



PRISON ENTERPRISES BOARD MEETING MINUTES

January 20, 2026

1. Vice Chairman Shawn Sagrera called the January 20, 2026, Prison Enterprises' Board Meeting to order at 10:05 a.m. at PE Headquarters (HQ) in Baton Rouge, Louisiana (LA). Mrs. Labello conducted the roll call and announced that a quorum was not initially present.
2. Attendance:
 - 2.1 **Board Members present:**
Harvey Honore
Eric Lane
Neal Miller (10:23 a.m.)
Tim Travis (10:25 a.m.)
Shawn Sagrera
 - 2.2 **Board Members absent:**
Chris Wisecarver
 - 2.3 **Prison Enterprises staff present:**
Joseph D. Buttross III, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Beth Labello
Julia Lowe
Dylan Reames
Marcus Ryan
3. Mr. Sagrera called for announcements or comments. Director Buttross acknowledged the unexpected death of PE's Board Chair, Mr. Mike Cazes, on November 24, 2025, thereby ending his Board term.
4. Mr. Sagrera stated that with no quorum present, the November 17, 2025, Board meeting minutes could not be approved, and the election of the 2026 Board Chair and Vice Chair could not take place.
5. Mr. Sagrera turned the meeting over to Director Buttross.
6. Director Buttross introduced himself as PE's new Director and discussed and/or announced the following:
 - a. One of his goals as Director is to conduct site visits to all PE operations, with visits already conducted at some Louisiana State Penitentiary (LSP) operations, Office Seating, Embroidery, and agriculture operations at Dixon Correctional Institute (DCI), and Cleaning Solutions operations at Elayn Hunt Correctional Center (EHCC). Other site visits are planned for the upcoming weeks.
 - b. Director Buttross and other PE staff are attending the American Correctional Association (ACA) Conference in Long Beach, CA, on Feb. 4-8, where they will answer questions before a panel to receive PE's 3-year ACA reaccreditation certificate.
 - c. Director Buttross and other PE staff met with the new Office of Motor Vehicles (OMV) Commissioner and his staff this month for new leadership introductions.
 - d. The Department of Public Safety & Corrections (DPS&C) has undergone some changes in leadership, including Mr. Bobby "Jamie" Lee, Jr. who is now the DPS&C Deputy Secretary,



PRISON ENTERPRISES

BOARD MEETING MINUTES

January 20, 2026

and Ms. Tammy Grant who is now the DPS&C Undersecretary. PE will remain under the direction of Deputy Secretary Lee.

7. Director Buttross asked Mr. Floyd for his updates, and he deferred to the Executive Staff to provide their departmental updates.
8. Director Buttross asked Mrs. Farrar for her updates, and she reported the following industries updates, on behalf of Mr. Juneau:
 - a. The Canteen Package Program's 2026 1st Quarter Package ordering period is January 30 through February 25.
 - b. License Plate Production completed OMV's first fiscal year (FY) order, totaling 430,795 tags, and received the second FY order, totaling 285,569 tags. On January 29, Director Buttross and other PE staff plan to meet the OMV Commissioner and his staff at License Plate Production for a tour.
 - c. PE continues to work with the project manager on the new LSP Metal Fab Building project. The project was bid on December 3, but is expected to be rebid after undergoing some scope of work revisions.
 - d. On December 30, Mr. Juneau certified the PE Supervisor and 4 inmate workers at Canteen Distribution and Warehousing on the forklift.
 - e. PE piloted a new moisturizing bar soap for the female inmate population at the Louisiana Correctional Institute for Women (LCIW). The bar soap is in the preliminary stages of being produced and sold.
 - f. In November, new shampoo and conditioner packets were piloted to replace bottles at EHCC, with the possibility of expanding the pilot to other facilities soon.
9. Director Buttross asked Mr. Ryan for his updates, and he reported the following:
 - a. Mr. Ryan is working on a Request for Proposal (RFP) for Global Shop Solutions (GSS) as PE's new Enterprise Resource Planning (ERP) system. He has reached out to other state correctional industries that use GSS, and he is compiling notes from those meetings to share with PE leadership staff.
 - b. PE has purchased or leased the following equipment/property:
 - i. Two (2) leased tractors for LSP Livestock Production & Management.
 - ii. Two (2) new spot welders for LSP Metal Product Manufacturing.
 - iii. Leased Sharp Copiers for PE HQ (pending delivery).
 - iv. A forklift for ALC Wood Furniture and Restoration (pending delivery).
 - c. PE is working with the Office of State Procurement (OSP) to purchase 1 new SUV and 3 new trucks for PE HQ.
10. Next, Mr. Ryan provided the following financial updates on behalf of Mrs. Palmer:
 - a. The August 2025 final year-to-date (YTD) sales increased by \$1.6 million, and the final YTD net income increased by \$2.3 million compared to August 2024.



PRISON ENTERPRISES

BOARD MEETING MINUTES

January 20, 2026

- b. The August 2025 final monthly sales increased by \$1.3 million, and the monthly net income increased by \$1.8 million compared to August 2024.
- c. The September 2025 final year-to-date (YTD) sales increased by \$3.1 million, and the final YTD net income increased by \$1.9 million compared to September 2024.
- d. The September 2025 final monthly sales increased by \$1.4 million, and the monthly net income decreased by \$386,189 compared to September 2024.
- e. The October 2025 preliminary year-to-date (YTD) sales increased by \$2.9 million, and the preliminary YTD net income increased by \$2.2 million compared to October 2024.
- f. The October 2025 preliminary monthly sales decreased by \$168,155, and the monthly net income increased by \$294,885 compared to October 2024.
- g. The November 2025 preliminary YTD sales increased by \$2.4 million, and the preliminary monthly sales increased by \$70,405 compared to November 2024.

A quorum was established at 10:23 a.m. with the arrival of Mr. Neal Miller at 10:23 a.m. and Mr. Tim Travis at 10:25 a.m.

11. Director Buttross asked Mr. Chapman for his updates, and he reported the following:

- a. An ACA AM-H-2 monitoring site visit is scheduled at DCI for March 25 and at EHCC for April 8.
- b. DCI's ACA reaccreditation audit is scheduled for April 29-May 1.
- c. PE's Office of Risk Management (ORM) audit is scheduled for March 5, and Mr. Chapman is currently conducting his annual review of PE staff driving records.
- d. PE staff were in 100% compliance with the required 40 hours of training for 2025.
- e. Mr. Chapman is completing his edits to the 2026 Continuity of Operations Plan (COOP).

12. Director Buttross asked Ms. Lowe for the Sales and Marketing updates, and she reported as follows:

- a. PE received 2 significant job orders from:
 - i. OMV for auto tags, totaling \$596,859.
 - ii. Orleans Parish Sheriff's Office for metal tables, totaling \$72,800.
- b. PE received 3 significant quote requests from:
 - i. Bayou Lafourche Fresh Water District for metal furniture, totaling \$20,000.
 - ii. Kenner Fire Department for metal bunk beds, office chairs, and furniture, totaling \$30,000.
 - iii. Pinecrest Supports and Services Center for furniture and chairs, totaling \$119,000.
- c. Sales and Marketing staff are scheduled to attend the Police Jury Association Conference on March 4-5, in Lake Charles.
- d. Sales and Marketing staff are working on the following potential sales leads:
 - i. The new Boys and Girls Club in Covington for metal benches, trash cans, chemicals, etc.
 - ii. The new Tangipahoa Parish Code Enforcement for outfitting their new building, opening this year.
 - iii. A new state building in Shreveport.



PRISON ENTERPRISES
BOARD MEETING MINUTES

January 20, 2026

- iv. Louisiana State Police Crime Lab for office chairs, stools, chemicals, etc.
- v. LSU's new multi-million dollar South Quad Housing Project for metal beds.
- 13. Next, Director Buttross asked Mr. Reames for his updates, and he reported the following:
 - a. Calving season is nearly complete at all operations.
 - b. The cattle breeding season will begin on February 2, for 90 days at all operations.
 - c. Staff met with a potential new crop consultant, and are awaiting an estimate for his services.
 - d. Seeds for approximately 500 acres of corn and 1,500 acres of soybeans (inside the levee) are expected to be bid soon for the upcoming planting season. An additional 500 acres outside the levee may be planted, depending on river water levels.
- 14. A discussion ensued about the row crop planting operations, available planting acreage, and the current status of available inmate workers.
- 15. Land Management:
 - a. The timber at Winn Correctional Center (WCC) is under contract, and Mr. Reames is working with a new potential timber consultant.
- 16. With a quorum established, Mr. Sagrera called for the approval of the past Board meeting minutes. Mr. Honore' moved, seconded by Mr. Travis, to approve the November 17, 2025, Board Meeting minutes. With no objections or discussion, the motion passed.
- 17. Mr. Sagrera called for nominations for the 2026 Board Chairman. Mr. Honore' nominated Mr. Sagrera, and there were no other nominations. Mr. Travis moved, seconded by Mr. Lane, to elect Mr. Sagrera as Chairman of the Board. With no objections or discussion, the motion passed.
- 18. Mr. Sagrera called for nominations for the 2026 Board Vice-Chairman. Mr. Lane nominated Mr. Miller, and there were no other nominations. Mr. Honore' moved, seconded by Mr. Travis, to elect Mr. Miller as Vice-Chairman of the Board. With no objections or discussion, the motion passed.
- 19. Mr. Sagrera stated that the next PE Board meeting will be held at PE Headquarters on April 20, 2026, at 10:00 a.m.
- 20. With no other business to discuss, the meeting adjourned at 10:52 a.m.

Approved by:

Joseph D. Buttross III, PE Director

Date