

**PRISON ENTERPRISES
BOARD MEETING**

March 19, 2024


APPROVED
Misty Stagg, Director
5/19/24
Date

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

PRISON ENTERPRISES

BOARD MEETING

March 19, 2024

interest in this endeavor potentially at the new LCIW where there will be an industry building.

11. Lastly, Director Stagg asked Mr. Willis to announce his resignation as Marketing Manager, effective March 28. The Board members wished Mr. Willis well in his future endeavors.
12. Mr. Lane initiated a discussion regarding marketing materials that can be used to advise the general public on the benefits of correctional industries. Director Stagg stated that the National Correctional Industries Association (NCIA) published a pamphlet entitled, *Frequently Asked Questions of the Correctional Industries*, which is available on NCIA's website. Director Stagg will ensure that the Board receives the information.
13. Director Stagg asked Mr. Floyd for his updates and he had nothing significant to report.
14. Director Stagg asked Mr. Gray for his updates.
15. Mr. Gray began with a staffing update. He stated that the soon to be vacant Marketing Manager position was posted and is expected to close March 22. Ms. Betsy Daggett filled the North Louisiana territory sales representative position. Mrs. Kelly Sicard filled the Accounting Technician position, and an offer was made and accepted for the Accounting 3 position. A candidate has been identified for PE's Procurement Analyst position and an offer is expected to be made soon.
16. Mr. Gray provided an update on property. He stated that no new insurance claims were filed. PE's Property Manager continues the interim property audits; however, her focus will soon shift to preparing for the Louisiana Property Assistance Agency (LPAA) audit that is scheduled for the end of April.
17. Director Stagg asked Mr. Chapman for his updates.
18. Mr. Chapman stated that the compliance documentation for the annual update of American Correctional Association's (ACA) files is due April 5. A discussion ensued on actions that are required to prepare for an ACA audit and the time that is spent completing those actions.
19. Next, Mr. Chapman announced that the ACA AM-H-2 monitoring site visit at Dixon Correctional Institute (DCI) is scheduled for April 17.
20. Lastly, Mr. Chapman stated that he continues working on safety policy reviews and quarterly safety training.
21. Director Stagg asked Mrs. Palmer for the financial update.
22. Mrs. Palmer reported that the December 2023 final monthly sales increased by \$267,000 and the final YTD sales increased by \$21,000 compared to December 2022. The December 2023 final monthly net income decreased by \$214,000 and the YTD net income decreased by \$326,000 compared to December 2022.
23. January 2024 preliminary monthly sales decreased by \$257,000 compared to January 2023 and the preliminary YTD sales decreased by \$236,000 compared to January 2023.
24. February 2024 preliminary monthly sales decreased by \$1.8 million compared to February 2023 and the preliminary YTD sales decreased by \$2.1 million compared to February 2023.
25. Director Stagg stated that the January and February financials were very preliminary and the January 2024 financial report is expected to be finalized soon.
26. Director Stagg asked Mr. Willis for the sales and marketing update.
27. Mr. Willis reported PE received 3 significant DOC job orders for the month of February. One order was for metal furniture at the Louisiana Correctional Institute for Women (LCIW)

PRISON ENTERPRISES

BOARD MEETING

March 19, 2024

- 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 Staggs 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 Staggs 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.

PRISON ENTERPRISES

BOARD MEETING

March 19, 2024

38. Director Stagg asked Mrs. Farrar to report on the agriculture updates.
39. Mrs. Farrar began with a rangeherd update. March 8 marked the end of the Spring calving season for the Louisiana State Penitentiary (LSP) and Elayn Hunt Correctional Center (EHCC) rangeherd. EHCC cows are scheduled to receive vaccinations, and deworming at the end of March. DCI heifers are developing as expected and the bulls have been active. Bulls were turned out at LSP March 1.
40. Next, Mrs. Farrar provided an update on row crops. She reported that the planting of 500 acres of corn began March 4. She also reported that grain and bean market prices are currently down and 1,600 acres of soybean seed have been reserved for purchase. Additional soybean seeds may be purchased at a later date if the market prices improve.
41. Continuing, Mrs. Farrar provided an update on the horse program and stated that breeding assignments are underway for some of the 18 available mares. Additionally, 6 foals are being halter broken and the 2-year old horses are being ridden. Two horses are expected to be sold at the Southwest Horse Sale March 23.
42. Lastly, Mrs. Farrar stated that approval was given to harvest timber on Winn Correctional Center (WCC) and B.B. "Sixty" Rayburn Correctional Center (RCC).
43. Mr. Ardoin inquired about the apprenticeship programs at Metal Fab and ALC. A discussion ensued on the qualifications that are required for inmate workers to enter the program and the hurdles that must be overcome to increase graduation rates.
44. Mr. Ardoin stated the next PE Board meeting is scheduled for April 16, 2024.
45. Without any further business to discuss, Mr. Ardoin adjourned the meeting at 10:38 A.M.