

APPROVED  
Misty Stagg, Director  
Date

**Prison Enterprises Board Meeting**

**August 17, 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, Mrs. Henderson, and Mr. Hoover were the only Prison Enterprises (PE) Executive Staff that attended the meeting. Ms. Montalbano was present to take the minutes of the Board Meeting. Mr. Juneau, Mrs. Burrell, and Mrs. Melius participated in the meeting via Zoom.
2. Chairman Joseph Ardoin called the meeting to order at 10:09 AM.
3. Attendance:
  - 3.1 Members Present:
    - Joseph Ardoin, Chairman
    - Richard Oliveaux
    - Eric Lane
    - Harvey Honore'
  - 3.2 Prison Enterprises Staff Present:
    - Misty Stagg, Director
    - Angela Burrell
    - Scot Floyd
    - Kacie Henderson
    - Danny Hoover
    - Kenny Juneau
    - Vickii Melius
    - Michelle Montalbano
4. Mr. Ardoin acknowledged that a quorum exists, therefore, a vote to approve the board meeting minutes for March 16<sup>th</sup>, April 20<sup>th</sup>, June 15<sup>th</sup>, and July 20, 2021 could be taken. Mr. Oliveaux made a motion to approve as written the above noted minutes. The motion was seconded by Mr. Lane and it passed unanimously.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began the meeting by reporting that PE's Furniture Plant at Allen Correctional Center (ALC) and Embroidery Plant at Dixon Correctional Institute (DCI) were closed for several days due to an increase in positive COVID-19 cases. Out of an abundance of caution, the Department of Corrections (DOC) restricted nonessential travel, are requiring teleconferencing and virtual meetings, and reassigned janitorial crews to working after business hours. Additionally, the August 1<sup>st</sup> effective date for the Louisiana Workforce Commission (LWC) janitorial contract was delayed until the inmates can resume cleaning during the day.
7. Director Stagg asked Mr. Floyd for his updates.
8. Mr. Floyd provided updates on the status of the litter control devices PE manufactured and installed for the Department of Environmental Quality (DEQ) and the recreational restraint table prototype for DOC.

9. Next, Mr. Floyd reported on the procurement challenges resulting from the COVID-19 pandemic.
10. Lastly, Mr. Floyd reported that Mrs. Farrar virtually attended the American Correctional Association Conference.
11. Director Stagg then asked Mrs. Henderson for her updates.
12. Mrs. Henderson explained that the annual Canteen Standards Meeting (CSM) scheduled for August 19<sup>th</sup> was cancelled to adhere to COVID-19 workplace protocols recently implemented. The meeting participants will be emailed a survey in lieu of an in-person meeting.
13. Next, Mrs. Henderson stated that the bid for the new DOC correctional officer uniforms opens August 25<sup>th</sup> and a chilling unit for the EHCC Soap Plant was purchased.
14. Lastly, Mrs. Henderson reported that job orders for the month and year-to-date (YTD) of July 2021 were \$607,000 compared to \$1 million for July 2020. The August 2021 monthly job orders to date were \$965,000 compared to \$805,000 for all of August 2020. The current YTD job orders to-date were \$1.5 million compared to \$1.4 million through July 2020.
15. Then, Director Stagg asked Mrs. Melius for the Sales and Marketing update.
16. Mrs. Melius began by reporting that PE received five (5) significant DOC job orders. An order from Louisiana State Penitentiary (LSP) for inmate clothing, linens, janitorial supplies, mattresses, and print totaling \$726,693, an order from Elayn Hunt Correctional Center (EHCC) for print, linens and janitorial supplies totaling \$97,188, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for linens, inmate clothing, janitorial supplies, and officer uniforms totaling \$80,588, an order from Raymond Laborde Correctional Center (RLCC) for inmate clothing, linens, janitorial supplies, and officer uniforms totaling \$71,968 and an order from David Wade Correctional Center (DWCC) for janitorial supplies, linens, inmate clothing and officer uniforms totaling \$64,526.
17. Additionally, PE received two (2) significant job orders. An order from East Louisiana (LA) Mental Hospital for pillows and clothing totaling \$55,952 and an order from LA Department of Health/Acadian Region for mattresses and pillows totaling \$19,930.
18. Then, Mrs. Melius stated that that PE attended the LA Association of Chiefs of Police (LACP) Conference in Alexandria from July 19<sup>th</sup> – July 21<sup>st</sup>, the LA Firemen's Association Conference in Baton Rouge July 22<sup>nd</sup> – July 24<sup>th</sup>, the LA Sheriffs' Association and Wardens' Training and Exhibition Conference in Sandestin from July 26<sup>th</sup> – July 29<sup>th</sup>, and the LA Municipals Association (LMA) Conference in Baton Rouge, July 29<sup>th</sup> and 30<sup>th</sup>.
19. Lastly, Mrs. Melius provided an update on new customers (Sabine Parish Sheriff's Office), customers that have not ordered in a few years (Madison Parish Detention Center and Tensas Detention Center) and potential upcoming job orders from Bossier Parish Library, Claiborne Parish Sheriff's Office, Shreveport Library, and Baton Rouge Fire Department.
20. Director Stagg asked Mrs. Burrell for the financial update.
21. Mrs. Burrell reported that the June 2021 preliminary 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.

22. Next, Mrs. Burrell reported that June 2021 preliminary YTD net income for Industries was \$368,000 compared to net income of \$1.6 million in June 2020. Agriculture YTD net income for June 2021 was a loss of \$421,000 compared to a loss of \$1.3 million in June 2020. Retail YTD net income for June 2021 was \$1.7 million compared to \$835,000 in June 2020. Overall, YTD net income for June 2021 increased by \$899,000 as compared to June 2020.
23. Lastly, Mrs. Burrell noted that she is working on the Annual Fiscal Report (AFR) due on August 31<sup>st</sup>.
24. Director Stagg asked Mr. Juneau for an industries update.
25. Mr. Juneau began with an update on LSP industries. The Canteen Package Program (CPP) started picking packages for the Fall Program on August 4<sup>th</sup> and plans to deliver them by August 25<sup>th</sup>. Orders for the Canteen Distribution Center (CDC) and Personal Property have stabilized. Metal Fabrication (Metal Fab) is working on a third litter control device for DEQ, a recreational restraint table prototype, and is scheduled to deliver the custom wall lockers for Camp Minden and Military Affairs in Carville by the August 31<sup>st</sup> due date. The Tag Plant put a bid out for 80,000 pounds of aluminum and expedited a 3M Scotchlite order needed for the Office of Motor Vehicles (OMV) order for 471,076 pelican license plates and 100,900 miscellaneous plates. The Mattress Factory continues building inventory for hurricane season.
26. Next, Mr. Juneau reported that the Metal Fab Apprenticeship Program consist of five (5) apprentices and ten (10) journeymen and the Cabinet Making Apprenticeship Program at PE's Furniture Plant at ALC has eight (8) apprentices and four (4) journeymen established.
27. Lastly, Mr. Juneau provided an update on other (non-LSP) industries. The Louisiana Correctional Institute for Women (LCIW) Garment Factory is transitioning to the Southwest Transitional Work Program (SWTWP) Garment factory. Jean production at SWTWP increased by fifteen (15) percent despite a roster count of only forty-five (45) inmate workers.
28. Then, Director Stagg asked Mr. Hoover for an agriculture update.
29. Mr. Hoover reported a staffing shortage at the DCI agriculture operations due to COVID-19.
30. Next, Mr. Hoover reported that all of the corn was harvested and the contracts filled. Additionally, the last of the milo will be harvested today and due to COVID-19 soybean harvest should begin in approximately three (3) weeks.
31. Continuing, Mr. Hoover reported on cattle. EHCC cows are being worked today. Approximately eighty-five (85) EHCC calves weighing an average of five hundred sixty-four (564) pounds that sold for \$72,010 were shipped on August 3<sup>rd</sup>. Approximately eighty (80) head of Brahman sired steers weighing an average of five hundred eighty (580) pounds that sold for \$1.48 per pound will ship from LSP on August 19<sup>th</sup>. Then, on August 26<sup>th</sup> and 27<sup>th</sup>, LSP will ship three (3) loads of approximately two hundred fifty-six (256) head of Angus and Charolais sired calves weighing approximately five hundred seventy (570) pounds that sold for \$1.54 per pound and seventy-two (72) head of Charolais sired steers weighing approximately six hundred eighty (680) pounds that sold for \$1.50 per pound. Additionally, a load of approximately seventy-eight (78) head of DWCC steer calves

weighing an average of six hundred thirty (630) pounds sold for \$1.50 and a load of approximately eighty (80) head of heifer calves weighing an average of six hundred (600) pounds sold for \$1.41. A load of approximately sixty (60) head of DCI open heifers weighing approximately eight hundred (800) pounds will sell today via video livestock auction.

32. Lastly, Mr. Hoover stated that three hundred forty-nine (349) head of DCI replacement heifers were sent to LSP and all weaned heifer calves will be sent from LSP to DCI soon.
33. Mr. Ardoin stated that the next meeting will be held at 10 AM, Tuesday, September 21, 2021.
34. Mr. Ardoin adjourned the meeting at 10:35 AM.