

**APPROVED**  
*Misty Stagg*  
Misty Stagg, Director  
5/29/24  
Date

**PRISON ENTERPRISES  
BOARD MEETING**

**March 19, 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 and a quorum was announced present.
2. Attendance:
  - 2.1 Members Present:
    - Joseph Ardoin, Jr. Chairman
    - Richard Oliveaux, Vice-Chairman
    - Harvey Honore'
    - Eric Lane
  - 2.2 Prison Enterprises Staff Present:
    - Misty Stagg, Director
    - Brooke Farrar
    - Scot Floyd
    - Stuart Gray
    - Kenny Juneau
    - Beth Labello
    - Deloy Chapman
    - Edna Palmer
    - Danny Willis
3. Mr. Ardoin asked Mr. Oliveaux to lead the group in prayer and the Pledge of Allegiance.
4. Mr. Ardoin called for approval of the outstanding Board meeting minutes. Mr. Honore' moved, seconded by Mr. Oliveaux, to approve the August 15, 2023, October 24, 2023, November 21, 2023, December 19, 2023, and February 20, 2024 Board Meeting minutes. With no objections or discussion, the motion passed.
5. Mr. Ardoin called for a vote to elect a Board Chair for 2024. Mr. Lane moved, seconded by Mr. Honore', to re-elect Mr. Ardoin as Chairman of the Board. With no objections or discussion, the motion passed.
6. Mr. Ardoin called for a vote to elect a Board Vice Chair for 2024. Mr. Honore' moved, seconded by Mr. Lane, to re-elect Mr. Oliveaux as Vice Chairman of the Board. With no objections or discussion, the motion passed.
7. Mr. Ardoin turned the meeting over to Director Stagg.
8. Director Stagg announced that PE's 2023 Annual Awards and Training Conference has been scheduled for May 9 at Boudreaux's Catering. She provided some details of the event and invited the Board members to attend.
9. Then, Director Stagg provided a brief update on the 2024 Legislative Session, which convened March 18. PE's Ancillary Budget Bill for Fiscal Year (FY) 2024-25 was brought before the House Appropriations Committee. Once approved, the Bill will advance to the Senate Finance Committee.
10. Continuing, Director Stagg announced that the Office of Motor Vehicles (OMV) Commissioner reached out to the Secretary, Mr. James Le Blanc (DOC), regarding a potential partnership with PE for an OMV call center. Director Stagg stated that she has an

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- totaling \$2.9 million and two orders were for chairs, silkscreen, furniture, and metal for DOC HQ totaling \$37,000.
28. Next, Mr. Willis reported 1 significant job order was received from the OMW for auto tags totaling \$885,653 and 1 significant job order from Orleans Parish Sheriff's Office for mattresses totaling \$81,000. Additionally, he reported a significant quote for the Baton Rouge Police Department (BRPD) for furniture totaling \$300,000.
  29. Continuing, Mr. Willis reported PE received job orders totaling \$1.2 million for February 2024 compared to job orders totaling \$733,000 for February 2023, and job orders YTD totaling \$6.8 million for February 2024 compared to YTD job orders totaling \$8.2 million for February 2023.
  30. Next, Mr. Willis reported PE received monthly job orders through March 15, 2024 for \$3.2 million compared to orders totaling \$425,000 for all of March 2023, and YTD job orders totaling \$10 million for March 2024 compared to YTD job orders totaling \$8.7 million for March 2023.
  31. Lastly, Mr. Willis reported that Marketing and Sales staff will attend the Louisiana Association of Municipal Secretaries and Assistants (LAMSA) Conference in Shreveport, LA, March 20-24.
  32. Director Stagg asked Mr. Juneau for the industries update.
  33. Mr. Juneau began with a staffing update. PE Truck Driver positions are completely filled, and the final driver, Mr. Jordan Coleman, began yesterday. Ms. Rosie Gradney was promoted March 11 to the Raymond Laborde Correctional Center (RLCC), Southwest Transitional Workforce Program (SWTWP), and Allen Correctional Center (ALC) Quality Assurance Coordinator (QAC) position. Interviews are taking place tomorrow for 2 PE Supervisor positions.
  34. Next, Mr. Juneau provided a materials and equipment update.
    - a. A purchase requisition was submitted March 4 to install a FuelTrac system at Transportation.
    - b. Requisitions for the Wakefield freezer units were resubmitted March 8.
  35. Continuing, Mr. Juneau provided updates on several projects and some industries.
    - a. Canteen Package Program (CPP) Spring Program ordering ended March 14 and order filling will begin March 26 and end April 15.
    - b. The Tag Plant is working overtime to complete fourth and fifth OMV orders totaling 442,000 auto tags.
    - c. Metal Fab continues working overtime on the LCIW project.
    - d. ALC Furniture Plant continues working overtime on Louisiana state park jobs, including a large job for Fountain Bleu State Park. Tickfaw State Park bunk beds and dining tables were delivered March 14.
  36. Mr. Ardoin inquired about how overtime rates are paid to PE Truck Drivers and Mr. Juneau explained how overtime pay is structured.
  37. Mr. Oliveaux initiated a discussion on the possibility of expanding PE industries into Bogalusa, LA. Director Stagg explained that, although she would like to expand, there are complexities with construction projects as well as major costs. She could not expound on when an expansion to Bogalusa could be a possibility.