

PRISON ENTERPRISES

BOARD MEETING

November 19, 2024

1. Chairman Joseph Ardoin, Jr. called the meeting to order at 10:06 A.M. at Prison Enterprises (PE) Headquarters (HQ), Baton Rouge, Louisiana (LA). The roll call was conducted by Mrs. Labello.
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Jr., Chairman
Eric Lane
Tim Travis
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Jeremy Brown
Deloy Chapman
Scot Floyd
Beth Labello
Julia Lowe
Edna Palmer
Dylan Reames
3. Mr. Ardoin stated that a quorum was not present and the June 18, July 16, and August 20, 2024, Board meeting minutes could not be approved.
4. Mr. Ardoin proposed moving the PE Board meetings to the 3rd Monday of every other month beginning in January 2025. Mrs. Labello will conduct a poll to determine the Board members' preferences and a motion will be made and voted on when a quorum is present.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg stated that Mr. Richard Oliveaux's term as a PE Board member ended on October 18, and Mr. Mike Cazes was appointed as a new Board member on October 25. She also introduced Mr. Dylan Reames as PE's new Agriculture Manager, effective August 12, and Mr. Jeremy Brown as PE's new Administrative Program Director, effective October 14.
7. Next, Director Stagg provided the following updates:
 - a. Executive Staff and other pertinent staff have met on 3 occasions to review the National Correctional Industries Association's (NCIA) Best Practices Components, covering topics like, "Engaging Stakeholders" and "Implementing Certificate-Based Soft Skills". At the meetings, discussions were held on how best to implement some of the components at PE. There are 11 components in total.
 - b. Sales & Marketing staff met with website design vendors to discuss updating PE's website. Goals for the new website, such as providing clients with the capability to order PE products through the website and ways to better portray PE's values and mission, were discussed. Discussions are expected to resume in the new year.
 - c. Mrs. Farrar, Mr. Floyd, Mr. Juneau and other staff conducted a delivery test run at the Louisiana Correctional Institute for Women (LCIW) new building. A cubicle unit and bunk bed were successfully delivered and set up on the 2nd floor of Building D2. Metal Product Manufacturing completed Phase 1 of the project and is working on Phases 2 and 3. The move-in date for the new building is to be announced.

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- d. Mr. Gary Westcott was appointed by Governor Landry as Secretary of the Louisiana Department of Public Safety and Corrections (DOC) on August 29. On November 1, he and Director Stagg met to walk through the showroom and PE HQ's building, meet PE staff, and discuss PE's top priorities.
- e. Mr. Darrel Vannoy was chosen as the new Warden at Louisiana State Penitentiary (LSP), effective November 25.
- f. PE's new cost center names took effect on July 1. The new names better align with terminology that's used by other correctional facilities across the United States.
- g. Mr. Juneau was recognized as one of DOC's Distinguished Service Award winners at their Annual Departmental Memorial and Awards Ceremony on November 7. He was honored for his life-saving actions in the Metal Fab Building fire in May 2023.
8. Director Stagg asked Mr. Floyd for his updates and he reported as follows:
 - a. The purchase maximum limit for personal property items for the Quarterly Package Program was lifted; however, a \$200 limit remains for food and hygiene products.
 - b. DOC Christmas Bags are being bid out and are scheduled to be delivered to the institutions in December.
9. Mr. Lane inquired about the farm line labor lawsuit and Director Stagg stated that she was removed as a defendant in the suit.
10. Director Stagg asked Mr. Brown for the administrative updates.
11. Mr. Brown began with a staff update, as follows:
 - a. Rhonda Delasbour began as an Accountant 3 on October 14.
 - b. The Administrative Assistant 4 (Front Desk) vacancy was filled and the new employee is expected to begin on November 25.
12. Mr. Brown stated that the Canteen Package Program's revenue has exceeded that of previous years in weeks 1-4 of the Holiday Package Program.
13. Director Stagg asked Mrs. Palmer for the financial update and she reported as follows:
 - a. The July 2024 final monthly sales decreased by \$488,000 and the final Year-to-Date (YTD) sales decreased by \$488,000 compared to July 2023. The July 2024 final monthly net income increased by \$21,000 and the YTD net income increased by \$21,000 compared to July 2023.
 - b. The August 2024 preliminary monthly sales increased by \$932,000 compared to August 2023 and the preliminary YTD sales increased by \$444,000 compared to August 2023. The August 2024 preliminary monthly net income increased by \$326,000 and the YTD net income increased by \$347,000 compared to August 2023.
 - c. The September 2024 preliminary monthly sales decreased by \$1.1 million compared to September 2023 and the preliminary YTD sales decreased by \$674,000 compared to September 2023.
 - d. The October 2024 preliminary monthly sales decreased by \$181,000 compared to October 2023 and the preliminary YTD sales decreased by \$855,000 compared to October 2023.
 - e. Director Stagg stated that the September and October financials were very preliminary.
14. Director Stagg asked Mr. Chapman for his updates and he reported as follows:

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- a. The Office of Risk Management (ORM) audit is scheduled to take place in March or April 2025 and the American Correctional Association (ACA) audit will take place in October 2025. Mr. Chapman continues to update the files for both upcoming audits.
 - b. Mr. Chapman continues to update PE policies and will begin working on Section VI - Accounting soon.
 - c. Mr. Chapman continues to monitor PE staff's required training for the year.
15. Director Staggs asked Ms. Lowe for her updates and she reported as follows:
- a. PE received 5 significant DOC job orders as follows:
 - i. LSP for silkscreen, garments, uniforms, print, and embroidery, totaling \$123,450;
 - ii. Elayn Hunt Correctional Center (EHCC) for garments, totaling \$58,500;
 - iii. B.B. "Sixty" Rayburn Correctional Center (RCC) for garments, t-shirts, chemicals, and mattresses, totaling \$55,133;
 - iv. Dixon Correctional Institute (DCI) for chemicals, silkscreen, print, garments, t-shirts, and embroidery, totaling \$238,229; and
 - v. David Wade Correctional Center (DWCC) for garments, t-shirts, uniforms, and chemicals, totaling \$112,432.
 - vi. PE received 2 significant job orders for Jefferson Parish Correctional Center for mattresses, totaling \$16,000, and the Office of Juvenile Justice (OJJ) Bridge City for chemicals and uniforms, totaling \$17,943.
 - b. PE's outstanding significant quotes are:
 - i. OJJ Monroe for uniforms, garments, and chemicals, totaling \$151,242;
 - ii. DOC HR for furniture, chairs, and refurbished items, totaling \$10,000-\$15,000;
 - iii. Iberville Parish Courthouse for courtroom benches and a podium, totaling \$20,000-\$25,000;
 - iv. Juvenile Court for benches, totaling \$20,000-\$25,000; and
 - v. The Department of Wild Life and Fisheries in Baton Rouge, for custom bunk beds with drawers, totaling \$80,000.
 - c. The vacant Southwest LA Sales Representative position was reposted and will close on November 28. Interviews are expected to take place soon.
 - d. Sales and Marketing staff are registered to attend the LA Chapter of National Institute of Governmental Purchasing (LaNIGP) Conference on December 3-6, in Lake Charles, LA.
 - e. PE received job orders totaling \$645,000 for October 2024 compared to job orders totaling \$877,000 for October 2023, and job orders YTD totaling \$3.5 million for October 2024 compared to YTD job orders totaling \$3.7 million for October 2023.
 - f. PE received monthly job orders through November 15 for \$317,000 compared to orders totaling \$575,000 for all of November 2023, and YTD job orders totaling \$3.8 million for November 2024 compared to YTD job orders totaling \$4.3 million for November 2023.

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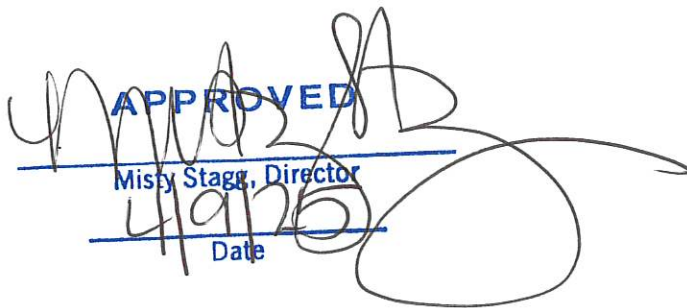
16. Discussions ensued on a potential new customer and possibly setting up a tour at LSP for staff at the Ernest Morial Convention Center in New Orleans so they can see PE's operations and better understand PE's missions and goals.
17. Director Stagg asked Mr. Juneau for the industries' updates, and he reported as follows:
 - a. Mr. Cornell Gullage and Mr. William Johnson filled the 2 vacant PE Truck Driver positions, effective November 18 and November 25 respectively.
 - b. A requisition was submitted for 2 generators at Cold Storage Distribution & Warehousing. Additionally, Thanksgiving and Christmas turkeys were delivered to all institutions.
 - c. Freight Services is purchasing a used box truck.
 - d. Fulfillment of the Canteen Package Program (CPP) 4th Quarter Program begins tomorrow with a December 13 completion date. All packages are expected to be delivered by December 16.
 - e. The Office of Motor Vehicles (OMV) approved a new America 250 auto tag for 2025. License Plate Production is awaiting the sheeting from 3M to arrive to begin production on the new tags. OMV's first FY 25 order for 206,800 auto tags was completed.
 - f. The Canteen Distribution & Warehousing Christmas Bag bid is scheduled to open on November 20.
 - g. Metal Product Manufacturing continues to work overtime on the LCIW project and has completed 129 cubicles (3 walls, 2 desks, and 2 beds w/drawers). Completed units are being stored at EHCC.
 - h. Screen Printing and Signs is working on a conference bag for the NCIA Conference.
 - i. Mr. Juneau is working with a representative from Bay Products on their certification program for inmate workers on chair assembly. The representative is expected to visit Office Seating in the new year to discuss the process. Director Stagg stated that these certifications are part of an effort to give the inmates job skills they can retain post-release. Additionally, Mr. Juneau received a Forklift Certification that allows him to train and certify staff and inmate workers on the forklift.
18. Director Stagg asked Mr. Reames for the agriculture updates and he reported as follows:
 - a. Livestock:
 - i. Since August 2024, PE has sold 3 horses, 570 steers, 125 cows, and 9 heifers. Additionally, 193 steers are consigned to sell this week.
 - ii. In preparation for winter grazing, 3,000 acres of ryegrass were planted.
 - iii. All operations have an adequate supply of hay available for winter feeding.
 - b. Combined Row Crops:
 - i. The 2024 soybean crop yielded 71,067 bushels (bu), averaging 46.75 bu per acre, and sold at an average of \$9.53 per bu.
 - ii. Approximately 527 acres of corn were planted and harvested, with a preliminary yield of 187.16 bu per acre.
 - iii. Fertilizer was applied to 600 acres in preparation for 2025 corn planting.

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- c. Land Management:
 - a. Mr. Reames continues to work with the timber consultant on a bid package for B.B. "Sixty" Rayburn Correctional Center (RCC) and on projected harvest profits and replanting costs for Winn Correctional Center (WCC).
 - b. Preliminary discussions began on planting options at Raymond Laborde Correctional Center (RLCC).
- 19. A discussion ensued on different timber mills, timber size limitations at certain mills, and the duties and responsibilities of the timber consultant. Mr. Lane stated that a new mill opened in Gloster, Mississippi and it could be an option for Mr. Reames to look into.
- 20. Mr. Ardoin stated that the December Board meeting is canceled and the next meeting will be held at PE HQ on January 21, 2025, at 10:00 A.M.
- 21. With no other business to discuss, the meeting adjourned at 10:50 A.M.


APPROVED

Misty Stagg, Director

Date