administrative Specialist A position. Candidates are under review.
 35. Next, Mr. Juneau provided an equipment update.

- a. The five (5) head embroidery machine was installed, networked by the Office of Technology Support (OTS), and on October 31st the vendor is scheduled to install the software.
 - b. The bid for 80,000 pounds of aluminum was awarded on August 3rd. 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. The emergency bid for 40,000 pounds of aluminum is expected to arrive towards the end of October or the beginning of November rather than the original delivery date of mid-November.
 - d. The bid for the roller coat paint machine was awarded on August 3rd and expected to be delivered by the end of the year.
 - e. A tractor truck for Transportation was submitted for processing and approval to bid a second tractor truck was received.
 - f. A lathe machine for Metal Fabrication (Metal Fab) was submitted for processing. The bid is expected to open on October 27th.
 - g. The fuel pump dispenser was awarded.
36. Continuing, Mr. Juneau provided updates on several projects and some industries.
37. The Canteen Package Program (CPP) successfully completed the Fall Program. The ordering period for the Holiday Program is October 17th – November 19th.
38. The Tag Plant received an order from OMV for 388,000 license tags. The plant is currently working to complete the remaining 240,932 license tags.
39. The Raymond Laborde Correctional Center (RLCC) Garment Factory is averaging two hundred fifty-one (251) pairs of jeans per day and three hundred thirty-one (331) pairs for the highest day of production.
40. The Mattress Factory is manufacturing brooms, mops, push brooms, and mattresses for fifteen (15) orders and completed twenty (20) orders that are ready to be delivered. The current inventory consist of eight hundred twenty-nine (829) mattresses, approximately four hundred (400) mattress covers, and approximately one thousand forty-nine (1,049) miscellaneous cores. Additionally, there are five hundred seventy-six (576) poly cores on order.
41. The Metal Fab Shop remains busy working on picnic tables for the Louisiana Department of Education (LDOE), restraint chairs for RCC, drop boxes for the Assumption Parish Sheriff's Office, and wall lockers for the Youth Challenge Program (YCP)/Camp Minden. Several orders that are ready to be delivered include tables for or the Office of Juvenile Justice (OJJ), tables for the Plaquemine Parish Sheriff's Office, recreational restraint tables for LSP, picnic tables for St. Michaels Department of Education, and the picnic tables for St. Bernadette.
42. The turkey bid for the Wakefield Meat Plant was awarded. The anticipated delivery date to the institutions is October 26th and 27th.
43. Mr. Oliveaux and Mr. Juneau discussed the difference in the price of turkeys compared to last year.
44. Continuing, Mr. Juneau reported that the Soap Plant received an order of soap pellets and began working to complete several soap orders.

45. Then, Mr. Juneau stated PE industries are busy preparing for the ACA Re-accreditation audit.
46. Lastly, Mr. Juneau announced that several PE HQ staff members and industry supervisors are participating in an NCIA webinar Commissary & Package Programs on October 26th.
47. Director Stagg reiterated the challenges associated with obtaining truck drivers and accounting personnel.
48. Mr. Ardoin, Mr. Lane, Mr. Travis, and Mr. Oliveaux discussed the ongoing labor shortages.
49. Mr. Lane stated that his business works with a parole program and is very successful in hiring inmates on parole.
50. Mr. Juneau and Mr. Ardoin discussed the price increases for several types of metal and steel.
51. Mr. Travis inquired on tracking transportation vehicles and Mr. Oliveaux asked whether consideration has been given to using a third party to provide transportation.
52. Director Stagg confirmed that tracking devices are installed on new vehicles and that PE has utilized contracted truckers to haul grain.
53. Mr. Ardoin stated that the next Board Meeting is scheduled for November 15th.
54. Mr. Oliveaux made a motion to adjourn the meeting and Mr. Lane seconded the motion.
55. Mr. Ardoin adjourned the meeting at 10:33 AM.