

APPROVED
Misty Stagg
Misty Stagg, Director
3/21/24
Date

Prison Enterprises Board Meeting

October 24, 2023

1. Chairman Joseph Ardoin called the meeting to order at 10:09 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA).
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Chairman
Richard Oliveaux, Vice-Chairman
Eric Lane
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Stuart Gray
Kenny Juneau
Edna Palmer
Loyd Smith
Danny Willis
3. Mr. Ardoin acknowledged that not enough board members were present for a quorum, therefore a vote to approve the board meeting minutes for August 15th could not be taken.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began the meeting by introducing PE's new Marketing Manager Danny Willis.
6. Next, Director Stagg announced that PE plans to host the new Sheriff's Luncheon in conjunction with the Louisiana Sheriff's Association (LSA) new sheriff training week in February.
7. Continuing, Director Stagg referenced the meeting folders for a copy of PE's new catalog.
8. Then, Director Stagg reported that PE's Executive Management Officer Michelle Montalbano plans to retire January 16, 2024. The position was announced, closed, and interviews are being scheduled.
9. Lastly, Director Stagg announced that Civil Service approved premium pay for PE Assistant Supervisors, PE Farm Supervisors, PE Truck Drivers, and PE Supervisors. The PE Farm Manager position was not included.
10. Director Stagg asked Mr. Floyd for his updates.
11. Mr. Floyd provided reported that the 2023 National Association of Institutional Agribusiness (NAIA) Conference is November 13, 2023 – November 17, 2023 in Charleston, South Carolina. Mr. Floyd, PE's Regional Manager, and PE's Row Crops Farm Manager plan to attend the conference.
12. Lastly, Mr. Floyd provided an update on the 2024 National Correctional Industries Association (NCIA) Conference being hosted by the South Central Region (SCR) on April 29, 2024 – May 2, 2024 in Dallas, Texas. As a member of the SCR PE is providing the silk screening on the conference bags.
13. Director Stagg asked Mr. Gray for administrative updates.

14. Mr. Gray began with a staff update. Chelsea McGraw was hired for the Administrative Assistant 4 (front desk) position and began working on September 18th. Danny Willis was hired as PE's Marketing Manager and began working on September 25th. The postings for the two (2) vacant sales positions closed and interviews are being scheduled.
15. Next, Mr. Gray provided a procurement update. He reported that the Canteen Distribution Center (CDC) rebids and renewals are being processed, the Canteen Standards list was submitted and awaiting approval, and Christmas Bag orders are being received from the institutions.
16. Lastly, Mr. Gray stated that the annual property inventories are being conducted and that no new insurance claims were filed.
17. Mr. Ardoin inquired on the reason for the vacant sales positions.
18. Director Stagg stated that Amy Grafton took another job and the other sales person was separated from probation.
19. Mr. Oliveaux inquired on the status of PE offering the use of a state vehicle as an incentive for the sales positions.
20. Mr. Lane suggested providing the sales team a car allowance.
21. A discussion ensued on the challenges business have in finding and retaining dedicated employees.
22. Then, Director Stagg asked Mr. Chapman for his updates.
23. Mr. Chapman reported that Department of Corrections (DOC) HQ's conducted PE HQ's AM-H-2 monitoring audit on August 17th and PE was found to be in compliance. Additionally, Elayn Hunt Correctional Center (EHCC) passed their American Correctional Association (ACA) audit in September.
24. Next, Mr. Chapman provided an update on the preparations for the Office of Risk Management (ORM) document compliance review to be conducted in early 2024, on the status of the Annual Report, and on PE's annual review of the ACA files.
25. Lastly, Mr. Chapman reported that the third quarter safety meeting was held on September 26th and that fourth quarter safety training is available online.
26. Mr. Floyd thanked Mr. Chapman for his assistance with procurement tasks while Mr. Leonard is out on leave, as well as helping cross-train Ms. McGraw on purchasing.
27. Director Stagg asked Mrs. Palmer for the financial updates.
28. Mrs. Palmer reported that the final monthly and year-to-date (YTD) sales for July 2023 increased by \$570,000 compared to July 2022 and the final monthly and YTD net income for July 2023 increased by \$61,000 compared to July 2022.
29. Then, Mrs. Palmer reported that preliminary monthly sales for August 2023 decreased by \$1.2 million compared to monthly sales for August 2022 and preliminary YTD sales for August 2023 decreased by \$652,000 compared to August 2022.
30. Lastly, Mrs. Palmer reported that preliminary monthly sales for September 2023 decreased by \$2.4 million compared to September 2022 and preliminary YTD sales decreased by \$3 million compared to September 2022.
31. Lastly, Mrs. Palmer reported that the August financial should be finalized soon.
32. Director Stagg asked Mr. Willis for a sales and marketing update.
33. Mr. Willis began by reporting PE received four (4) significant DOC job orders. An order from an order from Dixon Correctional Institute (DCI) for janitorial products, garments and t-shirts totaling \$286,635, an order from EHCC for soap and cleaning products totaling \$261,031, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for uniforms and

- shirts totaling \$116,180, and an order from Louisiana State Penitentiary (LSP) for garments, mattresses, and janitorial products totaling \$111,525.
34. Additionally, Mr. Willis stated that PE received two (2) other significant job orders. An order from the Office of Motor Vehicles (OMV) for license tags totaling \$328,770 and an order from Fontainebleau State Park for furniture totaling \$133,672.
 35. Next, Mr. Willis provided an update on potential upcoming jobs such as furniture for the new Zachary Police Department, as well as uniforms and embroidered shirts. A meeting with the Slidell Police Department is scheduled to propose items for their new administrative building and jail, the Bayou Black Fire Department would like to meet for their new fire station, and a meeting is scheduled for the end of October with the Baton Rouge (BR) Police Department to discuss furniture for their renovation project.
 36. Continuing, Mr. Willis stated that some sales and marketing staff are scheduled to attend the LA Recreation and Parks Conference November 14th – 16th in New Orleans and the LA National Institute of Governmental Purchasing (NIGP) December 5th – 8th in Lake Charles.
 37. Lastly, Mr. Willis reported monthly job orders for September 2023 were \$246,000 compared to \$717,000 for September 2022 and YTD job orders for September 2023 were \$2.9 million compared to \$4.3 million for September 2022. Monthly job orders through October 20, 2023 were \$518,000 compared to \$454,000 for all of October 2022 and the current YTD job orders for October 2023 were \$3.4 million compared to \$4.7 million through October 2022.
 38. Director Staggs asked Mr. Juneau for the industries update.
 39. Mr. Juneau began with a staff update. Canteen Package Program (CPP) Supervisor Mel Fruge returned from leave on October 9th. Additionally, two (2) PE Truck Driver positions remain vacant.
 40. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. The bid for 80,000 pounds of aluminum was awarded on September 25th.
 - b. The bid for the Louisiana Correctional Institute for Women (LCIW) stainless steel seats was awarded on October 10th.
 - c. The bid opening date is November 15th for an evaporator/condenser for Freezer 5 at Wakefield Meat Plant.
 - d. The bid open date for the Metal Fab press brake is October 17th.
 - e. The expected ship date for the hydraulic scissor lift purchased for Southwest Transitional Work Program (SWTWP) Garment Factory is December 7th.
 41. Continuing, Mr. Juneau provided updates on several projects and some industries.
 - a. The CPP ordering period for the 4th Quarter Program is October 16th – November 13th.
 - b. The Tag Plant is working on OMV's first fiscal year (FY) 24 order totaling 207,926 license tags.
 - c. Raymond Laborde Correctional Center (RLCC) Garment Factory has eighty-four (84) inmate workers on the roster. They are working with the facility to obtain ten (10) more inmate workers.
 - d. SWTWP received the muslin material needed to produce sheets and pillowcases. Additionally, the flash heater was received and SWTWP is scheduled to begin silk screening November 1st.
 - e. CDC finalized the Christmas Bag project items and submitted it to the institutions to place orders.

- f. Metal Fab is working overtime on orders for the LCIW project, St. Landry Parish Sheriff's Office, Cypremort Point State Park, LA Department of Veterans Affairs, and chair bases for the Furniture Plant.
 - g. The T-Shirt Factory received the long awaited material order on October 2nd. They are working on orders for nine thousand, one hundred seventy-seven (9,177) shirts.
 - h. The Furniture Plant is working on twenty-four (24) jobs and struggling to obtain inmate workers.
 - i. PE introduced a new suicide prevention mattresses.
 - j. Sample car wash products will be sent to DOC HQ's for sampling and to provide feedback.
 - k. The Soap Plant is awaiting samples of a new disinfectant with a COVID label claim.
42. Mr. Ardoin and Mr. Oliveaux inquired on the carwash products and Mr. Juneau provided additional information.
 43. Then, Director Stagg asked Mr. Smith for the agriculture updates.
 44. Mr. Smith began with a Rangeherd update. The LSP Rangeherd cattle were palpated with an overall pregnancy rate of 84%. DCI heifers were turned out to pasture and developing as expected. DCI heifers were dewormed. One (1) load of sixty (60) head of steers were sold for \$111,374. An additional three (3) loads are expected to sell in December. Rye grass planting at LSP, DCI, and EHCC began. PE purchased five (5) bulls at the bull sale in Mansfield October 20th – 23rd and a Regional Manager for DCI was hired and begins on November 6th.
 45. Next, Mr. Smith reported on row crops. Soybean harvest is expected to be completed October 17th with an estimated yield of forty (40) bushels per acre. Row crop ground is being prepared for next year's crop. Consideration is being given to increasing next year's corn planting from seven hundred fifty (750) acres to one thousand (1,000) acres.
 46. Then, Mr. Smith stated that PE plans to sell three (3) mares at the Southwest Horse Sale on October 28th.
 47. Lastly, Mr. Smith provided an update on timber. A cruise survey was completed at RCC and there are plans to begin a survey at Winn Correctional Center (WNC) the week of October 23rd. Additionally, the timber consultant noted that sawmills are full due to the dry weather.
 48. Mr. Oliveaux asked the name of the Regional Manager.
 49. Mr. Smith stated that Dylan Reames, a former PE employee, was hired.
 50. Mr. Ardoin stated the next meeting is scheduled for November 21st.
 51. Mr. Ardoin adjourned the meeting at 10:38 AM.