

**APPROVED**  
*Misty Stagg*  
**Misty Stagg, Director**  
**5/16/23**  
**Date**

**Prison Enterprises Board Meeting**  
**November 15, 2022**

1. Chairman Joseph Ardoin called the meeting to order at 10:02 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana.
2. Attendance:
  - 2.1 Members Present:
    - Joseph Ardoin, Chairman
    - Harvey Honore'
    - Eric Lane
    - Richard Oliveaux
  - 2.2 Prison Enterprises Staff Present:
    - Misty Stagg, Director
    - Brooke Farrar
    - Scot Floyd
    - Kenny Juneau
    - Vickii Melius
    - Michelle Montalbano
    - Kelly Ransome
    - Kristie Sigrest
    - Loyd Smith
  - 2.3 Department of Corrections (DOC) Staff Present:
    - Thomas Bickham, Undersecretary
3. Mr. Ardoin asked Mr. Richard Oliveaux to lead the prayer. Following the prayer, the Pledge of Allegiance was recited.
4. Mr. Ardoin acknowledged that a quorum exists, therefore a vote to approve the board meeting minutes for October 18, 2022 could be taken. Mr. Honore' made a motion to approve the above noted minutes as written. The motion was seconded by Mr. Lane and it passed unanimously.
5. Then, Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by welcoming Mr. Bickham and thanked everyone for attending the meeting.
7. Director Stagg reported that the American Correctional Association (ACA) conducted PE's Reaccreditation audit on October 24 – 25, 2022. PE received a score of 100% on both its mandatory and non-mandatory standards for the audit period. She thanked the PE staff for their hard work in preparing for the audit and noted that without Brooke Farrar's guidance, hard work, and persistence it would not have been possible. Additionally noted was to complete the accreditation process, Director Stagg, Mr. Floyd, and Mrs. Farrar will appear before the reaccreditation panel in January at the upcoming ACA Winter Conference in Orlando, Florida.
8. Next, Director Stagg announced that DOC's 2022 Memorial and Service Awards Ceremony was held November 3<sup>rd</sup> and PE's Executive Management Officer Michelle Montalbano was a recipient of the Secretary's Award of Excellence.

9. Lastly, Director Stagg provided a staff update. She introduced PE's new Agriculture Manager Loyd Smith and welcomed the return of PE's retired Chief Financial Officer (CFO) Kristie Sigrest in a when actually employed (WAE) capacity to assist accounting. Additionally, recognized was PE's recently hired ACA Manager Deloy Chapman whom was unable to attend the meeting.
10. Director Stagg asked Mr. Floyd for his updates.
11. Mr. Floyd stated that he would interject on the reports of others as necessary.
12. Next, Director Stagg asked Mrs. Ransome for the administrative update.
13. Mrs. Ransome began with a staff update. The Accountant 1 or 2 position closed without any qualified applicants. The position was re-announced and closes on November 17th. Interviews for the Accountant 3 were completed and references are being checked. The Accountant 4 has resigned and her last day is scheduled for November 27th. Lastly, an Accountant Manager 2 was hired and expected to begin in early December.
14. Next, Mrs. Ransome provided a purchasing update. The PE Procurement Analyst entered all of the Canteen Distribution Center (CDC) shopping carts and the request for renewals. Many vendors chose not to renew contracts due to price increases resulting in a significant number of items requiring rebids. The materials required to rebuild the hay barn were entered and the final approval for PE to retain a forester on contract was received from the Office of State Procurement (OSP).
15. Lastly, Mrs. Ransome announced that during the next few months PE will continue to identify and dispose of surplus equipment/property at all locations.
16. Director Stagg asked Mrs. Farrar for her updates.
17. Mrs. Farrar reported that the ACA auditors were complementary of PE's staff and operations. She thanked everyone for working diligently to achieve the 100% compliance score.
18. Next, Director Stagg asked Mrs. Sigrest for a financial update.
19. Mrs. Sigrest reported that the preliminary monthly and year to date (YTD) sales for July 2022 were \$1.5 million compared to \$1.8 million in July 2021, a decrease of \$363,000. The preliminary monthly and YTD net income for July 2022 was a loss of \$231,000 compared to a loss of \$21,000 in 2021, a decrease of \$210,000.
20. Next, Mrs. Sigrest stated that the preliminary monthly sales for August 2022 decreased by \$8,000 compared to monthly sales for August 2021 and preliminary YTD sales decreased by \$371,000 compared to YTD sales in August 2021.
21. Lastly, Mrs. Sigrest reported that preliminary monthly sales for September 2022 increased by \$478,000 compared to monthly sales for September 2021 and preliminary YTD sales increased by \$106,000 compared to YTD sales in September 2021.
22. Director Stagg asked Mrs. Melius for the sales and marketing updates.
23. Mrs. Melius began by reporting PE received two (2) significant DOC job orders. An order from Elayn Hunt Correctional Center (EHCC) for inmate clothing, linens, mattresses, and officer uniforms totaling \$102,898 and an order from Raymond Laborde Correctional Center (RLCC) for inmate clothing and officer uniforms totaling \$43,970.
24. Next, Mrs. Melius reported PE received three (3) other significant orders. An order from Jackson Parish Sheriff's office for bunks and tables totaling \$76,474, an order from Ascension Parish Sheriff's Office for linens, mattresses, and inmate clothing totaling

- \$46,163, and an order from Office of State Parks for picnic tables, fire rings, and grills totaling \$23,686.
25. Then, Mrs. Melius reported that PE has an outstanding quote to the Office of Juvenile Justice (OJJ)/Swanson Center for Youth (SCY) for officer uniform polo shirts totaling approximately \$44,000 and received a bid from the Livingston Parish Government for jail supplies.
  26. Continuing, Mrs. Melius stated that the Sales and Marketing team plans to attend the Louisiana (LA) Recreation and Parks Association Conference November 15<sup>th</sup> – 17<sup>th</sup> in Monroe, LA and the LA Chapter of the National Institute of Governmental Purchasing Conference December 7<sup>th</sup> – 9<sup>th</sup> in Lake Charles, LA.
  27. Next, Mrs. Melius provided an update on potential and/or upcoming jobs such as the City of Sulphur for police, city works, and fire department uniforms, the Shreveport Library for re-furbished items, Sabine Parish Sheriff's Office for one hundred (100) beds for a new women's facility, Northwestern State University (NSU) for library seating, Webster Parish Sheriff's Office for fifty (50) bunk beds, the Baton Rouge Police Department for approximately \$20,000 of custom office furniture, the Evangeline Parish Sheriff's Office for two hundred (200) beds for new facility, West Baton Rouge Parish Courthouse for new panels for the walls and judge area, build and/or re-furbish existing pews, and tables for the attorneys and court reporters, and the Caddo Parish Commission for stacking chairs and extra wide waiting room chairs.
  28. Lastly, Mrs. Melius reported monthly job orders for October 2022 were \$412,000 compared to \$454,000 for October 2021 and YTD job orders for October 2022 were \$4.7 million compared to \$3.1 million for October 2021. Monthly job orders through November 10<sup>th</sup> were \$278,000 compared to \$1.7 million for all of November 2021 and the current YTD job orders for November 2022 were \$5 million compared to \$4.8 million through November 2021.
  29. Director Stagg asked Mr. Juneau for his updates.
  30. Mr. Juneau began with a staff update. Dianthe Rogers was hired for the Administrative Specialist A position (PE's Support Office at LSP) effective November 7<sup>th</sup>. The PE Truck Driver position was re-announced and closed on November 7<sup>th</sup>. Interviews for the PE Supervisor at the ALC Furniture Plant will be conducted on November 16<sup>th</sup> and Regina Connor was hired as the PE Supervisor at the Southwest Transitional Work Program (SWTWP) Garment Factory effective November 21<sup>st</sup>.
  31. Next, Mr. Juneau provided an equipment update.
    - a. The five (5) head embroidery machines were installed and running properly.
    - b. The bid for 80,000 pounds of aluminum awarded in August will be delivered in two (2) shipments. 40,000 pounds of aluminum is scheduled to arrive in mid-December and the remaining 40,000 pounds of aluminum in mid-January.
    - c. The emergency bid for 40,000 pounds of aluminum that was expected to arrive towards the end of October was delivered on November 10<sup>th</sup>.
    - d. A lathe machine, fuel dispenser, and tractor truck are equipment purchases being processed.
  32. Continuing, Mr. Juneau provided updates on several projects and some industries.

- a. The ordering period for the Holiday Program at the Canteen Package Program (CPP) ends November 19th. Picking for the Holiday Program is November 22nd – December 14th.
  - b. The Tag Plant is working on the remaining 143,000 license tags on the Office of Motor Vehicle (OMV) order.
  - c. The Raymond Laborde Correctional Center (RLCC) Garment Factory is averaging two hundred fifty-one (251) pairs of jeans per day and three hundred thirty-one (331) pairs for the highest day of production.
  - d. CDC ordered bags, boxes, and products for the Christmas Bag project and expect to begin picking this week.
  - e. The Mattress Factory inventory consist of approximately five hundred forty-four (544) mattresses and fourteen hundred (1,400) cores.
  - f. The Metal Fab Shop remains busy working on several jobs such as picnic tables for the Louisiana Department of Education (LDOE) and bunks for Jackson Parish Sheriff's Office.
  - g. The Wakefield Meat Plant received the turkey order and shipped them to the institutions timely.
  - h. DCI plans to assist with the roof repairs at the Chair Plant.
33. Mr. Oliveaux inquired on the Garment Factories quality/size control processes for pants.
  34. Mr. Juneau explained that the patterns are sized and processed accordingly. However, the control process does not include a fit test.
  35. Next, Mr. Oliveaux question whether the pay scale for truck drivers could be increased in an effort to obtain more qualified applicants.
  36. Director Stagg explained that she made a request to Civil Service for a special entrance rate (SER) pay adjustment for PE's PS positions. The truck driver was the only position that qualified. At a later time an additional request was made for a (SER) pay adjustment and it was denied.
  37. Mr. Ardoin and Mr. Juneau discussed the limited supply and price increase of turkeys.
  38. Director Stagg asked Mr. Smith for the agriculture update.
  39. Mr. Smith began with a cattle report. He reported that Dixon Correctional Center (DCI) sold twenty-two (22) head of replacement heifers and David Wade Correctional Center (DWCC) has two (2) loads of steers to sell in December.
  40. Continuing, Mr. Smith provided a crop update. All of the corn and soybeans were harvested. Corn produced an estimated yield of two hundred six (206) bushels per acre and soybeans with an estimated forty-five (45) bushels per acre. The row crops grounds are prepared and ready for crops to be planted and sprayed.
  41. Lastly, Mr. Smith reported that PE sold six (6) horses totaling \$20,750 at the horse auction on October 29<sup>th</sup>.
  42. Mr. Oliveaux inquired whether a bid was put out on a combine.
  43. Director Stagg explained that a combine was rented. However, PE may consider purchasing it at a later date.
  44. Mr. Oliveaux asked about the plans for the Jetson Correctional property and the property in Monroe.

45. Undersecretary Bickham explained that the Jetson and Swanson properties are currently owned by OJJ. Mr. Ardoin stated that the next Board Meeting is scheduled for December 20<sup>th</sup>.
46. Mr. Oliveaux made a motion to adjourn the meeting and Mr. Lane seconded the motion.
47. Mr. Ardoin adjourned the meeting at 10:34 AM.