

Prison Enterprises Board Meeting

December 19, 2023

APPROVED
Misty Stagg
Misty Stagg, Director
3/19/24
Date

1. Chairman Joseph Ardoin, Jr. called the meeting to order at 10:00 A.M. at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA). Roll call was conducted by Ms. Montalbano.
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Jr. Chairman
Richard Oliveaux, Vice-Chairman
Eric Lane
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Brooke Farrar
Scot Floyd
Stuart Gray
Kenny Juneau
Beth Labello
Michelle Montalbano
Edna Palmer
Danny Willis
3. Mr. Ardoin called the meeting to order and wished everyone a Merry Christmas and Happy New Year.
4. Next, 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, October 24th, and November 21st could not be taken.
5. Continuing, Mr. Ardoin led a discussion regarding the newly elected gubernatorial administration and upcoming PE Board elections in January 2024.
6. Next, Mr. Ardoin asked Mr. Oliveaux to lead the group in prayer and the Pledge of Allegiance.
7. Mr. Ardoin turned the meeting over to Director Stagg.
8. Director Stagg provided a staffing update. Mrs. Beth Labello was introduced as PE's new Executive Management Officer (EMO). Additionally, she announced that Ms. Montalbano, PE's current EMO, is set to retire January 16, 2024.
9. Then, Director Stagg reminded the Board to complete the required training courses for the 2023 calendar year.
10. Next, Director Stagg stated that equipment needs for PE operations will be assessed mid-January.
11. Lastly, Director Stagg stated that discussions on PE's rebranding continue and a preliminary plan of action and timeline is scheduled to be in place by the end of January.
12. Director Stagg asked Mr. Floyd for his updates.
13. Mr. Floyd had no updates to report and wished everyone a Merry Christmas.
14. Director Stagg asked Mr. Gray for his updates.
15. Mr. Gray began with a staffing update. A candidate for a Sales Representative for the North Louisiana region was selected and began December 18th. A candidate for the Southwest

- region Sales Representative position was selected and is scheduled to begin December 20th. The job posting for one (1) vacant Accounts Payable position is closing on December 20th.
16. Then, Mr. Gray provided a purchasing update. He reported that PE's annual contract renewals and re-bids will be completed soon. Department of Corrections (DOC) Christmas Bag orders are being delivered to the institutions this week.
 17. Lastly, Mr. Gray provided an update on property. He reported there were no new insurance claims. Additionally, he stated that PE's Property Manager completed the annual property certification.
 18. Director Stagg asked Mrs. Palmer for the financial update.
 19. Mrs. Palmer reported that the September 2023 final monthly sales decreased by \$541,000 and the final year to date sales decreased by \$446,000 compared to September 2022. The September 2023 final monthly net income decreased by \$463,000 and the year-to-date (YTD) net income decreased by \$256,000 compared to September 2022.
 20. October 2023 preliminary monthly sales decreased by \$255,000 and the preliminary YTD sales decreased by \$702,000 compared to October 2022.
 21. November 2023 monthly preliminary sales increased by \$347,000 and YTD sales decreased by \$355,000 compared to November 2022.
 22. Continuing, Mrs. Palmer stated that the October 2023 financials are expected to be finalized soon.
 23. Next, a discussion ensued on how the preliminary sales at Hunt Rangeherd may have been affected by the unprecedented drought. Mr. Oliveaux inquired about potentially consolidating range herds to perhaps lower overhead and staffing costs. Director Stagg and Mr. Smith explained that in order to maximize production and revenue, a load of steers from EHCC was transferred to David Wade Correctional Center (DWCC) and sold. Due to this transaction, the preliminary financials may appear to be skewed, as these steers are usually sold from EHCC.
 24. Director Stagg asked Mr. Willis for the sales and marketing update.
 25. Mr. Willis reported PE received three (3) significant DOC job orders for the month of November. An order from EHCC for embroidery, silk screen, print, and inmate garments totaling \$63,739, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for mattresses and inmate clothing totaling \$53,153, and an order from DWCC for inmate clothing, garments, print and embroidery totaling \$93,000. Additionally, Mr. Willis reported a significant job order was received from Caddo Parish Sheriff's Office for mattresses and inmate garments totaling \$53,750. He also reported a significant quote for the Baton Rouge Police Department (BRPD) for furniture totaling nearly \$300,000, and a quote for the Office of Juvenile Justice (OJJ)/Monroe for furniture totaling approximately \$70,000.
 26. Next, Mr. Willis reported the PE sales and marketing staff plans to attend the LA Association of Municipal Secretaries and Assistants (LAMSA) Conference in March 2024.
 27. Then, Mr. Willis reported PE received job orders totaling \$575,000 for the month of November 2023 compared to \$1.06 million for November 2022 and closed orders YTD totaling \$4.3 million for November 2023 compared to \$5.7 million for November 2022.
 28. Continuing, Mr. Willis reported PE received monthly job orders through December 15th totaling \$260,000 compared to \$426,000 for all of December 2022, and job orders totaling \$4.5 million for December 2023 compared to \$6.1 million for December 2022.
 29. Next, Director Stagg explained that the timing of last year's DOC blanket orders may have affected the sales numbers in November and December 2022.

30. Next, Mr. Oliveaux and Mr. Lane inquired about the tools provided to the PE Sales and Marketing staff to ensure their success in the field. Additionally, Mr. Oliveaux inquired about incentive options for recruiting and retaining qualified candidates for the open PE Truck Driver positions. Director Stagg explained that a Special Entrance Rate (SER) was previously provided to the PE Truck Driver position, and additionally, Civil Service approved premium pay for PE Truck Drivers.
31. Director Stagg asked Mr. Juneau for the industries update.
32. Mr. Juneau began with a staffing update. There were two (2) applicants for the Canteen Distribution Center (CDC) Supervisor position. Interviews were conducted; however, it was decided to re-announce the position. Two (2) PE Truck Driver positions remain vacant.
33. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. The bid for 80,000 pounds of aluminum was received and a requisition for an additional 80,000 pounds of aluminum was submitted.
 - b. The Louisiana Correctional Institute for Women (LCIW) stainless steel seats are expected to arrive by the beginning of January.
 - c. The bid for the Metal Fab press brake was awarded and is expected arrive December 20th. A forklift was rented to facilitate the off-loading of the press brake.
 - d. The hydraulic scissor lift purchased for Southwest Transitional Work Program (SWTWP) Garment Factory is expected to ship the 1st or 2nd week of January.
34. Next, Mr. Juneau provided updates on several projects and some industries.
 - a. Transportation continues normal operations delivering the DOC Christmas bags. The 4th Quarter Canteen Package Program (CPP) Packages were delivered last week.
 - b. The Tag Plant completed two (2) orders from the Office of Motor Vehicles (OMV) totaling over 300,000 license tags. A third order from OMV for over 140,000 license tags was received. Production for that order will begin in January.
 - c. SWTWP is in the process of practicing silk screening. They recently obtained their first silk screening job and will begin once they finish manufacturing the jumpsuits.
 - d. CDC completed over 13,000 DOC Christmas Bags. A majority of the bags were delivered and the remaining will be delivered by the end of the week.
 - e. Metal Fab continues to work overtime on the LCIW project orders and other miscellaneous jobs.
 - f. The Print Shop is working on the Christmas cards for PE HQ's.
 - g. The Furniture Plant at Allen Correctional Center (ALC) is working overtime on Louisiana State Parks and other miscellaneous jobs.
35. Lastly, Mr. Juneau stated that a selection hearing for the architect for the Metal Fab fire rebuild is scheduled on January 17th. The selection process is being handled by the Office of Facility Planning and Control.
36. Director Stagg asked Mr. Smith to report on the agriculture updates.
37. Mr. Smith began with a Rangeherd update.
 - a. The rye grass is growing and looks good. One third of the pastures were fertilized at Louisiana State Penitentiary (LSP) and Dixon Correctional Institute's (DCI) pastures are expected to be fertilized tomorrow. The herd began grazing on the rye grass at LSP.
 - b. There are one thousand five hundred eighty (1,580) rolls of hay remaining, and at current feeding levels, the supply is expected to last through February 2024.
 - c. Calving season is well underway with three hundred fifty-four (354) calves or 20% of calves born.

- d. Four (4) loads of two hundred sixty-three (263) head of steers sold at DWCC for \$404,671.
 - e. The PE Shop Foreman is set to retire in January 2024.
38. Then, Mr. Smith provided an update on the horse program and stated that six (6) foals were weaned.
 39. Next, Mr. Smith reported that the row crop ground is ready for next year's spring crop.
 40. Lastly, Mr. Smith stated that the timber consultant provided a verbal recommendation to delay harvesting the DWCC timber until further inspections could be conducted in Spring 2024.
 41. Director Stagg stated that she conducted a field visit on the heifers at DCI and cows at LSP in the past two weeks and they seem to be doing well.
 42. Mr. Ardoin stated the next meeting is scheduled for January 16, 2024, and an election will be conducted if a quorum is present.
 43. Mr. Ardoin adjourned the meeting at 10:40 A.M.