

Prison Enterprises Board Meeting

January 19, 2021  
(via Zoom)

APPROVED  
Misty Stagg, Director  
01/24/21  
Date

1. Due to the COVID-19 pandemic, the Board Meeting was held via Zoom Teleconferencing. To comply with social distancing requirements in the Executive Staff conference room, Director Stagg, Mr. Floyd, Mrs. Henderson, and Mrs. Burrell were the only 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 10:02 AM via Zoom.
3. Attendance:
  - 3.1 Members Present:  
Joseph Ardoin, Chairman  
Harvey Honore'  
Richard Oliveaux
  - 3.2 Prison Enterprises Staff Present:  
Misty Stagg, Director  
Angela Burrell  
Scot Floyd  
Kacie Henderson  
Michelle Montalbano
4. Mr. Ardoin acknowledged that not enough board members were present for a quorum; therefore, a vote to approve the February 18, 2020, November 17, 2020 and the December 15, 2020 board meeting minutes could not be taken. Additionally, it was noted that the annual election for a board chairman and vice-chairman could not be held without a quorum.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by stating that PE's Annual Report was submitted to the Department of Corrections (DOC). A copy of the report is available and will be mailed or emailed to the board members upon request.
7. Next, Director Stagg provided an update on PE implementing an Apprenticeship Program at Allen Correctional Center (ALC) Furniture Plant.
8. Mr. Floyd explained that because PE has an existing apprenticeship program, that the addition of subsequent programs would not be difficult. The acceptance of the new program will require an Appendix detailing the new curriculum and identification of the appropriate job titles be submitted to the Louisiana Workforce Commission. Mr. Floyd stated that ALC has a classroom facility and several inmates that are certified tutors.
9. Lastly, Director Stagg reported that PE's Policy Manual is being updated. Mrs. Farrar has begun the time consuming and tedious task of reviewing PE's policies and making revisions that coincide with Department of Corrections (DOC) Regulations.
10. Mr. Ardoin inquired on the training and/or trade that will be associated with the new Apprenticeship Program.
11. Mr. Floyd stated that although the exact occupational title has not been selected, the program would likely provide woodworking or carpentry training.
12. Director Stagg asked Mr. Floyd for his updates.

13. Mr. Floyd began with an Industries update. Training continues for PE's administrative staff and inmate workers at the Southwest Transitional Work Program (TWP) Garment Plant. The inmate roster increased from fifteen (15) to twenty-one (21). PE is looking to recruit several more inmates with sewing experience or that have previously worked for PE.
14. Next, Mr. Floyd reported that the Canteen Package Program (CPP) completed the Holiday Program. The ordering period for the Spring Program began January 18<sup>th</sup> and concludes February 17<sup>th</sup>.
15. Then, Mr. Floyd stated that the Silkscreen Shop is working overtime to complete several DOC correctional officer uniform facemask orders.
16. Continuing, Mr. Floyd provided a Metal Fab update. The metal bed order for the Louisiana Correctional Institute for Women (LCIW) at Jetson was completed. Seventy-two (72) bunks were delivered and one hundred forty-six (146) single beds are waiting to be delivered.
17. Concluding the industries update, Mr. Floyd reported on the Welder/Fitter Apprenticeship Program. The seven (7) candidates for instructor have successfully completed National Center for Construction Education and Research (NCCER) certification and are actively participating in the program.
18. Then, Mr. Floyd provided an Agriculture update. All deliveries to the grain elevators were completed. The yield on soybeans was fifty-two and one half (52.5) bushels per acre and corn yielded approximately two hundred eight (208) bushels per acre. Additionally, Mr. Floyd noted that approximately one hundred fifty (150) acres of milo would be planted.
19. Next, Mr. Floyd reported that two (2) loads of steers from David Wade Correctional Center (DWCC) are being shipping today.
20. Lastly, Mr. Floyd stated that tree-planting at Southwest TWP began on Monday, January 18, 2021 and is expected to continue for approximately ten (10) days.
21. Mr. Oliveaux asked whether the package counts at CPP increased compared to the last program.
22. Mrs. Henderson confirmed that the 2020 spring package counts increased compared to the 2019 spring package counts.
23. Director Stagg then asked Mrs. Henderson for her updates.
24. Mrs. Henderson reported that due to COVID-19 and price increases, many vendors did not submit contract renewals. PE and the Office of State Procurement (OSP) are working to get contracts in place.
25. Then, Mrs. Henderson stated that PE would complete the annual property certification by the January 29<sup>th</sup> deadline.
26. Next, Mrs. Henderson provided an update on equipment purchases. She explained that PE received purchase orders for two (2) of the three (3) vehicles requested and received the leased tractor for the Dixon Correctional Institute (DCI) Rangeherd.
27. Continuing, Mrs. Henderson reported on significant DOC job orders. DWCC placed an order for print, linens, janitorial supplies and offender clothing totaling \$42,622, DOC Headquarters (HQ) placed an order for correctional officer uniform facemasks totaling \$26,850, Raymond Laborde Correctional Center (RLCC) ordered janitorial supplies, print, linens and offender clothing totaling \$25,955, and Louisiana State Penitentiary (LSP) ordered chairs, print and officer uniforms totaling \$22,491.

28. Then, Mrs. Henderson reported on other significant job orders. The Youth Challenge Program (YCP)/Minden placed an order for lockers totaling about \$115,000 and the Office of Motor Vehicles (OMV) ordered license tags totaling \$20,646.
29. Continuing, Mrs. Henderson reported on significant job quotes and potential upcoming orders. A quote was submitted to the Bossier Parish Detention for mattresses totaling \$41,250. The sales team is preparing quotes for Pinecrest Support Services for office furniture, lounge furniture, and chairs, St. George Fire Station for furniture, and for the Jackson Parish Sheriff's Office a quote for bunks to accommodate a two hundred (200) to five hundred (500) bed facility.
30. Lastly, Mrs. Henderson reported that job orders for the month of December 2020 were \$276,000 compared to \$282,000 for December 2019. Year-to-date (YTD) job orders for December 2020 were \$4.3 million and the YTD job orders for December 2019 were \$4.3 million. The January 2021 monthly job orders as of January 13<sup>th</sup> were \$269,000 compared to \$737,000 for all of January 2020. The current YTD job orders as of January 13, 2021 were \$4.6 million compared to \$5.1 million compared through January 2020.
31. Director Stagg asked Ms. Burrell for the financial update.
32. Mrs. Burrell reported that November 2020 finalized year to date (YTD) sales for Industries were \$3.9 million compared to \$4.3 million in November 2019. Agriculture YTD sales for November 2020 were \$2 million compared to \$1.5 million in November 2019. Retail YTD sales for November 2020 were \$5.8 million compared to \$4.8 million in November 2019. Overall, YTD sales for November 2020 increased by \$1.1 million compared to November 2019.
33. Next, Mrs. Burrell reported that November 2020 finalized YTD net income for Industries was a loss of \$200,000 compared to net income of \$336,000 in November 2019. Agriculture YTD net income for November 2020 was a loss of \$167,000 compared to a loss of \$664,000 in November 2019. Retail YTD net income for November 2020 was \$324,000 compared to \$162,000 in November 2019. Overall, YTD net income for November 2020 increased by \$253,000 as compared to November 2019.
34. Lastly, Ms. Burrell stated that preliminary monthly sales for December 2020 increased by \$606,000 and preliminary YTD sales for December 2020 increased by \$1.79 million compared to December 2019.
35. Director Stagg asked Ms. Montalbano for her updates.
36. Ms. Montalbano stated that in lieu of a group Christmas celebration, PE held a Food Drive from December 21, 2020 to January 15, 2021 to support the Greater Baton Rouge Food Bank.
37. Mr. Oliveaux inquired on the status of establishing a PE industry at B.B. "Sixty" Rayburn Correctional Center (RCC).
38. Director Stagg explained that discussions with Warden Bickham continue.
39. Mr. Ardoin set the next meeting via Zoom, for 10:00 AM, Tuesday, February 23, 2021 and adjourned the meeting at 10:22 AM.