

Prison Enterprises Board Meeting

November 21, 2023

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

1. Vice-Chairman Richard Oliveaux called the meeting to order at 10:00 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA).
2. Attendance:
 - 2.1 Members Present:
Richard Oliveaux, Vice-Chairman
Eric Lane
Harvey Honore'
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Stuart Gray
Kenny Juneau
Edna Palmer
Danny Willis
3. Mr. Oliveaux chaired the meeting in Mr. Ardoin's absence. Mr. Oliveaux acknowledged that not enough board members were present for a quorum to take place, therefore a vote to approve the board meeting minutes for August 15th and October 24th, 2023, could not be taken.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began the meeting by thanking everyone for their dedication to PE.
6. Then, Director Stagg announced that interviews for the Executive Management Officer position were conducted and a candidate will likely be selected next week.
7. Director Stagg asked Mr. Floyd for his updates.
8. Mr. Floyd reported that PE's Regional Manager, PE's Row Crops Farm Manager, and himself attended the 2023 National Association of Institutional Agribusiness (NAIA) Conference on November 13-17, 2023, in Charleston, South Carolina. Mr. Floyd was asked to serve as a Board Member for NAIA for a three (3) year term. He stated that NAIA has expressed interest in possibly hosting a conference in Louisiana in the future.
9. Director Stagg asked Mr. Gray for his updates.
10. Mr. Gray began with a staffing update. Currently there are two (2) vacant sales positions. Interviews were conducted and an offer will likely be made to a candidate for the Southwest region soon.
11. Then, Mr. Gray provided a purchasing update. PE's Procurement Analyst 3 Shaun Leonard is scheduled to return from medical leave soon. Mr. Chapman continues to cross train Chelsea McGraw on processing contract renewals. The Canteen Standards list was approved and the new items are being added to the bid list. Christmas Bag orders were received from the majority of the institutions. The Christmas canteen items bid opened on November 8th.
12. Next, Mr. Gray provided an update on property. He reported there were no new insurance claims. PE's Property Manager continues working on cattle inventory.
13. Director Stagg asked Mr. Chapman for his updates.

14. Mr. Chapman stated that revisions to PE Policies in Section III - Marketing are nearly completed. Revisions to Purchasing Policies will begin soon.
15. Then, Mr. Chapman reported that the Office of Risk Management (ORM) developed a new self-auditing guide. Additionally, he stated that he continues to prepare for the ACA Annual Report, which is due January 11, 2024, and he continues to assist with procurement as needed.
16. Director Stagg asked Mrs. Palmer for the financial update.
17. Mrs. Palmer reported that the August 2023 final monthly sales decreased by \$476,000 compared to August 2022, and August 2023 final YTD sales increased by \$94,000 compared to August 2022.
18. Next, Mrs. Palmer reported that September 2023 preliminary monthly sales decreased by \$1.6 million and YTD preliminary sales decreased \$1.5 million compared to September 2022.
19. Continuing, Mrs. Palmer reported that October 2023 preliminary monthly sales decreased by \$1.2 million and YTD preliminary sales decreased by \$2.7 million compared to October 2022.
20. Lastly, Mrs. Palmer stated that September 2023 financials are expected to be finalized soon.
21. Director Stagg confirmed that agriculture sales have yet to be included in September and October's preliminary sales.
22. Director Stagg asked Mr. Willis for the sales and marketing update.
23. Mr. Willis reported PE received three (3) significant Department of Corrections (DOC) job orders. An order from Louisiana State Penitentiary (LSP) for janitorial supplies, mattresses, embroidery, inmate clothing, and uniforms totaling \$556,982, Elayn Hunt Correctional Center (EHCC) for garments and inmate clothing totaling \$52,000, and B.B. "Sixty" Rayburn Correctional Center (RCC) for mattresses, janitorial supplies, and inmate clothing totaling \$36,000.
24. Additionally, Mr. Willis reported PE received two hundred thirty-six (236) job orders totaling \$877,655 for the month of October 2023 compared to two hundred eleven (211) job orders totaling \$453,879 for October 2022 and eight hundred forty-two (842) job orders year-to-date (YTD) totaling \$3,732,152 for October 2023 compared to one thousand fifty-six (1,056) YTD job orders totaling \$4,732,054 for October 2022.
25. Next, Mr. Willis stated that PE received two other significant orders. An order from Caddo Parish Sheriff's Office for mattresses totaling \$50,000 and an order from Jefferson Parish Community Justice Agency for mattresses totaling \$24,000.
26. Then, Mr. Willis provided an update on a potential job order with the Baton Rouge Police Department (BRPD) for approximately \$300,000.
27. Next, Mr. Willis reiterated that PE has two (2) vacant sales positions and a candidate for the Southwest region will likely be chosen soon.
28. Continuing, Mr. Willis reported PE sales and marketing staff plan to attend the Louisiana Chapter of the National Institute of Governmental Purchasing (NIGP) Conference in Lake Charles, LA on December 6th – 8th.
29. Lastly, Mr. Willis reported that the monthly job orders for October 2023 totaled \$878,000 compared to \$454,000 in October 2022. The October 2023 YTD job orders totaled \$3.7 million compared to \$4.7 million for October 2022. The monthly job orders for November 2023 totaled \$293,000 compared to \$1 million in November 2022. The November 2023 YTD job orders totaled \$4 million compared to \$5.7 million for November 2022.
30. Director Stagg asked Mr. Juneau for the industries update.

2023 totaled \$293,000 compared to \$1 million in November 2022. The November 2023 YTD job orders totaled \$4 million compared to \$5.7 million for November 2022.

31. Director Stagg asked Mr. Juneau for the industries update.
32. Mr. Juneau began with a staff update. He reported that two (2) PE Truck Driver positions remain vacant. The posting for those positions is continuous and Human Resources keeps him abreast of a list of applicants. He further announced that the CDC Supervisor resigned, effective November 24th, and a job announcement was posted for the vacancy.
33. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. The bid for 80,000 pounds of aluminum was awarded and is expected to arrive by the end of November.
 - b. The bid for the Louisiana Correctional Institute for Women (LCIW) stainless steel seats was awarded and is expected to arrive by the end of the year.
 - c. The bid opening date (BOD) for the Furniture Plant lumber is November 14th.
 - d. The bid for the evaporator/condenser for Freezer 5 at Wakefield Meat Plant was extended to November 22nd.
 - e. The bid for the Metal Fab press brake was awarded and is expected to be received in approximately fourteen (14) weeks.
 - f. Ordering for the Canteen Package Programs (CPP) 4th Quarter Program ends November 13th. Picking products is scheduled to begin today and is expected to end December 12th. All orders are projected to be delivered by December 14th.
34. Lastly, Mr. Juneau provided updates on several projects and some industries.
 - a. The Tag Plant is working on the first blanket order of 270,000 license tags, which is expected to be completed today. A second blanket order from the Office of Motor Vehicles (OMV) totaling 100,000 license tags was received. Those are expected to be completed before the Christmas holidays. Approximately 650,000 license tags are remaining for the remainder of the year.
 - b. SWTWP will begin screening their own textiles effective immediately.
 - c. Metal Fab is working overtime on the LCIW project orders and other miscellaneous jobs.
 - d. The Wakefield Meat Plant delivered the institutions' Thanksgiving turkeys and LSP's Christmas turkeys.
 - e. The Furniture Plant is working overtime. The Office Juvenile Justice (OJJ) job was delivered November 20th.
 - f. PE received positive feedback on the carwash samples. The Soap Plant is expected to begin production on the carwash soap soon.
35. Then, Director Stagg asked Mrs. Farrar to report on the agriculture updates in Mr. Smith's absence.
36. Mrs. Farrar began with a Rangeherd update. PE is currently in the process of purchasing bulls. Dylan Reames was hired as PE Regional Manager who will oversee EHCC and DCI operations. PE plans to sell four (4) loads of two hundred seventy-five (275) head of steers on November 30th.
37. Next, Mrs. Farrar provided an update on row crops. She stated that the soybean harvest was completed and the yield averaged forty-six (46) bushels per acre. Additionally, the row crop ground is being prepared for next year's crop.
38. Then, Ms. Farrar reported that three (3) mares sold for \$16,050 at the Southwest Horse Sale on October 28th.
39. Lastly, Mrs. Farrar stated that the timber consultant still has not submitted the survey report.

that the rye grass isn't grazable yet due to the drought, but conditions are being monitored closely. She discussed some options that are available should the effects of the drought conditions continue or worsen.

41. Mr. Honore' inquired as to how much hay was yielded this year in comparison to 2022.
42. Director Stagg stated that about half the amount of last year's hay was harvested; therefore, feeding will continue to be monitored closely.
43. Director Stagg and Mr. Oliveaux discussed overhead and staffing.
44. Mr. Oliveaux stated that the Angola Prison Rodeo program is outstanding. He showed an example of past programs as compared to the current program.
45. Mr. Lane stated that maintenance needs to be done at the Angola Rodeo arena, and in particular on the chutes.
46. Director Stagg responded that maintenance staff at LSP is responsible for the repairs and maintenance of the rodeo facilities.
47. Mr. Oliveaux stated the next meeting is scheduled for December 19th.
48. Mr. Oliveaux adjourned the meeting at 10:25 AM.