

PRISON ENTERPRISES
BOARD MEETING
April 16, 2024

APPROVED

Misty Stagg, Director
5/16/24
Date

1. Chairman Joseph Ardoin, Jr. called the meeting to order at 10:01 A.M. at Prison Enterprises (PE) Headquarters (HQ), Baton Rouge, Louisiana (LA). Roll call was conducted by Mrs. Labello.
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Jr., Chairman
Richard Oliveaux, Vice-Chairman
Harvey Honore'
 - 2.2 Prison Enterprises Staff Present:
Deloy Chapman
Brooke Farrar
Scot Floyd
Stuart Gray
Kenny Juneau
Beth Labello
Julia Lowe
Edna Palmer
Loyd Smith
3. Mr. Oliveaux led the group in prayer and the Pledge of Allegiance.
4. Mr. Ardoin acknowledged that not enough Board members were present for a quorum; therefore, a vote to approve the Board meeting minutes for March 19, 2024, could not be taken.
5. Mr. Ardoin announced that Director Stagg could not be present and he turned the meeting over to Deputy Director Floyd.
6. Mr. Floyd stated that he, Director Stagg, and Mrs. Farrar plan to attend the National Correctional Industries Association (NCIA) Conference on April 29 – May 2, in Dallas, TX.
7. Next, Mr. Floyd announced that interviews were conducted for the PE Marketing Manager position, and Ms. Lowe, former PE Southeast Louisiana Sales Representative, was offered the position and accepted.
8. Then, Mr. Floyd stated that PE's Ancillary Budget Bill is still pending a hearing before the Senate Finance Committee.
9. Lastly, Mr. Floyd announced that PE is working with the Office of Motor Vehicles (OMV) to produce a new specialized Louisiana State University (LSU) College World Series Championship license plate.
10. Mr. Floyd asked Mr. Gray for his updates.
11. Mr. Gray began with a staffing update. He stated that the Southeast Louisiana Sales Representative vacancy is expected to be posted soon. The Accounting 3 new hire rescinded her job acceptance with PE, and therefore, the position was reallocated to an Accounting 2-3 career progression and was re-posted on April 9. Ms. Chelsea McGraw was promoted to the PE Procurement Analyst position on April 1, and a new hire is expected to fill the Administrative Assistant 4 (Front Desk) position on April 22.

PRISON ENTERPRISES

BOARD MEETING

April 16, 2024

12. Mr. Gray ended with an update on property. He stated that no new insurance claims were filed. Additionally, he stated that PE's Property Manager completed interim property audits at 15 operations and the 2023 Office of Risk Management (ORM) compliance review is scheduled to begin this week.
13. Mr. Floyd asked Mr. Chapman for his updates.
14. Mr. Chapman stated that the compliance documentation for the annual update of the American Correctional Association's (ACA) files was received by most operations and he plans to begin the process of reviewing and updating the hard copies and online versions for review by the Department of Correction's (DOC) ACA Manager.
15. Continuing, Mr. Chapman announced that he visited Dixon Correctional Institute (DCI) operations to prepare them for the upcoming ACA AM-H-2 monitoring site visit. He plans to revisit DCI to conduct in-depth reviews of all of their files and operations to ensure they meet the ACA Standards. Results from his visit will be reported to Warden Bickham and the DOC ACA Manager at the closing meeting.
16. Next, Mr. Chapman announced that the ACA AM-H-2 monitoring site visit at Elayn Hunt Correctional Center (EHCC) is scheduled for May 1, and he plans to conduct a field visit next week to prepare them.
17. Lastly, Mr. Chapman stated that he continues working on safety policy reviews and quarterly safety training. He stated that he added a new annual training course on Safety Data Sheets (SDS) for supervisors with 500 pounds or more of hazardous materials at their operation(s).
18. Mr. Floyd asked Mrs. Palmer for the financial update.
19. Mrs. Palmer reported that the January 2024 final monthly sales decreased by \$196,000 and the final year-to-date (YTD) sales decreased by \$174,000 compared to January 2023. The January 2024 final monthly net income decreased by \$292,000 and the YTD net income decreased by \$619,000 compared to January 2023.
20. February 2024 preliminary monthly sales decreased by \$1.2 million compared to February 2023 and the preliminary YTD sales decreased by \$1.4 million compared to February 2023.
21. March 2024 preliminary monthly sales decreased by \$185,000 compared to March 2023 and the preliminary YTD sales decreased by \$1.6 million compared to March 2023.
22. Mr. Floyd asked Ms. Lowe for the sales and marketing update.
23. Ms. Lowe reported PE received 3 significant DOC job orders for March 2024 from Raymond Laborde Correctional Center (RLCC) for janitorial supplies, mattresses, garments, and t-shirts totaling \$62,000, Louisiana State Penitentiary (LSP) for garments and print totaling \$57,000, and from B.B. "Sixty" Rayburn Correctional Center (RCC) for chairs and furniture totaling \$21,000.
24. Continuing, Ms. Lowe had no new significant quotes to report since last month's meeting.
25. Next, Ms. Lowe reported 3 outstanding significant quotes from the Bayou Black Fire Station for furniture totaling \$20,000, the Slidell Police Department for furniture totaling \$50,000, and the Baton Rouge Police Department (BRPD) for furniture totaling \$300,000.
26. Continuing, Ms. Lowe reported that the Sales and Marketing staff plan to attend the LA Fire Chiefs' Association Conference on April 30 – May 4, in Shreveport.

PRISON ENTERPRISES

BOARD MEETING

April 16, 2024

27. Next, Ms. Lowe reported PE received job orders totaling \$3.3 million for March 2024 compared to job orders totaling \$426,000 for March 2023, and job orders YTD totaling \$10 million for March 2024 compared to YTD job orders totaling \$8.7 million for March 2023.
28. Lastly, Ms. Lowe reported PE received monthly job orders through April 11 for \$158,000 compared to orders totaling \$303,000 for all of April 2023, and YTD job orders totaling \$10.2 million for April 2024 compared to YTD job orders totaling \$9 million for April 2023.
29. Mr. Floyd asked Mr. Juneau for the industries update.
30. Mr. Juneau began with a staffing update. He stated that Mr. Morgan Rogers was hired as the Silkscreen Supervisor on April 8 and Ms. Regina Bailey is expected to begin as the Canteen Distribution Center (CDC) Warehouse Supervisor on April 29.
31. Next, Mr. Juneau provided a materials and equipment update.
 - a. A second purchase requisition for 80,000 pounds of aluminum was submitted on April 8.
 - b. Mr. Juneau is working with the Office of State Procurement (OSP) on the requisition for the FuelTrac system at Transportation.
 - c. The Wakefield freezer requisition Bid Opening Date (BOD) is April 23.
32. Continuing, Mr. Juneau provided updates on some projects and industries.
 - a. Canteen Package Program (CPP) spring order filling was slightly delayed due to a power outage at LSP and is expected to be completed soon.
 - b. The Tag Plant is working overtime to complete the fourth OMV order totaling 146,997 auto tags.
 - c. Metal Fab continues to work overtime on the Louisiana Correctional Institute for Women (LCIW) project and other miscellaneous jobs.
 - d. Allen Furniture Plant (ALC) continues working overtime on several job orders that are scheduled for completion before the fiscal-year-end (FYE).
33. Mr. Juneau stated that industries are focusing on producing enough inventory to meet institutions' upcoming FYE orders.
34. Mr. Floyd stated that despite a few delays caused by the recent power outage, industries are on track processing job orders. Additionally, he stated that no meat was lost at the Wakefield Meat Plant during the power outage.
35. Mr. Honore inquired about the progress of the Metal Fab rebuild. Mrs. Farrar stated that PE has been coordinating with the Office of Facility Planning (OFP) to expedite the build and that an architect was recently assigned to the job. The project is currently in the reviewing and planning stage, and the architect has estimated 4-5 months for this stage, and then an additional 2 months before construction can begin. A discussion ensued on how the partial loss of the building has affected production thus far, and how the shop has remained very productive despite the challenges.
36. Mr. Floyd asked Mr. Smith for the agriculture updates.
37. Mr. Smith began with a range herd update. Spring cow herd workings began and six herds were worked with an approximate 90% calf crop. The cows were in good condition and the bulls were active. The ryegrass was fertilized and in good condition, and hay bailing began at LSP. Feeder heifers were sorted and are expected to be sold on Superior Livestock Auction on April 18, with delivery scheduled for mid-May.

PRISON ENTERPRISES

BOARD MEETING

April 16, 2024

38. Next, Mr. Smith provided an update on row crops. He reported that the planting of 502 acres of corn was completed. The planting of approximately 1,600 acres of soybean began today.
39. Continuing, Mr. Smith provided an update on the horse program and stated that 19 mares were available for breeding, but some may not be bred depending on their foaling dates. Five of the 19 mares were confirmed bred, 3 were ready for a pregnancy check, 3 were scheduled to be artificially inseminated, and 8 were expected to foal soon and will be naturally bred thereafter.
40. Lastly, Mr. Smith stated that the timber consultant is expected to provide recommendations on harvesters for the timber on Winn Correctional Center (WCC) and RCC. Preparations for harvest bidding are expected to begin soon.
41. Mr. Ardoin stated the next PE Board meeting is scheduled for May 21, 2024.
42. With no other business to discuss, Mr. Ardoin motioned, seconded by Mr. Honore, to adjourn. With no objections, the meeting adjourned at 10:23 A.M.