

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

Prison Enterprises Board Meeting

February 20, 2024

1. Chairman Joseph Ardoin, Jr. called the meeting to order at 10:02 A.M. at Prison Enterprises (PE) Headquarters (HQ), Baton Rouge, Louisiana (LA). Roll call was conducted by Mrs. Labello.
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Jr. Chairman
Richard Oliveaux, Vice-Chairman
Harvey Honore'
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Brooke Farrar
Scot Floyd
Stuart Gray
Beth Labello
Deloy Chapman
Edna Palmer
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 15, October 24, November 21, and December 19 could not be taken. Mr. Ardoin also acknowledged that elections for Chairman of the Board and Vice Chairman of the Board could not be conducted due to the absence of a quorum.
4. Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg announced that PE's re-naming efforts have been tabled for now and only PE's logo has been updated. A sample of the new logo was included in the members' Board materials and an implementation plan for the new logo to be phased in is being constructed.
6. Then, Director Stagg provided feedback on the newly elected Sheriff's luncheon that was held at PE HQ February 7. She stated that it was a successful event and the Sheriffs and their Chief Deputies seemed interested in PE's mission and the products that were displayed during the showroom tour. PE's Sales and Marketing staff were present to introduce themselves, hand out promotional materials, and answer questions about products and services that PE offers.
7. Lastly, Director Stagg announced that the new Office of Motor Vehicles (OMV) Commissioner and Deputy Commissioner, and their staff, toured the Tag Plant and a few other plants with PE staff. The tour was successful and resulted in a new quote for embroidered uniform shirts.
8. Director Stagg asked Mr. Floyd for his updates.
9. Mr. Floyd discussed the challenges that PE has been facing in finding qualified candidates to fill job vacancies. PE competes to offer the best salaries possible, but the ability to offer a more competitive salary to well-qualified, experienced candidates is regulated by the Louisiana State Civil Service's guidelines. Mr. Floyd stated that there has been an increase in the number of qualified candidates who have applied recently, and he believes that positive

- attributes, such as health benefits and retirement, a steady schedule, career advancement opportunities, and a balanced work-life experience, will continue to attract applicants.
10. Director Stagg asked Mr. Gray for his updates.
 11. Mr. Gray began with a staffing update. An offer is pending for the North Louisiana territory sales representative position. An Accountant 1 receivables position was filled by appointment of a current PE employee, and the Accountant 1 payables position was filled by a new employee. The Accounting Tech posting closed on February 10 and a list of qualified applicants is expected from HR soon. The Procurement Analyst and Accountant 3 vacancies were posted.
 12. Lastly, Mr. Gray provided an update on property. He reported there were no new insurance claims. Additionally, he stated that PE's Property Manager began conducting interim property audits this week. The Louisiana Property Assistance Agency (LPAA) audit is scheduled to begin April 25.
 13. Director Stagg asked Mr. Chapman for his updates.
 14. Mr. Chapman reported that the deadline for PE Operations to submit their American Correctional Association (ACA) files is April 5.
 15. Next, Mr. Chapman reported on the preparations being done for PE's Office of Risk Management (ORM) audit that is scheduled to begin April 8.
 16. Continuing, Mr. Chapman stated that PE policy reviews are ongoing.
 17. Lastly, Mr. Chapman announced that a forklift certification class and practical examination is scheduled at PE May 3.
 18. Director Stagg asked Mrs. Palmer for the financial update.
 19. Mrs. Palmer reported that the November 2023 final monthly sales increased by \$456,000 and the final YTD sales decreased by \$245,000 compared to November 2023. The November 2023 final monthly net income increased by \$257,000 and the YTD net income decreased by \$112,000 compared to November 2023.
 20. December 2023 preliminary monthly sales decreased by \$204,000 compared to December 2023 and the preliminary YTD sales decreased by \$449,000 compared to December 2022.
 21. January 2024 preliminary monthly sales decreased by \$258,000 compared to January 2023 and the preliminary YTD sales decreased by \$707,000 compared to January 2023.
 22. Next, a discussion ensued on efforts to increase sales figures. Director Stagg stated that December and January sales are very preliminary and sales figures are expected to increase as outstanding orders are entered. She also stated now that the Sales and Marketing team is fully staffed, overall sales are expected to increase.
 23. Director Stagg asked Mr. Willis for the sales and marketing update.
 24. Mr. Willis reported PE received two significant DOC job orders for the month of January 2024. An order from Raymond Laborde Correctional Center (RLCC) for print, garments and t-shirts totaling \$51,000 and an order from Elayn Hunt Correctional Center (EHCC) for mattresses and inmate garments totaling \$40,800.
 25. Next, Mr. Willis reported 2 significant job orders were received from the Office of Motor Vehicles (OMV) for auto tags totaling \$862,500 and from Baton Rouge Probation and Parole for uniform pants and shirts totaling \$90,400. Additionally, he reported 3 significant quotes for Bayou Black Fire Station for furniture totaling \$20,000, Slidell Police Department for furniture totaling \$50,000, and the Baton Rouge Police Department (BRPD) for furniture totaling \$300,000.
 26. Continuing, Mr. Willis reported PE received job orders totaling \$391,000 for January 2024 compared to job orders totaling \$1.3 million for January 2023, and job orders year-to-date

- (YTD) totaling \$5.5 million for January 2024 compared to YTD job orders totaling \$7.5 million for January 2023.
27. Lastly, Mr. Willis reported PE received monthly job orders through February 19 for \$1.1 million compared to orders totaling \$733,000 for all of February 2023, and YTD job orders totaling \$6.7 million for February 2024 compared to YTD job orders totaling \$8.2 million for February 2023. Mr. Willis stated that the YTD total does not include the Louisiana Correctional Institute for Women's (LCIW) pending job order.
28. Director Stagg asked Ms. Farrar for the industries update.
29. Ms. Farrar provided updates on industries as follows:
- a. Canteen Package Program (CPP) Spring Program ordering will begin February 20 and end March 14. Order filling will begin March 26 and end April 15.
 - b. Metal Fab continues to work overtime on the LCIW project and other job orders.
 - c. Most industries are ramping up production to ensure adequate inventory is available to fulfill fiscal year end (FYE) orders.
 - d. PE continues to work with prison administration to fill vacant inmate worker positions throughout all operations.
30. Director Stagg asked Mr. Smith to report on the agriculture updates.
31. Mr. Smith began with a Rangeherd update.
- a. For the LSP rangeherd, 1,067 calves, or 61%, were born, and calving is expected to be complete by mid-March.
 - b. At current feeding levels, the remaining 1,062 bales of hay are expected to last through the feeding season. Feeding cubes were used in January to sustain the herd during the hard freeze and more feeding cubes are on-hand should severe weather occur again.
 - c. Breeding season began at DCI and DWCC and is expected to begin at LSP March 1 for a 90-day breeding season.
 - d. LSP bulls were tested February 7 and additional bulls were transported to David Wade Correctional Center (DWCC).
32. Next, Mr. Smith provided an update on the horse program:
- a. Four outside breedings were purchased and 1 stud was transported from DWCC to LSP for the upcoming breeding season.
 - b. Foals were successfully halter broken and are growing as expected.
33. Continuing, Mr. Smith provided a row crop update:
- a. Corn fields were sprayed with herbicides on February 7 and 500 acres of corn is expected to be planted soon.
 - b. The vacant PE Shop Foreman position was filled and the new employee is currently attending the Training Academy.
 - c. The used kelly plow was picked up February 19.
34. Lastly, Mr. Smith stated that timber recommendations were received from the timber consultant and approval was granted to harvest the timber at Winn Parish.
35. Mr. Ardoin stated the next meeting is scheduled March 19, 2024, and an election will be conducted if a quorum is present.
36. Mr. Ardoin adjourned the meeting at 10:30 A.M.